

# 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 the Texas A&M University logo and the text "TEXAS A&M UNIVERSITY". Below the logo, there are tabs for "Simple" and "Advanced". A search bar contains the text "Search for products, suppliers, forms, part number, etc.". The main content area features the AggieBuy logo with the tagline "...purchasing made easy" and a welcome message: "Welcome to Texas A&M University's Purchasing and e-Commerce Website!".

The left sidebar contains a navigation menu with the following items: Home, Shop, Orders, Contracts, Accounts Payable, Pay, Sourcing, Reporting, Administer, and Setup. The "Suppliers" item is highlighted with a red arrow pointing to it.

The "Suppliers" dropdown menu is open, showing the following options: Manage Suppliers, Approvals, Compliance, Communication, Requests, Import/Export, and Configuration Settings. The "Requests" item is highlighted with a red arrow pointing to it.

The "Requests" dropdown menu is open, showing the following options: Type to Search Suppliers..., Request New Supplier, Search Supplier Requests, and My Supplier Requests. The "Request New Supplier" item is highlighted with a red arrow pointing to it.

A red box in the top right corner contains the following instructions:

- 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

### Go Power Sports

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

#### Instructions

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

- Click on the Next


### 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

← Previous [Complete Request](#)

- Click on the Certification box
- Click on the 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

← Previous [Complete Request](#)

**Confirm** ✕

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

→ [Yes](#) [No](#)

- Click on the Yes

**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	Actions
<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

- Approved
- Returned
- Incomplete
- Under Review
- Rejected
- 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

## Summary

Supplier Actions ?

Registration Status **Inited** ←

Registration Type **Award Profile** ✎

[View Supplier Registration](#)

**Errors**

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

About <

Supplier 360

**Summary**

General

Additional Information

Supplier Classes

System Settings

Contacts and Locations >

Diversity >

Workflow and Review >

Legal and Compliance >

Accounts Payable >

eProcurement >

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>	
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

**PO Clauses**

There are no PO clauses associated with this contract.

[View History](#)  
[View Email Logs](#)

- 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.