

# Supplier Onboarding Invitation Request Instructions

- Click on the website at [Supplier Onboarding Invitation Request](#) or in Aggie Buy.

The screenshot displays the Texas A&M University AggieBuy website. The top navigation bar includes a home icon, a shopping cart icon, and the text 'Home', 'Shop', 'Orders', 'Contracts', 'Accounts Payable', and 'Pay'. The main header features the Texas A&M University logo and the text 'TEXAS A&M UNIVERSITY'. Below the header, there are tabs for 'Simple' and 'Advanced' search, and a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.'. The AggieBuy logo is prominently displayed in the center, with the tagline '...purchasing made easy'. Below the logo, it says 'Welcome to Texas A&M University's Purchasing and e-Commerce Website!'. A dark red sidebar menu is open, showing options like 'Suppliers', 'Sourcing', 'Reporting', 'Administer', and 'Setup'. The 'Suppliers' menu is expanded, showing sub-options: 'Manage Suppliers', 'Approvals', 'Compliance', 'Communication', 'Requests', 'Import/Export', and 'Configuration Settings'. A search bar is also visible within the 'Suppliers' menu, with the text 'Type to Search Suppliers...'. A red arrow points to the 'Suppliers' menu item, and another red arrow points to the 'Request New Supplier' option in the search results.

Home

Shop

Orders

Contracts

Accounts Payable

Pay

Suppliers

Sourcing

Reporting

Administer

Setup

Simple

Advanced

Search for products, suppliers, forms, part number, etc.

AggieBuy  
...purchasing made easy

Welcome to  
Texas A&M University's Purchasing and e-Commerce Website!

Suppliers

Manage Suppliers

Approvals

Compliance

Communication

Requests

Import/Export

Configuration Settings






Type to Search Suppliers...

Request New Supplier

Search Supplier Requests

My Supplier Requests

- Click on Suppliers
- Click on Requests
- Click on Request New

-  Home
-  Shop
-  Orders
-  Contracts
-  Accounts Payable
-  Pay
-  Suppliers

All ▾

Suppliers ▸ Requests ▸ [Request New Supplier](#)

## Request New Supplier

• Enter the Supplier/Individual(s) name

Select a supplier request form ★

Supplier Onboarding Request ▾

Supplier name ★



Submit



All ▾

Search (Alt+Q)





Logout

Suppliers ▸ Requests ▸ [My Supplier Requests](#)

My Supplier Requests

• Click on the Next

### Go Power Sports

Template **Supplier Onboarding Request**  
Request Status **Incomplete**

#### Instructions


- Questions ✓
- Requester Contact Inform...
- Review and Complete
- Supplier Request Workflow



### Instructions

[Print Request](#) | [History](#) | ?

This is a request to invite a supplier to begin the on boarding process in the supplier portal. Please provide supplier name, supplier contact name and email address. You will receive a "complete" notice once the supplier has been invited. This does not indicate the supplier has completed their profile, only that the supplier has been invited. You can track the status of the vendor registration as shown below.

### Summus - Staples



Supplier Number	X0100328
Registration Status	In Progress 
Registration Type	Bid Profile 

[View Supplier Registration](#)



Next >

**GPS Photography**

Template **Supplier Onboarding Request**  
Request Status **Incomplete**

Instructions

**Questions** ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

### Questions - Company Overview

#### Company Information

Supplier Name \*

First Name \*  
 ←

Last Name \*  
 ←

Email Address \*  
 ←

Add to Concur? Individuals Only!  
 Yes  No ←

Notes:  
  
2000 characters remaining ←

★ Required

- Enter First Name of the individual receiving the invite
- Enter Last Name of the individual receiving the invite
- Enter Email Address of where the invite needs to be sent to
- Add to Concur (mark yes or no/individuals only)
- Add any notes for the vendor admin

← Previous   **Save Progress**   **Next** >

**GPS Photography**

Template **Supplier Onboarding Request**  
Request Status **Incomplete**

Instructions

**Questions** ✓

**Requester Contact Infor...**

Review and Complete

Supplier Request Workflow

### Requester Contact Information

[Print Request](#) | [History](#) | [?](#)

Requester Name: Brandie Watson ←

Requester Email: B.WATSON@TAMU.EDU

Requester Department: 02-FISC-OPS (02-FISC-OPS)

Requester Business Unit: 02-Texas A&M University

- Requester Contact Information will be automatically listed

← Previous   **Next** >

**GPS Photography**

Template **Supplier Onboarding Request**  
Request Status **Incomplete**

Instructions  
Questions ✓  
Requester Contact Inform...

**Review and Complete**

Supplier Request Workflow →

**Review and Complete** [Print Request](#) [History](#) [?](#)

✓ Required fields complete

Section	Progress
<a href="#">Instructions</a>	✓ No Required fields
<a href="#">Questions</a>	✓ Required fields complete
<a href="#">Requester Contact Information</a>	✓ No Required fields

**Certification**

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

- Click on the Certification box
- Click on the Complete Request

← Previous **Complete Request**

**GPS Photography**

Template **Supplier Onboarding Request**  
Request Status **Incomplete**

Instructions  
Questions ✓  
Requester Contact Inform...

**Review and Complete**

Supplier Request Workflow

**Review and Complete** [Print Request](#) [History](#) [?](#)

✓ Required fields complete

Section	Progress
<a href="#">Instructions</a>	✓ No Required fields
<a href="#">Questions</a>	✓ Required fields complete
<a href="#">Requester Contact Information</a>	✓ No Required fields

**Certification**

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

- Click on the Yes

← Previous **Complete Request**

**Confirm** ✕

Are you sure you are ready to complete your new supplier request?

→ **Yes** No

**Success**  
Supplier Request Submitted

### My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

- Request Status \*
- Approved
  - Incomplete
  - Rejected
  - Returned
  - Under Review
  - Completed

Include public Supplier request form?

Apply

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	
<a href="#">GPS Photography</a>	Supplier Onboarding Request	Under Review	New Supplier Set-Up	-	1:32 PM	1:15 PM		-	Actions

After submitting a request, the request will be listed in your My Supplier Requests

**From:** AggieBuy Support <aggiebuy@jaggaer.com>

**Sent:** Thursday, [redacted] 1:41:25 PM (UTC-06:00) Central Time (US & Canada)

**To:** Watson, Brandie M <b.watson@tamu.edu>

**Subject:** Form Request Workflow for GPS Photography has been Completed

**This Message Is From an External Sender**

This message came from outside your organization.

 TEXAS A&M UNIVERSITY

## RE: Form Request Workflow for Supplier Onboarding Request has been Completed

Dear Brandie Watson,

### Contract Requests

Your contract request for GPS Photography to be reviewed has been received by the Department of Contract Administration. The request will now be converted to a formal contract and processed (i.e. reviewed/approved/signed) by the Department of Contract Administration. You can search for the contract and check status by following the instructions found [HERE](#).

**NOTE:** Do not reply directly to this email. If you would like to comment on this contract request for GPS Photography, please click the link directly below.

[Click here to view the request in your organization's site](#)

### Supplier Onboarding Requests

This workflow complete notice means that the supplier has been formally invited to register.

**The vendor is not yet active.** However, the vendor administration team will provide notification once the vendor has completed their registration and is active in the system. The communication will come from our help desk and provide the vendor X number. For questions contact [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) or 979-845-8286.

[Click here to view the request in your organization's site](#)

Thank You,

Texas A&M University

Support Team Contact Information:

[AggieBuy@tamu.edu](mailto:AggieBuy@tamu.edu)

- You will also receive an email notification that the Supplier Request Onboarding Request has been completed.
- You can also click on the icon "Click here to view the request in your organization's site" to view the status.

# My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

- Request Status  Approved  Incomplete  Rejected  
 Returned  Under Review  Completed

Include public Supplier request form?

Apply

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	Actions
<a href="#">GPS Photography</a>	Supplier Onboarding Request	Approved	-	-	1:41 PM	1:15 PM	<a href="#">GPS Photography</a>	Invited	



Once a Supplier has been approved & sent the award profile invite, the name will appear under the Supplier Profile

# GPS Photography



Registration Status Inverted  
Registration Type Award Profile

[View Supplier Registration](#)

About

Supplier 360

Summary

General

Additional Information

Supplier Classes

System Settings

Contacts and Locations

Diversity

Workflow and Review

Legal and Compliance

Accounts Payable

eProcurement

[View History](#)

[View Email Logs](#)

## Summary

Supplier Actions ?

### Errors

- FieldConstants.MSG\_NOCLAUSESASSOCIATED : FieldConstants.MSG\_NOCLAUSESASSOCIATED
- Order Distribution : PLEASE NOTE: No distribution method is defined. POs will not be distributed to this supplier.

### General Supplier Information

Supplier Name	GPS Photography	edit
JAGGAER Indirect Supplier ID	1008360200	
Contract Party Types	Supplier	edit
Active for Shopping	x	edit
Order Acknowledgment	x	edit
Advanced Ship Notice	x	edit
e-Invoicing (CXML Invoicing)	x	edit
Portal Invoicing	✓	edit

### Supplier Registration Information

Supplier Requested by	Brandie Watson on [ ] 1:41:25 PM <a href="#">View Supplier Request Form</a>	edit
Invitation Sent to	Bernie Smith on [ ] 1:41 PM	
Invitation Sent by	Brandie Watson on [ ] 1:41 PM	
Stakeholder	-	edit
Last Updated	[ ] 1:41 PM	
Registration Method	Solicited	
Registration Status	Invited	
Registration Type	Award Profile	
Approved for ERP Sync	Off	

### Default Ordering Information

Order Distribution	PLEASE NOTE: No distribution method is defined. POs will not be distributed to this supplier.	edit
Payment Method	Purchase Order	edit

### Default Fulfillment Center

Fulfillment Center	Name	Fulfillment Center 1	edit
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### PO Clauses

There are no PO clauses associated with this contract.

- This will take you to the supplier profile
- This will indicate which vendor admin sent the invite & who the invite was sent to.
- You will also be able to view the vendors registration status
  - If the vendor has started the process the registration status will indicate "In Process"
  - If the vendor has completed the registration the registration status will indicate "Profile Complete"
- Please note that when the supplier does submit their registration it will enter workflow for the supplier administration team to review and activate the supplier. At that point the supplier administration team will respond to the department requestor with the X number that has been set up for the supplier.