

QUICK REFERENCE GUIDE

Internal Signatures on Supplier Contracts

March 20, 2013

Introduction

SWIFT now enables Contract Administrators to process a contract document electronically, including both external and internal signatures.

The external signature is always processed first. After the vendor has signed the contract document, SWIFT routes the document to the first internal signer. The Contract Administrator is responsible for setting up the signature routing.

This Guide covers the steps necessary to sign a contract document on behalf of the state.

Steps to Review and Sign Document

- Receive notification that signature is required
- Access contract document in SWIFT
- Review contract document and related items
- Review and Execute/Sign or Deny contract document

Link from Document Management

From the *Document Management* page, click the *Return to Contract Entry* page at the upper right.

Financial Management System

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

Favorites | Main Menu > Worklist > Worklist

New Window | Customize Page | http

Document Management

SetID: SHARE Contract ID: [Return to Document Search](#) [Return to Contract Entry](#)
00000000000000000000000013913

Vendor: TECH PRO INC

Document Type: Professional/Technical Cntrcts

Description: Tech Pro Inc

Administrator: Borum, Christopher T

Sponsor: Financial Department ID:

Version: 0.00 Created On: 02/11/13 12:21PM [Document Details](#)

Status: Dispatched Signature Status: In Process

Last Modified On: 02/11/13 2:06PM

[Redispatch](#)
[Execute Contract](#)

View and Edit Options:
[View Document](#)
[Edit Document](#)
[Modify Attachments/Related Documents](#)
[Document Modification Summary](#)
[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](#)
[Refresh Document](#)
[Recreate Document](#)
[Compare Documents](#)
[Deactivate Document](#)
[Generation Log](#)

The *Electronic Signature Details* page shows the status of the signature routing for the document. If you are being asked to sign the document, at a minimum the external signer has already signed the document. Other internal signers may also have signed the document.

a) This page records all prior signature actions.

Note: For the purposes of this guide, only one internal signer is shown. Generally, a document will have multiple internal signers

b) Enter any comments related to your signing of the document. These become a permanent part of your signature and of the contract document.

c) The Contract Administrator sets up the *Position Title* field. It is possible to change this field; however, you should confirm any change with the Contract Administrator.

d) Click the **Execute/Sign** button to add your electronic signature to the document. Click **Deny** if you are refusing to sign the document. Be sure to comment as to your reasons for denying signing. Your comments are retained on this page and can be accessed at any time.

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

Favorites | Main Menu > Worklist > Worklist

Electronic Signature Details New Window Customize Page http

SetID: SHARE Contract ID: 00000000000000000000000013913 Version: 0.00
Vendor: TECH PRO INC

[Return to Main Document Page](#) [View History](#)

External Signers							
Sign Order	External User	Sign Status	Signed By	Name	Actual Signer Title	Action DateTime	Signer Comments
1	VN0000210736_1	Signed	VN0000210736_1	Amy Martin	EXTERNAL	02/11/2013 12:26:25PM	Thanks

Internal Signers								
Sign Order	Signer Type	Signer Role/User	Sign Status	Signed By	Name	Actual Signer Title	Action DateTime	Signer Comments
1	User ID	01135035	Pending		Christopher T Borum		02/11/2013 12:26:25PM	

Signer Comments

Enter signer comments here

By selecting the 'Execute/Sign' button below you are officially approving the document and indicating you are authorized to sign this document on behalf of your entity or organization. Please ensure the position title below, if any, is correct prior to selecting the 'Execute' button. If the field is blank, enter your official position title or role as this will be a part of your formal signature.

Position Title

What Happens Next

After you sign the contract document, SWIFT either routes it to the next signer, or, if yours is the final internal signature, SWIFT notifies the Contract Administrator that the contract document is fully signed and is ready to be executed.

If you deny your signature on the contract document, SWIFT immediately suspends the signature routing and notifies the Contract Administrator of the situation. The Contract Administrator can see your comments on the *Electronic Signature Details* page, or may ask you for additional feedback regarding the contract document.

Where the Signature Goes in the Document

SWIFT creates a signature grid in the document. It follows the main body of the document but comes before any exhibits or other content, as in this example. This section is protected and cannot be edited or modified in any way.

to approve subsequent plans, and termination of all or part of this Contract by the Commissioner or the State. ¶

(d) → Certification. The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance. ¶

¶

21. → E-Verify certification (In accordance with Minn. Stat. § 16C.075) ¶

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the *E-Verify Subcontractor Certification Form* available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request. ¶

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Signatures ¶

Document Signature Details --- External User ¶

Order#	Ext. User#	Status#	Actual-Signer#	Name#	Title#	Date/Time#	Comments#
1	VN0000210736_1#	Signed#	VN0000210736_1#	Amy-Martin#	EXTERNAL#	02/11/2013 at 03:49 PM#	Thanks!#

¶

Document Signature Details --- Internal Users ¶

Order#	Type#	Role/User#	Status#	Actual-Signer#	Name#	Title#	Date/Time#	Comments#
1#	User-ID#	01135035#	Signed#	01135035#	Christopher-T-Borum#	Encumbrance-Verification-Signature#	February-11-2013 at 03:50 PM#	Enter-signer-comments-here#

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Exhibit A ¶

Department of Public Safety's Security Architecture ¶

Minnesota Department of Public Safety divisions and their vendors should be aware of the department's security architecture when designing and/or implementing applications or installing network devices on departmental resources. ¶