

QUICK REFERENCE GUIDE

Amending an Existing (Non-SWIFT) Contract Document

March 19, 2013

Introduction

SWIFT Supplier Contract Management enables you to create, maintain, and amend contract documents completely online. There may be times, however, when you need to create an amendment in SWIFT for a contract document that was created outside of SWIFT.

This Guide explains the steps necessary to process an online amendment to a contract document that was not created online.

Step 1: Find Existing Contract Shell

In order to create an amendment in SWIFT, you must have an online contract document. If the original document was not created in SWIFT, you must import an electronic version of the document.

Navigation: Supplier Contracts, Create Contracts and Documents, Contract Entry

Search by the Contract ID or other variable to access the Contract Entry page, and then click **Add a Document**. Make sure the status of the contract is set to "Open" when creating the contract document.

The screenshot shows the 'Contract Entry' page in the SWIFT Financial Management System. The page title is 'Contract Entry Contract'. The contract details are as follows:

- SetID: SHARE
- Contract ID: 000000000000000000000050196
- Status: Open (dropdown menu)
- *Administrator/Buyer: 01135035
- Contract Version: 1, Status: Current
- Approval Due Date: (calendar icon)
- Borum, Christopher T
- Add a Document** (button highlighted with a red box)

Below the contract details is a 'Header' section with the following information:

- Process Option: Purchase Order
- Vendor: TECH PRO I-001 (with Vendor Search link)
- *Vendor ID: 0000210736 (with Vendor Search link) - TECH PRO INC.
- *Begin Date: 02/21/2013 (calendar icon)
- Expire Date: 02/28/2013 (calendar icon)
- Renewal Date: (calendar icon)
- Currency: USD (with CRRNT link)
- Primary Contact: (input field)
- Vendor Contract Ref: (input field)
- *Description: 01141
- MMD Contract Release Number/T-Number: 10ATS (with search icon)
- Tax Exempt

On the right side, there are several links: Add Comments, Activity Log, Contract Activities, Document Status, Primary Contact Info, Thresholds & Notifications, Contract Header Agreement, Subcontractors, Contract Releases, and Retention Tracking.

At the bottom, there is an 'Amount Summary' table:

Maximum Amount:	123,176.00	USD
Line Item Released Amount:	0.00	
Category Released Amount:	0.00	
Open Item Released Amount:	0.00	
Total Released Amount:	0.00	
Remaining Amount:	123,176.00	
Remaining Percent:	100.00	

Step 2: Import Existing Contract Document

The required values should already have been completed for this page, including the Contract Administrator, CPV Contract Indicator, Contract Type, Contract Manager, and the Statement of Purpose. Complete any additional optional fields. Click **Import Document**.

When importing a contract document, you have the option to import the executed contract document only, or the executed contract document and one or more executed amendments. This Guide explains how to do both options.

Note: You do not need to select a Configurator ID if you are importing a contract document; SWIFT ignores this field.

Financial Management System
Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry
New Window | Help | Customize Page

Create Document

Source: Purchasing Contracts [Return to Document Search](#) [Return to Contract Entry](#)
SetID: SHARE **Contract ID:** 000000000000000000050196
Vendor: TECH PRO INC
***Document Type:** Professional/Technical Cntrcts ▼
Configurator ID:
Description: 01141
Additional Description:

***Administrator:** Borum, Christopher T
Sponsor:
Financial Department ID: [Review Contract](#)

***CPV Contract Indicator:**
***Contract Type:** [Statement of Purpose](#)
Agency Reference Field 1:
Agency Reference Field 2:
***Contract Manager:**
Additional Approver:
Renewals Authorized (Months):
Renewals Available (Months):
Last Signature Date:
Retention Not to Exceed Amount:

 Use Wizard Responses from Document: (<Select Document>)

[Return to Contract Entry](#)
[Internal Contacts/Signers](#)
[External Contacts/Signers](#)
[Document View Access](#)

Option 1: Import an Existing Contract Document Only (No Executed Amendments)

Indicate what you are importing. The default option is the original contract document only. This option should be used when the only fully executed document you have is the initial contract. If you have already processed any amendments to the contract, please use Option 2, which is explained below in this Guide.

- Enter the contract document Version
- Select “Executed” as the Contract Status
- Enter the date the contract document was executed
- Click **Upload**

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Financial Management System

Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry
New Window | Help | Customize Page

Import Document

SetID: SHARE Contract ID: 0000000000000000000050196
 Vendor: TECH PRO INC

*Document Type: Professional/Technical Cntrts
 Sponsor:
 *Administrator: 01135035 Borum, Christopher T
 Financial Department ID:
 Description: 01141

User Defined Fields

*CPV Contract Indicator: AGY
 *Contract Type: PTK [Statement of Purpose](#)
 Agency Reference Field 1:
 Agency Reference Field 2:
 *Contract Manager: FICAR01
 Additional Approver:
 Renewals Authorized (Months):
 Renewals Available (Months):
 Last Signature Date:
 Retention Not to Exceed Amount:

Import Option

Current Contract/Document
(Current Contract/Document with no formal amendments or history to load.)

Amended Contract
(Single current contract as fully amended requiring an amendment number. History is optional.)

Amended Contract and Amendment
(Current contract as fully amended and a current separate amendment summary file. History is optional.)

Original and Amendment
(Original contract as originally signed and a current separate amendment summary file. History is optional.)

Current Version Customize | Find | First 1 of 1 Last

Basic Info | Details

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document		1	Executed	09/15/2012		Upload	Clear

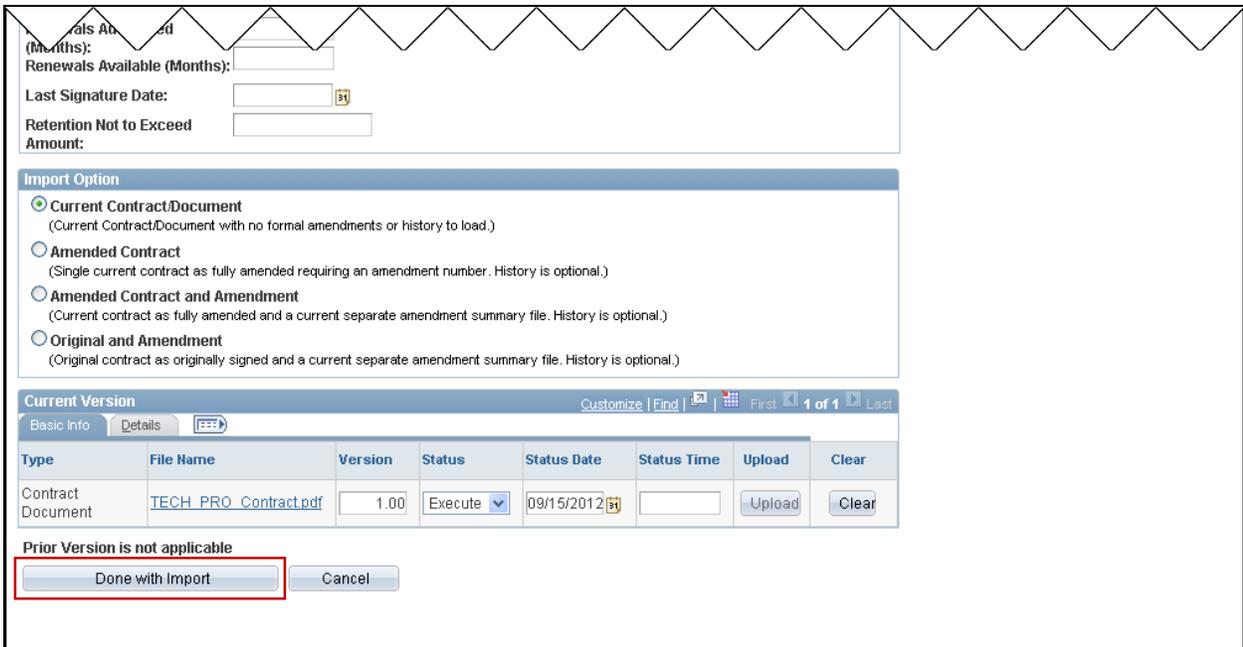
Prior Version is not applicable

Browse for and upload the scanned copy of the existing contract document.

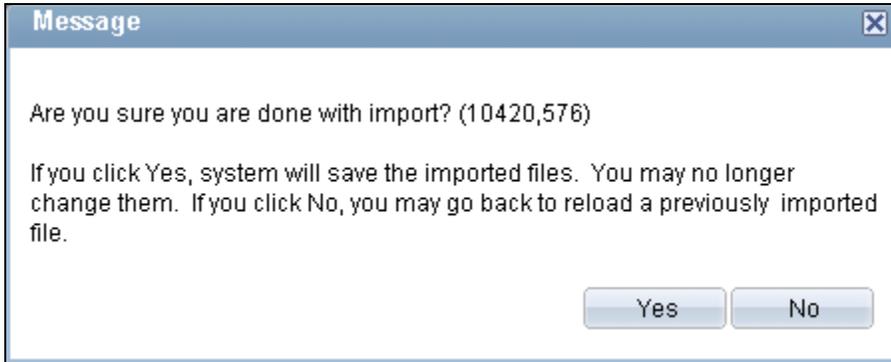


SWIFT adds the file as the contract document. Click **Done with Import** to complete this step.

Note: Once you import the contract document, you can't change the file that was imported. Click the file name to view the file and confirm it is correct. Click **Clear** to remove the file and select another. SWIFT provides a warning at the next step.



SWIFT displays a warning to confirm that you want to import this file as the contract document. Click **Yes** to upload the contract document. Click **No** to reconsider.



SWIFT uploads the file as the contract document and displays the Document Management page. Note that the document status is “Executed” and the page indicates that it is an Imported Document.

Click Create Amendment to begin the SWIFT amendment process.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry

New Window | Help | Customize Page

Document Management

[Return to Document Search](#) | [Return to Contract Entry](#)

SetID: SHARE Contract ID: [00000000000000000000000050196](#)

Vendor: TECH PRO INC

Document Type: Professional/Technical Cntrcts

Description: 01141

Administrator: Borum, Christopher T

Sponsor: Financial Department ID:

Version: 1.00 Created On: 09/15/12 12:00AM [Document Details](#)

Status: Executed Signature Status: New

[Reset to Dispatch](#)

[Create Amendment](#)

Last Modified On: 02/27/13 11:14AM

Executed On: 09/15/12 12:00:00AM

Imported Document

View and Edit Options:

[View Document](#)

[Add Attachments/Related Documents](#)

[Document Version History](#)

Review and Approval:

[Internal Contacts](#)

[External Contacts/Signers](#)

[Document View Access](#)

[Electronic Signature Setup](#)

[Electronic Signature Details](#)

[Review Contract](#)

Other Document Actions:

[Send to Contacts](#)

[Deactivate Document](#)

SWIFT opens the *Create an Amended Version* page.

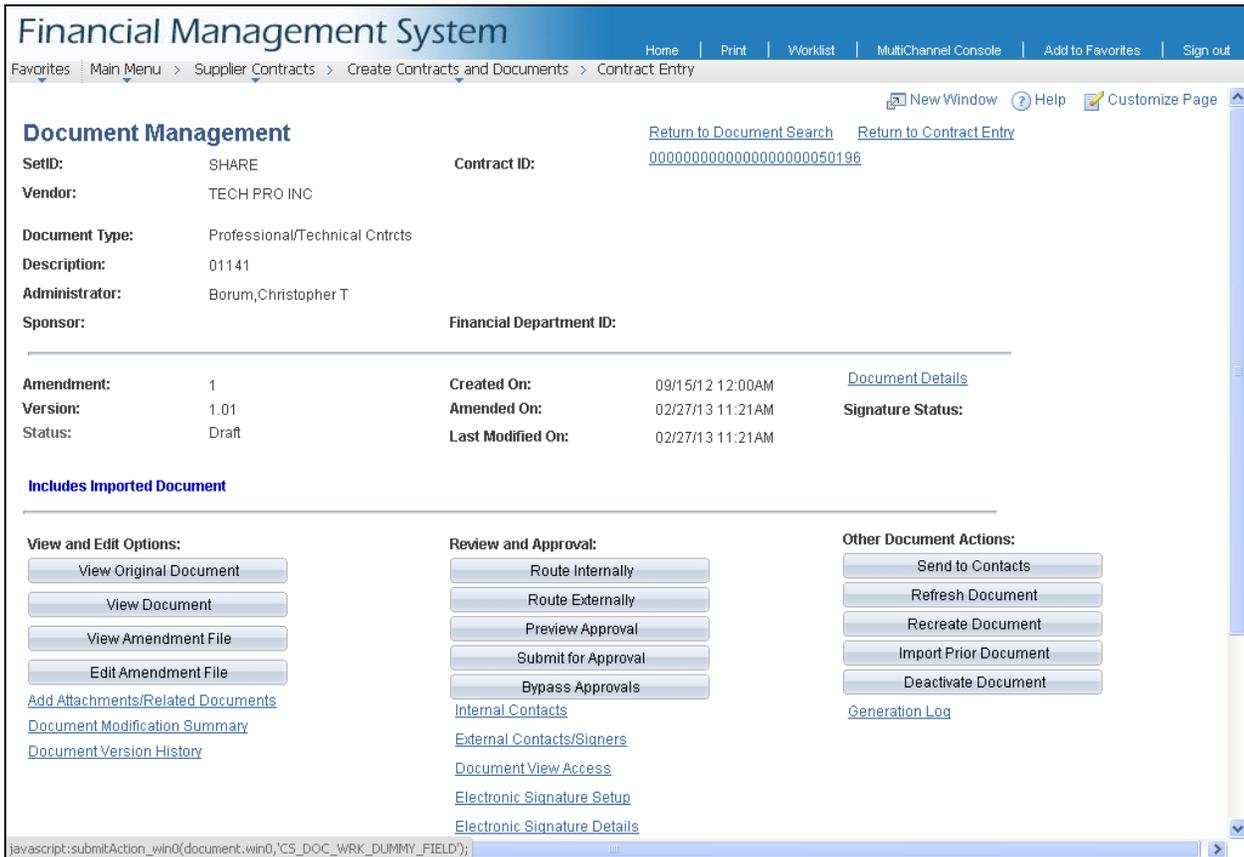
- The *Amendment Option* will always be “Amendment Files Only.”
- Use the lookup icon to find the appropriate Configurator ID. There may be a **Configurator Selection** button to guide you.
- Determine if this is a minor or major version change to the contract document. There are no specific guidelines for this; use your determination.
- Enter comments describing the reason for the amendment file.

Click **OK**.

The screenshot shows the 'Financial Management System' interface. The breadcrumb trail is: Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry. The page title is 'Create an Amended Version'. Below the title, there is a instruction: 'Select amendment option, desired version and comment as to why the amendment is necessary and press OK. Document(s) will then be generated based on amendment option.' The form contains the following fields: 'Amendment Option:' with a dropdown menu set to 'Amendment Files Only'; 'Amendment Configurator ID:' with a text input containing 'PT CONTRACT AMEND' and a search icon; 'Version:' with two radio buttons, 'Minor Version (1.01)' selected and 'Major Version (2.00)' unselected; and '*Comments:' with a text area containing 'Amendment Created:'. At the bottom, there are 'OK' and 'Cancel' buttons.

SWIFT opens the *Document Management* page showing that you are working on Amendment 1 in “Draft” status. The page also still indicates that the contract includes an imported document.

Continue to work with the amendment file just as you would with the original contract document. You can view and edit the amendment file and view the original document. You can send the amendment file for either internal or external collaboration (both optional), route for approval, and then route for electronic signatures.



The screenshot shows the 'Financial Management System' interface. At the top, there is a navigation bar with links for Home, Print, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry. The main content area is titled 'Document Management' and includes a 'Contract ID' of 00000000000000000000000050196. Key details include: SetID: SHARE, Vendor: TECH PRO INC, Document Type: Professional/Technical Cntrcts, Description: 01141, Administrator: Borum, Christopher T, and Sponsor: [blank]. The 'Amendment' section shows Amendment 1, Version 1.01, and Status Draft. It also lists dates for Created On (09/15/12 12:00AM), Amended On (02/27/13 11:21AM), and Last Modified On (02/27/13 11:21AM). A section titled 'Includes Imported Document' is present. At the bottom, there are three columns of actions: 'View and Edit Options' (View Original Document, View Document, View Amendment File, Edit Amendment File), 'Review and Approval' (Route Internally, Route Externally, Preview Approval, Submit for Approval, Bypass Approvals), and 'Other Document Actions' (Send to Contacts, Refresh Document, Recreate Document, Import Prior Document, Deactivate Document). A footer contains a JavaScript snippet: javascript:submitAction_win0(document.win0,'CS_DOC_WRK_DUMMY_FIELD');

Option 2: Amending a Contract Document with Existing Amendment Files

You can also create an amendment file in SWIFT for a contract document that was created outside of SWIFT with existing amendments that were also created outside of SWIFT. The process is similar-you simply import the original contract document along with all the existing amendment files.

First, change the *Import Option* to “Original and Amendment.” SWIFT creates two lines below for the original document and the most recent amendment. If there is only one amendment, just upload it here in “Executed” status. You will be able to create a second amendment on the *Document Management* page.

If there are multiple existing amendments, enter the current one on this line and indicate the amendment number (the columns are out of alignment because of the length of the file names). In this example, there are already three amendments. When you enter an amendment number >1, SWIFT activates the *Prior Version* section below. You may need to click the small triangle icon to expand this section.

Enter the details for the prior amendments and then upload all the existing documents. Click **Done with Import** to complete the import process.

Import Option

- Current Contract/Document
(Current Contract/Document with no formal amendments or history to load.)
- Amended Contract
(Single current contract as fully amended requiring an amendment number. History is optional.)
- Amended Contract and Amendment
(Current contract as fully amended and a current separate amendment summary file. History is optional.)
- Original and Amendment
(Original contract as originally signed and a current separate amendment summary file. History is optional.)

Current Version

Type	File Name	Version	Amendment	Status	Status Date	Status Time	Upload	Clear
Original Contract	TECH_PRO_Contract.pdf	1.00		Executed	08/01/2011		Upload	Clear
Amendment File	TECH_PRO_Amendment File_3.pdf	2.00	3	Execute	01/18/2011		Upload	Clear

Prior Versions (Optional)

Type	File Name	Version	Amendment	Status	Status Date	Status Time	Upload	Clear
Amendment File	TECH_PRO_Amendment File_2.pdf	2.00	2	Executed	12/05/2011		Upload	Clear
Amendment File	TECH_PRO_Amendment File_1.pdf	2.00	1	Executed	10/10/2011		Upload	Clear

Done with Import Cancel

The *Document Management* page indicates that there is an imported document. You can view the imported original document and the amendment files.

Click **Create Amendment** to add a new amendment file for this contract document.

To view the previously executed amendments that you imported, click the *Document Version History* link.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry

Document Management

Return to Document Search | Return to Contract Entry

SetID: SHARE Contract ID: 0000000000000000000050199

Vendor: TECH PRO INC

Document Type: Professional/Technical Cntrcts

Description: 01141

Administrator: Borum, Christopher T

Sponsor: Financial Department ID:

Amendment: 3 Created On: 01/18/13 12:00AM Document Details

Version: 2.00 Amended On: 01/18/13 12:00AM Signature Status: New

Status: Executed Last Modified On: 02/28/13 3:33PM

Executed On: 01/18/13 12:00:00AM

Reset to Dispatch

Create Amendment

Imported Document

View and Edit Options: View Original Document, View Document, View Amendment File

Review and Approval: Internal Contacts, External Contacts/Signers, Document View Access, Electronic Signature Setup, Electronic Signature Details, Review Contract

Other Document Actions: Send to Contacts, Import Prior Document, Deactivate Document

Add Attachments/Related Documents

Document Version History

The *Document History* page displays information about the current and past versions of both the contract document and any amendment files. Click the hyperlinked amendment number to view that document.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry

Document History

SetID: SHARE Contract ID: 0000000000000000000050199

Vendor: TECH PRO INC

Amendment Option: Amendment Files Only

Document Action: [Dropdown]

View Source Version History | Return to Document Management

Document History

Date/Time	Document Action	Last User to Take Action	Version	Amendment	View Attachments
02/28/13 3:33PM	Imported Document	Carson, Jake	2.00	3	
01/18/13 12:00AM	Executed	Carson, Jake	2.00	3	
12/05/12 12:00AM	Executed	Carson, Jake	2.00	2	
10/10/12 12:00AM	Executed	Carson, Jake	2.00	1	
08/01/12 12:00AM	Executed	Carson, Jake	1.00		

Return to Document Management