

## ANNOUNCEMENT

**TO:** SHARE Supplier Approvers

**POSTED:** April 13, 2023

**SUBJECT:** SHARE Suppliers Data Clean-Up

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The SHARE Supplier team is diligently working on data clean-up for existing SHARE Suppliers and to help with moving our suppliers to ACH. We know some of the smaller companies that are privately owned may push back, but we need to work with our suppliers, to build trust and migrate those that are receiving check payments to electronic payments. The state policy is listed below for your reference:

*Consistent with the Executive Order Regarding the prompt and efficient payment for goods and services provided to the State, revised, and issued 12/21/10, agencies, departments, and institutions shall utilize electronic disbursement methods, consistent with O.C.G.A 50-5B-3(3) for payments to contractors/vendors.*

The SHARE Supplier team has generated spreadsheets for SHARE Suppliers that have received check payments for the 1<sup>st</sup> Quarter of 2023. The files have been placed in your respective Supplier folders on the FTP server for download. The spreadsheets are sorted based on the greatest amount of spending to the least amount of spending.

We acknowledge that you are very busy; however, this is an important step in reducing the cost of paper checks and being compliant with state policy.

Please let us know if you have any issues with the files or suppliers as you navigate through this opportunity for improvement.

If you have any questions, please submit a ticket to [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) for supplier-related questions or to [helpdesk@usg.edu](mailto:helpdesk@usg.edu) for specific questions related to SHARE Suppliers.

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**MORE INFORMATION AND SUPPORT:** For business impact issues, contact the ITS Helpdesk at [helpdesk@usg.edu](mailto:helpdesk@usg.edu) or via the [ITS Customer Services website](#).