



Quick Reference Guide Vendor Maintenance

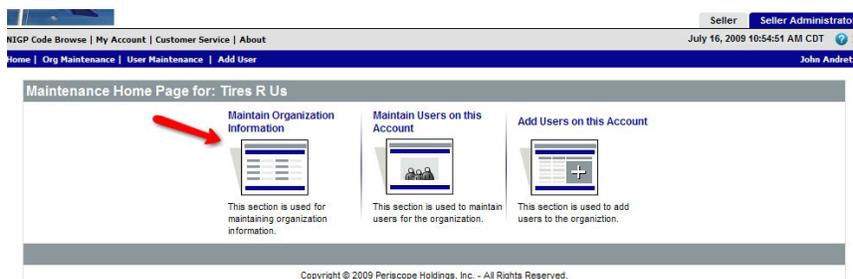
Vendors must make sure the vendor profile information is current within the system to ensure that you are notified of relevant solicitation opportunities, POs and change orders sent to you by Texas A&M University System members. You can do this by accessing Buy A&M login screen at <https://buy.tamus.edu> and signing in with your unique Login ID and Password, which were created either during the self-registration process or sent to you by a Texas A&M University System vendor administrator.

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**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**. Please see the separate Quick Reference Guide, "Vendor Maintenance – Add a User" for adding other users to your vendor profile to act as either Sellers or additional Seller Administrators.

Please note that **if you are a CMBL registered vendor**, updates to your general address, email, primary contact, CMBL and HUB Status, HUB Gender and Ethnic categories, phone, fax, Commodity (NIGP) codes and Districts Served should be made in CMBL, not in Buy A&M. Any changes in Buy A&M will be overwritten nightly with the data contained in CMBL. Please visit the CMBL website for any necessary changes <http://www.window.state.tx.us/procurement/prog/cmb/>

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



By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities provided. The following guides you through these updates:

Updating Vendor General Information

Buy A&M will track general information about your company, including business description, primary email/fax, and information you may choose to provide as an Emergency Supplier (authorizing the Agency to contact you 24/7 for emergency orders). This data may be updated by clicking on Maintain General Organization Information. **Please note that the Vendor Email address in the General Organization Information screen is the address to which notifications regarding Bid opportunities and POs that have been awarded to your firm will be sent.** Any additional users you create within your Vendor profile as Sellers will be able to view and respond to documents online, but will not receive individual initial email notification about available Bids.



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NIIGP Code Browse | My Account | Customer Service | About Seller Seller Administrator
August 3, 2009 4:51:34 PM CDT Chris Kennedy

Home | Org Maintenance | User Maintenance | Add User

Maintain General Organization Information

Vendor ID: 00000016
Company Name*: Bob's Taxidermy
Tax ID #: #####33 Country Code for Tax ID: US - United States of America
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? EIN SSN
Incorporation Details: State: [dropdown] Year of Incorporation: 0
Business Description: [text field]
Preferred Delivery Method: Email
Vendor Email: tgarza@goperiscope.com Email that will receive PO notifications and Bid Solicitations
Vendor Fax: [text field]
Emergency Supplier: Yes No
Emergency Phone*: [text field] Ext.: [text field]
Emergency Contact Name*: [text field]
Emergency Email*: [text field]
Emergency Info Comment: [text field]



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Updating Vendor Addresses

To update addresses, click the **Maintain Addresses** icon. This will provide a list of current addresses registered for your company. You can update an existing address by clicking on the blue link in the **Name** column, or you can click **Add Another Address** to create a new address for your company.

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address:	John Andretti 1234 Straighta Way Lotus, AZ 55555 US Email: John.Andretti@trtru.com Phone: (555)555-5555	Active	Yes
Purchase Order	Purchase Order Mailing Address:	Jeff Gordon 500 Indianapolis Way Phoenix, AZ 55555 US Email: jeff.gordon@trtru.com Phone: (555)555-5555 Ext. 5	Active	Yes

Buttons: Add Another Address, Exit

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Buy A&M allows you to save multiple types of addresses for your company, including **General**, **Bid**, **Purchase Order**, and **Remittance** addresses. In addition, you can have multiple addresses for each type (example: if you have multiple locations where POs can be sent by the State); however, you will be asked to identify a Default address for each type you create. **If you are a CMBL registered vendor, your General address is the one created from CMBL, and modifications to it will be overwritten until any necessary changes are made in the CMBL system.**

Address Book - Tires R Us

General Mailing Address

Name this Address*: General

Contact Name*: John Andretti

Address Line 1*: 1234 Straighta Way

Address Line 2*: [Red Box]

Address Line 3*: [Red Box]

Address Line 4*: [Red Box]

Country*: US - United States of America

City*: Lotus State/Province*: AZ

ZIP*: 55555 County: [Red Box]

Phone*: 555 555 5555 Ext: [Red Box]

Toll Free: [Red Box] Mobile: [Red Box]

Fax: [Red Box] Email*: John.Andretti@trtru.com

Status: Active

Default address for this address type

Buttons: Save & Exit, Save & Continue, Reset, Cancel & Exit

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Once you have made all additions or changes, click **Save & Exit** to return to the list of addresses for your company.



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Updating Commodity Codes and Services

To update information you have provided about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered. **If you are a CMBL registered vendor, your Commodity Codes are the ones created from CMBL, and modifications to them will be overwritten until any necessary changes are made in the CMBL system.**

For most updates, you should click **Maintain Commodity Codes**. You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save** or **Save and Add More**.

Commodity and Service Codes - Testing Labs

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

NIGP Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive products, vehicles, and services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
29	Transit Equipment and Related Services, Mass
30	Water and Sewer Treatment Equipment, Supplies, and Services

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Updating Terms and Categories

To update information you have provided regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.

<p>Maintain General Organization Information</p>  <p>This section is used for maintaining general organization information.</p>	<p>Maintain Addresses</p>  <p>This section is used to maintain addresses.</p>	<p>Maintain Commodity Codes & Services</p>  <p>This section is used to maintain commodity codes and services.</p>
<p>Maintain Regions</p>  <p>This section is used to maintain regions.</p>	<p>Maintain Terms and Categories</p>  <p>This section is used to maintain terms and categories.</p>	<p>Maintain Quote Attachment Repository</p>  <p>This section is used to maintain files in the quote attachment repository.</p>

Here you can update your standard payment and shipping terms, which can be applied to purchase orders issued, as well as designate your status for various categories and certifications requested

If you are a CMBL registered vendor, your CMBL / HUB Status, HUB Ethnic, HUB Gender, Districts Served, Phone and Fax numbers are the ones created from CMBL, and modifications to them will be overwritten until any necessary changes have been made by your company's authorized representative, in the CMBL system.

If you are NOT a CMBL Vendor, your CMBL / HUB Status, HUB Ethnic and HUB Gender categories should be set to Not Applicable (NA). If you are interested in becoming a CMBL or HUB vendor, please see the link on page 1.

After you've completed this screen, click **Save & Continue Registration** along the bottom.



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Terms

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

Categories & Certifications

Category: CMBL / HUB Status

Description: CMBL and HUB Status Indicator

Please select exactly one category value

Select	
<input checked="" type="checkbox"/>	HUB Only - Not CMBL
<input type="checkbox"/>	HUB and CMBL
<input type="checkbox"/>	CMBL - not HUB
<input type="checkbox"/>	Not Applicable

Notes:

Category: Complete Fax Number