

How to run UHS_VENDOR_HOLD_CHECK

- 1) Log into the finance system. Go to Main Menu>Reporting Tools>Query>Query Viewer

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- 2) Enter the query name and click on "Search."

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

[Advanced Search](#)

- 3) Select "UHS_AP_SEARCH_FOR_VENDORS". You may click on Excel.

*Folder View

Query				Personalize	Find	View All	First	1-2 of 2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UHS_VENDOR_HOLD_CHECK	Search for AP/PO vendors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- 4) Enter the vendor name or DBA name. Enter % in the fields that you are not using. Click on "OK."

Note: You can also search for a vendor based on their partial name. For example, you can enter Tejas% in the name field.

UHS_VENDOR_HOLD_CHECK

Name Like:

DBA/Dept Like:

FID/SSN Like:

Zip Code Like:

Vendor ID Like:

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- 5) Take a screen snapshot of the query result with the date displayed on your screen. The vendor is NOT on hold if “Y” is indicated in the Open for Ordering column. You may use the date/time stamp on the vendor hold status check document.

Supplier ID	Primary Name	Payee Name	DBA/Department	Open for Ordering	Address Status	Address 1	Address 2
000005155	TEJAS MATERIALS INC			Y	A	2 1902 Weber St	
000005155	TEJAS MATERIALS INC	TEJAS MATERIALS INC		Y	A	1 1902 WEBER ST	
0000008708	TEJAS CAFE INC	TEJAS CAFE INC		Y	A	1 P O BOX 4409	
0000008708	TEJAS CAFE INC	TEJAS CAFE INC		Y	A	2 1901 D TEXAS AVE S	
0000009818	TEJAS OFFICE PRODUCTS INC			Y	A	2 1225 W. 20TH STREET	COSIGNEE #503
0000009818	TEJAS OFFICE PRODUCTS INC			Y	A	3 1225 W. 20TH STREET	
0000009818	TEJAS OFFICE PRODUCTS INC			Y	A	4 1225 WEST 20TH STREET	
0000009818	TEJAS OFFICE PRODUCTS INC	TEJAS OFFICE PRODUCTS INC		Y	A	1 1225 W 20th St	
000010822	TEJAS MUNICIPAL SUPPLY & MFG			Y	A	2 430 E. HELMS	SUITE #C-3
000010822	TEJAS MUNICIPAL SUPPLY & MFG	TEJAS MUNICIPAL SUPPLY & MFG		Y	A	1 430 E Helms Rd Ste D3	
0000027171	TEJAS OFFICE PRODUCTS INC	TEJAS OFFICE PRODUCTS INC		Y	A	1 1225 W 20th St	
0000027171	TEJAS OFFICE PRODUCTS INC	TEJAS OFFICE PRODUCTS INC		Y	A	3 1227 W 20th Street	
0000032438	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC		N	A	1 7206 Elbert St	
0000032438	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC		N	A	2 PO Box 23895	
0000079087	TEJAS SHEET METAL SHOP	TEJAS SHEET METAL SHOP		Y	A	1 6204 FULTON	
000008370	TEJAS COFFEE LLC	TEJAS COFFEE LLC		Y	A	1 1918 Telft St	
0000086923	TEJAS ELEVATOR CO HOUSTON INC	TEJAS ELEVATOR CO HOUSTON INC		Y	A	1 11811 East Freeway Ste 230	
0000097746	TEJAS MOTORSPORTS	TEJAS MOTORSPORTS		Y	A	1 347 South Main Street	
0000100544	TEJAS ELECTRICAL SERVICES, INC	TEJAS ELECTRICAL SERVICES, INC		Y	A	1 23919 Lenze Road	
0000133145	TEJAS TUBULAR PRODUCTS INC	TEJAS TUBULAR PRODUCTIONS INC		Y	A	1 8799 N LOOP E STE 300	
0000159345	TEJAS PACKING AND CRATING LLC	TEJAS PACKING AND CRATING LLC		Y	A	1 9522 FM 2900 Road	
0000176334	TEJASWINI ANGULLURI, NAGA VENKATA SLVA	NAGA VENKATA SIVA TEJASWINI ANGULLURI		Y	A	1 8450 Cambridge Street Apt 2143	

- 6) Upload the screen snapshot with the corresponding P-Card expense report to the finance system.

If the query does not display any results, the vendor is not set up in the finance system. You will need to obtain a W-9 from the vendor, and send it to vendorid@uh.edu to request Vendor ID to check the vendor hold status in the Comptroller’s vendor database. The subject line for the e-mail should indicate “Vendor Hold Search.”