

Obtain 9-digit EIN number from merchant or W9

Go to Taxable Entity Search <https://mycpa.cpa.state.tx.us/coa/>

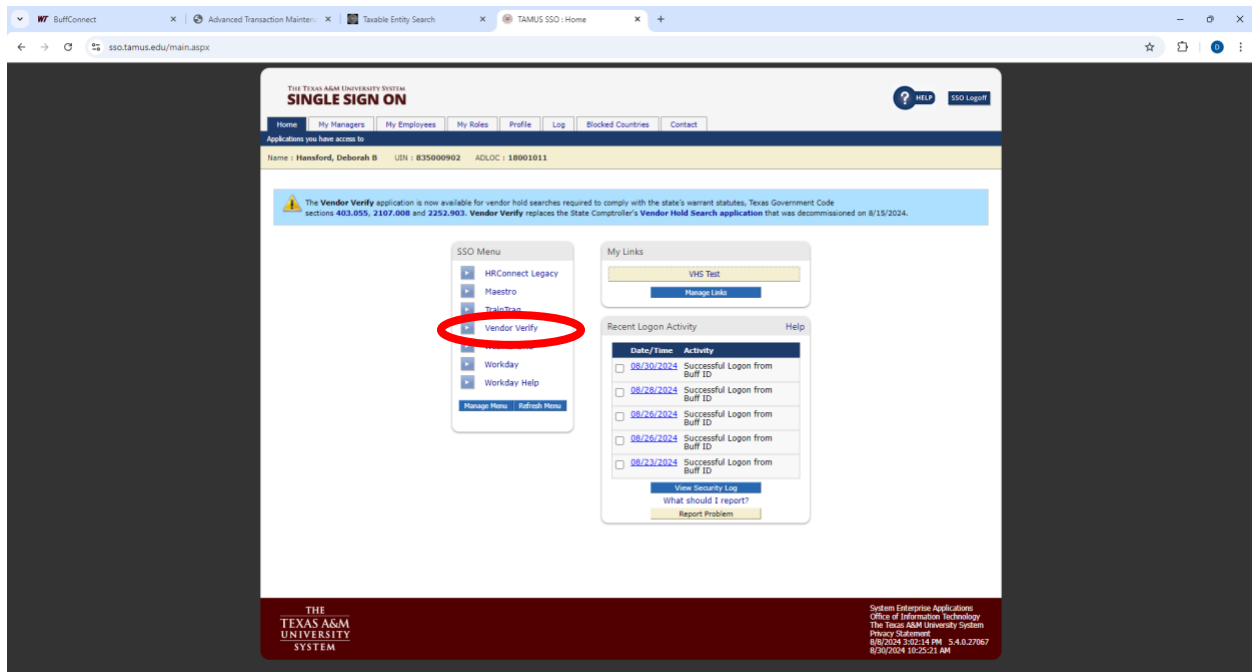
Enter the in the Tax ID Field

This returns the TIN for the merchant

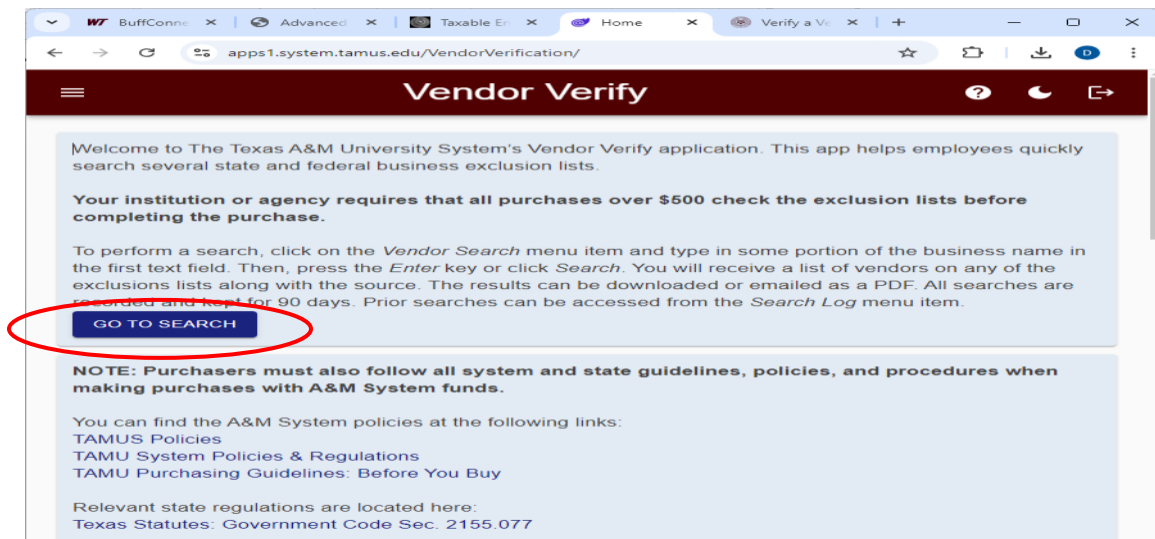
Go to the new system database on The TAMUS SSO website: <https://sso.tamus.edu/Main.aspx>

You can access the portal on your phone at <https://sso.tamus.edu>.

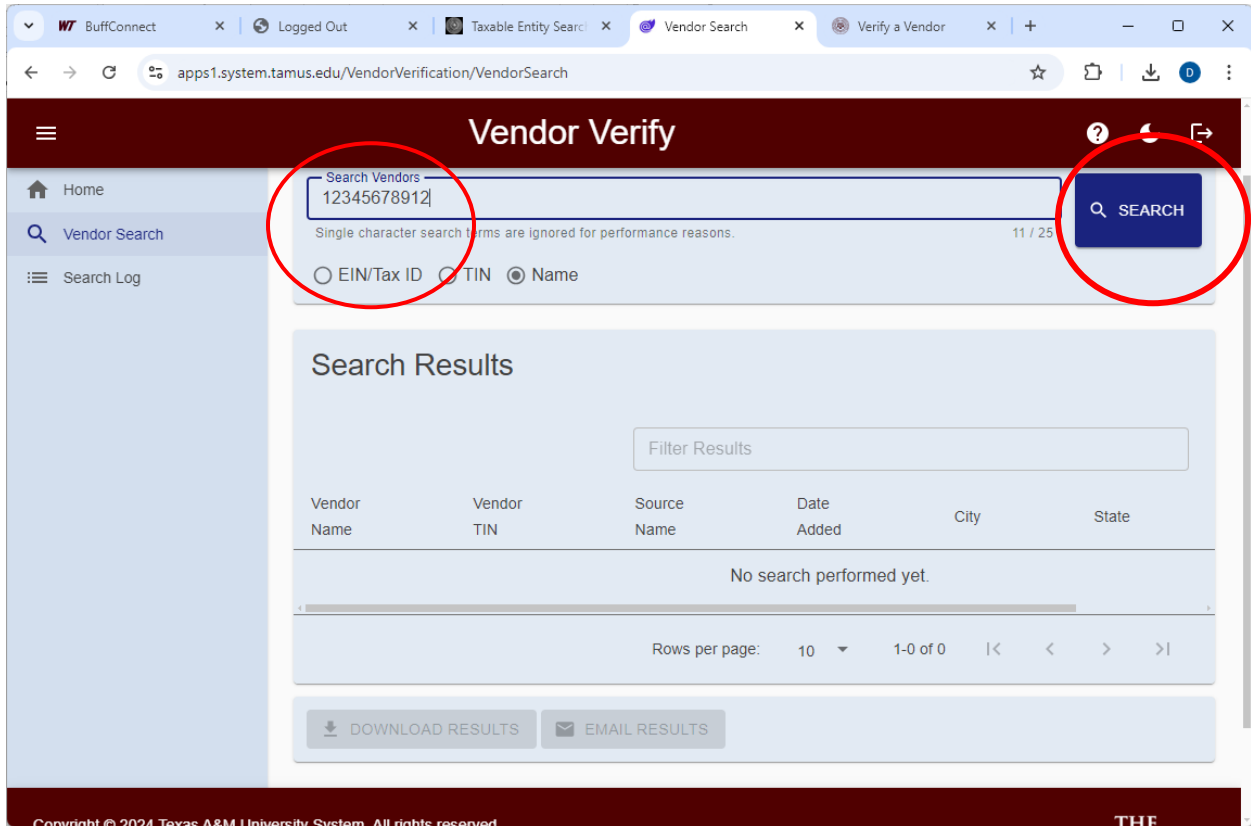
Choose Vendor Verify



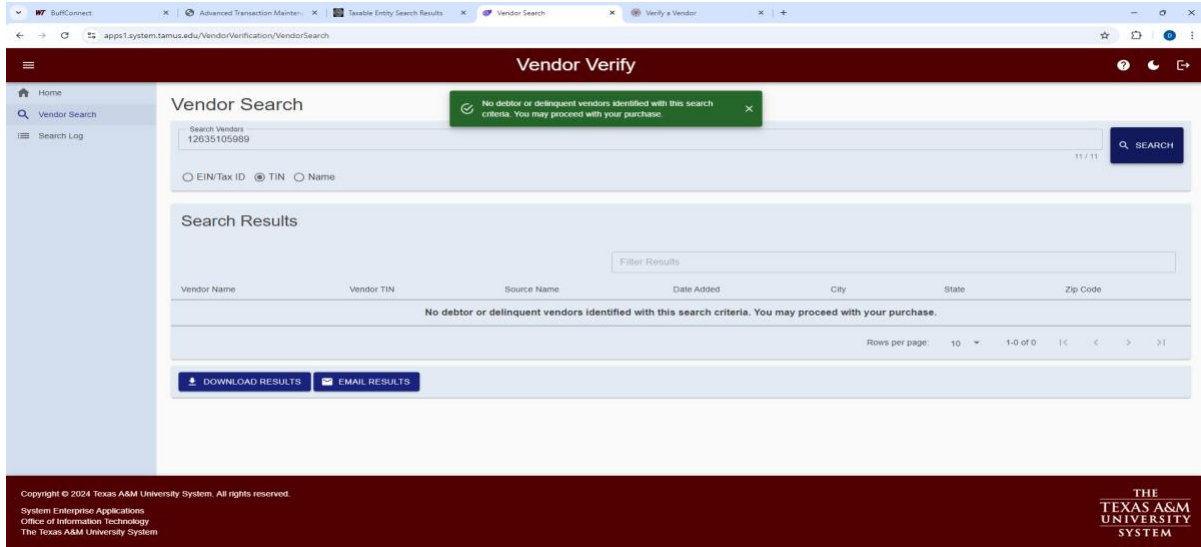
Choose 'Go To Search'



Enter the TIN in the 'Search Vendors' box and choose EIN/Tax ID. Click on 'Search'.



Take a screen shot of this page and add it to the receipt:



If the search comes back with any message other than the one above, you cannot use that vendor.

For more information, please access the application’s documentation site: <https://it.tamus.edu/vendorverify> and click on [Learn how to verify a vendor](#)

This site has step-by-step instructions on how to verify a vendor.

Please contact the ProCard Coordinator at x2099 if you have any problems/comments/concerns.