



**Harvard** John A. Paulson  
**School of Engineering**  
and Applied Sciences

# Edge AI Summer Institute

July 19-21, 2022

## Getting setup in Buy2Pay

# If you attended last year's workshop...

- Please first check your registration status by going to the Supplier Portal:  
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=HarvardFullSuite>
- Make any changes to addresses or contact details, if needed
- If supplier details are up to date, then you are all set!



# If you are new...

- You will need to be set up in Harvard's procurement system, Buy2Pay, in order to receive payment
- Molly will send you an invitation to register via the supplier registration portal
- The email invitation will come from [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu) - ***please add this email address to your contacts so that it doesn't go to your spam folder!***



# This will take time!

- After you submit your registration, the supplier onboarding team at Harvard will review your details and reach out to you if they need additional information
- The onboarding process can take **a week or more** after submitting your registration
- Please choose Zelle electronic payments when registering for fastest payment
- After your profile is active, it can take **1-2 weeks** of processing time for you to receive payment



# Tax Compliance

- If you are a Non-U.S. Citizen/Nonresident Alien, please allow additional time to submit information in Harvard's Online Tax Compliance System, GLACIER. Instructions [here](#).
- If you are a new registrant, you will receive a separate email from GLACIER ([support@online-tax.net](mailto:support@online-tax.net)). **Please add this email address to your contacts!**
- Previous registrants can login to <https://www.online-tax.net/> to make any updates, if needed
- Signed GLACIER documents **must** be uploaded to your Buy2Pay supplier profile before you can be activated in the system
- For help with GLACIER, please go to:  
<https://nratax.oc.finance.harvard.edu/GLACIER>



# Help

- **Walkthrough of Supplier Registration Experience:**  
[https://b2p.procurement.harvard.edu/files/b2p/files/b2p\\_supplier\\_registration\\_experience.pdf](https://b2p.procurement.harvard.edu/files/b2p/files/b2p_supplier_registration_experience.pdf)
- **EASI Contact:** Molly Marshall, [mollymarshall@g.harvard.edu](mailto:mollymarshall@g.harvard.edu)
- **Supplier Onboarding:** [Ap\\_SupplierOnboarding@harvard.edu](mailto:Ap_SupplierOnboarding@harvard.edu)
- **Nonresident Alien Tax Compliance Office:** [nratax\\_ufs@harvard.edu](mailto:nratax_ufs@harvard.edu)
- Feel free to reach out with any questions! We will try our best to make this move quickly for you, but these things take time and we appreciate your patience!

