

QUICK REFERENCE GUIDE

Create and Execute Master Work Order Contracts

May 18, 2016

Master Contract Work Order (MWK) contracts are individual contracts that are placed with vendors under the Master Contract (MPK) system from the Office of State Procurement. www.mmd.admin.state.mn.us/

MWK contracts set up the contract against the MPK. You will then use the Master Work Order (MWK) purchase order to encumber the funds. A MWK contract may run for multiple years. MWK contracts are Professional/ Technical in nature.

- The *Referenced MPK Contract ID* field is required for all MWK contracts.
- The *MMD Contract Release Number/T-Number* defaults from the references MPK contract on all MWK contacts.
- The validation of the sum of all MWK contracts does not exceed the maximum amount of the referenced MPK contract.
- The validation of the date range of the MWK contract (begin and end dates) falls within the date range of the MPK contracts.

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"** from the drop down menu.
- Click the **Add** button.

Step 2: Enter Header Information.

Enter information in these fields.

- 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*. SWIFT populates other fields next to the *Vendor ID*.
- The *Begin Date* defaults to the current date. Depending upon the type of contract, this field can be updated.
- Enter *Expire Date* or the date when the contract will expire. This field is not required but most agencies use it.
- Enter the *Description* of the contract. This field is available on reports.
- Enter the *MMD Contract Release/T-Number*
- Enter other fields for your specific contract or agency requirements.

On the **Amount Summary** section, add the *Maximum Amount*. This amount is the maximum amount of all contract lines.

Contract Entry

Contract

SetID: SHARE Contract ID: 000000000000000000097601

*Status: Open

Contract Version: Version: 1 Status: Current

Administrator/Buyer: TRN20 Training User 20

Header

Process Option: Purchase Order

Vendor: TAX MANA-001

*Vendor ID: 0000813992

Begin Date: 04/22/2016

Expire Date: 04/22/2017

Renewal Date:

Currency: USD

Primary Contact:

Vendor Contract Ref:

Description: TAX SERVICES

MMD Contract Release Number/T-Number: 11ADA

Amount Summary

Maximum Amount:	5,000.00	USD
Line Item Released Amount:	0.00	
Category Released Amount:	0.00	
Open Item Released Amount:	0.00	
Total Released Amount:	0.00	

On the **Order Contract Options** section, check the **Corporate Contract** box if this contract is available to other agencies. Click on the **PO Defaults** link.

Order Contract Options

Corporate Contract

Allow Open Item Reference

Adjust Vendor Pricing First

Price Can Be Changed on Order

Must Use Contract Rate Date

Auto Default

Rate Date: 04/22/2016

PO Defaults

Update 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: NEXT Version: 1 Vendor ID: 0000833496

Header

*Business Unit: G1001

Vendor Loc: 001

Buyer:

Origin: 509 Accounting Services

Step 3: Enter Contract Lines.

Enter most contract information in these sections: **Details** tab, **Details for Line** page and **Release Amounts** tab/**Release Quantities** tab.

1. **Details Tab:**
 - Enter the *Description and UOM*

- On the *Document Type*, select “Professional/Technical Contracts” from the drop down menu. SWIFT will open up the required fields for P/T contracts.
- Enter or validate the information in these fields.
 - *Administrator*: Validate or update this field.
 - *CPV Contract Indicator* (Cooperative Purchasing Venture): Select an option.
 - *Contract Type*: Select **MWK**
 - *Sourcing Method*: **RFP**
 - *Contract Manager*: Enter the Employee ID.
 - *Statement of Purpose*: This field is open to the public. Enter a *Statement of Purpose* that is concise and clear.
 - *Reference MPK Contract ID*: Lookup this ID.
 - 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 fully executed 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.

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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.

Current Version Personalize | Find | First 1 of 1 Last

Basic Info | Details |

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**.

Upload Contract Document ? Help

Choose File No file chosen

Upload Cancel

When you have entered 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.

Current Version Personalize | Find | First 1 of 1 Last

Basic Info | Details |

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

