Searching a Sponsor or Country in Visual Compliance

Follow these instructions to search for a sponsor or sub in Visual Compliance to conduct a restricted party screening.

Screening Tool - Descartes Visual Compliance Home Page

Descartes Visual Compliance software (VC), an internet based program, is used to complete Restricted Party Screenings.

Visual Compliance is available to all campuses to screen entities, especially foreign entities. This is a strong monitoring tool as statuses of entities, individuals and countries can change frequently. If you screen a sponsor in Visual Compliance, Visual Compliance will send you updates going forward if the status of that entity changes.

Vetting of potential sponsors should be part of any Pre-Award activities and we do require a PDF copy of the Visual Compliance Report for all Foreign Entities prior to adding to the Oracle Sponsor (Customer) File (My Research, Click and PACS).

If you are not already registered, go to https://www.visualcompliance.com/usr and register using your campus email and, if asked, indicate The Research Foundation for the State University of New York when registering as this registration is free to campuses. After you complete the registration form, you will receive a confirmation email from VC and be able to use the software. Once registered, you will receive their newsletter, which includes regularly scheduled training on how to use the tool.

To search a sponsor or country in Visual Compliance:

1. **Login** to https://www.visualcompliance.com/
    a. If an account needs to be created, select the "Register" button and complete the required fields (see page one for more info about registering for VC).
2. Navigate to the "**RPS**" tab in the toolbar. Run each screening request by the person or entities full legal name through VC using the RPS function.

a. Enter entity's full legal name in the "Company" field or individual's full legal name in the "Name" field. Do NOT put additional address or country information into the initial screening request.

b. Select "Fuzzy" and "Level 2".

c. Optional: From drop down Comment box, select the most appropriate category for your screening and as applicable enter any additional information in the explanation field. This is helpful for internal tracking.

d. Make sure that only "Exports" and "Sanctions" are checked.

e. Click the "Screen" button.

3. **Review Search Results**
   a. If "No Matching Records Found" then the screening process is completed.
      i. Click the button to download a "PDF" of the report to save for your records and send to the RFCustomerFileRequest@rfsuny.org inbox as part of your New Customer File Request. You can also email these results to yourself or another individual for your records.

   b. If "Sanctions, embargoes, or risk alerts apply to the country supplied for this entity," then the sponsor needs to be vetted (unless it is a federal-flow through award).