

How to Request a New Supplier to be Set Up in AggieBuy for Requisitions

Enter Supplier: If during the supplier search you cannot find the appropriate vendor, enter **New Supplier**. This will create routing to FMO-New Supplier Set Up. Then proceed to type in the Product Description, Catalog No, Quantity, Price Estimate, Packaging. Then click on Save and Close.

Home/Shop - TEST SITE - Microsoft Internet Explorer provided by Division of Finance

https://usertest.sciquest.com/apps/Router/Home?tmstamp=1267045847824

File Edit View Favorites Tools Help

Workplace: Financial ... https://usertest.sciq... Home/Shop - TES... x

Home/Shop - TEST SITE

Non-Catalog Item

Enter Supplier **New Supplier**
or
supplier search

Product Description	Catalog No.	Quantity	Price Estimate	USD	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USD	EA - Each

255 characters remaining expand | clear

+ Show product details

Internet 100%

Shopping Cart: Click on the shopping cart in the right hand corner.

Home/Shop - TEST SITE - Microsoft Internet Explorer provided by Division of Finance

https://usertest.sciquest.com/apps/Router/Home?tmstamp=1267108965876

File Edit View Favorites Tools Help

Home/Shop - TEST SITE

Proc. Svcs. Shopper 1 profile | logout

2010-02-24 psshopper1 01 | 1 item(s), 1.00 USD

Search for PR No. Go

home/shop favorites | forms | carts | order history | settlement | profile | more >>

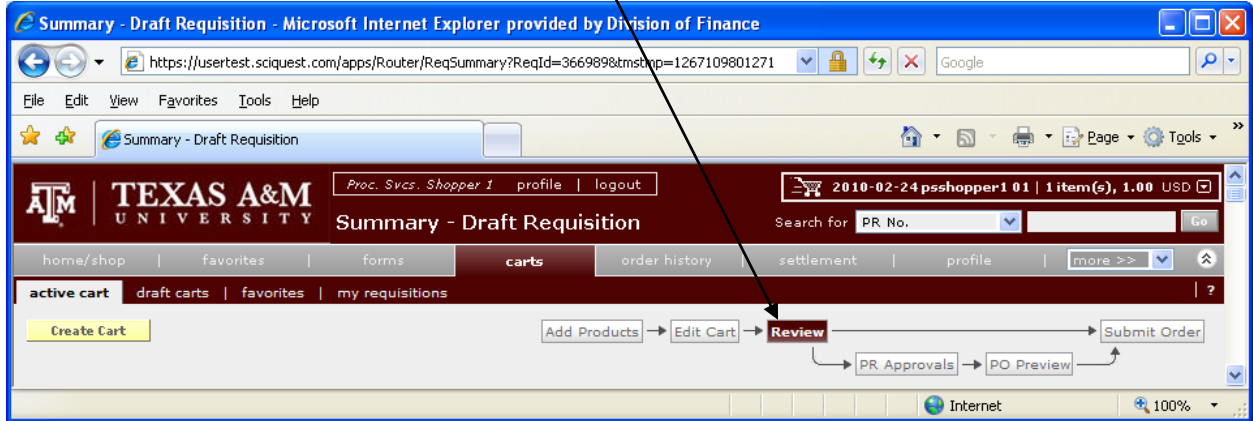
shop settlement

Shop Everything Go advanced search

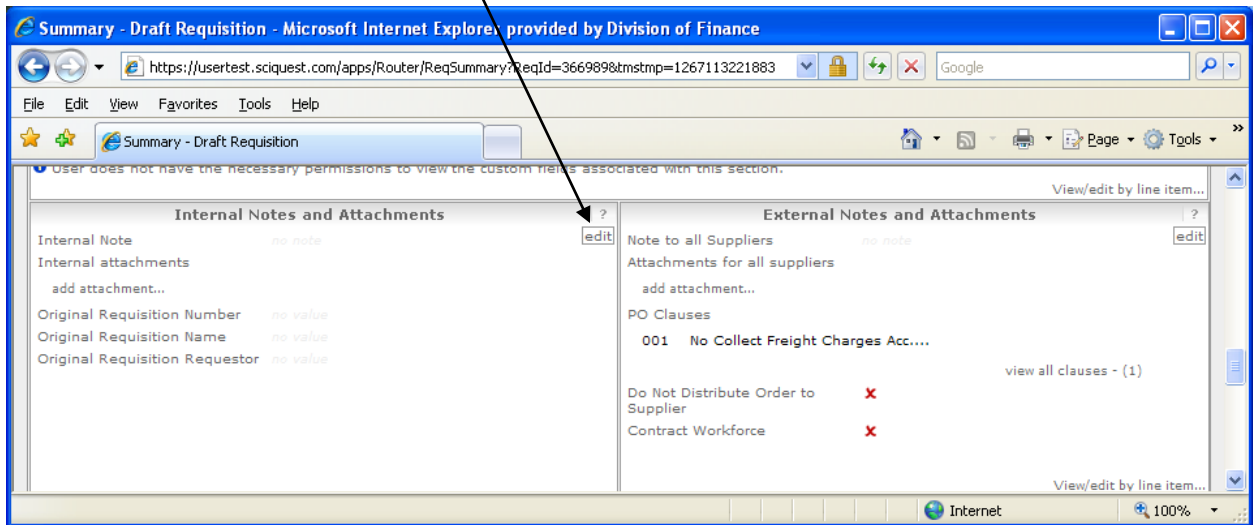
Go to: favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts

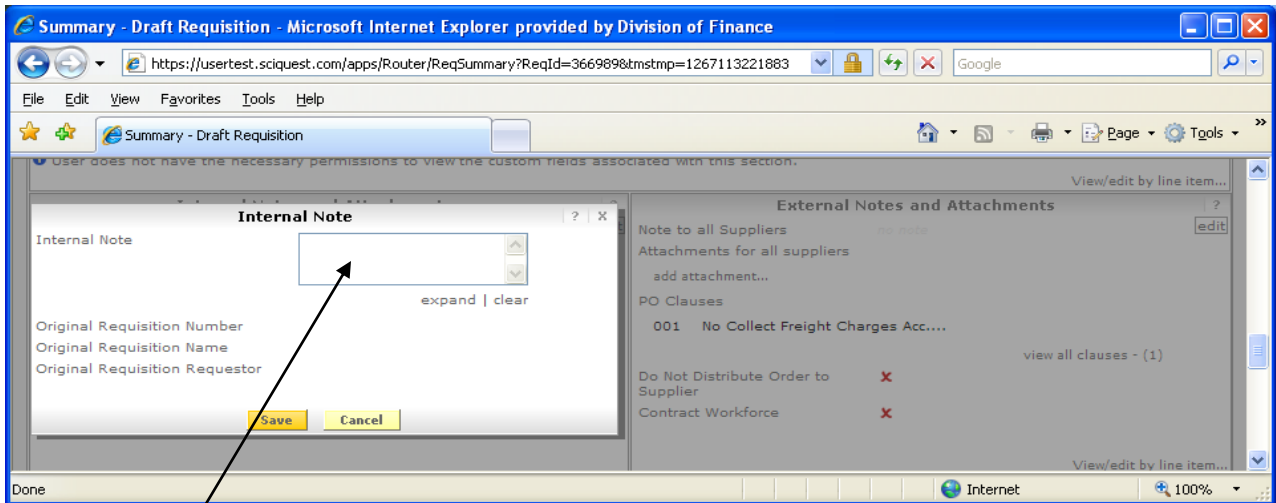
Internet 100%

Carts: Select Review to get to the internal notes section. This allows you to enter internal notes for information about the supplier that needs to be set up in AggieBuy.



Internal Notes and Attachments: Click on edit





In the Internal Note field you will need to enter in one of the following:

Adding Existing FAMIS Vendor

Provide mail code already in FAMIS r Phone Number

Adding a New Supplier

1. FTP V-Supplier Name + Supplier Phone Number
2. Fax Supplier Name + Supplier Phone Number
3. Inter campus mail Supplier Name + Supplier Phone Number

Submitting Vendor Documentation to FMO

After entering the vendor information in internal notes and requisition submitted send the vendor documentation to FMO as stated below:

- A copy of the W-9 or W-8BEN (and/or other vendor documentation) must be submitted via FTP, faxed to (979) 845-4191 or mailed to Accounts Payable-New Supplier Set up MS 6000. Method preferred is FTP. If do not have FTP capability then FAX is preferred.
 - <http://fmo.tamu.edu/media/65345/substitutew9.pdf>
 - <http://www.irs.gov/pub/irs-pdf/W8ben.pdf>
- If you are submitting via FTP the correct naming convention letter (V) must be used and then the name of the Company or Individual's name. (Ex: V-New Supplier Name).
- After this is submitted the vendor will be set up within hours and then your order will proceed to the department approver.