

# Aggie Buy Supplier Registration Step by Step for US Entity

The below email is an example of what is received

From: AggieBuy Support :[aggiebuy@jaggaer.com](mailto:aggiebuy@jaggaer.com)  
Date: Mon, at 4:53 PM  
Subject: Supplier Invitation for Texas A&M University System Supplier Portal  
To: [@gmail.com](mailto:@gmail.com)



## Supplier Invitation for Texas A&M University System Supplier Portal

Dear Palm Tree Photography,

Texas A&M University System Supplier Portal is pleased that you have registered in our "best-in-class" Supplier Network and we now invite you to provide additional information about your company, information that Texas A&M University System Members would need before potentially awarding a Purchase Order or Contract or making a payment to your company. Please provide this additional information as soon as possible.

Clicking the "Register Now" button below will route you to a secure website to login and enter the additional information.

[Register Now](#) 

Please complete the registration process as soon as possible. Purchase orders or payments **could be delayed** without prompt response.

Thank You,

Texas A&M University System Supplier Portal

If you have any technical questions or problems with the website, please contact TAMUS Vendor Administration at [vendorhelp@tamu.edu](mailto: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.

- Click on the Register now icon in the body of the email

When clicking the Register Now icon, please complete the following steps to become a fully registered active vendor.



[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
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts

Continue With Registration



Please contact TAMUS Vendor Administration at [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) or +1 979-845-8286 for assistance.

POWERED BY  
JAGGAER

- Click on Continue with Registration



# Supplier Registration [Registration Tutorial](#)

English ▾

To begin your registration, please complete this page and click "Create Account". You will be directed to Texas A&M University "AggieBid" Supplier Management Portal to enter your information. Fields with an asterisk "\*" denotes a required field. After submitting the "Create Account" you will receive an email that requires you to confirm the request to create the account. You will then be required to login with the login id and password used to create the account and, once logged in, you can complete the registration process, view and respond to sourcing events, view invoice history and submit invoices for payment and manage the registration profile.

### Your Contact Info

- Enter First Name & Last Name
- Enter Title (Optional)
- Enter Phone Number
- Select Preferred Time Zone

First Name ★



Last Name ★



Title

ext.

Phone Number ★



International phone numbers must begin with +

CDT/CST - Central Standard Time (US/Central)

Preferred Time Zone ★



## 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.

Email ★



- Enter Email Address
- Confirm Email Address
- Enter a Password
- Re-Enter Password

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 



Create Account



- Check on the Terms & Conditions Box
- Click on the I am human box
- Click on the Create Account Icon

Registration ▶ [Manage Registration Profile](#)

## Palm Tree Photography

Registration **In Progress** for:  
*Texas A&M University System Supplier Portal*  
**1 of 7** Steps Complete

### Welcome

- Company Overview ⚠
- Business Details ⚠
- Addresses ⚠
- Contacts ✓
- Diversity ⚠
- Payment Information ⚠
- Tax Information ⚠
- Certify & Submit

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

## Welcome to Supplier Registration

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- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts

### Required to Start Registration

Legal Company Name ★  ←

★ Required to Complete Registration

Next ▶ Save Changes

- Verify that the Legal Company Name is correct
- Click on the Next icon

Registration ▶ Manage Registration Profile

## Palm Tree Photography

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

1 of 7 Steps Complete

Welcome

**Company Overview** ⚠

Business Details ⚠

Addresses ⚠

Contacts ✓

Diversity ⚠

Payment Information ⚠

Tax Information ⚠

Certify & Submit

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

### Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA) <sup>?</sup>  ←

Country of Origin <sup>\*</sup> <sup>?</sup>  ↓ ←

Does your business have a DUNS number? <sup>\*</sup> <sup>?</sup>  Yes  No ←

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](http://www.irs.gov).

Legal Structure <sup>\*</sup> <sup>?</sup>  ↓ ←

Tax ID Number  ←

Website  🌐

★ Required to Complete Registration

◀ Previous    Next ▶    Save Changes

- Enter a DBA (if you have one)
- Select a Country of Origin
- Mark Yes or No for a DUNS Number
- Select a Legal Structure
- Enter the tax id number (if United States was selected for Country of Origin)
- Click on the Next icon



Registration ▶ [Manage Registration Profile](#)

## Palm Tree Photography

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

**2 of 7** Steps Complete

Welcome

Company Overview ✓

**Business Details** ⚠

Addresses ⚠

Contacts ✓

Diversity ⚠

Payment Information ⚠

Tax Information ⚠

Certify & Submit

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

### Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established

Number of Employees

Business Description

### Sales Territories

At least one service area is required for your company.

Is Your Business a Local Supplier?  Yes  No

Is Your Business a National Supplier?  Yes  No

U.S. Service Area -

International Service Area -

### Products and Services

NAICS Codes ⓘ

### Additional Questions

Please select the Commodity Categories applicable to your business by clicking the Edit button below.

Commodity Category - Multi-Select ★

-

★ Required to Complete Registration

- Select Yes or No for the following two questions
  - Is Your Business a Local Supplier?
  - Is Your Business a National Supplier?

• If answered YES to either question, click on the Edit icon & select all that apply

## Sales Territories

Is Your Business a Local Supplier?

Yes  No

Is Your Business a National Supplier?

Yes  No

U.S. Service Area

-

Edit



International Service Area

-

Edit

## U.S. Service Area

x



### States

Select All

- |   |   |                                       |                                       |
|---|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Alaska         | <input type="checkbox"/> Arizona      | <input type="checkbox"/> Arkansas     |
| <input type="checkbox"/> California           | <input type="checkbox"/> Colorado       | <input type="checkbox"/> Connecticut  | <input type="checkbox"/> Delaware     |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Florida        | <input type="checkbox"/> Georgia      | <input type="checkbox"/> Hawaii       |
| <input type="checkbox"/> Idaho                | <input type="checkbox"/> Illinois       | <input type="checkbox"/> Indiana      | <input type="checkbox"/> Iowa         |
| <input type="checkbox"/> Kansas               | <input type="checkbox"/> Kentucky       | <input type="checkbox"/> Louisiana    | <input type="checkbox"/> Maine        |
| <input type="checkbox"/> Maryland             | <input type="checkbox"/> Massachusetts  | <input type="checkbox"/> Michigan     | <input type="checkbox"/> Minnesota    |
| <input type="checkbox"/> Mississippi          | <input type="checkbox"/> Missouri       | <input type="checkbox"/> Montana      | <input type="checkbox"/> Nebraska     |
| <input type="checkbox"/> Nevada               | <input type="checkbox"/> New Hampshire  | <input type="checkbox"/> New Jersey   | <input type="checkbox"/> New Mexico   |
| <input type="checkbox"/> New York             | <input type="checkbox"/> North Carolina | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Ohio         |
| <input type="checkbox"/> Oklahoma             | <input type="checkbox"/> Oregon         | <input type="checkbox"/> Pennsylvania | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> South Carolina       | <input type="checkbox"/> South Dakota   | <input type="checkbox"/> Tennessee    | <input type="checkbox"/> Texas        |
| <input type="checkbox"/> Utah                 | <input type="checkbox"/> Vermont        | <input type="checkbox"/> Virginia     | <input type="checkbox"/> Washington   |
| <input type="checkbox"/> West Virginia        | <input type="checkbox"/> Wisconsin      | <input type="checkbox"/> Wyoming      |                                       |

### Other Territories

Select All

- |   |                               |   |                                      |
|---|-------------------------------|---|--------------------------------------|
| <input type="checkbox"/> American Samoa       | <input type="checkbox"/> Guam | <input type="checkbox"/> Northern Mariana Islands | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Virgin Islands, U.S. |                               |   |                                      |

• Click Done when completed



Done

Close

## Products and Services

NAICS Codes 

No Primary NAICS Code Selected

Edit

## Additional Questions

Please select the Commodity Categories applicable to your business by clicking the Edit button below.

Commodity Category - Multi-Select 



Edit

## Commodity Category - Multi-Select



Select All

- Agricultural Services - fertilizer
- Agricultural Supplies - feed
- Agricultural / Farm Equipment
- Athletic Equipment & Supplies
- Automotive/Transportation Equipment & Supplies
- Catering and Dining Services
- Chartering Services
- Clothing & Apparel
- Computer Hardware & Peripherals
- Computer Networking
- Computer Software
- Construction
- Consulting or Professional Services
- Custodial Equipment & Supplies
- Disaster & Emergency Response Equipment & Supplies
- Education and Training Services
- Food Services Equipment & Supplies
- Fuel - All Types
- Furniture
- Information Technology Services
- Lease of Space
- Maintenance Services
- Medical Equipment & Supplies
- MRO / Facilities
- Multimedia
- Office Equipment & Supplies
- Planning Services
- Printing / Copying
- Products - not otherwise listed
- Professional Services
- Promotional Items
- Scientific Equipment & Supplies
- Services - not otherwise listed
- Telecommunications Equipment & Supplies
- Temporary Services
- Utilities
- Veterinary Medical Equipment & Supplies

- Click on Edit for the Commodity Category – Multi-Select
- Select all that apply
- Click on the Done icon when completed



Done

Close

• Click on Save Changes or the Next Icon

★ Required to Complete Registration

< Previous

Next >

Save Changes



Registration > Manage Registration Profile

**Palm Tree Photography**

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

**3 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses** ⚠
- Contacts ✓
- Diversity ⚠
- Payment Information ⚠
- Tax Information ⚠
- Certify & Submit

Registration FAQ | View History

### Addresses

• Click on Add Address

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

**Required Information**

The following address types are required to complete registration:

- Fulfillment
- Remittance

No addresses have been entered

[Add Address](#) ←

[Hide Inactive Addresses](#)

< Previous      Next >

## Add Address

- Enter name of Address
- Click on the Next Icon

### Basic Information (Step 1 of 3)

What would you like to label this address? ★



Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) ★

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

★ Required to Complete Registration

Next >



# Add Address



## Address Details *(Step 2 of 3)*



How would you like to receive purchase orders for this fulfillment address? \*



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 +

\* Required to Complete Registration

< Previous

Next >



- Click on the drop-down box & select how to receive a PO (Purchase Order)
- Select the country
- Enter an address-on-address line 1
- Enter City/Town
- Enter State/Province
- Enter Postal Code
- Enter a Phone number
- Click on the Next icon

# Add Address



## Primary Contact For This Address *(Step 3 of 3)*



You can also update and add Contacts later from the Contacts page.

Enter New Contact     Not Applicable

Select additional contact type(s) to apply

- Takes Orders (*fulfillment*)
- Receives Payment (*remittance*)
- Other (*physical*)
- Catalog
- Corporate
- Customer Care
- Technical
- PO Failure

Contact Label \*

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

  

International phone numbers must begin with +

Toll Free Phone

  

International phone numbers must begin with +

Fax

International phone numbers must begin with +

\* Required to Complete Registration

< Previous

Save Changes

- Add your information in create new contact
- Leave the Take Orders, Receives Payments & Other (physical) all marked
- Add a contact label
- Enter First Name
- Enter Last Name
- Enter an Email Address
- Enter phone number
- Click on the Save Changes icon

Registration > Manage Registration Profile

**Palm Tree Photography**

Registration **In Progress** for:  
Texas A&M University System Supplier Portal  
**4 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity** ⚠
- Payment Information ⚠
- Tax Information ⚠
- Certify & Submit

Registration FAQ | View History

### Diversity

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.

**Required Information**  
Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

**Add Diversity Classifications** ←

- Click on Add Diversity Classification icon
- Click on all that apply
  - If nothing applies, select Does Not Qualify
- Click on the Done icon once completed
- Click on the next icon

< Previous
**Next >**

## Small Business Status and Diversity Classifications

### ▼ No Classification

- Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)
  Decline to Answer (DeclineAnswer)

### ▼ Federal Diversity Classifications

- |  |  |
|--|--|
| <input type="checkbox"/> Small Business                          | <input type="checkbox"/> Disabled Veteran Owned Business (DVBE)                        |
| <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) | <input type="checkbox"/> Historically Black College/University or Minority Institution |
| <input type="checkbox"/> HUBZone Enterprise (HUBZE)              | <input type="checkbox"/> Minority Business Enterprise (MBE)                            |
| <input type="checkbox"/> Service Disabled Veteran (SDVB)         | <input type="checkbox"/> Veteran Owned Business (VBE)                                  |
| <input type="checkbox"/> Woman Business Enterprise (WBE)         |  |

### ▼ State Diversity Classifications

- |  |  |
|--|--|
| <input type="checkbox"/> State of Texas Asian Female (AS/F)                    | <input type="checkbox"/> State of Texas Asian Male (AS/M)                    |
| <input type="checkbox"/> State of Texas Black Female (BL/F)                    | <input type="checkbox"/> State of Texas Black Male (BL/M)                    |
| <input type="checkbox"/> State of Texas Hispanic Female (HI/F)                 | <input type="checkbox"/> State of Texas Hispanic Male (HI/M)                 |
| <input type="checkbox"/> State of Texas Native American Female (AI/F)          | <input type="checkbox"/> State of Texas Native American Male (AI/M)          |
| <input type="checkbox"/> State of Texas Service Disabled Veteran Female (DV/F) | <input type="checkbox"/> State of Texas Service Disabled Veteran Male (DV/M) |
| <input type="checkbox"/> State of Texas Women Owned (WO/F)                     |  |

→
**Done**
Close

Registration ▶ [Manage Registration Profile](#)

## Palm Tree Photography

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

**5 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- 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 only available to foreign suppliers**

**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? ★

Yes  
 No

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

• Click on Add Payment Information icon

# Add Payment Information

Selecting ACH (Direct Deposit) for a payment method

Only associated countries are displayed.

Payment Title ★

Country ★

Payment Type ★ Direct Deposit (ACH)

Direct Deposit Format

Remittance Address

Electronic Remittance Email ★

Currency ★

Contact Name

Purpose   
200 characters remaining

Active  Yes  No

- Enter a payment title
- Select a Country
- Select Remittance Address
- Enter an Electronic Remittance Email
- Select Currency

## Bank Account

Country ★

Bank Name ★

Account Holder's Name ★

Account Type ★

Account Number Type ★

SWIFT/BIC

International Routing Code (IRC)

Routing/Transit Number ★

Account Number ★

Confirm Account Number ★

- Select Country
- Enter Bank Name
- Enter Account Holder's Name
- Select Account Type
- Select Account Number Type
- Enter Routing Number
- Enter Account Number
- Confirm Account Number
- Click on Save Changes

★ Required to Complete Registration

Save Changes

Close

# Add Payment Information

Selecting Check Method

Payment Title ★



Country ★



Payment Type ★

Check

Remittance Address ★



Electronic Remittance  
Email ★



Currency ★



Active

Yes  No



★ Required to Complete Registration

Save Changes

Close

- Enter a Payment Title
- Select a Country
- Select Remittance Address
- Enter Electronic Remittance Email
- Select Currency
- Click on the Save Changes icon

Registration ▶ [Manage Registration Profile](#)

## Palm Tree Photography

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

**5 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- 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 only available to foreign suppliers**

Title ▾	Payment Type	Currency	Active	
Check	Check	USD	Yes	<a href="#">Edit</a>

[Add Payment Information](#) ▾

### Additional Questions

Will these payments be forwarded to a financial institution outside the US? ★

Yes

No

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

- Mark the Yes or No box for the question “Will these payments be forwarded to a financial institution outside the US?”
- Click on Save Changes or the Next icon

Registration ▶ Manage Registration Profile

**Palm Tree Photography**

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

**6 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- 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 tax document loaded must have a physical or digital signature and date.

**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

◀ Previous    Next ▶

## Add Tax Document

- Enter Tax Document Name
- Select Tax Document Year
- If you have a W9 form already filled out, you can either upload your own or download a pre-populated & attach it

Tax Type ★      W-9

Tax Document Name ★       ←

Tax Document Year       ▼ ←

Tax Documentation ★

Drop file to attach, or browse.      Done ✓ ←

:      W9.pdf      ↓      100% ×

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

★ Required to Complete Registration      →           

- Click on the Save Changes icon

Registration ▶ [Manage Registration Profile](#)

## Palm Tree Photography

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

**7 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- 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 tax document loaded must have a physical or digital signature and date.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	
W9	W-9	2024	<a href="#">View Document</a>	<a href="#">Edit</a>

[Add Tax Document](#)

←

↓

[← Previous](#)
[Next >](#)
[Proceed to Certify and Submit >>](#)

- Make sure that you have all green check marks.
- If there isn't a green check mark by each category, you will need to go back & revisit to see what is missing
- Otherwise, click on the Proceed to Certify and Submit

Registration ▶ [Manage Registration Profile](#) ? | 🚩 | 🔔 | 👤 | Logout

## Palm Tree Photography

Registration **In Progress** for:  
*Texas A&M University System Supplier Portal*  
**7 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit**

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

### Certify & Submit

Please type your name in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company 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 or your company from doing business with us.

Preparer's Name \*  ←

Preparer's Email Address \*  ←

Today's Date

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

★ Required to Complete Registration

↓  
[Submit](#)

- Enter Preparer's Name
- Enter Preparer's Email Address
- Click on the box for "I certify that all information provided is true & accurate."
- Click on the Submit icon