TX-UNPS User Guide Instructions for using TX-UNPS for Procurement Reviews

Getting Started

Before you can begin using TX-UNPS, you must be assigned a user ID and password that provides the required security rights. You must fill out the form FND-100 and submit to TDA. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.

https://txunps1.texasagriculture.gov/txunps/Splash.aspx

Tip: Save the link to your favorites list or create a shortcut to your desktop for quicker access.

	By signing into TX-UNPS, you understand and consent to
	the following: • Information in this system and documents submitted become
Returning Users: Log On	public record and are subject to disclosure.
	 Unauthorized use of Texas Department of Agriculture (TDA) information resources is prohibited and misuse is subject to
User ID:	criminal prosecution. Except as otherwise provided by applicable
	privacy laws, there should be no expectation of privacy. Usage
Password:	 may be subject to security testing and monitoring. You certify that all documents and information submitted
	physically and electronically are/will be true and correct in all
Forgot Your Password?	respects.
	 Assigned User ID and Password will not be snared with any other employees of your entity as this is considered a security
	violation.
	 With few exceptions, you have the right to request and be
	informed about the information that the TDA collects about you

Step 1: Choose School Nutrition Program



Step 2: Select the Compliance Menu



Step 3: Select Procurement Review Tracking

			173	\sim 1 1	. U
Applications Claims Compliance	R_ports Security Search	Programs	Year	Help Lo	g Out
Compliance >					
Item	Description				
Review Tracking	Functions for tracking reviews.				
Historical Reviews	Functions for tracking historical CRE	Reviews.			
Procurement Review Tracking	Functions for tracking procurement	reviews.			
Procurement Review Bulk Scheduling	Functions for scheduling procureme	nt reviews in bulk.			

Step 4: Click Details. Ensure you are in the right year. TX-UNPS will automatically select the current year.



Step 5: The Procurement Review Dashboard will appear. In the Review Tools section, click details for SFA Procurement Table.

		CND D	aulaura		11111
	р	rocurement Re	eviews eview Dashboard		
Status DENTON ISD DBA: 1307 N LOCUST DENTON, TX 760 County District (ESC: T	ST 201-3037 Code: 061-901 DA Region:		Orig	Review Year: CAP Due Date: Final Closed Date: Entrance Date: inal Submitted Date:	2019 - 2020
Review Progre	ss				
Sched	uled	On-site	CAD	Closed	1
			-0	-0	0
Review Details Review Type: Review Form S	Procurement Set: Procurement Rev	Lead Re iew v1	viewer: Parks, Christi	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools	Procurement Set: Procurement Rev	Lead Re iew v1	viewer: Parks, Christi	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action	Procurement Set: Procurement Rev Description	Lead Re iew v1	viewer: Parks, Christi	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action View Modify	Procurement Procurement Rev Description Review Information	Lead Re iew v1	viewer: Parks, Christi	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action View Modify View Modify	Procurement Procurement Rev Procurement Rev Description Review Information Contraction Entity Co	Lead Re iew v1	viewer: Parks, Christi	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action View Modify View L Modify Detail	Procurement Procurement Rev Description Review Information Contracting Entity Cr SFA Procurement Ta	Lead Re iew v1	viewer: Parks, Christi Vendors: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action View Modify View Modify Detail Detail	Procurement Procurement Rev Description Review Information Contracting Entity Cr SFA Procurement Tal Review Forms V	Lead Re iew v1	Viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action View Modify View Modify Detail Detail Detail View Modify View Vie	Procurement Procurement Rev Procurement Rev Description Review Information Contracting Entity Cr SFA Procurement Tal Review Forms V Corrective Action Do Descrimentation (C)	Lead Re iew v1	Viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action View Modify Detail Detail View Modify View Modify View Modify	Procurement et: Procurement Rev Description Review Information Contracting Entity Cr SFA Procurement Tal Review Forms V Corrective Action Do Recommendation (0)	Lead Re iew v1	viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Tools Action View Modify View Modify View Modify View Modify View Modify View Modify	Procurement ieit: Procurement Rev Description Review Information Contraction Entity CC SFA Procurement Tal Review Forms Vo Corrective Action Do Recommendation (0) Commendations (0)	Lead Re iew v1 Lead Re antact Information. ble Staff: (0) endors Selected f cuments (0)	viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form 5 Action View Modify View Modify View Modify View Modify View Modify View Modify	Procurement ieit: Procurement Rev Description Review Information Contracting Entity Cr SFA Procurement Tal Review Forms V Corrective Action Do Recommendation (0) Commendations (0) Technical Assistance Notes to Contracting	Lead Re iew v1 Instact Information ble Staff: (0) endors Selected I cuments (0)) (0) Entity (0)	viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form 5 Action View Modify Uew Modify View Modify View Modify View Modify View Modify	Procurement Procurement Rev Procurement Rev Procurement Rev Review Information Contractino Entity Co SFA Procurement Tal Review Forms V Corrective Action Do Recommendation (0) Commendations (0) Technical Assistance Notes to Contracting State Agency Notes (Lead Re iew v1 antact Information ble Staff: (0) endors Selected I cuments (0)) (0) Entity (0) (0)	viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Review Form S Review Tools Action View Modify View Mod	Procurement ext: Procurement Rev Procurement Rev Procurement Rev Procurement Rev Procurement Tal Review Information Contracting Entity Cr SFA Procurement Tal Review Forms V Corrective Action Do Recommendation (0) Commendations (0) Technical Assistance Notes to Contracting State Agency Notes State Agency Notes	Lead Re iew v1 Lead Re satisfies to formation. ble Staff: (0) endors Selected I cuments (0)) (0) Entity (0) (0) (0)	Viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open
Review Details Review Type: Review Form S Action View Modify View Modify View Modify View Modify View Modify View Modify View Modify View Modify Detail Detail	Procurement et: Procurement Rev Procurement Rev Procurement Rev Review Information Contracting Entity Cr SFA Procurement Tal Review Forms V Corrective Action Do Recommendation (0) Technical Assistance Notes to Contracting State Agency Notes State Agency Attach	Lead Re iew v1 Lead Re solution to formation. ble Staff: (0) endors Selected 1 cuments (0) Entity (0) (0) Entity (0) (0) ments (0)	Viewer: Parks, Christi Vendors: (0) or Review: (0)	ina Review Status:	ID: 39056 Open

Step 6: Complete Procurement Table. See PPT training for additional information.

	B	rocuromont Authority	Edit
	4	rocurement Authority	Edit
Does your busines	s office close for summer or ano	ther extended period time not a	associated with a holiday?
If yes, what date r	ange is your business office pers	sonnel not available? From	: То:
	Procu	rement Authority Staff	
Add Staff			Coun
Action Name	Position/Title	Responsibili	ties Contact Information
		No Staff Entered	
	Small Pu	rchase Threshold Informatio	n Edit
What is the small	purchase threshold for the LEA/S	FA?	50000
What is the small (purchase threshold for the State,	if applicable?	50000
Gro Did the SFA pay a Purchasing Organi	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga	Group Buying Organization or otherwise enter into an agr anization (GBO) or third party e	s and Third Party Entities (Edit) eement with a Group intity?
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga anization Name/Type	Group Buying Organization or otherwise enter into an agr anization (GBO) or third party e	s and Third Party Entities Edit eement with a Group nitiy?
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga anization Name/Type	Group Buying Organization or otherwise enter into an agr anization (GBO) or third party e	s and Third Party Entities (Edit) eement with a Group intity? Coun
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga anization Name/Type tion Name	Group Buying Organization or otherwise enter into an agr anization (GBO) or third party e	s and Third Party Entities (Ci) eement with a Group nitiy? Coun
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga ianization Name/Type tion Name No	Group Buying Organization or otherwise enter into an agr nnization (GBO) or third party e Organizations Entered	s and Third Party Entities (Edit) eement with a Group nitity? Coun
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga anization Name/Type tion Name No	Group Buying Organization or otherwise enter into an agr anization (GBO) or third party e Organizations Entered	s and Third Party Entities (Edit) eement with a Group nitty? Coun
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Org anization Name/Type tion Name No	Group Buying Organization or otherwise enter into an agr nization (GBO) or third party e Organizations Entered	s and Third Party Entities (Ci) eement with a Group ntity? Coun ation Type
Gro Did the SFA pay a Purchasing Organiz If Yes, Provide Org Add Action Organiza	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Org anization Name/Type tion Name No	Group Buying Organization or otherwise enter into an agr nnization (GBO) or third party e Organiza- o Organizations Entered Vendors	s and Third Party Entities (Eii) eement with a Group ntity? Coun
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga anization Name/Type tion Name No	Group Buying Organization or otherwise enter into an agr nnization (GBO) or third party e Organiza- Organizations Entered Vendors	s and Third Party Entities Edit eement with a Group ntity? Coun ation Type
Gro Did the SFA pay a Purchasing Organi tf Yes, Provide Org Add Action Organiza Type Micro Purchases	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga anization Name/Type tion Name No	Croup Buying Organization or otherwise enter into an agr nization (GBO) or third party e Organizations Entered Vendors Vendors 0	eement with a Group inity? Coun ation Type
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza Type Micro Purchases Small Purchases	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Org anization Name/Type tion Name No	Croup Buying Organization or otherwise enter into an agr nization (GBO) or third party e Organizations Entered Vendors Vendor Count 0 0	s and Third Party Entities eement with a Group nitiy? Coun tion Type # Selected for Review 0 0 0
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza Action Organiza Small Purchases Small Purchases	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orgi anization Name/Type tion Name No	Group Buying Organization or otherwise enter into an agr nization (GBO) or third party e Organizations Entered Vendors Vendors 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	s and Third Party Entities Elife eement with a Group nitiy? Coun ation Type # Selected for Review 0 0 0
Gro Did the SFA pay a Purchasing Organi If Yes, Provide Org Add Action Organiza Micro Purchases Small Purchases Formal Contracts	up Purchasing Organizations, membership fee, join at no cost, zation (GPO), Group Buying Orga anization Name/Type tion Name No	Croup Buying Organization or otherwise enter into an agr anization (GBO) or third party e Organizations Entered Vendors Vendor Count 0 0 0 0	s and Third Party Entities Edit eement with a Group nitity? Coun ation Type # Selected for Review 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Step 7: Upload the following documents into the Review Attachments. Click Details. Click Add Attachments.

- a. Written Procurement Procedures
- b. Code of Conduct
- c. General Ledger

d. Vendor Paid List

Action	Description
View Modify	Review Information
View Modify	Contracting Entity Contact Information
Detail	Contracting Entity Procurement Table Staff: (0) Vendors: (0)
Detail	Review Forms Vendors Selected for Review: (0)
View Modify	Corrective Action Documents (0)
View Modify	Recommendations (0)
View Modify	Commendations (0)
View Modify	Technical Assistance (0)
View Modify	Notes to Contracting Entity (0)
View Modify	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	State Agency Attachments (0)

< Back

Attachments					١	
Action Fi	le Name	Description	Date	User		
	1	No data to display.				
Total Attachments: 0] []	
	<	Back Add Attachment				 Add Attachment

Step 8: Click Browse to open a search window for your computer.

Attack	hment Detail		
1. Fil	le To Attach:	Browse	Browse
2. De	escription:	^ L	
		-	
I		Save Cancel	

Once the browser window appears, search for the document on your computer you want to attach. Find the document, double click it to attach and upload into TX-UNPS. You will see the file name appear in the File to Attach cell. Please add a brief description of the file attached in the description cell. Once you have completed attaching your document, click Save.

If you accidentally attach the wrong file, click the Browse button again. Search for the desired file and attach. The new attachment will over-write the previous document you attached.



Once completed, click Save, click finish. If you must go back to previous attachment to make a change, click edit.



Once you have finished attaching your documents, you will return to your attachment list screen. You will be able to see the documents you have attached.



Once all applicable forms have been uploaded an administrative financial review specialist will review and contact you with any questions or clarifications on the procurement table and documents uploaded.