

## Vendor Set-Up and Maintenance

Responsible Officer: Vice President for Business Affairs and Controller

Sponsoring Department: Procurement Services

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#### I. **Set-Up New Vendor**

In UT Share, please check the vendor information search page to verify that the new vendor needs to be set up. You will request a new vendor be added by going to Vendor>Vendor Information>Add/Update>Vendor and add a new value. The information is obtained by having the vendor complete the new Vendor Supplier Information form and attaching to Vendor request for Accounts Payable Vendor Maintenance validation. Reference [Business Affairs Training and Development UPK](#) for additional information for completing a request. Note: Vendors doing business with the state of Texas must obtain a state Payee ID in order to be paid. All vendors must complete the Vendor Supplier information form for setup. It includes required information for vendor compliance to state of Texas vendor/payee records.

#### II. **Adding a New Address**

In UT Share, please check the vendor information search page to verify that the address is not already existing. If a new address is needed, please submit a Vendor Supplier information form to Accounts Payable Vendor Maintenance for adding the address.

#### III. **Vendor On Hold**

Companies or individuals that have a legal and/or monetary obligation with the State of Texas are placed "on hold" with the State. Their voucher will not be able to be generated. Instead, the vendor is mailed a letter explaining the hold and is instructed to contact the State of Texas Comptroller's Office. When the hold has been released by the Comptroller's Office, the voucher can then be processed and submitted to Accounts Payable.

Related Links

[Business Affairs Training and Development UPK](#)