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 <u>The TAMUS SSO website</u>: <u>https://sso.tamus.edu/Main.aspx</u>

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

Choose Vendor Verify

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Choose 'Go To Search'



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

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

Vendor Hold Search Instructions

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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 <u>Learn how to verify a vendor</u>

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.