Texas A&M Supplier Portal Registration Example

Table of Contents
Registration Example Email .................................................................................................................................................... 2
Registration Information ......................................................................................................................................................... 3
Registration Login ................................................................................................................................................................... 4
Entering Company Overview’s Information ............................................................................................................................ 6
  Business Details, Sales Territories & Products and Services ............................................................................................... 7
  NAICS Codes ........................................................................................................................................................................ 8
  Commodity Codes ............................................................................................................................................................. 10
  Addresses .......................................................................................................................................................................... 12
  Diversity ............................................................................................................................................................................ 16
  Certify & Submit ................................................................................................................................................................ 18
Viewing Bids .......................................................................................................................................................................... 19
Supplier Invitation for Texas A&M Supplier Portal

Dear Rick's Body Shop,

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 coworkers/staff members to become users of your site, and more.

Register Now ▶ Click on Register Now

Thank You,

Texas A&M Supplier Portal

If you have any technical questions or problems registering, please contact Vendor Administration at abvendohelp@tamu.edu or +1 (979) 845-8286 for assistance and identify yourself as registering in the Texas A&M 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. You will receive your Login ID and Password via email once you have submitted your completed form.
5. 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

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

To begin your registration, please complete this page and click “Create Account”. You will be directed to Texas A&M University’s AggieBid Supplier Management Portal to enter your information. Fields with an asterisk (*) denote 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

First Name *

Last Name *

Title

Phone Number *
For international numbers, begin the number with +

Your Login

Email *

Confirm Email *

Create Password *

Confirm Password *

Security Information

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question *

Answer *

Confirm Answer *

Create Account

- Enter in First Name
- Enter in Last Name
- Enter in Phone
- Enter in Email
- Confirm Email
- Create Password
- Confirm Password
- Choose a security question
- Type Answer
- Confirm Answer
- Click Create Account
Entering Company Overview’s Information

- Enter Legal Company Name
- Click Next

- Add your DBA information (if applicable)
- Choose your Country of Origin
- Choose your Legal Structure

- Enter Tax ID Number
- Click Next
Business Details, Sales Territories & Products and Services

- **Provide a Business Description**
- **Click yes or no if your business is a local & national supplier**
- **Click all that apply for US & International service area (if applicable)**

- **Click Edit & choose all that apply for the NAICS codes for your company (if applicable)**
- **Click Edit & choose all that apply for Commodity Codes for your company.**
NAICS Codes

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

NAICS Code/Description/Keyword

1 Selected Codes

- 11 - Agriculture, Forestry, Fishing and Hunting
- 21 - Mining, Quarrying, and Oil and Gas Extraction
- 22 - Utilities
- 23 - 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 Management 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

If you are selecting a NAICS code(s) you can either do a search by keyword or click on the summarized name.

Done  Close
The first one you choose should be your primary code.

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>238910</td>
<td>Site Preparation Contractors</td>
</tr>
<tr>
<td>333120</td>
<td>Construction Machinery Manufacturing</td>
</tr>
<tr>
<td>423610</td>
<td>Construction and Mining (except Oil Well) Machinery and Equipment Merchant Wholesalers</td>
</tr>
<tr>
<td>423620</td>
<td>Farm and Garden Machinery and Equipment Merchant Wholesalers</td>
</tr>
<tr>
<td>423830</td>
<td>Service Establishment Equipment and Supplies Merchant Wholesalers</td>
</tr>
<tr>
<td>444130</td>
<td>Hardware Stores</td>
</tr>
<tr>
<td>488119</td>
<td>Other Airport Operations</td>
</tr>
<tr>
<td>488190</td>
<td>Other Support Activities for Air Transportation</td>
</tr>
<tr>
<td>488210</td>
<td>Support Activities for Rail Transportation</td>
</tr>
<tr>
<td>488310</td>
<td>Port and Harbor Operations</td>
</tr>
<tr>
<td>488390</td>
<td>Other Support Activities for Water Transportation</td>
</tr>
<tr>
<td>561730</td>
<td>Landscaping Services</td>
</tr>
<tr>
<td>561790</td>
<td>Other Services to Buildings and Dwellings</td>
</tr>
<tr>
<td>562098</td>
<td>All Other Miscellaneous Waste Management Services</td>
</tr>
<tr>
<td>621491</td>
<td>HMO Medical Centers</td>
</tr>
<tr>
<td>811118</td>
<td>Other Automotive Mechanical and Electrical Repair and Maintenance</td>
</tr>
<tr>
<td>811121</td>
<td>Automotive Body, Paint, and Interior Repair and Maintenance</td>
</tr>
<tr>
<td>811156</td>
<td>All Other Automotive Repair and Maintenance</td>
</tr>
<tr>
<td>811211</td>
<td>Consumer Electronics Repair and Maintenance</td>
</tr>
<tr>
<td>811212</td>
<td>Computer and Office Machine Repair and Maintenance</td>
</tr>
<tr>
<td>811213</td>
<td>Communication Equipment Repair and Maintenance</td>
</tr>
<tr>
<td>811219</td>
<td>Other Electronic and Precision Equipment Repair and Maintenance</td>
</tr>
<tr>
<td>611310</td>
<td>Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance</td>
</tr>
</tbody>
</table>
Commodity Codes

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

1 Selected Codes

Showing 1 - 20 of 25000+ Results  What does "+" mean?

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000000</td>
<td>Live Plant and Animal Material and Accessories and</td>
</tr>
<tr>
<td>10100000</td>
<td>Live animals</td>
</tr>
<tr>
<td>10101500</td>
<td>Livestock</td>
</tr>
<tr>
<td>10101501</td>
<td>Cats</td>
</tr>
<tr>
<td>10101502</td>
<td>Dogs</td>
</tr>
<tr>
<td>10101504</td>
<td>Mink</td>
</tr>
<tr>
<td>10101505</td>
<td>Rats</td>
</tr>
<tr>
<td>10101506</td>
<td>Horses</td>
</tr>
<tr>
<td>10101507</td>
<td>Sheep</td>
</tr>
<tr>
<td>10101508</td>
<td>Goats</td>
</tr>
<tr>
<td>10101509</td>
<td>Asses</td>
</tr>
<tr>
<td>10101510</td>
<td>Mice</td>
</tr>
<tr>
<td>10101511</td>
<td>Swine</td>
</tr>
<tr>
<td>10101512</td>
<td>Rabbits</td>
</tr>
<tr>
<td>10101513</td>
<td>Guinea pigs</td>
</tr>
<tr>
<td>10101514</td>
<td>Primates</td>
</tr>
<tr>
<td>10101515</td>
<td>Armadillos</td>
</tr>
<tr>
<td>10101516</td>
<td>Cattle</td>
</tr>
<tr>
<td>10101517</td>
<td>Camels</td>
</tr>
<tr>
<td>10101600</td>
<td>Birds and fowl</td>
</tr>
</tbody>
</table>

Results Per Page | 20 | 1 of 1250

Done  Close

- Use the Search field or browse the list to select applicable Commodity Codes
**You can select multiple commodity codes (If applicable)**

- **4 Selected Codes**

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>72103201</td>
<td>Repairing lot or road maintenance or repairs or services</td>
</tr>
<tr>
<td>99990207</td>
<td>Services - Electronic Shop Repairs</td>
</tr>
<tr>
<td>99990208</td>
<td>Services - Equipment Repairs</td>
</tr>
<tr>
<td>99990211</td>
<td>Services - Glass Shop Repairs</td>
</tr>
<tr>
<td>99990216</td>
<td>Services - Machine Shop Repairs</td>
</tr>
<tr>
<td>99990221</td>
<td>Services - Repairs &amp; Cleaning</td>
</tr>
</tbody>
</table>

  - **Then click on done**

- **Business Details**

  - You will see all the NAICS & Commodity Codes that you have chosen.
  - If you need to add more click on edit.
  - If you need to remove any codes click on Remove

  - **Click on Next when completed**
Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? *

Label the 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)
- Order (physical)

Choose Address type

- Take Order (fulfillment) – Address on a PO
- Receives Payment (remittance) – Address payment is sent to
- Other (physical) – Address of other locations

Required to Complete Registration

Click on Next
Add Address

Address Details (Step 2 of 3)

- Choose how you would like to receive purchase orders for this fulfillment
  - Enter an Email Address to receive the purchase order
  - Confirm Email

- Choose Country
- Enter Address on line 1
- Enter City/Town
- Enter State/Province
- Enter Postal Code
- Enter Phone

* Required to Complete Registration

Next ➤
You will need to add a sales contact

Click Save Changes
- Click Yes, No/Non-US Based or Decline to Answer

- Click on Next

- If you choose yes then click on Add Diversity Classification
- Then click on the Classification for your company – Federal Diversity Classifications/State Diversity Classifications
Diversity

Please note: If your company is not certified with the State of Texas as a recognized HUB vendor, please do not select a State of Texas diversity setting.

Choose your Diversity Classification, then click Add Diversity Classification.
- The Diversity Classification(s) will be listed here.
- Then click on Next.
Certify & Submit

- If there's anything that needs to be addressed before your registration can be submitted.
Viewing Bids

To view public (bids) Opportunities

Welcome to the Texas A&M Supplier Portal (TASPS).
See below (coming soon) for "How to" reference guides on:
- View & respond to sourcing events
- Create a supplier portal invoice or credit memo
- Review payment status on an invoice

Customer Contact

Name: Vendor Administration
Email: sdvendorhs@tamu.edu
Phone: +1 (713) 698-1900

Quick Links to Common Tasks
- Manage Registration Profile

Sourcing Events

Events
- Released
- Open
- Closed
- Awarded
- All

No Results

View All Events