

SUBJECT: Recording Vendor E-Verify Information in PeopleSoft

POSTED: June 24, 2013

ANNOUNCEMENT

Per Senate Bill 160 and State of Georgia requirements, effective July 1, 2013 institutions must verify all vendors use E-Verify for all Service/Construction related work that exceeds \$2,499 (previously only PWC).

GeorgiaFIRST Financials has identified a process for capturing the E-Verify Company ID Number and Effective Date within the Vendor in PeopleSoft Financials.

How to Record E-Verify Information in the Vendor

1. Navigate to the Identifying Information tab of the Vendor and expand the Government Classifications section.

ORACLE

Menu

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Summary | **Identifying Information** | **Address** | **Contacts** | **Location** | **Custom**

SetID: SHARE Check for Duplicate

Vendor ID: CAT0000010

*Vendor Short: STAPLE-CAT STAPLE-CAT-001

Name:

*Vendor Name 1: Staples

Vendor Name 2:

*Status: Approved *Classification: Catalog

*Persistence: Regular HCM Class:

Withholding Expand All Collapse All

Open For Ordering

Vendor Relationships

Corporate Vendor InterUnit Vendor

Corporate Vendor ID: InterUnit Vendor ID:

Create Bill-To Customer

Create Bill To Customer

Government Classifications

EEO Certification Date: HUB Zone

Government Sources Find | View All First 1 of 1 Last

*Source: E-Verify Company ID Number

Government Classifications Find | View All First 1 of 1 Last

Eff Date:

Cert Nbr:

Begin Dt: Expire Dt:

Gov Class:

Standard Industry Codes

Additional Reporting Elements

Expand All Collapse All

Save Return to Search Notify Refresh Add Update/Display Include History Cancel

- In the Government Sources section, select the Source of **E-Verify**. Notice the description of E-Verify Company ID Number.

Government Classifications

EEO Certification Date: HUB Zone

Government Sources Find | View All First 1 of 1 Last

*Source: E-VERIFY E-Verify Company ID Number

Government Classifications Find | View All First 1 of 1 Last

Eff Date:

Cert Nbr:

Begin Dt: Expire Dt:

Gov Class:

- In the Government Classifications section, enter the appropriate information:
 - Eff Date** - date the verification was completed
 - Cert Nbr** - E-Verify Company ID Number
 - Begin Dt** - date verification begins
 - Expire Dt** - date verification ends

Note: The **Gov Class** field should be left blank.

Government Classifications

EEO Certification Date: HUB Zone

Government Sources Find | View All First 1 of 1 Last

*Source: E-VERIFY E-Verify Company ID Number

Government Classifications Find | View All First 1 of 1 Last

Eff Date: 06/19/2013

Cert Nbr: 123456789

Begin Dt: 06/19/2013 Expire Dt: 06/18/2014

Gov Class:

How to Track E-Verify Vendor Information

The data that is entered in the Government Classifications section of the vendor is stored in the VNDR_GOV_CERT table. Users can query this table in order to see which Vendors have E-Verify information entered in PeopleSoft.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run
View All Rerun Query Download to Excel								First 1-4 of 4 Last
1	SetID	Vendor	Source	Gov Class	Eff Date	Cert Nbr	Expire Dt	Begin Dt
1	SHARE	CAT0000010	E-VERIFY		06/19/2013	987654321	06/18/2014	06/19/2013
2	SHARE	CAT0000028	E-VERIFY		06/21/2012	852963741	06/20/2013	06/21/2012
3	SHARE	CAT0000003	E-VERIFY		05/15/2013	05051245	05/14/2014	05/15/2013
4	SHARE	CAT0000002	E-VERIFY		06/19/2013	123456	06/18/2014	06/19/2013

SUPPORTING DOCUMENTATION

N/A

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.

