The Vendor Payments web site allows departments and vendors to search for payments information, including scheduled payments, payment history and encumbrances outstanding, made to vendors by TTUHSC.

The Vendor Payments site is available at: https://www.fiscal.ttuhsc.edu/vendorpayments/

The Vendor Payments application may also be accessed from the WebRaider portal > Business Affairs tab > Links to Financial Systems portlet > System Links > Vendor Payments.

To begin the verification of vendor payment information, select Vendor Payments from the menu on the left.

Enter all or part of the **Vendor's** or **Employee's name** or **R number** to search. R numbers are preferred to lead you instantly to the vendor or use % as a wild card to help your search with names. Only the first 50 results will be displayed.
Click on the **red vendor code (R number)** in the results to select the employee or vendor.

The Vendor tables display schedule payments, payment history and encumbrance information for the fiscal year. To view payments for a specific date range, enter a **Begin Date** and **End Date** and/or choose a **COA**, then click **update**.

The Vend Inv field will provide the Travel ID for reference. If the traveler received payment via Direct Deposit, the check number will begin with the symbol ! (exclamation mark). If the traveler received a paper check, the check will begin with 68XXXXXX.
The Vendor Payments details will also display if and when a check was cleared by the bank.

If you have additional questions, please contact the Travel Office at Travel@ttuhsc.edu.