## **Vendor Hold Search Instructions**

Introduced 8/15/2024

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

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

## Choose Vendor Verify

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Enter the EIN in the 'Search Vendors' box and choose EIN/Tax ID. Click on 'Search'. Or enter the name of the vendor in the 'Search Vendors' box and choose 'Name'.

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

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Click on 'Download Results' button (bottom left) and screen shot the certificate. Add the certificate to the receipt and RDC for this transaction.

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	Debarred Vendor List	https://comptroller.texas.gov/purchasing/programs/vendor-performance- tracking/debarred-vendors.php	3 0	
	Divestment Statute Lists: Companies that Boycott Israel	https://comptroller.texas.gov/purchasing/docs/anti-bds.xisx	4 0	
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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.