Handle a Human Rights Error on a Supplier Contract

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

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

- SWIFT will not process the contract until the supplier completes the compliance process and MDHR approves it.
- If there is a human rights 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 Begin Date on the contract.

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 Begin Date on the contract.

This guide describes how to view the SWIFT supplier record to see if the supplier is in compliance. It explains the supplier workforce exemption. It also describes MDHR contact information if the supplier is not in compliance.

View the SWIFT Supplier record to see if the supplier has completed the MDHR certification.

1. Navigate to the Review Suppliers page.

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<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
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<td>Navigation Option</td>
<td>Accounting, Supplier, Supplier Maintenance, Review Suppliers page.</td>
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2. On the Review Suppliers page, enter search criteria such as the Supplier ID. Press Search.
3. SWIFT displays the **Search Results**. Open up the **Actions** link and select **Maintain Supplier**.

4. SWIFT opens up the supplier record. Select the **Identifying Information** tab.

5. On the **Identifying Information** tab, open up the **Government Classifications** field.

   - You can see the certification status. There may be two certifications. The **Certification Begin Date** must be on or before the contract’s **Begin Date**.
Supplier Workforce Exemption

IMPORTANT! MDHR requirements for supplier “certification” have not changed. A Workforce Certification is required when encumbering a contract over $100,000. An Equal Pay Certification is required for creating a contract over $500,000.

The requirements for entering an “exempted” supplier into the Supplier Contract module have changed for Workforce exemptions.

- The contract 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 contract. It will not impact other documents issued to the supplier.
- **IMPORTANT!** Keep the signed exemption form with the contract documentation as proof of supplier exemption.

- If you created a contract 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.
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/](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/](http://mn.gov/mmb/accounting/swift/forms/)

<table>
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<tr>
<td><strong>Overview</strong></td>
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<tr>
<td>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: <a href="http://www.humanrights.state.mn.us/">http://www.humanrights.state.mn.us/</a></td>
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<tr>
<td><strong>Vendor’s Current MDHR Status</strong></td>
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<td>To find the current MDHR status for a vendor, please run the following query: <a href="http://mn.gov/mmb-stat/documents/swift/training/referenceguides/query-viewer-advanced-qrg.pdf">M_PO_GBL_VENDOR_MDHR_SETTINGS - Vendor MDHR Settings</a></td>
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You have successfully learned how to handle a human rights error on a contract.