



FMO Vendor Setup Document Upload

Prepared By:

• **Prepared By** – Enter your first & last name

System Member Name:

• **System Member Name** – Select the Texas A&M University System Member Name from the drop down
• **Non-System members** – Select the Texas A&M University System Member that you're doing business with

System Member Email:

• **System Members Email** – Enter your email address
• **Non-System Members** – Enter your email address

Comments / Special Instructions:

• **Comments/Special Instructions** – Enter any additional information that is needed for that the vendor admin will need to know

Setup Vendor in:

- AggieBuy
- Concur

• **Setup Vendor in** – Select which system that the documents are being processed in Aggie Buy, Concur or both.
▪ **If choosing Aggie Buy**, a PO distribution email will be required. (If you do not have a PO distribution email, please just add yours.)

Fund Type

- Local
- State

• **Fund Type** – Select either Local or State
▪ **Non-System Members** – Select Local

Documents

- Please only include files for a single vendor in each form, multiple documents for the same vendor/individual setup can be attach to this form.
- You will have the opportunity to submit additional vendor files after each form is processed.

No documents added

• **Add Document** – Click on the Add Document icon to add the documentation that's being submitted.
• **Upload Documents** – Once the documentation is attached click on the upload documents icon