Step by Step Instructions for Individual Registration

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Logging into the portal

Individual Invitation for Texas A&M University System Supplier Portal

Texas A&M Supplier Portal <aggiebuy@jaggaer.com>

Example of email received



Individual Invitation for the Texas A&M University System Supplier Portal

Dear Camila Sullivan,

Texas A&M University System Supplier Portal has invited you to register as a supplier.

By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will continue to have access to the secure portal where you can update your profile at any time. Please complete this registration as soon as possible. Purchase orders or payments **could be delayed** without prompt response.

Please note the recommended browsers to use are Google Chrome, Microsoft Edge or Firefox. There are **known issues attempting to use the Safari browser** on mobile devices or iPads.



Click on the Register Now icon to get started

Thank You,

Texas A&M University System Supplier Portal

If you have any questions, please visit https://aggiebuy.tamu.edu/vendor-resources.html or contact TAMUS Vendor Administration at vendor-legueta-vendor-le



Registration Checklist

Welcome to Supplier Registration

English -

Registration FAQ

Registration Tutorial

Browse the topics below to learn more about registering and to begin the registration process:

The registration process

- 1. Click the button, below, to begin the registration process.
- 2. Ensure all the required fields and sections are completed.
- 3. Attest to the validity of the information and submit the form electronically.
- 4. Login when needed to update your profile or to add additional contact information.

Before you begin registering

With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.

The following information will be requested during the registration process:

- · Address, phone, and email information
- Tax information

Continue With Registration

• Click on the Continue with Registration icon

Please contact TAMUS Vendor Administration at vendorhelp@tamu.edu or +1 979-845-8286 for assistance.

J∧GG∧ER-

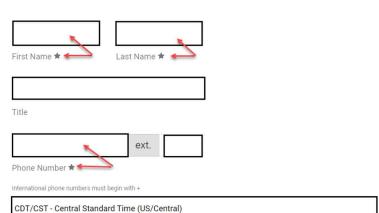


Supplier Registration

Registration Tutorial

English ~

Your Contact Info

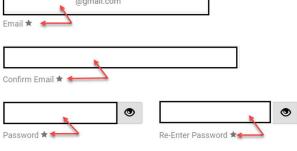


- Enter First Name (If not already indicated)
- Enter Last Name (If not already indicated)
- Enter Phone Number

Your Login

Preferred Time Zone *

You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.



I am a user in need of accessibility assistance

Terms and Conditions

I have read and accepted JAGGAER's Terms and Conditions (2)

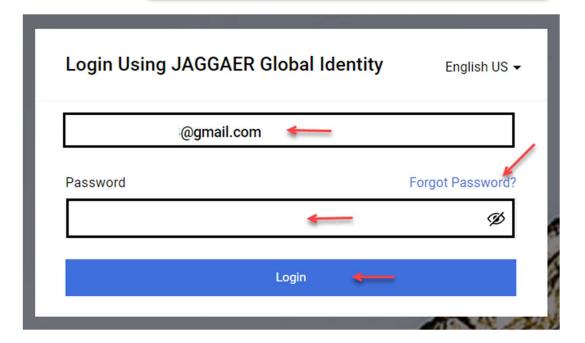
I am human

Create Account

- Enter Email address (If not already indicated)
- Confirm Email address
- Generate a password
- Re-Enter password
- Click the box for Terms and Conditions
- Click the box for I am human
- Click on the Create Account icon

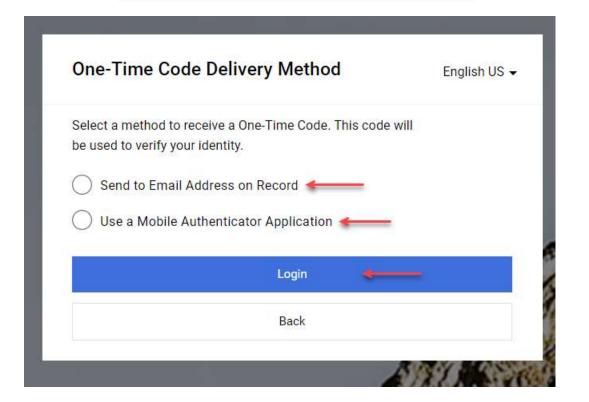
You will be directed to the Jaggaer Global Identity Log In

- Enter email address
- Enter Password (that was just created)
 - If you forgot your password, click on Forgot Password
- Click on the Login Icon



Select a method to receive One-Time Delivery Method Choose one of the following methods

- Send to Email Address on Record
- Use a Mobile Authenticator Application
- Click on the Login icon



Verification code for supplier authentication

JAGGAER Supplier Accounts <noreply@jaggaer.com> to Dear Wisty Sullivan, Your verification code is: Uxcfaj and is valid for 20 minutes.

A verification code will be sent to your email address

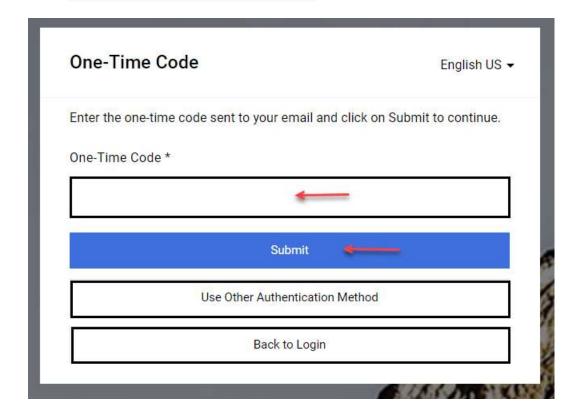
- · Copy the verification code received
 - Please note that the code is on valid for 20 minutes

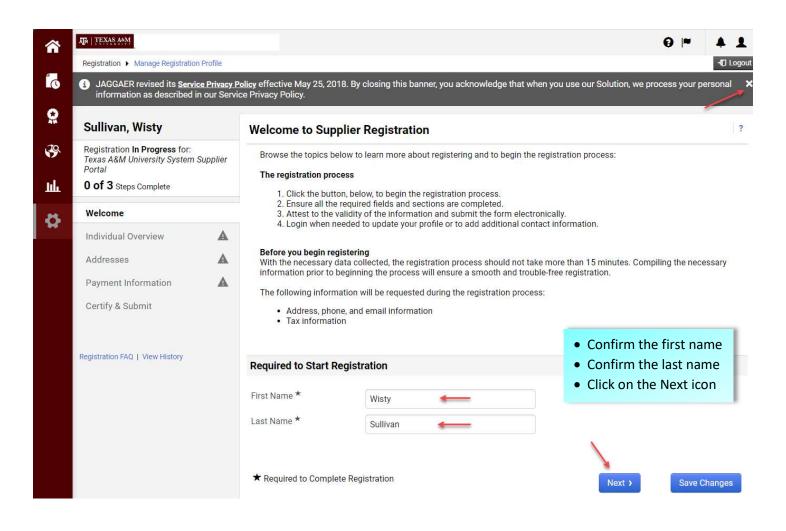
Please note this verification code is not the same as your password and should be used to access your supplier account only when requested by JAGGAER.

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit https://www.jaggaer.com/.

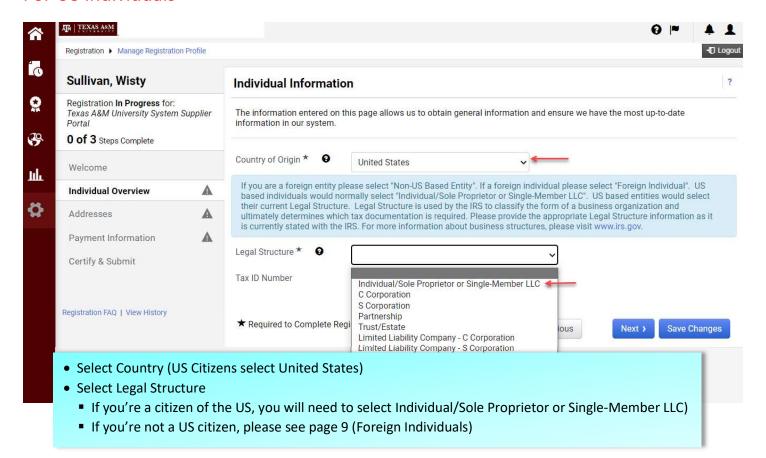
If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: https://www.jaggaer.com/submit-supplier-support-request/

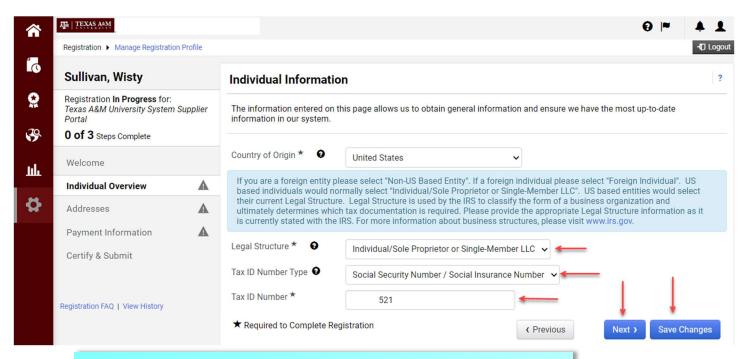
- Paste or enter the verification code
- Click on the submit icon





For US Individuals



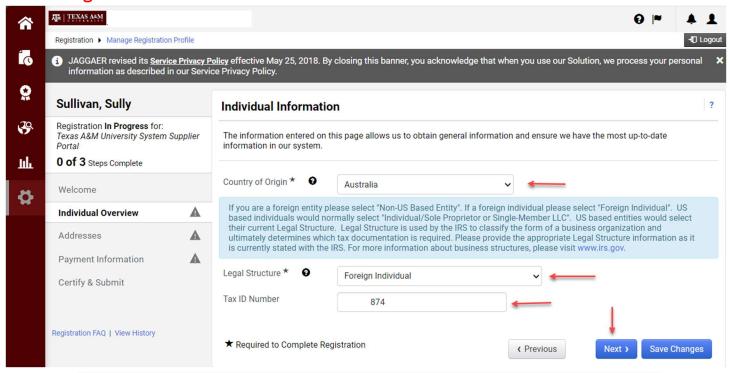


• Tax ID Number Type – select Social Security Number/Social Insurance Number

• Tax ID Number – enter your social security number

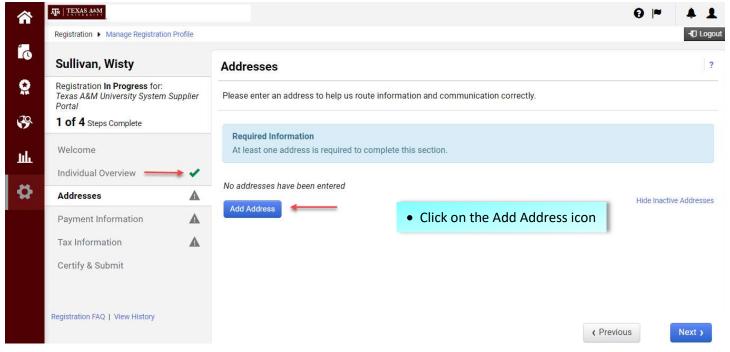
Click on the Save Changes or the Next icon

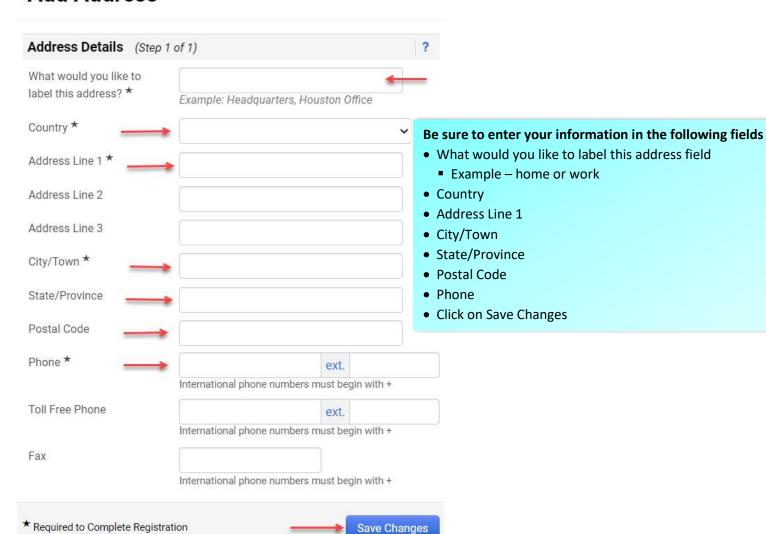
For Foreign Individuals



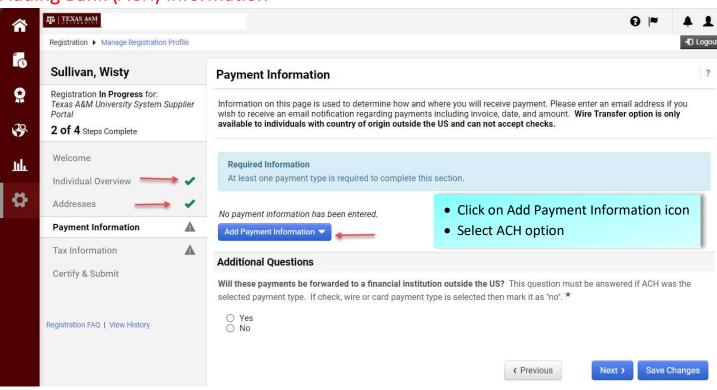
- Country of Origin select country
- Legal Structure select Foreign Individual
- Tax ID Number enter either a US SSN, foreign SSN or leave blank if you do not have either
- Click on the Next icon

Adding an Address



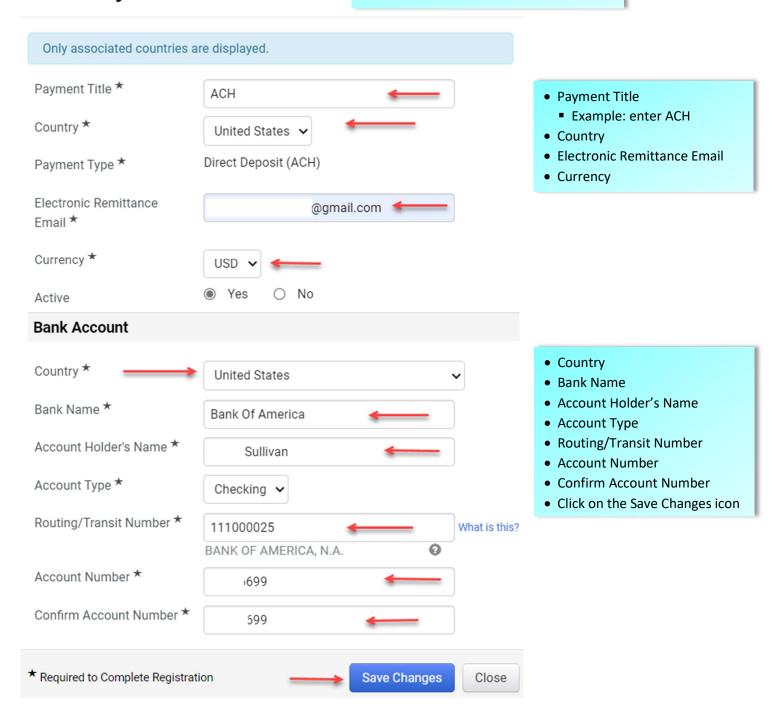


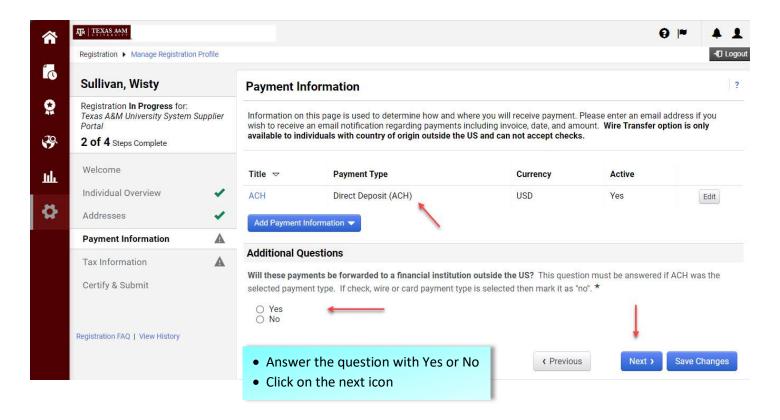
Adding Bank (ACH) Information



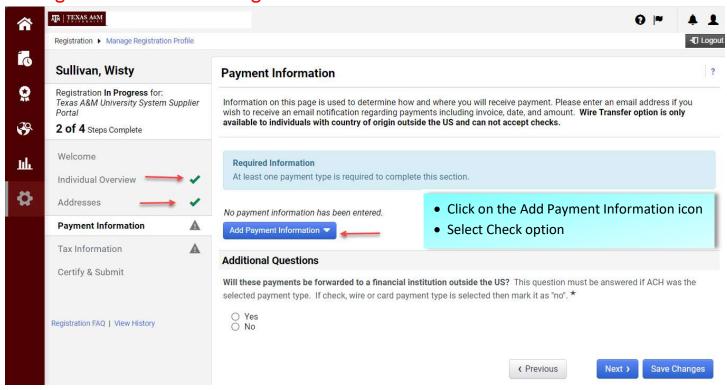
Add Payment Information

Enter information on the following fields

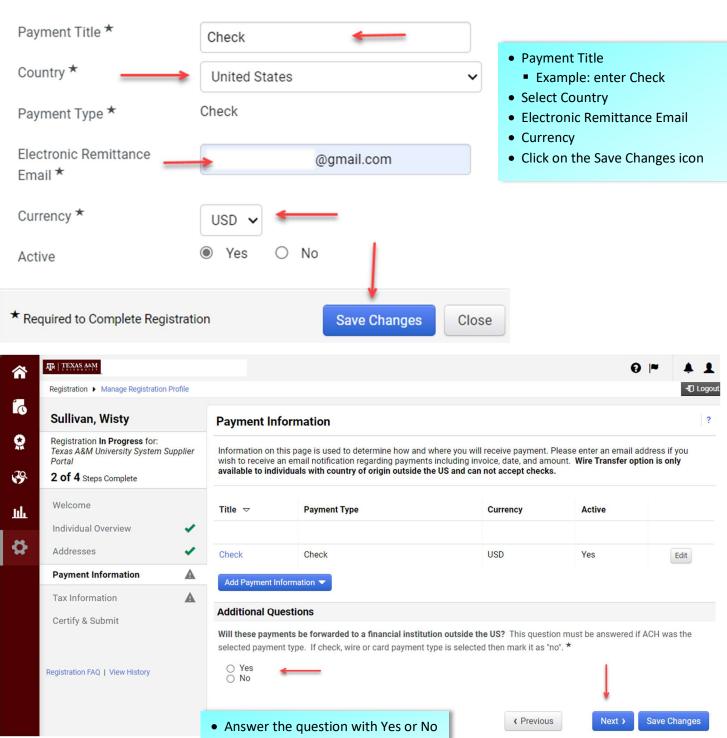




Adding Check for US or Foreign Individuals

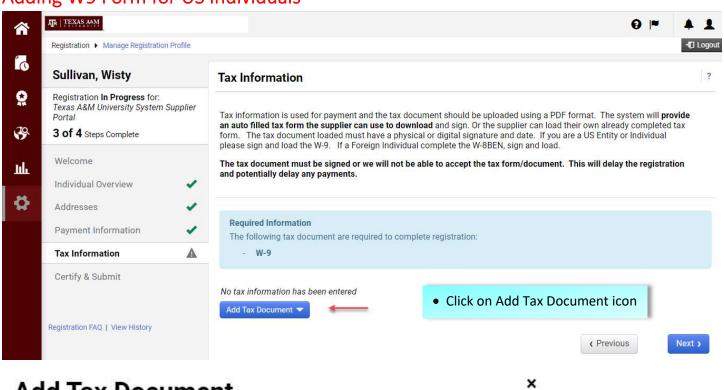






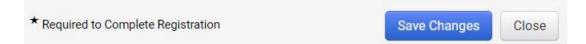
Click on the next icon

Adding W9 Form for US Individuals



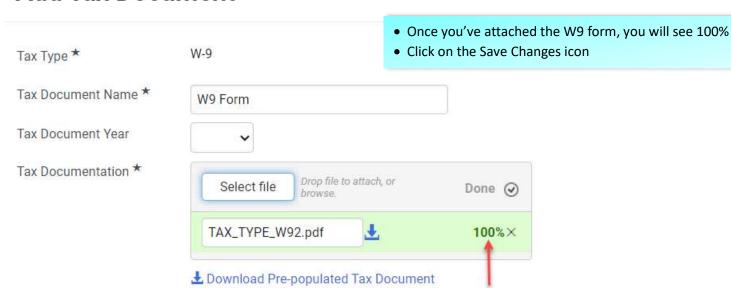
Add Tax Document

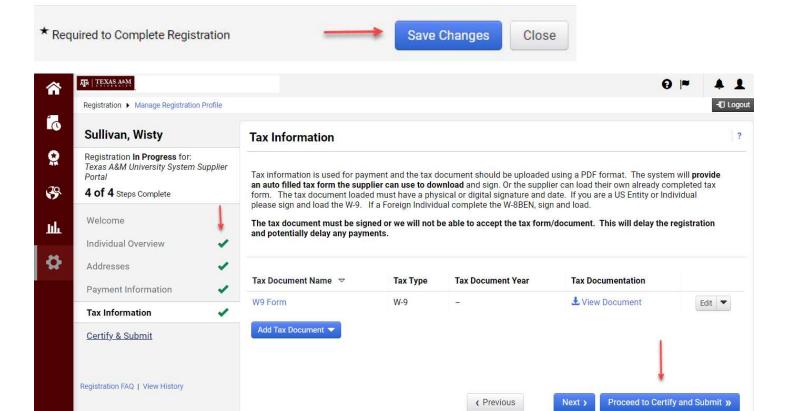




- Tax Document Name
 - Example: W9
- Tax Documentation
 - If you already have a W9 form filled out, click on the Select File icon
 - If you don't have a W9 form filled out, click on the Download Pre-populated Tax Document
 - Please be sure the form has all the information correct & the form is signed

Add Tax Document

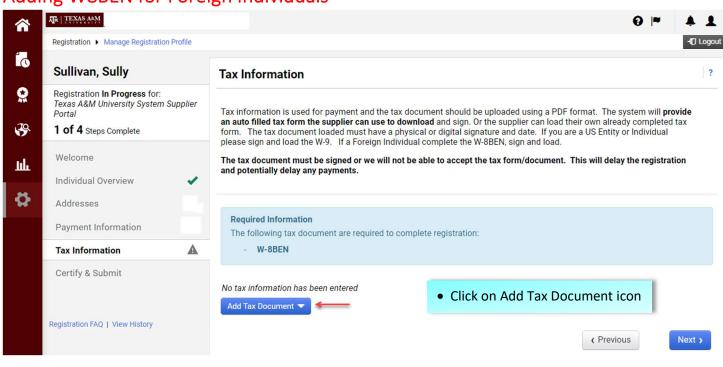




Click on the Proceed to Certify & Submit icon to complete the registration process

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Adding W8BEN for Foreign Individuals



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Add Tax Document



★ Required to Complete Registration Save Changes Close

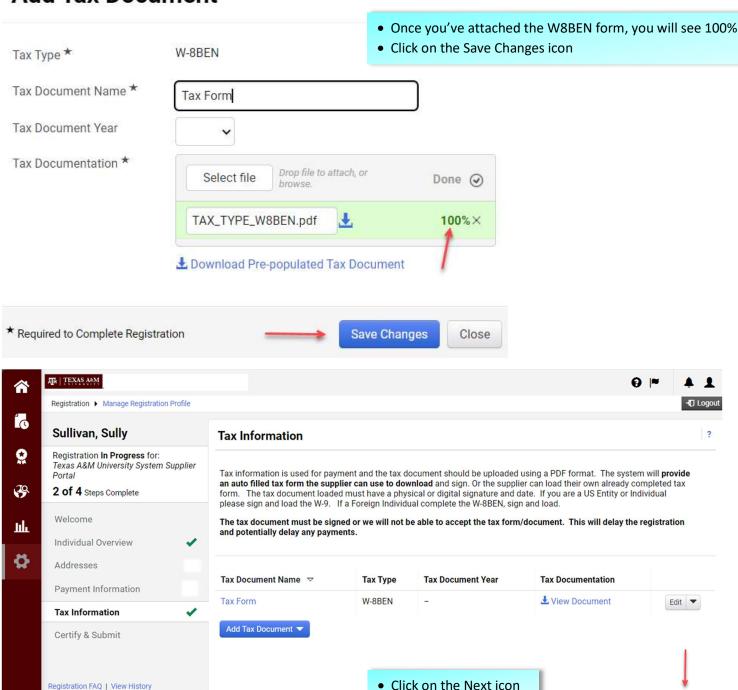
- Tax Document Name
 - Example: W8BEN
- Tax Documentation
 - If you already have a W8BEN form filled out, click on the Select File icon
 - If you don't have a W8BEN form filled out, click on the Download Pre-populated Tax Document
 - Please be sure the form has all the information correct & the form is signed

(Previous

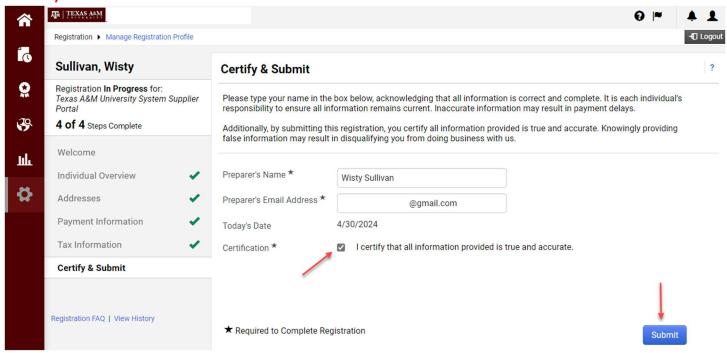
Next >

Add Tax Document

Registration FAQ | View History



Certify & Submit



- Make sure the following fields are filled out
- Preparer's Name
- Preparer's Email Address
- Certification check the box for "I certify that all information is true & accurate."
- Click on the Submit icon to complete the registration