

THE TEXAS A&M UNIVERSITY SYSTEM

Texas A&M Supplier Portal Registration Example

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Shop,

Supplier Invitation for Texas A&M Supplier Portal

Dear

Texas A&M Supplier Portal is inviting you to register as a potential supplier! Our online Supplier Network supports a "best-in-class" Supplier Registration, Sourcing, and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a Texas A&M Supplier Portal Network supplier is a free and simple process that takes only a few minutes to complete. Clicking the "Register Now" button below will route you to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to a secure portal where you can add additional details about your organization, invite co-workers/staff members to become users of your site, and more.



Thank You,

Texas A&M Supplier Portal

If you have any technical questions or problems registering, please contact Vendor Administration at <u>vendorhelp@tamu.edu</u> or +1 979-845-8286 for assistance and identify yourself as registering in the Texas A&M Supplier Portal Supplier Network.

Registration Information



Please contact Vendor Administration at abvendorhelp@tamu.edu or +1 (979) 845-8286 () for assistance.



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2.		10	

Secure Account Login Please login and complete registration. Please log in to complete registration.

Email	· ·
Password	
	Login Trouble logging in?

AggieBid provides a single interface that makes doing business with Texas A&M simple and

convenient by allowing you to update your company's profile, provide staff members and co-workers with their own login credentials, check payment status, and much more. Registering and maintaining a profile in AggieBid also helps Texas A&M better understand your company's core capabilities and background.

Texas A&M highly values our supplier relationships, and is committed to providing suppliers with the information and opportunities that may contribute to their success. We appreciate your use of AggieBid.



Click on Create Account if you are a new supplier.

Welcome to the Texas A&M University Supplier Portal, which we call AggieBid!

Please enter your login credentials and click on the **Login** button to access your profile.

If you do not remember your password, please click on **Trouble logging** in and follow the instructions to reset your password.

If you are a new supplier, please click on **Create Account** and follow the instructions to register.



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.



Entering Company Overview's Information

TEXAS A&M ñ ٩ Registration > Manage Registration Profile > Welcome 2 **Rick's Body Shop** Welcome to Supplier Registration ? Registration In Progress for: Browse the topics below to learn more about registering and to begin the registration process: ıh. Texas A&M Supplier Portal The registration process 0 of 5 Steps Complete 8 1. Click the button, below, to begin the registration process. 2. Ensure all the required fields and sections are completed. Welcome 3. Attest to the validity of the information and submit the form electronically. Ċ 4. You will receive your Login ID and Password via email once you have submitted your completed form. Company Overview 5. Login when needed to update your profile or to add additional contact information. **Business Details** Before you begin registering Addresses 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. Contacts The following information will be requested during the registration process: Diversity · Address, phone, and email information · List of commodities you supply Certify & Submit · Diversity information and certifications (if applicable) Additional contacts Enter Legal Company Name **Required to Start Registration** Registration FAQ | View History Click Next Legal Company Name * Rick's Body Shop ★ Required to Complete Registration TEXAS A&M ЯM ñ ٠ Registration > Manage Registration Profile > Company Overview 28 **Rick's Small Engine Company Overview** ? Repairs The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date ıL. Registration In Progress for: information in our system. Texas A&M Supplier Portal Add your DBA information (if applicable) 8 0 of 5 Steps Complete Choose your Country of Origin Doing Business As Choose your Legal Structure (DBA) 😳 ¢ Welcome Country of Origin * 0 ~ 4 **Company Overview** Legal Structure * ~ **Business Details** Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax Addresses 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. Contacts Enter Tax Id Number Tax ID Number * 4 Diversity Click Next Website ø Certify & Submit Registration FAQ | View History ★ Required to Complete Registration Next > < Previous

Business Details, Sales Territories & Products and Services

Rick's Small Engine Repairs		Business Details				?
Registration In Progress for: Texas A&M Supplier Portal 1 of 5 Steps Complete		The information on this page allows u and services that you provide. Additio standards as defined by the U.S. Smal number of employees.	is to track important mally, this data is us I Business Administr	details al ed to det ation. The	bout your com ermine whethe e SBA standard	npany, such as the areas where you operate and the products er or not your business meets the small business size ds are based on your NAICS code and annual revenue, or
Welcome Company Overview		Business Description				 Provide a Business Descripti
Business Details	~	2500 ch	aracters remaining		i d	 Click yes or no if your business is a local & national supplier
Addresses	~	Sales Territories				Click all that apply for US &
Contacts	~	Is Your Business a Local Supplier?	۲	Yes (O № 🗲	International service area (If application of the service of the service area (If application of the service of
Diversity	~	Is Your Business a National Supplier?	0	Yes (No	
Certify & Submit		U.S. Service Area	Te	xas		Edit ┥
		International Service Area	-			Edit
Registration FAQ View History		Products and Services				
		NAICS Codes 💿				Edit
		Commodity Codes *				Edit
		* Required to Complete Registration				

NAICS Codes

NAICS Codes

Use Search or drill down in the tree view to select a Primary NAICS Code.

-	
NAICS Code/Description	Warnard
NAICS Code/Description/	Neyword
	• If you are selecting a NAICS code(s) you
1 Selected Codes	on the summarized name
• NAICS Code	
11 - Agriculture, Forestry, Fishing and Hunting	
21 - Mining, Quarrying, and Oil and Gas Extraction	-
1 22 - Utilities	
3 - Construction	
🗐 31 - Manufacturing	
32 - Manufacturing	
🕄 33 - Manufacturing	
💷 42 - Wholesale Trade	
🛨 44 - Retail Trade	
🖅 45 - Retail Trade	
🖅 48 - Transportation and Warehousing	
49 - Transportation and Warehousing	
🗐 51 - Information	
🖅 52 - Finance and Insurance	
🗐 53 - Real Estate and Rental and Leasing	
54 - Professional, Scientific, and Technical Services	
55 - Management of Companies and Enterprises	
56 - Administrative and Support and Waste Manager	ment and Remediation Services
61 - Educational Services	
62 - Health Care and Social Assistance	
71 - Arts, Entertainment, and Recreation	
72 - Accommodation and Food Services	
81 - Other Services (except Public Administration)	
92 - Public Administration	

Done

Close

NAICS Codes

• The first one you choose should be your primary code.

Use Search or drill down in the tree view to select a Primary NAICS Code.

Ma	intenance	List All
C	L	
	NAICS Code/Description/Keyword	

1 Selected Codes

Showing 1 -	26 of 26 Results				
Results Per	Page 200 🔻	Sort by: Best Match 💌	🔳 Page 1 of 1 膨 📍	2	
NAICS Code	Description				
238910	Site Preparation Contract	tors			
333120	Construction Machinery	Manufacturing			
423810	Construction and Mining	(except Oil Well) Machinery and Equipment	Merchant Wholesalers		
423820	Farm and Garden Machi	nery and Equipment Merchant Wholesalers			
423850	Service Establishment Eq	uipment and Supplies Merchant Wholesaler	s		
444130	Hardware Stores				
488119	Other Airport Operation	5			
488190	Other Support Activities	for Air Transportation			
488210	Support Activities for Rai	I Transportation			
488310	Port and Harbor Operati	ions			
488390	Other Support Activities	for Water Transportation			
561730	Landscaping Services				
561790	Other Services to Buildin	gs and Dwellings			
562998	All Other Miscellaneous	Waste Management Services			
621491	HMO Medical Centers				
811118	Other Automotive Mecha	anical and Electrical Repair and Maintenance			
811121	Automotive Body, Paint, a	and Interior Repair and Maintenance			
811198	All Other Automotive Rep	pair and Maintenance			
811211	Consumer Electronics Re	pair and Maintenance	• Highl	ight/Click on your	nrimary
811212	Computer and Office Ma	chine Repair and Maintenance	- mgm	ignt/ chek on your	primary
811213	Communication Equipme	nt Repair and Maintenance			
811219	Other Electronic and Pre	cision Equipment Repair and Maintenance			
811310	Commercial and Industri Maintenance	al Machinery and Equipment (except Automo	otive and Electronic) Repair and	◀]	
811411	Home and Garden Equip	ment Repair and Maintenance			
811412	Appliance Repair and Ma	aintenance			
811490	Other Personal and Hou	sehold Goods Repair and Maintenance			
Results Per	Page 200 🔻		🔹 Page 1 of 1 🕨		

Commodity Codes

• Use the Search field or browse the list to select applicable Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

		•
Search		

1 Selected Codes

Showing 1 - 20 of 25000+ Resul	ts What does "+" mean?
Results Per Page 20 💌	Sort by: Best Match Page 1 of 1250 ?
Commodity Code	Description
1000000	Live Plant and Animal Material and Accessories and 5767 <\$5k, 8610
10100000	Live animals 5767 <\$5k, 8610
10101500	Livestock 5767 <\$5k, 8610
10101501	Cats 5767 <\$5k, 8610
10101502	Dogs 5767 <\$5k, 8610
10101504	Mink 5767 <\$5k, 8610
10101505	Rats 5767 <\$5k, 8610
10101506	Horses 5767 <\$5k, 8610
10101507	Sheep 5767 <\$5k, 8610
10101508	Goats 5767 <\$5k, 8610
10101509	Asses 5767 <\$5k, 8610
10101510	Mice 5767 <\$5k, 8610
10101511	Swine 5767 <\$5k, 8610
10101512	Rabbits 5767 <\$5k, 8610
10101513	Guinea pigs 5767 <\$5k, 8610
10101514	Primates 5767 <\$5k, 8610
10101515	Armadillos 5767 <\$5k, 8610
10101516	Cattle 5767 <\$5k, 8610
10101517	Camels 5767 <\$5k, 8610
10101600	Birds and fowl 5767 <\$5k, 8610
Results Per Page 20 🔹	■ Page 1 of 1250 ►

Done

Close

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

repairs Search

4 Selected Codes

• You can select multiple commodity codes (If applicable)

Showing 1 - 6 of 6 Results	
Results Per Page 200 🔻	Sort by: Best Match 🔹 🕜 Page 1 of 1 🖹 ?
Commodity Code	Description
72103301	Parking lot or road maintenance or repairs or services 5543
99900207	Services - Electronic Shop Repairs 0583
99900208	Services - Equipment Repairs 0584
99900211	Services - Glass Shop Repairs 0587
99900216	Services - Machine Shop Repairs 0592
99900221	Services - Repairs & Cleaning 0597
Results Per Page 200 🔻	🛃 Page 1 of 1 📄
TEXAS A&M	Then click on done Profile > Business Details
Rick's Small Engine Repairs	Business Details ?
Registration In Progress for: Texas A&M Supplier Portal	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.
4 of 7 Steps Complete	
Welcome	Year Established
Company Overview	Number of Employees
Business Details	Business Description
Addresses	· · · · · · · · · · · · · · · · · · ·
Contacts	2500 characters remaining
Diversity	Sales Territories
Payment Information	Is Your Business a Local Supplier Area Constant
Tax Information	 Is Your Business at You will see all the NAICS & Commodity Codes that you have chose
Certify & Submit	 U.S. Service Area If you need to add more click on edit. If you need to remove any codes click on Remove
Registration FAQ View History	Products and Services
	NAICS Codes Primary NAICS Code Selected B11310 - Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance I Secondary NAICS Codes Selected Edit
	Commodity Codes * Edit 26101503 (Gas engines 5753 < \$5k, 8425) Remove
	* Required to Complete Registration
	Click on Next when completed

×

Addresses





Add Address

Primary Contact For T	nis Address (Step 3 of 3) ?
You can also update and a	dd Contacts later from the Contacts page.
Enter New Contact	Not Applicable • You will need to add a sales contact
Select additional contact type(s) to apply	 Other (physical) Corporate Customer Care Sales
Contact Label *	
First Name	
Last Name	
Position Title	
Email	
Phone	ext.
Toll Free Phone	For international numbers, begin the number with +
Fax	
	For international numbers, begin the number with + Click Save Changes
* Required to Complete Registra	ation



Diversity







Certify & Submit

🖕 negistration 🦯 manage negis	an Profile > Certify of submit	
Rick's Small Engine Repairs	Certify & Submit	
Registration In Progress for: Texas A&M Supplier Portal 4 of 5 Steps Complete	The list below needs to be addressed before your registration can be submitted. Contacts Click here to identify missing required items	
Welcome	Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Sup responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information	oplier on ma
Company Overview Business Details	 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. 	ation
Company Overview Business Details Addresses Contacts Diversity	 result in payment delays. Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false inform may result in disqualifying you or your company from doing business with us. Preparer's Name * Preparer's Title Preparer's Title Preparer's Email Address * 	ation
Company Overview Business Details Addresses Contacts Diversity Certify & Submit	 result in payment delays. Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false inform may result in disqualifying you or your company from doing business with us. Preparer's Name * Preparer's Title Preparer's Email Address * Today's Date 5/11/2017 	ation



Viewing Bids

iome		VERSITY							
ocuments	晋 Home > Customer Portal Home マ > Home - Rick's Small Engine Repairs					• To view public (bids) Opportunities			
ourcing	Welcome to the Texas A&M Supplier Portal (AggieBid). See below (coming soon) for "How to" reference guides on: • View & respond to Sourcing Events • Create a supplier portal invoice or credit		Quick	Quick Links to Common Tasks					
eporting			Mana	Manage Registration Profile					
dminister			Source	Sourcing Events					
Registration	Review payment status on an invoice				Opening or C	Closing Soon	•	Go to Public	c Opportunit
			No Re	No Results					
	Customer Contact ?		? Event		Released	Open	Closed	Awarded	All
	Name	Vendor Administration	My Ev	ents	0	0	2	1	3
	Email	abvendorhelp@tamu.edu	Auctio	n Events	0	0	0	0	40