



## 9.2.38 eVerify Information on PO Header

	<p>This document outlines the process the PO Buyer uses to update the PO header with the eVerify information for an applicable Service PO.</p>																
<p>1.</p>	<p>eVerify information can be added to any existing PO that is accessible through the Add/Update POs page. That means that the PO is not closed or cancelled. On the Home Page, click on the Purchasing tile. Then click on Add/Update POs.</p>																
	<p>2.</p> <p>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 or not.</p> <p>There are 3 possible selections (N/A, No, Yes). See chart below for details.</p> <div data-bbox="370 709 1523 1348" data-label="Complex-Block"> <p><b>Maintain Purchase Order</b>  <b>Purchase Order</b></p> <p>Business Unit: 40300      PO ID: 0000004752</p> <p>PO Status: Approved      Budget Status: Not Chk'd</p> <p>Copy From: [Dropdown]  <input type="checkbox"/> Hold From Further Processing</p> <p><b>Header</b></p> <p>*PO Date: 01/27/2015 [BT] <a href="#">Vendor Search</a>      *Vendor: AMMILLER&amp;A-001 [Q] <a href="#">Vendor Details</a>      *Vendor ID: 0000000001 [Q] A M MILLER &amp; ASSOCIATES      *Buyer: KIWILLIAMS [Q] Kiaja Williams 404/463-6220</p> <p>PO Reference: Online Src From Req 0000001360  <a href="#">Header Details</a> <a href="#">Activity Summary</a> <a href="#">Use Procurement Card</a>  <a href="#">PO Defaults</a> <a href="#">Document Status</a>  <a href="#">Requisitions</a> <a href="#">Edit Comments</a>  <a href="#">PO Activities</a> <a href="#">Add ShipTo Comments</a></p> <p>*Service PO: No [v]      N/A      No      Yes</p> <p>Doc Tol Status: Not Chk'd      PO Type: OMP Open Market Purchase      Receipt Status: Not Recvd      *Dispatch Method: Print [v] <a href="#">Dispatch</a></p> <p><b>Amount Summary</b></p> <p>Merchandise: 2,500.00      Freight/Tax/Misc.: 0.00 <a href="#">Calculate</a>      Total Amount: 2,500.00 USD      Encumbrance Balance:</p> <p>Add Items From: <a href="#">Purchasing Kit</a> <a href="#">Catalog</a></p> <p>Select Lines To Display      Line: [ ] To: [ ] <a href="#">Retrieve</a></p> <p><b>Lines</b></p> <p>Details   Ship To/Due Date   Statuses   Item Information   Attributes   BFO   Contract   Receiving</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>PO Qty</th> <th>*UOM</th> <th>Category</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PO Line for eVerify</td> <td>1.0000</td> <td>EA</td> <td>05505</td> <td>2500.00000</td> <td>2,500.00</td> <td>Active</td> </tr> </tbody> </table> </div>	Line	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	1	PO Line for eVerify	1.0000	EA	05505	2500.00000	2,500.00	Active
Line	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status										
1	PO Line for eVerify	1.0000	EA	05505	2500.00000	2,500.00	Active										







### 9.2.38 eVerify Information on PO Header

Services PO	PO Amount	Comments
N	Any Amount	The buyer will select NO and 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 and nothing additional needed. Buyer has option to add information on <a href="#">eVerify</a> Details page if they prefer.

3. If the eVerification information is required, the buyer will select the eVerify link that is located beneath the Service PO question.

**Maintain Purchase Order**  
**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  [Vendor Search](#)  
 \*Vendor: AMMILLER&A-001  [Vendor Details](#)  
 \*Vendor ID: 0000000001  A.M MILLER & ASSOCIATES  
 \*Buyer: KIWILLIAMS  Kiaja Williams 404/463-6220

PO Reference: Online Src From Req 0000001360

[Header Details](#) [Activity Summary](#) [Use Procurement Card](#)  
[PO Defaults](#) [Document Status](#) \*Service PO Yes   
[Requisitions](#) [Edit Comments](#) [E Verify](#)   
[PO Activities](#) [Add ShipTo Comments](#)



Doc Tol Status: Not Chk'd  
 PO Type: OMP Open Market Purchase  
 Receipt Status: Not Recvd  
 \*Dispatch Method:  [Print](#) [Dispatch](#)







**Amount Summary**

Merchandise: 2,500.00  
 Freight/Tax/Misc.: 0.00 [Calculate](#)  
 Total Amount: 2,500.00 USD  
 Encumbrance Balance:

Add Items From: [Purchasing Kit](#) [Catalog](#)

Select Lines To Display  
 Line:  To:  [Retrieve](#)

**Lines** Customize | Find | View All |   First 1 of 1 Last

Line	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	PO Line for <a href="#">eVerify</a>	1.0000	EA 	05505 	2500.00000 	2,500.00	Active   

4. The eVerify Details page will load and the buyer will be able to enter eVerify information.



### 9.2.38 eVerify Information on PO Header

	<div style="border: 1px solid black; padding: 5px;"> <p><a href="#">Maintain Purchase Order</a> <b>e Verify Details</b></p> <p>Business Unit: 40300      PO ID: 0000004752</p> <p><b>e Verify Details</b></p> <p>Vendor Exempt: <input type="checkbox"/> <input type="text"/></p> <p>e Verify Number: <input type="text"/></p> <p>Comments: <input type="text"/></p> <p>Date of Contract: <input type="text"/> <input type="text"/></p> <p>Contract ID: <input type="text"/></p> <p>Service Amount: <input type="text"/></p> <p>OK   Cancel   Refresh</p> </div>																					
5.	<p>Depending on how you answer the questions, some fields may or may not be required. See table below for details.</p> <p>**If there is no related contract, then the contract id field can be used to store the PO id for reporting purposes. Format for PO should be &lt;BU&gt;.&lt;10 digit PO id&gt; (ie. 40300.0000004752).</p> <table border="1" data-bbox="375 978 1511 1341"> <thead> <tr> <th>Service PO</th> <th>eVerify Vendor Exempt</th> <th>Rules</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>No</td> <td>No validation required.</td> </tr> <tr> <td>No</td> <td>No</td> <td>No validation required.</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>eVerify #, Date of Contract, Contract ID and Service amount are required fields.</td> </tr> <tr> <td>N/A</td> <td>Yes</td> <td>No validation required.</td> </tr> <tr> <td>No</td> <td>Yes</td> <td>No validation required.</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td>Date of Contract, Contract ID and Service amount are required fields.</td> </tr> </tbody> </table>	Service PO	eVerify Vendor Exempt	Rules	N/A	No	No validation required.	No	No	No validation required.	Yes	No	eVerify #, Date of Contract, Contract ID and Service amount are required fields.	N/A	Yes	No validation required.	No	Yes	No validation required.	Yes	Yes	Date of Contract, Contract ID and Service amount are required fields.
Service PO	eVerify Vendor Exempt	Rules																				
N/A	No	No validation required.																				
No	No	No validation required.																				
Yes	No	eVerify #, Date of Contract, Contract ID and Service amount are required fields.																				
N/A	Yes	No validation required.																				
No	Yes	No validation required.																				
Yes	Yes	Date of Contract, Contract ID and Service amount are required fields.																				
6.	Once you have entered the information, you can save the page. The information will be stored.																					
7.	If an eVerify affidavit needs to be attached, it can be added to the header by clicking on the Edit Comments hyperlink (or Add Comments if no comments exist).																					



### 9.2.38 eVerify Information on PO Header

Maintain Purchase Order

**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 [Vendor Search](#)  
 \*Vendor: AMMILLER&A-001 [Vendor Details](#)  
 \*Vendor ID: 0000000001 A M MILLER & ASSOCIATES  
 \*Buyer: KIWILLIAMS [Kiaja Williams 404/463-6220](#)

PO Reference:   
[Header Details](#) [Activity Summary](#) [Use Procurement Card](#)  
[PO Defaults](#) [Document Status](#) \*Service PO  Yes  No [E Verify](#)  
[Requisitions](#) [Edit Comments](#) [Add ShipTo Comments](#)

Doc Tol Status: Not Chk'd  
 PO Type: OMP Open Market Purchase  
 Receipt Status: Not Recvd  
 \*Dispatch Method:

**Amount Summary**

Merchandise: 2,500.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 2,500.00 USD  
 Encumbrance Balance:

8. Select the Use Standard Comments hyperlink.

**PO Header Comments**

Business Unit: 40300 PO ID: 0000004752 Vendor: AMMILLER&A-001

Retrieve Active Comments Only

\*Sort Method:  \*Sort Sequence:

**Comments** Find | View All First 2 of 3 Last

[Use Standard Comments](#) Comment Status: Active

Send to Vendor  Show at Receipt  
 Show at Voucher  Approval Justification

**Associated Document**

Attachment:     Email

From -> PO 40300-0000004752

9. Select PO as the Comment Type and EVFY as the Comment ID. Click OK.



### 9.2.38 eVerify Information on PO Header

**Standard Comments**

**Comments**

\*Action:

Comment Type:  Comment ID:

\*Effective Date:  \*Status:

Description:

Short Desc:

Comments:  
O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contract...for 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

\*Sort Method:  \*Sort Sequence:

**Comments** Find | View All First 2 of 3 Last

[Use Standard Comments](#) Comment Status:

O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contract...for 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  Show at Receipt  
 Show at Voucher  Approval Justification

**Associated Document**

Attachment:     Email

**1. Add Attachment**

**2. Click OK**



## 9.2.38 eVerify Information on PO Header

**PO Header Comments**

Business Unit: 40300 PO ID: 0000004752 Vendor: AMMILLER&A-001

Retrieve Active Comments Only Retrieve

\*Sort Method:  \*Sort Sequence:  Sort

**Comments** Find | View All First 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 contract...for 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  Show at Receipt  
 Show at Voucher  Approval Justification

**Associated Document**

Attachment: Desert.jpg Attach View Delete  Email

OK Cancel Refresh

11. There is a query that can be run to get a list of POs that have eVerify information. That query name is **OPO091\_EVERIFY**.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	OPO091_EVERIFY	eVerify Contractor Report	Public		Edit	HTML	Excel	XML	Schedule

12. Enter the BU and date range that you want to search and click View Results.

### OPO091\_EVERIFY - E-Verify Contractor Report

Unit

Date From  31

Date To  31

Origin (Enter % for all)

View Results

Results will be displayed.

Row	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	000003084	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	00000000000000000000000001	2564.490
5	48400	0000253157	Beth Bohannon	460	Dispatched	0000524928	AGILEASSETS INC	3144 BEE CAVES RD		AUSTIN	TX	78746	159103	N	06/15/2021	48400-460-000049340-001	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