“Supplier Mall”, a central location for strategically sourced contracts and information related to the procurement of goods and services. Contracts contained in the mall have been awarded through “Best Value” solicitations conducted by Group Purchasing Organizations or by the UTSA Purchasing Office and meet University purchasing requirements. The Supplier Mall is located under Menu on the Purchasing Office website, www.utsa.edu/purchasing.

UTSA will soon have an Office Supply contract with Office Max/Today’s Business Solutions offering deep discounts on items you use. Contact Lane Brinson at ext. 4066 for details.

Don’t forget to final approve your PBO documents BEFORE you receive an invoice or delivery.

To view your monthly Procard transactions online, go to JPMorgan Chase Bank at: https://sdol.mastercard.com/jpmorganchase

First Time Users:

User ID: 16 digit Procard number (no characters or spaces)
Password: utsa4565xxxx (last 4 digits on your Procard, no characters or spaces, this site is case sensitive)

It is the responsibility of the individual Cardholder, Reviewer and Final Approver to ensure DEFINE VP7 documents receive final approval by the DEFINE generated monthly deadline. Late VP7 approvals are submitted to AVPA—Business Affairs

To Track Third Party Vendor shipments, UPS, FedEx or DHL, go to http://www.utsa.edu/pds/crw/carriers.cfm and enter tracking number.