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.

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 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.

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. Log in 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

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

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

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.

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

Enter Email Address

Confirm Email Address

Enter a 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

Check on the Terms & Conditions Box

Click on the I am human box

Click on the Create Account Icon

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

Click Done when completed.
Click on Edit for the Commodity Category – Multi-Select
Select all that apply
Click on the Done icon when completed
Click on Save Changes or the Next Icon

Click on Add Address

Enter name of Address

Click on the Next Icon
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 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
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
Click on Add Payment Information icon
Selecting ACH (Direct Deposit) for a payment method

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

Payment Title *

Country *

Payment Type *

Direct Deposit Format

Remittance Address

Electronic Remittance Email *

Currency *

Contact Name

Purpose

Active

Yes

No

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
Selecting Check Method

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

Download Pre-populated Tax Document

• Click on the Save Changes icon
• 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
- 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