

QUICK REFERENCE GUIDE

Create and Execute Annual Plan Contracts

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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.

The screenshot shows the 'Contract Entry' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box. Below these buttons, there are three input fields: 'SetID:' with a 'SHARE' icon and a search icon; 'Contract ID:' with the text 'NEXT' entered; and 'Contract Process Options:' with a dropdown menu showing 'Purchase Order'. At the bottom left, there is an 'Add' button, also highlighted with a red box.

Step 2: Enter Header Information.

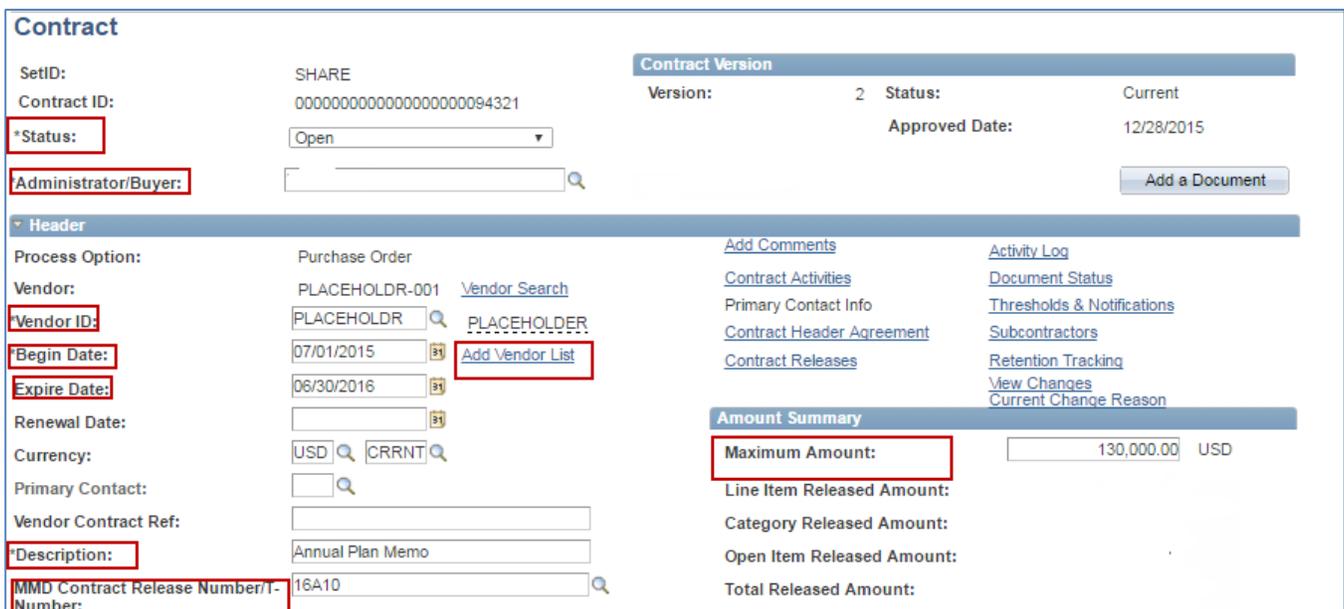
The Header is required for all contracts. It contains information that applies to the entire contract. There are required fields in the Main Header, Amount Summary and the Order Contract Options sections.

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 “PLACEHOLDER” 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.



Contract

SetID: SHARE
 Contract ID: 000000000000000000094321
 *Status: Open
 Administrator/Buyer: [Search Box] [Add a Document]

Contract Version
 Version: 2 Status: Current
 Approved Date: 12/28/2015

Header

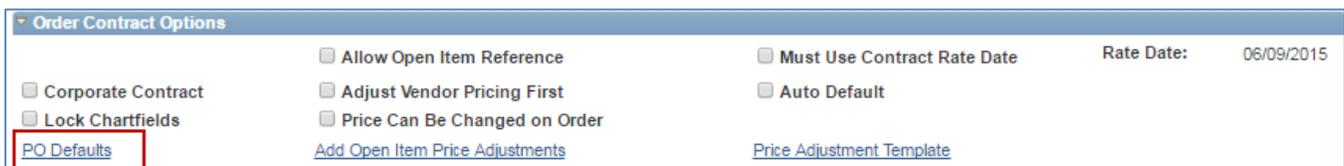
Process Option: Purchase Order
 Vendor: PLACEHOLDER-001 [Vendor Search]
 *Vendor ID: PLACEHOLDER [Add Vendor List]
 *Begin Date: 07/01/2015
 *Expire Date: 06/30/2016
 Renewal Date: [Date Picker]
 Currency: USD [CRRNT]
 Primary Contact: [Search Box]
 Vendor Contract Ref: [Text Box]
 *Description: Annual Plan Memo
 *MMD Contract Release Number/T-Number: 16A10

Amount Summary
 Maximum Amount: 130,000.00 USD
 Line Item Released Amount:
 Category Released Amount:
 Open Item Released Amount:
 Total Released Amount:

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.



Order Contract Options

Corporate Contract
 Lock Chartfields
 Allow Open Item Reference
 Adjust Vendor Pricing First
 Price Can Be Changed on Order
 Must Use Contract Rate Date
 Auto Default
 Rate Date: 06/09/2015

[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

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.

PO Defaults

SetID: SHARE Contract ID: Version: Vendor ID: PLACEHOLDER

Header Find | View All First 1 of 1 Last

*Business Unit: G1001 Copy from BU Defaults

Vendor Loc: 001

Buyer:

Origin: 514 Management Services

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.

Lines Personalize | Find | View 7 | First 1-8 of 8 Last

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings Spend Threshold

Line	Item	Description	UOM	Category	Include for Release	Status
1		Administrative and	LO	80101500	<input checked="" type="checkbox"/>	Active

(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.

▼ Pricing Information

Use Contract Base Price Use Vndr Price UOM Adjustments

Price Can Be Changed on Order Use Vendor Price Shipto Adjust

(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.

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings Spend Threshold

Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1		Administrative and	2016		10,000.00			00 USD	

(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.

The screenshot shows the 'Contract Entry' page. At the top, it says 'Contract Entry' and 'Contract'. Below this, there are several fields: 'SetID: SHARE', 'Contract ID: 00000000000000000000107831', '*Status: Open' (with a dropdown arrow), and '*Administrator/Buyer:' (with a search icon). To the right, there is a 'Contract Version' section with 'Version: 1', 'Status: Current', and 'Approval Due Date:' (with a date picker). A 'New Version' button is located below the version information. At the bottom right, there is a red-bordered button labeled 'Add a Document'.

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

The screenshot shows a detailed form for creating a document. Several fields are highlighted with red boxes: '*Administrator:', '*CPV Contract Indicator:' (with 'AGY' selected), '*Sourcing Method:' (with 'Other' selected), 'Contract Manager:', and 'Statement of Purpose'. Other fields include 'Sponsor:', 'Financial Department ID:', 'Agency Reference Field 1:', 'Agency Reference Field 2:', 'Additional Approver:', 'Referenced MPK Contract ID:', 'Renewals Authorized (Months):', 'Renewals Available (Months):', 'Last Signature Date:', and 'Retention Not to Exceed Amount:'. At the bottom, there are buttons for 'Create Document', 'Import Document', and 'Save'. There are also links for 'Internal Contacts/Signers', 'External Contacts/Signers', and 'Document View Access'.

- 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**.

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.)

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

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document		1	Executed	06/01/2016		Upload	Clear

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

Upload Contract Document

? Help

Choose File Procure to Pay Model.pdf

Upload Cancel

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.

Type	File Name	Version	Status	Status Date	Status Time	Upload
Contract Document	Procure to Pay Model.pdf	1.00	Execute	04/11/2016		Upload

Prior Version is not applicable

Done with Import Cancel

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.

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.

Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = SHARE

Contract ID: begins with 00000000000000000094

Contract Version: =

Version Status: =

Contract Process Option: =

Short Vendor Name: begins with

Vendor Name: begins with

MMD Contract Release Number/T-Number: begins with

Buyer: begins with

Buyer Name: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results
View All

SetID	Contract ID	Contract Version	Version Status	Contract Process Option	Vendor ID	Short Vendor Name	Vendor Name	Expire Date	Contract Status	MMD Contract Release Number/T-Number
SHARE	000000000000000000943212		Current	Order	PLACEHOLDER	PLACEHOLDER-001	PLACEHOLDER	06/30/2016	Approved	16A10

2. Update the Vendor List on the APK.

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

Header

Process Option: Purchase Order [Edit Comments](#) [Activity Log](#)

Vendor: PLACEHOLDER-001 [Contract Activities](#) [Document Status](#)

Vendor ID: PLACEHOLDER PLACEHOLDER [Primary Contact Info](#) [Thresholds & Notifications](#)

Begin Date: 07/01/2014 [Contract Header Agreement](#) [Subcontractors](#)

[Edit Vendor List](#) [Contract Releases](#) [Retention Tracking](#)

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

Vendor List Personalize | Find | [View All](#) | First 1-3 of 17 Last

Vendor ID	Vendor Name	*Vendor Location	Maximum Amount	Agency Reference	Status
1 0000833496	WORKING CONVERSATIONS LLC	001			Active + -

- 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**.

Vendor List Personalize | Find | [View All](#) | First 1-3 of 18 Last

Vendor ID	Vendor Name	*Vendor Location	Maximum Amount	Agency Reference	Status
1 0000833496	WORKING CONVERSATIONS LLC	001			Active + -
2 0000195827	WAL MART INC	002			Active + -
3 0000923015	SIEGLER MICHAEL J II	001			Active + -

OK | Cancel

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