

How to Request a New Supplier in DustyBuy

The screenshot displays the AggieBuy website interface. On the left is a dark red sidebar with navigation icons and labels: Home, Shop, Orders, Contracts, Accounts Payable, Pay, Suppliers, Sourcing, Reporting, and Administer. The main content area at the top shows the Texas A&M International University logo and the AggieBuy title. Below this is a navigation bar with links for Non-Catalog Item, Favorites, Forms, Shop, Trade-In, and Quick Order. A search bar is present with the text "Search for products, suppliers, forms, part number, etc." and options for Simple and Advanced search. A blue callout box in the top right corner contains the following instructions:

- Click on Suppliers
- Click on Requests
- Click on Request New Supplier

The Suppliers menu is expanded, showing options: Manage Suppliers, Approvals, Communication, Requests, and Import/Export. The Requests option is highlighted with a blue arrow. A secondary dropdown menu for Requests is visible, containing: Quick search, Request New Supplier, Search Supplier Requests, and My Supplier Requests. The Search Supplier Requests option is highlighted with a blue arrow.

Suppliers > Requests > Request New Supplier

Request New Supplier

Select a supplier request form * Supplier Onboarding Request

Supplier name *

Submit

- Enter the Supplier/Individual(s) name
- Click on the Submit icon

Read the instructions on this screen and have ready to provide the following:

- Supplier Name
- Supplier Contact Name (First and Last name)
- Supplier email address

← Supplier Request • South Texas Waste Systems

Save Progress **Next**

1 Instructions Questions Requester Contact Information Review And Complete

Click on the Next Icon

Instructions

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](#)

Summary

Incomplete

South Texas Waste Systems

Template: Supplier Onboarding Request
Request Status: Incomplete

What's next?

Workflow

- Draft** (Active)
- New Supplier Set-Up** (Future)
- Finish** (Future)

Enter the supplier information:

- Supplier Name
- Supplier First Name and Last Name (individual receiving the email invite for supplier onboarding)
- Supplier Email Address
- Add to Emburse (mark yes or no/for individuals only)
- Add any notes for the Vendor Admins

Company Information

- Please note the system can only use the one email entered to send the supplier onboarding invite.
- The system doesn't allow for multiple email

Supplier Name ★



First Name ★



Last Name ★



Email Address ★



Add to Concur? Individuals Only!

Yes No

Notes:

2000 characters remaining

- Click on Save Progress Icon or the Next Icon



...

Save Progress

Previous

Next



✓ Instructions

2 Questions

✓ Requester Contact Information

✓ Review And Complete

Requester Contact Information

- Requestor's Contact Info. will be automatically listed
- Click on the Next Icon

Save Progress

Previous

Next

Requester Name:

Aide Flores

Requester Email:

AIDE.FLORES@TAMU.EDU

Requester Department:

16-PURC (16-PURC)

Requester Business Unit:

16-Texas A&M International University

Review and Complete

✓ Instructions

Edit

✓ Questions

Edit

✓ Requester Contact Information

Edit

- Click on the Certification Box
- Click on the Next Icon

Certification

✓ I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

Confirm



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

- Click on the Yes Icon

Yes

No

Instructions

- Pay
- Suppliers
- Sourcing
- Reporting
- Administer

Suppliers

- Manage Suppliers
- Approvals
- Communication
- Requests

Quick search

- Request New Supplier
- Search Supplier Requests
- My Supplier Requests

• After completing and submitting the request, the request will be listed under My Supplier Request

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

Request Status *
 Approved
 Incomplete
 Rejected
 Returned
 Under Review
 Completed

Include public Supplier request form?

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	Actions
Ray's Bakery	Supplier Onboarding Request	Incomplete	-	-	2/5/2026 3:44 PM	2/5/2026 3:44 PM		-	

• Here you can follow the status of your new supplier request.

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 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.

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
GPS Photography	Supplier Onboarding Request	Approved	-	-	1:41 PM	1:15 PM	GPS Photography	Invited	Actions



- Once a Supplier has been approved & sent the award profile invite, the name will appear under the Supplier Profile.
- Click on the Supplier name and you will be directed to their Supplier profile.

GPS Photography



Registration Status **Invited** 
 Registration Type **Award Profile** 

[View Supplier Registration](#)

- About
- Supplier 360
- Summary**
- General
- Additional Information
- Supplier Classes
- System Settings
- Contacts and Locations
- Diversity
- Workflow and Review
- Legal and Compliance
- Accounts Payable
- eProcurement

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

Summary

Supplier Actions ?

- You will also be able to view the vendor's registration status
- If the vendor has started the process the registration status will indicate "In Process"
- If the vendor has completed the registration the status will indicate "Profile Complete"

Supplier Name	GPS Photography	edit
JAGGAER Indirect Supplier ID	1008360200	
Contract Party Types	Supplier	edit
Active for Shopping	x	edit
Order Acknowledgment		
Advanced Ship Notice		
e-Invoicing (CXML Invoicing)		
Portal Invoicing		

- Under Supplier Registration Information, you will see Vendor Admin that sent the invite & who the invite was sent to

Supplier Registration Information

Supplier Requested by	Brandie Watson on 1:41:25 PM View Supplier Request Form	edit
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	edit
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PO Clauses

There are no PO clauses associated with this contract. [edit](#)