

Universities:

Texas A&M University

Prairie View A&M University

Tarleton State University– Stephenville

Texas A&M International University

Texas A&M University– Corpus Christi

Texas A&M University– Kingsville

West Texas A&M University

Texas A&M University– Commerce

Texas A&M University– Texarkana

Texas A&M University– Central Texas

Texas A&M University– San Antonio

Texas A&M University Galveston Campus

Texas A&M Health Science Center

Agencies:

Texas A&M AgriLife Research

Texas A&M Engineering Experiment Station

Texas A&M AgriLife Extension Service

Texas A&M Forest Service

Texas A&M Engineering Extension Service

Texas A&M Transportation Institute

Texas A&M Veterinary Medical Diagnostic
Laboratory



THE TEXAS A&M UNIVERSITY SYSTEM
Office of HUB & Procurement Programs

BuyA&M Vendor Registration Guide

A brief guide to the new
e-Procurement

Buy A&M:

The Texas A&M University System is implementing BuyA&M, a single eProcurement system, to all 21 members of the A&M System. BuyA&M allows vendors to access and submit responses to bid opportunities, and receive purchase orders if awarded.

Vendor Registration in BuyA&M:

In order to receive notifications about bid opportunities, respond to the solicitations, and to be issued Purchase Orders (POs) from the Texas A&M University System (TAMUS), vendors must be registered in BuyA&M. Once registered vendors will be able to receive email notifications of bid opportunities allowing them to login and not only browse bid opportunities but respond electronically to bid solicitations. Vendors who are issued purchase orders will login, acknowledge receipt and can then print their PO.

Vendors are encouraged to maintain and update their own information. Vendors can register once with multiple addresses to each vendor name.

Non CMBL Vendors:

Please register in BuyA&M via the following link:

<https://buy.tamus.edu>

- Select **Register**.

If you receive a message that your Federal Tax ID already exists in our system; please contact the TAMUS Vendor Administrator via email: vendorhelp@tamu.edu to receive your login and password credentials.

If for some reason you cannot complete the registration process once started you can save what you have entered and return at a later date and complete the registration by accessing the BuyA&M login screen and selecting **Complete Registration**.

For step by step instructions on how to register go to the following link:

<http://assets.system.tamus.edu/files/famis/pdf/TAMUSVendorRegistration.pdf>

CMBL Vendors:

If you are a Centralized Master Bidders List (CMBL) registered vendor through the Texas Comptroller of Public Accounts, you are already established as a vendor of record in the BuyA&M data base with the Texas A&M University System (TAMUS). However, if you haven't previously accessed the BuyA&M System, please contact the TAMUS Vendor Administrator via email: vendorhelp@tamu.edu to receive your login and password credentials.

Information on Vendor payments:

For all vendors who enter into a contract or purchase order with Texas A&M University System, preferred payment method shall be made by electronic direct deposit. Vendors are required to complete and submit to TAMUS Vendor Admin at vendorhelp@tamu.edu a Direct Deposit Authorization form prior to the payment request. The form can be accessed at:

<http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf>

Payment:

The Texas Prompt Payment Law (Texas Government Code Chapter 2251) establishes when payments are due. This law stipulates a payment is due for goods or services 30 days from the date goods/services are completed, or a correct invoice is received, whichever is later.

Vendor shall submit one copy of an itemized invoice showing order number and Agency purchase order number. Please note: If the invoice is not addressed as instructed, payment will be delayed. The Agency will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice