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.
This screen will appear. Click “Advanced Search” Then this screen will appear.

Put your vendor name here.

Make sure “ALL” is selected for Relationship then select “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:

I used the same steps as described above to search for Dealers Electrical Supply Co. When you click on “DEALERS ELECTRICAL SUPPLY CO” this screen comes up. Click on “GENERAL” and the screen on the next page appears.
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.