

## TINS (Texas Identification Number System Vendor) Hold Search

First Log onto DEFINE using your EID and Password. *If you have not setup an EID and Password, please contact DEFINE Administration.*

In DEFINE to conduct a Vendor check, use the GG3 screen. Press the ENTER key to be re-directed to the Vendor Query Screen.

```
>> No documents are awaiting review for XAYXM <<
*DEFINE          DOCUMENT IN-BOX: DOCUMENT LISTING - YB2          Year: 08 09
Command: GG3          Logon ID: XAYXM          Misc: _____
=====
To review documents: 1. Mark any documents you wish to select and press PF3
                    OR 2. Press PF2 to select all documents (maximum 100).
                                                    View 1 of 7

Document Type  Creator          Summary
```

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In the Misc section, type the vendor name in question. Press the Enter key to see all available address listings.

```
Press ENTER to view another page of vendors
*DEFINE          VENDOR ADDRESSES - NAME ORDER - GG3          Year: 08 09
Command: GG3  Account: _____  Misc: Jason's Deli          Month: MAY
=====
ACTIVE ADDRESSES  Inactive Adrs: _ ( Highlighted NAMES & IDs are inactive)
Name              T  UT EID  MC              City              ST  Zip  H P
-----
```

Select the address that corresponds to the vendor in question and place an X next to the vendor name. Press the Enter key to see the vendor history.

```

Press ENTER to view another page of vendors.
*DEFINE          VENDOR ADDRESSES - NAME ORDER - GG3          Year: 08 09
Command: GG3     Account: _____ Misc: JASON'S DELI_____ Month: MAY
=====
ACTIVE ADDRESSES  Inactive Addr:  ( Highlighted NAMEs & IDs are inactive)
      Name                T  UT EID  MC          City          ST  Zip  H P
-----
X JASON'S DELI         1 2e5t3ki  001  SAN ANTONIO  TX  78230
- JASON'S DELI         1 2e5t3ki  004  NEW ORLEANS  LA  70154
- JASON'S DELI         1 2e5t3ki  005  NEW ORLEANS  LA  70154
- JASON'S DELI         1 2e5t3ki  007  SAN ANTONIO  TX  78230
- JASON'S DELI         1 2e5t3ki  008  SAN ANTONIO  TX  78238
  
```

This screen should indicate if the vendor is on “hold” with the State of Texas. If there is nothing listed, the vendor is not on hold and the purchase can be completed. Print this screen for procard records.

```

+-----+
*DEF |
Comm |          Vendor ID: 1 2e5t3ki  001
=====
ACTI |          Payment Address Info
--   |
x JA | <=      Name: JDSA I LTD
JA   |          Address: DBA JASON'S DELI
JA   |          9933 W IH 10
-    |
-    |
JA   |          City: SAN ANTONIO
JA   |          State: TX   Zip: 78230 223733  Country:
-    |
JA   |          Phone Nbr: 210 690 3354
JA   |          Fax Nbr: 210 690 3436
-    |
JA   |          Last updated: 11/08/05          Entity Info:
-    |          Inactive:          Payee Info Form (PIF):
-    |
JA   |
  
```

If a vendor was on "hold" with the State of Texas, a message would appear as below.  
**Vendors on HOLD may not be used until reason for hold is cleared by the vendor.**

```
Vendor ID: 1 2g6hr3g 000

Payment Address Info

Name: RELIABLE CLEANING SERVICES
Address: 1725 E CROSBY RD

<=

City: CARROLLTON
State: TX Zip: 75006 734825 Country:

Phone Nbr: 972 247 8787 Vendor is on hold for:
Fax Nbr: 972 245 9466 UNEMPLOYMENT INSURANCE TAX LIABILITY
Last updated: 07/01/07 by AGENCY # 320
Inactive: Entity Info:
Payee Info Form (PIF):
```

**If additional assistance is required, contact the purchasing department (458-4060).**