This Quick Reference Guide walks through the steps taken by a registered Seller Administrator to add additional Seller Administrators and/or Sellers within your organization so that they can assist in maintaining your vendor profile and view or respond to Solicitations (Bids) and any Purchase Orders / PO Change Orders sent to you by the Texas A&M University System.

Who Can Update Vendor Data?

Upon logging into Buy A&M with your unique Login ID and Password, you may update your company’s vendor data if you have the role of Seller Administrator. You can do this by accessing the Buy A&M login screen at https://buy.tamus.edu and signing in with your unique Login ID and Password, which were created either during the self-registration process or sent to you by an administrator at the Texas A&M University System.

To update your company’s data, click on the Seller Administrator tab if it displays at the top of your screen.

NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on My Account.

Seller Administrators are presented with three initial options on their Homepage:

By clicking on the Maintain Users on this Account, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Add User

Buy A&M will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the Add User button. To update user information, click on the Login ID of that user.
Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an ‘*’).

Select Role for New User

In the Roles section, selecting Seller will allow that user to view and respond to solicitations (Bids), Purchase Orders and other documents available to you in Buy A&M.

Click the Save & Exit button upon completion.