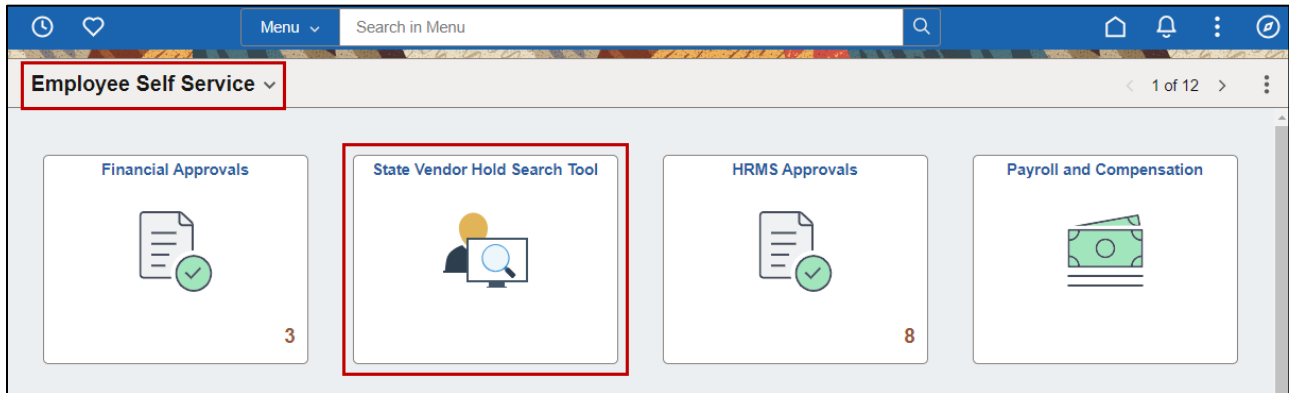


## State Vendor Hold Search Tool Job Aid

The purpose of this job aid is to explain how to access and utilize the State Vendor Warrant Hold Search Tool inside UTShare to verify if a vendor/supplier is in good standing with the state before making a ProCard purchase. The Warrant Hold Check is required only if the purchase is over \$500. A dated screen print documenting the search should be completed no earlier than 7 days before purchase.

1. After logging in to UTShare, the State Vendor Hold Search Tool can be accessed from the Employee Self-Service Homepage, selecting the tile of the same name.



2. 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. Users 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.

### 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		
Date Time Searched in Central Time Zone	Name	TINS Number
1		

3. Click **Search** to return results.

- If results are found, the entity will be listed below with its Name and Last 4 digits of the TINS displayed. Matching results displayed indicate that the business has a potential warrant hold.
- Performing a name search may result in finding multiple records with like names. If available, compare the partial TIN displayed to determine an exact match. The user may need to contact the vendor to verify their TIN in order to determine if they are on hold.
- The user can use the Download to Excel feature using the table icon between the Find link and the number of results for ease of managing/reviewing data results.

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If a result is displayed, please verify the first 3 numbers of the masked TINS number with the vendor.

			Personalize   Find    First	1-550 of 550	Last
Date Time Searched in Central Time Zone	Name	TINS Number			
1 08/15/24 9:54:07.000000AM	ABC INTERLOCKING PAVERS, LLC	*****			
2 08/15/24 9:54:07.000000AM	ABC VALLEY GUM AND BALLS LLC	*****			
3 08/15/24 9:54:07.000000AM	DA-PABC INC	*****			
4 08/15/24 9:54:07.000000AM	ABC ACQUISITION COMPANY	*****			
5 08/15/24 9:54:07.000000AM	ABCO DISTRIBUTORS INC	*****			
6 08/15/24 9:54:07.000000AM	ABC ALAMO READYMIX INC	*****			
7 08/15/24 9:54:07.000000AM	ABC BUDGET MART INC	*****			
8 08/15/24 9:54:07.000000AM	ABC123 IT INCORPORATED	*****			
9 08/15/24 9:54:07.000000AM	APL ABC AUTO & TRUCK PARTS INC	*****			

- If no result is found, a Message dialogue window will display, showing no vendor hold records were found. "No vendor hold record was found for the search criteria."

The screenshot shows the 'State Vendor Hold Search Tool' interface. At the top, there is a title bar and a breadcrumb trail. Below that, a 'Search Criteria' section contains a text input field with the text '%today's business solutions%'. Below the input field, there is an 'OR' separator and another input field. A 'Message' dialog box is overlaid on the search results area, displaying the following text: 'Search terms: %today's business solutions%', 'Search DateTime in CST: 8/15/2024 12:59:20 PM', and 'No vendor hold record was found for the search criteria. (0,0)'. Below the dialog box, there is an 'OK' button. At the bottom of the interface, there is a 'Search' button and a 'Clear' button. Below these buttons, there is a table with the following structure:

Date Time Searched in Central Time Zone	Name	TINS Number
1		

4. If no result is found, include a copy of this negative result on the ProCard Reconciliation.