

HARVARD  
FINANCIAL ADMINISTRATION



# Supplier Onboarding: Policy & Process Information Session

September 14, 2022

# Welcome

## Introductions:

- Karen Kittredge, Manager, Policy and Business Process
- Natasha Rivera, Nonresident Alien Compliance Manager
- B2P Subject Matter Specialists

# Learning Objectives

After completing this information session, you should be able to:

- Identify supplier types, payment eligibility, and classification.
- Utilize the Supplier Onboarding Checklist.
- Apply the tips and tricks to the Supplier Onboarding process.
- Leverage Buy-to-Pay (B2P), Financial Policy, and Nonresident Alien Tax resources.

# Suppliers

# Considerations

In order to process payments to individuals or entities offering goods or services, rents, royalties, or other activities to Harvard, a supplier must be set up in Harvard's Supplier Portal (Jaggaer/Buy-to-Pay/B2P).

Is the individual eligible to receive a payment from Harvard?

- Prior to any formal agreements being made, schools or units must confirm a supplier is legally allowed to be paid by Harvard. Refer to [Most Commonly Seen Visa Types of Foreign National Guest Speakers](#), [Independent Contractors Policy](#), [Debarment Certification](#)
- In rare instances, a Harvard employee may be paid for a service via B2P (e.g., services unrelated to their current job, though additional compensation is best practice).
- Nonemployees receiving reimbursements for a valid Harvard business expenses (qualified, non-taxable).
- Payment method: Do not assume the default payment for a paper check is acceptable when paying foreign payees. Many foreign banks no longer accept paper checks, and international mail also remains unreliable. Invoices may also provide payment method requirements.

Is the supplier type classified correctly?

- Accurate classification facilitates compliance with federal and state regulations
- Suppliers must submit required legal documentation (e.g., W-8, W-9, GLACIER, etc.)
- **NOTE-** Improper classification may result in under withholding and/ or reporting, which can result in taxes being charged back to department to remain compliant with IRS regulations.

# Types of Suppliers

- Individual – U.S. Citizen or U.S. Permanent Resident (1099 supplier) / Non U.S. Citizen (1042S supplier)
- [Business Expense Reimbursement \(BER\) Supplier](#) – One-time business expense reimbursement for a foreign individual not receiving income, such as for services. Additional documentation requirements for the department apply.
- Temporary Supplier (Refunds only)
- US / Foreign Supplier

US Supplier Types	Foreign Supplier Types (W-8 Suppliers)
<p><b>US - Sole Proprietorship</b> - A type of business entity that is owned and run by one individual</p> <p><b>US Partnership LLC</b> - A hybrid business entity having certain characteristics of both a corporation and a partnership or sole proprietorship.</p> <p><b>US Corporation</b> - Created under the laws of a state as a separate legal entity that has privileges and liabilities that are distinct from those of its members. Includes 501(3)(c) nonprofit, US colleges/universities.</p> <p><b>US Government Agency</b></p>	<p>Foreign Corporation</p> <p>Foreign Partnership</p> <p>Foreign Trust</p> <p>Foreign Tax-Exempt Organization</p> <p>Foreign Private Foundation</p> <p>Foreign Estate</p> <p>Foreign Government or International Organization</p>

# Supplier Onboarding Process

# Supplier Checklist

- ☐ Is supplier already in B2P? See [Supplier Search](#).
- ☐ Is supplier record active? See [Supplier Search](#) and [Supplier Inactivation Dates](#).
- ☐ Does supplier record need to be updated (Address add/change, [Paymode-X ACH](#), [Zelle](#))? See [Maintenance Request](#).
- ☐ Determine how to onboard the supplier. See [Onboarding Supplier Options](#) and [B2P Process Diagrams](#).
- ☐ If foreign individual, will the individual be entering the U.S. and/or do you know their visa type? Review [Supplier Types](#)
  - ☐ Confirm individual is legally allowed to receive payment from Harvard [Most Commonly Seen Visa Types](#).
  - ☐ If you know the individual **will be** entering the U.S., but do not know their visa type, select “**NA – Not Available**”. This will trigger a GLACIER email to the individual. The Supplier Onboarding Team (SOT) will update the visa type upon receipt of the GLACIER tax summary report and immigration documentation.
  - ☐ If you know the individual **will not** be entering the U.S. –select visa type “**NE – No Entry/No U.S. Presence**”. No GLACIER email will be sent to the individual since GLACIER is only required for U.S.-sourced income.
  - ☐ If you know the individual **will not** be entering the U.S. but is receiving royalty, copyright, or patent income, select “**NE-RC**” visa type.
  - ☐ Individuals being paid on ADVTR visa type will receive GLACIER to complete upon their arrival to the U.S. Their advanced travel grant will be taxed at 30%.
- ☐ How will the payment be made? Paper checks are not always the best process for foreign transactions, is Wire required, if so – USD or foreign currency? See [Treasury links here](#) for further information on the wires process.



- ☐ Is supplier already in B2P?

- ☐ Is supplier record active?

# Supplier Search

✓ = Record is active  
✗ = Record is inactive

View supplier profile,  
Invite supplier if not active (see process  
if foreign individual) or submit a Supplier  
Maintenance Request if needed.

Results Per Page: 200 ▾ Sort by: Best Match ▾ Page 1 of 1 legend ?

✓ **WANG XI 1** Type: Preferences: (10425) Z Diversity Classifications: None Date Registered: 4/5/2022 5:47 PM Last Updated: 5/2/2022 1:20 PM Manage ▾

Supplier Number: 646422  
Registration Status: Approved  
Registration Type: Individual  
Contract Party Types: Supplier

**Paygroup**

- 2 Digital Disbursement (Registered with Zelle)
- Paymode
- Check

**Payment Terms**

- E.g. Immediate, Net 30
- Note: special handling is not required if the payment term is 'Immediate'*

**Foreign Entity Type**

- E.g. Corporation, Estate, Government or International Organization, Partnership, Private Foundation, Tax-Exempt Organization, Trust

**Tax Residency**

- E.g. AA: Aruba, CA: Canada, ~270 more countries

**Vendor Type**

- 1099 1099 Supplier
- 10425 10425 Supplier
- BER (Business Expense Reimbursement) Supplier
- Debarred Supplier
- Supplier
- Individual
- Temporary Supplier

**LEGEND**

🇨🇦	CAD Science Catalog
	Science Catalog Supplier
🇬🇧	UK Science Catalog
✓	Supplier is Active; Click to Inactivate
✗	Supplier is Inactive; Click to Activate
🕒	Coming Soon Supplier
🌟	New Supplier

☐ Does supplier record need to be updated?

# Supplier Maintenance Request

Suppliers are encouraged to log in and update their records at any time; however, Harvard supplier portal users can also use a supplier maintenance request to perform/initiate the following types of changes:

- Address Add (formerly called Site Add)
  - Used to add/update addresses
  - When requesting a new address, be sure to note in comments whether the old address should be deactivated.
- Address Removal (formerly called Site Inactivation)
- Supplier Reactivation
- Supplier Inactivation
- Supplier Name Change (requires a new W-9 or W-8 Form)
- Change to Supplier Type
- Payment Method Change
- Proxy GLACIER documentation for Foreign Individual (use to upload updated GLACIER materials for an existing, active supplier)
- Other

See [Tips and Tricks Supplier Maintenance](#)


# Quick Reference – Supplier Inactivation Dates\*

Supplier Type	Inactivation Date
<b>Business Expense Reimbursement – Foreign (BER)</b>	90 days from activation date ( <a href="#">see requirements</a> )
<b>1042-S Individual – Non-US Citizen</b> (visa type is required; sample of special types and scenarios noted below)	
• <a href="#">ADVTR – Advance Travel Grant</a>	90 days from activation date. Not able to reactivate without GLACIER
• NA – Not Applicable/Unknown	Should be updated to correct visa type by supplier or Supplier Onboarding Team once GLACIER and immigration documents are provided
• NE – No Entry (supplier is not entering the U.S. and has no U.S. presence)	90 days from activation date. See “NE-RC” if paying royalty, copyright, or patent income to an individual with no U.S. presence
• NE-RC – No Entry Royalty/Copyright (supplier is not entering the U.S., has no U.S. presence, but is receiving royalty, copyright, or patent income)	2 years from date of W-8BEN signature
• All other visa types	Auto inactivated based upon immigration documentation end dates
<b>Individual: US Citizen / Legal Permanent Resident</b>	N/A
<b>Temporary Supplier</b>	30 days from activation date
<b>US Entity</b> Sole Proprietorship, Partnership LLC, Corporation or Government Agency	N/A
<b>Foreign Entity</b> Corporation, Partnership, Trust, Tax-Exempt Organization, Private Foundation, Estate, Government / International Organization or Qualified Intermediary	Generally, 3 years from date of signature on W-8

*\*Suppliers with 18+ months of no activity are automatically inactivated)*

- ❑ Determine how to onboard the supplier.

# Onboarding Supplier Options

Registration Option	Description	Required Information Needed by B2P Portal User
Invite New Supplier	A Harvard requestor sends a link to an individual or company, inviting them to self-register on our B2P Supplier Portal (Note: not recommended for foreign payees. See Request Form description below.)	<ul style="list-style-type: none"> <li>• Company or Individual</li> <li>• Legal Name*</li> <li>• Email Address</li> </ul>
Request New Supplier	A Harvard requestor completes an online questionnaire to add a supplier in the B2P Supplier Portal (Temporary Vendors – Refund, BERS)	<ul style="list-style-type: none"> <li>• Company or Individual</li> <li>• Legal Name*</li> <li>• Remit to Address</li> <li>• Email Address</li> <li>• Citizenship</li> <li>• Additional information may be required depending upon selection of Temporary or BER Vendor</li> </ul>
Request Foreign Individual 	<p>A Harvard requestor completes an online questionnaire which will send an invitation as well as a GLACIER request to the individual early in the onboarding process.</p> <p><b>Note:</b> Using “request a supplier” rather than “invite” will kick off the GLACIER request earlier in the onboarding process.</p>	<ul style="list-style-type: none"> <li>• Company or Individual</li> <li>• Legal Name*</li> <li>• Email Address</li> <li>• Citizenship</li> <li>• Visa Type (or NA if not known)</li> </ul>
Proxy Request	<p>A Harvard requestor completes an online questionnaire on behalf of an individual who requires special assistance to register as a supplier. This is also known as “white glove registration.”</p> <p>Example: No internet access, VIP</p>	<p>ALL SUPPLIER INFORMATION AND DOCUMENTATION</p> <ul style="list-style-type: none"> <li>• Company or Individual</li> <li>• Legal Name*</li> <li>• SSN/TIN</li> <li>• Visa Type</li> <li>• DOB</li> <li>• Remit to Address</li> <li>• ALL supporting documenting (including GLACIER and relevant tax documents)</li> </ul>

# Onboarding an Individual – US Citizen or Legal Permanent Resident

## Payment Terms - Immediate

Supplier Type	Legal Structure Tax Classification on W-9	Required Document(s)	Inactivation Date	Typical Use Case
<b>1099</b>	US Individual/Sole Proprietor/Single Member LLC	Completed <u>W-9</u>	Automatically inactivated 180 days if never paid or if not paid after 18 months	<p>US Citizens or Legal Permanent Residents receiving payments from Harvard:</p> <ul style="list-style-type: none"> <li>- Goods and services</li> <li>- Fellowships, Prizes, Awards</li> <li>- Independent contractors</li> <li>- Invited guest speakers</li> <li>- Royalties, Copyrights, Patents</li> <li>- Harvard Students</li> <li>- Human subject payments</li> <li>- Nonemployee reimbursement</li> </ul>
<b>Temporary</b>	N/A	Legal Name, Address	30 days from date of activation	<ul style="list-style-type: none"> <li>– One-time use generally for refunds (e.g., for registration fees or Crimson Cash)</li> <li>– <b>CANNOT</b> be used for business expense reimbursements or income payments</li> <li>– Individuals only, not for companies</li> </ul>



# Onboarding a New Company - US Company/Entity

Payment Terms – Net 30 (unless otherwise specified on a contract)

Supplier Type	Legal Structure Tax Classification on W-9	Required Document(s)	Inactivation Date	Typical Use Case
US Entity	C Corp; S Corp; LLC-C; LLC-S; Other	Completed <a href="#">W-9</a>	Automatically inactivated 180 days if never paid or if not paid after 18 months	Payments to US entities (goods, services, royalties, rents, etc.).
US Entity - 1099	LLC - Partnership; Partnership; Trust/Estate; US Individual/Sole Proprietor or Single Member LLC	Completed <a href="#">W-9</a>	Automatically inactivated 180 days if never paid or if not paid after 18 months	Payments to US entities (goods, services, royalties, rents, etc.).

# Onboarding an Individual – Non-US Citizen

## Payment Terms - Immediate

Supplier Type	Visa Type	Legal Structure Tax Classification on Document	Required Document(s)	Inactivation Date	Typical Use Case
1042-S	Dept must confirm individual legally allowed to be paid by Harvard.  See <a href="#">“Most Commonly Seen Visa Types”</a>  If visa type is unknown and the individual is entering the US, select NA – Not Available	Foreign Individual	<ul style="list-style-type: none"> <li>- <a href="#">W-8BEN</a></li> <li>- Completed GLACIER with immigration documents</li> <li>- Permanent foreign address</li> </ul>	Based on immigration status expiration date	Foreign Individuals receiving payments from Harvard: <ul style="list-style-type: none"> <li>• Goods and services</li> <li>• Fellowships, Prizes, Awards</li> <li>• Independent contractors</li> <li>• Invited guest speakers</li> <li>• Royalties, Copyrights, Patents</li> <li>• Harvard Students</li> <li>• Human subject payments</li> <li>• Nonemployee reimbursement</li> </ul>
	NE – No Entry	Foreign Individual	<ul style="list-style-type: none"> <li>- <a href="#">W-8BEN</a></li> <li>- Permanent foreign address</li> </ul>	90 days from activation date	<ul style="list-style-type: none"> <li>• Payments to individuals who did not enter the U.S. or have no U.S. presence.</li> <li>• NOT used to pay US-sourced income such as royalties, copyrights. <b>See NE-RC.</b></li> </ul>
	NE-RC – No Entry and Royalty/ Copyright Payment	Foreign Individual	<ul style="list-style-type: none"> <li>- <a href="#">W-8BEN</a></li> <li>- Completed GLACIER</li> <li>- Permanent foreign address</li> </ul>	2 years from W-8 signature date	<ul style="list-style-type: none"> <li>• Royalty or copyright payment to individual with no U.S. presence (i.e., Office of Technology &amp; Development and HU Press payments)</li> </ul>

# Onboarding an Individual – Non-US Citizen (continued)

## Payment Terms - Immediate

Supplier Type	Visa Type	Legal Structure Tax Classification on Document	Required Document(s)	Inactivation Date	Typical Use Case
1042-S (continued)	<a href="#">ADVTR – Advanced Travel Grant</a>	Foreign Individual	<ul style="list-style-type: none"> <li>- <a href="#">W-8BEN</a></li> <li>- Completed GLACIER with immigration documents</li> <li>- Permanent foreign address</li> </ul>	90 days from activation date	<ul style="list-style-type: none"> <li>• ONLY for grants to new scholars arranging travel to the US. Travel grants will incur a 30% tax withholding until GLACIER is later submitted. See FAQ <a href="#">ADVTR</a>.</li> <li>• Not for service-related income (i.e., honorarium)</li> </ul>
Temporary	Correct visa type	N/A	Legal Name, Address	30 days from activation date	<ul style="list-style-type: none"> <li>• Refund for registration fees or Crimson Cash</li> <li>• <b>NOT</b> used for business expense reimbursements or income payments</li> </ul>
<b><u>Business Expense Reimbursement (BER)</u></b>	<ul style="list-style-type: none"> <li>- Correct visa type</li> <li>- Dept must confirm individual legally allowed to be paid by Harvard.</li> <li>- See <a href="#">Most Commonly Seen Visa Types and BER Process</a></li> </ul>	Foreign Individual	<ul style="list-style-type: none"> <li>- Paying dept must collect and submit required documents with requisition at time of payment. See <a href="#">BER supplier process</a>.</li> <li>- Permanent foreign address</li> <li>- Must follow Accountable Plan Rules and Travel Policies</li> </ul>	90 days from activation date.  Cannot reactivate 1042-S Supplier as a BER Supplier	<ul style="list-style-type: none"> <li>• Invited speaker <b>only</b> receiving reimbursement for travel and has never previously received income from Harvard.</li> <li>• A candidate for a faculty position who incurred out-of-pocket expenses to travel to Harvard for an interview as a one-time reimbursement.</li> <li>• <b>NOT</b> used to process any income payments</li> </ul>

# Onboarding a New Company - Non-US Company/ Foreign Entity

Payment Terms – Standard Net 30 (unless otherwise specified on a contract)

Supplier Type	Legal Structure Tax Classification on W-8	Required Document(s)	Inactivation Date	Typical Use Case
Foreign Entity Supplier	Foreign Corporation Foreign Partnership Foreign Trust Foreign Tax-Exempt Organization Foreign Private Foundation Foreign Estate Foreign Government or International Organization Foreign Qualified Intermediary	Completed <a href="#">W-8BEN-E</a> , <a href="#">W-8ECI</a> , or <a href="#">W-8EXP</a>  See <a href="#">Foreign Entities and W-8 Forms</a>  Permanent foreign address	Generally, 3 years from date of signature on W-8	Payments to foreign entities (goods, services, royalties, rents, etc.).

# GLACIER Highlights – Non-U.S. Citizens

Guidance and reference materials on GLACIER can be found on the Nonresident Alien Tax Compliance website <https://nratax.oc.finance.harvard.edu/Glacier> . Guidance and the NRA website link is also included in the Harvard auto-generated GLACIER email sent to each new foreign payment recipient.

## Sample GLACIER Fields

Relationship with Individual (Select as many categories as applicable, but make only one choice per category)	Income Type (If applicable, select one choice per category)
<input type="checkbox"/> Employee/Faculty/ Staff <input type="checkbox"/> Student Worker/ Graduate Teaching/ Research Assist	<input type="checkbox"/> Compensation/Salary/Wages
<input type="checkbox"/> Stipend / Scholarship/ Fellowship/ Grant Recipient	<input type="checkbox"/> Scholarship or Fellowship Income (Non-Service) <input type="checkbox"/> Grant Income
<input type="checkbox"/> Honoraria Recipient / Invited Guest/ Guest Speaker <input type="checkbox"/> Consultant/ Independent Contractor	<input type="checkbox"/> Honoraria or Guest Speaker Fee <input type="checkbox"/> Consulting Fee/ Independent Services Payment
<input type="checkbox"/> Artist/ Performer	<input type="checkbox"/> Service Payments to Artist/Performers
<input type="checkbox"/> Industrial Royalty Recipient	<input type="checkbox"/> Industrial Royalty or Patent
<input type="checkbox"/> Copyright or Royalty Recipient	<input type="checkbox"/> Copyright or Royalty Income
<input type="checkbox"/> Other	<input type="checkbox"/> Prize/ Award/ Loan Forgiveness/ Other <input type="checkbox"/> Travel Reimbursements
	<input type="checkbox"/> No Payments

## VISA Information

Entering all prior visits to the U.S. related to any sponsored immigration status is required due to IRS regulations that impact accurate tax calculations. F-1 or J-1 nonresident alien visa holders may be eligible for a FICA tax exemption, be sure to complete GLACIER in order not to have these taxes withheld from your paycheck!

To get a copy of their most recent I-94 or travel history, go <https://i94.cbp.dhs.gov/I94/#/home> and click “Get Most Recent I-94” or “View Travel History.”

Non Resident Alien VISA Type	History Required
B1, B2, Visa Waiver, ESTA	Prior 6 years of U.S. presence
F, J, M, Q, TN, O, H1B, A, G, E3, etc.	Back to 1986

# Foreign Entity W-8 Forms

Harvard University is required by the IRS to collect the appropriate W-8 form from any foreign entity to establish the entity's foreign status and possible claims of reduced tax withholding. Harvard is unable to advise on what form a supplier should use since it is based on their legal structure, suppliers should refer to the instructions for each Form W-8 on the IRS website, to determine which is most appropriate form to complete. See [Nonresident Alien Tax Compliance](#) for additional details or questions.

**Form W-8 BEN-E** is generally used by foreign entities to document their status for purposes of chapter 3 and chapter 4 reporting, as well as other code provisions. See <https://www.irs.gov/forms-pubs/about-form-w-8-ben-e>

**Form W-8 EXP** is generally used by foreign entities to claim a reduced rate of, or exemption from, withholding as a foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession. See <https://www.irs.gov/forms-pubs/about-form-w-8-exp>

**Form W-8 ECI** is generally used by foreign entities claiming they are the beneficial owner of U.S. source income that is effectively connected with the conduct of a trade or business within the United States. See <https://www.irs.gov/forms-pubs/about-form-w-8-eci>

# Reminders, Tips & Tricks

# Supplier Maintenance Request – Tips and Tricks

When entering a Maintenance Request include the supplier's name in the form name on the details page. This helps identify the supplier without opening each request.

## Details

Form Name ★	John Harvard Reactivation
Purpose	Generic Request
Template Title	Supplier Maintenance Request
Form Type	Supplier Maintenance Request

Select the Type of Maintenance Request ★

Supplier Reactivation

Support Attachment

No File Attached

Upload

Description of requested changes or comments to the Supplier Onboarding Team ?

Add a site - inactivate the 10 Massachusetts Avenue address. This is the new tax reporting site OR  
Reactivate to process a nonemployee reimbursement for expenses incurred prior to their visa end date OR  
Supplier Name Change from TALX to Equifax - New W-9 Form is attached

1729 characters remaining

Enter complete a description as possible to avoid processing delays.



# General Supplier Set Up Reminders

- Invitation registration defaults to “individual” which includes the ability to follow the GLACIER process if necessary.
- File size upload is 50MG and suggest PDF, JPEG or TIFF format.
- Maintenance requests: When adding or reactivating addresses, there can be tax reporting implications. Consider if any address should become inactive; is this a permanent site or only needed one-time?
- Address Types:

<b>Fulfillment Address</b> (Required)	A Fulfillment Address indicates where to send a purchase order or can be an order processing center. <b>A Fulfillment address is also the tax reporting address. <i>Foreign companies and foreign individuals must supply a foreign address for a fulfillment address.</i></b>
<b>Remittance Address</b> (Required)	Address where the payment is sent. May be the same address as the fulfillment address.
Physical Address	DO NOT USE

- Visit the B2P website to review additional [B2P frequently asked questions \(FAQs\)](#).

# Document Submission – Tips and Tricks

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## W-9 Forms

Be sure the W-9 Form is signed by the supplier.

If under the age of 18 the W-9 form must be signed by a legal guardian.

Sign Here ▶

<div></div>	<div></div>	<div></div>
Signature of individual authorized to sign for beneficial owner	Print Name	Date (MM-DD-YYYY)

☐ I certify that I have the capacity to sign for the entity identified on line 1 of this form.

## W-8 Forms

Remind the Foreign Entity that they need to sign **AND** certify the applicable W-8 Form!

If W-8 Form submitted must be the most up-to-date [IRS Revision](#), which is generated from B2P or GLACIER.


# GLACIER Tips and Tricks

The signed GLACIER Packet can be uploaded as one document in the supplier portal.

- Individuals must sign GLACIER Tax Summary Report as well as tax forms generated by GLACIER.
- Individuals must also upload required document copies noted on the GLACIER Tax Summary report.
- **Tax forms must be the most up to date IRS revision.**

Forms generated by GLACIER need to be signed and submitted.

HOLD 1



## Tax Summary Report

**Summary of Information Entered into GLACIER™:**

Name:	Karen Kittredge	2019 - 238 Days
SSN / ITIN:	AppliedForSSN	2018 - 359 Days
Email Address:	karen_kittredge@harvard.edu	2017 - 70 Days
Country of Tax Residence:	France	
Country of Citizenship:	France	
Current Immigration Status:	F1 Student	
Date of Entry to U.S.:	October 2, 2017	Changed Immigration Status? No
Immigration Status Expiration:	December 2, 2019	Immigration Status Change Date:
Original Immigration Status:		
Vendor Request or Harvard		Estimated Date of Departure: October 10, 2019

**Tax Determinations and Results** Based on the data entered, GLACIER has made the following determinations:

Tax Residency Status:	Nonresident Alien for U.S. Tax Purposes
Residency Status Change Date:	July 3, 2022 to Resident Alien
Residency Status Start Date:	January 1, 2022 to Resident Alien
Residency Status Change Date 2 (if applicable):	
Residency Status Start Date 2 (if applicable):	
Compensation/Salary/Wages	
Applicable Tax Withholding Rate:	Single, 1(Monthly)
(If Tax Treaty Does Not Apply or Form Is Not Submitted)	
Tax Treaty Exemption Status:	Taxable
Tax Treaty Time Limit:	Not Applicable
Tax Treaty Exemption Period:	Not Applicable
Tax Treaty Dollar Limit:	Not Applicable

TAX

FICA Tax Status:	Exempt	FICA Tax Start/Change Date:	January 1, 2022
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**Required Forms and Document Copies** Attach the following Forms and Documents to the Tax Summary Report

Please print, sign and submit with Tax Summary Report	Please copy and submit with Tax Summary Report
<b>Required Forms:</b>	<b>Required Document Copies:</b>
Form W-4	Form I-20
State Tax Form	Form I-94/I-94W Card
	Visa Sticker/Stamp (in Passport)

**Certification**

I hereby declare that the information provided by me to Harvard University and/or entered into the GLACIER Online Tax Compliance System for purposes of making the tax determinations above is true and correct. If any of the information provided changes or if other relevant information becomes available, I will notify Harvard University as soon as possible so that this information and/or my U.S. tax status may be updated.

Signature:	Date:
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The information contained on this statement was generated using GLACIER™ Online Tax Compliance System.  
082619 © Copyright Arctic International LLC. All rights reserved.

Documents which need to be copied and submitted with GLACIER Packet.

Sign & date summary as well as other tax forms included with packet

# Support

## Resources

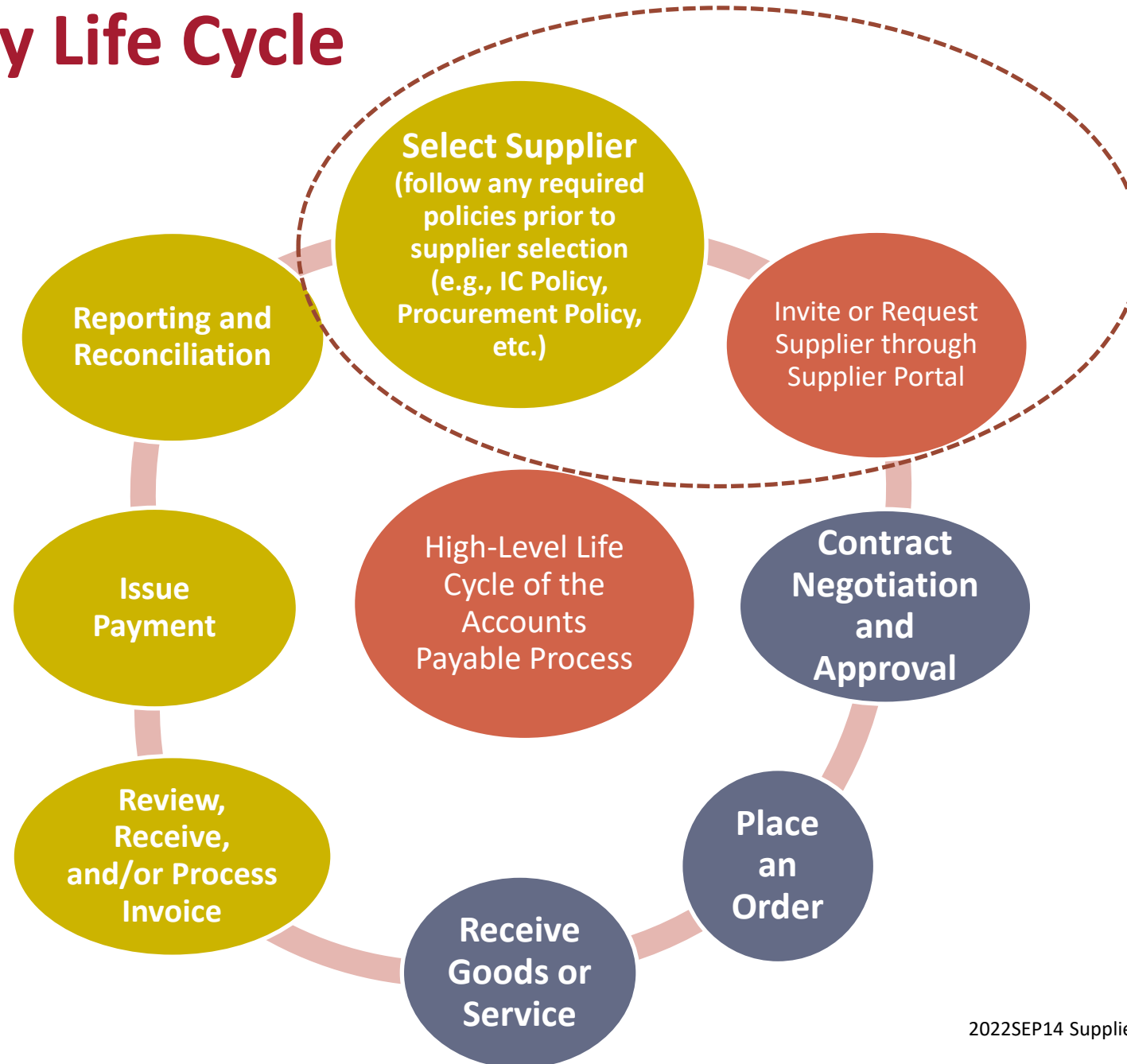
The following table provides a list of resources that are available to support your questions about the Supplier Onboarding process

Resource	Department	Office Hours	What can I find here?
Website	<a href="#">Buy-to-Pay (B2P)</a>	<a href="#">Accounts Payable and Supplier onboarding Support</a> <a href="#">Live Buy-to-Pay support</a>	Training, Quick Reference Guides and FAQs; Support resources (phone & email); <a href="#">Buy-to-Pay Blog</a>
	<a href="#">Financial Policy Office</a>		Financial Policies and other reference materials
	<a href="#">Nonresident Alien Tax Compliance</a>	<a href="#">Schedule 1:1 Virtual Appointment</a>	GLACIER, Payment and Tax Reporting information for Non-U.S. Citizens

Thank You!

# Appendices

# Procure-to-Pay Life Cycle





# Business Expense Reimbursements

Employee Type	Pay Group	Common Object Codes	Reimbursement System
Weekly Trades	SPC, WPT, WRT	6080, 6090	Concur
Bi-Weekly Employees (OT Eligible and Exempt)	POU, PON, PFX	6050, 6070	Concur
Monthly Faculty	MFC	6010-6030	Concur
Internal Post Docs	MIP	6150, 6152	Concur
Weekly Temps (includes work-study)	WTM	6110, 6120	B2P
Monthly Teaching Fellow	MTF	6140	B2P
External Post Doc	MEP	6450, 6452	B2P
Student Stipend	MST	6440	B2P

Generally, this group is reimbursed via Concur.

This group must be set up as a supplier in the B2P system

# Eligibility to Receive a Payment from Harvard

These are the most commonly-seen visa types of nonresident aliens, some individuals may have visa types not listed below. Contact NRA Tax Compliance Office for more information before offering to pay an individual an honorarium or travel expenses. Students on an F-1 immigration status have limitations on work they are allowed to perform. See the [Harvard International Office](#) website for more information before services are performed.

Visa Type	Visa Description	Honoraria (Service Payments) Allowed?	Expense Reimbursement/ Direct Payment of Expenses Allowed?	Note
A-1 (Diplomatic)	Foreign Diplomatic Personnel	No	No	
All B visa statuses, if following criteria are met: <ul style="list-style-type: none"> <li>• Payment is for "usual academic activity or activities" lasting no longer than 9 days <b>AND</b></li> <li>• Individual hasn't received similar payments from more than 5 other institutions during the previous 6 months.</li> </ul>	Visitors (of various types)	Yes	Yes	
B-1 (or WB) if above criteria are NOT met	Visitor for Business	No	Yes	
B-2 (or WT) status if above criteria are NOT met	Tourist or Prospective Scholar/Student	No	No	
H-1B	Temporary Worker in a Specialty Occupation	No	No	See note (2) below
G-1	Representative of International Organization	No	No	See note (2) below
J-1	Exchange Visitor (Short-term Scholar, Professor Researcher, or Specialist)	Yes, provided that the written permission of the J-1 sponsor (if other than Harvard) has been obtained	Yes	Payment must be for a lecture or other academic activity
O-1	Person of Extraordinary Ability	No	No	See note (2) below

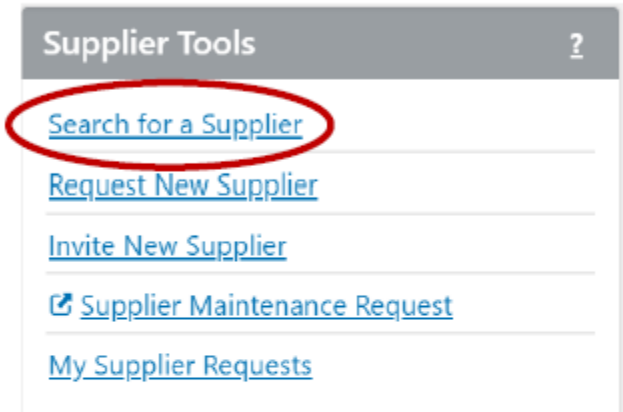
<sup>2</sup>Harvard is not permitted to pay an honorarium or reimbursement to these visa holders, who may only be engaged by the employer or agent sponsoring their visa. In limited circumstances, Harvard may make payment or reimbursement via the speaker's sponsoring agency; contact NRA Tax Compliance for details.

# Supplier Search

Is there already a supplier record for the payee?

## Searching for a Supplier

1. Select **Search for a Supplier** found in the **Supplier Tools** toolbox of B2P Dashboard.



2. The supplier search offers two options, a **Simple Search** or an **Advanced Search**. A simple search will search for all active or inactive suppliers using the supplier name or Oracle supplier ID. An advanced search allows for more search parameters to be used. Advanced search can be used to find diverse suppliers, local suppliers, suppliers with specific product or service offerings, registration status of suppliers and much more.

3. To access advanced search, select **Advanced Search** next to the **Go** button on the supplier search screen.



# Supplier Search (continued)

Results Per Page 200

Sort by: Best Match

Page 1 of 1 legend ?



WANG XI 1

Supplier Number: 646422  
Registration Status: Approved  
Registration Type: Individual  
Contract Party Types: Supplier

Type: Preferences: 1042S Z

Diversity Classifications: None

Date Registered: 4/5/2022 5:47 PM

Last Updated: 5/2/2022 1:20 PM

Manage

## General

Supplier Actions ?

### Company Information

Supplier Name WANG XI 1  
Doing Business As (DBA)  
Alternate Supplier Name  
Country of Origin China  
Aliases  
Supplier Number 646422  
Oracle ID (DO NOT EDIT) 5071322  
JAGGAER Indirect Supplier ID 1006177624  
Is this Supplier instance an Organizational Node? No  
Contract Party Types Supplier  
Active for Shopping ✓  
Business Unit Vendor Id(s) No Values Assigned.  
Are you exempt from backup withholding? -  
Backup Withholding Attachment

Select file Drop file to attach, or browse.

Web Site URL  
RSS Feed URL -  
Profile Update Review Needed (Not visible to Supplier) -

VENDOR TYPE (Not visible to Supplier) 1042S Vendor

INCOME TAX TYPE (Not visible to Supplier)


INACTIVATION DATE (Not visible to Supplier) 5/31/2023

Foreign Entity Type



You can drill down and see the supplier type as well as inactivation date

# Supplier Search (continued)

**WANG XI 1**  


Supplier Number


646422

Registration Status

Approved

Registration Type

Individual



About

>

Contacts and Addresses

>

Workflow and Review

>

View History

Use View History to see the status of a supplier onboarding request.

View history will show exactly what happened with the record along with a timestamp. See [Supplier Onboarding Tips & Guidance](#)

# Business Expense Reimbursement (BER) Supplier Type

Supplier type *Business Expense Reimbursement (BER)* allows Harvard administrators to reimburse foreign individuals who do not have a prior payment relationship with Harvard and are only being reimbursed for Harvard business expenses. Foreign payees can bypass the GLACIER process, since they will not be paid income.

Requirements (See [Supplier Type: BER](#) (currently under revision for additional details))

- The individual has not or will not be paid any income (e.g., honoraria, fellowship, grant, royalty, stipend, etc.) If the individual will be paid income, then they must be paid as supplier type *Individual – Non U.S. Citizen*.
- Individual must follow the accountable plan rules:
  - Submit a complete business purpose and receipts
  - Submit receipts in a timely manner (within 90 days)
  - Complete and submit a nonemployee reimbursement form
- Administrators must submit any signed certification forms, and required copies of immigration documents along with each Nonemployee Reimbursement (NR) Payment Request in order to support that the individual is legally allowed to be reimbursed by Harvard. Payment cannot be processed without this required information.
- The supplier record will be active for 90 days.

NOTE: If an individual's status changes (e.g., they were paid as a BER supplier for travel expenses a year ago, but are returning to Harvard and will be given a travel allowance), their supplier type must be changed to *Individual – Non U.S. Citizen*.

# Processing Payments

## Who are you paying?

Individual – U.S. or Foreign National  
Harvard student, employee or nonemployee?  
Entity – U.S. or Foreign

## What type of payment are you making?

Business Expense Reimbursement  
Compensation for Services  
Fellowship/Grant/Allowance  
Payment for Goods  
Prize/Award  
Scholarship  
Other

## What is the location of the activity relating to the payment

US or Foreign Source

Are you paying an entity/business or an individual?

- Is it a U.S. or foreign entity?
- Is individual a U.S. Citizen/Permanent Resident or a Foreign National/Nonresident Alien.
- What is their tax residency and visa status? Is the individual entering the U.S.?

What type of payment are you making?

- The type of payment will help determine what policies need to be followed and if the payment is reportable or taxable. Both individuals and entities may be subject to taxes.
- If payment to an individual, are they classified correctly and are they allowed to receive payment based on their visa status?

Where is the payment being used (inside U.S. or outside U.S.)?

- Are the goods or services being performed in the U.S.?
- [Location of the activity](#) drives the foreign source determination.
- Does the individual have a PeopleSoft appointment? The appointment type may help in classifying the type of payment (service vs fellowship).

