

## QUICK REFERENCE GUIDE

April 24, 2023

### 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. These thresholds are cumulative over the term of a contract.

- SWIFT will not process the purchase order until the supplier completes the compliance process and MDHR approves it.
- There are no guarantees of approval. The review and approval process can take up to 15 business days.
- 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 to review MDHR certifications. It also provides information about MDHR contact information if the supplier is not in compliance.

### View the SWIFT Supplier Record

If you are working with a purchase order created from a state contract and the amount is large, look to see if the supplier completed the MDHR and/or WFC Certifications.

1. On the purchase order header, look at the PO Dates. MDHR Certification Dates must be on or before the PO Date. Select the Supplier Details link.

The screenshot shows the 'Purchase Order' header in a SWIFT system. The 'Business Unit' is G1001, 'Origin' is Management Services, and 'PO ID' is 300000. The '\*PO Date' is 01/09/2023. There is a link for 'Approval Exception' and a 'Copy From' dropdown menu. Under the 'Header' section, there are fields for 'Expiration Date', '\*Supplier' (NOW), and '\*Supplier ID'. On the right side, there are links for 'Response Documentation', 'Supplier Search', and 'Supplier Details' (which is highlighted with a purple box).

2. SWIFT opens the PO Supplier Information page. Select the Supplier Details link.

3. SWIFT opens the supplier record on the Identifying Information tab.

4. Go to menu list near the bottom of the page and open the Government Classifications option.

5. You can see the Certificates Status of “Certified.” The Government Classification needs to be “C.” This example has both certifications. You can open them up. The Certification Begin Date must be on or before the PO Date.

## Learn about the MDHR Certificates

To learn more about the Certificates of Compliance, go to the MDHR SWIFT Requests web page at <https://mn.gov/mdhr/certificates/swift/>

If a certification error appears on your purchase order tied to a contract, reach out to the Contract Administrator.

**Questions?** Email MDHR at [compliance.mdhr@state.mnus](mailto:compliance.mdhr@state.mnus) or call 651-549-1095.