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:
- 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 - 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/](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](https://nratax.oc.finance.harvard.edu/GLACIER)
Help

- **Walkthrough of Supplier Registration Experience:**

- **EASI Contact:** Molly Marshall, mollymarshall@g.harvard.edu

- **Supplier Onboarding:** Ap_SupplierOnboarding@harvard.edu

- **Nonresident Alien Tax Compliance Office:** 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!