

How to Find a Vendor's Hold Status and Save the Proof

- Go to the [Vendor Hold Search Site](#)



Vendor Hold Search — FIELD STAFF USE ONLY

TINS is the system of record for warrant hold. However, field staff unable to access TINS may use this web tool. **This tool is not a comprehensive search of state debtors.**

Individual or Business Name: (full or partial) e.g., "L J Smith"

Search Options

- Match whole words
- Sort by vendor name
- Sort by relevance

Things to remember when performing a search:

- Using the **Match whole words** option is generally recommended.
- Searching for names that contain numbers is acceptable.
- Both lowercase and uppercase letters are acceptable.
- Special characters (#, /, &) in the name are acceptable but should generally be omitted.
Example: **S&J Hardware** should be entered as **S J Hardware**.

Search results:

- A system message "No vendor hold record was found for the search criteria" will be displayed if the search finds no records.
- Search displays vendor hold records only. Search excludes hold records for state employees and individual recipients.
- Performing a name search may result in finding multiple records with like names. It may be necessary to perform additional research using TINS in order to determine a vendor's hold status.
- The name displayed is the name entered into TINS by the hold source agency.
- City, State, and ZIP are listed as entered into TINS by the hold source agency. Blanks appear if information has not been provided in TINS.

- Enter the vendor's name in the search box.

- If there are search results - as shown below - the vendor is on hold. Choose a new vendor.

Vendor Hold Search

Search terms: *DIGITAL MAPPING*

<u>Vendor Name</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Estimated Relevance</u>
DIGITAL MAPPING RESOURCES INC	AUSTIN	TX	78708	2.66

Rows displayed: 1

[New query](#)

Questions? Contact statewide.accounting@cpa

- If there are no search results - as shown below - the vendor is in good standing and may be used.

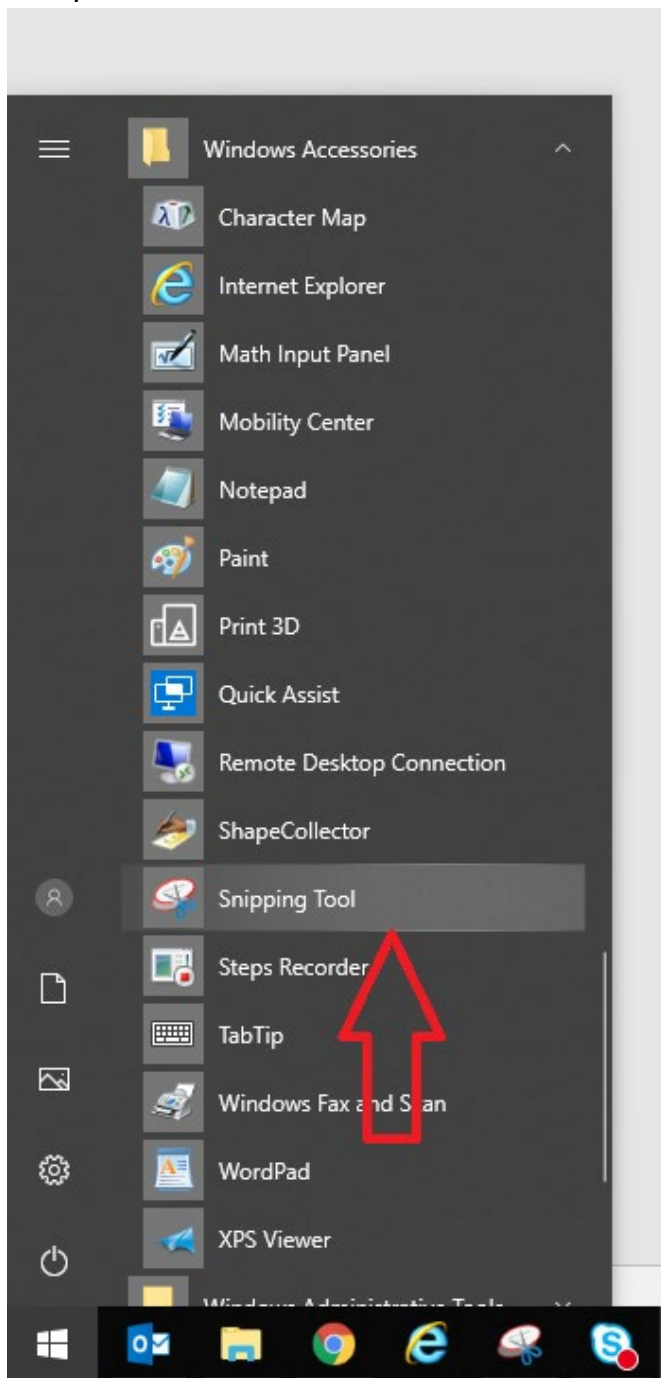
Vendor Hold Search

Search term: *ALPHAGRAPHICS*

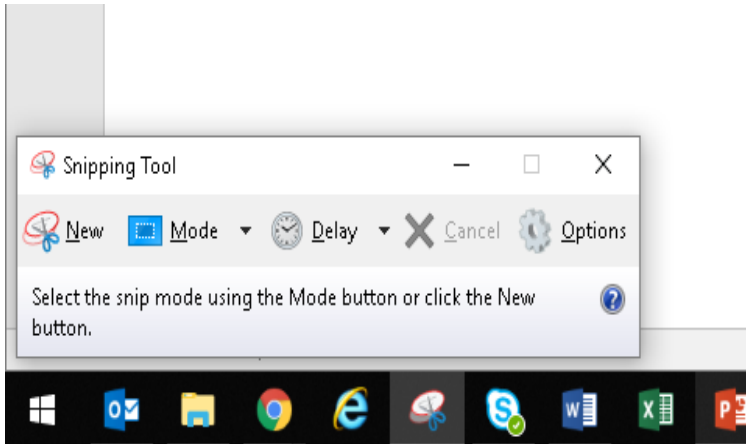
No vendor hold record was found for the search criteria.

[New query](#)

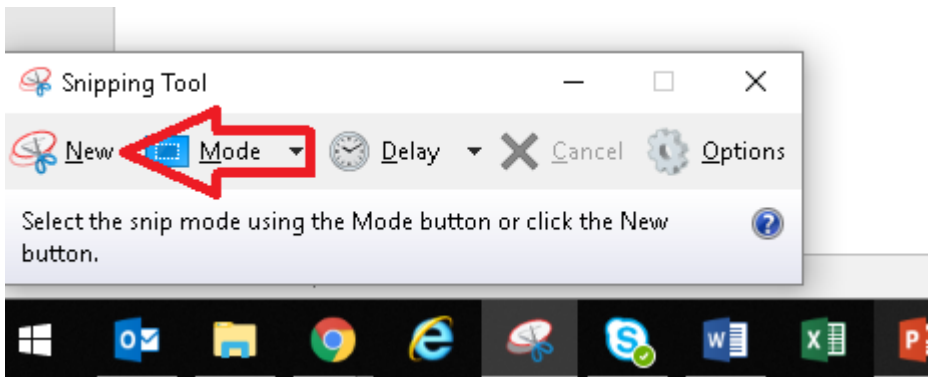
- Use the Snipping Tool on your computer to save this proof of the vendor's good standing.
 - Snipping Tool is listed under Windows Accessories in the list of programs on your computer.



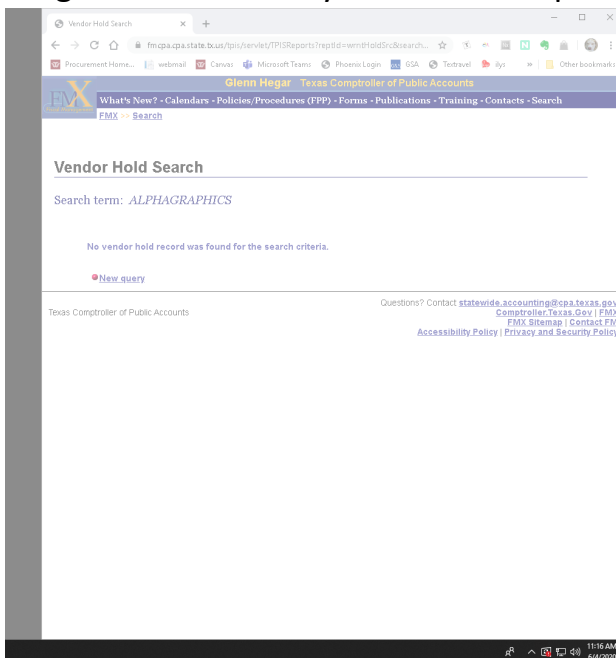
- Opening the snipping tool will bring up a small menu in the bottom left corner of your screen.



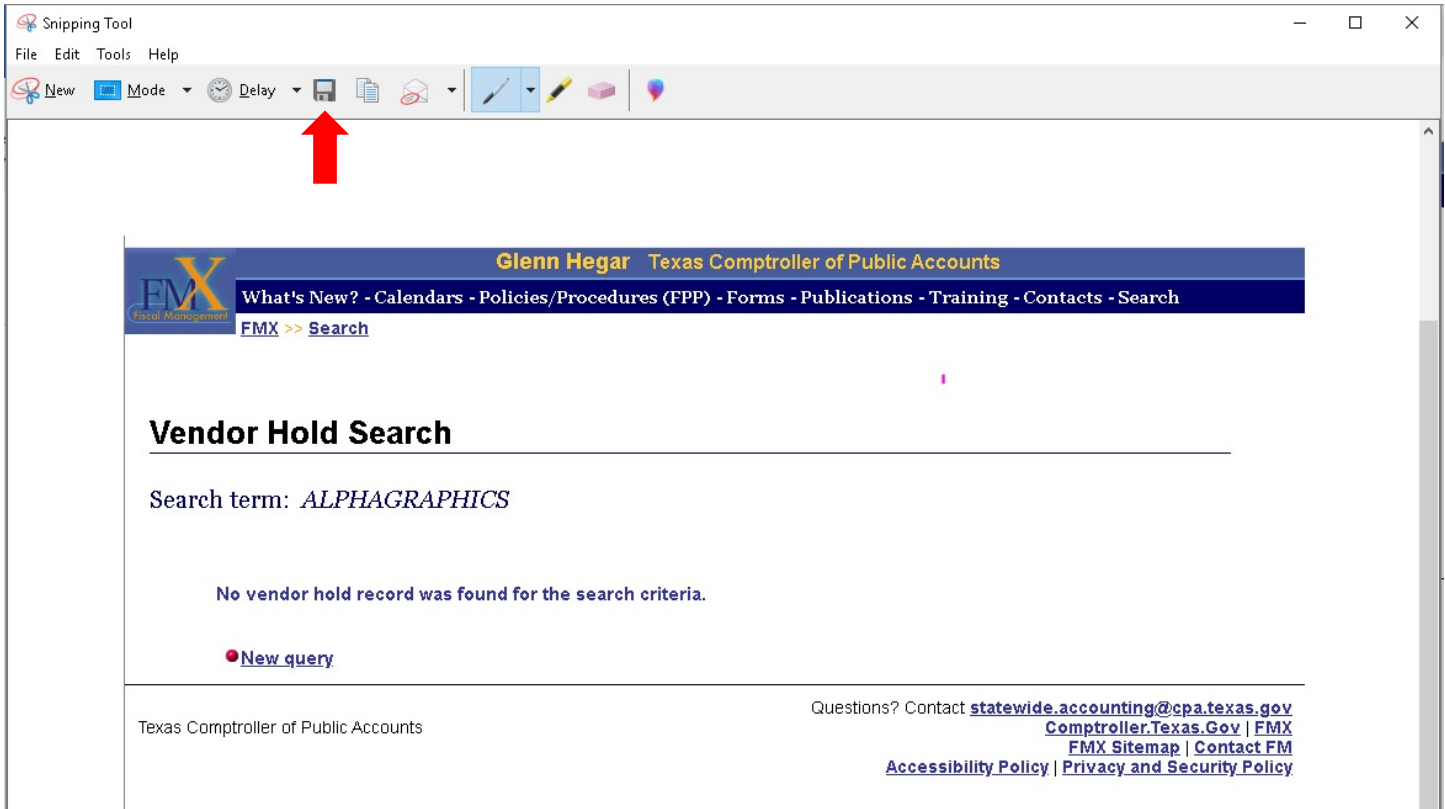
- Click on 'New.'



- This will dim your display - as shown below - and bring up a small cross for you to drag across the area you want to snip.



- As soon as you let go of the mouse to stop dragging, the snipping tool will open your chosen section in a new window. Save the snip.



- Save this snip so it can be uploaded along with the receipt for the purchase.
 - [How to Upload Receipts in GCMS](#)

- Make sure to snip the screen to the bottom of your computer's display to show the date of your search. This will be proof that the vendor was in good standing on the date of your purchase.


EMX Fiscal Management | **Glenn Hegar** Texas Comptroller of Public Accounts

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Vendor Hold Search


Search term: *ALPHAGRAPHICS*

No vendor hold record was found for the search criteria. 

[New query](#)

Texas Comptroller of Public Accounts

Questions? Contact statewide.accounting@cpa.texas.gov
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