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Logging into the portal

Individual Invitation for Texas A&M University System Supplier Portal

Example of email received

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.
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

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

Your Contact Info

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

Preferred Time Zone

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

Your Login

- 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

I am a user in need of accessibility assistance

Terms and Conditions

- I have read and accepted JAGGAER's Terms and Conditions

Create Account
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
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

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/](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/](https://www.jaggaer.com/submit-supplier-support-request/)

- Paste or enter the verification code
- Click on the submit icon
Sullivan, Wisty

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The following information will be requested during the registration process:
- Address, phone, and email information
- Tax information

Required to Start Registration

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Wisty</td>
</tr>
<tr>
<td>Last Name</td>
<td>Sullivan</td>
</tr>
</tbody>
</table>

Required to Complete Registration

- Confirm the first name
- Confirm the last name
- Click on the Next icon
For US Individuals

- 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)

- 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

Adding an Address

- 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

- Click on the Add Address icon
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
Adding Bank (ACH) Information

- Click on Add Payment Information icon
- Select ACH option
Enter information on the following fields

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

Only associated countries are displayed.

**Payment Information**

- Payment Title: ACH
- Country: United States
- Payment Type: Direct Deposit (ACH)
- Electronic Remittance Email: @gmail.com
- Currency: USD
- Active: Yes

**Bank Account**

- Country: United States
- Bank Name: Bank Of America
- Account Holder's Name: Sullivan
- Account Type: Checking
- Routing/Transit Number: 111000025
- Account Number: 699
- Confirm Account Number: 599

* Required to Complete Registration

[Save Changes] [Close]
Adding Check for US or Foreign Individuals

<table>
<thead>
<tr>
<th>Title</th>
<th>Payment Type</th>
<th>Currency</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH</td>
<td>Direct Deposit (ACH)</td>
<td>USD</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 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

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

- Answer the question with Yes or No
- Click on the next icon
Adding W9 Form for US Individuals

- Click on Add Tax Document icon

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

Add Tax Document ▼

- Select file

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

Click on the Proceed to Certify & Submit icon to complete the registration process.
Adding W8BEN for Foreign Individuals

- Click on Add Tax Document icon

**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

• 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
Once you’ve attached the W8BEN form, you will see 100%.
Click on the Save Changes icon.

Click on the Next icon.
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