



HOW TO DO BUSINESS WITH SAM HOUSTON STATE UNIVERSITY (SHSU)

RESPONSIBILITY

Procurement and Business Services division is responsible for the acquisition and payment of all goods and services for SHSU. The University assumes no liability for payment of obligations except for those processed accordingly. Our staff are committed to help all vendors succeed and have a mutually beneficial business relationship with the University.

HOW TO REGISTER TO BE A VENDOR WITH SHSU

All vendor registration with SHSU is made thru PaymentWorks. PaymentWorks is a FREE portal used by suppliers to register their business and provide the required documents the University needs to set up suppliers in the financial database. Invites are sent to suppliers by requesting departments and it takes just minutes and a few quick steps to have you on your way to doing business with SHSU. Please see the reference guides below for navigating through the PaymentWorks tool to become a registered SHSU vendor:

[SHSU Supplier Reference Guide – New Vendor Registration](#)

[SHSU Supplier Reference Guide – Updating Your Company Profile](#)

PAYMENTS TO VENDORS

All payments are made NET 30, unless an early payment discount is offered. SHSU requests any vendor who receives more than five (5) checks in any year to be enrolled in direct deposit. Your banking information should be provided through the vendor registration process in PaymentWorks for direct deposit.

INVOICING SHSU

The links listed below will give vendors the guides they need to sign up through the vendor portal for convenient web-based invoicing in Jaggaer/SciQuest for faster processing times and payment. Paper invoices sent through the mail or through email will have longer processing times associated.

For questions, please contact Norma O'Bannon at 936-294-1023.

Vendor Portal Invite

<http://www.shsu.edu/dept/procurement/disbursements-and-travel-services/documents/AP+Director+Invite+March+2016.pdf>

Supplier Handbook

http://www.shsu.edu/dept/procurement/disbursements-and-travel-services/documents/SHSU_Supplier_Handbook_Starter.pdf

How to Create an Invoice in SHSU Portal

<http://www.shsu.edu/dept/procurement/disbursements-and-travel-services/documents/To-create-an-invoice.pdf>

STATE SALES TAX EXEMPTION

Sam Houston State University claims an exemption for state sales taxes under Section 151.309 or Section 151.310 of the Vernon's Tax Code, for purchases of all tangible personal property, as these purchases are secured for the exclusive use of the State of Texas. An exemption certificate may be furnished to suppliers upon request.

VENDOR ETHICS

http://www.shsu.edu/intranet/policies/finop/procurement_business_services/documents/PUR-20+Vendor+Ethics.pdf

PURCHASING AND CONTRACTING DEPT

The Procurement and Business Services offices are located at 2432 Sam Houston Avenue, Huntsville, TX 77340. Our normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Our Purchasers handle specified departments and commodities/services. Staff names and telephone numbers, along with email addresses can be found at: <http://www.shsu.edu/dept/procurement/>

Vendors should call and schedule an appointment prior to arriving on campus to ensure the Purchaser is available.

WHAT DOES SHSU HAVE OUT FOR BID/RFP

SHSU Procurement and Business Services is proud to announce it has implemented an electronic sourcing system, Jaggaer/SciQuest Sourcing module, for all Invitation for Bids (IFB) and Requests for Proposals (RFP). This is a free service to our vendors. The Procurement office no longer accepts paper submittals for IFB or RFP documentation. Through the portal vendors can register and utilize the sourcing system to take advantage of the following:

- Submit electronic responses to IFB/RFP (no more hand delivering or trips to USPS, or costs for FedEx, UPS or other delivery companies).
- View any and all procurement opportunities SHSU currently has available
- View past awards made on IFBs and RFPs

All Sam Houston State University Invitation For Bids and Requests for Proposals are now available at the SHSU Online Public Website for Bid Opportunities via the following link:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=SamHoustonState>

Once on the SHSU Online Public Website for Bid Opportunities:

If you are a registered vendor with Jaggaer/SciQuest you can click on the “Back to SHSU Supplier Portal” located right below the Business Opportunities heading and log in to the portal with the username and password previously created.

If you are not a registered vendor with Jaggaer/SciQuest you can click on the “Back to SHSU Supplier Portal” located right below the Business Opportunities heading and choose Create Account.

For questions or assistance with the Sourcing module, please contact Jeremy Barrett at jeb037@shsu.edu, 936-294-4669 or the main office at 936-294-1894.

Regards,

Renee' Starns
Executive Director, Procurement and Business Services
Sam Houston State University