

QUICK REFERENCE GUIDE

Updated November 1, 2019

Handle a Certification Error in a Purchase Order

A certification error appears on a purchase order when a supplier has not completed the Workforce Certificate of Compliance and/or the Equal Pay Certificate through the Minnesota Department of Human Rights (MDHR). A Workforce Certification is required when encumbering a purchase order over \$100,000. An Equal Pay Certification is required for creating a purchase order over \$500,000.

An exemption is possible. For more information about the recording of the exemption on a purchase order, review the Supplier Workforce Exemption section on this guide.

- SWIFT will not process the purchase order until the supplier completes the compliance process and MDHR approves it.
- If there is a certification error, tell the supplier to complete the compliance process. There are no guarantees of approval. The review and approval process can take up to 15 business days. The buyer must also use the MDHR Request Form to request a new or change in MDHR status for a supplier.
- After the supplier's certification is approved, the buyer needs to update the *PO Date* on the purchase order.

IMPORTANT!

- View the SWIFT supplier record. The *Certification Begin Date* on the **Government Classification** field on the supplier record must be on or before the *PO Date* on the purchase order.

This guide describes how to view the SWIFT supplier record. It provides an overview of the supplier workforce exemption. It also describes MDHR contact information if the supplier is not in compliance.

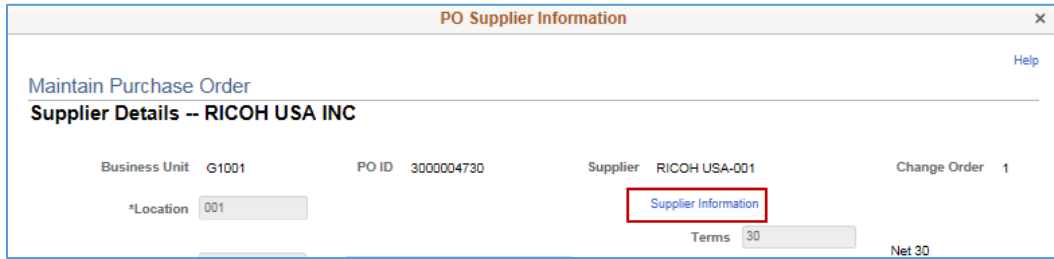
View the SWIFT supplier record

Look to see if the supplier has completed the MDHR and/or WFC certification.

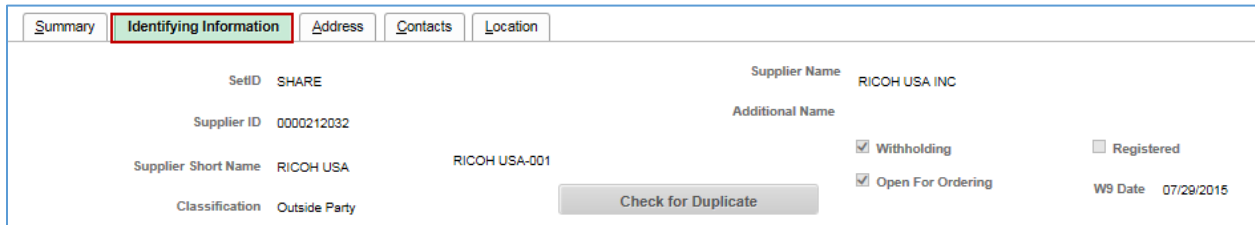
1. On the purchase order header, select the **Supplier Details** link.

The screenshot displays the 'Purchase Order' header in a web application. At the top, it shows 'Business Unit: G1001', 'Origin: 509', and 'Accounting Services'. The 'PO Status' is 'Dispatched' and 'Budget Status' is 'Valid'. A red error message is prominently displayed: 'Certification Begin Date must be on or before the PO Date'. Below this, the '*PO Date' is '01/04/2019'. The '*Supplier' is 'RICOH USA-001'. A red box highlights the 'Supplier Details' link. Other fields include 'Change Order: 1', 'Copy From', 'Approval Exception', 'Response Documentation', 'Doc Tot Status: Valid', 'Backorder Status: Not Backordered', and 'Receipt Status: Received'.

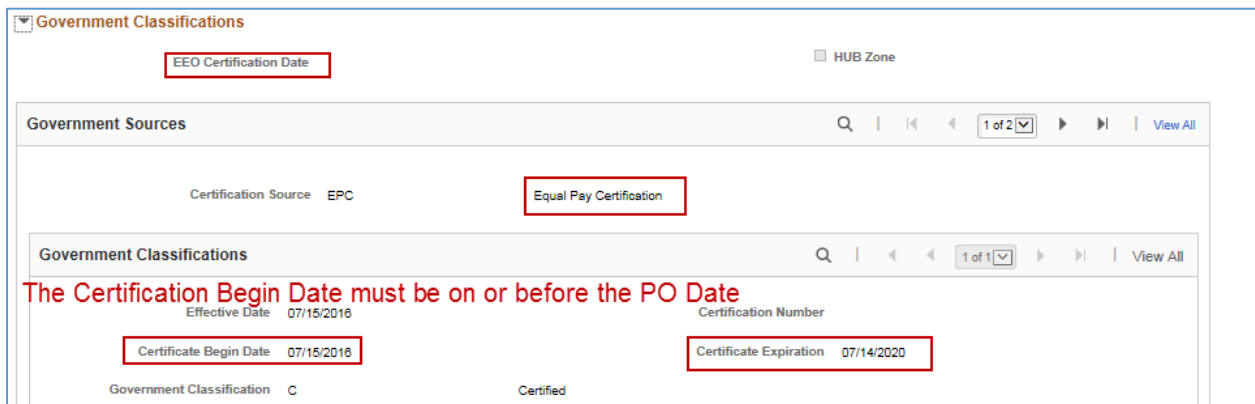
2. SWIFT displays the **Supplier Details** page. Select the **Supplier Information** link.



3. SWIFT displays the **Supplier Information** page. On the **Identifying Information** tab, open up the **Government Classifications** field.



You can see the certification status.



Supplier Workforce Exemption Overview

IMPORTANT! MDHR requirements for supplier “certification” have not changed.

- A Workforce Certification is required when encumbering a purchase order over \$100,000.
- An Equal Pay Certification is required for creating a purchase order over \$500,000.

However, the requirements for entering an “exempted” supplier into SWIFT’s Purchase Order module have changed for Workforce exemptions.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The purchase order header has an **Exempt from WFC** checkbox for suppliers exempted from the Workforce Certification. When a supplier states they are exempted from Workforce Certification and the contract administrator or buyer receives a signed exemption form from the supplier, the buyer can check the **Exempt from WFC** box.
- Checking the **Exempt from WFC** box allows this exemption to be valid for the purchase order. It will not impact other documents issued to the supplier.
- **IMPORTANT!** Keep the signed exemption form with the purchase order documentation as proof of supplier exemption.

The screenshot shows the 'Purchase Order' form in the SWIFT system. The 'Business Unit' is GGR01. The 'PO Status' is 'Initial'. The 'Budget Status' is 'Not Chkd'. The 'Exempt From WFC' checkbox is highlighted with a red box. Other fields include 'PO ID', 'NEXT', 'Approval Exception', 'Copy From', 'Header', '*PO Date', 'Expiration Date', '*Supplier', '*Supplier ID', '*Buyer', 'PO Reference', 'GGR01MAIN', 'Response Documentation', 'Supplier Search', 'Supplier Details', 'Doc Tol Status', 'Valid', 'Receipt Status', 'Not Recvd', '*Dispatch Method', 'Document Type', 'Agency Reference', and 'Hold From Further Processing'.

- If you created a purchase order referencing a contract where the contract administrator checked the **Exempt from WFC** box on the contract, this exemption will carry to all purchase orders against the contract. The buyer on any purchase orders created from this contract does not need to receive a signed exemption form from the supplier. This requirement belongs to the creator of the supplier contract record.

Learn about the MDHR Certificates

To learn more about the Certificate of Compliance, view the **Contract Compliance Services** information from MDHR. <https://mn.gov/mdhr/certificates/>

- You can contact them via email: compliance.mdhr@state.mn.us
- Agencies need to fill out the **MDHR Request Form** and send it to MDHR. You can access the form on MMB's website. <http://mn.gov/mmb/accounting/swift/forms/>

MDHR Request Form	
Overview	The MDHR Request Form should be used when requesting a new or change in MDHR status for a vendor. A MDHR certification is required when encumbering a purchase order over \$100,000. For more information, please visit: http://www.humanrights.state.mn.us/
Vendor's Current MDHR Status	To find the current MDHR status for a vendor, please run the following query: M_PO_GBL_VENDOR_MDHR_SETTINGS - Vendor MDHR Settings Note: Please see the following documentation on how to run a query in SWIFT. http://mn.gov/mmb-stat/documents/swift/training/referenceguides/query-viewer-advanced-grg.pdf

You have successfully learned how to handle a certification error on a purchase order.