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:**
- **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**
- **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.

**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