

Log in to SSO and click AggieBuy and your home screen will appear. Click on the “3 PEOPLE” icon, click MANAGE SUPPLIERS, then click SEARCH FOR A SUPPLIER.

The screenshot displays the AggieBuy website interface. At the top, the header includes the Texas A&M University logo, a Requisition Number dropdown, a search bar (Search (Alt+Q)), and a currency indicator (0.00 USD). Below the header is a navigation bar with a search bar and a 'Go' button. A yellow arrow points from the top right of the page to the '3 PEOPLE' icon in the left sidebar. The sidebar contains a 'Suppliers' menu with 'Manage Suppliers' and 'Search for a Supplier' highlighted with red circles. The main content area is divided into sections: 'Showcased Suppliers (Suppliers recently added to the MarketPlace)' featuring WorkQuest; 'Office Supplies / Furniture / Books' featuring TEJAS, Office Depot, Steelcase, TAMU PRINT, and Complete Book; 'Computers / Technology' featuring Summit Industries, Avinext, 12th MAN TECHNOLOGY, shi, and Connection; 'Scientific & Medical Supplies' featuring VWR, POSSIBLE, mavich, HENRY SCHEN, BIO-RAD, and CAROLINA; and 'MRO / Facilities' featuring BURGOON GRAINGER, Fastenal, PRO, and Graybar.

Search Go Advanced search
Enter search terms such as Legal Company Name or Supplier ID.

This screen will appear.
Click "Advanced Search"
Then this screen will appear.

Advanced search Simple Search ?

Supplier
Relationship
Type
Class
Shopping/AP Status
Tax Identification Number
Country Of Origin
Contract Party Type
Include Organizational Nodes
Profile Last Updated By Supplier
Suppliers Set to Sync with ERP
Current Supplier Review Workflow Step
Zip Code Within Miles
Business Unit association
Supplier Contact Email Address

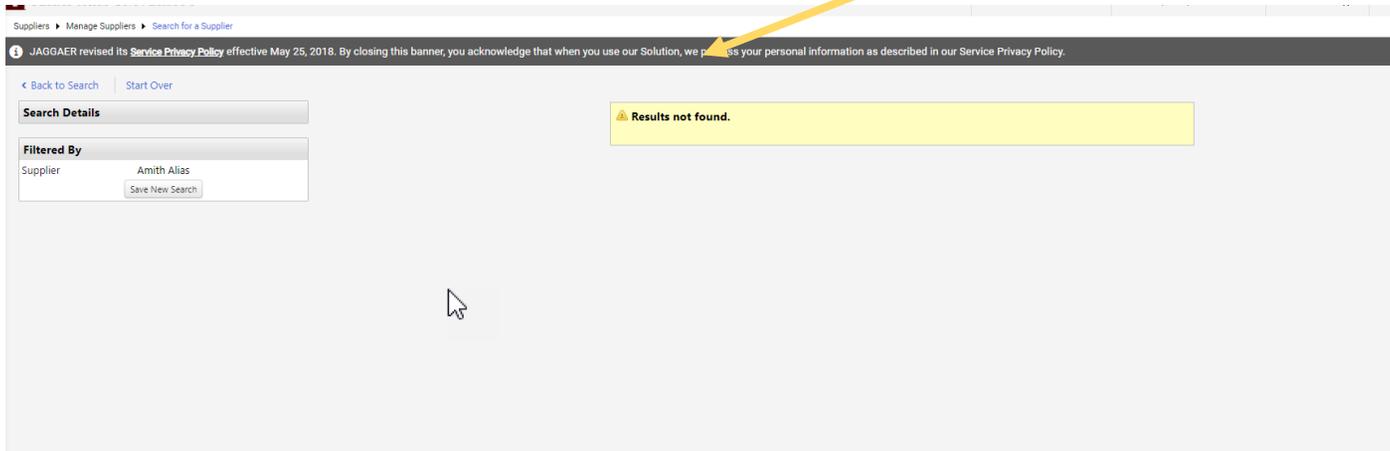
Put your vendor name here.

Make sure "ALL" is selected for Relationship then select "SEARCH."

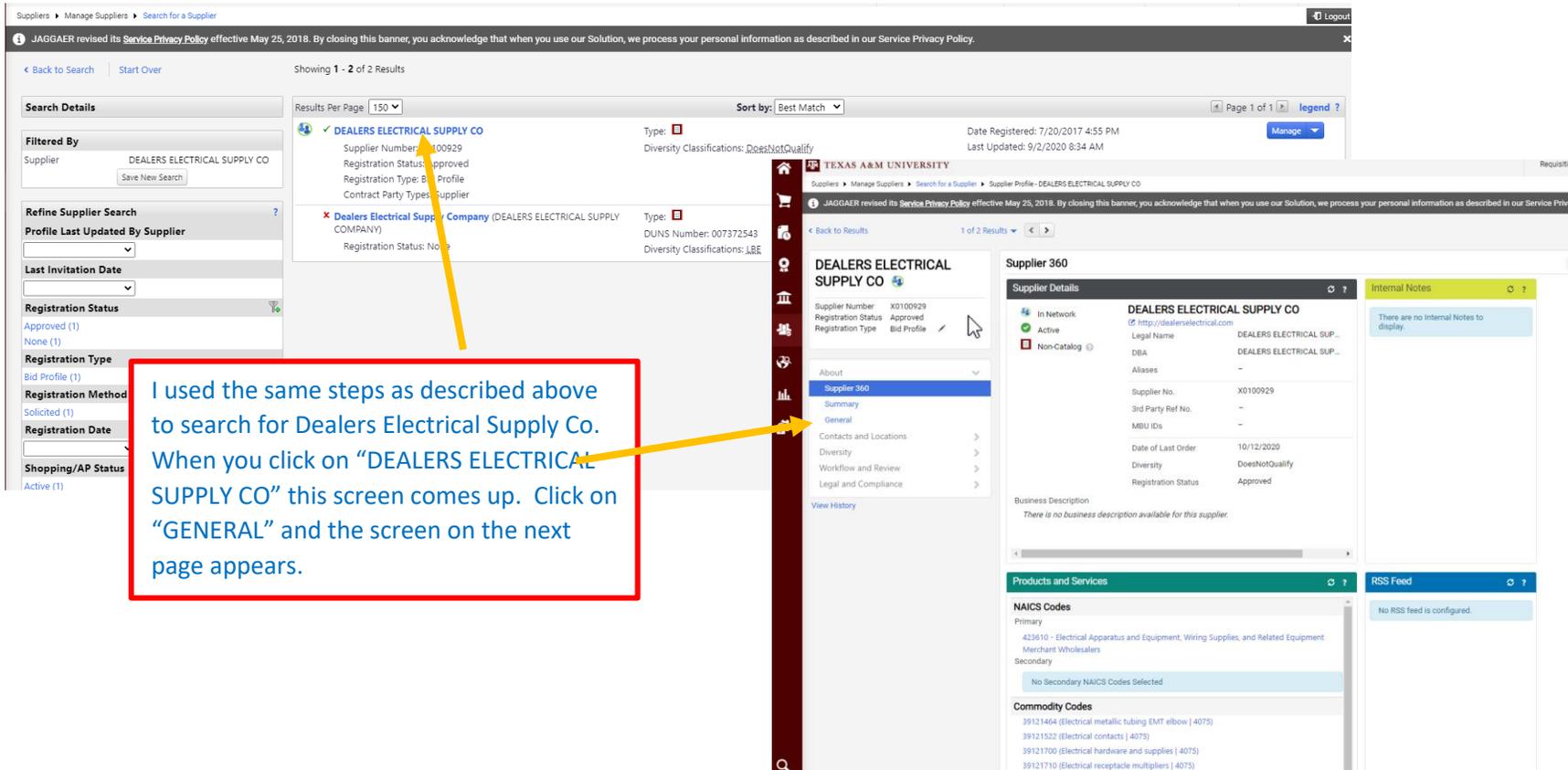
- > Registration Information
- > Products / Services
- > Company Classification
- > Status Flags

Search

This particular vendor is not yet in the system so my search result comes back as “Results not found.” At that point you would know that you would need to obtain the EIN/SSN from the vendor and have them complete a W9 so that FMO could set them up as a new vendor. You would need to attach the completed W9 to your contract request.



If you searched for a vendor that was already in the system your results would look like this:



Suppliers > Manage Suppliers > Search for a Supplier > Supplier Profile - DEALERS ELECTRICAL SUPPLY CO
JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

1 of 2 Results

DEALERS ELECTRICAL SUPPLY CO

Supplier Number X0100929
Registration Status Approved
Registration Type Bid Profile

- About
- Supplier 360
- Summary
- General**
- Contacts and Locations
- Diversity
- Workflow and Review
- Legal and Compliance

View History

General

Company Information

Supplier Name	DEALERS ELECTRICAL SUPPLY CO
Doing Business As (DBA)	
Other Names	
Country of Origin	United States
Aliases	
Supplier Number	X0100929
Third Party Reference Number	No Value
JAGGAER Supplier ID	13405549
Is this Supplier instance an Organizational Node?	No
Contract Party Types	Supplier
Active for Shopping	✓
Business Unit Vendor Id(s)	No Values Assigned.
Legal Structure	S Corporation
Tax Identification Number	741972120
VAT Registration Number	
Are you exempt from backup withholding?	-
Backup Withholding Attachment	<input type="button" value="Select file"/> Drop file to attach, or browse
Does your business have a DUNS number?	-
DUNS No.	-
Web Site URL	http://dealerselectrical.com
RSS Feed URL	-

Supplier Portal Settings

Show Transaction Data in Supplier Portal	✓
--	---

Products/Services

NAICS Codes	Selected Primary NAICS Code 423610 - Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers <i>No Secondary NAICS Codes Selected</i>
Customer Commodity Codes	Selected Commodity Code(s) 39121464 (Electrical metallic tubing EMT elbow 4075) 39121522 (Electrical contacts 4075)

This is where you can find the Tax Identification Number (EIN/ SSN). You can put the last 4 digits of this number in the Contract Request.