Vendor Hold Search Tool
Job Aid

Agenda

This job aid covers the following:

1. Purpose

2. Search Tool

    i.   Warning

    ii.   General Information

    iii.   Search Results

3. How to Find the Tool

4. How to Use the Tool

5. Examples

Purpose

The purpose of the vendor hold search tool is to ensure UTSA complies with Texas Government Code sections 403.055, 2107.008 and 2252.903.

Vendors whose status is on hold with the state are ineligible to sell goods or services to UTSA. Do not transact with vendors on hold.

All One Card users are required to conduct a vendor hold search for purchases over $500 no earlier than the seventh day of purchase completion or contract execution (State of Texas Procurement and Contract Management Guide).

Users attach a copy of the date- and time-stamped screenshot to non-purchase order vouchers as supporting documentation.

Visit the One Card financial guideline's Restrictions section for more information.

Search Tool (1)

Warning

The vendor hold search tool is to be used for the intended purpose, as above.

Misuse of the tool or its data will be reported to [UTSA Institutional Compliance and Risk Services](#) and may result in disciplinary action and/or employee dismissal.

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Search Tool (2)

General Information

All AP (accounts payable) reconcilers and approvers automatically have access to the tool.

If you need access, obtain department approval, then contact UTS/BIS (University Technology Solutions/Business Information Services) to request access.

The tool draws on the state's Debtor Hold Extract file, which is received daily and maintained by UTShare SIS (Shared Information Services).

Search Tool (3)

Search Results: No Holds

If the search finds no holds, the tool will display the message, "No vendor hold record was found for the search criteria".

All search results are date- and time-stamped.

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Search Tool (4)

Search Results: Vendor on Hold

Vendors displayed are on hold. The name displayed is the name entered into the Texas Identification Number System (TINS) by the hold source agency.

All search results are date- and time-stamped.

Search Tool (5)

Search Results Tips

- Performing a name search may result in finding multiple records with like names. If available, compare the partial TIN displayed to determine exact match. You may need to contact the vendor to verify their TIN in order to determine if they are on hold

- You can use the Download to Excel feature for ease of managing/reviewing data results

How to Find the Tool

Log in to PeopleSoft (you can find a link to PeopleSoft on myUTSA).

On the landing page, locate the State Vendor Hold Search Tool tile.

Select/click the tile.
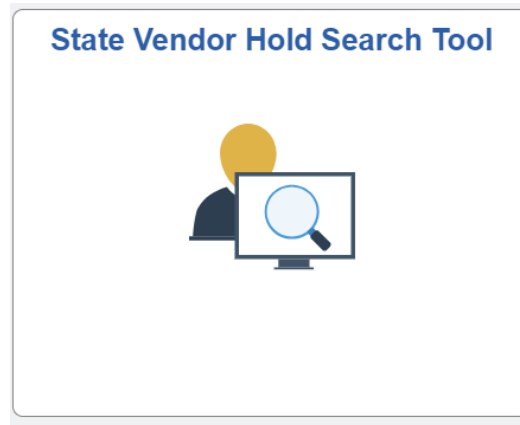
How to Use the Tool (1)

In the Search Criteria section

- Enter the name of the business or individual (lower and uppercase are both acceptable) or

- For exact matches, enter the TIN if available. You can contact the business or individual to verify the last four digits of their company or individual TIN

- The wild card symbol (%) before and after the name/partial TIN will help identify all possible matches

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How to Use the Tool (2)

Select the Search button to display results.

Or, select the Clear button to start a new search.

State Vendor Hold Search Tool

State Vendor Hold Search Tool

Search Criteria

Search by Business or Individual Name. A "%" wild card before and after the name is required for accurate results -"%John Doe%"

OR

Full TINS is required for accurate results. For partial search, a "%" is needed before and after the numbers.

The purpose of the vendor hold search tool is to ensure the University of Texas Institutions comply with Texas Government Code, Sections 403.055, 2107.008 and 2252.903. All institution card users are required to conduct a vendor hold search of purchases of $500 or greater no earlier than the seventh day of contract execution(State of Texas Procurement and Contract Management Guide, page 91), and attach a copy of date stamped screenshot to transaction documents (vouchers) as supporting documentation.
If a result is displayed, please verify the first 3 numbers of the masked TINS number with the vendor.

| Search | Clear |

Personalize | Find | | | First ◀ 1 of 1 ▶ Last

	Date Time Searched in Central Time Zone	Name	TINS Number
1			

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Example: Vendor not on Hold

Here, we searched by entering a name and the wild card symbol.

The Message dialog window displays, showing no vendor hold records were found. Include a copy of this screenshot on your One Card voucher.

Select the OK button to return to search.

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Example: Vendor on Hold

Here, we searched by entering a name and the wild card symbol.

The search results display vendors who are on hold based on the search criteria.

State Vendor Hold Search Tool

State Vendor Hold Search Tool

Search Criteria

Search by Business or Individual Name. A "%" wild card before and after the name is required for accurate results -"%John Doe%"

%ABC%

OR

Full TINS is required for accurate results. For partial search, a "%" is needed before and after the numbers.

The purpose of the vendor hold search tool is to ensure the University of Texas Institutions comply with Texas Government Code, Sections 403.055, 2107.008 and 2252.903. All institution card users are required to conduct a vendor hold search of purchases of $500 or greater no earlier than the seventh day of contract execution(State of Texas Procurement and Contract Management Guide, page 91), and attach a copy of date stamped screenshot to transaction documents (vouchers) as supporting documentation.
If a result is displayed, please verify the first 3 numbers of the masked TINS number with the vendor.

[Search] [Clear]

Personalize | Find | 🗗 | 📰   First ◀ 1-550 of 550 ▶ Last

Date Time Searched in Central Time Zone	Name	TINS Number
1 08/13/24 8:37:11.000000AM	ABC TEXAS CONCRETE	*******
2 08/13/24 8:37:11.000000AM	MOUNTAIN FJORD ABC	*******
3 08/13/24 8:37:11.000000AM	PLABC-GUMTREE LLC	*******
4 08/13/24 8:37:11.000000AM	ABC M&A CONSULTING	*******

Contact Us

If you have questions about this job aid, you can contact us at

Credit Card Administration

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Thank you

The University of Texas at San Antonio

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