Supplier Invitation for Texas A&M Supplier Portal

Dear 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 co-workers/staff members to become users of your site, and more.

Register Now → Click on the Register Now icon

Thank You,

Texas A&M Supplier Portal

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

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.

- Read the Supplier Registration
- Click on Continue with Registration
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.

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.

- Click on Create Account if you are a new supplier.
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
- The first one you choose should be your primary code.

### 1 Selected Codes

**Showing 1 - 26 of 26 Results**

<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>423820</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>811190</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>811330</td>
<td>Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance</td>
</tr>
<tr>
<td>811411</td>
<td>Home and Garden Equipment Repair and Maintenance</td>
</tr>
<tr>
<td>811412</td>
<td>Appliance Repair and Maintenance</td>
</tr>
<tr>
<td>811490</td>
<td>Other Personal and Household Goods Repair and Maintenance</td>
</tr>
</tbody>
</table>

**Results Per Page**: 200

**Sort by**: Best Match

- Highlight/Click on your primary code

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

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>72103001</td>
<td>Repair lot or road maintenance or repairs or services</td>
</tr>
<tr>
<td>99900207</td>
<td>Services - Electronic Shop Repairs</td>
</tr>
<tr>
<td>99900208</td>
<td>Services - Equipment Repairs</td>
</tr>
<tr>
<td>090000211</td>
<td>Services - Glass Shop Repairs</td>
</tr>
<tr>
<td>99900216</td>
<td>Services - Machine Shop Repairs</td>
</tr>
<tr>
<td>99900221</td>
<td>Services - Repairs &amp; Cleaning</td>
</tr>
</tbody>
</table>

Then click on done

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
Addresses

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)
- Other (physical) – Address of other locations

Required to Complete Registration

Click on Next
Add Address

Address Details (Step 2 of 3)

- How would you like to receive purchase orders for this fulfillment address?
  - Email

- Enter Email Address
- Confirm Email
- Choose Country
- Enter Address on Line 1
- Enter City/Town
- Enter State/Province
- Enter Postal Code
- Enter Phone

- Required to Complete Registration

- Click on Next
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:

- [x] Other (physical)
- [ ] Corporate
- [ ] Customer Care
- [ ] Sales

Contact Label *
First Name
Last Name
Position Title
Email
Phone ext.
For international numbers, begin the number with +
Toll Free Phone ext.
For international numbers, begin the number with +
Fax
For international numbers, begin the number with +

* Required to Complete Registration

Previous  Save Changes

- 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
• 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.