



## 9.2.38 Quick Reference Guide Contract Agreement for eVerify Information

	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.	<p>Navigation: NavBar &gt; Navigator &gt; Supplier Contracts &gt; Create Contracts and Documents &gt; Contract Entry OR Procurement tile &gt; Supplier Contracts &gt; Contract Entry</p> <div data-bbox="321 562 1279 787"></div> <p>Enter the Contract ID and click on the yellow Search button.</p> <div data-bbox="308 877 987 1919"><p><b>Contract Entry</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p><b>Search Criteria</b></p><p>*SetID = <input type="text" value="STATE"/> <input type="button" value="Q"/></p><p><b>Contract ID</b> begins with <input type="text"/></p><p>Contract Version = <input type="text"/></p><p>Version Status = <input type="text"/></p><p>Contract Process Option = <input type="text"/></p><p>Supplier ID begins with <input type="text"/> <input type="button" value="Q"/></p><p>Short Supplier Name begins with <input type="text"/> <input type="button" value="Q"/></p><p>Supplier Name begins with <input type="text"/> <input type="button" value="Q"/></p><p>Contract Status = <input type="text"/></p><p>Master Contract ID begins with <input type="text"/> <input type="button" value="Q"/></p><p>Description begins with <input type="text"/></p><p>Supplier Contract Ref begins with <input type="text"/></p><p>Corporate Contract = <input type="text"/></p><p>Contract Style begins with <input type="text"/> <input type="button" value="Q"/></p><p><input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p></div>



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

Contract Entry

**Contract**

SetID	STATE	Contract Version	Version	1	Status	Current
Contract ID	[REDACTED]	Approval Due Date	<input type="text"/>			
*Status	Open					
Administrator/Buyer	[REDACTED]					

▼ Authored Document

Authored Status	Draft	Maintain	
Document Version	1.02	Sponsor	
Description	SAO INFRA TEST	Department	
Amendment	2	Created Date/time	05/03/2020 12:00AM
Document Administrator	[REDACTED]	Last modified date	10/25/2021 7:48AM

▼ Header ⓘ

*Contract Style	Agency - Goods
Process Option	General Contract
*Supplier	[REDACTED]
*Supplier ID	[REDACTED]
Primary Contact	[REDACTED]

[Add Comments](#)  
[Contract Activities](#)  
[Primary Contact Info](#)  
[Contract Header Agreement](#)  
[Contract Releases](#)



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

The screenshot shows a 'Look Up Agreement Code' dialog box. The search criteria are: \*SetID, STATE, Agreement Code begins with. The search results table is as follows:

Agreement Code	Description
BID_PRICE	BID PRICE
CO_INFORMATION	COMPANY INFORMATION
DHS_STATUS	DHS Status
DOE_BOARD_APPROVAL	Board Approval Received
DOE_EXPIRE_60	Contract is expiring within 60 days
DOE_EXPIRE_90	Contract is expiring within 90 days
DOE_INSURANCE	Current Insurance Certificate Provided
DOT_COMPLIANCE	Compliance Check
DOT_EXPIRE_120	Contract is expiring within 120 days
DOT_INSURANCE	Current Insurance Certificate Provided
DOT_RENEWAL	Renewal x of x
<b>E-VERIFY</b>	<b>E-Verify number</b>
EXPIRING CONTRACT	Contract set to expire within 30 days

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.

The screenshot shows the 'Contract Header Agreement Assignments' form. The fields are filled as follows:


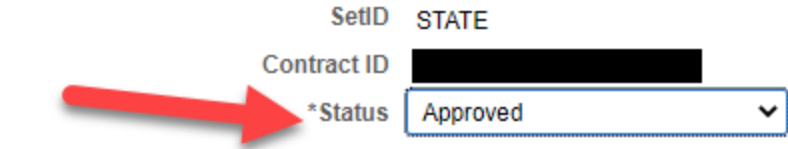
- \*Sequence: 10
- \*Agreement Code: E-VERIFY
- \*Description: E-Verify number
- \*Result Type: None
- Target Date: 05/03/2020
- Notification Comments: (highlighted in yellow)
- Financial Implication: (highlighted in yellow)

At the bottom, the 'Verification Steps' table is shown:

*Step	Description	*Step Owner	*Verification Method	*Due/Start Notify Date	Activity S
10	Contract Manager		Comments	05/03/2020	Not Started


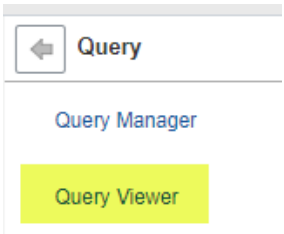


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	Step 10 of the Verification Steps completion is mandatory. Assign this step to the Contract Manager. The Verification Method will default to Comments
4.	When all fields have been entered, click the OK button at the bottom of the screen. 
5.	On the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



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6.	<p>Click on the Save button at the bottom on the Contract Header page to save the new Contract Agreement.</p> <div style="text-align: center; margin-top: 20px;">  </div>												
7.	<p>Run the query that provides a listing of all contracts with eVerify Contract Agreements set up.</p>												
8.	<p>Navigate to the Query Viewer. Reporting Tools &gt; Query &gt; Query Viewer</p> <div style="margin-top: 10px;">  </div> <p style="margin-top: 10px;">Search for Query OSC022_AGENCY_CNTRCT_EVERIFY_REPORT. Click on the blue Excel icon to send the query results to an Excel spreadsheet.</p> <p><b>Query Viewer</b></p> <p style="font-size: small;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="margin-top: 5px;"> <span style="font-size: x-small;">*Search By</span>            <span style="border: 1px solid gray; padding: 2px;">Query Name</span>            <span style="font-size: x-small;">begins with</span>            <span style="border: 1px solid gray; padding: 2px;">OSC022</span> </div> <div style="margin-top: 5px;"> <span style="background-color: #0070C0; color: white; padding: 5px 10px; border: none;">Search</span>    <span style="font-size: x-small; text-decoration: underline;">Advanced Search</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;">Query Name</th> <th style="width: 30%;">Description</th> <th style="width: 10%;">Owner</th> <th style="width: 10%;">Folder</th> <th style="width: 10%;">Run to HTML</th> <th style="width: 10%;">Run to Excel</th> </tr> </thead> <tbody> <tr> <td>OSC022_AGENCY_CNTRCT_EVERIFY</td> <td>eVERIFY AGENCY CONTRACT LIST</td> <td>Private</td> <td></td> <td style="text-align: center;"><a href="#">HTML</a></td> <td style="text-align: center;"><a href="#">Excel</a></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Enter the Business Unit and click on the View Results button.</p> <div style="margin-top: 10px;"> <span style="font-size: large;">Business Unit</span> <input style="width: 100px; height: 20px; border: 1px solid gray;" type="text"/> </div> <div style="margin-top: 5px;"> <span style="background-color: #FFC000; color: white; padding: 5px 15px; border: none;">View Results</span> </div>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	OSC022_AGENCY_CNTRCT_EVERIFY	eVERIFY AGENCY CONTRACT LIST	Private		<a href="#">HTML</a>	<a href="#">Excel</a>
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