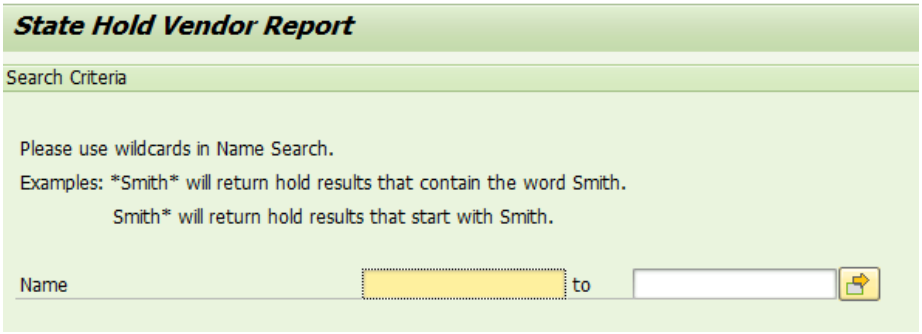
HOW TO Search for a Vendor on STATE HOLD in SAP:

Using Transaction Code **ZHOLDCHK**

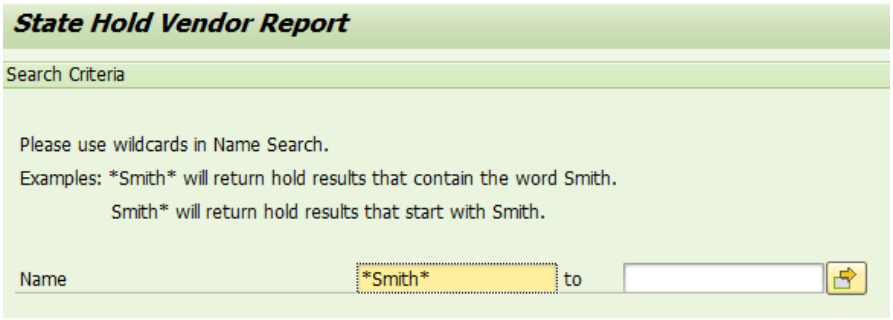
Enter **ZHOLDCHK** in SAP. The below screen will populate:



Note: There are nearly 4 million records in the report. You may not know the exact name, or you may only know a DBA name which can cause difficulty when searching for vendors on hold. For performance and limiting the results returned, please enter a partial name with a wild card (*).

Example using *Smith*

Searching with a wild card before and after the name will show results that contain the word



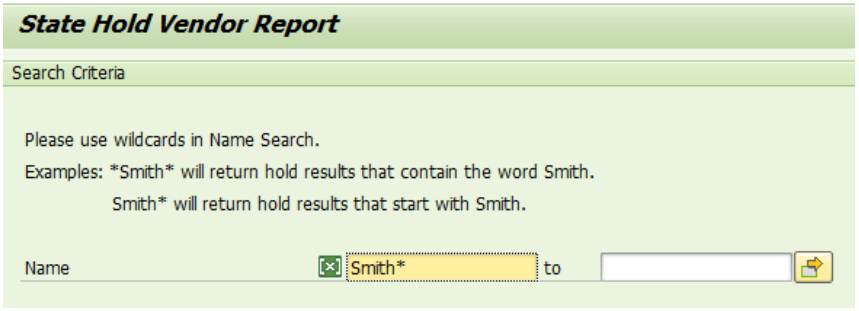


State Hold Vendor Report

State Id	Name	Reason
32039394237013	1 ON THE JOB LOCKSMITH LLC	FRANCHISE TAX
32079903921026	100 CHIRO SMITH, PLLC	SALES TAX
32085285115013	1008 SOUTH SMITH STREET HEBBRONVILLE TX LLC	FRANCHISE TAX
32039834042013	123 LOCKSMITH INC	FRANCHISE TAX
32072805792013	192-194 SMITH REALTY LLC	FRANCHISE TAX
32084085813013	210 LOCKSMITH LLC	FRANCHISE TAX
32036095860013	2118 SMITH STREET, LTD.	FRANCHISE TAX
32043823049013	24 HR LOCKSMITH LLC	FRANCHISE TAX
32064795126013	24-7 SECURITY AND LOCKSMITH LLC	FRANCHISE TAX
32033607188013	24/7 LOCKSMITH INC	FRANCHISE TAX
32033607188026	24/7 LOCKSMITH INC	SALES TAX
32076172447026	24/7 MOBILE LOCKSMITH TX LLC	SALES TAX
32076064636013	304308 SMITH STREET APARTMENTS LIMITED LIABILITY C	FRANCHISE TAX
32080771309013	3120 SMITH LIMITED LIABILITY COMPANY	FRANCHISE TAX
32055861374013	4MJ SMITH CONSTRUCTION SERVICES, LLC	FRANCHISE TAX
32090180822026	700 SMITH ST #61070	SALES TAX

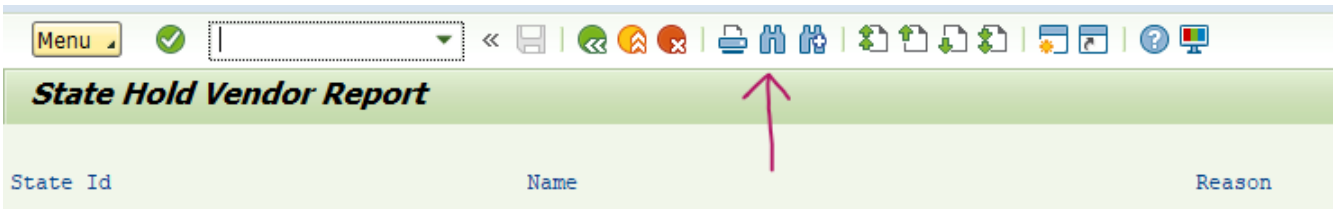
Example using Smith*

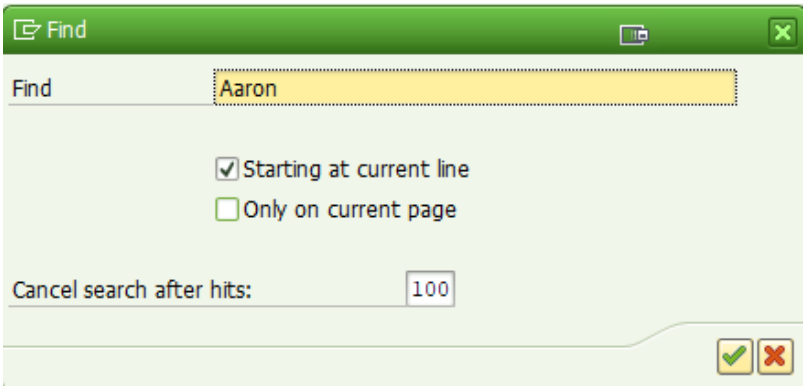
Searching with a wild card after the name will only show results starting with the word

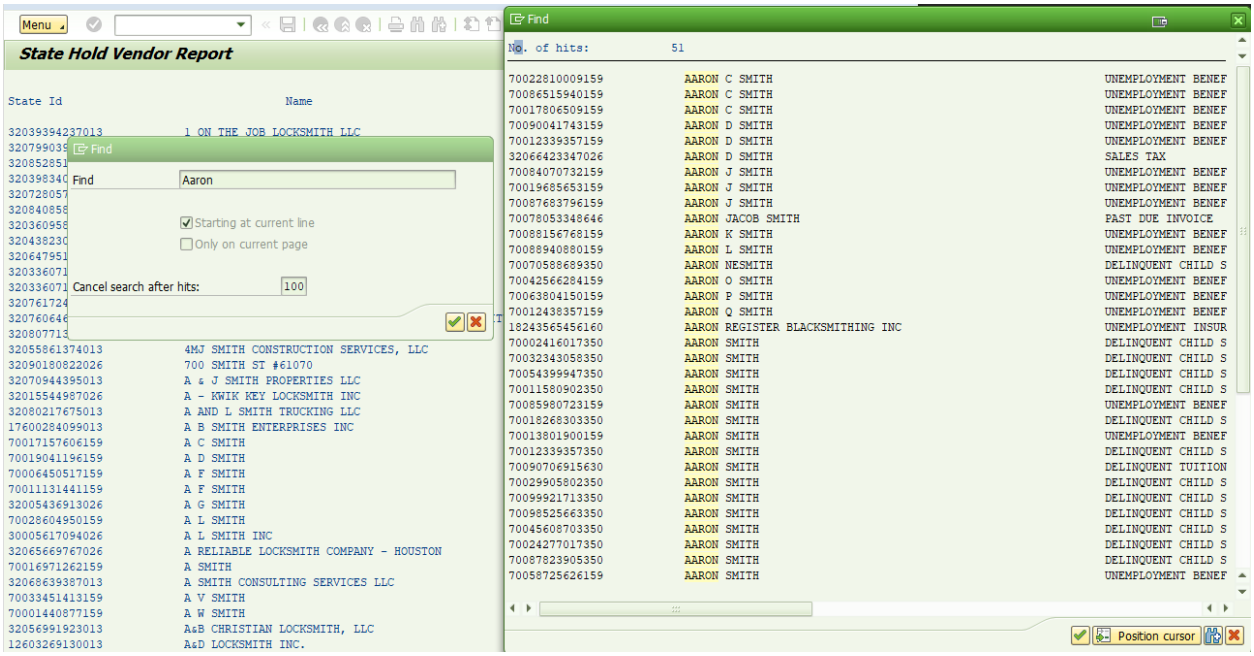




There is also a SEARCH FUNCTION at the top:

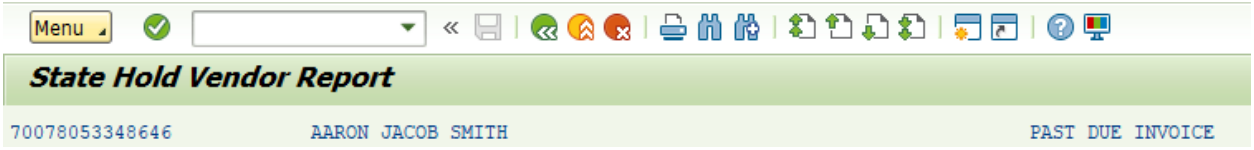






In the example above, *Smith* was the original search. Then, using Find, a new search result populated for Aaron Smith among the Smith vendors.

You can double click on any of the names from the Find list, and the record will populate to the top of the first search page. Aaron Jacob Smith for example, was clicked in the Find and is shown below at the top of the report.



If your vendor does NOT appear on the Hold Report, please take a screenshot of where the name would appear if it was on the list. The report is alphabetical when searching with one wild card (Ex: Smith*). Then, use this for your documentation purposes.

If your vendor DOES appear on the Hold Report, please contact the University Procurement Services (UPS) office so we can further verify. We will need the tax ID number (W9) of the vendor as well as the TINS number (State ID). The TINS can be found on the Hold Report, it is the first column. You will be responsible for receiving the tax ID (W9) from the vendor and provide it to the UPS office for our purposes of further verification.