QUICK REFERENCE GUIDE

Create and Execute Annual Plan Contracts

June 15, 2016

Create and Execute Annual Plan Contracts

The Annual Plan Contract (APK) is an agreement that pre-establishes authority to obtain professional/technical services on demand for specific purposes within an approved dollar limit. A T-Number tracks this agreement, and it is the memo agreement that is entered into SWIFT. Annual Plan Contracts (APK) are processed outside SWIFT under this Agreement. Funds are encumbered using an Annual Plan Contract (APK) purchase order within a single fiscal year.

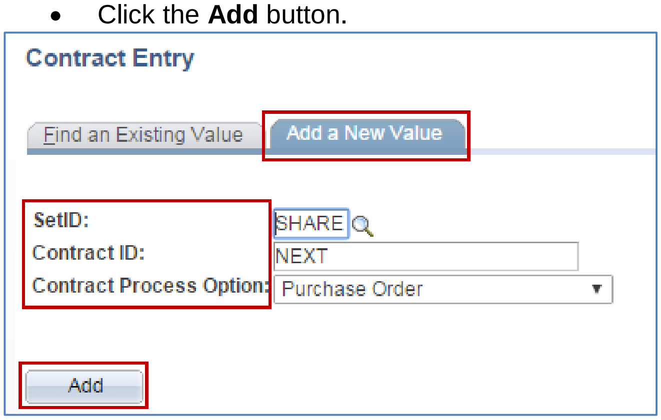
NOTE: Use Materials Management Division's forms for creating an agency's Annual Plan Agreement. Make sure that you have the most recent version of it. http://www.mmd.admin.state.mn.us/mn05002.htm

This reference guide provides the steps to create an APK in the Supplier Contracts module. It also provides instructions on how to add a vendor to the Vendor List on the APK.

Steps to Create an Annual Plan Contract

Step 1: Navigate to the Contract Entry Page.

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Add a New Value
- On the **Add a New Value** page, follow these steps.
    - Leave the *Contract ID* with the default of "NEXT". SWIFT will assign the next available number. Do not change this field.
    - On the *Contract Process Options*, **ALWAYS select "Purchase Order"**.
- Click the **Add** button.



Step 2: Enter Header Information.

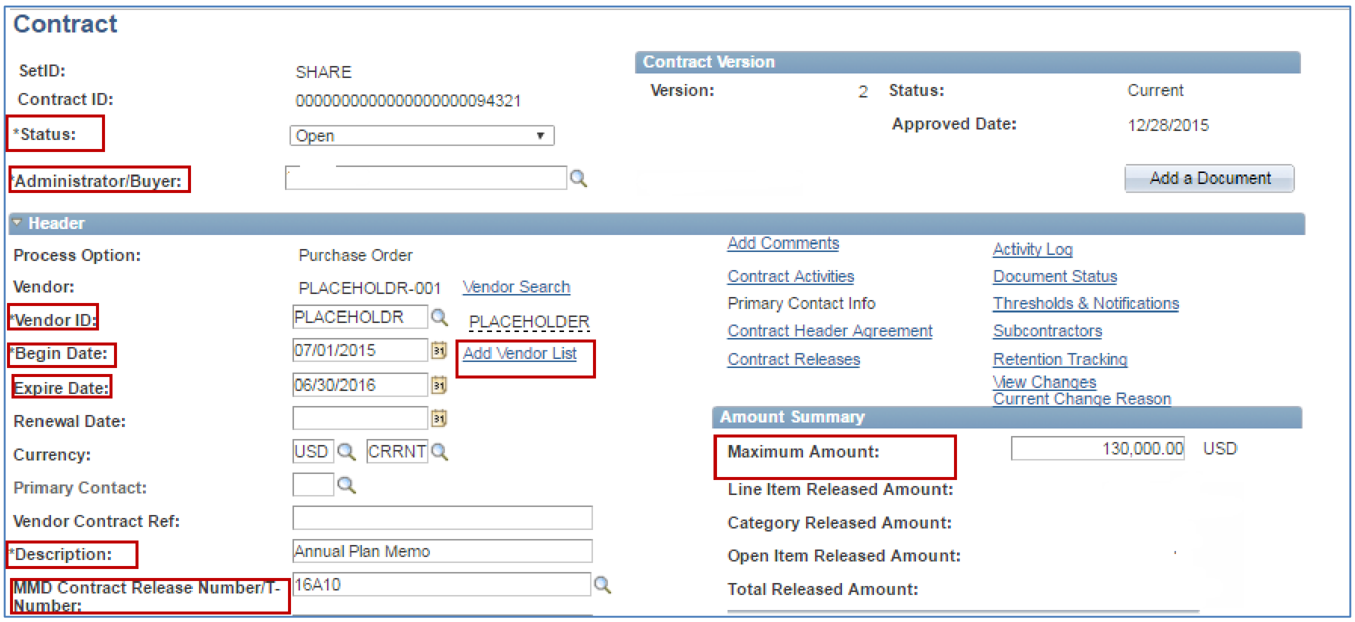
The Header is required for all contracts. It contains information that applies to the entire contract. There are required fields in the Main Header, Amount Summary and the Order Contract Options sections.

Enter the following information on the Main Header.

- View the *Status* field. This field defaults to “Open” when you first enter a new contract.
- Add the *Administrator/Buyer* using the drop down menu. You can search by *Buyer ID* or by *Name*.
- Enter the *Vendor ID*. Use “PLACEHOLDR” as the vendor for blanket use on each line.
- The *Begin Date* defaults to the current date. Update this field to the beginning date of the fiscal year. (“7/1/20XX”).
- Enter *Expire Date* or the date when the contract will expire. Enter the ending date of the fiscal year (“6/30/20XX”).
- Enter the *Description* of the contract. This field appears on reports.   Most agencies create a standard use of these fields (e.g., “Annual Plan Memo”).
- Enter the *MMD Contract Release Number/T-Number*.
- Enter other fields that are needed for your specific contract or agency requirements.

Enter the following information on the Amount Summary section on the Header.

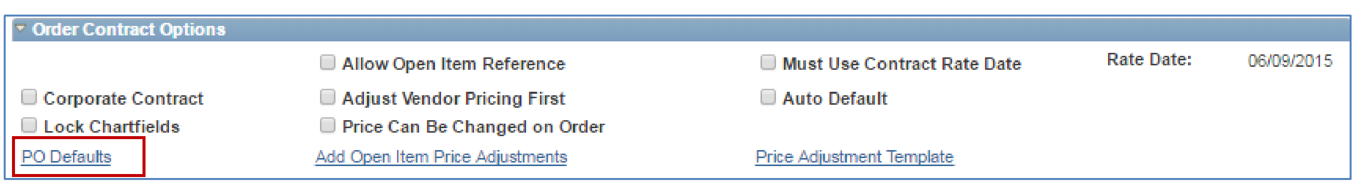
- Add the *Maximum Amount*. This amount is the maximum amount of all contract lines.



NOTE: Use the **Add Vendor List** to add any vendors you will pay using the APK.

Enter the following information on the Order Contracts Options on the Header (e.g., PO Defaults).

- This section displays values that will apply to the entire contract. These values also impact purchase orders created from this contract. Most agencies do not select any of these checkboxes for an APK.
- Click on the **PO Defaults** link.



Update the PO Defaults page.

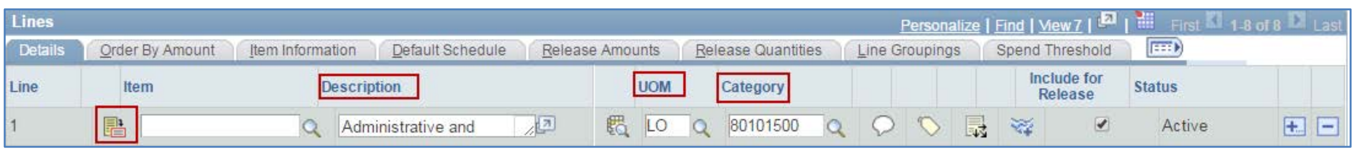
- This field is required in SWIFT.
- On the **PO Defaults** page, enter the *Business Unit* and select the *Origin*.
- Click **OK** to return to the header page.

Step 3: Enter Contract Lines.

Contract Lines are required for all contracts. They contain information about the approved services that were approved for APK purchases. Enter most contract information on these sections: **Details** tab, **Details for Line** page and **Release Amounts** tab**/Release Quantities** tab.

(a) Details Tab:

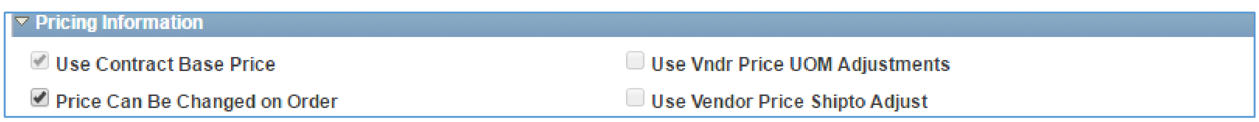
- Enter the *Description.* Some agencies determine break out the lines by agency division. Others use functional categories (e.g., Training).
- Enter the *Unit of Measurement* (UOM) such as "LO" for Lot.
- Enter the *Category Code*.
- Enter information in other fields as needed.
- Click on the **Details for Line** icon. It brings you to the **Details for Line** page.



(b) Details for Line Page:

On the **Details for Line** page, expand the fields for the **Pricing Information** tab. Enter the following fields to update the pricing information as needed.

- Check the **Price Can Be Changed on Order** checkbox (if applicable).
- Click **OK** to return to the contract.

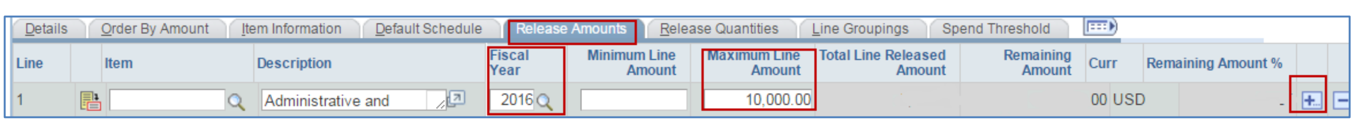


(c) Release the Contract.

- Click on the **Release by Amounts** tab.
- Enter the *Fiscal Year*.
- Enter the *Maximum Amount* for that line**.** The total of these lines must match the *Maximum Amount* listed on the header. **Note:** the Maximum Amount for any vendor in a fiscal year on an APK is $5,000.00.

(d) Add More Lines as Needed.

To add additional lines, click the **Add a Line** button (plus sign). Add and process all of the required lines for the APK.



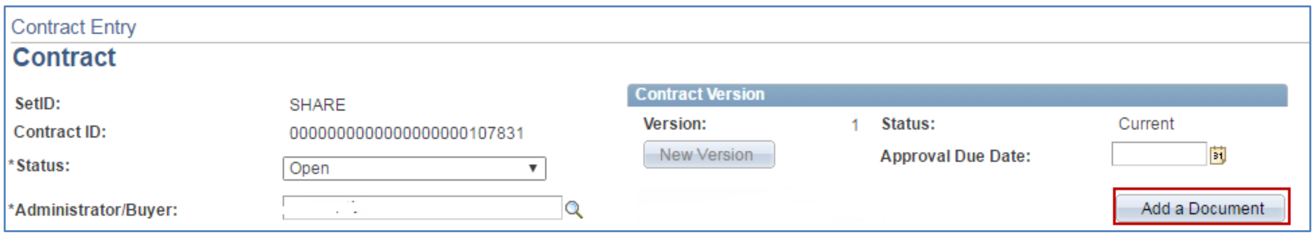
(e) Save the Contract.
When you have completed the lines section, click **Save** at the bottom of the page. It will now have a *Contract ID* assigned to it. The *Status* remains "Open".

Step 4: Create Document/Add a Document.

The **Create Document section** is required for all contracts. It specifies the contract type.

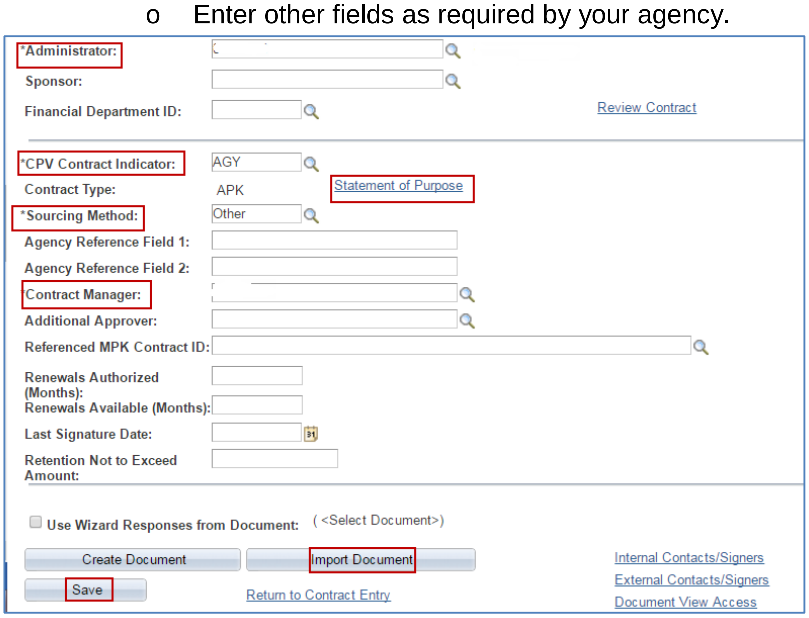
As a best practice, you can import a copy of the scanned contract documents. This allows contract administrators to keep the approved Annual Memo with the SWIFT Contract ID. Typically, you will not have fully executed contract when you are doing a contract shell in SWIFT. You can return to this field and import the scanned contract documents.

To access the **Create Document** page, click on the **Add a Document** button on the contract header.



On the *Document Type*, select "Professional/Technical Cntrcts" from the drop down menu. Required fields for P/T contracts will be displayed.

- Enter or validate the information in these fields.
  - o *Administrator*: Validate or update this field.
  - o *CPV Contract Indicator* (Cooperative Purchasing Venture): Select "AGY".
  - o *Contract Type*: **APK**
  - o *Sourcing Method*: **Other**
  - o *Contract Manager*: Enter the Employee ID of the person responsible for managing the APK.
  - o *Statement of Purpose*: The Statement of Purpose is viewable by the general public (e.g., Annual Plan Memo).
  - o Enter other fields as required by your agency.



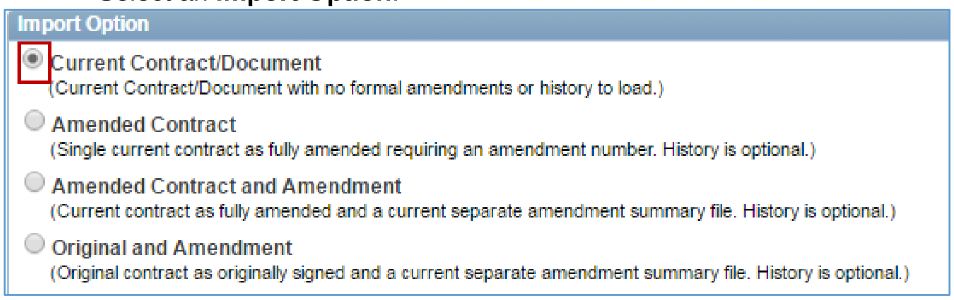
- After you enter the required information, click **Save**.

Recommendation: As an option, you can import a scanned copy of the approved Annual Plan Contract.

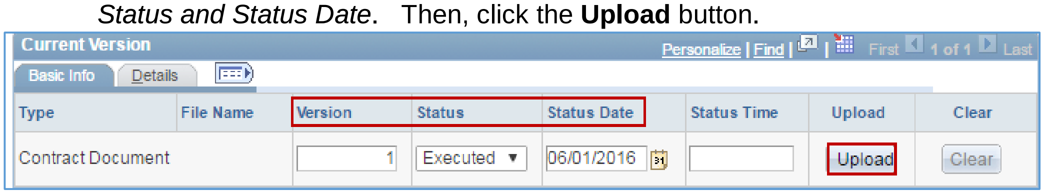
(1) If you do not wish to import a scanned copy of the contract at this time, click the **Return to Contract Entry** link. On the header, update the status from "Open" to "Approved".

(2) If you do wish to import a scanned copy of the contract, click the **Import Document** button. On the **Import Document** page, enter information that describes the document you will be importing.

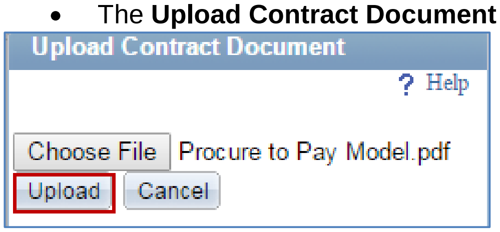
- Select an **Import Option**.



- In the **Current Version** field, enter basic information about the contract document such as *Version, Status and Status Date*. Then, click the **Upload** button.

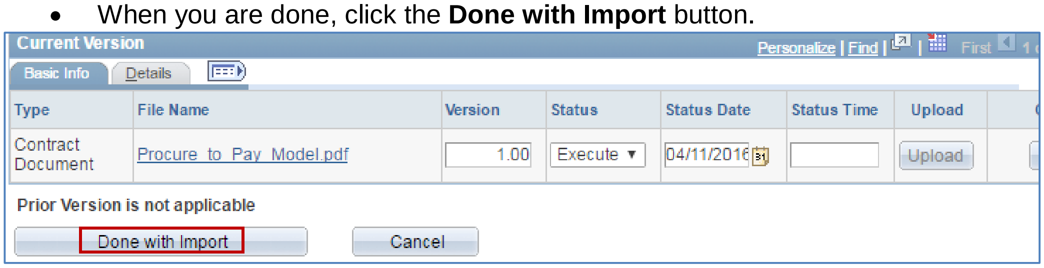


- The **Upload Contract Document** message appears. Click **Choose File**. Enter a file. Click **Upload**.



The **Current Version** field is updated to reflect the document that you uploaded.

- You can click on the *File Name* to see the check the document.
- When you are done, click the **Done with Import** button.



SWIFT displays the **Document Management** page. You can click the **View Document** button to see the document.

- **Process the Contract.**

After you have entered the document, click the **Return to Contract Entry** link. On the header, update the status from "Open" to "Approved".

You have successfully entered an APK contract.

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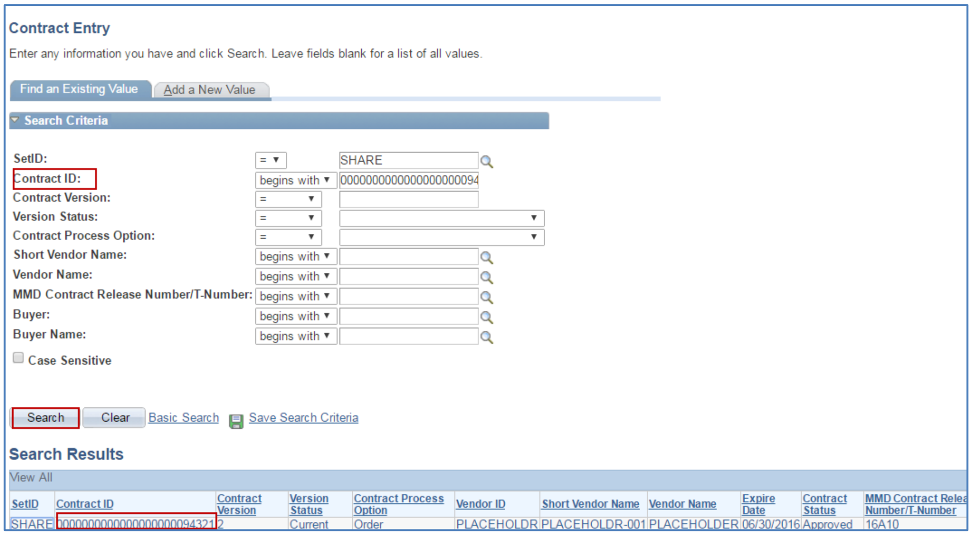
Steps to Update the Vendor List on an Annual Plan Contract

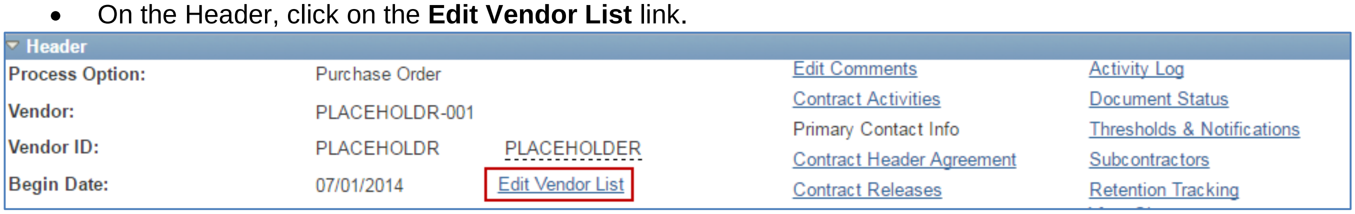
1. **Navigate to the Existing Annual Plan Contract.**

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Find an Existing Value.
- In the *Contract ID*, enter the ID of the Annual Plan Contract.
- Click **Search**.
- In the **Search Results**, click on the *Contract ID* of the APK from the list.

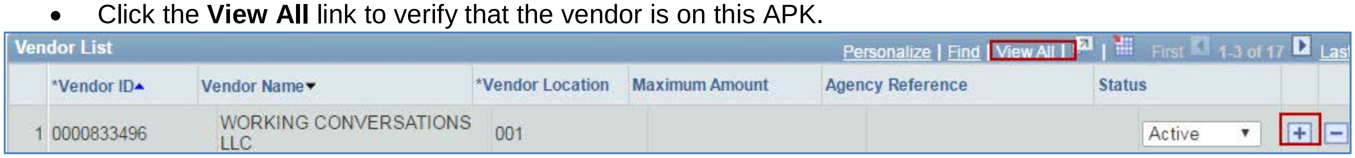


2. **Update the Vendor List on the APK.**

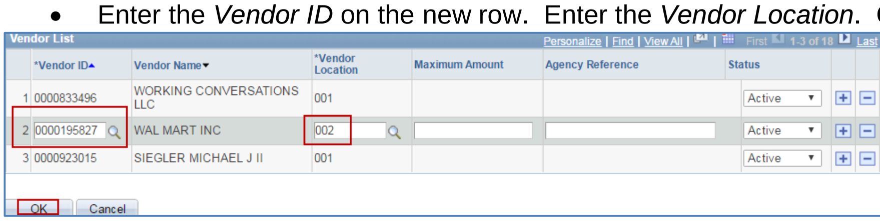
- On the Header, click on the **Edit Vendor List** link.



- Click the **View All** link to verify that the vendor is on this APK.



- If the vendor is not on the Vendor List, click **Add a New Row** (e.g., plus sign). A new row is displayed.
- Enter the *Vendor ID* on the new row. Enter the *Vendor Location*. Click **OK**.



The next step is to create a purchase order using the vendors from the *Vendor List*.