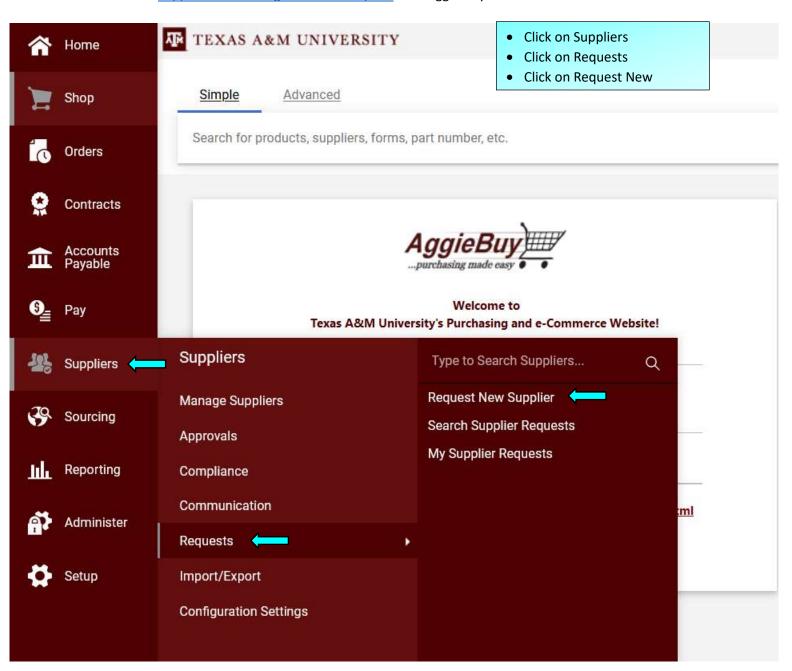
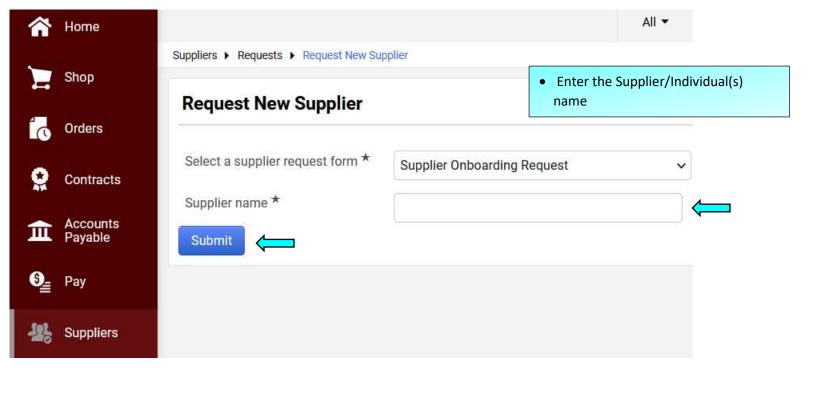
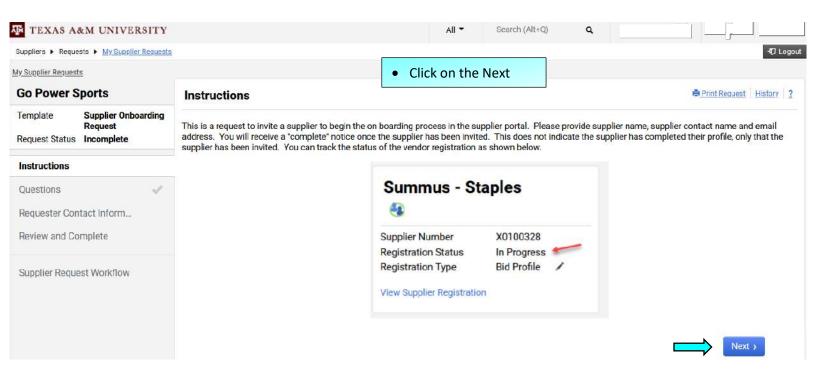
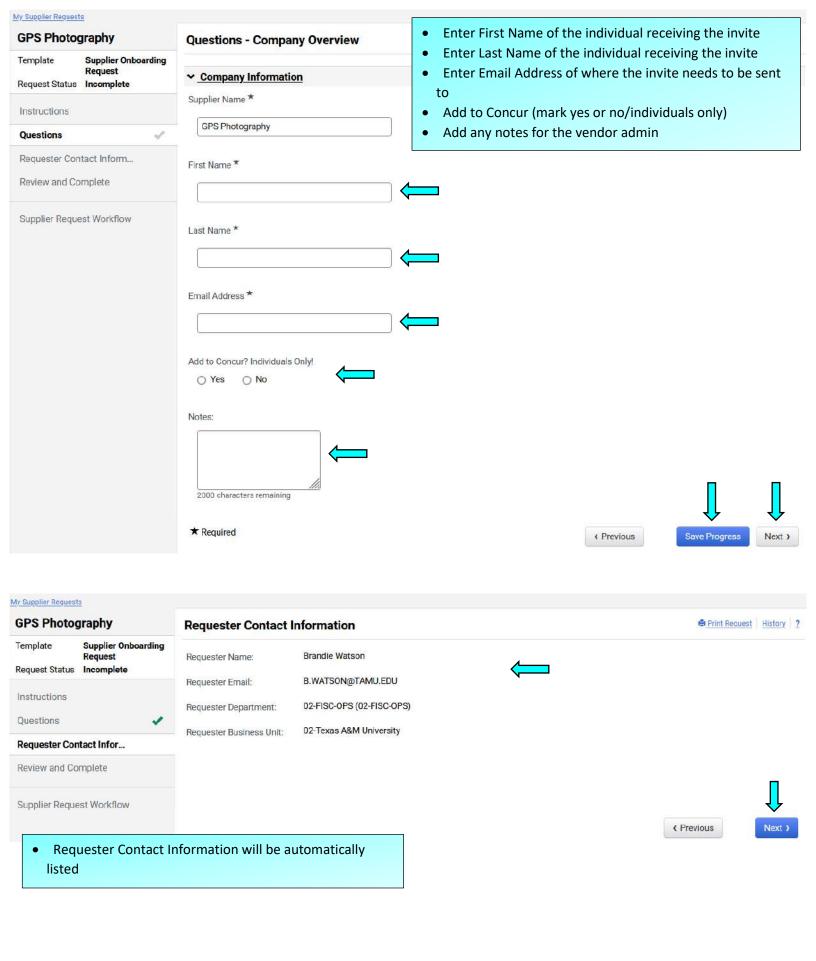
Supplier Onboarding Invitation Request Instructions

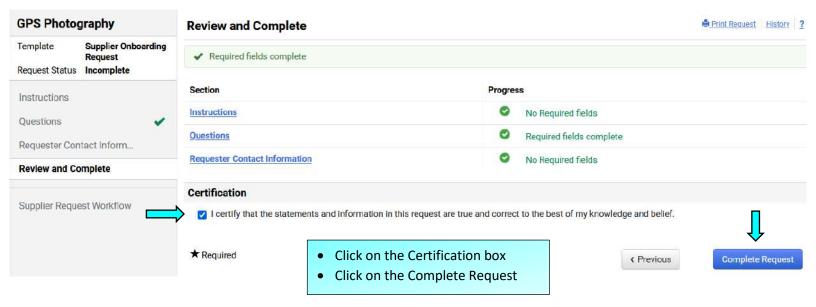
• Click on the website at Supplier Onboarding Invitation Request or in Aggie Buy.

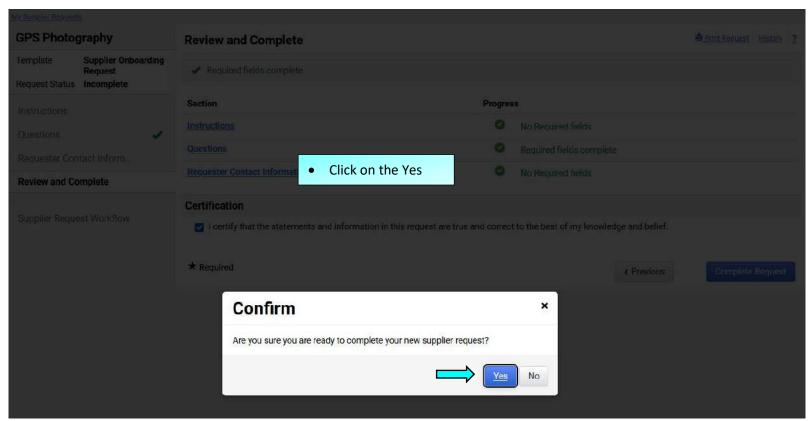


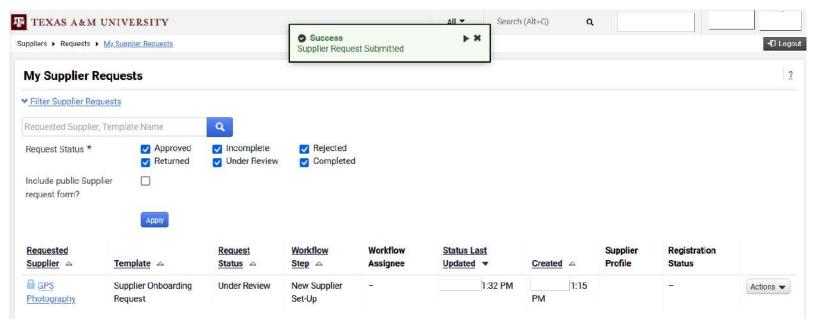












After submitting a request, the request will be listed in your My Supplier Requests

From: AggieBuy Support <aggiebuy@jaggaer.com>

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

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 or 979-845-8286.

Click here to view the request in your organization's site



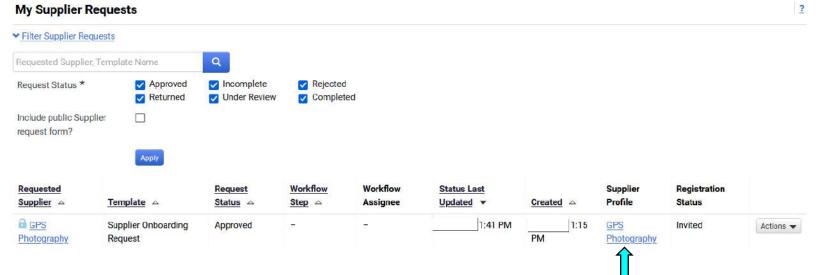
Thank You.

Texas A&M University

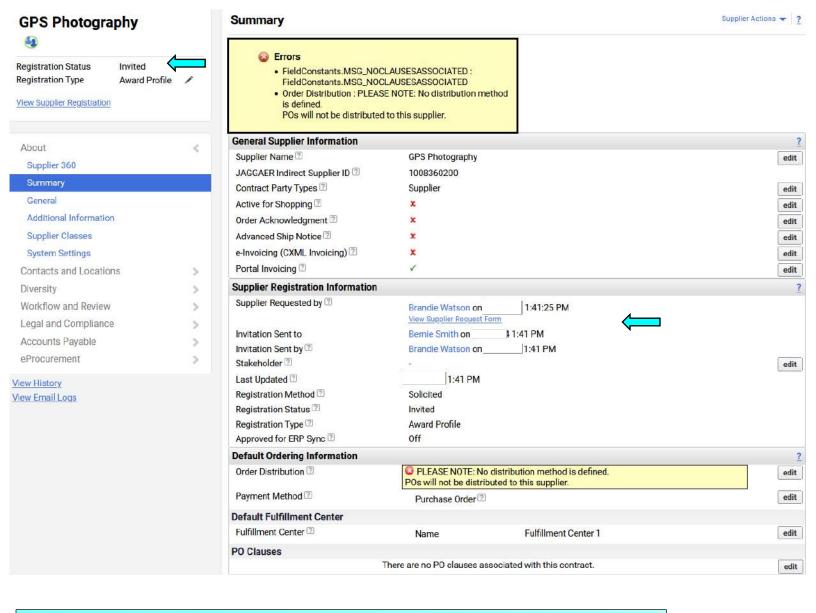
Support Team Contact Information:

AggieBuy@tamu.edu

- 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.



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



- 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.