**Vendor Maintenance FSS/PPS No. 03.13**

**Issue No. 4**

**Effective Date: 08/11/2023**

**Next Review Date: 03/01/2026 (E3Y)**

**Sr. Reviewer: Associate Vice President for Financial Services**

**POLICY STATEMENT**

Texas State University is committed to promoting proper vendor maintenance.

**01. SCOPE**

01.01 This document establishes policy and procedures for vendor maintenance associated with Texas State University including, but not limited to, the creation of vendors, changes to existing vendors, and the archiving of vendors.

01.02 The Procurement and Strategic Sourcing Office is responsible for the university's vendor maintenance process.

01.03 The university adds vendors for many reasons including payments, reimbursements, stipends, one-time purchases, and professional services, among others.

01.04 Vendors should be established for goods or services that are not available through existing vendors or contracts already in place with the university. Examples of new vendors include, but are not limited to, sole source, proprietary, best value, special projects, and new contracts.

01.05 Requests for new vendor set-up must be through [PaymentWorks](https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html).

01.06 In accordance with purchasing retention schedules, vendors with no payment or purchasing activity for two years will be marked inactive.

01.07 The associate vice president for Financial Services may delegate vendor creation, maintenance, review, and upkeep as needed to various offices and individuals.

The Procurement and Strategic Sourcing Office has been delegated responsibility to establish and maintain vendor maintenance for the university, unless otherwise specified (for more information, visit the [Procurement and Strategic Sourcing website](http://www.txstate.edu/gao/procurement/)).

**02. DEFINITIONS**

02.01 Display Vendor – (TCode XK03) the electronic database for vendors within the university’s SAP system.

02.02 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)](https://statutes.capitol.texas.gov/Docs/BC/htm/BC.322.htm)).

02.03 [PaymentWorks](https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html) – self-service online vendor registration system.

02.04 SAP – the university’s Enterprise Resource Planning (ERP) software that houses vendor maintenance and the procurement function.

02.05 Vendor – business or individual the university pays for services performed or for purchase of products.

**03. PROCEDURES FOR NEW VENDORS**

03.01 Requests for new vendors must be submitted through [PaymentWorks](https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html).

03.02 For new vendor requests, the end user will send the vendor an invitation through [PaymentWorks](https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html), inviting the vendor to register or update their profile information.

03.03 Once registration is received, it will be processed and routed for electronic filling.

03.04 If approved, the vendor will then be added to SAP, and the end user will be notified of the vendor number by a system generated email from [PaymentWorks](https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html).

**04. REVIEWERS OF THIS PPS**

04.01 Reviewers of this PPS include the following:

Position Date

Associate Vice President for March 1 E3Y

Financial Services

Director, Procurement and Strategic March 1 E3Y

Sourcing

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Associate Vice President for Financial Services; senior reviewer of this PPS

Executive Vice President for Operations, Chief Financial Officer