

## QUICK REFERENCE GUIDE

November 1, 2019

### 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.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance, Review Suppliers page.

2. On the **Review Suppliers** page, enter search criteria such as the *Supplier ID*. Press **Search**.

**Review Suppliers**

Search Criteria

\*SetID: SHARE

Supplier ID: 0000209217

Name: Equal to

Short Name: Equal to

Withholding Name: Equal to

Classification: [Dropdown]

Supplier Status: [Dropdown]

Type: [Dropdown]

Sanctions Status: [Dropdown]

Persistence: [Dropdown]

Address: Equal to

City: [Text]

Customer Number: [Text]

Country: [Text]

ID Type: Tax Identification Number

State: [Text]

VAT Registration ID: [Text]

Postal: [Text]

Withholding Tax ID: [Text]

Bank Account #: [Text]

Max Rows: 300

Search Clear Add Supplier

3. SWIFT displays the **Search Results**. Open up the **Actions** link and select **Maintain Supplier**.

**Search Results**

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Main Information Additional Supplier Info Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
<ul style="list-style-type: none"> <li>Actions</li> <li>Maintain Supplier</li> <li>Review Supplier Contact</li> </ul>	SHARE	0000209217	JEWISH FAMILY & CHILDRENS	JEWISH FAM-002	5905 GOLDEN VALLEY RD	GOLDEN VALLEY	MN	USA	Active
		0000209217	JEWISH FAMILY & CHILDRENS	JEWISH FAM-002	5905 GOLDEN VALLEY RD	GOLDEN VALLEY	MN	USA	Active

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

Summary **Identifying Information** Address Contacts Location

SetID: SHARE Supplier Name: JEWISH FAMILY & CHILDRENS

Supplier ID: 0000209217 Additional Name:

Supplier Short Name: JEWISH FAM JEWISH FAM-002

Classification: Outside Party

Withholding
  Registered
  Open For Ordering
 W9 Date: 06/30/2004

Check for Duplicate

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

[Supplier Rating](#)  
[Supplier Logo](#)  
[Additional ID Numbers](#)  
[Duplicate Invoice Settings](#)  
[Government Classifications](#)

- 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*.

**Government Classifications**

EEO Certification Date HUB Zone

Government Sources 2 of 2

Certification Source: MDHR Human Rights Certification

Government Classifications 1 of 2

**Certification Begin Date must be on or before the contract's Begin Date**

Effective Date: 10/25/2018 Certification Number

Certificate Begin Date: 10/25/2018 Certificate Expiration: 10/24/2022

Government Classification: C Certified

## 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.

The screenshot displays the 'Contract' header page in the SWIFT system. Key details include:
 

- SetID:** SHARE
- Contract ID:** 00000000000000000000154783
- Status:** Approved
- Contract Version:** Version 1, Approved Date 03/21/2019
- Supplier:** JEWISH FAM-002 (JEWISH FAMILY & CHILDRENS)
- Supplier ID:** 0000209217
- Description:** 44501 Jewish Family FY19
- Begin Date:** 03/21/2019
- Expire Date:** 06/30/2019
- Control Type:** Business Unit (with 'Tax Exempt' and 'Exempt From WFC' checkboxes)
- Currency:** USD
- Rate Date:** 03/21/2019

 The 'Exempt From WFC' checkbox is highlighted with a red box. On the right side, there are buttons for 'New Version' and 'Add a Document', and a list of links for contract activities and reports.

- 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/>

- You can contact them via email: [compliance.mdhr@state.mn.us](mailto: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	
<b>Overview</b>	<p>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></p>
<b>Vendor's Current MDHR Status</b>	<p>To find the current MDHR status for a vendor, please run the following query:  <b>M_PO_GBL_VENDOR_MDHR_SETTINGS</b> - Vendor MDHR Settings  <b>Note:</b> Please see the following documentation on how to run a query in SWIFT.  <a href="http://mn.gov/mmb-stat/documents/swift/training/referenceguides/query-viewer-advanced-grg.pdf">http://mn.gov/mmb-stat/documents/swift/training/referenceguides/query-viewer-advanced-grg.pdf</a></p>

**You have successfully learned how to handle a human rights error on a contract.**