# 9.2.38 Quick Reference Guide
# Contract Agreement for eVerify Information

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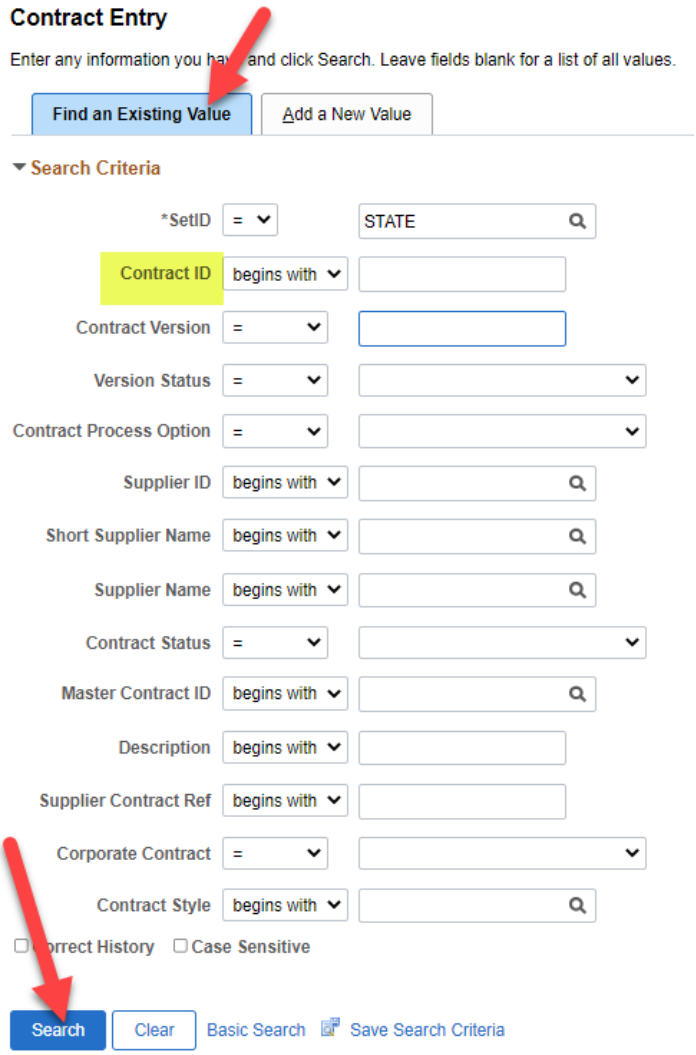
| | This document outlines the process the Contract Administer uses to create a Contract Agreement to store a Supplier's eVerify ID, exempt status, and yearly contract amount. |
| 1. | Navigation: NavBar > Navigator > Supplier Contracts > Create Contracts and Documents > Contract Entry OR Procurement tile > Supplier Contracts > Contract Entry |

Enter the Contract ID and click on the yellow Search button.



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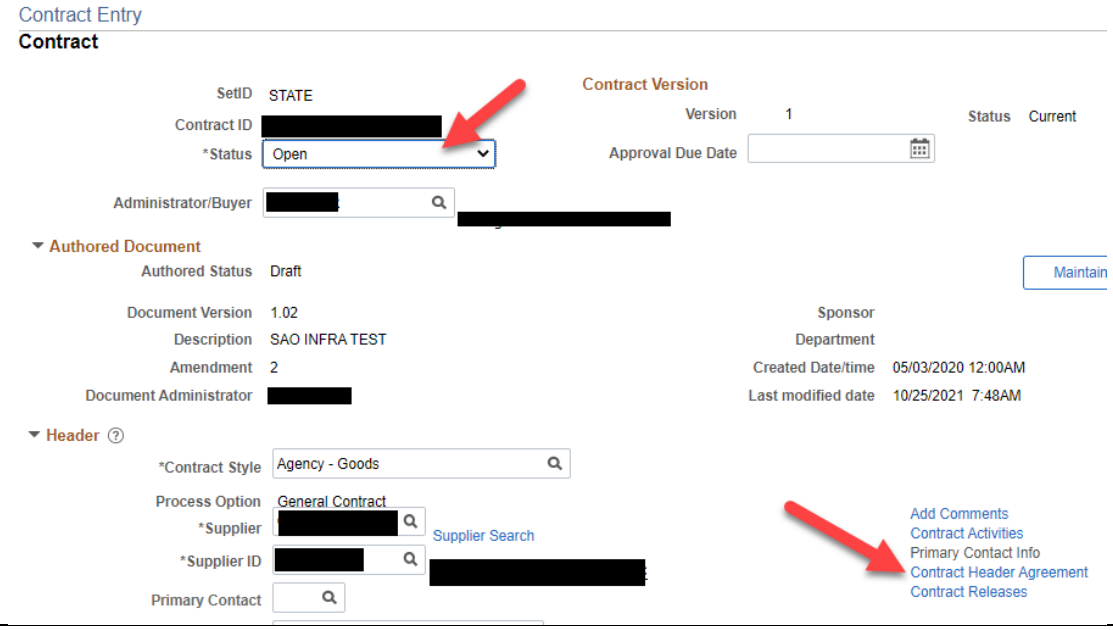
| 2. | Change the status of the contract to Open. Click the blue Contract Header Agreement link. |



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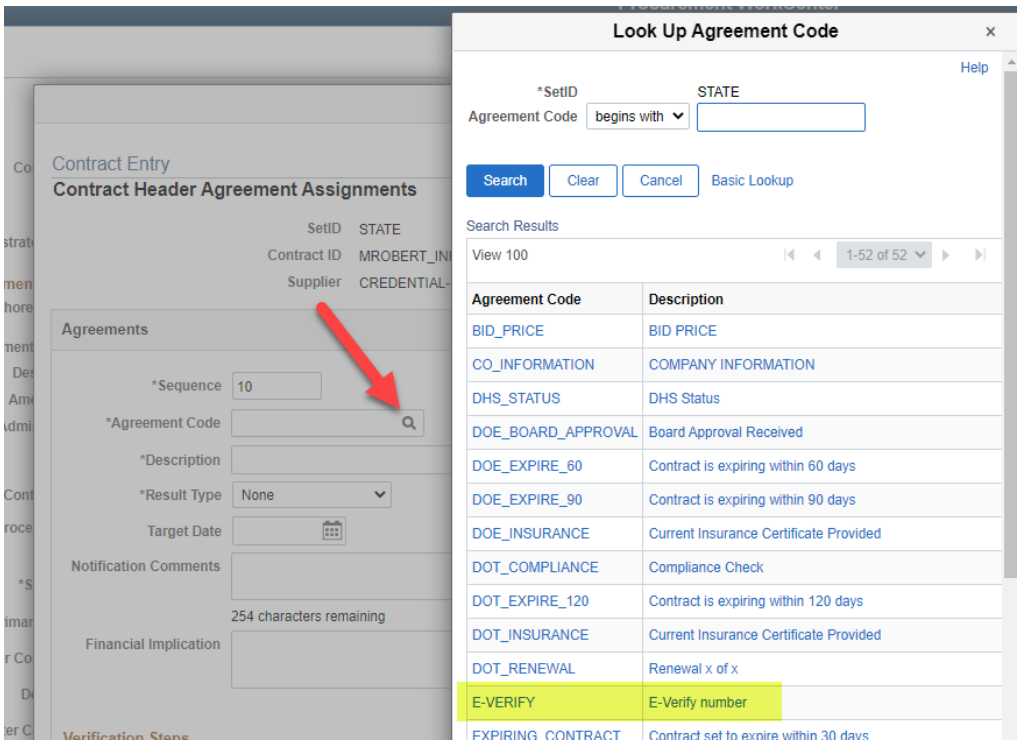
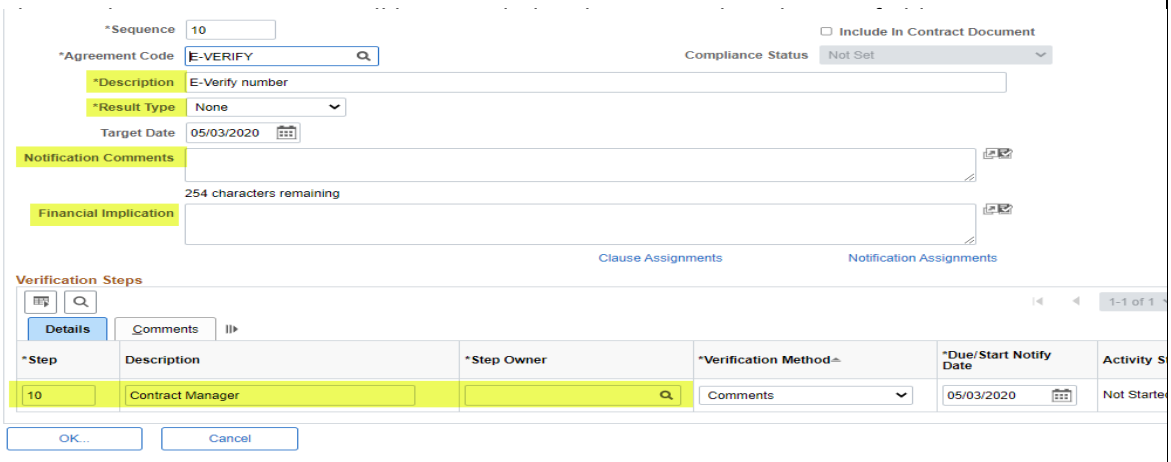
| 3. | Select E-VERIFY as the Agreement Code by clicking on the magnifying glass. |




The eVerify ID number assigned to the Supplier should be recorded in the Description field. This field is mandatory.

Select None from the Result Type dropdown. This field is mandatory.

The exempt status, Y or N, of the supplier will be recorded in the Notification Comments field.



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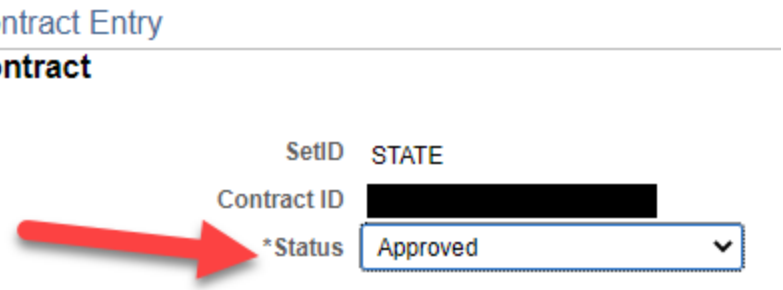
| | Step 10 of the Verification Steps completion is mandatory. Assign this step to the Contract Manager. The Verification Method will default to Comments |
| 4. | When all fields have been entered, click the OK button at the bottom of the screen.<br> |
| 5. | On the Contract Header page, change the status of the contract back to Approved.<br>  |

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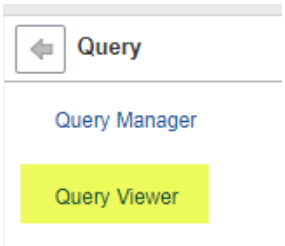
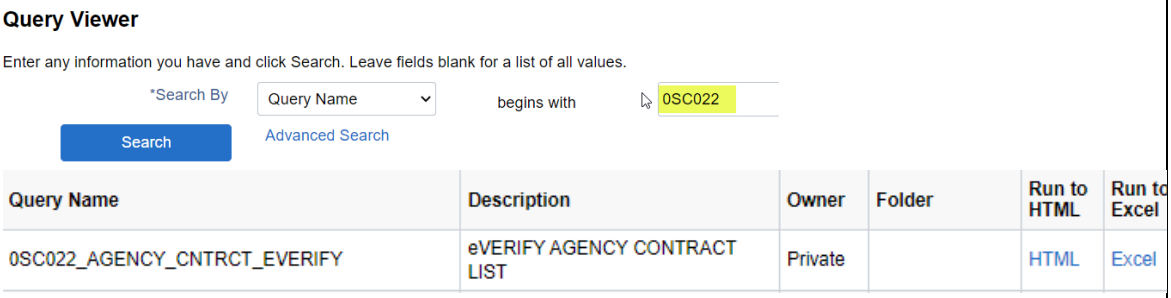
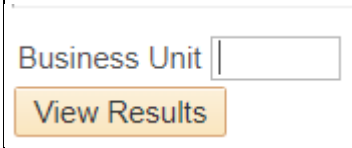
| 6. | Click on the Save button at the bottom on the Contract Header page to save the new Contract Agreement.<br><br> |
| 7. | Run the query that provides a listing of all contracts with eVerify Contract Agreements set up. |
| 8. | Navigate to the Query Viewer. Reporting Tools > Query > Query Viewer<br><br>  <br><br>Search for Query 0SC022_AGNCY_CNTRCT_EVERIFY_REPORT. Click on the blue Excel icon to send the query results to an Excel spreadsheet.<br><br>  <br><br>Enter the Business Unit and click on the View Results button.<br><br>  |