

Checking Vendor Hold Status

Texas Comptroller’s Office policy in conjunction with state law requires state agencies and universities to verify a vendor’s hold status for local voucher payments over \$500 and for state and local P-Card purchases over \$500. In addition, we are required to verify a vendor’s status prior to signing a written contract that will be paid with local funds.

The policy does not require the verification for state voucher payments or prior to entering into contracts that will be paid only with state funds since the Comptroller’s Office has a mechanism to hold and apply state payments to the vendor’s liabilities. Also, this policy does not apply to emergency purchases.

The requirement for verifying vendor hold status on local voucher payments over \$500 is handled by the UHS Finance System, which automatically verifies vendor hold status before issuing payments. The system will not issue a payment to a vendor on hold.

The following matrix shows when departments are required to verify vendor hold status for their purchases:

Purchase Method (fund type)	Vendor Hold Status Verification Requirement
Voucher (state and local)	No Verification Required The vendor’s hold status is verified automatically before issuing a payment and will not issue payments to vendors on hold.
P-Card (state and local)	<u>Purchases over \$500</u> Verification is Required Prior to Making Purchases <u>Purchases of \$500 or less</u> No Verification Required
Contract (local)	Verification is Required Prior to Signing the Contract Verification may occur no earlier than seven days before the contract is signed and no later than the date the contract is signed.
Contract (state)	No Verification Required The vendor’s hold status is verified automatically before issuing a payment and will not issue payments to vendors on hold.

To determine the vendor’s hold status, you can:

- Run the UHS_AP_SEARCH_FOR_VENDORS query or
- Run the UHS_AP_VENDORS_ON_HOLD query in the UHS Finance System or
- Review the Vendor File

[UHS_AP_SEARCH_FOR_VENDORS query](#)

You can search by vendor name, tax ID, zip code, or the UHS vendor ID number. Enter a % (wildcard) for fields that are not in your search criteria.

Example: You want to place an order with Tejas Office Products. If you knew the vendor ID number, you would search by the vendor ID and enter a % in the other search criteria. This would be the fastest way to search. If you did not know the vendor ID, you could search by vendor name as follows:

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UHS_AP_SEARCH_FOR_VENDORS

Name Like:
DBA/Dept Like:
FID/SSN Like:
Zip Code Like:
Vendor ID Like:

The criteria "tejas%" (without quotes) means find a vendor name that begins with "tejas." If you typed "%tejas%", it means find a vendor name with "tejas" anywhere in the name. Typing "%tejas" means find a vendor name that ends in "tejas." All of the criteria in this query can use a wildcard in this way.

The query results appear below. Note that vendors with multiple addresses appear more than once. When Open for Ordering is "Y," the vendor is not on hold. Therefore, you can place an order with Tejas Office Products, since Open for Ordering is "Y." However, you cannot place an order with Tejas Boiler Services because Open for Ordering is "N."

Vendor ID	Address	Zip Code	Primary Name	Payee Name	Open for Ordering
0000005155	1	770072809	TEJAS MATERIALS INC	TEJAS MATERIALS INC	Y
0000005155	2	77007-2809	TEJAS MATERIALS INC		Y
0000008708	1	778054409	TEJAS CAFE INC	TEJAS CAFE INC	Y
0000008708	2	77840	TEJAS CAFE INC	TEJAS CAFE INC	Y
0000010822	1	77037-1600	TEJAS MUNICIPAL SUPPLY & MFG	TEJAS MUNICIPAL SUPPLY & MFG	Y
0000010822	2	77037	TEJAS MUNICIPAL SUPPLY & MFG		Y
0000027171	1	77008-3315	TEJAS OFFICE PRODUCTS INC	TEJAS OFFICE PRODUCTS INC	Y
0000032438	1	77028-3114	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC	N
0000032438	2	77228-3895	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC	N

UHS AP VENDORS ON HOLD

You can search by the UHS vendor ID number. Enter a % (wildcard) if you want to see the result for all vendors.

Example: You want to see all vendors on hold. Enter a % (wildcard) in the field "Vendor ID Like" and click on OK.

UHS_AP_VENDORS_ON_HOLD

Vendor ID Like:

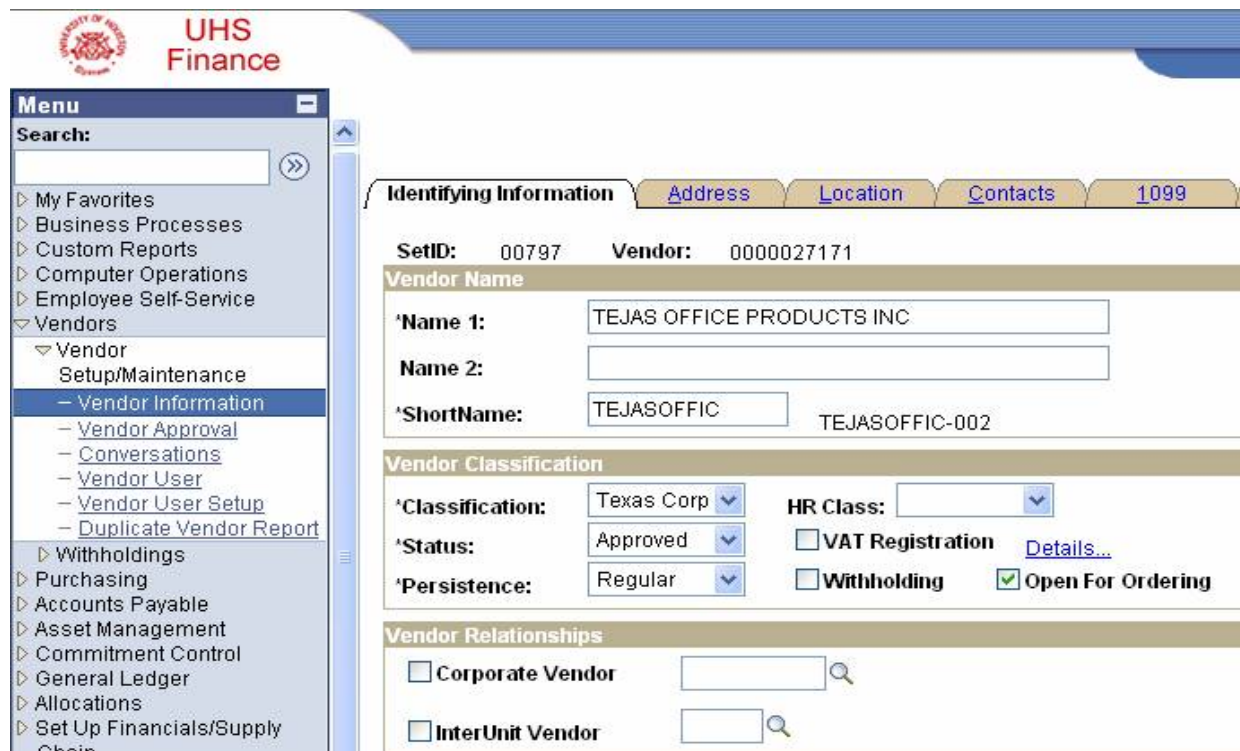
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The query results appear below. Note that vendors with multiple addresses appear more than once. All vendors listed here are on hold.

Vendor ID	Address	Zip Code	Primary Name	Payee Name	DBA/Department	Tax ID	Open for Ordering
0000042423	2 92806-5709		3 DAY BLINDS INC			13303761087	N
0000042423	1 77479-2328		3 DAY BLINDS INC	3 DAY BLINDS INC		13303761087	N
0000094485	1 77029-1919		A & B ENVIRONMENTAL SERVICES, INC	A & B ENVIRONMENTAL SERVICES, INC		17602610010	N
0000010879	3 77087-4719		A & L PLUMBING INC			17605896277	N
0000010879	4 77207-2526		A & L PLUMBING INC	A & L PLUMBING INC		17605896277	N
0000010879	2 77592-3344		A & L PLUMBING INC	A & L PLUMBING INC		17605896277	N
0000010879	1 77087-4719		A & L PLUMBING INC	A & L PLUMBING INC		17605896277	N
0000009070	1 77228-0054		A A BADGES & TAGS	A A BADGES & TAGS		17601765229	N
0000002775	1 77253-3347		A L M INC	A L M INC		17602361401	N

Vendor File

You can also tell if the vendor is on hold by looking at the Open for Ordering box in the Vendor Identifying Information page. If the box is checked, the vendor is not on hold and you can place the order.



UHS Finance

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Identifying Information | Address | Location | Contacts | 1099

SetID: 00797 Vendor: 0000027171

Vendor Name

*Name 1: TEJAS OFFICE PRODUCTS INC

*Name 2:

*ShortName: TEJASOFFIC TEJASOFFIC-002

Vendor Classification

*Classification: Texas Corp HR Class:

*Status: Approved VAT Registration [Details...](#)

*Persistence: Regular Withholding Open For Ordering

Vendor Relationships

Corporate Vendor

InterUnit Vendor

If you cannot find a company in the UHS Finance System, you may be able to use the Comptroller's Vendor Hold Search web page, which lists all companies (but not employees or other individuals) on hold: <https://cpafmprd.cpa.state.tx.us/tpis/search.html> If the company's name appears in the list, they are on hold. If you performed a good search and it does not, you can assume that the company is not on hold.

If you cannot find the vendor in the UHS Finance System or on the Comptroller's Vendor Hold Search web page and you want to make certain that the vendor is not on hold, you call the UH Vendor Maintenance group at 713-743-8745 or 713-743-8746. They will verify the vendor's status in TINS and let you know if they are on hold.

Checking Vendor Hold Status

The Comptroller does not require us to document the verification of vendor hold status through screen prints or other means. However, the verification process should be included in your department procedures.

Sequence of Steps

Departments should use one of the following sequence of steps to determine if a vendor is on hold:

Vendor is a Company

1. Search for the company using the Comptroller's web page.
2. If the company does not appear, you can assume that the company is not on hold.

Vendor is an Individual

1. Search for the individual in the UHS Finance System in one of the following ways:
 - a. Run the UHS_AP_SEARCH_FOR_VENDORS query.
 - b. Look at the Open for Ordering box on the Identifying Information page.
2. If you cannot find the individual in the UHS Finance System, ask the UH Vendor Maintenance Group to verify the individual is not on hold in TINS.