QUICK REFERENCE GUIDE

Create Professional/Technical Supplier Contracts

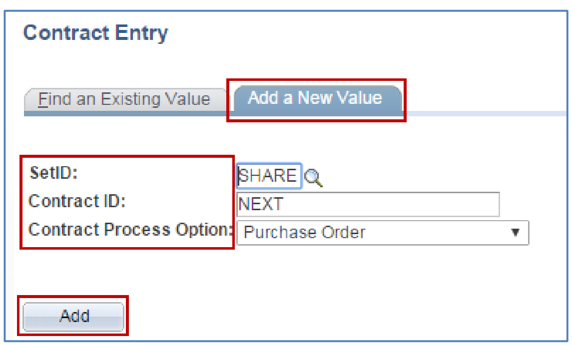
May 18, 2016

This reference guide reviews how to directly enter and process a Professional/Technical contract in SWIFT.

Professional/Technical (P/T) contracts are for professional or technical services. P/T means services that are intellectual in character, including consultation, analysis, evaluation, predication, planning, or programming, or recommendation, and result in the production of a report or the completion of a task. Professional or technical contracts do not include the provision of supplies or materials except by the approval of the commissioner (of administration) or except as incidental to the provision of professional or technical services.

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.
  - o SWIFT automatically populates the *SetID* with "SHARE"
  - o Leave the *Contract ID* with the default of "NEXT". SWIFT will assign the next available number.
  - o On the *Contract Process Options*, **ALWAYS** select "Purchase Order" from the menu.
- Click the **Add** button.



Step 2: Enter Header Information.

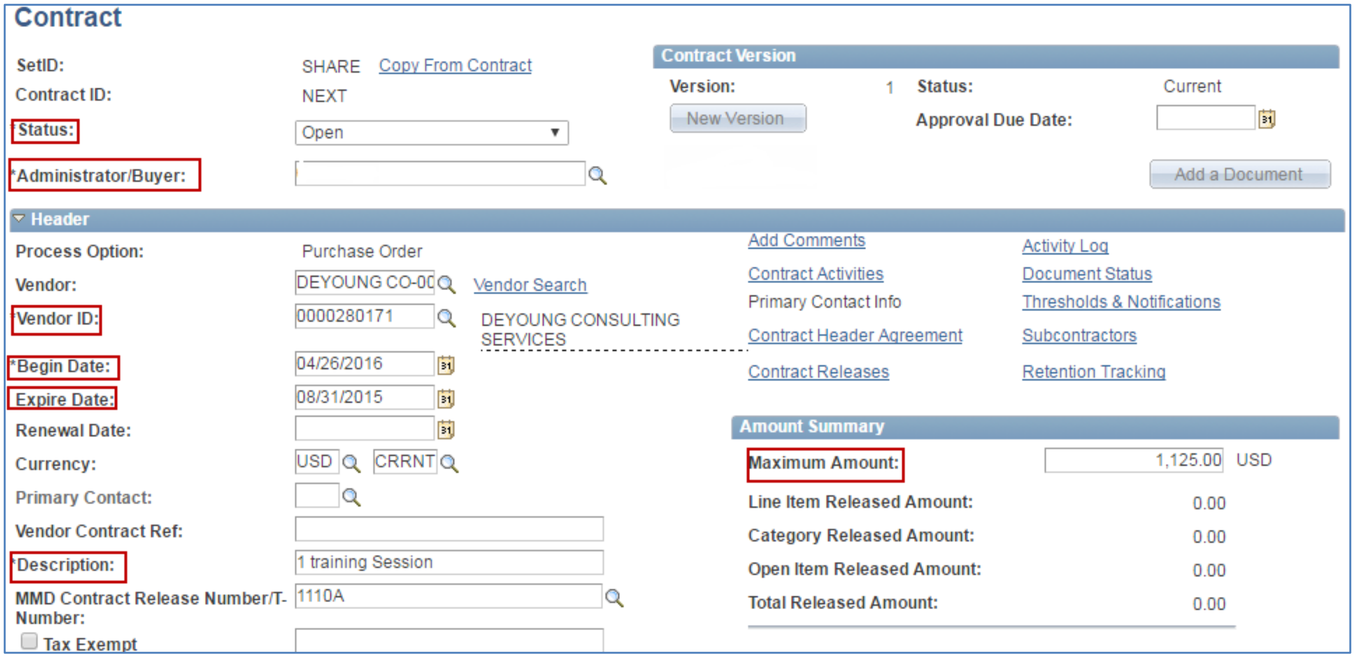
The Header is required for all contracts. It contains information that applies to the entire contract.

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*. 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. Most agencies create a standard use of these fields (e.g., Fiscal Year, Project/Grant, Purpose of Contract).
- Enter other fields that are needed for your specific contract or agency requirements.

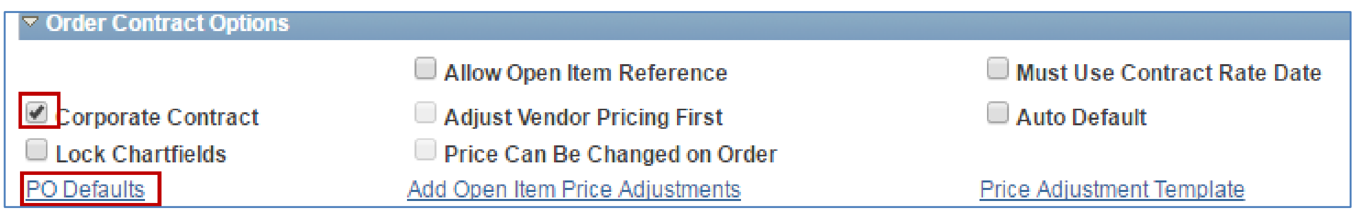
Enter the following information on the Amount Summary section on the Header.

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



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. It will also impact purchase orders created from this contract. There are no required fields.
- **Corporate Contract** is the only field that you will likely check.
- Click on the **PO Defaults** link.



Update the PO Defaults page.

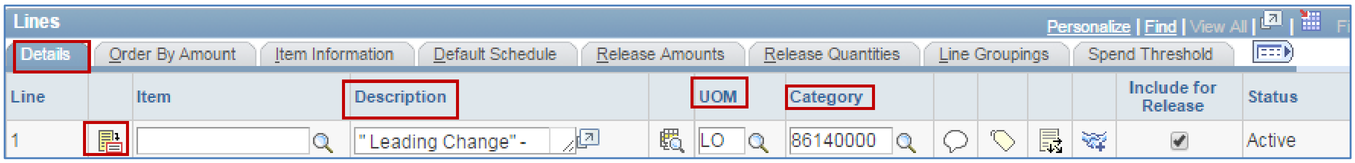
- This field is required in SWIFT.
- On the **PO Defaults** page, enter the *Business Unit* and select the *Origin*.
- Click **OK** to return to the header page.

Step 3: Enter Contract Lines.

Contract Lines are required for all contracts. They contain information about the goods or services to be purchased. Use the *Contract Items* section to enter contract line information.

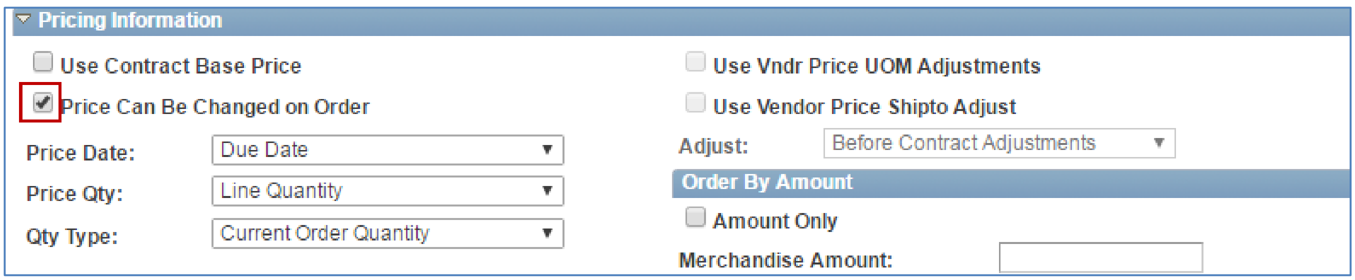
I. Details Tab:

- Enter the *Description, UOM* and *Category*.
- Other fields can be entered depending upon the nature of the contract.
- Click on the **Details for Line** icon. It brings you to the **Details for Line** page.



II. Details for Line Page:

On the **Details for Line** page, expand the fields for the **Pricing Information** tab. Check the **Price Can Be Changed on Order** checkbox if you want the *Base Price* to be manually updated on the purchase order.

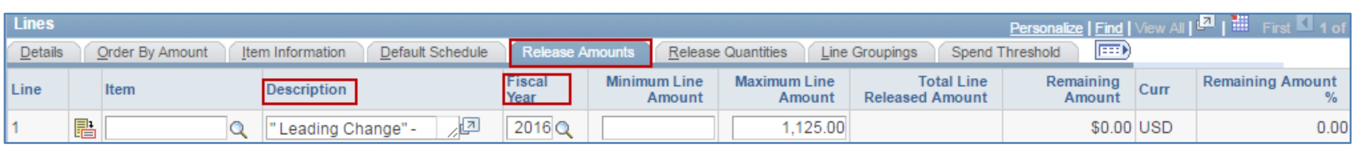


- Click **OK** to return to the contract.

III. Release Amounts Tab:

P/T Contracts typically use the **Release Amounts** tab.

- Enter the *Fiscal Year*. You can add separate lines for different fiscal years. Make sure the description is not the same for these lines.
- Enter the *Maximum Amount* for each line. The total of these lines must match the *Maximum Amount* listed on the header.



- **Save** the Contract.

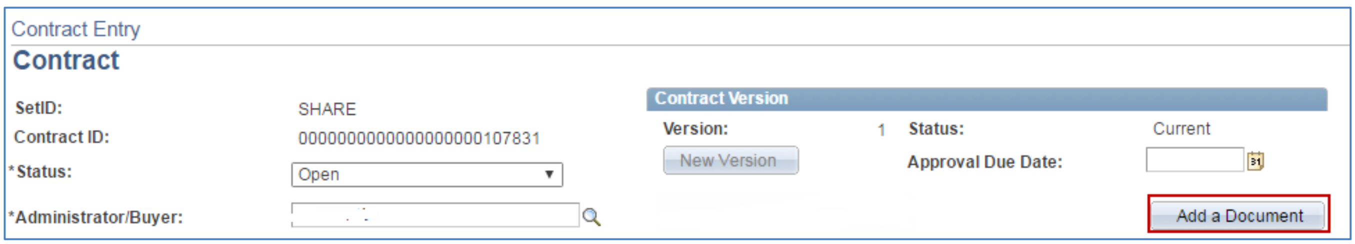
When you have completed the lines section, click **Save** at the bottom of the page. It will now have a *Contract ID* assigned to it. The *Status* remains “Open”.

Step 4: Add the Contract Documents.

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 written contract 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.

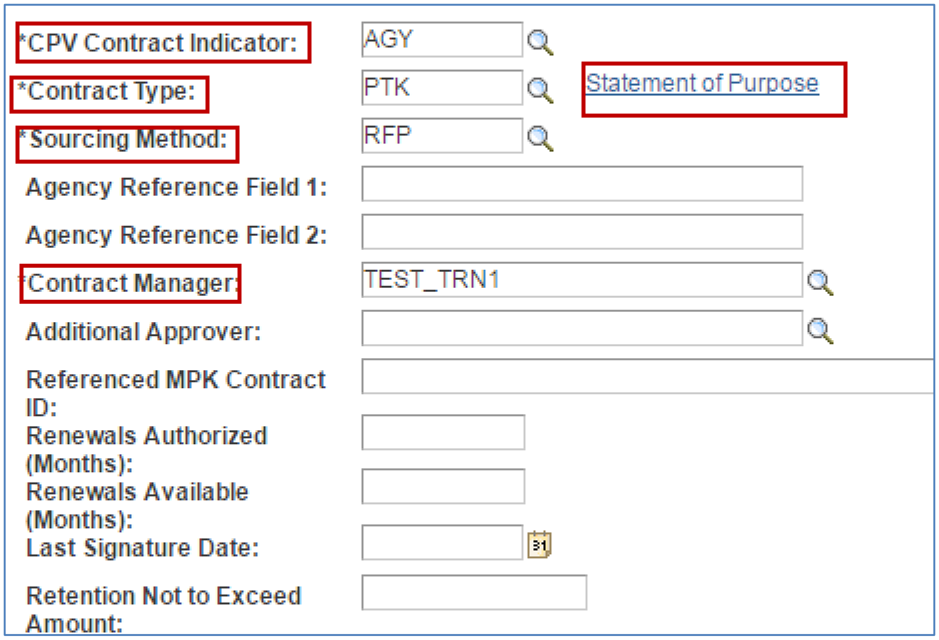
- To access the **Create Document** page, click on the **Add a Document** button on the contract header.



- On the **Create Document** page, select “Professional/Technical Cntrcts” in the *Document Type* field.

The **User Defined Fields** opens up for that *Document Type.* Enter information in the following required fields. Your agency may require other fields to be entered.

- *CPV Contract Indicator*: Select the one that best fits (e.g., AGY).
- *Contract Type*: **PTK**
- *Sourcing Method*: Select the one that best fits (e.g., **RFP** for most P/T contracts).
- *Contact Manager*: Enter the name.
- *Statement of Purpose:* This field is open to the public. Enter a *Statement of Purpose* that is concise and clear.



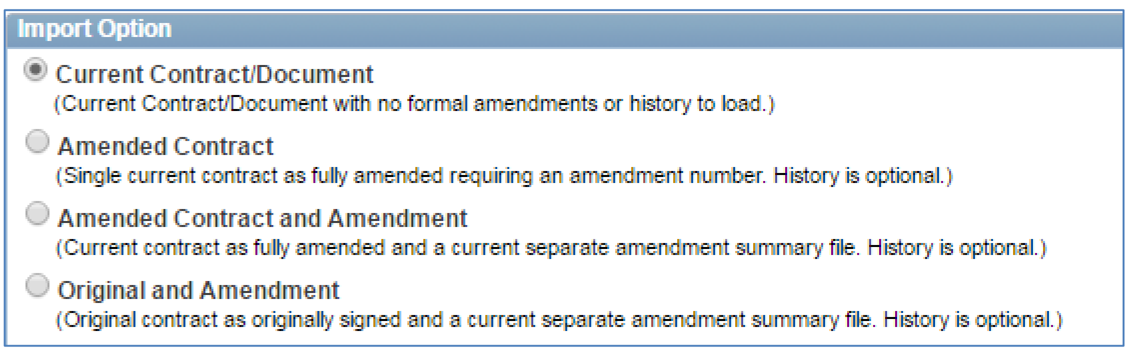
- Click **Save** at the bottom of the page.

Recommendation: As an option, you can import a scanned copy of the fully executed contract.

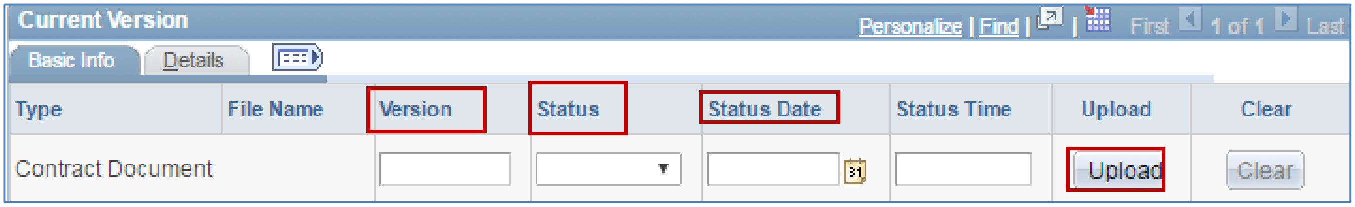
(1) If you do not wish to import a scanned copy of the contract at this time, click the **Return to Contract Entry** link. On the header, update the status from "Open" to "Approved".

(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.

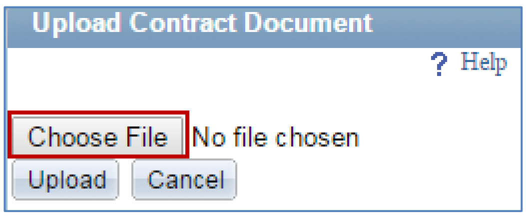
- On the **Import Option** field, select an option that describes the document that is being downloaded.



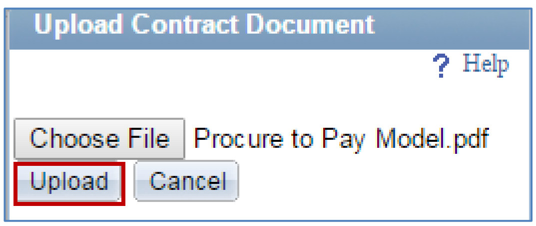
- In the **Current Version** field, enter the following information:
  - Version
  - Status
  - Status Date (it cannot be the same date as the contract entry date).
- Then, click the **Upload** button.



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

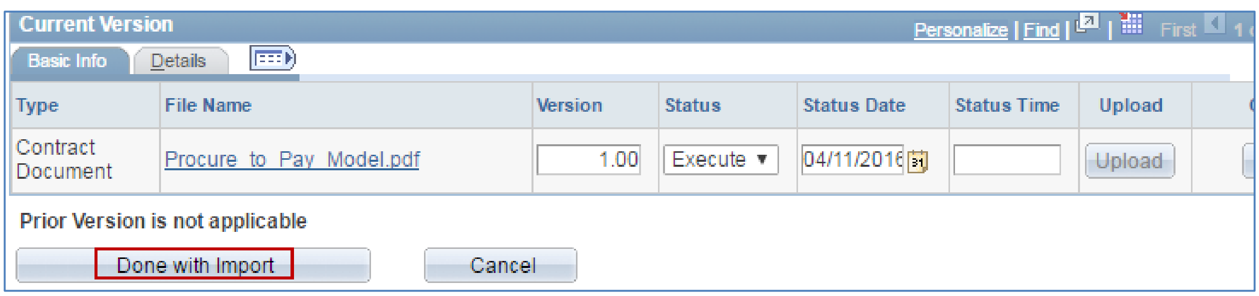


- When you have entered a file, click **Upload**.



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

- 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.

- 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 a P/T supplier contract in SWIFT.