

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>
to

• 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.

Register Now

• 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 vendorhelp@tamu.edu or +1 979-845-8286 for assistance and identify yourself as registering in the Texas A&M University System Supplier Portal Supplier Network.



[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

Welcome to Supplier Registration

English ▼

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.

POWERED BY
JAGGAER



Supplier Registration [Registration Tutorial](#)

English ▾

Your Contact Info

First Name ★ Last Name ★

Title

ext.
Phone Number ★

International phone numbers must begin with +
 CDT/CST - Central Standard Time (US/Central)
Preferred Time Zone ★

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

Your Login

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.

@gmail.com
Email ★

Confirm Email ★

Password ★ Re-Enter Password ★

I am a user in need of accessibility assistance

Terms and Conditions

I have read and accepted JAGGAER's [Terms and Conditions](#)

I am human

- 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

English US ▾

@gmail.com

Password [Forgot Password?](#)

Login

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

English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

Send to Email Address on Record

Use a Mobile Authenticator Application

Login

Back

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. ←

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/>

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

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

One-Time Code

English US ▾

Enter the one-time code sent to your email and click on Submit to continue.

One-Time Code *

Submit ←

Use Other Authentication Method

Back to Login

Registration Management | Manage Registration Profile | Logout

JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Sullivan, Wisty

Registration In Progress for:
Texas A&M University System Supplier Portal

0 of 3 Steps Complete

Welcome

- Individual Overview ⚠
- Addresses ⚠
- Payment Information ⚠
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Welcome to Supplier Registration

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

Required to Start Registration

First Name *

Last Name *

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

- Confirm the first name
- Confirm the last name
- Click on the Next icon

For US Individuals

Registration Management Profile

Sullivan, Wisty

Registration In Progress for:
Texas A&M University System Supplier Portal

0 of 3 Steps Complete

Welcome

Individual Overview

Addresses

Payment Information

Certify & Submit

Registration FAQ | View History

Individual Information

The information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.

Country of Origin *

If you are a foreign entity please select "Non-US Based Entity". If a foreign individual please select "Foreign Individual". US based individuals would normally select "Individual/Sole Proprietor or Single-Member LLC". US based entities would select their current Legal Structure. Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.

Legal Structure *

Tax ID Number

★ Required to Complete Registration

Next > Save Changes

- Select Country (US Citizens select United States)
- Select Legal Structure
 - If you're a citizen of the US, you will need to select Individual/Sole Proprietor or Single-Member LLC
 - If you're not a US citizen, please see page 9 (Foreign Individuals)

Registration Management Profile

Sullivan, Wisty

Registration In Progress for:
Texas A&M University System Supplier Portal

0 of 3 Steps Complete

Welcome

Individual Overview

Addresses

Payment Information

Certify & Submit

Registration FAQ | View History

Individual Information

The information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.

Country of Origin *

If you are a foreign entity please select "Non-US Based Entity". If a foreign individual please select "Foreign Individual". US based individuals would normally select "Individual/Sole Proprietor or Single-Member LLC". US based entities would select their current Legal Structure. Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.

Legal Structure *

Tax ID Number Type *

Tax ID Number *

★ Required to Complete Registration

< Previous Next > Save Changes

- 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

Registration | Manage Registration Profile

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Sullivan, Sully

Registration **In Progress** for:
Texas A&M University System Supplier Portal

0 of 3 Steps Complete

Welcome

Individual Overview ⚠

Addresses ⚠

Payment Information ⚠

Certify & Submit

Registration FAQ | View History

Individual Information

The information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.

Country of Origin * ⓘ Australia

If you are a foreign entity please select "Non-US Based Entity". If a foreign individual please select "Foreign Individual". US based individuals would normally select "Individual/Sole Proprietor or Single-Member LLC". US based entities would select their current Legal Structure. Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.

Legal Structure * ⓘ Foreign Individual

Tax ID Number 874

★ Required to Complete Registration

< Previous Next > Save Changes

- 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

Registration | Manage Registration Profile

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Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

1 of 4 Steps Complete

Welcome

Individual Overview → ✓

Addresses ⚠

Payment Information ⚠

Tax Information ⚠

Certify & Submit

Registration FAQ | View History

Addresses

Please enter an address to help us route information and communication correctly.

Required Information
At least one address is required to complete this section.

No addresses have been entered

Add Address

Hide Inactive Addresses

< Previous Next >

- Click on the Add Address icon

Add Address



Address Details (Step 1 of 1)



What would you like to label this address? *

Example: Headquarters, Houston Office

Country *



Address Line 1 *



Address Line 2

Address Line 3

City/Town *



State/Province



Postal Code



Phone *

 ext.

International phone numbers must begin with +

Toll Free Phone

 ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

Be sure to enter your information in the following fields

- What would you like to label this address field
 - Example – home or work
- Country
- Address Line 1
- City/Town
- State/Province
- Postal Code
- Phone
- Click on Save Changes

* Required to Complete Registration



Save Changes

Adding Bank (ACH) Information

Registration Manage Registration Profile

Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

2 of 4 Steps Complete

Welcome

Individual Overview

Addresses

Payment Information

Tax Information

Certify & Submit

Registration FAQ | View History

Payment Information ?

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **Wire Transfer option is only available to individuals with country of origin outside the US and can not accept checks.**

Required Information
At least one payment type is required to complete this section.

No payment information has been entered.

Add Payment Information

- Click on Add Payment Information icon
- Select ACH option

Additional Questions

Will these payments be forwarded to a financial institution outside the US? This question must be answered if ACH was the selected payment type. If check, wire or card payment type is selected then mark it as "no". *

Yes
 No

Add Payment Information

Enter information on the following fields

Only associated countries are displayed.

Payment Title ★

Country ★

Payment Type ★ Direct Deposit (ACH)

Electronic Remittance Email ★

Currency ★

Active Yes No

- Payment Title
 - Example: enter ACH
- Country
- Electronic Remittance Email
- Currency

Bank Account

Country ★

Bank Name ★

Account Holder's Name ★

Account Type ★

Routing/Transit Number ★ [What is this?](#)
BANK OF AMERICA, N.A.

Account Number ★

Confirm Account Number ★

- Country
- Bank Name
- Account Holder's Name
- Account Type
- Routing/Transit Number
- Account Number
- Confirm Account Number
- Click on the Save Changes icon

★ Required to Complete Registration

Registration > Manage Registration Profile

Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

2 of 4 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ⚠

Tax Information ⚠

Certify & Submit

Registration FAQ | View History

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **Wire Transfer option is only available to individuals with country of origin outside the US and can not accept checks.**

Title	Payment Type	Currency	Active
ACH	Direct Deposit (ACH)	USD	Yes

[Add Payment Information](#)

Additional Questions

Will these payments be forwarded to a financial institution outside the US? This question must be answered if ACH was the selected payment type. If check, wire or card payment type is selected then mark it as "no". *

Yes

No

[Previous](#) [Next](#) [Save Changes](#)

- Answer the question with Yes or No
- Click on the next icon

Adding Check for US or Foreign Individuals

Registration > Manage Registration Profile

Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

2 of 4 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ⚠

Tax Information ⚠

Certify & Submit

Registration FAQ | View History

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **Wire Transfer option is only available to individuals with country of origin outside the US and can not accept checks.**

Required Information
At least one payment type is required to complete this section.

No payment information has been entered.

[Add Payment Information](#)

Additional Questions

Will these payments be forwarded to a financial institution outside the US? This question must be answered if ACH was the selected payment type. If check, wire or card payment type is selected then mark it as "no". *

Yes

No

[Previous](#) [Next](#) [Save Changes](#)

- Click on the Add Payment Information icon
- Select Check option

Add Payment Information



Payment Title ★

Country ★

Payment Type ★

Electronic Remittance Email ★

Currency ★

Active Yes No

- Payment Title
 - Example: enter Check
- Select Country
- Electronic Remittance Email
- Currency
- Click on the Save Changes icon

★ Required to Complete Registration

[Save Changes](#) [Close](#)

Registration [Manage Registration Profile](#)

Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

2 of 4 Steps Complete

Welcome

Individual Overview

Addresses

Payment Information

Tax Information

Certify & Submit

[Registration FAQ](#) | [View History](#)

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **Wire Transfer option is only available to individuals with country of origin outside the US and can not accept checks.**

Title	Payment Type	Currency	Active	
Check	Check	USD	Yes	Edit

[Add Payment Information](#)

Additional Questions

Will these payments be forwarded to a financial institution outside the US? This question must be answered if ACH was the selected payment type. If check, wire or card payment type is selected then mark it as "no". *

Yes No

[Previous](#) [Next](#) [Save Changes](#)

- Answer the question with Yes or No
- Click on the next icon

Adding W9 Form for US Individuals

Registration Manage Registration Profile

Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

3 of 4 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ⚠

Certify & Submit

Registration FAQ | View History

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format. The system will **provide an auto filled tax form the supplier can use to download** and sign. Or the supplier can load their own already completed tax form. The tax document loaded must have a physical or digital signature and date. If you are a US Entity or Individual please sign and load the W-9. If a Foreign Individual complete the W-8BEN, sign and load.

The tax document must be signed or we will not be able to accept the tax form/document. This will delay the registration and potentially delay any payments.

Required Information
The following tax document are required to complete registration:
- W-9

No tax information has been entered

Add Tax Document ←

• Click on Add Tax Document icon

< Previous **Next** >

Add Tax Document

Tax Type ★ W-9

Tax Document Name ★ ←

Tax Document Year

Tax Documentation ★ Drop file to attach, or browse. ←

[Download Pre-populated Tax Document](#) ←

★ Required to Complete Registration

Save Changes

Close

- 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



- Once you've attached the W9 form, you will see 100%
- Click on the Save Changes icon

Tax Type [★] W-9

Tax Document Name [★]

Tax Document Year

Tax Documentation [★]

Drop file to attach, or browse.

100% X

[Download Pre-populated Tax Document](#)

[★] Required to Complete Registration

Registration [Manage Registration Profile](#) Logout

Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

4 of 4 Steps Complete

- Welcome
- Individual Overview
- Addresses
- Payment Information
- Tax Information**
- Certify & Submit

Registration FAQ | View History

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format. The system will **provide an auto filled tax form the supplier can use to download** and sign. Or the supplier can load their own already completed tax form. The tax document loaded must have a physical or digital signature and date. If you are a US Entity or Individual please sign and load the W-9. If a Foreign Individual complete the W-8BEN, sign and load.

The tax document must be signed or we will not be able to accept the tax form/document. This will delay the registration and potentially delay any payments.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
W9 Form	W-9	-	View Document <input type="button" value="Edit"/>

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

Adding W8BEN for Foreign Individuals

Registration Manage Registration Profile

Sullivan, Sully

Registration **In Progress** for:
Texas A&M University System Supplier Portal

1 of 4 Steps Complete

Welcome

Individual Overview

Addresses

Payment Information

Tax Information

Certify & Submit

Registration FAQ | View History

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format. The system will **provide an auto filled tax form the supplier can use to download** and sign. Or the supplier can load their own already completed tax form. The tax document loaded must have a physical or digital signature and date. If you are a US Entity or Individual please sign and load the W-9. If a Foreign Individual complete the W-8BEN, sign and load.

The tax document must be signed or we will not be able to accept the tax form/document. This will delay the registration and potentially delay any payments.

Required Information
The following tax document are required to complete registration:

- W-8BEN

No tax information has been entered

[Add Tax Document](#)

• Click on Add Tax Document icon

[Previous](#) [Next](#)

Add Tax Document

Tax Type [★] W-8BEN

Tax Document Name [★]

Tax Document Year

Tax Documentation [★] Drop file to attach, or browse.

[Download Pre-populated Tax Document](#)

[★] Required to Complete Registration

- 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

Add Tax Document

x

- Once you've attached the W8BEN form, you will see 100%
- Click on the Save Changes icon

Tax Type ★ W-8BEN

Tax Document Name ★

Tax Document Year

Tax Documentation ★

Select file Drop file to attach, or browse. Done ✓

TAX_TYPE_W8BEN.pdf 100%

[Download Pre-populated Tax Document](#)

★ Required to Complete Registration



Save Changes

Close

ATM | TEXAS A&M

Registration ▶ [Manage Registration Profile](#) Logout

Sullivan, Sully

Registration **In Progress** for:
Texas A&M University System Supplier Portal

2 of 4 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses
- Payment Information
- Tax Information** ✓
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format. The system will **provide an auto filled tax form the supplier can use to download** and sign. Or the supplier can load their own already completed tax form. The tax document loaded must have a physical or digital signature and date. If you are a US Entity or Individual please sign and load the W-9. If a Foreign Individual complete the W-8BEN, sign and load.

The tax document must be signed or we will not be able to accept the tax form/document. This will delay the registration and potentially delay any payments.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	
Tax Form	W-8BEN	-	View Document	Edit

[Add Tax Document](#)

• Click on the Next icon

[Previous](#) [Next](#)

Certify & Submit

Registration [Manage Registration Profile](#) Logout

Sullivan, Wisty

Registration **In Progress** for:
Texas A&M University System Supplier Portal

4 of 4 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

Certify & Submit

Please type your name in the box below, acknowledging that all information is correct and complete. It is each individual's responsibility to ensure all information remains current. Inaccurate information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you from doing business with us.

Preparer's Name *

Preparer's Email Address *

Today's Date 4/30/2024

Certification * I certify that all information provided is true and accurate.

* Required to Complete Registration

- 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