

TX-UNPS User Guide

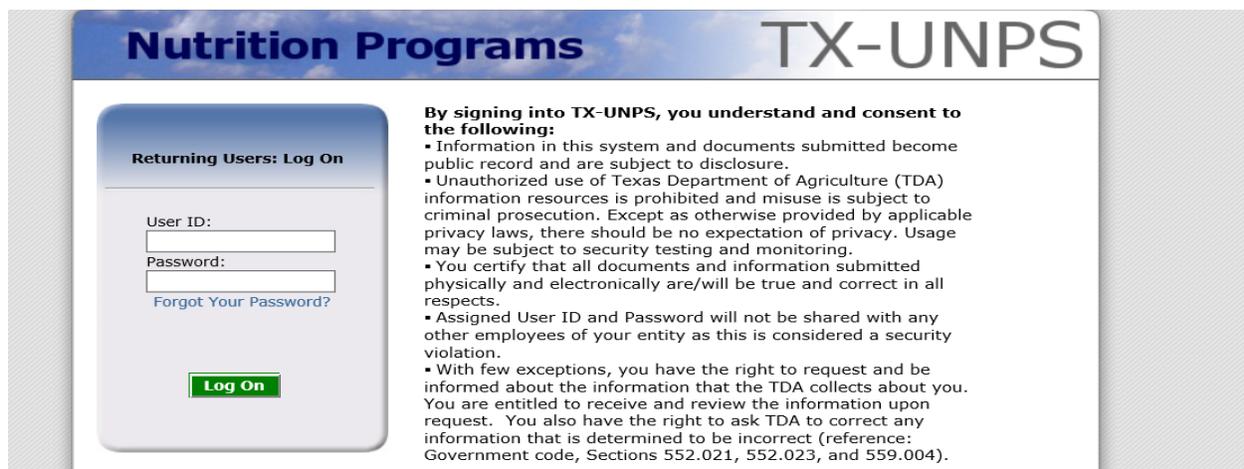
Instructions for using TX-UNPS for Procurement Reviews

Getting Started

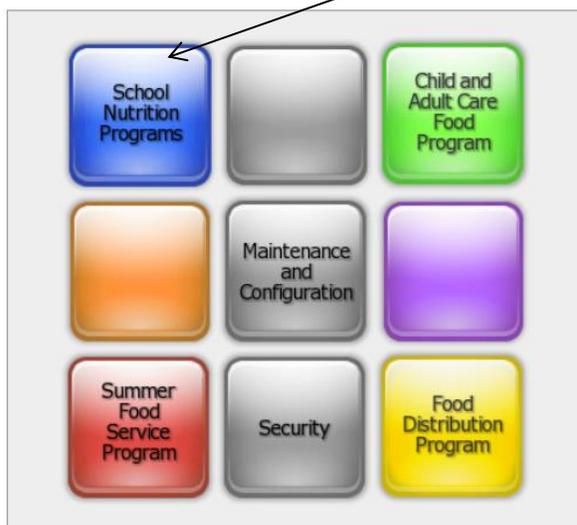
Before you can begin using TX-UNPS, you must be assigned a user ID and password that provides the required security rights. You must fill out the form FND-100 and submit to TDA. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS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

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

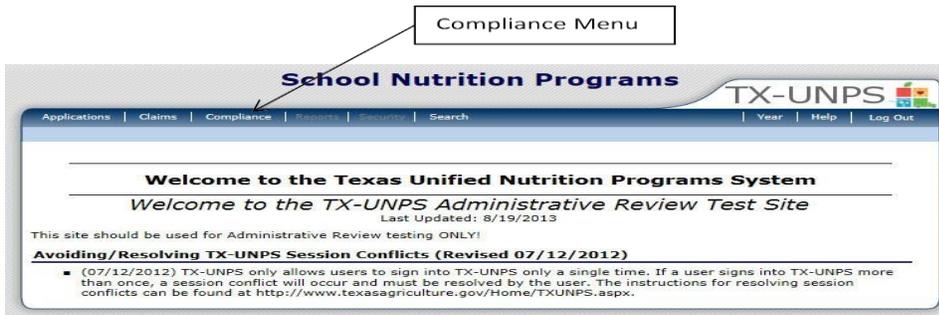
Tip: Save the link to your favorites list or create a shortcut to your desktop for quicker access.



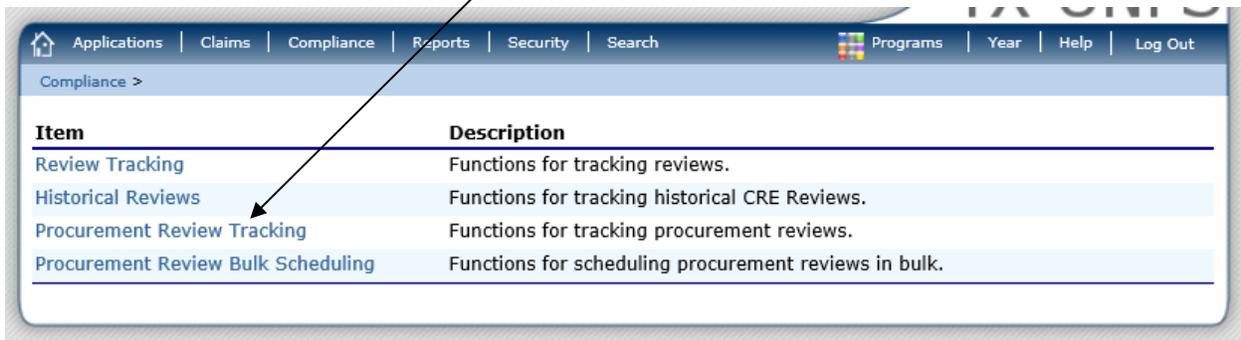
Step 1: Choose School Nutrition Program



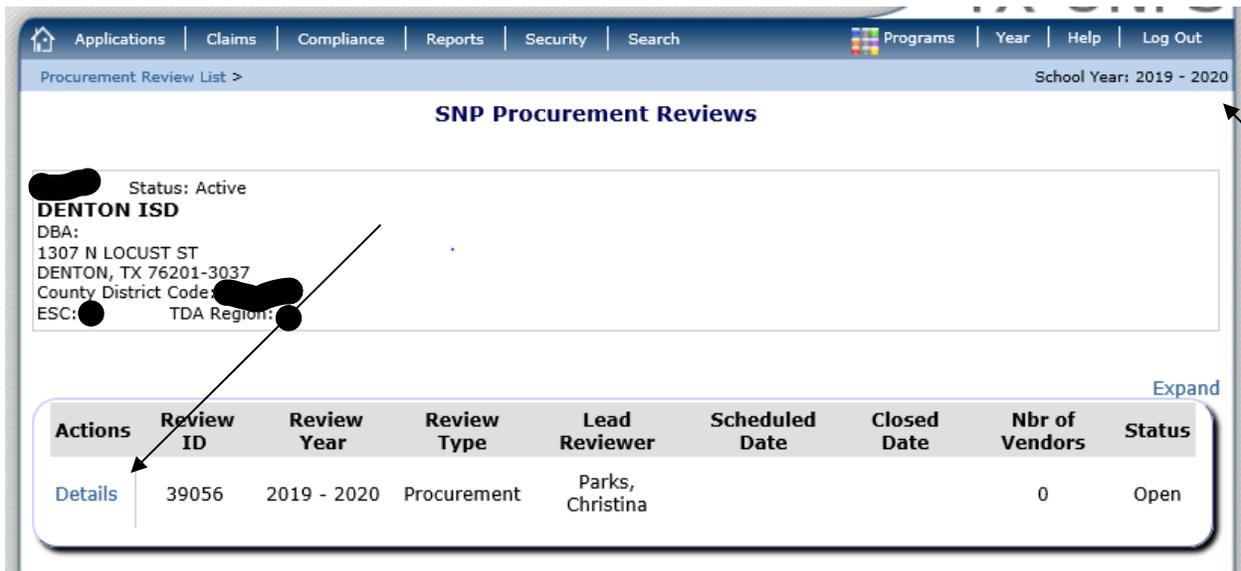
Step 2: Select the Compliance Menu



Step 3: Select Procurement Review Tracking



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.

Procurement Review List > Procurement Review Dashboard > School Year: 2019 - 2020 VIEW | DELETE

SNP Reviews Procurement Review Dashboard

Status: Active

DENTON ISD
 DBA:
 1307 N LOCUST ST
 DENTON, TX 76201-3037
 County District Code: 061-901
 ESC: TDA Region:

Review Year: 2019 - 2020
 CAP Due Date:
 Final Closed Date:
 Entrance Date:
 Original Submitted Date:

Review Progress

Scheduled — On-site — CAD — Closed

Review Details

Review Type: Procurement Lead Reviewer: Parks, Christina Review ID: 39056
 Review Form Set: Procurement Review v1 Status: Open

Review Tools

Action	Description
View Modify	Review Information
View Modify	Contracting Entity Contact Information
Detail	SFA Procurement Table Staff: (0) Vendors: (0)
Detail	Review Forms Vendors Selected for Review: (0)
View Modify	Corrective Action Documents (0)
View Modify	Recommendation (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)

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

Procurement Authority [Edit](#)

Does your business office close for summer or another extended period time not associated with a holiday?
 If yes, what date range is your business office personnel not available? From: To:

Procurement Authority Staff [↑](#)

Add Staff Count: 0

Action	Name	Position/Title	Responsibilities	Contact Information
No Staff Entered				

Small Purchase Threshold Information [Edit](#)

What is the small purchase threshold for the LEA/SFA? 50000.00
 What is the small purchase threshold for the State, if applicable? 50000.00

Group Purchasing Organizations, Group Buying Organizations and Third Party Entities [Edit](#) [↑](#)

Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity?
 If Yes, Provide Organization Name/Type

Add Count: 0

Action	Organization Name	Organization Type
No Organizations Entered		

Vendors

Type	Vendor Count	# Selected for Review
Micro Purchases	0	0
Small Purchases	0	0
Formal Contracts	0	0
FSMC Contracts	0	0
Processing Contracts	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

Review Tools

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)

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Attachments

Action	File Name	Description	Date	User
No data to display.				

Total Attachments: 0

< Back Add Attachment

Add Attachment

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

Attachment Detail

1. File To Attach: Browse...

2. Description:

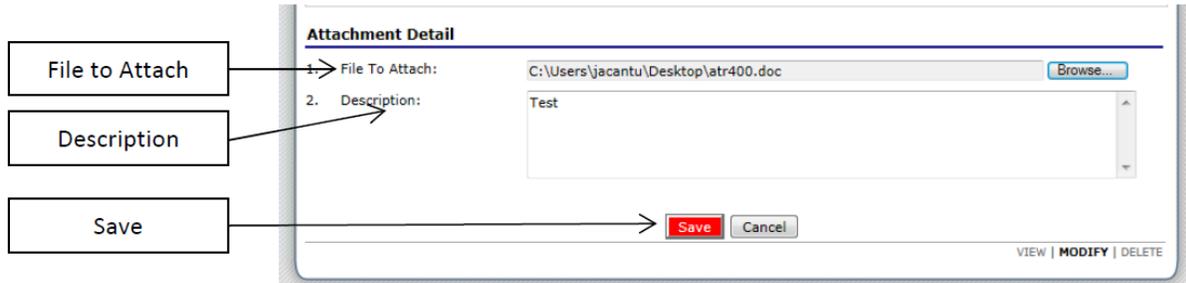
Save Cancel

VIEW | MODIFY | DELETE

Browse

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.

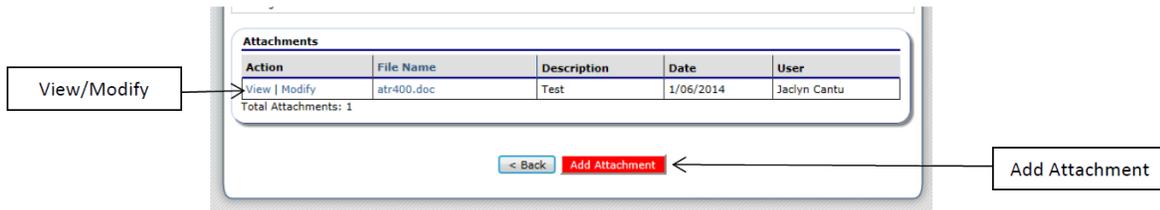
If you accidentally attach the wrong file, click the Browse button again. Search for the desired file and attach. The new attachment will over-write the previous document you attached.



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.