

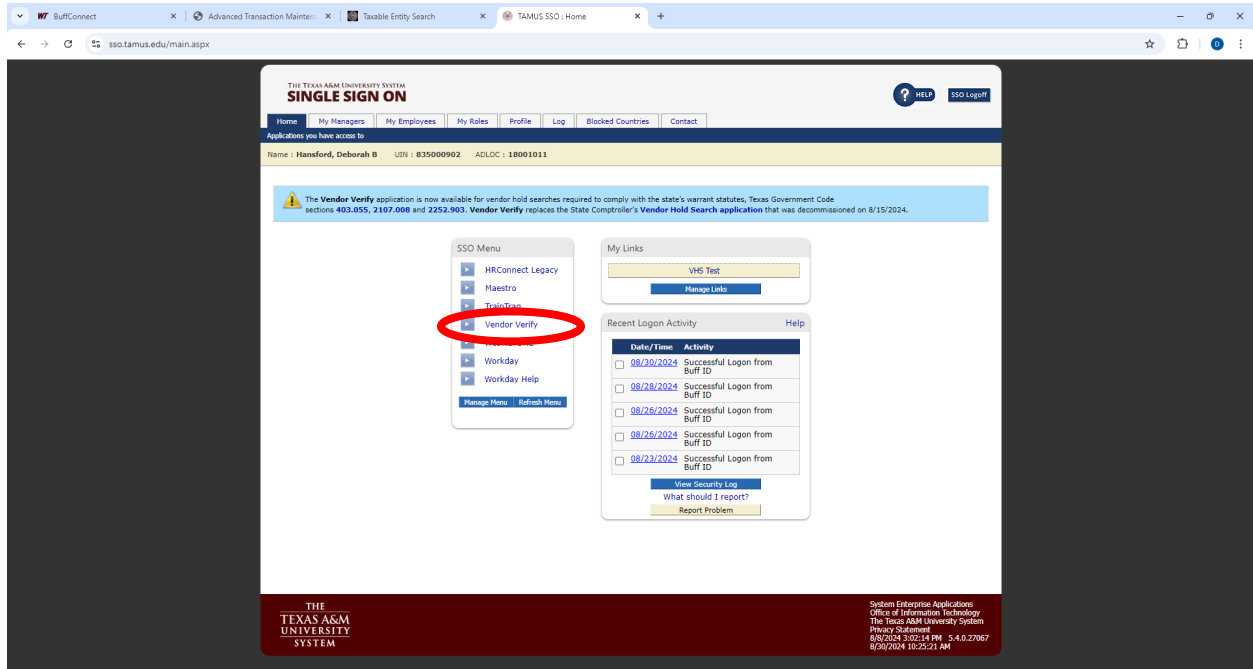
# Vendor Hold Search Instructions

Introduced 8/15/2024

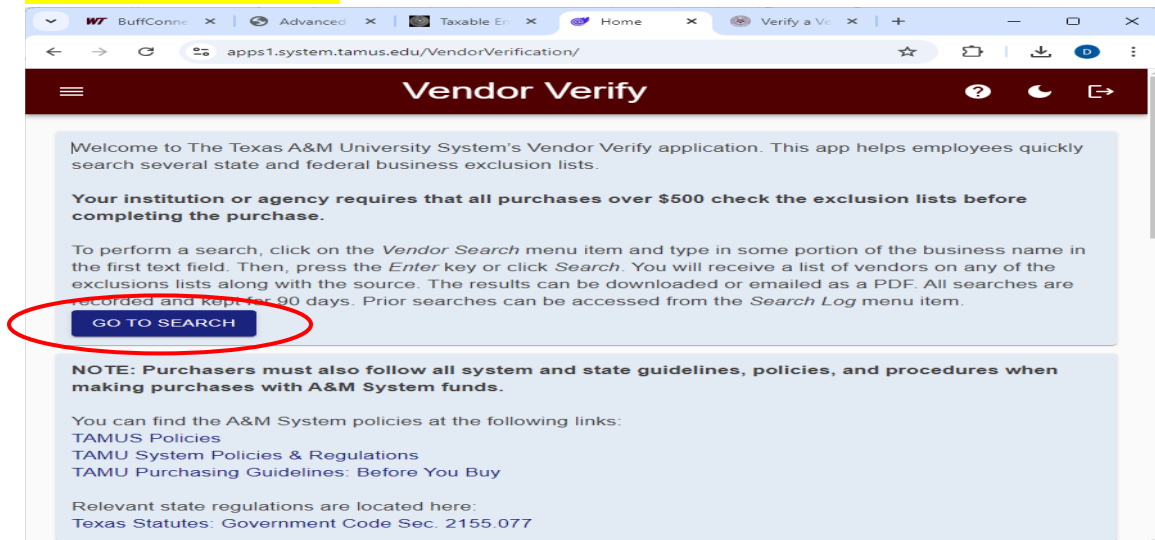
Sign into The TAMUS SSO website: <https://sso.tamus.edu/Main.aspx>

You can access the portal on your phone at <https://sso.tamus.edu>.

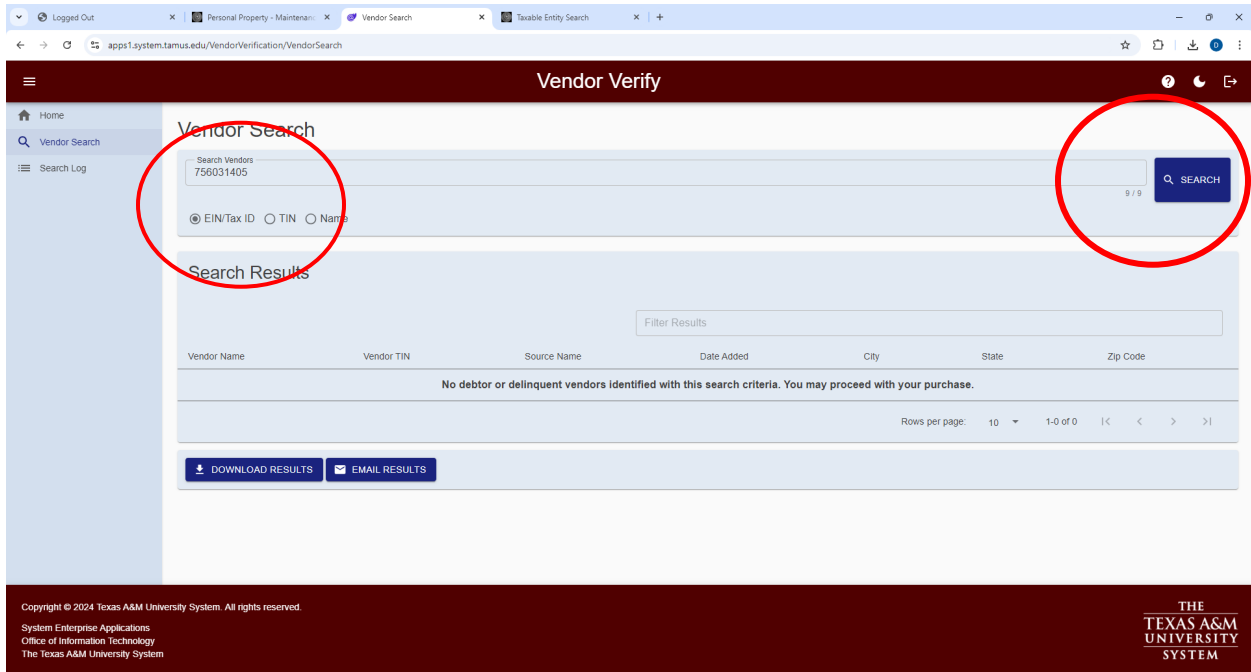
## Choose Vendor Verify



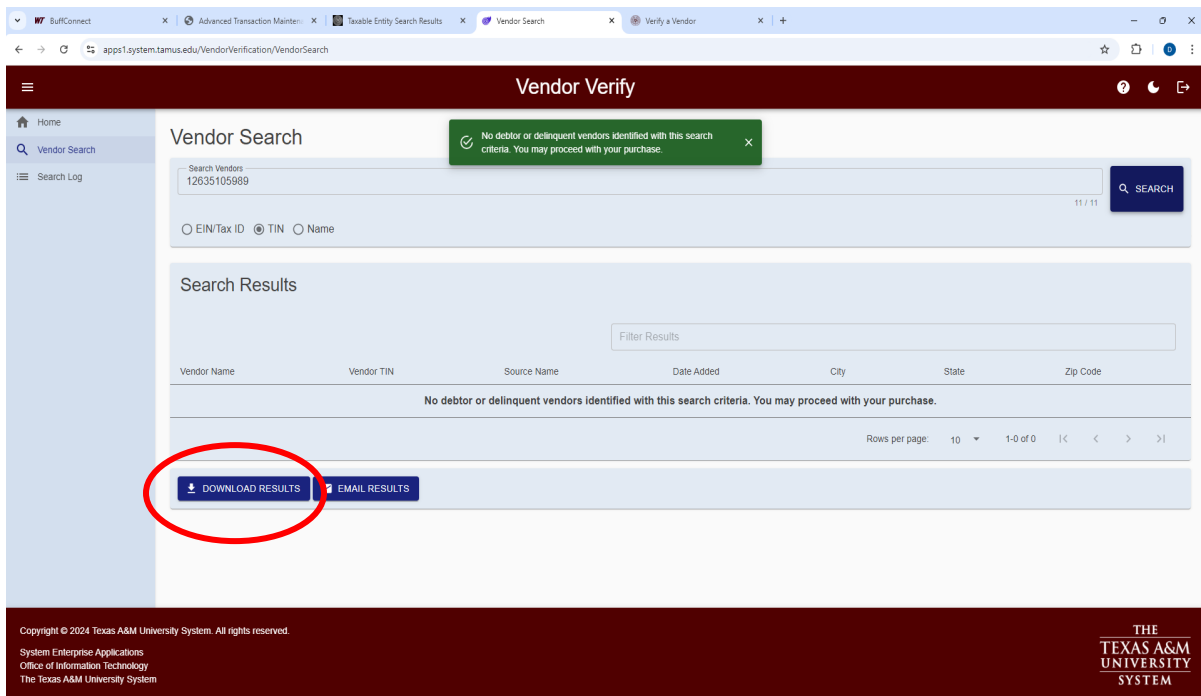
## Choose 'Go To Search'



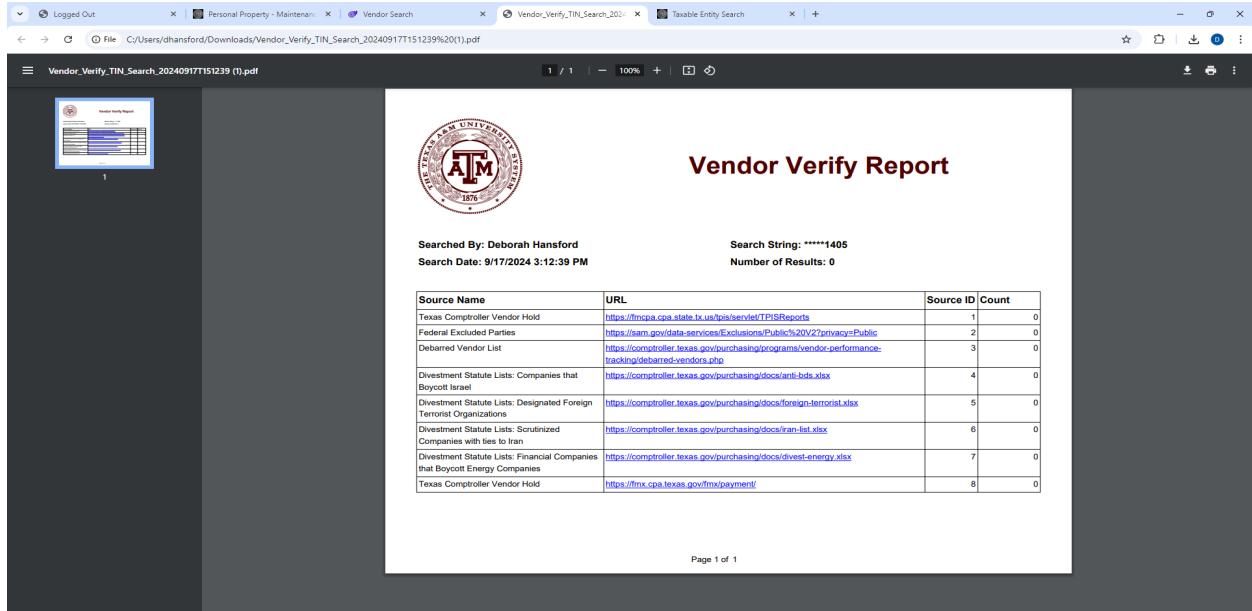
Enter the EIN in the 'Search Vendors' box and choose EIN/Tax ID. Click on 'Search'. Or enter the name of the vendor in the 'Search Vendors' box and choose 'Name'.



If the search comes back with any message other than the one below, you cannot use that vendor.



Click on 'Download Results' button (bottom left) and screen shot the certificate. Add the certificate to the receipt and RDC for this transaction.



For more information, please access the application's documentation site: <https://it.tamus.edu/vendorverify> and click on [Learn how to verify a vendor](#)

This site has step-by-step instructions on how to verify a vendor.

Please contact the ProCard Coordinator at x2099 if you have any problems/comments/concerns.