

State Vendor Hold Search Tool

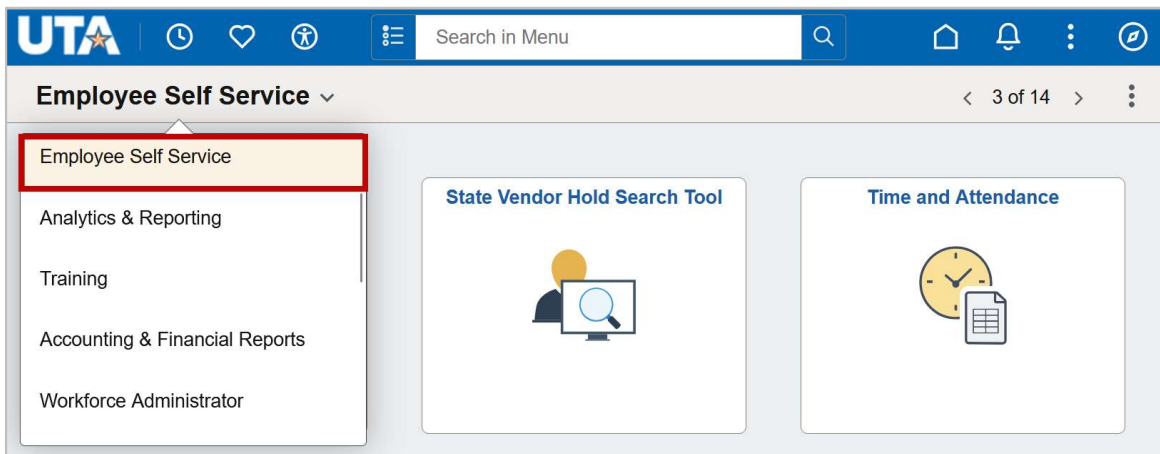
The State Vendor Warrant Hold Search Tool identifies whether a vendor is in good standing with the State of Texas. Use this tool in UTShare to verify vendor status before making a ProCard purchase. A Warrant Hold Check is required for purchases over \$500, and a dated screen print documenting the search must be saved within seven days of the purchase and attached to the ProCard Reconciliation.

Perform a State Vendor Warrant Hold Check

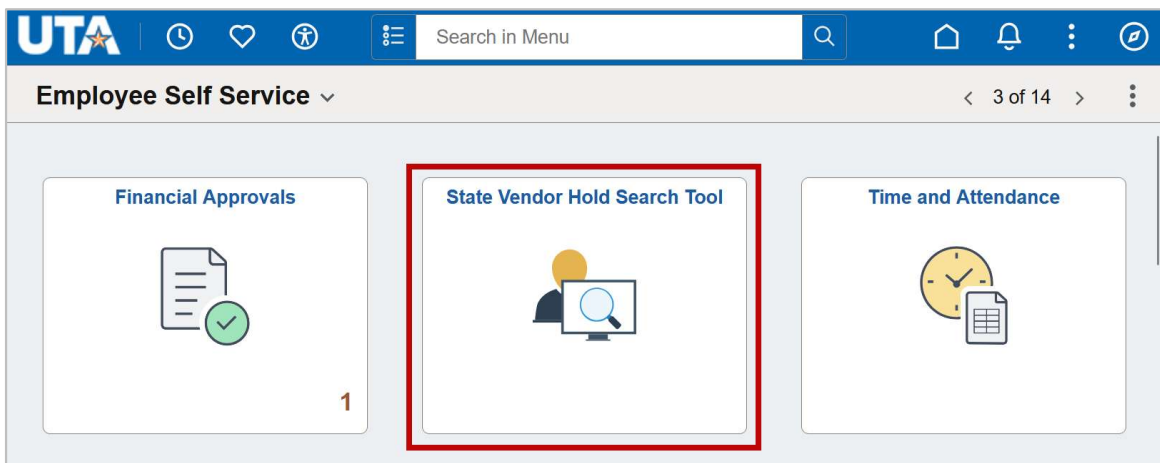
To perform a State Vendor Warrant Hold Check, follow these steps:

1. Log into UTShare.
2. Navigate to the **Employee Self Service** page.

Note: This is typically the default landing page. If not, use the drop-down menu to select Employee Self Service.



3. Select the **State Vendor Hold Search Tool**.



- The State Vendor Hold Search Tool page will display. In the **Search Criteria** section, users may search by either **Business Name** or **TINS number**. Regardless of the field selected, enter a wildcard symbol (%) before, between, and after each word in the name or TINS. This is required for accurate results.

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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.

	Personalize Find	First	1 of 1	Last
Date Time Searched in Central Time Zone	Name	TINS Number		
1				

- Select **Search**.

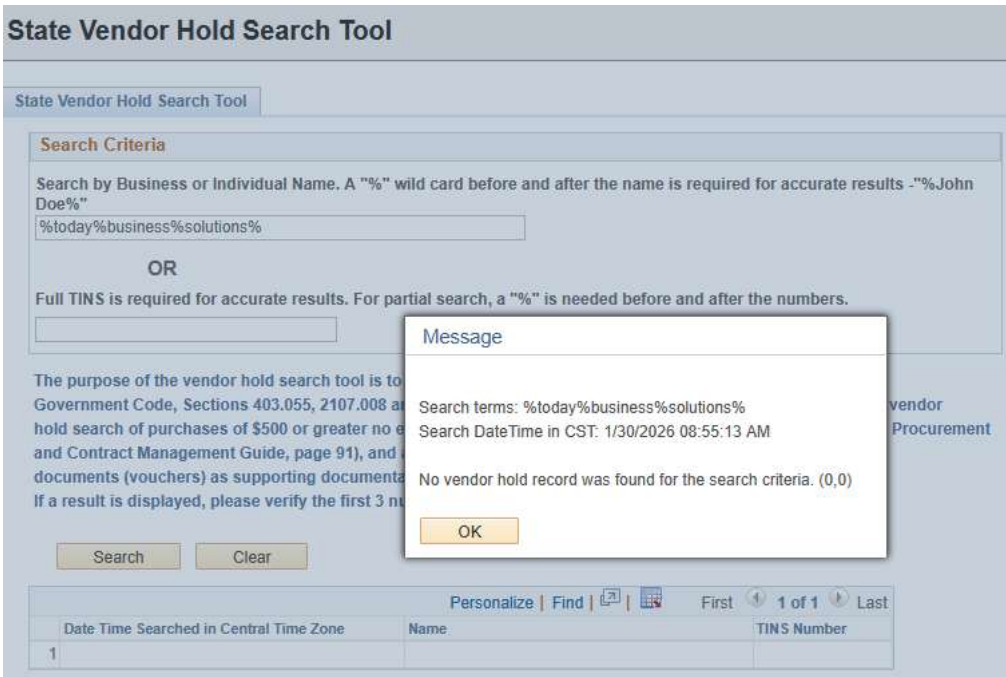
	Personalize Find	First	1 of 1	Last
Date Time Searched in Central Time Zone	Name	TINS Number		
1				

- If results are found:** The entity will appear below with its name and the last four digits of its TINS displayed. Any matching result indicates that the business may have a potential warrant hold. Partner with the Office of Disbursements before proceeding with the purchase.

Note: *If multiple results are found, users can contact the business or individual to verify the last four digits of their company or individual TIN.*

	Personalize Find	First	1-2 of 2	Last
Date Time Searched in Central Time Zone	Name	TINS Number		
1	12/09/25 3:16:06.000000PM JEM CUSTOM INK CORP.			*****1234
2	12/09/25 3:16:06.000000PM REDEMPTION CUSTOM INK LLC			*****4321

- If no result are found:** A Message box will display, "No vendor hold record was found for the search criteria."



- 6. If the vendor has no current warrant hold, take a screen capture of the search results, including the pop-up message which states:
 - Search Criteria
 - Search Date
 - Search Time

This screen capture must be included as supporting documentation on the ProCard Reconciliation Report.

Note: *The Warrant Hold Search must be performed within seven days prior to the purchase.*