

2.	There is a question on the PO header that asks if it is a Service PO or not. By default, it is set to No									
	The buyer will need to select if it is a service PO of	or not.								
	There are 3 possible selections (N/A No Yes) Se	e chart below for details								
	Maintain Purchase Order									
	Business Unit: 40300 PO ID: 0000004752	PO Status: Approved 🗙 Budget Status: Not ChK'd 📼 🃅 🖻								
	Copy From:	Hold From Further Processing								
	✓ Header	-								
	*PO Date: 01/27/2015 Yendor Search *Vendor: AMMILLER&A-001 Vendor Details *Vendor ID: 0000000001 AMMILLER & ASSOCIATES	Doc Tol Status: Not ChKd PO Type: OMP Open Market Purchase Receipt Status: Not Record								
	*Buyer: KIWILLIAMS Q Kiaja Williams 404/463-6220	*Dispatch Method: Print Dispatch								
	PO Reference: Online Src From Req 000001360 Header Details Activity Summary Use Procurement Card PO Defaults Document Status *Service PO Requisitions Edit Comments N/A PO Activities Add ShipTo Comments N/A Yes Yes	Amount Summary Merchandise: 2,500.00 Freight/Tax/Misc.: 0.00 Total Amount: 2,500.00 USD								
	Add Items From Purchasing Kit Catalog	Select Lines To Display Line: Q To: Q Retrieve								
	Lines / Details Ship To/Due Date Statuses item information Attributes BFQ Contr	Customize Find View All 코니 # First 🖬 1 of 1 🖬 Last								
	Line Description P0 Qty *UOM Categor	ry Price Merchandise Amount Status								



	Services PO	PO Amount	Comments	
	N	Any Amount	The buyer will select NO and	
		1	nothing additional needed.	
	Y	Greater than or equal \$2500	The buyer will select YES and	
			select the hyperlink. Buyer is	
			required to input information in link.	
	N/A	Any Amount	This option should be selected if it	
			is a services PO below \$2500. This	
			option should also be used for	
			those services PO that are over	
			\$2500 but are exempt from	
			reporting. The buyer will select N/A	
			Buyer has option to add information	
			on eVerify Details page if they	
			prefer	
	0.0		prefer.	
3.	If the eVerification information	is required, the buyer will se	elect the eVerify link that is located	
	heneath the Service PO questic	n		
	Service i o questie			
	Maintain Purchase Order			
	Purchase Order			
	Business Unit: 40300	PO Sta	atus: Approved X	
	PO ID: 0000004752	Budge	t Status: Not ChK'd	
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	Copy From:	L Ho	ld From Further Processing	_
	▼ Header	D T-1	Not Child	
	*PO Date: 01/27/2015	ndor Search Doc To	i status:	
	*Vendor: AMMILLER&A-001 Q Ven	ndor Details PO Typ	e: OMP Open Market Purchase	
		MILLER & ASSOCIATES Receip	t Status: Not Recvd	
		aja Williams 404/463-6220 "Dispate		
	PO Reference: Online Src From Req 000000	11360 Amoun	andise: 2,500,00	
	PO Defaults Document Status	*Service PO Vec	/Tax/Misc.: 0.00 Calculate	
	Requisitions Edit Comments	Total Al	mount: 2,500.00 USD	
	<u>Add Ship to Comments</u>	<u>E Verify</u> Encum	brance Balance:	_
				_
	Add Items From	Select L	ines To Display	
	Purchasing Kit Catalog	Line:	Q To: Q Retrieve	_
	Lines Detaile I Shin To/Due Date I Statuege I Ham Inform	ation I Attributes I DEO I Contract I Deceiving	Customize Find View All 🖾 🎫 First 🗳 1 of 1	Last
			Merchandise at the	
	Line Description PO	Quy Toom Category P	Amount Status	
	1 PO Line for everify	1.0000 EA 🔍 05505 🔍 🖏 2	2500.00000 2,500.00 Active 📿 🔯	+. -
				_
4.	The eVerify Details page will loa	ad and the buyer will be able	e to enter eVerify information.	
	, 10	,		



	e Verify Details	1018. 000004732							
	Vendor Exempt:	Date of Co	ntract:						
	e Verify Number:	Contract II	D:						
	Comments:	Service Ar	mount:						
	OK Cancel Refresh								
5.	Depending on how you a	nswer the questions, some fields ma	ay or may not be required. See table						
	below for details.								
	**If there is no related contract, then the contract id field can be used to store the PO id for								
	**If there is no related c	ontract, then the contract id field ca	n be used to store the PO id for						
	**If there is no related c	ontract, then the contract id field ca nat for PO should be <bu> <10 digit I</bu>	n be used to store the PO id for $PO_1 d_2 = 0.0000000000000000000000000000000000$						
	**If there is no related c reporting purposes. Forr	ontract, then the contract id field ca nat for PO should be <bu>.<10 digit I</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752).						
	**If there is no related c reporting purposes. Forr	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752).						
	**If there is no related c reporting purposes. Forn Service PO	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules						
	**If there is no related c reporting purposes. Forn Service PO N/A	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required.						
	**If there is no related c reporting purposes. Forn Service PO N/A No	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required.						
	**If there is no related c reporting purposes. Forr Service PO N/A No	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract,						
	**If there is no related c reporting purposes. Forn Service PO N/A No Yes	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No No</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount						
	**If there is no related c reporting purposes. Forn Service PO N/A No Yes	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No No</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields.						
	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No No Yes</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required.						
	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A No	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No Yes Yes</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required. No validation required.						
	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A No	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No Yes Yes</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required. No validation required. Date of Contract, Contract ID						
	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A No Yes	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I <u>eVerify Vendor Exempt</u> No No Yes Yes Yes</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required. No validation required. Date of Contract, Contract ID and Service amount are						
	**If there is no related c reporting purposes. Forn Service PO N/A No Yes	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No No</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service and are required fields.						
	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A No Yes	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No Yes Yes Yes</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required. Date of Contract, Contract ID and Service amount are						
	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A No Yes	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I <u>eVerify Vendor Exempt</u> No No Yes Yes Yes</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required. No validation required. Date of Contract, Contract ID and Service amount are required fields.						
	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A No Yes	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I <u>eVerify Vendor Exempt</u> No No Yes Yes Yes</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required. No validation required. Date of Contract, Contract ID and Service amount are required fields.						
6.	**If there is no related c reporting purposes. Forn <u>Service PO</u> N/A No Yes N/A No Yes Once you have entered t	ontract, then the contract id field can nat for PO should be <bu>.<10 digit I eVerify Vendor Exempt No No No Yes Yes Yes he information, you can save the page</bu>	n be used to store the PO id for PO id> (ie. 40300.0000004752). Rules No validation required. No validation required. eVerify #, Date of Contract, Contract ID and Service amount are required fields. No validation required. Date of Contract, Contract ID and Service amount are required fields. ge. The information will be stored.						



	Maintain Purchase Order	
	Purchase Order	
	Business Unit: 40300	PO Status: Approved X
	PO ID: 0000004752	Budget Status: Not Chk'd 📆 📅 🖻
	Copy From:	Hold From Further Processing
	▼ Header	
	*PO Date: 01/27/2015 Vendor Search	Doc Tol Status: Not ChKd
	*Vendor: AMMILLER&A-001 Q Vendor Details	PO Type: OMP Open Market Purchase
	*Vendor ID: 000000001 Q AM MILLER & ASSOCIATES	Receipt Status: Not Recvd
	*Buyer: KIWILLIAMS Q Kiaja Williams 404/463-6220	*Dispatch Method: Print Dispatch
	PO Reference: Online Src From Reg 0000001360	Amount Summary
	Header Details Activity Summary Use Procurement Card	Freight/Tay/Misc : 0.00 Calculate
	Requisitions Edit Comments *Service PO Yes V	Total Amount: 2 500 00 USD
	PO Activities Add ShipTo Comments E Verify	Encumbrance Balance:
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0	Cale at the state of the selected Comparements have a which	
δ.	Select the Use Standard Comments hyperlink.	
	PO Header Comments	
	Business Unit: 40300 PO ID: 0000004752	Vendor: AMMILLER&A-001
	Batting 1	
	Retrieve Active Comments Only	
	*Sort Method: Comment Time Stamp V	*Sort Sequence: Ascending Sort
	Comments	Find <u>View All</u> First 🖬 2 of 3 🕨 Last
	Use Standard Comments	Comment Status: Active Inactivate
	Send to Vendor Show at Receipt	
	Show at Voucher Approval Justification	
	Associated Document	
		Attack Delate Delate
	Attachment:	Attach View Delete Email
	From -> PO 40300-0000004752	
9	Select PO as the Comment Type and EVEY as the C	Comment ID. Click OK.
5.		



9.2.38	eVerify	Information	on	PO
	H	leader		

	Standard Comments
	Comments
	*Action: Copy Comment
	Comment Type: PO Q Comment ID: EVFY Q
	*Effective Date: 03/12/2015 *Status: Active •
	Description: eVerify Affidavit
	Short Desc: eVerify
	Comments: O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contractfor the physical performance of services unless the contractor registers and participates in the federal work authorization program. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor"
10.	Add Attachment and click OK. PO Header Comments Business Unit: 40300 PO ID: 0000004752 Vendor: AMMILLER&A-001
	Retrieve Active Comments Only Retrieve
	*Sort Method: Comment Time Stamp
	Comments Find View All First I 2 of 3 Last
	Use Standard Comments Comment Status: Active Inactivate +
	O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contractfor the physical performance of services unless the contractor registers and participates in the federal work authorization program. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor"
	Send to Vendor 1. Add
	Show at Voucher Attachment
	Associated Document
	Attachment: 2. Click Attach View Delete Email
	OK Cancel Refresh



	Business Unit:	40300	PO ID:	0000004752	Vendor:	AMMILLER	&A-001			
	Retrieve Activ	e Comments C	Dnly Re	etrieve						
	*Sort Method:	Comment T	ïme Stamp	▼	*Sort Sequence	: As	scending	Ŧ	Sort	
	Comments					ļ	Find View A	<u>First</u>	2 of 3	Last
	Use Standard Cor	mments			Comment State	us:	Active	In	activate	+
	O.C.G.A. §13-10- services unless th service is conside	91(b)(1) states, ne contractor re ered by a public	in part, "A public er gisters and particip : employer, the bid :	mployer shall n ates in the fede shall include a	ot enter into a contr eral work authorizat signed, notarized a	actfor the p ion program. ffidavit from ti	hysical perfo Before a bio he contracto	ormance o I for any su r"	f 🛃	
	Send to Vend	lor cher	Show at Re	eceipt Iustification						
	Associated Doc	ument								
	Attachment:	Desert.jpg	1		Attach	View	Delete	E	mail	
11. T	OK Cano	that can b	pe run to get	a list of PC)s that have e	Verify in	formatic	on. Tha	t quer	y nar
11. T is	OK Cano here is a query OPO091_EVEI	that can k	pe run to get a	a list of PC)s that have e	Verify inf	formatic	n. Tha	t quer	y nar
11. T is	OK Cano here is a query opO091_EVEI Query Select Query Name	that can k RIFY .	be run to get a	a list of PC	Ds that have e	Verify int	formatic	on. Tha	t quer First 🕅	y nar
11. T is	OK Cano here is a query oPO091_EVEI Query Select Query Name OPO091_EVER	that can b RIFY.	De run to get	a list of PC	Ds that have e	Customize Customize Edit <u>Run to</u> HTML Edit <u>HTML</u>	formatic	on. Tha	t quer First C	y nar
11. T is	OK Cano here is a query oPO091_EVEI Query Select Query Name OPO091_EVER	that can b r that can b RIFY.	pe run to get a	a list of PC	Ds that have e	Customize Customize Calit Run to HTML Calit HTML	formatic	on. Tha	t quer	y nar
11. T is	OK Cano here is a query oPO091_EVEI Query Select Query Name OPO091_EVER nter the BU an	that can b that can b RIFY.	be run to get a	a list of PC	Ds that have e	Customize Customize Edit Run to HTML dit HTML View Res	formatic	on. Tha I <mark>I I I IIIIIIIIIIIIIIIIIIIIIIIIIIIII</mark>	t quer First thedule	y nar
11. T is . E	OK Cano here is a query oPO091_EVEI Query Select Query Name OPO091_EVER Inter the BU an OPO091_EVER	that can b that can b RIFY.	escr /erify Contractor Rep ge that you w	a list of PC	Ds that have e	Customize Customize Edit Run to HTTML Edit HTML View Res	formatic	on. Tha	t quer	y nar
11. T is . El	OK Cano here is a query oPO091_EVEI Query Select Query Name 0PO091_EVER nter the BU an 0PO091_EVERIN	cel Refresh	escr /erify Contractor Re ge that you w fy Contractor	a list of PC	Ds that have e	Customize Customize Custom	formatic	on. Tha	t quer	y nar
11. T is	OK Cano here is a query oPO091_EVER Query Select Query Name OPO091_EVER nter the BU an OPO091_EVER Date Fro	cel Refresh v that can b RIFY. d date ran FY - E-Veri Jnit 48400 om 01/01/202 To 06/30/202	escr /erify Contractor Rep ge that you w fy Contractor	a list of PC	Ds that have e	Customize Customize Edit Run to HTML Customize HTML View Res	formatic	on. Tha	t quer	y nar
	OK Cano here is a query oPO091_EVEI Query Select Query Name 0PO091_EVER nter the BU an OPO091_EVERING U Date Fro Date Origin (Enter % for a	cel Refresh	De run to get a	a list of PC	Ds that have e	Customize Customize Calit Run to HTML Calit HTML	formatic	on. Tha	t quer	y nar
	OK Canc here is a query oPO091_EVEI Query Select Query Name OPO091_EVER nter the BU an OPO091_EVER Nter the BU an OPO091_EVER U Date Fro Date Origin (Enter % for a View Results	cel Refresh v that can b x that can b RIFY. QUEY d date ran FY - E-Veri Jnit 48400 om 01/01/202 To 06/30/202 all)	ee run to get a	a list of PC	os that have e	Customize Customize Calit Run to HTML Calit HTML	formatic	on. Tha	t quer	y nar

Rov	v Unit	PO No.	Buyer Name	Origin	PO Status	Vendor ID	Legal Name of Contractor	Legal Address 1 of Contractor	Legal Address 2 of Contractor	City	State	Zip Code	eVerify #	Exempt Y/N	Contract Date	Contract ID	Service Amount
1	48400	0000251654	McKenzie Mathison	133	Complete	0000003084	A & B HEATING & COOLING CO INC	ATTN ROBERT	110 CRAWLEY STREET	THOMASTON	GA	30286- 2808	411187	N	05/12/2021	48400-133-0000251654	7518.000
2	48400	0000249811	Kimberly Lyda	410	Complete	0000156182	A C DIRT WORKS INC	& A C DIRT WORKS INC	PO BOX 365	VIENNA	GA	31092	361367	N	04/05/2021	48400-410-DOT0000910-001	1160.000
3	48400	0000246614	Minerva Tirado	153	Complete	0000628910	AAA WELDERS INC	3410 CYPRESS MILL RD 151		BRUNSWICK	GA	31525	1422437	N	01/25/2021	246614	3400.000
4	48400	0000251891	Karen Montgomery	173	Complete	0000081662	ACE ELECTRIC INC	4387 INNER PERIMETER ROAD		VALDOSTA	GA	31602	126509	N	05/19/2021	000000000000000000000000000000000000000	2564.490
5	48400	0000253157	Beth Bohannon	460	Dispatched	0000524928	AGILEASSETS INC	3144 BEE CAVES RD		AUSTIN	TX	78746	159103	N	06/15/2021	48400-460-0000049340-001	300000.000
6	48400	0000249658	Minerva Tirado	154	Complete	0000323868	ASCENDUM MACHINERY INC	9115 HARRIS CORNERS PKWY STE 450		CHARLOTTE	NC	28269	109002	N	03/31/2021	249658	6252.930
7	48400	0000246809	Vickie Johnson	154	Complete	0000323868	ASCENDUM MACHINERY INC	9115 HARRIS CORNERS PKWY STE 450		CHARLOTTE	NC	28269	109002	N	01/28/2021	246809	6354.930
8	48400	0000249992	Timothy Swink	105	Complete	0000594884	ASPHALT PAVING SYSTEMS INC	PO BOX 530	500 N EGG HARBOR AVENUE	HAMMONTON	NJ	08037	733293	N	04/08/2021	48400-410-0000034480-046	569632.450
9	48400	0000248675	Timothy Swink	105	Complete	0000594884	ASPHALT PAVING SYSTEMS INC	PO BOX 530	500 N EGG HARBOR AVENUE	HAMMONTON	NJ	08037	733293	N	03/10/2021	48400-410-0000034480-046	213493.000
10	48400	0000246284	Haley Budrys	122	Complete	0000594884	ASPHALT PAVING SYSTEMS INC	PO BOX 530	500 N EGG HARBOR AVENUE	HAMMONTON	NJ	08037	733293	N	01/14/2021	48400-410-0000034480-046	105856.500
11	48400	0000252757	Timothy Swink	105	Complete	0000594884	ASPHALT PAVING SYSTEMS INC	PO BOX 530	500 N EGG HARBOR AVENUE	HAMMONTON	NJ	08037	733293	N	06/14/2021	48400-410-0000034480-046	139083.000
12	48400	0000249991	Timothy Swink	105	Complete	0000594884	ASPHALT PAVING SYSTEMS INC	PO BOX 530	500 N EGG HARBOR AVENUE	HAMMONTON	NJ	08037	733293	N	04/10/2021	48400-410-0000034480-046	567937.450
									500 N 500								