Checking Vendor Hold Status

If a vendor (including state employees and university students) has a delinquent debt with a state agency or university, the state agency or university must report it to the Texas Comptroller's Office. The vendor is considered to be "on hold" with the state and state agencies and universities may not issue payments to the vendor until the hold is released. See MAPP 05.04.05, Reporting Indebtedness to the State Comptroller: https://uh.edu/policies/mapps/05-finance-and-accounting/050405/

The UHS Finance System receives a nightly feed from TINS (the Comptroller's vendor database) that automatically updates the hold status of UHS vendors. If a UHS vendor is on hold with the state, the Open for Ordering box for that vendor will be unchecked (see screen shot below). If a vendor is not on hold or changes from a hold to a non-hold status, the Open for Ordering box will be checked.

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 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. Comptroller's policy: https://fmx.cpa.texas.gov/fm/pubs/purchase/restricted/index.php?section=indebted&page=persons_indebted

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 local fund payment to a vendor on hold. Likewise, USAS (the Uniform Statewide Accounting System) will not issue a state fund payment to a vendor on hold. When the hold is released, the local or state fund payment is issued automatically.

The UHS Finance System also does not allow UHS departments to create requisitions for vendors on hold. This is an additional control to prevent POs from being issued to vendors on hold.

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

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 (local)	<u>Purchases over $500</u> Verification is Required Prior to Making Purchases. • Vendor hold search documentation is required for each transaction meeting this limit to be uploaded with the expense report in the finance System. • Screenshot must include the date and time vendor hold search was conducted. For Searches in PS Finance, you must use the following: a PDF Dynamic Stamp with date and time included, or a Screenshot that includes the desktop date and time from your taskbar. • Verification may occur no earlier than the seventh day before the transaction. • Verification may not occur the date after the transaction is made. • Multiple transactions for the same vendor which in total exceed $500 on the same day may be reviewed and questioned by state auditors. Per the State Comptroller's guidelines, it is best practice to perform the vendor hold check if cardholders are processing such multiple transactions. *E.g. if a cardholder processes conference registration payments for multiple employees in the department ($500 each), the cardholder would check the vendor hold status of the conference organization and upload the verification document to the finance system. You may perform one vendor hold check and use that check for all of the transactions (provided it is within the required timeframe).* • For vendor hold checks completed via TINS through Vendor ID for companies not in UHS Finance System, you must include an e-mail chain with Vendor ID noting that there is no hold for the vendor. <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
- 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:

UHS_AP_SEARCH_FOR_VENDORS

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

OK   Cancel

The criteria "tejas%" (without quotes) means find a vendor name that <u>begins</u> with "tejas." If you typed "%tejas%", it means find a vendor name with "tejas" <u>anywhere</u> in the name. Typing "%tejas" means find a vendor name that <u>ends</u> 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 <u>not</u> 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

Supplier ID	Primary Name	Payee Name	DBA/Department	Open for Ordering
0000005155	TEJAS MATERIALS INC	TEJAS MATERIALS INC		Y
0000005155	TEJAS MATERIALS INC			Y
0000010822	TEJAS MUNICIPAL SUPPLY & MFG	TEJAS MUNICIPAL SUPPLY & MFG		Y
0000010822	TEJAS MUNICIPAL SUPPLY & MFG			Y
0000027171	TEJAS OFFICE PRODUCTS INC	TEJAS OFFICE PRODUCTS INC		Y
0000032438	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC		N
0000032438	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC		N
0000082370	TEJAS COFFEE LLC	TEJAS COFFEE LLC		Y
0000097746	TEJAS MOTORSPORTS	TEJAS MOTORSPORTS		Y
0000133145	TEJAS TUBULAR PRODUCTS INC	TEJAS TUBULAR PRODUCTIONS INC		Y
0000159345	TEJAS PACKING AND CRATING LLC	TEJAS PACKING AND CRATING LLC		Y

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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.
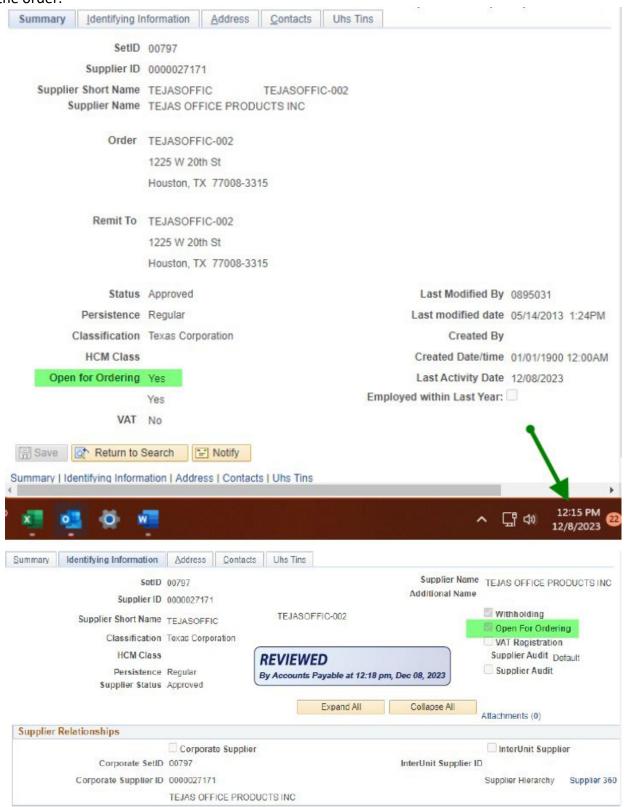
UHS_AP_VENDORS_ON_HOLD

Vendor ID Like: % ✕

OK   Cancel

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
0000009275	1	77253-3347	A J M INC	A J M INC		17602360491	N

Supplier Information

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 <u>not</u> on hold and you can place the order.

Sequence of Steps

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

Vendor is an Individual or Company

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.
   c. Include dynamic stamp via .pdf or desktop taskbar with time and date include.
2. If you cannot find the company in the UHS Finance System, ask the UH Vendor ID Department (VendorID@UH.EDU) to verify the company is not on hold in TINS.
   a. The department will have to provide the TINS number to UH Vendor ID Department via e-mail (W-9).
   b. TINS number and Company name in the subject line.