

Vendor Maintenance

FSS/PPS No. 03.01.16

Issue No. 1

Reviewer: Associate Vice President for Financial Services

Effective Date: 03/01/15 E3Y

Review Date: 03/18

01. POLICY STATEMENTS

- 01.01 This PPS establishes policy and procedures for vendor maintenance associated with the financial system of the university including, but not limited to, the creation of new vendors, changes to existing vendors, and the archiving of existing vendors.
- 01.02 The Procurement and Strategic Sourcing office is responsible for the university's vendor maintenance system.
- 01.03 Vendors for the university are added to the vendor maintenance system for multiple reasons including payments, reimbursements, stipends, one time purchases, and professional service contracts.
- 01.04 Vendors should be established only for those needs that are not available through existing vendors and contracts already in place by the university. Examples of new vendors include but are not limited to sole source, proprietary, special projects, and new contracts.
- 01.05 Requests for new vendor setup must be on the Vendor Maintenance Form (# FO-01) and include adequate supporting information to identify the use of the vendor, tax information, order from and remit to addresses, banking information, and university contact. No vendor will be added to vendor maintenance without this minimal information.
- 01.06 In accordance with purchasing retention schedules, vendors with no payment or purchasing activity for five years will be marked for deletion and all documentation will be shredded.
- 01.07 The Associate Vice President for Financial Services may delegate vendor creation, maintenance, review, and upkeep as needed to various offices and/or individuals:
 - a. The Procurement and Strategic Sourcing office has been delegated responsibility to establish and maintain vendor maintenance for the university. For more information, please see the Procurement and Strategic Sourcing web page at <http://www.txstate.edu/gao/procurement/>
 - b. Unless otherwise specifically addressed in this PPS, the Procurement and Strategic

Sourcing office has been delegated responsibility to establish and maintain vendors.

02. DEFINITIONS

- 02.01 Electronic Signature – “an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.” (Texas Business and Commerce Code, Chapter 322. Uniform Electronic Transactions Act, Sec. 322.022(8)).
- 02.02 SAP – The university’s software which houses vendor maintenance and the procurement function.
- 02.03 Vendor Maintenance – The electronic database for vendor’s within the university’s SAP system.
- 02.04 Vendor – Businesses or individuals that the university does business with.
- 02.05 Vendor Maintenance Form (#FO-01) – The form that should be completed by the vendor to add or update any information in the vendor maintenance system.

03. PROCEDURES

- 03.01 Requests for new vendors must be made in writing using a Vendor Maintenance Form. Refer to the Procurement and Strategic Sourcing webpage for the required form.
- 03.02 For new vendor requests the end user should have the vendor complete the Vendor Maintenance Form and submit electronically to vendorrequests@txstate.edu.
- 03.03 Modifications to existing vendor profiles should be done one of two ways:
 - a. Any changes to banking, tax, or company name should be done on a Vendor Maintenance Form.
 - b. Changes to address, phone number, contact, or email should be done with an email to vendorrequests@txstate.edu.
- 03.04 Once a Vendor Maintenance Form has been received, it will be determined if it is a new request or an update. If the form is an update, it will be processed and routed for electronic filing. If the form is a new request, the form will be routed to a Buyer for review.
- 03.05 The Buyer will review the request and research whether or not an existing vendor can provide the same goods or services. Once the Buyer has reviewed the vendor request, they will then pass along their findings to an Assistant Director. The Assistant Director will determine whether or not there is sufficient information to make a decision.

03.06 If approved, the vendor will then be added to SAP and the end user will be notified of a vendor number. If a vendor is denied, the end user will be notified by an Assistant Director of Procurement and Strategic Sourcing with a reasonable explanation and alternative solution.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

Positions	Section	Date
Associate Vice President, Financial Services	Review	March E3Y
Director, Procurement and Strategic Sourcing	Review	March E3Y

05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Associate Vice President, Financial Services, Reviewer

Vice President for Finance and Support Services

Approved: _____
Reviewer

Approved: _____
Vice President for Finance
and Support Services