

SEARCH FOR VENDOR HOLD STATUS

Used for: making sure that a vendor is not on vendor hold status in PeopleSoft

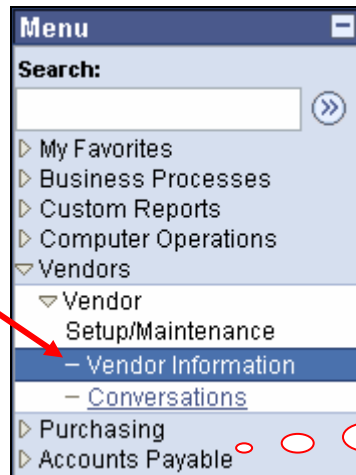
Access the Financial Production database: <https://my.uh.edu/fs>
Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

NAVIGATION

From the **Menu** select:


- ▶ Vendors
 - ▶ Vendor Setup/Maintenance
 - ▶ Vendor Information

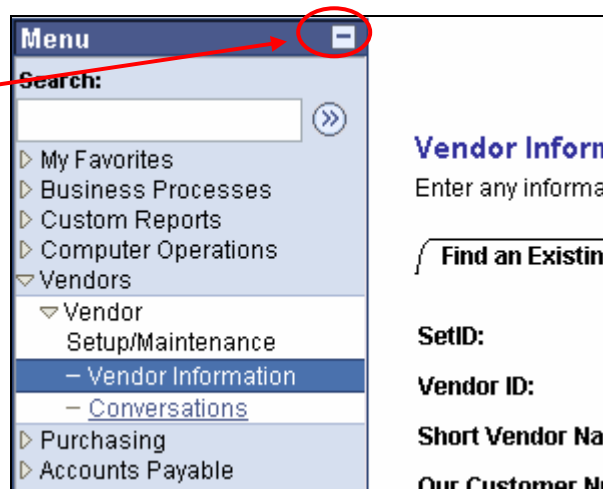


Be sure to add to "Favorites"!

Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button  if needed again.



INSTRUCTIONS

Vendor Information Panel

STEP 1:

- ▶ **SetID** – default, **00797**
- ▶ **Short Vendor Name** –
 - Enter the short vendor name or a partial name.
 - (Or Vendor ID, if known.)

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = 00797

Vendor ID: begins with

Short Vendor Name: begins with **BAG**

Our Customer Number: begins with

Name 1: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

SEARCH FOR VENDOR HOLD STATUS

STEP 2: RESULTS

(If no Search Results displayed – screen went directly to vendor information, skip to Step 3.)

- Under **Search Results** a list of vendors will appear that meet the search criteria input:
- **Click** once on the voucher you are looking for and it will display.

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID:

Vendor ID:

Short Vendor Name:

Our Customer Number:

Name 1:

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results

View All First 1-18 of 18 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
00797	000003549	SAGABROADC-001	(blank)	SAGA BROADCASTING LLC
00797	0000053721	SAGEACTION-001	(blank)	SAGE ACTION INC
00797	000002152	SAGEASTC-001	(blank)	S A G EAST COAST ELECTRONICS
00797	000018299	SAGEIELSA-001	(blank)	SAGEIEL_SAM

Under Identifying Information tab

STEP 3: Vendor is *not* on hold status if **Open for Ordering**, under *Vendor Classification* section is checked.

If not checked, then vendor is on hold status and cannot be used.

Identifying Information [Address](#) [Location](#) [Contacts](#) [1099](#) [UHS TINS](#) [UH](#)

SetID: 00797 Vendor: 000003549

Vendor Name

Name 1: SAGA BROADCASTING LLC

Name 2:

ShortName: SAGABROADC SAGABROADC-001

Vendor Classification

Classification: OS Corp **HR Class:**

Status: Approved VAI Registration [Details...](#)

Persistence: Regular Withholding Open For Ordering

Vendor Relationships

Corporate Vendor