



State of Minnesota

SWIFT 
Statewide Integrated Financial Tools

SC1

Create and Manage Supplier Contracts

User Guide

August 22, 2016

Version #2

Minnesota Management & Budget
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State of Minnesota

SWIFT
Statewide Integrated Financial Tools

SC1 – Encumbered Supplier Contracts

SC1 – Create and Manage Supplier Contracts

To jump to an area within the User Guide, click on the topic in the Table of Contents.

Table of Contents

SC1 CREATE AND MANAGE SUPPLIER CONTRACTS	1
COURSE OVERVIEW	1
<i>How to Use this Course and User Guide</i>	<i>2</i>
<i>Purchasing Overview</i>	<i>2</i>
KEY TERMS IN PURCHASING	3
<i>SWIFT ChartFields.....</i>	<i>4</i>
<i>Course Lessons</i>	<i>4</i>
LESSON 1: SUPPLIER CONTRACTS BASICS	5
LESSON OVERVIEW	5
STEPS TO SET UP AND EXECUTE A SUPPLIER CONTRACT	6
SUPPLIER CONTRACTS PROCESS FLOW.....	8
SUPPLIER CONTRACT COMPONENTS.....	9
REQUIRED FIELDS ON SUPPLIER CONTRACTS COMPONENTS	9
<i>Summary of the Required Fields on Each Component.....</i>	<i>9</i>
<i>Details of the Required Fields on Each Component</i>	<i>10</i>
1. CONTRACT PAGE:.....	10
2. HEADER:	12
3. CONTRACT LINES:	17
4. CREATE DOCUMENT:	21
UNDERSTANDING CONTRACT RELEASES.....	27
LESSON SUMMARY.....	27
LESSON 2 SUPPLIER CONTRACT DOCUMENT TYPES.....	28
LESSON OVERVIEW	28

SUPPLIER CONTRACT DOCUMENT TYPES OVERVIEW 29

CONTRACT SELECTION GUIDE 31

Decisions in the Contract Selection Guide..... 32

CLASSIFICATIONS OF CONTRACT DOCUMENT TYPES 33

Commodity Contract Types 34

PROFESSIONAL/TECHNICAL (P/T) CONTRACT TYPES..... 36

LESSON SUMMARY 38

LESSON 3 CREATE PROFESSIONAL/TECHNICAL SUPPLIER CONTRACTS..... 39

LESSON OVERVIEW 39

STEPS TO CREATE AND EXECUTE P/T SUPPLIER CONTRACTS 40

Step 1: Navigate to the Contract Entry Page. 40

Step 2: Enter Header Information. 41

Step 3: Enter Contract Lines..... 43

Step 4: Add the Contract Documents. 45

CREATE A CONTRACT BY COPYING FROM AN EXISTING P/T CONTRACT..... 49

LESSON SUMMARY 53

LESSON 4 CREATE COMMODITY-BASED SUPPLIER CONTRACTS..... 54

LESSON OVERVIEW 54

STEPS TO CREATE AND EXECUTE COMMODITY-BASED CONTRACTS 55

Step 1: Navigate to the Contract Entry Page. 55

Step 2: Enter Header Information. 56

Step 3: Enter Contract Lines..... 57

Step 4: Add the Contract Documents. 58

CREATE A CONTRACT BY COPYING FROM AN EXISTING COMMODITY CONTRACT 61

LESSON SUMMARY 66

LESSON 5 CHANGE A SUPPLIER CONTRACT 67

LESSON OVERVIEW 67

UPDATE AN EXISTING SUPPLIER CONTRACT	68
<i>Steps to Update an Existing Supplier Contract</i>	<i>68</i>
AMEND AN EXISTING SUPPLIER CONTRACT	71
<i>Steps to Update and Attach a Fully Executed Amendment to an Existing Supplier Contract</i>	<i>71</i>
CANCEL OR CLOSE AN EXISTING SUPPLIER CONTRACT.	75
<i>Before Canceling or Closing an Existing Supplier Contract:</i>	<i>75</i>
<i>Steps to Cancel or Close an Existing Supplier Contract</i>	<i>76</i>
<i>Cancel or Close Existing Supplier Contract Lines.....</i>	<i>78</i>
CREATE A NEW VERSION OF AN EXISTING SUPPLIER CONTRACT.....	80
<i>Steps to Create a New Version of an Existing Supplier Contract.....</i>	<i>81</i>
COMMON ERRORS IN SUPPLIER CONTRACTS.....	84
1. <i>The Purchase Order Amount Exceeds the Maximum Amount on the Contract.</i>	<i>84</i>
2. <i>The PO Date is Greater than Contract Expire Date.....</i>	<i>85</i>
3. <i>The Purchase Order is not Pulling in a Contract.</i>	<i>86</i>
4. <i>The Maximum Amount on the Contract is Less Than the Total Line Amount Released.</i>	<i>88</i>
6. <i>The Contract is Expired in SWIFT. MMD's Website States that the Contract is Current.....</i>	<i>89</i>
7. <i>The Purchase Order is no Longer needed but has Funds.....</i>	<i>89</i>
8. <i>A Contract's Full Amount was not Used in One Fiscal Year.....</i>	<i>89</i>
LESSON SUMMARY	89
LESSON 6 USE REPORTING TOOLS FOR SUPPLIER CONTRACTS	90
LESSON OVERVIEW	90
REPORTS:.....	91
<i>Process Steps for Running Supplier Contract Reports</i>	<i>92</i>
<i>Common Queries Used for Supplier Contracts.....</i>	<i>96</i>
<i>Process Steps for Using the Query Viewer.....</i>	<i>96</i>
SEARCHES.....	98
1. <i>Add Comments.....</i>	<i>98</i>



2. *Activity Log* 100

3. *Document Status* 100

4. *View Changes* 101

LESSON SUMMARY **101**

APPENDIX **102**

APPENDIX A: KEY TERMS FOR SUPPLIER CONTRACTS **102**

APPENDIX B: CATEGORY CODES OVERVIEW **114**

Access and Use the Category Code Search..... 114

Category Codes in SWIFT..... 115

APPENDIX C: CREATE AND EXECUTE GRANT CONTRACTS..... **116**

Step 1: Navigate to the Contract Entry Page. 116

Step 2: Enter Header Information. 116

Step 3: Enter Contract Lines...... 118

Step 4: Create Document/Add a Document...... 119

APPENDIX D: CREATE AND EXECUTE PROFESSIONAL/TECHNICAL CONTRACTS **122**

Step 1: Navigate to the Contract Entry Page. 122

Step 2: Enter Header Information. 122

Step 3: Enter Contract Lines...... 124

Step 4: Add the Contract Documents. 125

APPENDIX E: CREATE AND EXECUTE MASTER WORK ORDER CONTRACTS..... **128**

Step 1: Navigate to the Contract Entry Page. 128

Step 2: Enter Header Information. 128

Step 3: Enter Contract Lines...... 129

Step 4: Create Document/Add a Document...... 130

APPENDIX F: PROCUREMENT DOCUMENT TYPES..... **134**

Requisition Types..... 134

SC1 Create and Manage Supplier Contracts

Course Overview

The **Create and Manage Supplier Contracts (SC)1** course provides a framework for agencies to create and manage supplier contracts within SWIFT.

Contract Definitions:

- A contract is any written instrument or electronic document containing the elements of offer, acceptance, and consideration to which an agency is a party, including an amendment to or extension of a contract. [Minn. Stat. §§].
- A contract is an agreement between two or more parties creating obligations. These obligations are enforceable or otherwise recognizable at law. General obligations mean that one party provides goods or services. The other party pays for the performance of that obligation.

The Supplier Contracts module in SWIFT allows for the creation, modification and monitoring of contracts. Supplier Contracts interacts with several other SWIFT modules such as Purchase Orders and Strategic Sourcing.

This course covers Professional and Technical Contracts, Commodity Contracts and Purchase Order documents.

- AGC: Agency Goods Contract
- APK: Professional/Technical Annual Plan Contract
- ASC: Agency Service Contract
- ASK : Professional/Technical Agency Service Contract
- BCC: Building Construction Contract
- EAK: Easement Agreement Contract
- GFC: Guaranteed Funding Contract
- GRK: Grant Agreement
- IAC: Interagency Contract
- IAK: Professional/Technical Interagency Contract
- JPC: Joint Powers Contract
- JPK: Professional/Technical Joint Powers Contract
- LDK: Departmental Real Estate Lease
- LSK: Commercial Real Estate Lease
- MPK: Master Professional/Technical Contract
- MWK: Master Professional/Technical Work Order
- OCC: Other Construction Contract
- ONK: Professional/Technical Non Encumbering Informational Record
- PPC: Public/Private Partnership Professional/Technical Contract
- PPK: Public/Private Partnership Contract
- PTK: Professional/Technical Contract
- RMK: Real Estate Remodeling Contract
- RPK: Income Revenue Producing Contract
- RWC: Roadway Construction Contract
- SAC: Software License/Maintenance Contract
- SCC: State Commodities Contract
- SLK: Income State Loan Contract
- SSC: State Services Contract

How to Use this Course and User Guide

IMPORTANT: This user guide is designed to help seasoned and new staff who enter contract information into SWIFT. It is also for agency staff who have the authority to make grants. These grants are treated as supplier contracts in SWIFT.

- For information about grant making, refer to the Office of Grants Management: www.mn.gov/admin/government/grants/
- For specific information about the types of contracts, refer to the Minnesota Department of Administrations Office of State Procurement at www.mmd.admin.state.mn.us/
 - Professional/Technical Contract Manual: www.mmd.admin.state.mn.us/mn05001.htm
 - Authority for Local Purchase (ALP) Manual: www.mmd.admin.state.mn.us/pdf/alpmanual.pdf

This guide provides detailed information about the Supplier Contracts such as definitions of the fields, processes used within SWIFT and the purpose of them. Most of the fields and processes default based on the contract document type used. Contract coordinators will not use every field described here. Also, check with your agency about policies and practices for creating and updating supplier contracts.

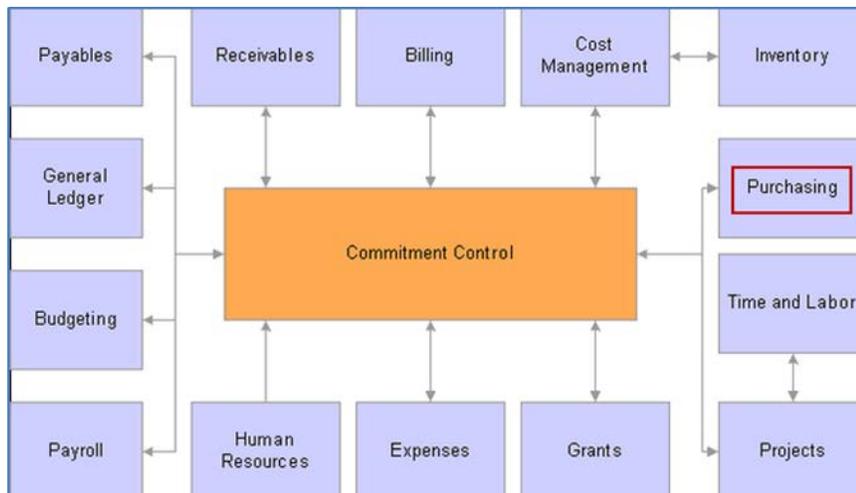
Purchasing Overview

Purchasing is the process that enables State agencies to procure goods or services. State agencies record and track financial transactions in SWIFT. SWIFT incorporates all of the administrative functions across state agencies, including financial, procurement, reporting and the current SEMA4 (human resources/payroll) system. Purchasing is an expense account in SWIFT's general ledger (GL). This account documents what the State of Minnesota agencies have encumbered for purchases of goods or services.

Purchasing refers to the SWIFT system used to enter requisitions, regular purchase orders, and contract purchase orders into a shared system. SWIFT assigns a unique system-generated ID number to each requisition, purchase order, receipt and voucher to provide tracking through each of the stages of the purchasing life cycle.

The Purchasing module in SWIFT is not the same as procurement. Minnesota's Office of State Procurement (OSP) facilitates the procurement of goods and services for the State of Minnesota and other governmental entities. OSP concentrates on the bid solicitation process, term contracts, acquisitions, etc.

There is a high level of integration between purchasing and all of the other SWIFT modules.



Once the state legislature approves a budget bill and it is signed into law, the budget is entered into Commitment Control in SWIFT. Commitment Control enables you to control expenditures actively against predefined, authorized budgets. SWIFT requires that an expenditure budget exists before there is any expense activity. Expense activities are requisitions, purchase orders, vouchers and journal entries. There must be sufficient funds available to process a transaction.

SWIFT uses Commitment Control to act on transactions that exceed your budget limit via the budget check process. Transactions and future obligations that exceed the budget are exceptions. Commitment control warns you of these exceptions.

Key Terms in Purchasing

- *Buyer* is a state agency staff person who administers contracts, encumbers funds and creates purchase orders.
- A *contract* is an agreement with specific terms between two or more persons or entities. Generally, the terms include an obligation for one party to offer goods and services. The other party is obligated to pay for them.
- *Encumbrance* is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purchase. The document used to record an encumbrance is called a purchase order.
- *eProcurement*: The eProcurement module is used to create pre-encumbrances for future purchases, as well as to order stock material from an Inventory Center by specific state agencies.
- *Pre-encumbrance* is done with a requisition. It is designed to hold the funds for a specific purpose.
- *Procurement consists of the activities required to obtain goods and services from suppliers or vendors.*
- *Purchase Order (PO)* authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a legal obligation which both parties are expected to fulfill. The purchase order establishes key information that carries through the Accounts Payable system such as the *Vendor ID*. Purchase orders create encumbrances. If a requisition is referenced, the purchase order liquidates the pre-encumbrance.
- *Requisition* is an internal document by which a using agency requests the purchasing department to initiate procurement (a purchase).
- *Vendor* is the supplier of the goods or services.
- *Voucher* is an electronic version of a paper invoice received by a vendor. Vouchers are the mechanism by which the State of Minnesota electronically pays for goods and services.
- The *Chart of Accounts* consist of eight Standard ChartFields and six Project/Grant ChartFields. When combined, the ChartFields define specific transactions. End-users must be familiar with the ChartFields and their definitions for use in procurement, budgeting, month-end reporting and labor cost distribution.

These ChartFields are required to define the appropriate funding source. Understanding these fields will assist in any potential errors that may appear during the budget check step. These *ChartFields* are required to define the appropriate funding source:

1. *Statewide ChartFields* are:
Fund, Financial Department ID (also known as Fin DeptID), Appropriation ID and Account
2. *Agency Reporting ChartFields* are:
Statewide Cost, Agency Cost, SubAccount, Agency Cost 1 and Agency Cost 2
3. *Project/Grant Reporting ChartFields* are:
PC Business Unit, Project, Activity, Source Type, Category and Sub-Category

SWIFT ChartFields

Statewide Reporting					Agency Reporting			
Display Name	Fund	Fin DeptID	AppropID	Account	Statewide Cost	Sub Account	Agency Cost	Agency Cost 2
Field Length	4	8	7	6	3	4	5	5
	Required				Optional			

Project/Grant Reporting					
PC Business Unit	Project	Activity	Source Type	Category	Sub-Category

Course Lessons

The Lessons in the SC1 Create and Manage Supplier Contracts course include:

- Supplier Contracts Basics
- Supplier Contracts Document Types
- Create Professional/Technical Supplier Contracts
- Create Commodity-Based Supplier Contracts
- Change a Supplier Contract
- Use Reporting Tools for Supplier Contracts

Lesson 1: Supplier Contracts Basics

Lesson Overview

Use the Supplier Contracts module to record specific contractual relationships. The contract contains purchase information such as item, quantity, freight terms, shipping terms, payment terms, shipping instructions, etc. Purchase orders can be created from the contracts when there is a need for goods or services from a vendor.

SWIFTS's Supplier Contracts module supports agencies to manage contracts in several ways.

- Electronic repository of contracts
- Contract document authoring
- Contract search capabilities
- Contract compliance and monitoring
- Digitizing the entire contract prevents contracts and associated documents from being lost
- Contract shells that use preapproved language in a structured clause library
- Electronic execution of the contract (e.g., workflow approvals and signature processes, internal and external)

These features are not all covered in this User Guide. Contact the SWIFT Help Desk for more information about them. swifthelpdesk.mmb@state.mn.us

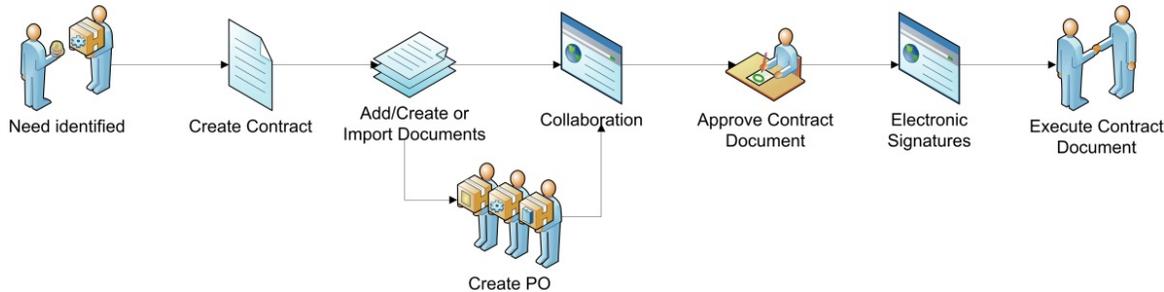
This lesson reviews the basic information about supplier contracts using SWIFT.

After completing this lesson, you should be able to:

- Understand the components and structure of a supplier contract
- Understand the four basic components required to create a supplier contract
- Understand the fields within each of these required components and select the correct contract type
- Understand the steps to set up and execute a supplier contract

Steps to Set Up and Execute a Supplier Contract

Most contracts follow a similar sequence of steps, whether manually entered directly in Supplier Contract or created in Strategic Sourcing in SWIFT. Steps 1, 2 and 3 are described in this User Guide.



Below are steps to set up and fully execute a contract in SWIFT.

NOTE: When a sourcing event is required and conducted through SWIFT's Strategic Sourcing module, SWIFT automatically creates the contract shell when the contract is awarded.

Step 1. Prepare to Enter the Contract in SWIFT

- Inform the vendor of the requirements to be a vendor with the State of Minnesota. They need to register and set up a SWIFT Vendor ID and obtain a User ID. They need to set up the authority for an E-Signature. Registration can take a few days. Recommend the vendor to start the process soon.
- There are resources to help vendors to register in SWIFT.
 - The **Vendor Resources** webpage has information that guides vendors through the process. <http://mn.gov/mmb/accounting/swift/vendor-resources/>
 - The **SWIFT Vendor Help Desk** can assist them with the registration process. They can call at 651-201-8100, option 1.

Step 2. Create the Contract (and Contract Shell if Needed).

- If the contract is not generated from a Sourcing event, enter the Supplier Contracts document shell into SWIFT. On the header, enter the *Vendor*, *Buyer*, *Maximum Amount* and the dates the contract is in effect. Then, enter the information about the item such as *Item Details* or *Item Category*. After you complete the contract header, save the contract shell.
- If the contract is generated in Strategic Sourcing, search for the contract in the Supplier Contracts module. Review and make any necessary changes to the Supplier Contract document. Then, save it. The vendor, item details and contract terms are integrated from the Sourcing event. For information about Strategic Sourcing: <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/index.jsp>

Step 3. Add/Create or Import Documents.

- After completing and saving the contract header section, add specific documents to the contract. These documents may be agency-specific, contract boilerplates, state requirements for contracts or other documents. Either create a new document or import an existing document. Use the configuration wizards

to help create the document using Office of State Procurement (OSP)'s pre-approved online templates.

Step 4. Get the Contract Review (e.g., Collaboration) and Set Up the Encumbrance.

- Collaboration enables the contract administrator to solicit feedback and review from peers or other state users of the contract. Collaboration can be completed internally or externally to SWIFT. While contract is out for collaboration, create a purchase order to encumber funds.

Step 5. Route the Contract Document for Approval.

- Route the contract document for approval. You can use SWIFT for approvals. Only certain SWIFT user roles are authorized to approve contracts in SWIFT. Check with your Agency's P/T Contract Coordinator or SWIFT Security Administrator to identify the user(s) within your Agency.

Step 6. Obtain Electronic Signatures.

- SWIFT routes the contract for external signature by the vendor via the Supplier Portal.
- Then, SWIFT routes it to internal signers. Roles default for each different document type.
 - Signers are typically: Encumbrance Verification Signer, State Agency Signer and Department of Administration Signer.
 - Agency may also use ad hoc SWIFT users as document signers, when needed.
- Additional State Agencies can be added for Master Contracts.

Note: If the vendor is not set up for electronic signatures, use "wet" signatures. Skip Step 6. This means that the original document is required and the signature is in ink. Contract documents should be mailed to the vendor for signature. After all parties sign the contract, scan and upload the signed document into SWIFT.

Step 7. Execute the Contract Document.

- Execute the contract document once all signatures have been obtained.

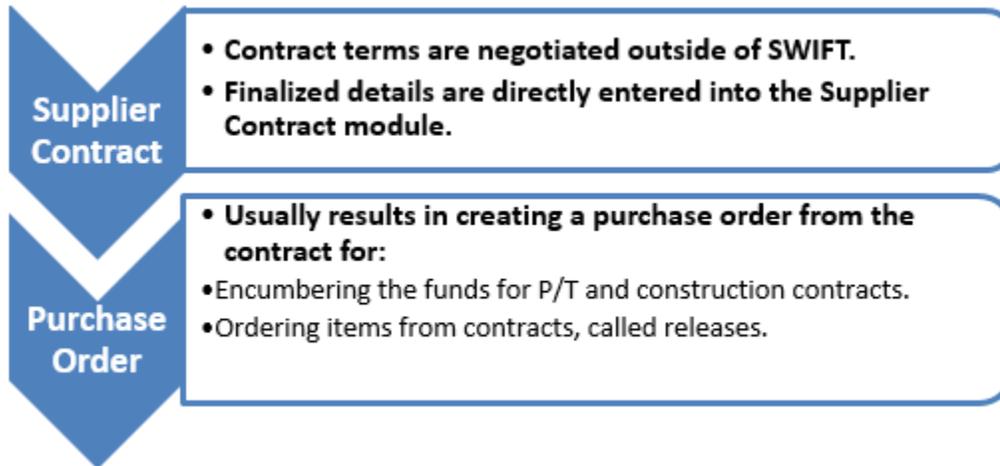
After it is fully executed, return to the Supplier Contracts document and set the Status to "Approved". This update makes the contract available for use with purchase orders. You can now dispatch the purchase order associated with this contact.

Supplier Contracts Process Flow

Supplier contracts can start from two processes at a state agency: direct entry and strategic sourcing.

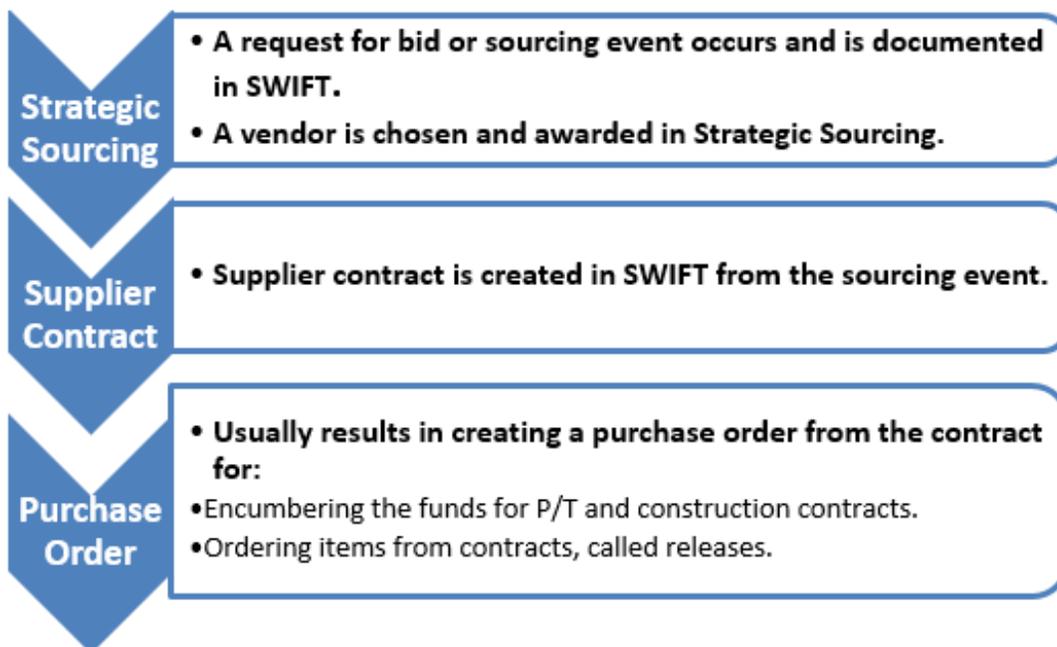
1. Direct Entry into SWIFT:

This is one of the most common ways that agencies enter supplier contracts into SWIFT. It uses the Supplier Contract module.



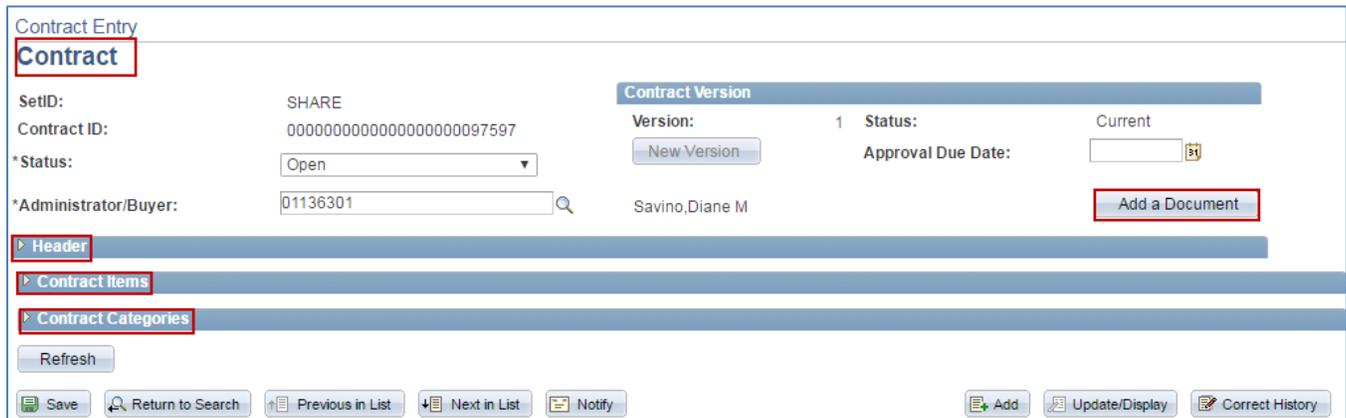
2. Strategic Sourcing:

This is another common way that agencies enter supplier contracts into SWIFT. It uses the Strategic Sourcing and Supplier Contract modules. This method is not allowed if the Strategic Sourcing event was created from a Requisition.



Supplier Contract Components

There are four key components in each supplier contract in SWIFT. They must be completed to enter a contract into SWIFT and create a contract shell.



The screenshot shows the 'Contract Entry' form in SWIFT. Key components highlighted with red boxes include:

- Contract**: The main title of the form.
- Contract ID**: 00000000000000000000000097597
- Status**: Open
- Administrator/Buyer**: 01136301
- Contract Version**: Version 1, Status Current
- Add a Document**: A button to add documents to the contract.
- Header**: A section for contract terms.
- Contract Items**: A section for contract lines.
- Contract Categories**: A section for contract categories.

Required Fields on Supplier Contracts Components

Each component of a supplier contract has several fields. Not all fields are required for all supplier contracts. For more information about these requirements, view Lesson 2 on Supplier Contract Document Types.

Summary of the Required Fields on Each Component

Some of these fields are determined by the *Contract Document* type and agency policy. In general, the required fields for each component are as follows.

1. **Contract Page:** Contains information that applies to the entire contract.
 - Contract ID, Administrator/Buyer
 - Review/Update Status
2. **Header:** Contain information about the contract terms.
 - Vendor/Vendor ID
 - Begin Date
 - Expiration Date?
 - Description
 - T-Number (depends on Contract Type)
 - Maximum Amount
 - Order Contract Options: Corporate Contract?
 - PO Defaults Link: Enter the Business Unit and Origin
3. **Contract Lines:** Contains information about goods or services to be purchased.
 - Contract Item:
 - Details Tab - Description, Unit of Measure, Category
 - Release Amounts Tab or Release Quantities Tab:
 - Fiscal Year, Maximum Amount per Line

- Details for Line: Priced Changed on PO?
 - OR, Contract Categories
 - Details Tab
 - Release Amounts Tab
 - Fiscal Year, Maximum Amount per Line
4. **Create Document/Add a Document:** Creates a contract document. It determines the Document Type for the contract. It uses a “configurator” to open up the required fields for each document type.
- Contract Document Type
 - Other fields determined by the Document Type such as Administrator, CPV Contract Indicator, Sourcing Method, Statement of Purpose, MPK Contract?

Details of the Required Fields on Each Component

1. Contract Page:

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

Contract Entry

Contract

SetID:	SHARE	Contract Version	
Contract ID:	00000000000000000000104122	Version:	1 Status: Current
*Status:	<input type="text" value="Approved"/>	Approved Date:	12/09/2015
Administrator/Buyer:	Buyer ID	Buyer Name	<input type="button" value="Add a Document"/>

Fields on the Contract Page. Required fields are marked with an asterisk (*).

Field Name	Field Description
SetID	It defaults to “SHARE”. Set ID represents a set of data rows in SWIFT. They are “set” for a business unit or for the ability to share data across business units.
Contract ID	A contract is identified by an ID that is unique within a business unit. The default for a new supplier contract is “NEXT” until the contract is saved.
*Administrator/Buyer	Agency staff person who administers contracts, encumbers funds and creates purchase orders.
Add a Document button	After you save the Contract Entry page, click this button to access the SWIFT’s Contract Management document authorizing system. You can create a document and link it to this transactional contract. If a document already exists for the contract, click the Maintain Document button to access the document.



Field Name	Field Description
*Status	<p>This is the status of the contract. The values are Approved, Canceled, Closed, On-Hold and Open.</p> <ul style="list-style-type: none"> When you create a contract, the status appears by default as either <i>Open</i> or <i>Approved</i> based on the settings for the user on the User Preferences - Contracts page. <p>Approved:</p> <ul style="list-style-type: none"> Only contracts with an <i>Approved</i> status are eligible to have releases created against them or to be referenced by other transactions. Do not set a contract status to “Approved” until it is fully executed. <p>Open:</p> <ul style="list-style-type: none"> You can only change contracts in Add mode or if they are in an <i>Open</i> status. <p>Closed:</p> <ul style="list-style-type: none"> This contract is no longer needed. This status reflects that a contract was closed after there was activity against it. An activity includes purchase orders, receipts and vouchers. If the contract originated from a request for quote and the contract is canceled, you have the option to return quantities to the request for quote. When vouchers exist for a contract and the contract is closed, all vouchers eligible for closure are also closed. Eligible vouchers include those that have not been posted, paid, matched, or budget checked. If the contract is reopened later, you can create releases for these vouchers again and the system will assign a new Voucher ID. <p>Cancelled:</p> <ul style="list-style-type: none"> This contract is no longer needed. This status reflects that a contract was cancelled and there is no activity against it. An activity includes purchase orders, receipts and vouchers. You cannot set the status to <i>Closed</i> or <i>Canceled</i> if open lines or staged releases exist against the contract. If a contract's status is returned to <i>Open</i>, you cannot use purchase orders that reference the contract until the contract is approved again. <p>On-Hold: Rarely used.</p>
Version	Displays the current version of the document.

Field Name	Field Description
Status	<p>Displays the status of the contract version. Values include:</p> <ul style="list-style-type: none"> <i>Current</i>: SWIFT will use this version for release if the contract header status is <i>Approved</i>. When you create and approve a new contract or another version of a contract, the system sets the status to <i>Current</i>. <i>Draft</i>: SWIFT will create a draft version after you click on the New Version button. It will change the header status to <i>Open</i>. When you create a new version, its status is automatically set to <i>Draft</i> and you can make updates to the contract. When the Draft version is approved, the system automatically changes the status of the last Current version to a <i>History</i> status, and sets the Draft version to the Current status. <i>History</i>: SWIFT uses this status for versions that were formerly the Current version, but are no longer current. When you approve a Draft version (making it the Current version), the prior version number goes to <i>History</i> status. When contract versions are in a <i>History</i> status, you cannot make changes to the contract. However, you can view details about the contract version.
Approved Date	Displays when the contract version was approved. For upgraded contracts, the date is set to the contract begin date.

2. Header:

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 (PO Default link).

Header	
Process Option: Purchase Order	Add Comments Links Activity Log Contract Activities Document Status Primary Contact Info Thresholds & Notifications Contract Header Agreement Subcontractors Contract Releases Retention Tracking
Vendor: Main Header WORKING CO-001	
Vendor ID: 0000833496 WORKING CONVERSATIONS, LLC	
Begin Date: 03/30/2016	
Expire Date: 04/20/2016	
Renewal Date:	
Currency: USD CRRNT	
Primary Contact:	
Vendor Contract Ref: Master Contract 1610A	
Description: "Communicating Strategically"	
MMD Contract Release Number/T-Number: 1610A	
<input type="checkbox"/> Tax Exempt	
Amount Summary	
Maximum Amount: Amount Summary 1,500.00 USD	
Line Item Released Amount: 1,500.00	
Category Released Amount: 0.00	
Open Item Released Amount: 0.00	
Total Released Amount: 1,500.00	
Remaining Amount: 0.00	
Remaining Percent: 0.00	
Order Contract Options	
<input type="checkbox"/> Contract Order Options <input type="checkbox"/> Allow Open Item Reference <input type="checkbox"/> Must Use Contract Rate Date Rate Date: 03/10/2016 <input type="checkbox"/> Corporate Contract <input type="checkbox"/> Adjust Vendor Pricing First <input type="checkbox"/> Auto Default <input type="checkbox"/> Lock Chartfields <input checked="" type="checkbox"/> Price Can Be Changed on Order <input type="checkbox"/> PO Defaults Add Open Item Price Adjustments Price Adjustment Template	

Fields on the Main Header. Required fields are marked with an asterisk (*).

Field Name	Field Description
Process Option	The process option displays the value selected when the contract was created. SWIFT always uses “purchase order”.
Vendor	A person or organization that has a business relationship with the State and has registered and been added to the Vendor File.
*Vendor ID	A ten-digit identification number assigned to a Vendor.
*Begin Date	Select the start date for use with the contract. The default value is the current system date.
Expire Date	Select the end date of the terms and conditions of the contract. The expire date cannot be earlier than the begin date. It is required for some Supplier Contract document types. It is beneficial to enter the Expire Date to trace expiring contracts.
Renewal Date	This optional field indicates when a contract is up for renewal. If you enter a renewal date, it should be later than the current date. If a contract expiration date exists, then the renewal date should be before or equal to the expiration date.
Primary	Primary contact for the vendor of this field, you must have already set up supplier contact information in the Supplier Information component.
Vendor Contract Ref.	Reference to identify a vendor contract number or some other identifier by which the vendor identifies this contract. The value can be used in searching for contracts.
*Description	Description of the contract. Most agencies use this field to organize contracts and use a standard format. It is a searchable field.
MMD Contract Release/T-Number	The Contract Release/T-Number represents one or more contracts in related groups. For example, to find contracts for asbestos removal search the OSP site for Contract Release A-189 to view active vendor contracts providing the service.
Tax Exempt	Select if the contract is tax exempt. If you select this option for an order contract, enter the tax exempt ID in the text box for this option.



Links on the Header. There are no required fields.

Field Name	Field Description
Add Comments	Enter comments about the contract, define comment actions, and attach associated documents. You can also select to add standard comments. If comments already exist for the contract, the Edit Comment button appears.
Contract Activities	Useful for creating and maintaining activities associated with this contract. Enter a Due Date and Tasks to complete in the Comments field.
Primary Contract Info	Access the Supplier Contact Information page, where you can maintain contact information for the contact. You must select a contact in the Primary Contact field before accessing the page.
Contract Header Agreement	Used to establish agreements for the contract. Contract agreements represent external or internal deliverables. You can assign agreements at the header level or at the line-item level.
Contract Releases	Can be used to automate contract releases at regular intervals such as monthly rent. THIS FEATURE IS NOT CURRENTLY USED IN SWIFT.
Activity Log	Shows the date the contract was entered and user, last modified by date and user, and when the contract was last approved by date and user.
Document Status	View information about documents associated with the contract, such as purchase orders, events and vouchers.
Thresholds & Notifications	View and update contract expiration and renewal dates, spend threshold, and maximum amount notifications and contract amount summaries.
Subcontractors	Used for recording subcontractor payment information. Includes information about Targeted Group, Economically Disadvantaged, Veteran and Small Business sub contractors.
Retention Tracking	Use to record retention requirements for all lines on a contract.

Amount Summary. Required fields are marked with an asterisk (*).

Field Name	Field Description
* Maximum Amount	Total amount that this contract should not exceed. The total released amount of all lines and the total amount for all category lines plus the amount released for open items must not exceed this amount and must be equal to this amount.
Line Item Released Amount	Sum of released amounts for all contract line items on the contract.
Category Released Amount	Sum of released amounts for all contract category lines on the contract.
Open Item Released Amount	The amount that is released for open items in an open item contract. This amount is updated during the PO Calculations process or online purchase order creation when the purchase order is linked to the contract using the open item reference.
Total Released Amount	The amount that has been released for this contract, including the line item, category, and open item amounts.

Order Contract Options.

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 use.

Field Name	
Corporate Contract	Corporate contracts are available for all state agencies to use. Check this box if you wish the contract to be available to all state agencies. Otherwise, the contract will be specific to the business unit selected on it. If you do not check this box, go to the <u>PO Default</u> link to assign the business units and origins for this contract.
Lock ChartFields	Do not use this option.
Allow Open Item Reference	Used only by Office of State Procurement (OSP) from the Minnesota Department of Administration. If you check this box, it will need to be reviewed and approved by OSP.
Adjust Vendor Pricing First	Do not use this option.
Price Can Be Changed on Order	Do not use this option at the header level. If you wish to allow SWIFT to calculate prices on the purchase order, use the line item feature.

Field Name	Field Description
Must Use Contract Rate Date	This feature is not used in SWIFT.
Auto Default	Do not use this option. Keep the default options.

Links below the Order Contract Options Checkboxes.

Required fields are marked with an asterisk (*).

Field Name	Field Description
* PO Defaults	Allows you to set default information for purchase orders against this contract for each business unit. Enter the business unit and origins that can be used on this contract.
Open Item Price Adjustments	Do not use this feature.
Price Adjustment Template	Allows you to define a set of price adjustments that you can copy to the open item, line item, and category levels on the contract.

PO Defaults is required in SWIFT. It will prepopulate several fields. Make sure that the correct *Business Unit* appears. Add the *Origin*. You can also click the **Plus** button to add more than one *Business Unit* and/or *Origin*.

PO Defaults

SetID: SHARE Contract ID: NEXT Version: 1 Vendor ID:

Header Find | View All First 1 of 1 Last

*Business Unit:

Vendor Loc:

Buyer:

Origin: Accounting Services

3. Contract Lines:

Contract Lines are required for all contracts. They contain information about the goods or services to be purchased.

- There are two different ways to set up contract lines. One contract can use both of these types of lines.

Type of Contract Line	Description	Examples
Contract Items	Allows the buyer to be specific about the type of item to be purchased. The buyer describes the purchase in detail. The Category is chosen on the line level.	<ul style="list-style-type: none"> • Hammers, FY 2016 • Drills, FY 2016
Contract Categories	Allows the buyer to use Categories for a broader type of purchase. Operates like a blanket purchase order in SWIFT. The details of the purchase will be defined on any purchase orders that reference this contract.	27110000 (Hand Tools)

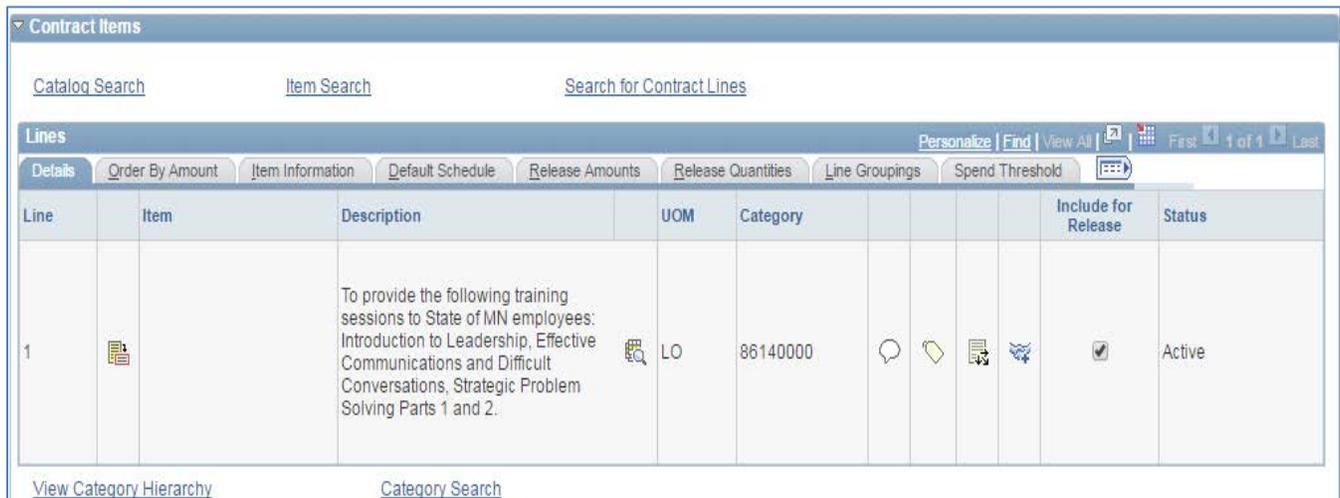
- **Maximum Amounts**

There are three places on a contract to enter maximum amounts.

- Amount Summary on the Header
- Item Lines
- Category Lines

Contract Items:

Use *Contract Items* to specify the details of the item(s) to be purchased. Enter these contract items on the **Details** tab on **Contract Items**.



The screenshot shows the 'Contract Items' section of the SWIFT system. It includes search filters for 'Catalog Search', 'Item Search', and 'Search for Contract Lines'. Below the filters is a 'Lines' table with columns: Line, Item, Description, UOM, Category, and Include for Release. A single line is visible with the following details:

Line	Item	Description	UOM	Category	Include for Release	Status
1		To provide the following training sessions to State of MN employees: Introduction to Leadership, Effective Communications and Difficult Conversations, Strategic Problem Solving Parts 1 and 2.	LO	86140000	<input checked="" type="checkbox"/>	Active

At the bottom of the interface, there are links for 'View Category Hierarchy' and 'Category Search'.

NOTE: There are some links above and below the *Contract Items* field. Do not use these links.

- **Fields on the Details Tab on Contract Items.** Required fields are marked with an asterisk (*).

Field Name	Field Description
* Description	Description of the item(s) being purchased. Be specific.
* Unit of Measure	How the item is measured. The UOM is the basis for determining quantities such as minimum and maximum quantities and line quantities released. Typically, agencies use LOT for individual items.
* Category	This is a grouping of similar goods or services for reporting purposes and spending analysis. The category follows the standard classification of products and services represented by the United Nations Standard Products and Services Code (UNSPSC).
Include for Release	The feature is not used by SWIFT. Keep the default.

After entering information on the **Details** Tab, click on the **Line Details** icon. It brings you the **Details for Line** page.



Line	Item	Description	UOM	Category	Include for Release	Status
1		To provide the following training sessions to State of MN employees: Introduction to Leadership, Effective Communications and Difficult Conversations, Strategic Problem Solving Parts 1 and 2.	LO	86140000	<input checked="" type="checkbox"/>	Active

On the **Details for Line** page, expand the fields for the **Pricing Information** tab. Your agency can provide guidance on updating the pricing information, called *Base Price*.

Field Name	Field Description
Base Price	The fundamental cost of the good or service. It does not include fees such as sales tax, shipping or other charges. SWIFT uses the Base Price in calculating the price on purchase orders creating referencing contracts.

A new contract defaults the *Base Price* to \$0.00. This *Base Price* will be carried to any purchase order lines if this is not updated.

- Check the **Price Can Be Changed on Order** checkbox if you want to allow the *Base Price* to be manually updated on the purchase order.
- You can also check the **Use Contract Base** checkbox if you wish to limit the *Base Price* on any purchase orders referencing this contract. Update the *Base Price*. The *Base Price* will default to this amount on the line level of a purchase order.
- NOTE: Do not change the *Physical Nature* field. It is based on the *Category Code*.

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

▼ Pricing Information

Use Contract Base Price
 Price Can Be Changed on Order

Use Vndr Price UOM Adjustments
 Use Vendor Price Shipto Adjust

Price Date:

Adjust:

Price Qty:

Order By Amount

Qty Type:

Amount Only
 Merchandise Amount:

Schedule Defaults

Select the eligible UOM / Pricing combinations that are available for this contract line. The Release Default row will be used for pricing the next set of releases from the contract.

UOM/Pricing

Personalize | Find | View All | First 1 of 1 Last

Price Loc	UOM	Base Price	Curr
<input type="text"/>	<input type="text"/>	0.00000	USD

Determine how you wish to release the contract: *Amount* or *Quantity*. There are two different ways to release the contract lines.

Type of Release	Description	Example of Release Type
Release by Amount	The contract is based on the amount of the purchases (price).	For example, if you have 2 items on a contract and each item is \$3,000.00. The maximum amount of the contract is \$6,000.00
Release by Quantity	The contract is based on the quantities of the purchases (how many).	For example, if you have a contract that stipulates that the maximum number of items to be purchased is "X", add "X" in this field.

Select either the **Release Amounts** Tab or the **Release Quantities** Tab.

- Fields on the **Release Amounts** Tab. Required fields are marked with an asterisk (*).

Field Name	Field Description
* Fiscal Year	Enter or confirm the correct fiscal year.
* Maximum Amount	Enter the maximum amount allowed for this contract line. All of the maximum amounts entered on the lines must add up to match the maximum amount on the header (on the Amount Summary section).

Released August 22, 2016 (Version #2)

Page 19

- Fields on the **Release Quantities** Tab. Required fields are marked with an asterisk (*).

Field Name	Field Description
* Fiscal Year	Enter or confirm the correct fiscal year.
* Maximum Line Quantity	Enter the maximum number of items allowed for this contract line.

Contract Categories

Use *Contract Categories* for broader types of purchase. It operates like a blanket purchase order in SWIFT. The details of the purchase will be defined on any purchase orders that reference this contract.



Enter these contract items on the **Details** tab on Contract Categories.

- **Fields on the Details Tab on Contract Categories.** Required fields are marked with an asterisk (*).

Field Name	Field Description
* Category	This is a grouping of similar goods or services for reporting purposes and spending analysis. The category follows the standard classification of products and services represented by the United Nations Standard Products and Services Code (UNSPSC).

- Click on the **Release Amounts** tab.

Fields on the Release Amounts tab. Required fields are marked with an asterisk (*).

Field Name	Field Description
* Fiscal Year	Enter or confirm the correct fiscal year.
* Maximum Line Quantity	Enter the maximum number of items allowed for this contract line.

- **Save the Contract.**

Click the **Save** button at the bottom of the contract. SWIFT will assign a *Contract ID* to this contract. The *Status* will be Open.

4. Create 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 written contract with the SWIFT Contract ID. Typically, you will not have a fully executed contract when you are doing a contract shell in SWIFT. You can return to this field and import the scanned contract documents.

Also, you can also create separate contract documents to attach to the contract shell. These documents may be agency-specific, contract boilerplates, state requirements for contracts or other documents. Depending upon the type of document you choose, the SWIFT contract configurator will walk you through the process steps to create a document that fits the transaction.

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

Contract Entry

Contract

SetID:	SHARE	Contract Version	
Contract ID:	00000000000000000000107831	Version:	1 Status: Current
*Status:	Open	<input type="button" value="New Version"/>	Approval Due Date: <input type="text" value=""/>
*Administrator/Buyer:	<input type="text" value=""/>	<input type="button" value="Add a Document"/>	

On the **Create Document** page, select a *Document Type* that is used for the contract you are entering.

Create Document

Source: Purchasing Contracts [Return to Document Search](#) [Return to Contract Entry](#)

SetID: SHARE Contract ID: 00000000000000000000109346

Vendor: ROZIN SECURITY CONSULTING LLC

*Document Type:

Fields on the Document Type.

Document Type	Description
ALP and Acquisitions	A group of different contracts for purchases and acquisitions within the Authority for Local Purchase (ALP) for a buyer or contract coordinator.
Construction Contracts	A group of different contracts for construction, remodeling and maintenance projects and services.
Grant Contracts	Contracts that are financial assistance or services furnished by the agency via a third party to an eligible recipient.
Inbound Interfaced Contracts	SWIFT does not currently use this contract document type.
Income Contracts	Contracts that bring funds into a state agency.

Document Type	Description
Professional/ Technical Contracts (P/T)	A group of different contracts for professional or technical services (P/T). P/T services 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. P/T 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.

Other fields open up for that *Document Type*. Enter information in the following required fields. Your agency may require other fields to be entered.

- CPV Contract Indicator:
- Contract Type: Select the one that best fits. P/T Contracts end in “K”. Commodity Contracts end in “C”.
- Sourcing Method
- Contact Manager
- Statement of Purpose

Fields on Create Document. Required fields are marked with an asterisk (*).

Field Name	Field Description
Additional Approver	Allows you to add an additional approver using the drop down menu that lists other contract administrators.
Additional Description	Allows you to add an additional description. This field allows you to add descriptions that were not part of the header description since that field is limited. Check with your agency about its use.
* Administrator	Defaults to the Employee ID/name of the employee entering the contract. It can be updated using the drop down menu that lists other contract administrators.
Agency Reference Field 1, 2	Optional fields for each agency to determine how to use.
Configure ID	Provides a unique identifier for the contract documents that were created using the Configure Selector (Wizard). This option is not available for Construction Contracts, Income Contracts or Real Estate Lease Contracts.
* Contract Type	The Document Type selected determines the Contract Type. P/T Contracts end in “K”. Commodity Contracts end in “C”. These contract types are described in Lesson 2.
* CPV Contract Indicator	Cooperative Purchasing Venture (CPV) allows eligible government entities (members) to use State of Minnesota contracts. There are three CPV Contract Indicators. <ul style="list-style-type: none"> • AGY: Opens up this contract to others in your agency. • CPV: Opens up this contract to all CPV members. • STW: Opens up this contract for all State agencies.
Financial Department ID	The Fin Dept ID represents an organizational function to which expenditures and other activities are identified. The Department ChartField classifies transactions according to a defined organizational structure. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.



Field Name	Field Description
Last Signature Date	Used for agencies that do not use SWIFT’s electronic signatures. It allows you to set the last date for signatures. This is important because vendors are not allowed to start work until the date the last signature is obtained.
References MPK Contract	Only on the Professional/Technical Contracts and Master Work Order Document Type.
Renewals Authorized	Allows you to list the number of months that renewals can be authorized.
Renewals Available	Allows you to list the number of months that renewals are available.
Retention Not to Exceed Amount	Retention is holding back full payment until the contract deliverables are completely fulfilled. Retention is required for some P/T contracts.
* Sourcing Method	<p>The method used to request or seek a bid in order to award the contract. The Office of State Procurement uses this field. The options are governed by State statute or State policy. Contact them if you have questions about which method to choose.</p> <ul style="list-style-type: none"> • Emergency: Contact OSP for the policies to use this field. • Other: None of the other options fit this contract. • RFB (Request for Bid): Typically for purchasing commodities. • RFP (Request for Proposal): Typically, for purchasing P/T services. • Single Source: There is only 1 provider of the good or service. Documentation is required.
Contract Manager	Agency person responsible for signing the contract. Important for e-Signatures.
Sponsor	Project or contract sponsor. Can be a name, position, division, agency or other sponsor.
* Statement of Purpose	The purpose or scope of the contract. This field is open to the public. Write a clear, concise, and easy to understand statement of purpose of the contract.

*Administrator:	<input type="text"/>	<input type="button" value="Q"/>
Sponsor:	<input type="text"/>	<input type="button" value="Q"/>
Financial Department ID:	<input type="text"/>	<input type="button" value="Q"/>
*CPV Contract Indicator:	AGY	<input type="button" value="Q"/>
*Contract Type:	PTK	<input type="button" value="Q"/> Statement of Purpose
*Sourcing Method:	RFP	<input type="button" value="Q"/>
Agency Reference Field 1:	<input type="text"/>	
Agency Reference Field 2:	<input type="text"/>	
*Contract Manager:	01136301	<input type="button" value="Q"/>
Additional Approver:	<input type="text"/>	<input type="button" value="Q"/>
Referred MPK Contract ID:	<input type="text"/>	
Renewals Authorized (Months):	<input type="text"/>	
Renewals Available (Months):	<input type="text"/>	
Last Signature Date:	<input type="text"/>	<input type="button" value="B"/>
Retention Not to Exceed Amount:	<input type="text"/>	
<input type="checkbox"/> Use Wizard Responses from Document: (<Select Document>)		
<input type="button" value="Create Document"/>		<input type="button" value="Import Document"/>
<input type="button" value="Save"/>		Return to Contract Entry

Click the **Save** button when you are done.

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

On **Import Option**, select an option that describes the document that is being imported. The options are:

- Current Contract/Document
- Amended Contract
- Amended Contract and Amendment
- Original and Amendment

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 **Current Version**, enter basic information about the contract document such as *Version*, *Status* and *Status Date*. Use a *Status* of “Executed” when the contract is completely executed outside of SWIFT. Then, click the **Upload** button.

Current Version							
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 chosen a file from your desktop, 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 document.
- When you are done, click the **Done with Import** button.

Current Version							
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.

Understanding Contract Releases

Contract releases in SWIFT’s Supplier Contracts module is the association of contracts with purchase orders.

- This association occurs at the purchase order line level. You track contract releases using the *PO Reference* line.

Purchase Order

Business Unit: G1001 Origin: 513 Management Analysis & Developmt PO Status: Dispatched

PO ID: 3000003260 Approval Exception Budget Status: Valid

Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 08/20/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: [Field]

Expiration Date: 06/30/2016 [By] Backorder Status: Not Backordered Create BackOrder

*Vendor ID: 0000244086 AERITAE CONSULTING GROUP Receipt Status: Partial Doc Type: MWK-Master Prof/Tech Work Order

*Vendor: AERITAE CO-001 Vendor Details *Dispatch Method: Phone Dispatch

*Buyer: 01106579 Edwards, Margaret E

PO Reference: 2016-037 MSRS

Amount Summary

Merchandise: 67,800.00

Freight/Tax/Misc.: 0.00 Calculate

- The *Contract ID*, *Contract Line Number* and *Release Number* are unique identifiers. They are visible on the **Contract** tab of the **Lines** section of a purchase order.

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release
1	[Icon]	2016-037 MSRS	Contract Search	SHARE 0000000000000000000000000098795	1	1		1

- Buyers can create a purchase order referencing a contract.

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line
1	[Icon]	[Field]	Contract Search	SHARE [Field]		[Field]	[Field]

- Buyers can track subsequent releases after they dispatch the purchase order and then create a change order. Dispatched purchase orders communicate new release information to vendors.

Purchase Order

Business Unit: G1001 Origin: 514 Management Services PO Status: Dispatched

PO ID: 3000003153 Approval Exception Budget Status: Valid

Change Order: 4

Lesson Summary

Having completed this lesson, you should now be able to:

- Understand the components and structure of a supplier contract
- Understand the four basic components required to create a supplier contract
- Understand the fields within each of these required components
- Understand the steps to set up and execute a supplier contract

Lesson 2 Supplier Contract Document Types

Lesson Overview

Document Types is a field within the Procurement module in SWIFT. It differentiates among the functions for a requisition, solicitation, and contract or purchase order. This lesson will help you determine which contract document type to select.

This lesson provides an overview of the contract document types.

- There are two different classifications of contract document types for SWIFT:
 - Commodity Contract Types
 - Professional/Technical (P/T) Contract Types

After completing this lesson, you should be able to:

- Gain an overview of the various contract document types
- Be able to determine which contract document types fit which transactions

Supplier Contract Document Types Overview

There are two different classifications of contract document types for SWIFT.

(1) Commodity Contracts:

These contract types are for various types of construction, goods and/or services (services must be non-professional/technical in nature). These contracts do not encumber funds. The purchase orders placed against them are the encumbering documents. SWIFT documents track the use, and maintain the integrity of the contract line items; specialized contract forms are used as the actual contract agreement. Contracts may be set up by Office of State Procurement (OSP) or by agencies if within their ALP (Authority for Local Purchase) authority.

In some cases, there may be P/T services involved in construction/commodity services contracts.

- The professional services portion must be related to the purchase of equipment/software from this contract and are limited to \$25,000.00 per project.
- For projects exceeding \$5,000.00, agencies must follow these actions:
 - Complete a Professional/Technical two signature contract document by entering an Agency Service Contract (ASK)
 - Process a Work Order Certification Form
 - Create a SWIFT purchase order (contract encumbering document, KEO) against the ASK Contract for the complete order: equipment and P/T Services.

The T-Number for the Work Order Contract is the vendor's OSP Contract Number listed in MMD's Contract Release document. Once these steps have been completed, only the completed Professional/Technical two signature contract document, with the OSP Contract Number on it, should be sent to the vendor.

- Agencies cannot use a purchase order to procure these services, unless the total cost of the project is \$5,000.00 or less.
- Professional/Technical Services above the \$25,000.00 dollar limit must be related to the project. State agencies must request, in writing, and obtain prior written approval from MMD's Professional/Technical Contracts Section before proceeding with project exceeding the \$25,000.00 limit.

In general, commodity contracts are set up for an *intent to buy* the construction, goods or non-P/T services. The purchase order is the legally binding document between the agency and a vendor.

- Commodity Contract Document Types end in "C".

(2) Professional/Technical Service Contracts:

Professional/technical service contracts are defined as, "services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, 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."

Professional/Technical (P/T) type contracts encumber funds based on the document type used. Specialized contract forms are used for the actual contract agreement between the agency and the vendor. Multiple fiscal years may be encumbered under the same contract number using purchase orders to encumber funds. Multiple payments are made against these amounts. Certain P/T documents require entry of a T-Number (Annual Plans, Master P/T Contracts and Master Work Order Contracts). There are also several P/T contract types that do not allow funds to be encumbered under them.

- In general, P/T contracts have the *deliverables clearly specified*. The contract is the legally binding document between an agency and a vendor.
- P/T Contract Document Types end in “K”.

Contract Document Types

There are 28 contract document types. Several factors determine which classification to use for your purchases. Start by determining its classification: P/T or Commodity contract.

Factors determining Contract Document Type

Factor	Description	Contract Classification (K = P/T, C = Commodity)
Agency	Only the agency can use this contract.	C and K
State	All agencies can use this contract (e.g., Corporate Contract). Can be from OSP or an agency.	C only
Construction	All types of construction including highway and building construction.	C only
Grants	Agency provides funding to an outside entity to provide services or support to a third party who is not employed by the state.	K only
Interagency	Arrangements between two or more state agencies.	C and K
Joint Powers	Arrangements between a state agency and another governmental entity.	C and K
Goods	Physical item to use or consume.	C only
Public/Private Partnership	Only for MnDOT. Contracts that are a combination of professional/technical services and material goods.	C and K
Real Estate/Lease	Leasing state property such as square footage (e.g., office or storage space), acreage (e.g., land), or use (e.g., radio tower).	K only
Services (Professional/Technical)	Services that are intellectual in nature (e.g., consulting)	K only
Services (Non-P/T)	Services that are non-intellectual (e.g., cleaning or hauling services).	C only
TG/ED/VO	Contracts with vendors up to \$25,000 under the Equity Select Program.	C and K

Contract Selection Guide

The *Contract Document Selection Guide* provides an overview of the factors to explore before selecting the correct contract. Follow the flow chart to help you determine which type of document fits the transaction.



Decisions in the Contract Selection Guide

The **Contract Document Selection Guide** helps contract staff to understand the types of contract types. It also helps to determine the role of a purchase order.

The Contract is Ready.

The contract coordinator has received all of its approvals internally, from vendor and from OSP. The contract coordinator is ready to enter the contract shell into SWIFT.

Decision 1: Encumbrance Required?

An encumbrance is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purchase. The document used to record an encumbrance is called a purchase order.

- **No:** If there is *not* an encumbrance required, this contract does *not* encumber funds. Instead, it is an agreement for specific commodities and pricing. The legal obligation is any purchase orders created against the contract.

Decision 1a: Is there a Purchase Order required?

- **Yes:** Create purchase orders against the contract. The legal document is any purchase orders created against the contract. The purchase order lists the details of the purchases. These are all commodity-based contract.
- **No:** These contracts are agreements to do business but there are not funds that go through SWIFT for them. SWIFT is used to track these contracts.
- **Yes:** If there is an encumbrance required, a purchase order encumbers the funds. The purchase order is the legally binding document for this purchase. These contracts can either be commodity-based or P/T contracts. Typically, purchase orders are used to encumber and track expenditures against the contract.

Decision 2: Grant Contract?

- **Yes:** Grant contracts are a specific type of P/T supplier contracts. They are set up to record the funding paid to an outside entity to provide services or support to a third party who is not employed by the state.
- **No:** Leasing or Construction versus all other contract types.

Decision 3: Leasing or Construction?

- **Yes:** These contracts are related to construction or leasing agreements. These contracts can either be commodity-based or P/T contracts. They are all legally binding documents. Typically, purchase orders are used to encumber and track expenditures against the contract.
- **No:** These are all of the other contract types. They are P/T contracts that are legally binding documents. Typically, purchase orders are used to encumber and track expenditures against the contract.

Classifications of Contract Document Types

1. Commodity Contract Types

These contract document types' abbreviations end in "C" and include:

- AGC: Agency Goods Contract
- ASC: Agency Services Contract
- BCC: Building Construction Contract
- IAC: Interagency Contract
- JPC: Joint Powers Contract
- MSC: Master Services Contract (This is not currently used in SWIFT)
- OCC: Other Construction Contract
- PPC: Public/Private Partnership Contract
- RWC: Roadway Construction Contract
- SAC: Software Lic/Maint Contract
- SCC: State Commodity Contract
- SSC: Statewide Services Contract.

2. Professional/Technical (P/T) Contract Types

These contract document types' abbreviations end in "K" and include:

- APK: Annual Plan Contract
- ASK: Agency Service Contract
- EAK: Easement Agreement
- GRK: Grant Contracts
- IAK: Interagency Agreement
- JPK: Joint Powers Agreement
- LDK: Departmental Real Estate Lease
- LSK: Commercial Real Estate Lease
- MPK: Master Professional/Technical Contract
- MWK: Master Professional/Technical Work Order Contract
- ONK: Non-Encumbering Informational Record
- PPK: Public/Private Partnership
- PTK: Service Contract
- RMK: Real Estate Remodeling Contract
- RPK: Revenue Producing Contract
- SLK: State Loan Contract

Commodity Contract Types

Below is a description of Commodity Contract Types. They also include real estate contract types. In many cases, they refer to specific purchase order documents that reference the contract. For more information about the purchase order types, please refer to the Addendum in this user guide for the **SWIFT Procurement Document Types**.

Agency Goods Contract (AGC): Contracts used for the acquisition of material goods for specific agency use; agencies may set up this contract if within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO), Blanket TG/ED/VO purchase order (BTG), Direct TG/ED/VO Purchase order (DTG) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

Agency Service Contract (ASC): Contracts used by agencies for the acquisition of non-professional/technical services (not intellectual in nature) traditionally put in place for specific agency use; agencies may set up these contracts if it falls within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO), Blanket TG/ED/VO purchase order (BTG), Direct TG/ED/VO Purchase order (DTG) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

Building Construction Contract (BCC): These contracts are used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies to construct, erect or remodel a building by or for the state or an agency. The contract is a fixed price contract.

- Contract Encumbrance Order (CEO) documents are set up against these contracts to encumber the funds. May have had an associated Contract Encumbering Order (CEO) pre-encumbrance.

Interagency Contract (IAC): Arrangements between two or more state agencies to share resources, do work for each other, share work, etc.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

Joint Powers Contract (JPC): These are arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, etc.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

Master Services Contract (MSC): This contract type is not currently being used in SWIFT.

Other Construction Contract (OCC): These contracts are used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies for construction unrelated to highway or building construction. Contracts are a fixed price contract.

- Construction Contract Encumbrance Order (CEO) purchase orders are set up against these contracts to encumber the funds. May have had an associated Construction Contract Encumbering Order (CEO) pre-encumbrance.

Public/Private Partnership Contract (PPC): MNDOT is the only agency authorized to use this type of contract at this time. Contracts that are a combination of professional/technical services and material goods.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

Roadway Construction Contract (RWC): Used by MNDOT to construct or maintain road construction projects. Contract is a fixed price contract.

- Construction Contract Encumbrance Order (CEO) documents are set up against these contracts to encumber the funds.

Software License/Maintenance Contract (SAC): Contracts that involve the licensing or maintenance of computer software. These contracts are a joint effort of the vendor and the Attorney General's office. It is the purchase of the rights to use that software.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

State Commodity Contract (SCC): Contracts used for the acquisition of material goods, put in place by OSP (Office of State Procurement) for statewide or specific agency use. Agencies may set up Agency Goods Contracts (AGC) for their own use if within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

State Service Contract (SSC): Contracts used for the acquisition of non-professional/technical services (not intellectual in nature) put in place by OSP (Office of State Procurement) for statewide or specific agency use. Agencies may set up Agency Service Contracts (ASC) for their own use if within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

Professional/Technical (P/T) Contract Types

Below is a description of P/T Contract Types. In many cases, they refer to specific purchase order documents that reference the contract. They also include leasing contract types. For more information about the purchase order types, please refer to the Addendum in this user guide for SWIFT Procurement Document Types.

Annual Plan Contract (APK): 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. OSP Contract Release Number/T-Number is required for APKs. The 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.

NOTE: Some agencies use separate contracts instead of purchase orders to process their annual plans. OSP is currently reviewing both options. At this time, the preferred option is to use purchase orders because you can track all expenditures from the annual plan on the original APK.

- Funds are encumbered using an Annual Plan Contract (APK) purchase order within a single fiscal year.

Agency Service Contract (ASK): These contracts are used by state agencies for intra-agency P/T services. This contract may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO).

The ASK Contract is also used for P/T services associated with construction and commodity contracts. The Professional Services portion must be related to the purchase of equipment/software from this contract. They are limited to \$25,000.00 per project. For these contracts with projects exceeding \$5,000.00, agencies must complete a Professional/Technical two signature contract document by entering an Agency Service Contract (ASK), process a Work Order Certification Form, and create a SWIFT purchase order (contract encumbering document, KEO) against the ASK Contract for the complete order: equipment and P/T Services. The T-Number for the Work Order Contract is the vendor's OSP Contract Number listed in MMD's Contract Release document.

- Funds are encumbered under a Contract Encumbering Order (KEO).

Easement Agreement (EAK): Contracts that involve the acquisition of specific land rights, whether for conservation or construction purposes.

- Funds are encumbered under a Contract Encumbering Order (KEO).

Grant Contracts (GRK): Grant contracts are a class of contracts that provide funding to an outside entity to provide services or support to a third party who is not employed by the state. The grant contract may run for multiple years.

[Minn. Stat. 16B.97 Subd. 1 \(a\)](#): A grant agreement is a written instrument or electronic document defining a legal relationship between a granting agency and a grantee when the principal purpose of the relationship is to transfer cash or something of value to the recipient to support a public purpose authorized by law instead of acquiring by professional or technical contract, purchase, lease, or barter property or services for the direct benefit or use of the granting agency

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific vendor.

Interagency Agreement (IAK): Interagency Agreements are arrangements between two or more state agencies to share resources, do work for each other, share work, or other purposes.

- Funds are encumbered under a Contract Encumbering Order (KEO) using the agency's vendor number.
- IAKs and may run for multiple years. For non-P/T services, Interagency Contract (IAC) document type.

Joint Powers Agreement (JPK): These are arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, or other purposes. They may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific vendor. For non-P/T services, use Joint Powers Contract (JPC).

Leasing: Departmental Real Estate Lease (LDK): These are for office and storage space leases that involve the Department of Administration as the lessor and a state agency as the lessee. They are handled through the Department of Administration's Real Estate and Construction Services (RECS). They may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) under the agency's vendor number.

Leasing: Commercial Real Estate Lease (LSK): These are for leases of square footage (e.g., office space), acreage (e.g., land), or use (e.g., radio tower) that involve the state as the lessee and an outside vendor as the lessor. They are primarily handled through the Department of Administration's Real Estate and Construction Services (RECS). They may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific vendor. They may run for multiple years.

Master Profession/Technical Contract (MPK): These contracts address potential Professional/Technical needs. A T-Number tracks the agreement. They cover identifiable tasks in measurable blocks of service for definable outcomes under specified vendors. An individual Master Contract (MPK) is entered for each vendor involved. Master Contracts do not encumber. They may run for multiple years. MPKs can be set up in several ways. The Department of Administration's Office of State Procurement (OSP) set up several Master P/T Contracts for all agencies to use. MN.IT also has set several MPKs. Agencies may also set up their own masters. Master Contract Work Order (MWK) documents are individual contracts that are placed with vendors under the Master Contract (MPK). MWK dates need to be within the master contract dates they are written against.

- MWK contract documents are encumbered by entering a MWK purchase order.

Master Professional/Technical Work Order Contract (MWK): Master Contract Work Orders (MWK) are individual contracts that are placed with vendors under the Master Contract (MPK). They "procure work" under the Master P/T Contract (MPK). MWK purchase orders are placed against the MWK contract to encumber the funds. The T-Number assigned to the Master MPK Contract must be referenced on the MWK work order contract. The MWK contract may run for multiple years.

Non-Encumbering Information Record (ONK): ONK contracts are used to track and report formal agreements between agencies that do not require funds. The ONK document does not encumber funds. The contract could encompass anything that agencies want to track that does not need an encumbrance record. Examples for usage include Memorandums of Understanding and Memorandums of Agreement, data sharing agreements and non-disclosure agreements.

Public/Private Partnership (PPK): MNDOT is the only agency currently authorized to use this type of contract. These contracts that are a combination of professional/technical services and material goods.

Professional/Technical Services Contract (PTK): All consultant, professional and technical service (intellectual in nature) contracts to which the state is a party. The contract may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) or a Blanket TG/ED/VO (BTG) purchase order to a specific vendor.

Real Estate Remodeling Contract (RMK): They are used for remodeling of leased space if cost is over \$8,000.00. Enter the lease number in the Agency Reference field for tracking purposes. The contract may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific vendor.
- Enter improvements between \$2,500.01 and \$8,000.00 using the Real Estate Remodeling Order (RMO) document type instead.
- Improvements up to \$2,500.00 should be entered as a Department Purchase Order (DPO).

Revenue Producing Contract (RPK): RPKs are used to establish the record of an Income Contract in SWIFT. It allows agencies to track and report these contracts. The RPK document does not encumber funds. An Income Contract could encompass anything that produces income for the State.

State Loan Contract (SLK): These are loans specifically created by statute and disbursed by a mandated formula. They are automatically disbursed by arrangements between the controlling agency and MN Management and Budget division of Minnesota Management and Budget. SLK documents are used to establish a record of the contract for reporting and tracking. The SLK does not encumber funds.

Lesson Summary

After completing this lesson, you should now be able to:

- Gain an overview of the various contract document types
- Be able to determine which contract document types fit which transactions

Lesson 3 Create Professional/Technical Supplier Contracts

Lesson Overview

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.

Use the contract document type that ends in “K” for P/T contracts.

Please refer to Lesson 1 for a description of these fields.

This lesson reviews various ways to create Professional/Technical contracts in SWIFT.

After completing this lesson, you should be able to:

- Understand the steps to create P/T Contracts
- Create a P/T Contract by Copying from an Existing Contract

Steps to Create and Execute P/T Supplier Contracts

Please refer to Lesson 1 for a description of these fields.

- **Step 1: Navigate to the Contract Entry Page.**
- **Step 2: Enter Header Information.**
 - Vendor/Vendor ID
 - Begin Date/Expiration Date
 - Description
 - Maximum Amounts
 - Order Contract Options/PO Defaults
 - Business Unit and Origin
- **Step 3: Enter Contract Lines.**
 - **Either Contract Item**
 - Details Tab (e.g., Description, UOM, Category)
 - Release Amounts/Release Quantities Tab
 - Details for Line Page (e.g., Pricing Information)
 - Release Amounts or Release Quantities
 - Or Contract Categories
 - Details Tab
 - Release Amounts Tab
 - Save the Contract.
- **Step 4: Create Document/Add a Document.**
 - Document Type
 - Contract Configurator

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.
 - SWIFT automatically populates the *SetID* with “SHARE”
 - Leave the *Contract ID* with the default of “NEXT”. Do not change this field. SWIFT will assign the next available number.
 - On the *Contract Process Options*, **ALWAYS select “Purchase Order”** from the drop down menu.

NOTE: The State of Minnesota does not use the other *Contract Process Options* because of State Statute 16.A.15. www.revisor.leg.state.mn.us/statutes/?id=16a.15

- Click the **Add** button.

Contract Entry

Find an Existing Value **Add a New Value**

SetID:

Contract ID:

Contract Process Option:

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 (PO Default link).

Contract

SetID: SHARE [Copy From Contract](#)

Contract ID: NEXT

*Status:

*Administrator/Buyer:

Contract Version

Version: 1 Status: Current

Approval Due Date:

Header

Process Option: Purchase Order

Vendor: **Main Header** WORKING CO-001

Vendor ID: 0000833496 WORKING CONVERSATIONS LLC

Begin Date: 03/30/2016

Expire Date: 04/20/2016

Renewal Date:

Currency: USD CRRNT

Primary Contact:

Vendor Contract Ref: Master Contract 1610A

Description: "Communicating Strategically"

MMD Contract Release Number/T-Number: 1610A

Tax Exempt

[Add Comments](#) [Links](#) [Activity Log](#)

[Contract Activities](#) [Document Status](#)

[Primary Contact Info](#) [Thresholds & Notifications](#)

[Contract Header Agreement](#) [Subcontractors](#)

[Contract Releases](#) [Retention Tracking](#)

Amount Summary

Maximum Amount:	Amount Summary	1,500.00 USD
Line Item Released Amount:		1,500.00
Category Released Amount:		0.00
Open Item Released Amount:		0.00
Total Released Amount:		1,500.00
Remaining Amount:		0.00
Remaining Percent:		0.00

Order Contract Options

Contract Order Options

Allow Open Item Reference

Must Use Contract Rate Date **Rate Date:** 03/10/2016

Corporate Contract

Adjust Vendor Pricing First

Auto Default

Lock Chartfields

Price Can Be Changed on Order

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

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 for some document types. It is beneficial to enter the *Expire Date* to trace expiring contracts.
- 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 and 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. Select *Corporate Contract* if other agencies can use the contract.
- Click on the **PO Defaults** link.

Order Contract Options

<input type="checkbox"/> Corporate Contract	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Adjust Vendor Pricing First	<input type="checkbox"/> Auto Default
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, confirm the *Business Unit* and enter the *Origin*.
- Click **OK** to return to the header page.

PO Defaults

SetID: SHARE Contract ID: NEXT Version: 1 Vendor ID: 0000833496

Header Find | View All First 1 of 1 Last

*Business Unit:	<input type="text" value="61001"/>	Copy from BU Defaults
Vendor Loc:	<input type="text" value="001"/>	
Buyer:	<input type="text"/>	
Origin:	<input type="text" value="509"/> Accounting Services	

Step 3: Enter Contract Lines.

Contract Lines are required for all contracts. They contain information about the goods or services to be purchased.

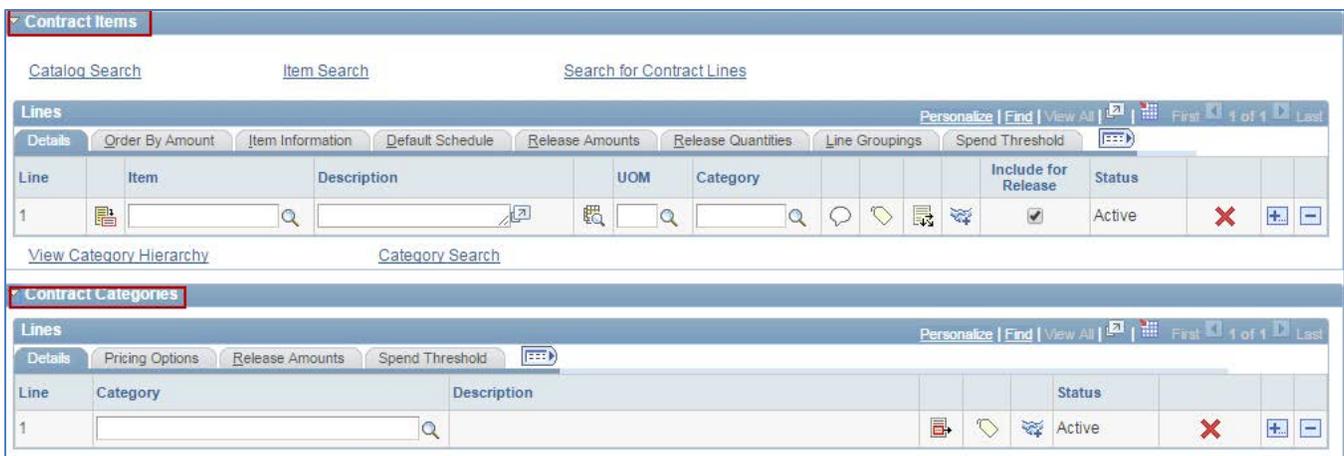
There are two options to enter information about the item(s) to be purchased. Contract lines can be created using both options on an individual contract.

- **Option 1: Contract Items:**

Allows the buyer to be specific about the type of item to be purchased. The buyer describes the purchase in detail. The *Category* is chosen on the line level.

- **Option 2: Contract Categories:**

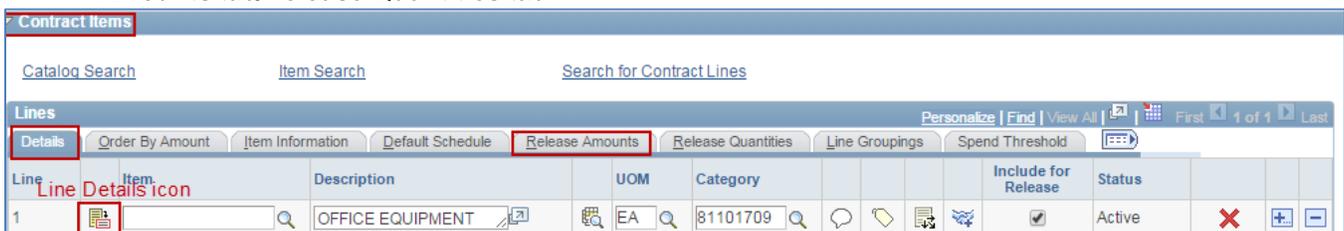
Allows the buyer to use *Categories* for a broader type of purchase. The details of the purchase will be defined on any purchase orders that reference this contract.



Option 1: Using Contract Items to enter contract line information.

There are some links above and below the *Contract Items* field: *Category Search*, *Item Search* and *Search for Contract Lines*. These links are not used.

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



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.



Line	Item	Description	UOM	Category	Include for Release	Status
1		To provide the following training sessions to State of MN employees: Introduction to Leadership, Effective Communications and Difficult Conversations, Strategic Problem Solving Parts 1 and 2.	LO	86140000	<input checked="" type="checkbox"/>	Active

II. 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 called *Base Price*.

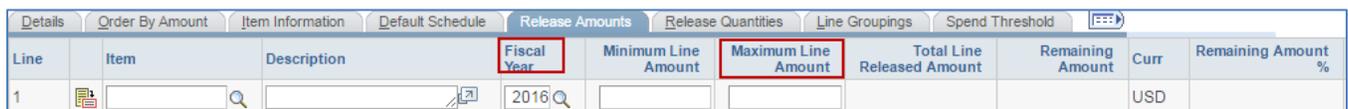
- A new contract defaults the *Base Price* to \$0.00. This *Base Price* will be carried to any purchase order lines if this field is not updated.
 - Check the **Price Can Be Changed on Order** checkbox if you want the *Base Price* to be manually updated on the purchase order.
 - Or, check the **Use Contract Base** checkbox if you wish to limit the *Base Price* on any purchase orders referencing this contract. Update the *Base Price*. The *Base Price* will default to this amount on the line level of a purchase order.
- Click **OK** to return to the contract.

III. Release the Contract.

There are two different ways to release the contract lines to purchase orders: Amount (e.g., Price) or Quantity (How many). Determine how you wish to release the contract. Select either the **Release by Amounts** tab or the **Release by Quantities** tab.

• **Release by 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.



Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1		<input type="text"/>	2016	<input type="text"/>	<input type="text"/>			USD	

- **Release by Quantity Tab:**
 - Enter the *Maximum Line Quantity* for each line.

Line	Item	Description	Minimum Line Quantity	Maximum Line Quantity	Total Line Released Quantity	Remaining Quantity	UOM	Remaining Quantity %
1								0.00

Option 2: Using Contract Categories to enter contract line information.

- On the **Details** tab, select the correct *Category*.

Line	Category	Description	Status
1	85122100	Rehabilitation services > Medi	Active

- On the **Release Amounts** tab, determine how you want to release the contract lines. Click on the **Release Amounts** tab.
 - Enter the **Fiscal Year** and the *Maximum Line Quantity*.

Line	Category	Fiscal Year	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Currency	Remaining Amount %
1	85122100	2016	1500.00			USD	

- **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”.

Contract		Contract Version	
SetID:	SHARE	Version:	1 Status: Current
Contract ID:	00000000000000000000097598	New Version	Approval Due Date:
Status:	Open		
*Administrator/Buyer:	Employee ID, Buyer Name	Add a Document	

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 a fully executed contract when you are doing a contract shell in SWIFT. You can return to this field and import the scanned contract documents.

Also, you can also create separate contract documents to attach to the contract shell. These documents may be agency-specific, contract boilerplates, state requirements for contracts or other documents. Depending upon the

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

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

On the **Import Option** field, select an option that describes the document that is being downloaded (e.g., current contract, amended contract, amended contract and amendment or original and amendment).

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. Use a *Status* of “Executed” when the contract is completely executed outside of SWIFT. 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 ▼			Upload	Clear

Prior Version is not applicable

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

Upload Contract Document ? Help

No file chosen

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

Upload Contract Document ? Help

Procure to Pay Model.pdf

Create a Contract by Copying from an Existing P/T Contract

A commonly used feature of SWIFT is the ability to create a contract from an existing contract. The benefit is the time saved from keying in the data fields (e.g., update annual plans). Also, there can be a quality control if you are copying many contracts (e.g., grants) from one contract.

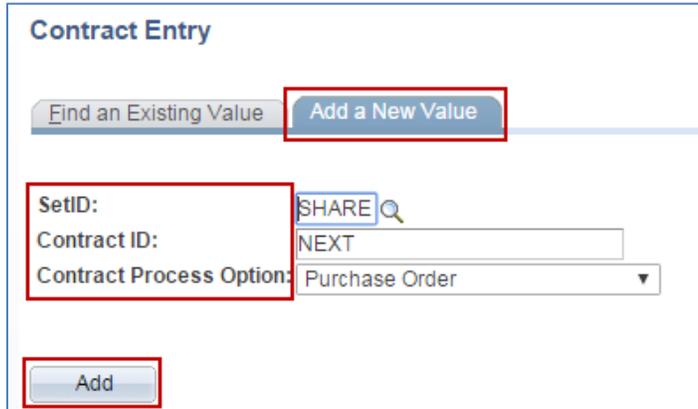
Please refer to Lesson 1 for a description of these fields.

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.
 - SWIFT automatically populates the *SetID* with “SHARE”
 - Leave the *Contract ID* with the default of “NEXT”. Do not change this field. SWIFT will assign the next available number.
 - On the *Contract Process Options*, **ALWAYS select “Purchase Order”** from the drop down menu.

NOTE: The State of Minnesota does not use the other *Contract Process Options* because of State Statute 16.A.15. www.revisor.leg.state.mn.us/statutes/?id=16a.15

- Click the **Add** button.



Contract Entry

Find an Existing Value **Add a New Value**

SetID: SHARE

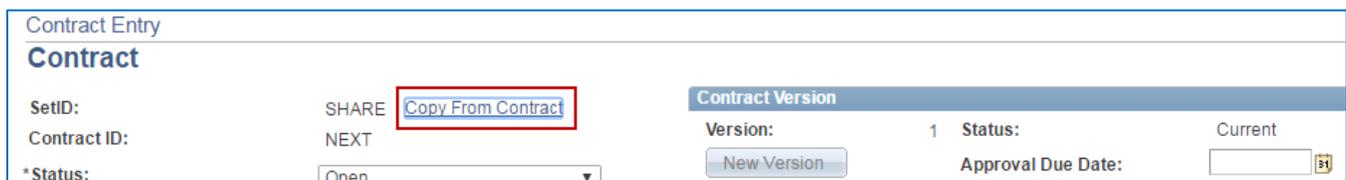
Contract ID: NEXT

Contract Process Option: Purchase Order

Add

Step 2: Copy the Contract.

- On the Contract header, click the **Copy from Contract** link.



Contract Entry

Contract

SetID: SHARE **Copy From Contract**

Contract ID: NEXT

*Status: Open

Contract Version

Version: 1 Status: Current

New Version Approval Due Date: []

- On the Copy Contract page, enter a field to find the contract you wish to copy from. You can search by Contract ID, Vendor or OSP Contract Release/T Number.
- Click **Search**.

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

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

On the **Import Option** field, select an option that describes the document that is being downloaded (e.g., current contract, amended contract, amended contract and amendment or original and amendment).

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. Use a *Status* of “Executed” when the contract is completely executed outside of SWIFT. 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 ▼			Upload	Clear

Prior Version is not applicable

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

Upload Contract Document ? Help

No file chosen

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

Upload Contract Document ? Help

Procure to Pay Model.pdf

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

- You can click on the *File Name* to see the document.
- Enter the Version, Status and Status Date that is less than the current date. Use a *Status* of “Executed” when the contract is completely executed outside of SWIFT.

Lesson 4 Create Commodity-Based Supplier Contracts

Lesson Overview

Commodity-based contract types are classified as contracts that are for various types of construction, goods and/or services. These services must be non-professional/technical in nature. Commodity-based contracts do not encumber funds. Purchase orders placed against them are the encumbering documents. Contracts may be set up by Office of State Procurement (OSP) or by agencies if within their ALP (Authority for Local Purchase) authority.

Use the contract document type that ends in “C” for Commodities-based contracts.

Please refer to Lesson 1 for a description of the fields used in creating contracts in SWIFT.

This lesson reviews various ways to create Commodity-based contracts in SWIFT.

After completing this lesson, you should be able to:

- Understand the steps to create Commodity-based Contracts
- Create a Commodity-based contract by copying from an existing contract

Steps to Create and Execute Commodity-Based Contracts

Please refer to Lesson 1 for a description of these fields.

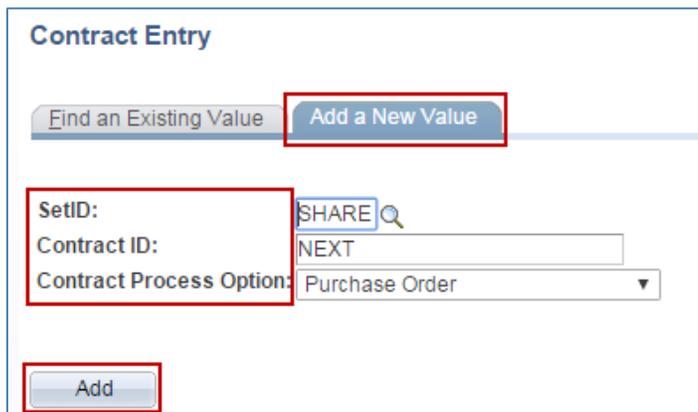
- **Step 1: Navigate to the Contract Entry Page.**
- **Step 2: Enter Header Information.**
 - Vendor/Vendor ID
 - Begin Date/Expiration Date
 - Description
 - Maximum Amounts
 - Order Contract Options/PO Defaults
 - Business Unit and Origin
- **Step 3: Enter Contract Lines.**
 - Contract Categories
 - Details Tab
 - Release Amounts Tab
 - Save the Contract.
- **Step 4: Add the Contract Documents.**
 - Document Type

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.
 - SWIFT automatically populates the *SetID* with “SHARE”
 - Leave the *Contract ID* with the default of “NEXT”. Do not change this field. SWIFT will assign the next available number.
 - On the *Contract Process Options*, **ALWAYS select “Purchase Order”** from the drop down menu.

NOTE: The State of Minnesota does not use the other *Contract Process Options* because of State Statute 16.A.15. www.revisor.leg.state.mn.us/statutes/?id=16a.15

- Click the **Add** button.



Contract Entry

Find an Existing Value **Add a New Value**

SetID:

Contract ID:

Contract Process Options:

Add

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 (PO Default link).

Contract Entry

Contract

SetID: SHARE [Copy From Contract](#)

Contract ID: NEXT

*Status:

*Administrator/Buyer:

Contract Version

Version: 1 Status: Current

[New Version](#) Approval Due Date:

[Add a Document](#)

Header

<p>Process Option: Purchase Order</p> <p>Vendor: MACQUEEN E-001 Vendor Search</p> <p>Vendor ID: 0000198821 MACQUEEN EQUIP INC.</p> <p>Begin Date: 06/01/2016 Add Vendor List</p> <p>Expire Date: 05/31/2017</p> <p>Renewal Date:</p> <p>Currency: USD CRRNT</p> <p>Primary Contact: 1 DAN GAGE</p> <p>Vendor Contract Ref:</p> <p>Description: Repair Parts, Access, Brooms,</p> <p>MMD Contract Release Number/T-Number: R-646</p> <p><input type="checkbox"/> Tax Exempt</p>	<p>Add Comments Activity Log</p> <p>Contract Activities Document Status</p> <p>Primary Contact Info Thresholds & Notifications</p> <p>Contract Header Agreement Subcontractors</p> <p>Contract Releases Retention Tracking</p>
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Amount Summary

Maximum Amount:	0.00 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	0.00

Order Contract Options

<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date: 04/08/2016
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Adjust Vendor Pricing First	<input type="checkbox"/> Auto Default	
PO Defaults	<input checked="" type="checkbox"/> Price Can Be Changed on Order	Add Open Item Price Adjustments	Price Adjustment Template

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 for some document types. It is beneficial to enter the *Expire Date* to trace expiring contracts.
- 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. MMD’s *Contract Release Number/T-Number* may be required.

The Amount Summary section on the Header is not used for Commodity-based contracts.

- Purchase orders are used to encumber funds for this purchase.

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. Select *Corporate Contract* if other agencies can use the contract.
- 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.

Contract Entry

PO Defaults

SetID: SHARE Contract ID: 00000000000000000000108099 Version: 1 Vendor ID: 0000198821

Header Find | View All First 1 of 1 Last

Business Unit: G0210 Copy from BU Defaults

Vendor Loc: 001

Buyer: 00680855 Mimbach,Robb A

Origin: 454 Materials Management Division

Step 3: Enter Contract Lines.

Contract Lines are required for all contracts. They contain information about the goods or services to purchase. Commodity-based contracts use *Contract Categories* to enter information about the item(s) to be purchased. *Contract Categories* allows the buyer to use *Categories* for a broader type of purchase. This feature operates like a blanket purchase order in SWIFT. The details of the purchase will be defined on any purchase orders that reference this contract.

Use Contract Categories to enter contract line information.

- On the **Details** tab, select the correct *Category*.

Contract Categories

Lines Personalize | Find | View All | First 1 of 1 Last

Details Pricing Options Release Amounts Spend Threshold

Line▲	Category	Description	Status
1	25101919	Road sweeper > Specialized and	Active

- On the **Release Amounts** tab, enter or confirm the *Fiscal Year*.

Contract Categories

Lines Personalize | Find | View All | First 1 of 1 Last

Details Pricing Options Release Amounts Spend Threshold

Line▲	Category	Fiscal Year	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Currency	Remaining Amount %
1	25101919	2016				USD	

- 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”.

Contract		Contract Version	
SetID:	SHARE	Version:	1 Status: Current
Contract ID:	0000000000000000000097598	<input type="button" value="New Version"/>	Approval Due Date: <input type="text"/>
Status:	Open		
*Administrator/Buyer:	<input type="text" value="Employee ID, Buyer Name"/>	<input type="button" value="Add a Document"/>	

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 a 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.

Contract Entry		Contract Version	
SetID:	SHARE	Version:	1 Status: Current
Contract ID:	0000000000000000000107831	<input type="button" value="New Version"/>	Approval Due Date: <input type="text"/>
*Status:	Open		
*Administrator/Buyer:	<input type="text"/>	<input type="button" value="Add a Document"/>	

On the **Create Document** page, select a *Document Type*.

Create Document	
Source:	Purchasing Contracts Return to Document Search Return to Contract Entry
SetID:	SHARE Contract ID: 0000000000000000000109346
Vendor:	ROZIN SECURITY CONSULTING LLC
*Document Type:	<input type="text"/>

The rest of the 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 for agency)
- *Contract Type*: Select the one that best fits. It will end in "C" for Commodity.
- *Sourcing Method*: Select the one that best fits (e.g., RFB is typical for Commodity Contracts)
- *Contact Manager*:
- *Statement of Purpose*: Click on the link and add the **Statement of Purpose**. Click **OK** to go back to **Add a Document** page. **Note**: This field is open to the public. Write a clear, concise, and easy to understand statement of purpose of the contract.

Administrator:	<input type="text"/>	<input type="button" value="Search"/>	
Sponsor:	<input type="text"/>	<input type="button" value="Search"/>	
Financial Department ID:	<input type="text"/>	<input type="button" value="Search"/>	Review Contract
CPV Contract Indicator:	AGY	<input type="button" value="Search"/>	
Contract Type:	PTK	<input type="button" value="Search"/>	Statement of Purpose
Sourcing Method:	RFP	<input type="button" value="Search"/>	
Agency Reference Field 1:	<input type="text"/>		
Agency Reference Field 2:	<input type="text"/>		
Contract Manager:	<input type="text"/>	<input type="button" value="Search"/>	
Additional Approver:	<input type="text"/>	<input type="button" value="Search"/>	
Referenced MPK Contract ID:	<input type="text"/>		

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

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

On the **Import Option** field, select an option that describes the document that is being downloaded (e.g., current contract, amended contract, amended contract and amendment or original and amendment).

Import Option	
<input checked="" type="radio"/>	Current Contract/Document (Current Contract/Document with no formal amendments or history to load.)
<input type="radio"/>	Amended Contract (Single current contract as fully amended requiring an amendment number. History is optional.)
<input type="radio"/>	Amended Contract and Amendment (Current contract as fully amended and a current separate amendment summary file. History is optional.)
<input type="radio"/>	Original and Amendment (Original contract as originally signed and a current separate amendment summary file. History is optional.)

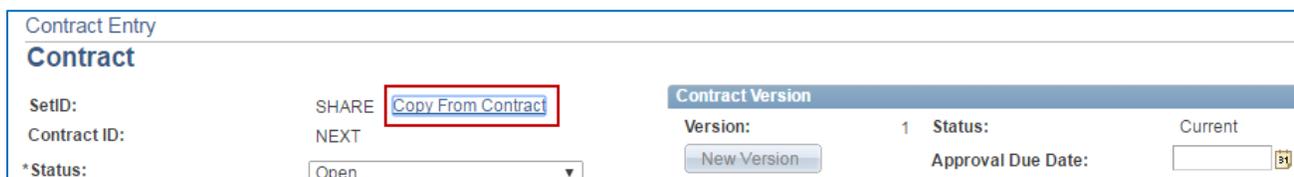
In the **Current Version** field, enter basic information about the contract document. Use a *Status* of “Executed” when the contract is completely executed outside of SWIFT. Then, click the Upload button.

Current Version							
Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document		1	Executed			<input type="button" value="Upload"/>	<input type="button" value="Clear"/>

Prior Version is not applicable

Step 2: Copy the Contract.

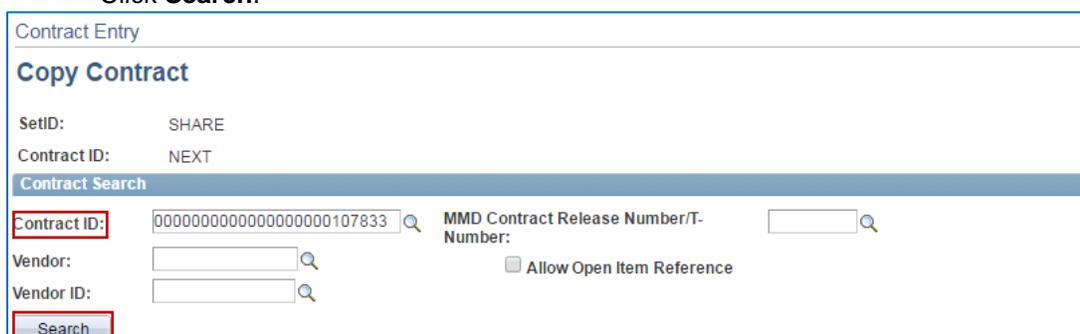
- On the Contract header, click the **Copy from Contract** link.



Contract Entry
Contract

SetID: SHARE **Copy From Contract** Contract Version
 Contract ID: NEXT Version: 1 Status: Current
 *Status: Open New Version Approval Due Date: []

- On the **Copy Contract** page, enter a field to find the contract you wish to copy from. You can search by *Contract ID*, *Vendor* or *MMD Contract Release/T Number*.
- Click **Search**.



Contract Entry
Copy Contract

SetID: SHARE
Contract ID: NEXT

Contract Search

Contract ID: 000000000000000000000000107833 MMD Contract Release Number/T-Number: []
 Vendor: []
 Vendor ID: []
 Allow Open Item Reference

- The contract appears on the *Select Contract* section. Review the information to ensure it is the correct contract. Click the **Sel** (Select) button next the *Contract ID*. Click **OK**.



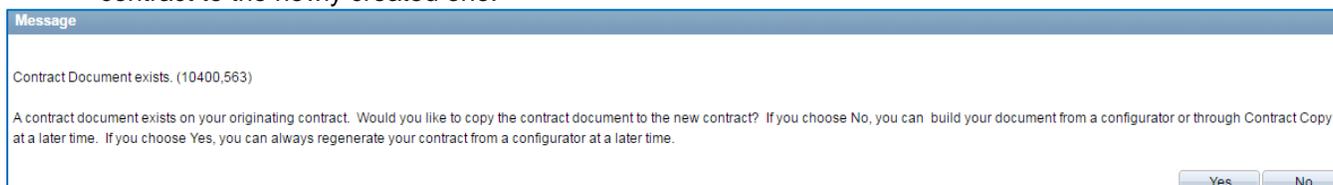
Select Contract

Sel	Contract ID	Version	Description	Vendor ID	Short Vendor Name	Vendor Contract Ref
<input checked="" type="checkbox"/>	000000000000000000000000107833	1	Master Contract 1610A	0000833496	WORKING CO-001	

Step 3: Review and Complete the Copied Contract.

All details of the original contract are copied over. The header, PO Defaults and line fields are populated.

- Review these items. Update line or header information and complete the contract
- Save the Contract. You will receive a message about copying the contract documents from the original contract to the newly created one.



Message

Contract Document exists. (10400,563)

A contract document exists on your originating contract. Would you like to copy the contract document to the new contract? If you choose No, you can build your document from a configurator or through Contract Copy at a later time. If you choose Yes, you can always regenerate your contract from a configurator at a later time.

- If “Yes”, you can generate the contract documents from the configurator. SWIFT brings you to the Create Document page.
- If “No”, you will need to rebuild the contract documents from the configurator.

Administrator:	<input type="text"/>	<input type="button" value="Search"/>	
Sponsor:	<input type="text"/>	<input type="button" value="Search"/>	
Financial Department ID:	<input type="text"/>	<input type="button" value="Search"/>	Review Contract
CPV Contract Indicator:	<input type="text" value="AGY"/>	<input type="button" value="Search"/>	
Contract Type:	<input type="text" value="PTK"/>	<input type="button" value="Search"/>	Statement of Purpose
Sourcing Method:	<input type="text" value="RFP"/>	<input type="button" value="Search"/>	
Agency Reference Field 1:	<input type="text"/>		
Agency Reference Field 2:	<input type="text"/>		
Contract Manager:	<input type="text"/>	<input type="button" value="Search"/>	
Additional Approver:	<input type="text"/>	<input type="button" value="Search"/>	
Referenced MPK Contract ID:	<input type="text"/>		

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

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

On the **Import Option** field, select an option that describes the document that is being downloaded (e.g., current contract, amended contract, amended contract and amendment or original and amendment).

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.)

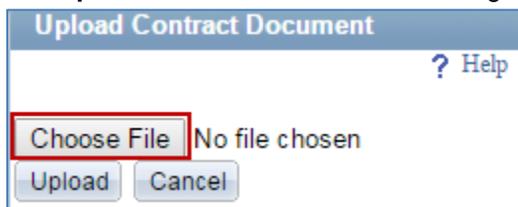
Amended Contract and Amendment
(Current contract as fully amended and a current separate amendment summary file. History is optional.)

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. Use a *Status* of “Executed” when the contract is completely executed outside of SWIFT. Then, click the Upload button.

Current Version							
Basic Info		Details					
Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document		<input type="text" value="1"/>	<input type="text" value="Executed"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="Clear"/>
Prior Version is not applicable							
<input type="button" value="Done with Import"/>				<input type="button" value="Cancel"/>			

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

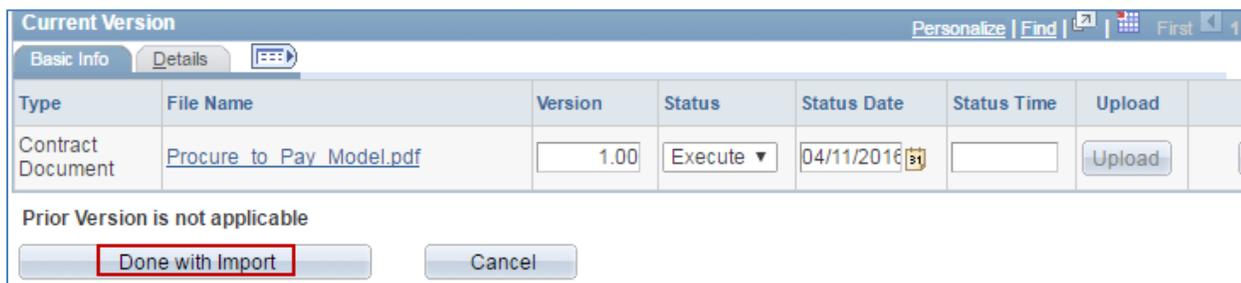


When you have entered a file, click **Upload**.



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

- You can click on the *File Name* to see the document.
- Enter the Version, Status and Status Date that is less than the current date. Use a *Status* of “Executed” when the contract is completely executed outside of SWIFT.
- 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.



Document Management

SetID: SHARE Contract ID: [000000000000000000108003](#) [Return to Document Search](#) [Return to Contract Entry](#)

Vendor: LAFORCE TEAMWORK SERVICES

Document Type: ALP and Acquisitions Contracts

Description: 2 training classes

Administrator: Savino, Diane M

Sponsor: Financial Department ID:

Version: 1.00 Created On: 04/08/16 12:00AM [Document Details](#)

Status: Executed Signature Status: New

[Reset to Dispatch](#) [Create Amendment](#) Last Modified On: 04/11/16 2:56PM

Executed On: 04/08/16 12:00:00AM

Imported Document

View and Edit Options: [View Document](#) Review and Approval: [Internal Contacts](#) Other Document Actions: [Send to Contacts](#)

Lesson 5 Change a Supplier Contract

Lesson Overview

Once you create a supplier contract, there may be times when you need to change it. The nature of the change to a supplier contract impacts how you update it. The table below provides an overview of the different changes you can make to a supplier contract and when you would use this change.

Type of Change	Description of Change
Amend a Contract	Used for formally updating the contract. The vendor agrees to the change (e.g., update to the deliverables, dates or prices). The change is legally binding. This method requires the formal approval and signature processes.
Cancel a Contract	Use when there has not been any activity on the contract. An activity includes purchase orders, receipts and vouchers.
Close a Contract	Use when there has been activity on the contract. An activity includes purchase orders, receipts and vouchers.
Create a New Version	Use when you want to cancel a contract line or reactivate the contract line that was cancelled.
Update a Contract	Use when the change does not impact the vendor. For example, use this option when you need to update the buyer or change the description.

This lesson reviews different ways to change a supplier contracts. It describes the difference between updating, amending, canceling or closing supplier contracts versus creating a new version of it. It also reviews common errors and provides methods to remedy them.

After completing this lesson, you should be able to:

- Update an existing supplier contract
- Amend an existing supplier contract (e.g., legally binding)
- Cancel or close an existing supplier contract
- Cancel an existing supplier contract line
- Create a new version of an existing supplier contract
- Review common errors on supplier contracts



Change Reason

Enter a reason code and comment for making changes that are being tracked.

SetID: SHARE Contract ID: 00000000000000000000108007

Reason Code: OTHER

Comment: Update the buyer.

Use Same Reason Code

Step 3: Save the Supplier Contract.

- On the top of the **Contract Entry** page, change the *Status* to “Approved”. Do not set a contract status to “Approved” until it is fully executed.

Contract Entry

Contract

SetID: SHARE Contract ID: 00000000000000000000107383

*Status:

Contract Version			
Version:	1	Status:	Current
<input type="button" value="New Version"/>		Approved Date:	03/21/2016

- Click the **Save** button at the bottom of the page.
- The **Change Reason** page appears again. Confirm or update the *Reason Code* and add a comment as needed. This field is for record keeping purposes. Click **OK**.
- SWIFT returns you to the **Contract Entry** page that displays the approved updates.

Amend an Existing Supplier Contract

This section provides information about how to update and attach a fully executed amendment to an existing supplier contract.

Amend a contract when you need to update it formally. The vendor agrees to the change (e.g., update to the deliverables, dates or prices). The change is legally binding. This method requires the formal approval and signature processes prior to entering it into SWIFT. After you approve and save your amended contract, you will need to communicate with the buyer to create a purchase order change order.

The instructions in this lesson assume that you already imported a copy of the original signed contract and the amendment was also created using “wet signatures” outside of the system.

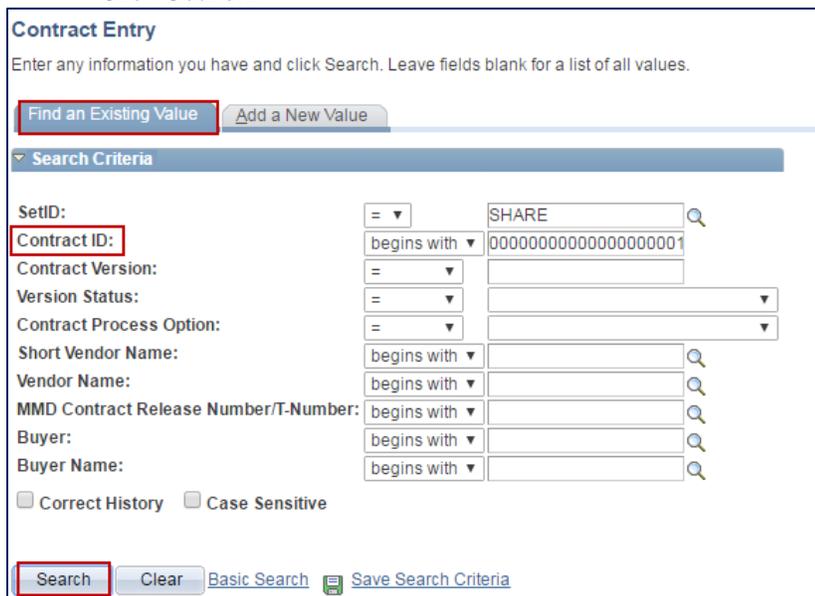
- Import a copy of the fully executed, amended contract.
- If the contract was processed using SWIFT’s electronic signatures, this lesson does not apply.

NOTE: If you have not already imported a copy of the signed contract, Lessons 3 and 4 of this user guide provide directions on how to add contract documents using the **Create Documents** page.

Steps to Update and Attach a Fully Executed Amendment to an Existing Supplier Contract

Step 1: Navigate to the Existing Supplier Contract.

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Find an Existing Contract
- Keep the *SetID* as “SHARE”.
- Enter information in the **Search Criteria** fields to locate the contract (e.g., *Contract ID*).
 - For searching on *Contract ID*, use the “contains” option in the drop down menu to avoid entering all of the zeros.
- Click **Search**.



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 00000000000000000001

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

Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Contract Entry

Contract

SetID: SHARE Contract ID: 00000000000000000000107832

*Status: Open

*Administrator/Buyer: [Search]

Contract Version

Version: 1 Status: Current

New Version Approved Date: 04/04/2016

Authorized Document

Authorized Status: Executed Document Version: 1.00 Amendment: 0 Maintain Document

Header

Process Option: Purchase Order Add Comments Activity Log

Vendor: FEDERAL AV-001 Vendor Search Contract Activities Document Status

*Vendor ID: 0000212071 FEDERAL AVIATION ADMINISTRATION Primary Contact Info Thresholds & Notifications

Contract Header Agreement Subcontractors

- The **Header Comments** page is displayed. Add comments in the *Comments* field. Click the **Attach** button.

Contract Entry

Header Comments

SetID: SHARE Contract ID: 00000000000000000000107832 Version: 1

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active Inactivate +

Copy of Amended Contract

Send to Vendor Show at Receipt Copy to Purchase Order

Show at Voucher

Associated Document

Attachment: Attach View Delete Email

- The **File Attachment** box appears. Click the **Choose File** button.

File Attachment ? Help

Choose File No file chosen

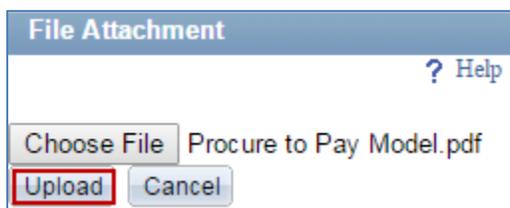
Upload Cancel

- Your Desktop page appears. Search for the correct file. Click **Open**.

File name: Procure to Pay Model.pdf All Files

Open Cancel

- The **File Attachment** box reappears with the correct file. Click **Upload**.



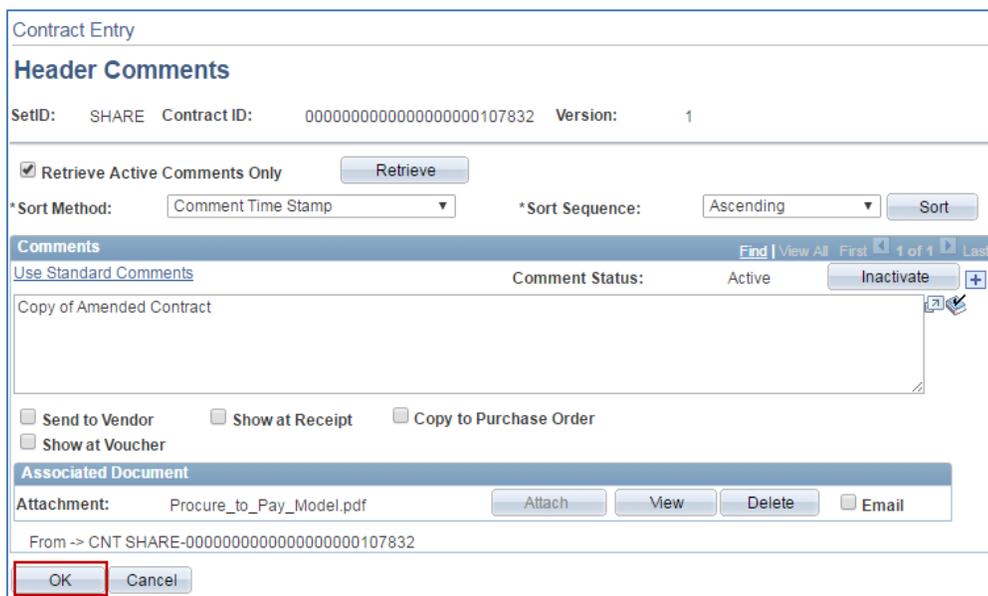
File Attachment

[? Help](#)

Choose File Procure to Pay Model.pdf

Upload Cancel

- The **Header Comments** page is displayed with the attached file. Click **OK**.



Contract Entry

Header Comments

SetID: SHARE Contract ID: 00000000000000000000107832 Version: 1

Retrieve Active Comments Only

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active +

Copy of Amended Contract

Send to Vendor Show at Receipt Copy to Purchase Order

Show at Voucher

Associated Document

Attachment: Procure_to_Pay_Model.pdf Email

From -> CNT SHARE-00000000000000000000107832

OK Cancel

Step 5: Update the Status. Save the Contract.

- The **Contract Entry** page is displayed. Change the *Status* from “Open” to “Approved”. An “Approved” status allows the contract to be used for releases (e.g., purchase orders). Do not set a contract status to “Approved” until it is fully executed.



Contract

SetID: SHARE Contract ID: 00000000000000000000107832

*Status: **Approved**

Contract Version

Version: 1 Status: Current

Approved Date: 04/04/2016

- Click the **Save** button at the bottom of the page.
- The **Change Reason** page appears again. Confirm or update the *Reason Code* and add a comment as needed. This field is for record keeping purposes. Click **OK**.
- SWIFT returns you to the **Contract Entry** page that displays the approved updates.

You have successfully amended a supplier contract.

Cancel or Close an Existing Supplier Contract.

Department of Administration's Office of State Procurement (OSP) recommends that agencies cancel or close existing supplier contracts that they no longer need. Canceling or closing these contracts streamlines reports both for agencies and for OSP.

- Cancel supplier contracts that have no activity against it. An activity includes purchase orders, receipts and vouchers.
- Close supplier contracts that have activity against it.

Before Canceling or Closing an Existing Supplier Contract:

1. Check to see that there is activity against it.

Click the **Document Status** link on the header.

Header			
Process Option:	Purchase Order	Add Comments	Activity Log
Vendor:	WORKING CO-001	Contract Activities	Document Status
Vendor ID:	0000833496	Primary Contact Info	Thresholds & Notifications
Begin Date:	01/08/2016	Contract Header Agreement	Subcontractors
Expire Date:	03/31/2016	Contract Releases	Retention Tracking

View any associated documents by clicking on the *Doc ID*.

- If there is any activity against it, you can close the supplier contract. An activity includes purchase orders, receipts and vouchers.

Associated Document							
Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
G1001	Purchase Order	3000003554	Dispatched	04/14/2016	0000938535	001	

- If there is no activity against it, you can cancel it.

Associated Document				
Document Type	DOC ID	Status	Document Date	Location
No Documents				

2. Make sure that there are no outstanding purchase orders against it.

You may need to update the purchase order before closing the contract that it references. Buyers use a change order to reduce the purchase order to what has been paid. The change order allows the purchase order to be reduced and then closed on the **Buyer's WorkBench**. Then, SWIFT will update the contract release amount with the correct amount.

For more information about purchase orders, view the **Purchase Order** guides. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrg.jsp>

SWIFT will not allow you to cancel or close an existing contract if there are any active transactions against it.

Message

Cannot close contract. At least one active transaction is referencing this contract.

Steps to Cancel or Close an Existing Supplier Contract

Step 1: Navigate to the Existing Supplier Contract.

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Find an Existing Contract
- Keep the *SetID* as "SHARE".
- Enter information in the **Search Criteria** fields to locate the contract (e.g., *Contract ID*).
 - For searching on *Contract ID*, use the "contains" option in the drop down menu to avoid entering all of the zeros.
- Click **Search**.

Contract Entry

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

Search Criteria

SetID:	=	SHARE	<input type="button" value="Search"/>
Contract ID:	begins with	00000000000000000001	<input type="button" value="Search"/>
Contract Version:	=		
Version Status:	=		
Contract Process Option:	=		
Short Vendor Name:	begins with		<input type="button" value="Search"/>
Vendor Name:	begins with		<input type="button" value="Search"/>
MMD Contract Release Number/T-Number:	begins with		<input type="button" value="Search"/>
Buyer:	begins with		<input type="button" value="Search"/>
Buyer Name:	begins with		<input type="button" value="Search"/>

Correct History Case Sensitive

[Basic Search](#)

Step 2: Cancel or Close the Supplier Contract.

- Click on the header *Comments* field and add a message why the contract is being cancelled or closed.

Comments

[Use Standard Comments](#) **Comment Status:**

Service is no longer needed. Name of person authorizing this change. Phone Number. |

- On the **Contract Entry** page, change the *Status* to “Cancelled” or “Closed” depending upon if there is activity against it.

Contract Entry

Contract

SetID: SHARE

Contract ID: 00000000000000000000094036

*Status: Canceled

Contract Version

Version: 1 Status: Current

Approval Due Date:

SWIFT displays a warning message. Click **OK** if you wish to cancel or close the contract.

Message

This action will cancel the entire contract. Continue? (10400,463)

The action that you are taking will cancel the entire Contract. If you do not want to cancel the contract, then you cannot perform the action at this time.

After you cancel or close an existing supplier contract, the *Contract Status* will reflect this change when you search for it.

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
SHARE	000000000000000000000106319	1		Current	Order	G100000000	MINNESOTA-001	MINNESOTA MANAGEMENT & BUDGET	04/25/2016	Canceled

You have successfully cancelled or closed an existing supplier contract.

Cancel or Close Existing Supplier Contract Lines

You can also cancel or close contract lines that you no longer need or that you do not wish to use for purchase orders.

Cancel a Contract Line	Use when there has not been any activity on the contract line. An activity includes purchase orders, receipts and vouchers.
Close a Contract Line	Use when there has been activity on the contract line. An activity includes purchase orders, receipts and vouchers.

Steps to Cancel or Close an Existing Supplier Contract Line.

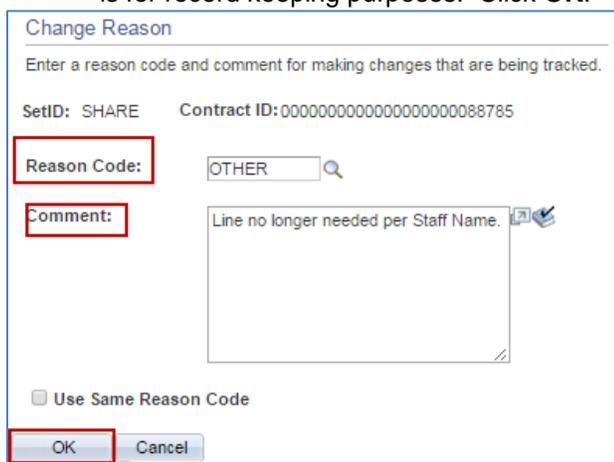
These steps are detailed earlier in this chapter.

Step 1: Navigate to the Existing Supplier Contract.

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Find an Existing Value tab
- Keep the *SetID* as "SHARE".
- Enter information in the **Search Criteria** fields to locate the contract (e.g., *Contract ID*).
 - For searching on *Contract ID*, use the "contains" option in the drop down menu to avoid entering all of the zeros.
- Click **Search**.

Step 2: Cancel or Close the Supplier Contract Line.

- On the **Contract Entry** page, change the *Status* to "Open".
- Click Save at the bottom of the page.
- The **Change Reason** page is displayed. Add a *Reason Code and Comment* about the change. This field is for record keeping purposes. Click **OK**.



- Lines without activity against them will have a **Cancel Line** icon (e.g., red X). An activity includes purchase orders, receipts and vouchers.

Line	Item	Description	UCM	Category	Maximum Line Amount	Remaining Amount	Total Line Released Amount	Total Line Released Amount	Include for Release	Status
1		Advisory Services FY15	EA	80101500	346,475.00	\$333,158.75	13,316.25	13,316.25	<input checked="" type="checkbox"/>	Active
2		Advisory Services FY16	EA	80101500	346,475.00	\$237,863.43	108,611.57	108,611.57	<input checked="" type="checkbox"/>	Active
3		Advisory Services FY17	EA	80101500	346,475.00	\$346,475.00	0.00	0.00	<input checked="" type="checkbox"/>	Active

- You can click on the **Line Comments** icon (e.g., white comment bubble) and add a comment.

The **Comments for Line** page appears. Add more detail about the change. You can attach any documentation for this change. Click **OK** when you are done.

Comments for Line 5

SetID: SHARE Contract ID: 000000000000000000000000088785 Version: Line:1 5

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments Find View All First 1 of 1 Last

Use Standard Comments Comment Status: Active

Use Item Specifications

Contract to be terminated, per Staff Name, reason for termination, Contact information.

Send to Vendor
 Show at Receipt
 Copy to Purchase Order
 Show at Voucher

Associated Document

Attachment: Email

From -> CNT SHARE-000000000000000000000000088785

The **Contract Entry** page is displayed. Click the **Cancel Line** icon. A **Warning** message appears. Click "Yes" if you wish to cancel the line.

Message

This action will cancel line 5 for this contract. Continue? (10400,462)

The action that you are taking will cancel this line for this Contract. If you do not want to cancel this line, then you cannot perform the action at this time.

The **Contract Entry** page is updated. The line now has a *Cancelled* status.

5		Advisory ServicesFY19	EA	80101500	346,475.00	\$346,475.00	0.00			Cancelled
---	--	-----------------------	----	----------	------------	--------------	------	--	--	-----------

Step 3: Save the Supplier Contract.

- Click the **Save** button at the bottom of the page.
- The **Change Reason** page reappears. Update as needed. This field is for record keeping purposes.
- Click **OK**.
- Update the *Status* to “Approved” at the top of the page.
- Click **Save**. Respond to the **Change Reason** page.

You have successfully cancelled or closed a line on an existing supplier contract.

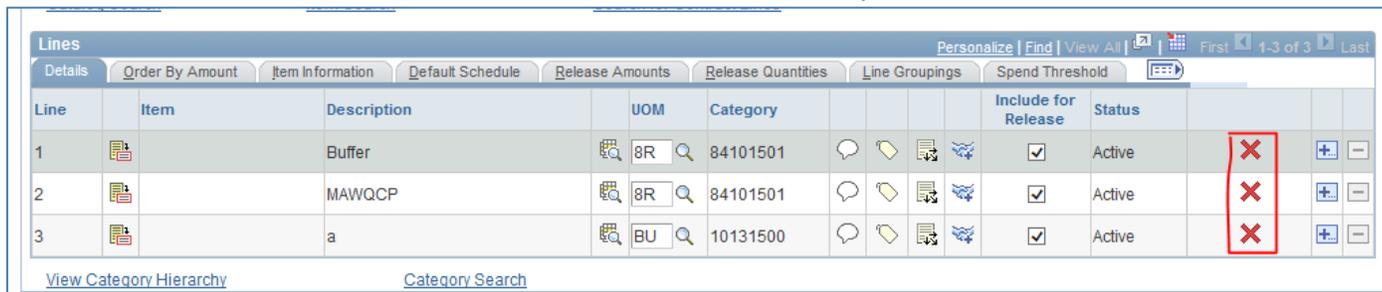
Create a New Version of an Existing Supplier Contract

Most changes to existing contracts can be accomplished through updating and amending contracts. There are circumstances when a new version of a contract is needed. Creating a new version of an existing contract should **only be done** if one of these reasons apply:

1. Cancelling a Contract Line on a Purchase Order
2. Reactivating a Cancelled Contract Line
3. Fix an Error on a Purchase Order Associated with the Contract

1. Cancelling a Contract Line on a Purchase Order

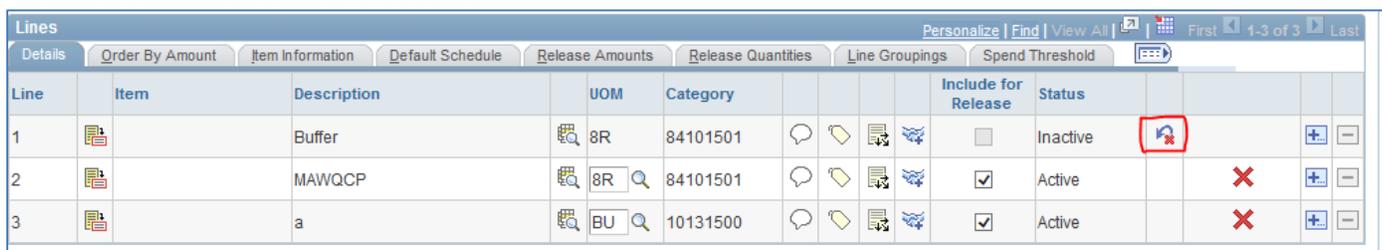
If a buyer no longer wants to use a line on a purchase order. Existing transactions against this line will be processed. No new transactions against this line will be allowed. To cancel a contract line, create a new version of the contract, scroll down to the lines section and click the red X on the particular line.



Line	Item	Description	UOM	Category	Include for Release	Status
1		Buffer	8R	84101501	<input checked="" type="checkbox"/>	Active
2		MAWQCP	8R	84101501	<input checked="" type="checkbox"/>	Active
3		a	BU	10131500	<input checked="" type="checkbox"/>	Active

2. Reactivating a Cancelled Contract Line.

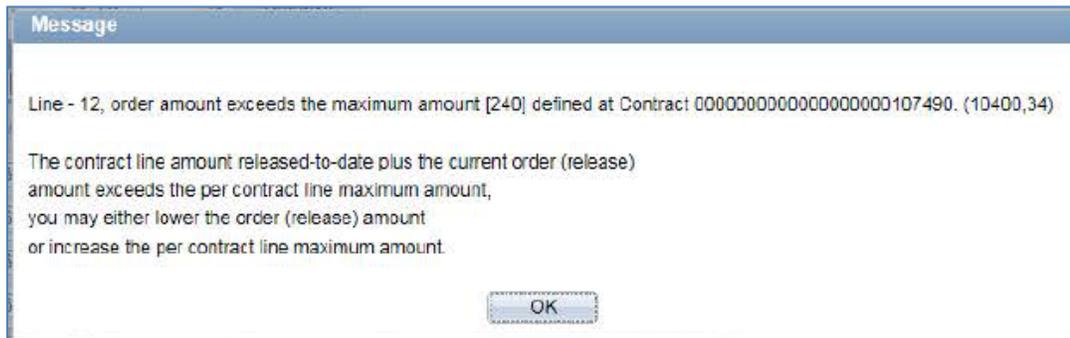
Creating a new version of a contract will undo the previous cancelling of a line. It allows buyers to use it again. Click the icon with a red X and blue arrow.



Line	Item	Description	UOM	Category	Include for Release	Status
1		Buffer	8R	84101501	<input type="checkbox"/>	Inactive
2		MAWQCP	8R	84101501	<input checked="" type="checkbox"/>	Active
3		a	BU	10131500	<input checked="" type="checkbox"/>	Active

3. Fix an Error on a Purchase Order Associated with the Contract.

Occasionally an error appears on purchase orders that is similar to the one below. The purchase order amount exceeds the maximum amount of the contract line.



This error should only display when the purchase order line amount, plus the sum of all other purchase order lines referencing the same contract line, exceeds the *Maximum Line Amount* for the contract line it is referencing.

However, this error sometimes appears even though the total of the purchase order line amounts is less than or equal to the contract *Maximum Line Amount*. If the buyer believes that is the case, the contract administrator should create a new version of the contract without making any changes and set the *Status* of the new version to 'Approved'.

Then the buyer should change the purchase order lines to reference the latest version of the contract. In most cases, the error about exceeding the contract line maximum amount will no longer appear.

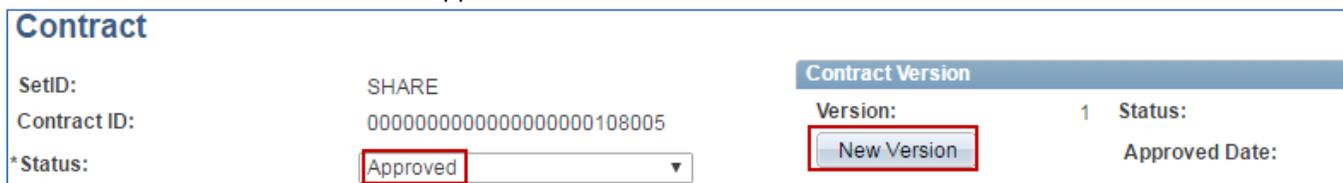
Steps to Create a New Version of an Existing Supplier Contract

Step 1: Navigate to the Contract Entry Page.

- **Navigation:** Supplier Contracts, Create Contracts and Documents, Contract Entry, Add/Update Contracts, Find an Existing Value tab
- Keep the *SetID* as "SHARE".
- Enter information in the **Search Criteria** fields to locate the contract (e.g., *Contract ID*).
 - For searching on *Contract ID*, use the "contains" option in the drop down menu to avoid entering all of the zeros.
- Click **Search**.

Step 2: Create a new Version of the Contract.

The *Status* of the contract must be "Approved". Click the **New Version** button.



- SWIFT displays a message. *The contract must be saved before a draft can be created.* To create a new version, click "Yes".

Message

Contract must be saved before a Draft can be created. (10400,577)

Contract must be saved before a Draft can be created. Hit Yes to proceed with Saving the contract and creating a Draft version. Hit No to cancel out and continue working with the Current version.

- The **Change Reason** page is displayed. Select a *Reason Code*. Add a comment that describes the reason for the change. This field is for record keeping purposes. Click **OK**.

Change Reason

Enter a reason code and comment for making changes that are being tracked.

SetID: SHARE Contract ID: 00000000000000000000108005

Reason Code: 

Comment:  

Use Same Reason Code

- SWIFT updates the **Contract Entry** page. The **Contract Version** section is updated. The *Version* of the contract is updated (e.g., from 1 to 2). The *Status* of this version is “Draft”.

Contract Entry

Contract

SetID: SHARE Contract ID: 00000000000000000000108005 * Status: Open

Contract Version

Version: Status: Approval Due Date:

Step 3: Update the New Version of the Contract.

Update the contract. See the three reasons for creating a new version in the overview of this section. In this case, a line will be cancelled.

- To cancel a contract line, scroll down to the lines section. Click the red **X** on the particular line.

2		" Building a High Performance Team" - June 14, 2016 - \$ 1200.00		LO		86140000					<input checked="" type="checkbox"/>	Active	<input type="button" value="X"/>
---	---	--	---	----	---	----------	--	---	---	---	-------------------------------------	--------	----------------------------------

- A warning message appears. Click **Yes** if you wish to continue cancelling the line.
- SWIFT cancels the line. The *Line Status* is “Inactive”. There is also a **Reactivate Line** icon available.

Line	Item	Description	UOM	Category	Include for Release	Status
1		" Plan and Lead Engaging, Productive Meetings. May 10, 2016 - \$ 1800.00	LO	86140000	<input checked="" type="checkbox"/>	Active
2		" Building a High Performance Team" - June 14, 2016 - \$ 1200.00	LO	86140000	<input type="checkbox"/>	Inactive

Step 4: Update the Status. Save the Contract.

- On the **Contract Entry** page, update the *Status* from “Open” to “Approved”. An “Approved” status allows the contract to be used for releases (e.g., purchase orders). Do not set a contract status to “Approved” until it is fully executed.

Contract

SetID: SHARE Contract Version

Contract ID: 00000000000000000000108005 Version: 2 Status: Draft

*Status: **Approved** New Version Approval Due Date:

- A warning message appears. The Draft version will become the Current Version. Click **OK**.

Message

This action will make the Draft version become the Current version when you Save (10400,591)

If you leave the status as Approved and then hit Save, the Current version will become a History version and this Draft version will become the Current version.

OK

- Another warning message appears. Click **OK**.

Message

Contract is being Approved but Contract Document exists and is not Executed. (10400,587)

Normally when a Contract Document exists is should be set to an Executed status before the contract transaction is approved. Please remember to execute the corresponding Contract Document.

OK

- The *Contract Version* is updated on the header.

Contract Entry

Contract

SetID: SHARE Contract Version

Contract ID: 00000000000000000000088785 Version: 2 Status: Current

*Status: **Approved** New Version Approved Date: 04/20/2016

You have successfully created a new version of a supplier contact.

Common Errors in Supplier Contracts

These are common supplier contract errors provided by the SWIFT Help Desk and state agencies. Many of them are related to the purchase orders created from pulling contract information. For more information about purchase orders, please review the SWIFT training web site. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrq.jsp>

1. The Purchase Order Amount Exceeds the Maximum Amount on the Contract.

This error occurs when a buyer is creating a purchase order referencing a supplier contract. The *Maximum Line Amount* on the contract is less than the amounts on purchase order. This error can also occur from the *Header Maximum Amount*.

- Supplier Contract: **Release Amounts** tab showing the *Maximum Line Amount* of \$1,125.00 on a line.

Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1		"Leading Change" - August 25, 2015	2016		1,125.00	1,125.00	\$0.00	USD	0.00

- Supplier Contract: *Maximum Release Amount* on the header showing the amount of \$1,125.00

Amount Summary	
Maximum Amount:	1,125.00 USD
Line Item Released Amount:	1,125.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	1,125.00

- Below is the purchase order error message when a purchase order line amount is more than the *Maximum Line Amount* from the contract.

Message

Line - 1, order amount exceeds the maximum amount [1125] defined at Contract 000000000000000000097333. (10400,34)

The contract line amount released-to-date plus the current order (release) amount exceeds the per contract line maximum amount, you may either lower the order (release) amount or increase the per contract line maximum amount.

OK

- Possible Solutions (s):**

Either lower the amount on the purchase order line. Or, contact the contract administrator to see if you can increase the amount on the contract line or get the current contract.

2. The PO Date is Greater than Contract Expire Date.

This error occurs when a buyer is creating a purchase order referencing a supplier contract. The purchase order date (*PO Date*) is outside of the *Expire Date* of the supplier contract.

- Supplier Contract: *Expire Date* is 08/31/2015.

Header	
Process Option:	Purchase Order
Vendor:	MATEFFY -001
Vendor ID:	0000901012 MATEFFY & COMPANY
Begin Date:	08/10/2015
Expire Date:	08/31/2015

- Purchase Order: The *PO Date* is 09/01/2015.

Header		
*PO Date:	09/01/2015 [BT] Vendor Search Response Documentation Doc Tol Status: Valid Agency	
Expiration Date:	08/31/2015 [BT] Backorder Status: Not Backordered Cre	
*Vendor ID:	0000901012 MATEFFY & COMPANY Receipt Status: Not Recvd Doc Type: KEO-F	
*Vendor:	MATEFFY -001 Vendor Details *Dispatch Method: Phone	
*Buyer:	01136301 Savino, Diane M Amount Summary	
PO Reference:	1110A 97314 Merchandise: 1,350.00	
*Billing Location:	G104THFL00 Billing Address Freight/Tax/Misc.: 0.00	
		Total Amount: 1,350.00

Message

PO Date is greater than Contract expire date of 08/31/2015 on line 1. (10400,289)

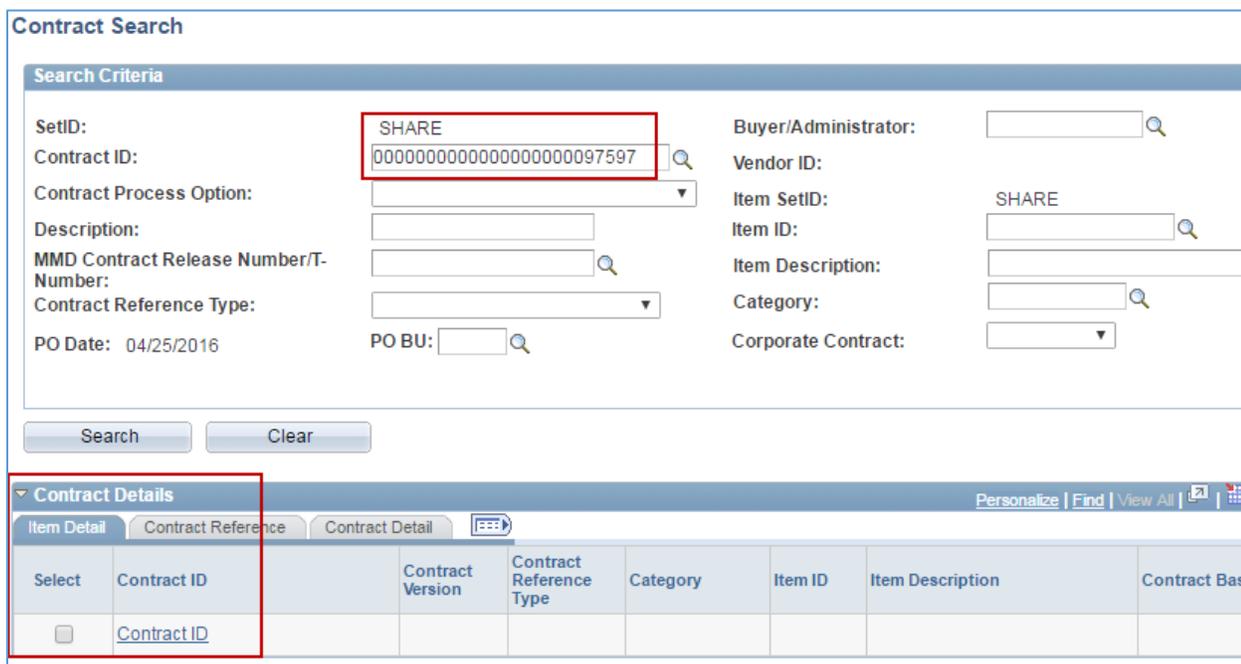
OK

Possible Solutions (s):

Make sure that the purchase order's *PO Date* is within the contract date range.

3. The Purchase Order is not Pulling in a Contract.

This error occurs when a buyer is creating a purchase order referencing a supplier contract. The buyer is using the **Contract Search** feature from the purchase order line. After searching for a contract, no results appear in the **Contract Details** section. Buyers sometimes fill out the purchase order before using the **Contract Search**. This search will use those values entered on the purchase order. This also can result in no contracts found.



Contract Search

Search Criteria

SetID: SHARE
 Contract ID: 00000000000000000000097597
 Contract Process Option: [Dropdown]
 Description: [Text]
 MMD Contract Release Number/T-Number: [Text]
 Contract Reference Type: [Dropdown]
 PO Date: 04/25/2016
 PO BU: [Text]

Buyer/Administrator: [Text]
 Vendor ID: [Text]
 Item SetID: SHARE
 Item ID: [Text]
 Item Description: [Text]
 Category: [Text]
 Corporate Contract: [Dropdown]

Search Clear

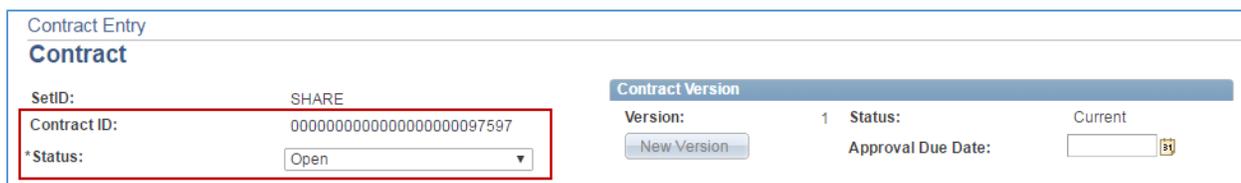
Contract Details

Item Detail | Contract Reference | Contract Detail

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base
<input type="checkbox"/>	Contract ID						

There are three possible reasons for this error.

(1) The contract is not in an “Approved” Status.



Contract Entry

Contract

SetID: SHARE
 Contract ID: 00000000000000000000097597
 *Status: Open

Contract Version

Version: 1 Status: Current
 New Version Approval Due Date: [Text]

- **Possible Solution(s):** Complete the contract and update the *Status* to “Approved”. Then, create the purchase order referencing this contract. Do not set a contract status to “Approved” until it is fully executed.

(2) The purchase order (PO Date) is outside the dates of the contract (Expire Date).

- **Possible Solution(s):** Check the *Expire Date* of the contract. Adjust the *PO Date* on the purchase order make sure it is within the *Expire Date* of the contract. Or, contact the contract administrator to see if you can adjust the contract dates. Adjusting the dates is done if there is an approved amendment to extend the contract dates.

(3) The Price Location on the contract and the Vendor Location on the purchase order do not match.

- Supplier Contract: Click the **Line Detail** icon to access the **Line Detail** page. Scroll down to the **Pricing Information** section to check the *Price Location* on the contract.

- o **Line Detail** icon:

Lines									
Personalize Find View All									
Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings Spend Threshold									
Line	Item	Description	UOM	Category					Include for Release
1		Two training sessions entitled: "Project Management Fundamentals" & "Fundamentals of Business Analysis"	LO	86140000					<input checked="" type="checkbox"/>

- o **Pricing Information** section:

UOM/Pricing				
Personalize Find View All First 1 of 1 Last				
	Price Loc	UOM	Base Price	Curr
<input checked="" type="checkbox"/>	001	LO	5950.00000	USD

- Purchase Order: On the header of the purchase order, click the **Vendor Details** link.
 - o **Vendor Details** link:

Header	
*PO Date:	07/31/2015 Vendor Search Response Documentation
Expiration Date:	12/31/2015 
*Vendor ID:	0000274788 MN ST LBA MINNCOR IND
*Vendor:	MN ST LBA -015 Vendor Details

- o **Location** on the **Vendor Details** page:

Maintain Purchase Order	
Vendor Details -- AWL GROUP	
Business Unit:	G1001 PO ID: NEXT Vendor:
*Location:	002 
Vendor GLN:	

- **Possible Solution(s):** The locations must match. Check with the contract administrator to see why the location was chosen. Update the purchase order to match.

4. The Maximum Amount on the Contract is Less Than the Total Line Amount Released.

This error occurs when the *Maximum Amount* on the contract header does not match the total of the *Maximum Amounts* on its lines.

- Error Message:

Message

\$86250 does not equal sum of \$86750.00 and \$0.00.

Contract Header Maximum Amount not equal to sum of Contract Item Line Maximum Amount and Contract Category Line Maximum Amount.

- Header: *Maximum Amount* is \$86,250.00.

Amount Summary	
Maximum Amount:	86,250.00 USD
Line Item Released Amount:	86,250.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	86,250.00

- Lines: *Maximum Amount* on all the lines totals \$86,750.00.

Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1		Team Building	2014			17,500.00		USD	
2		Amendment 1-Play to	2014		20,000.00	20,000.00	\$0.00	USD	0.00
3		Amendment 2-	2014		18,000.00		\$18,000.00	USD	100.00
4		Interview DCT	2015		17,500.00	17,500.00	\$0.00	USD	0.00
5		Amendment 3	2015		31,250.00	31,250.00	\$0.00	USD	0.00

- **Possible Solution(s):** The *Maximum Amount* on the header needs to be equal to the total of all of *Maximum Lines Amounts* on all the contract lines. Update the amounts on either the lines or the header.

5. The Contract Buyer/Administrator is Out of the Office.

Contract administrators should routinely add other buyers, contract administrators and/or their supervisor to their user preferences record for those occasions they are out of the office. If the contract administrator is no longer with the agency or is not available and it must be changed, agencies can contact the SWIFT Help Desk to change a contract's buyer/administrator on the contract to another active administrator in that agency.

6. The Contract is Expired in SWIFT. MMD's Website States that the Contract is Current.

Sometimes the Office of State Procurement (OSP) website states that a contract has been extended or has new expiration dates. However, the contract may not be updated in SWIFT. Contact the contract administrator.

- If the agency manages the contract, contact your agency contract administrator.
- If OSP manages the contract, contact the OSP Help Line to verify that the contract is extended and that it will be updated in SWIFT.

OSP Help Line	651.296.2600	mmdhelp.line@state.mn.us
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7. The Purchase Order is no Longer needed but has Funds.

You want to get the funds back into the contract. The purchase order needs to be reduced to what has been spent resulting in a zero dollar encumbrance. Closing a purchase order with a remaining balance will not reduce the contract release amount. It will tie up that amount, which cannot be used on future contract releases. The purchase order should only be closed using the Buyer's Workbench after it is fully paid or reduced to the paid amount. Sometimes it is processed that day. Other times, it needs to be processed in the overnight batch. See the **Close a Purchase Order Referencing a Contract Using a Change Order** Quick Reference Guide for more information. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrg.jsp>

8. A Contract's Full Amount was not Used in One Fiscal Year.

A contract has a line that has not been fully used during a fiscal year. You want to carry forward these funds.

- **If you created a purchase order against the contract**, first adjust the purchase order. You may need to reduce it to what has been spent (see #7 above). After the purchase order has a zero encumbrance balance, reduce the line to what was used. Add a new line with the remaining amount. Make sure that the fiscal year is stated in each of these lines. If needed, create a new purchase order referencing the new line amount.
- **If you did not create a purchase order against the contract**, adjust the contract line. Reduce it to what was used. Add a new line with the remaining amount. Make sure that the fiscal year is stated in each of these lines.

Lesson Summary

After completing this lesson, you should now be able to:

- Update an existing supplier contract
- Amend an existing supplier contract (e.g., legally binding)
- Cancel or close an existing supplier contract
- Cancel an existing supplier contract line
- Create a new version of an existing supplier contract
- Review common errors on supplier contracts

Lesson 6 Use Reporting Tools for Supplier Contracts

Lesson Overview

When there are questions about the status or details of supplier contracts, SWIFT provides several tools to find up-to-the-minute information about them. You can find information about individual contracts or groups of contracts. You can determine if there are any errors so that you can correct them.

This lesson introduces the terms and general steps for getting real-time information from SWIFT using supplier contract reporting tools: inquiries, queries and searches.

1. *Reports:*

The Supplier Contract module has several online data lookup reports. These reports feature fields used to specify the needed data. SWIFT presents the results online as rows and columns of data. Use the **Report Monitor** to access these inquiries.



2. *Query:*

A query is a customized data lookup in SWIFT using **Query Viewer** under the **Reporting Tools** menu. The resulting data may be viewed online or downloaded to Excel. You will not be able to drill down using the data presented online.



3. *Searches:*

SWIFT offers a wide range of reporting possibilities. These reporting capabilities enable you to access the data you need and present it in the form that is most useful for you.

There are several commonly used reports, queries and searches used by SWIFT contract administration staff. These will be described in this lesson.

After completing this lesson, you should be able to:

- Locate the appropriate reporting tools
- Input data parameters (data limits)
- Run the needed purchase order inquiries, query and search

Reports:

SWIFT's supplier contract reports are accessible through **Reports** in the **Supplier Contracts** module.



In general, they follow the same steps:

- Step 1: Navigate to the Report Page.
- Step 2: Enter the Report Parameters in the Report Manager for the Inquiry.
- Step 3: Process the Inquiry in the Report Manager.

Run Control ID:

- Supplier Contracts reports use the Report Manager in SWIFT. They require a *Run Control ID*.
- The purpose of a *Run Control ID* is to allow you to process jobs and to save the parameters of that job for future use in the Process Monitor.
- The *Run Control ID* is for an individual. Create one and update the parameters of it every time you use it. You can create more than one if you regularly process jobs (e.g., monthly report AND weekly report).

Most of these reports are not currently available in SWIFT. The table below lists the available reports for supplier contracts.

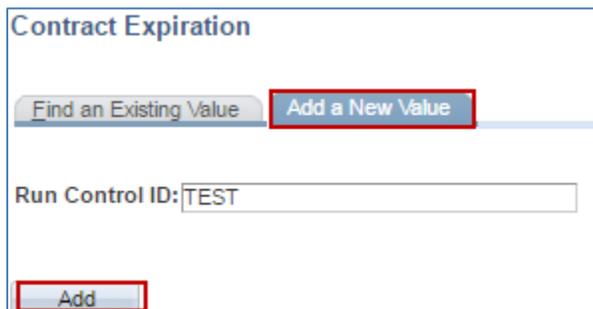
Inquiry Type	Purpose
Contract by T-Number	Shows all MPK or MWK contracts that tie to the Contract T-Number. Enter the Master Contract ID.
Contract Expiration	Shows all contracts that expired or are expiring based on the data parameters you enter.

Process Steps for Running Supplier Contract Reports

NOTE: This example demonstrates the **Contract Expiration Report**.

Step 1: Navigate to the Report Page.

- **Navigation:** Supplier Contracts, Reports, Procurement Contract Reports.
- On the **Procurement Contract Reports** menu, select the Report you wish to run (e.g., Contract Expiration).
- Reports use the Report Manager in SWIFT. They require a *Run Control ID*.
- Click the **Add a New Value** or **Find an Existing Value** tab for your *Run Control ID*.



Contract Expiration

Find an Existing Value | **Add a New Value**

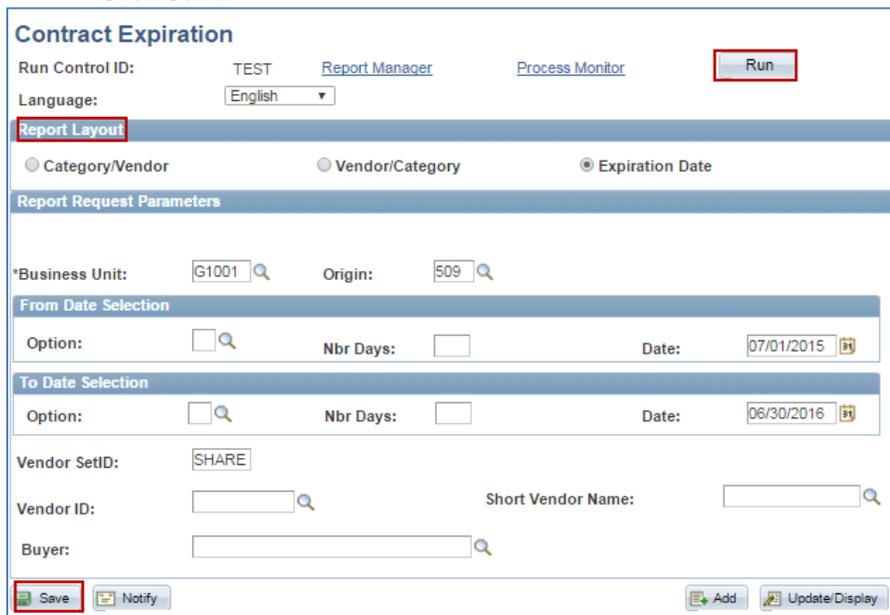
Run Control ID:

Add

Step 2: Enter the Report Parameters in the Report Manager.

The contract report page is displayed (e.g., **Contract Expiration** page). Determine what report parameters you desire. This example will search for contracts that either expired or will expire by *Business Unit* for the current fiscal year. Enter the report parameters. Some are required. Others will help to narrow the results.

- Select the desired *Report Layout* (e.g., Expiration Date).
- Enter the *Business Unit*.
- Enter the *Date Selection* in the *To* and/or *From* fields.
- Click **Save**.



Contract Expiration

Run Control ID: TEST | Report Manager | Process Monitor | **Run**

Language: English

Report Layout

Category/Vendor | Vendor/Category | Expiration Date

Report Request Parameters

*Business Unit: | Origin:

From Date Selection

Option: | Nbr Days: | Date:

To Date Selection

Option: | Nbr Days: | Date:

Vendor SetID:

Vendor ID: | Short Vendor Name:

Buyer:

Save | Notify | Add | Update/Display

Step 3: Process the Report in the Report Manager.

- At the top of the report page, click the **Run** button.

SWIFT displays the **Process Scheduler** page.

- On the **Process List** field, confirm or select “PDF” as the *Format*.
- Click **OK**.

Process Scheduler Request

User ID: _____ Run Control ID: TEST

Server Name: Run Date: 04/19/2016

Recurrence: Run Time: 9:30:34AM

Time Zone: 🔍

Process List						
Select	Description	Process Name	Process Type	*Type	Format	Distribution
<input checked="" type="checkbox"/>	Contract Expiration	POCNT400	SQR Report	Web	PDF	Distribution

SWIFT returns to the **Report** page. Click the **Process Monitor** link at the top of the page.

Contract Expiration

Run Control ID: TEST [Report Manager](#)

Language: English Process Instance: 17483692

When the *Run Status* says “Success” on the **Process List**, the report is ready.

- Click the **Refresh** button until the *Run Status* changes to “Success”.
- Click the **Go Back to Contract Expiration** link.

Process List Server List

View Process Request For

User ID: 🔍 Type: Last: 1 Days

Server: Name: 🔍 Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	17483694		SQR Report	POCNT400	01087463	04/19/2016 9:48:44AM CDT	Success	N/A	Details
<input type="checkbox"/>	17483693		SQR Report	POCNT400	01087463	04/19/2016 9:47:46AM CDT	Success	Posted	Details
<input type="checkbox"/>	17483692		SQR Report	POCNT400	01087463	04/19/2016 9:30:34AM CDT	Success	Posted	Details

SWIFT returns you to the reports parameters page. To view the report, click on the **Report Manager** link.

Favorites Main Menu > Supplier Contracts > Reports > Procurement Contract Reports > Order Contracts

Order Contracts

Run Control ID: FITRE01 **Report Manager** Process Monitor

- Then click the **Administration** tab.

Favorites Main Menu > Supplier Contracts > Reports > Procurement Contract Reports > Order Contracts

List Explorer **Administration** Archives

View Reports For

Folder: Instance: to:

- Finally click on the link for the report you created.

Favorites Main Menu > Supplier Contracts > Reports > Procurement Contract Reports > Order Contracts >

List Explorer Administration **Archives**

View Reports For

User ID: FITRE01 Type: Last 1 Days

Status: Folder: Instance: to:

Report List Personalize | Find | View All | First | 1-15 of 15 | Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	15912079	17483838	Vendor Contract Dispatch/Print	04/20/2016 2:55:27PM	Acrobat (*.pdf)	Posted	Details
				04/20/2016	Acrobat		

- SWIFT will display the PDF of the report you ran. You can save it and/or or print it as you need.

Report ID: POCNT400 State of Minnesota CONTRACT EXPIRATION Page No. 1
Run Date 04/19/2016
Run Time 09:49:01

Business Unit: G1001
Origin: 509

Expire Dt	Contract ID	Administrator/Buyer	Contract Description	Contract Amount	Amount Released
12/01/2013	0000000000000000000000058621		02C00005 COB MMB OFFICES	25700.00	25700.00
04/06/2015	0000000000000000000000076483		G10 Oracle/PeopleSoft Recruit	255000.00	255000.00
01/30/2016	0000000000000000000000072818		Post Production Support SWIFT	1269047.50	1269050.00
03/31/2018	00000000000000000000000101490		Warrant Processing Services	15000.00	12687.00
06/30/2020	0000000000000000000000099649		Depository Services	100000.00	20000.00
06/30/2020	0000000000000000000000099650		Community Bank	250000.00	5201.00
06/30/2020	00000000000000000000000101493		Outstate Community Bank Svcs	255150.30	49949.00

Queries

A query is a customized data lookup in SWIFT using the **Query Viewer** under the **Reporting Tools** menu.

Query Viewer enables you to:

- Run queries and have results sent to a separate browser window.
- Download and format the data in an Excel worksheet and/or in an XML format.
- Schedule queries to run at predefined times or on recurring schedules (e.g., first thing in the morning). The results of these scheduled queries are routed to your Report Manager in SWIFT.

Query Viewer provides several fields that can be used to locate queries. You can search for a query using the basic or advanced search options.

- *Basic Search Option:* Search by parameters such as Access Group Name, Description, Folder Name, Owner, Query Name, Type, Uses Field Name or Uses Record Name. Searching by Query Name or Description is most common. This search uses the “begins with” condition.
- *Advanced Search Option:* Search using one or more search criteria and selecting from a choice of conditions for each criterion (e.g., “contains”).
- Wildcards (%) can be used in any of the fields to refine or broaden a search.

Query Naming Conventions

To use a query to retrieve data from SWIFT, you will need to know its name or a part of its name. The naming convention for SWIFT is **M_XX_GBL...**

- M is for Minnesota.
- XX represents the two-letter SWIFT module abbreviation (e.g., SC for Supplier Contracts).
- GBL is for Global. It displays if all users have access to this query.
- Characters that appear after XX or GBL describe the kind of data the query will locate. For example, the query M_PO_DEFAULTS_BY_VENDOR will show information associated with the Vendor.
- Use capital letters and the underscore symbol.

Common Queries Used for Supplier Contracts

Query Name	Purpose
<i>M_CG_GBL_CNTRCTS_BY_VENDOR</i>	Contracts for an individual Vendor.
<i>M_AP_GBL_1099</i>	List of Account Codes in SWIFT that are 1099 reportable.
<i>M_CG_GBL_CAT_VNDR_TG_ED_VO</i>	Vendors by UNSPSC and TG/ED/VO
<i>M_SC_GBL_CNTRCT_BY_T_NBR</i>	Contracts by T- Number.
<i>M_SC_GBL_CNTRCT_DTLS_CNTRCT</i>	Contracts by Contract Type – individual or groups of contracts.
<i>M_SC_GBL_CNTRCT_PO_DETAILS</i>	Detailed information about contracts and document types by buyer/ administrator. Use for searching for APKs to review Annual Plans.
<i>M_SC_GBL_CNTRCT_RELEASES_BY_BU</i>	Contract Releases by Business Unit and date range.
<i>M_SC_GBL_CNTR_BY_CAT</i>	Contracts by Category Code.
<i>M_CG_GBL_FIND_UNSPSC_BY_ACCT</i>	Find the Category by Accounts.
<i>M_PO_GBL_LOOKUP_TG_ED</i>	Vendor lookup for TG/ED
<i>M_PO_GBL_OPEN_ENCUM_BALANCE</i>	Open encumbrances for purchase orders.
<i>M_VENDOR_INQUIRY</i>	Vendor status, Location, DBA, Remit Address, etc.
<i>M_PO_GBL_PO_BY_DATES_CNTRCT</i>	Contracts with purchase orders associated with them (individual contract or groups of contracts).

Process Steps for Using the Query Viewer

Step 1: Enter Information into the Query Viewer.

- **Navigation:** Reporting Tools, Query, Query Viewer
- Searching by Query Name or Description is most common.
- On the **Basic Search**, enter the query name. It must follow the naming conventions.
- Click **Search**.

Query Viewer

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

* **Search By** begins with

[Advanced Search](#)

- Or, click on the **Advanced Search** link and enter information (e.g., CNTRCT) in the *Query Name* or *Description* fields. You can also search by *Access Group Name*, *Description*, *Folder Name*, *Owner*, *Query Name*, *Type*, *Uses Field Name* or *Uses Record Name*.

Searches

Topic Overview

SWIFT provides many ways to get the information you need either within the contract itself or on the **Contract Search** page. For example, there is the magnifying glass on fields throughout SWIFT. You can use the magnifying glass to access tables that hold allowable values. The fields with the magnifying glass will bring up search criteria to find what to enter.

This topic covers common questions by contract administrators and searches that enable them to get the information they need. Specifically, this topic will cover search tools on the **Contract Entry** page.

1. Add Comments
2. Activity Log
3. Document Status
4. View Changes

Header			
Process Option:	Purchase Order	Add Comments	Activity Log
Vendor:	EDUCATION-001	Contract Activities	Document Status
Vendor ID:	E370000000 EDUCATION DEPARTMENT	Primary Contact Info	Thresholds & Notifications
Begin Date:	03/22/2016	Contract Header Agreement	Subcontractors
Expire Date:	12/31/2016	Contract Releases	Retention Tracking
			View Changes
			Current Change Reason

1. Add Comments

- Click the **Add Comments** link. Add comments. Agencies commonly use Header Comments to track documents (e.g., amendments and contract attachments), Click the **Attach** button.

Contract Entry

Header Comments

SetID: SHARE Contract ID: 00000000000000000000107442 Version: 3

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active

Amendment 1 Attached. Extended the Expiration Date until 6/30/16.

Send to Vendor Show at Receipt Copy to Purchase Order

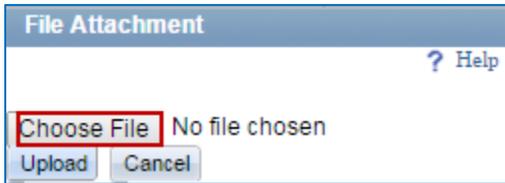
Show at Voucher

Associated Document

Attachment: Email

From -> CNT SHARE-00000000000000000000107442

- Choose a file to upload.

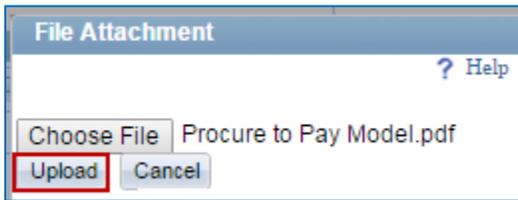


File Attachment ? Help

Choose File No file chosen

Upload Cancel

- Upload the file you selected.

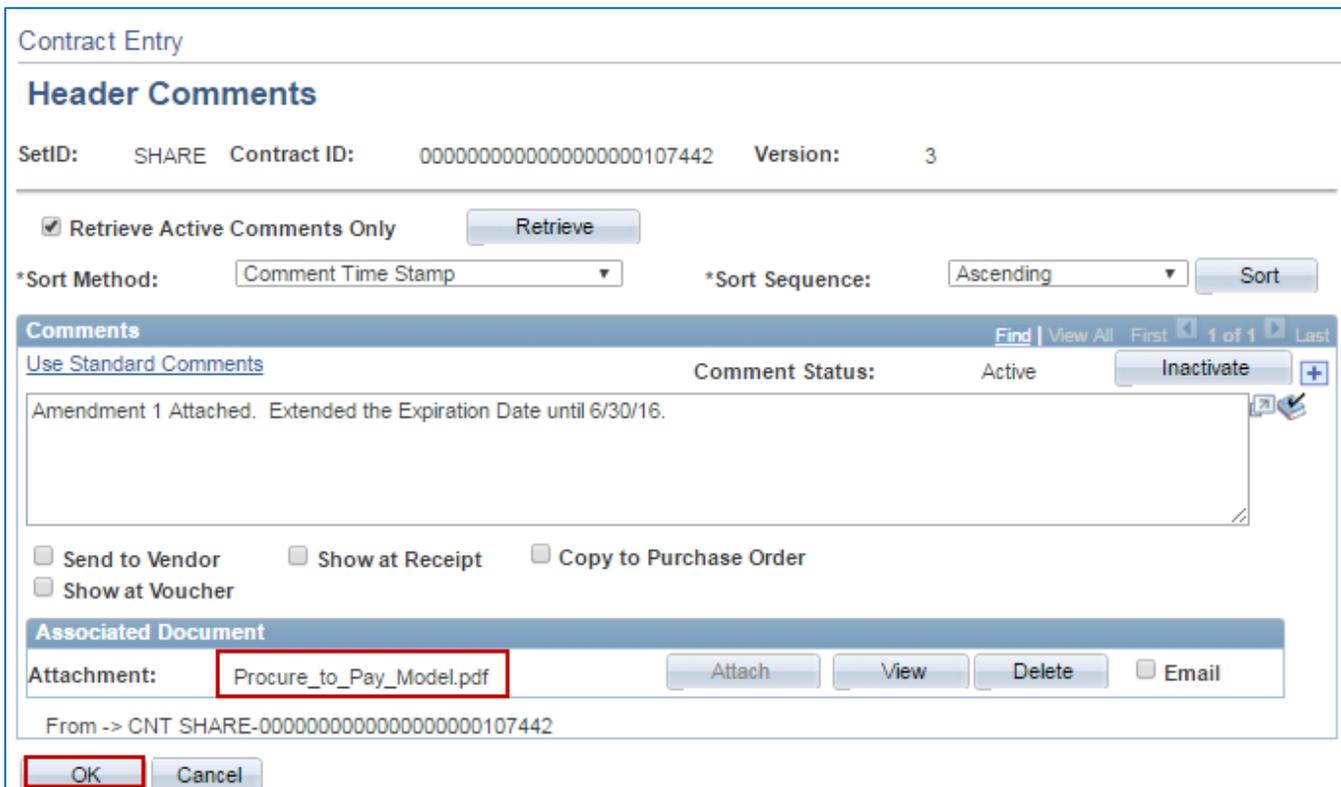


File Attachment ? Help

Choose File Procure to Pay Model.pdf

Upload Cancel

- The uploaded file appears in the **Associated Document** section. Click **OK**.



Contract Entry

Header Comments

SetID: SHARE Contract ID: 000000000000000000000000107442 Version: 3

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All | First | 1 of 1 | Last

[Use Standard Comments](#) Comment Status: Active Inactivate +

Amendment 1 Attached. Extended the Expiration Date until 6/30/16.

Send to Vendor Show at Receipt Copy to Purchase Order

Show at Voucher

Associated Document

Attachment: Procure_to_Pay_Model.pdf Attach View Delete Email

From -> CNT SHARE-000000000000000000000000107442

OK Cancel

- Click the **Save** button at the bottom of the page.
- Use the **Edit Comments** link on the header to upload any updated documents.

SWIFT returns you to the **Contract Entry** page that displays the approved updates.

2. Activity Log

The **Activity Log** allows you to see who and when an individual contract was entered, modified and approved. It is useful to see this information in one place.

Contract Entry

Activity Log

Entered

By User: 01136301
Date : 03/22/2016

Modified

By User: 01136301
Date/Time : 04/19/2016 1:50:05PM

Approved

By User: 01136301
Date : 03/23/2016

[Return](#)

3. Document Status

The **Document Status** allows you to find out if there were purchase orders, receipts and vouchers associated with the individual contract. You can see the status of these documents. You can click on the *DOC ID* to get to the actual document.

Document Status

SetID: SHARE Contract: [00000000000000000000107442](#)
 Document Date: 03/22/2016 Status: Approved
 Currency: USD Document Type: Contract
 Buyer: Savino,Diane M Released Amount: 44,047.85
 Short Vendor Name: EDUCATION-001

1 to 2 of 2

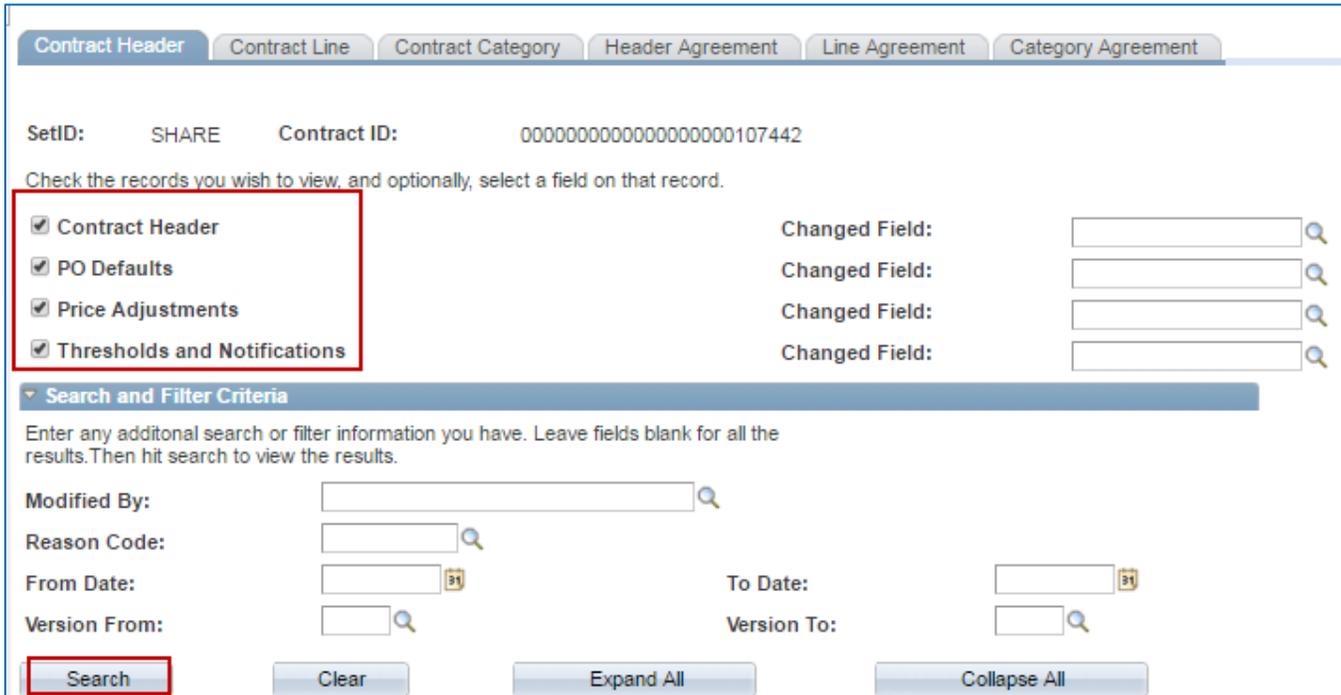
Associated Document Personalize | Find | View All | First | 1-2 of 2 | Last

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
G1001	Purchase Order	3000003527	Dispatched	03/22/2016	E370000000	001
G1001	Purchase Order	3000003528	Approved	07/01/2016	E370000000	001

[Return to Search](#)

4. View Changes

Clicking the **View Changes** link brings you to the **Contract Change History** page. On any of the tabs, you can select search parameters to see what changes have occurred. For example, on the **Contract Header** tab, check the records you wish to view. Click **Search**.



The screenshot shows the 'Contract Header' tab selected. It displays the SetID: SHARE and Contract ID: 000000000000000000107442. Below this, there are checkboxes for 'Contract Header', 'PO Defaults', 'Price Adjustments', and 'Thresholds and Notifications', all of which are checked. To the right, there are four 'Changed Field:' labels, each followed by an empty search box and a magnifying glass icon. Below these is a 'Search and Filter Criteria' section with input fields for 'Modified By:', 'Reason Code:', 'From Date:', 'To Date:', 'Version From:', and 'Version To:'. At the bottom, there are buttons for 'Search', 'Clear', 'Expand All', and 'Collapse All'. The 'Search' button is highlighted with a red box.

The Contract header section expands to show you these changes. You can see a description of the change, who modified it, when they modified it and the reason code selected.

Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
3	16	Change	Change Order Source	ONL		03/23/16 8:47:01AM	OTHER
3	16	Change	Contract Status	A		03/23/16 8:47:01AM	OTHER
2	15	Change	Change Order Source	ONL		03/22/16 3:53:18PM	OTHER
2	15	Change	Contract Status	A		03/22/16 3:53:18PM	OTHER

Lesson Summary

After completing this lesson, you should be able to:

- Locate the appropriate reporting tools
- Input data parameters (data limits)
- Run the needed purchase order inquiries, query and search

Appendix

Appendix A: Key Terms for Supplier Contracts

Term Name	Term Description
Account	The Account ChartField classifies the nature of a transaction such as "cash" and "supplies." The values in this field determine whether it is an asset, liability, equity, revenue or expenditure. All transactions in SWIFT will have an Account.
Acquisition	The act of acquiring goods and services (including construction) for the use of a governmental activity through purchase, rent, or lease. Includes the establishment of needs, description of requirements, selection of procurement method, selection of sources, solicitation of procurement, solicitation for offers, award of contract, financing, contract administration, and related functions.
Activity ID	Activities are specific tasks that make up a project. Users can add transactions and budgets to a project only at the Activity level. Additionally, the work breakdown structure can be used to setup tasks under a summary activity. The activity can be coded with an activity type, dates, descriptions and other attributes for additional reporting. Activities can have summary and detail activities for further breakdown.
Activity Log	Shows the user and the contract entry date; the user and last modified date; and the user and the last approved date.
Add Comments	Enter comments about the contract, define comment actions, and attach associated documents. You can also select to add standard comments. If comments already exist for the contract, the Edit Comment button appears.
Additional Approver	Allows you to add an additional approver using the drop down menu that lists other contract administrators.
Additional Description	Allows you to add an additional description. This field allows you to add descriptions that were not part of the header description since that field is limited. Check with your agency about its use.
Administrator	Defaults to the Employee ID/name of the employee entering the contract. It can be updated using the drop down menu that lists other contract administrators.
Administrator/Buyer	Agency staff person who administers contracts encumbers funds and creates purchase orders.
Agency Cost 1	The Agency Cost 1 ChartField (CF1) is an optional field that may be used for reporting purposes. This ChartField is a classification used to track



Term Name	Term Description
	revenue or expenditures associated with a particular event or activity that is defined by the Agency.
Agency Cost 2	Agency Cost 2 (CF2) is used for Agency reporting such as location, region, or other administrative sub-unit related to the operation of an Agency.
Agency Reference Field 1, 2	Optional fields for each agency to determine how to use.
Allow Open Item Reference	Used only by Office of State Procurement (OSP) from the Minnesota Department of Administration. If you check this box, it will need to be reviewed and approved by OSP.
ALP and Acquisitions	A group of different contracts for purchases and acquisitions within a buyer or contract coordinator's Authority for Local Purchase (ALP).
Approp ID	The appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
Approved Date	Displays when the contract version was approved. For upgraded contracts, the date is set to the contract begin date.
Asset	An asset is an owned item of value. It has a value of greater than 0 and a useful life of greater than one year.
Authority for Local Purchase (ALP)	The authority for local purchase (ALP) is a delegation to certain individuals to directly purchase certain goods and services. The delegation is from the commissioner of Administration. It is granted to an individual who has successfully completed all requirements established by the Office of State Procurement of Administration. There are several ALP levels: Up to \$2,500; Up to \$5,000; Up to \$25,000 and Special Delegations for in excess of \$25,000.
Back Order	This feature allows you to place an order for a product that is temporarily out of stock.
Base Price	The fundamental cost of the good or service. It does not include fees such as sales tax, shipping or other charges. SWIFT uses the Base Price in calculating the price on purchase orders creating referencing contracts.
Batch Process	A process that is run to process multiple transactions. Batch processes can be scheduled to run at various times throughout the day on a pre-defined batch schedule.



Term Name	Term Description
Begin Date	Select the start date for use with the contract. The default value is the current system date.
Blanket Order	A purchase order that is used to cover multiple purchases or multiple vendors. A contract under which a vendor agrees to provide goods or services on a purchase-on-demand basis. The contract generally establishes prices, terms, conditions and the period covered (no quantities are specified); shipments are to be made as required by the purchaser.
Budget Check	In Commitment Control, this is the processing of source transactions against control budget ledgers. Transactions can pass, fail or pass with a warning. This process creates and relieves encumbrances and pre-encumbrances.
Budget Period	The <i>Budget Period</i> identifies the period that money is legally authorized for spending by the legislature. Budget periods start on July 1st and end on June 30th of each year. For example, Budget Period 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended.
Business Unit	A Business Unit generally represents a legal entity. For the State of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger. The GL business unit is at a statewide level (i.e., MN001).
Buyer	A Buyer is an agency staff person who administers contracts, encumbers funds and creates purchase orders.
Buyers Workbench	The Buyer Workbench enables you to view purchases for a supplier and adjust orders to meet supplier commitments and constraints.
Catalog	An internally defined group of Items with Item ID that can be searched via the eProcurement module of SWIFT.
Category Code	This is a grouping of similar goods or services for reporting purposes and spending analysis. It is represented by the United Nations Standard Products and Services Code (UNSPSC) in SWIFT.
Category Released Amount	Sum of released amounts for all contract category lines on the contract.
Change Order	A process to amend an original purchase order. A change order is related to a material change after the initial dispatch.
Chart of Accounts	Chart of Accounts consist of eight Standard ChartFields and six Project/Grant ChartFields. When combined the ChartFields define specific transactions. End-users must be familiar with the ChartFields and their



Term Name	Term Description
	definitions for use in procurement, budgeting, month-end reporting and labor cost distribution. These ChartFields are required to define the appropriate funding source.
ChartField	The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.
Commitment	This is the process of setting aside funds in response to a purchase requisition. Funds remain committed or encumbered until the good or service is paid for. This converts the encumbrance into an expenditure.
Commitment Control	Commitment Control enables state agencies to control expenditures actively against predefined, authorized budgets. Commitment control can be used to track expenses against pre-defined control budgets as well as to track recognized revenue against revenue estimate budgets
Commodity Contracts	These contract types are for various types of construction, goods and/or services (services must be non-professional/technical in nature). These contracts do not encumber funds. The purchase orders placed against them are the encumbering documents. SWIFT documents track the use, and maintain the integrity of the contract line items; specialized contract forms are used as the actual contract agreement. Contracts may be set up by Office of State Procurement (OSP) or by agencies if within their ALP (Authority for Local Purchase) authority.
Configure ID	Provides a unique identifier for the contract documents that were created using the Configure Selector (Wizard). This option is not available for Construction Contracts, Income Contracts or Real Estate Lease Contracts.
Construction Contracts	A group of different contracts for construction, remodeling and maintenance projects and services.
Contract	This is an agreement with specific terms between two or more persons or entities. The terms include an obligation from all parties to offer goods or services.
Contract Activities	Useful for creating and maintaining activities associated with this contract. Enter a Due Date and Tasks to complete in the Comments field.



Term Name	Term Description
Contract Categories	Allows the buyer to use Categories for a broader type of purchase. Operates like a blanket purchase order in SWIFT. The details of the purchase will be defined on any purchase orders that reference this contract.
Contract Header Agreement	Used to establish agreements for the contract. Contract agreements represent external or internal deliverables. You can assign agreements at the header level or at the line-item level.
Contract ID	SWIFT's unique identifier for a contract.
Contract Items	Allows the buyer to be specific about the type of item to be purchased. The buyer describes the purchase in detail. The Category is chosen on the line level.
Contract Releases	Can be used to automate contract releases at regular intervals such as monthly rent. THIS FEATURE IS NOT CURRENTLY USED IN SWIFT.
Contract Type	The Document Type selected determines the Contract Type. These contract types are described in Lesson 2.
Corporate Contract	Corporate contracts are available for all state agencies to use. Check this box if you wish the contract to be available to all state agencies. Otherwise, the contract will be specific to the business unit selected on it. If you do not check this box, go to the <u>PO Default</u> link to assign the business units and origins for this contract.
CPV Contract Indicator	Cooperative Purchasing Venture (CPV) allows eligible government entities (members) to use State of Minnesota contracts. There are three CPV Contract Indicators. <ul style="list-style-type: none"> • AGY: Opens up this contract to others in your agency. • CPV: Opens up this contract to all CPV members. • STW: Opens up this contract for all State agencies.
Dashboard	Use this page to manage various task-based roles assigned to a specific user. The Dashboard can be configured by role and/or user and displayed in different layouts per the configuration.
Department ID	See FinDept ID.
Dispatch	This is the process of sending a purchase order to the vendor. The default dispatch method is email.
Distribution	The section of the contract, requisition or purchase order that captures the accounting information.



Term Name	Term Description
Doc Type	In Purchasing and ePro, the Doc Type identifies the characteristics of the purchase and defines the rules for the purchase.
Document Status	View information about documents associated with the contract, such as purchase orders, events and vouchers.
Encumbrance	An Encumbrance is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purchase. The document used to record an encumbrance is called a Purchase Order.
eProcurement	This SWIFT module used to initiate some procurement transactions via a requisition. The requisition can be sourced to a purchase order or to Strategic Sourcing. These requisitions pre-encumber funds.
Expire	Select the end date of the terms and conditions of the contract. The Expire Date cannot be earlier than the Begin Date.
Fin DeptID	Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
Fiscal Year	The 12 months between one annual settlement of financial accounts and the next; a term used for budgeting, etc. The fiscal year for the U.S. Government is October 1 to September 30; the fiscal year for the State of Minnesota is July 1 to June 30.
Freight Terms	This code represents any freight terms, such as where possession is taken and if freight is allowed.
Fund	Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. See "ChartField."
Goods	All types of personal property including commodities, materials, supplies, and equipment.
Grant Contracts	Contracts that are financial assistance or services furnished by the agency via a third party to an eligible recipient.



Term Name	Term Description
Header	Summary level data relating to the entire transaction.
Inbound Interfaced Contracts	SWIFT does not currently use this contract document type.
Income Contracts	Contracts that bring funds into a state agency.
Invoice	A list of goods or services sent to a purchaser showing information including prices, quantities and shipping charges for payment.
Item	Any product, material or service established and maintained in the Item Master. Items tend to be specific and used for repetitive purchases. Items contain a variety of Purchasing Attributes. An item of supply or service specified in a solicitation for which the vendor must specify a separate price.
Item ID	A unique identifier assigned to a particular item.
Keyword	A word or phrase that may be used to help search for Items and Categories.
Last Signature Date	Allows you to set the last date for signatures.
Lease	A contract conveying from one entity to another the use of real or personal property for a designated period of time in return for payment or other consideration.
Line	The detailed information on a contract about what is being purchased (e.g. Item, Category, Price, Quantity).
Line Item Released Amount	Sum of released amounts for all contract line items on the contract.
Office of State Procurement (MMD)	MMD is responsible for all functions of acquisition, standards, quality control and surplus property management for the State of Minnesota. www.MMD.admin.state.mn.us
Maximum Amount	Total amount that this contract should not exceed. The total released amount of all lines and the total amount for all category lines plus the amount released for open items must not exceed this amount and must be equal to this amount.
Maximum Amount	Enter the maximum amount allowed for this contract line. All of the maximum amounts entered on the lines must add up to match the maximum amount on the header (on the Amount Summary section).



Term Name	Term Description
Maximum Line Quantity	Enter the maximum number of items allowed for this contract line.
MMD Contract Release/T-Number	The Contract Release/T-Number represents one or more contracts in related groups. For example, to find contracts for asbestos removal search the OSP site for Contract Release A-189 to view active vendor contracts providing the service.
Open Item Released Amount	The amount that is released for open items in an open item contract. This amount is updated during the PO Calculations process or online purchase order creation when the purchase order is linked to the contract using the open item reference.
Origin	This code represents a division, region or district within an agency that originated a purchase order. This code is used for reporting and is available on search pages.
PC Business Unit	A Business Unit (BU) in Projects identifies major subsets throughout the state, such as Agency level. It enables the State to organize information to facilitate project management, analysis, reporting, and accounting.
PO Defaults	Allows you to set default information for purchase orders against this contract for each business unit. Enter the business unit and origins that can be used on this contract.
Pre-encumbrance	The amount that you expect to spend, but which you have no legal obligation to spend. A requisition is a typical pre-encumbrance transaction.
Price	The amount of money that will purchase a definite quantity, weight, or other measure of a commodity.
Price Adjustment Template	Allows you to define a set of price adjustments that you can copy to the open item, line item, and category levels on the contract.
Primary Contact	Primary contact for the vendor of this field, you must have already set up supplier contact information in the Supplier Information component.
Primary Contract Info	Access the Supplier Contact Information page, where you can maintain contact information for the contact. You must select a contact in the Primary Contact field before accessing the page.
Process Monitor	A page where you can view the status of submitted process requests.
Procurement	This is the process of obtaining goods or services. It includes all activities from the preparation and processing of a requisition, through receipt and



Term Name	Term Description
	<p>approval of the final invoice for payment. It also includes the acts of preparing specifications, making the purchase and administering contracts.</p> <p>The combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, store keeping, and salvage and disposal operations.</p>
Professional or Technical Services	<p>These are services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation, and result in the production of a report or the completion of a task.</p>
Professional/ Technical Contracts (P/T)	<p>A group of different contracts for professional or technical services (P/T). P/T services 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. P/T 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.</p>
Project ID	<p>The Project ID is the unique identification code for a particular initiative or project. It can be coded with many attributes including project status, project type, project dates, and project title for additional reporting. The Project ID may be used for grants, capital projects, and agency directed projects. This field is required on Project/Grant transactions.</p>
Purchase Order	<p>A purchase order (PO) authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a contract in which both parties are expected to fulfill.</p>
Query	<p>SWIFT capability that allows end-users to extract data from the system and database repositories based on the specific parameters the user enters.</p>
Receipt	<p>Transaction in SWIFT that tracks the quantity or amount received against a purchase order.</p>
References MPK Contract	<p>Only on the Professional/Technical Contracts Document Type.</p>
Release by Amount	<p>The contract is based on the amount of the purchases (price).</p>
Release by Quantity	<p>The contract is based on the quantities of the purchases (how many).</p>
Renewal Date	<p>This optional field indicates when a contract is up for renewal. If you enter a renewal date, it should be later than the current date, and if a contract</p>



Term Name	Term Description
	expiration date exists, then the renewal date should be before or equal to the expiration date.
Renewals Authorized	Allows you to list the number of months that renewals can be authorized.
Renewals Available	Allows you to list the number of months that renewals are available.
Request for Bid (RFB)	A solicitation in which the terms, conditions, and specifications are described and responses are not subject to negotiation.
Request for Proposal (RFP)	A solicitation in which it is not advantageous to set forth all the actual, detailed requirements at the time of solicitation and responses are subject to negotiation. Price must be a factor in the award but not the sole factor.
Requisition	An internal document by which a using agency requests the purchasing department to initiate procurement (a purchase).
Retention	The difference between the amount earned by the contractor on a public contract and the amount paid on the contract by the public contracting agency. Compensation withheld under a contract (generally a specific percentage) until the agency head or delegate determines that the contractor has satisfactorily fulfilled the terms of the contract.
Retention Not to Exceed Amount	Retention is holding back full payment until the contract deliverables are completely fulfilled. Retention is required for some P/T contracts.
Retention Tracking	Use to record retention requirements for all lines on a contract.
Sales Tax	A levy on a vendor's sale by an authorized level of government.
Services	Unless otherwise indicated, both professional or technical services and service performed under a service contract.
SetID	It defaults to "SHARE". Set ID is a high-level key identifying a set of data rows in SWIFT. They are "set" for a business unit or for the ability to share data across business units.
Single Source	An acquisition where, after a search, only one supplier is determined to be reasonably available for the required product, service or construction item.
Sole Source Procurement	An award for a commodity or service to the only know capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.



Term Name	Term Description
Solicitation	This is the process of requesting or seeking a bid. It does not indicate the intention to enter into a binding agreement or contract.
Source Type	Source Types are used on individual transactions to identify the purpose. To best meet their accounting needs, PC Business Units can configure these codes. This field is required on Project/Grant transactions.
Sourcing Method	<p>The method used to request or seek a bid in order to award the contract. The Office of State Procurement uses this field. The options are governed by State statute or State policy. Contact them if you have questions about which method to choose.</p> <ul style="list-style-type: none"> • Emergency: Contact OSP for the policies to use this field. • Other: None of the other options fit this contract. • RFB (Request for Bid): Typically for purchasing commodities. • RFP (Request for Proposal): Typically, for purchasing P/T services. • Single Source: There is only 1 provider of the good or service. Documentation is required.
SpeedChart	SpeedChart keys can be defined with multiple accounting distributions and are used during data entry instead of the individual ChartField combinations.
Sponsor	Project or contract sponsor. Can be a name, position, division, agency or other sponsor.
Strategic Sourcing	Strategic sourcing is used primarily for buy and sell events (i.e., solicitations). Vendors and customers could then bid and be awarded electronically through the supplier portal.
Subcontractors	Used for recording subcontractor payment information. Includes information about Targeted Group, Economically Disadvantaged, Veteran and Small Business sub contractors.
Thresholds & Notifications	View and update contract expiration and renewal dates, spend threshold, and maximum amount notifications and contract amount summaries.
Total Released Amount	The amount that has been released for this contract, including the line item, category, and open item amounts.
Unit of Measure	How the item is measured. The UOM is the basis for determining quantities such as minimum and maximum quantities and line quantities released. Typically, agencies use LOT for individual items.
United Nations Standard Products and Services Code (UNSPSC)	United Nations Standard Products and Services Code (UNSPSC) is global classification system of goods and services that is used for procurement.



Term Name	Term Description
Vendor	A person or organization that has a business relationship with the State and/or has registered and been added as a part of the Vendor File.
Vendor Contract Ref.	Reference to identify a vendor contract number or some other identifier by which the vendor identifies this contract. The value can be used in searching for contracts.
Vendor ID	A ten-digit identification number assigned to a Vendor.
Vendor Loc	A location is a series of business rules agreed to between the vendor and the state entity. Locations enable a user to indicate the different types of addresses a customer has, e.g., one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. The vendor location defaults. It can be updated to a different vendor location associated with the correct vendor address.
View Changes	Allows you to see the Contract Change History page. On any of the tabs, you can select search parameters to see what changes have occurred.
Voucher	A Voucher is an electronic version of a paper invoice received by a vendor. In SWIFT, vouchers are the mechanism by which the State of Minnesota electronically pays for goods and services. When you wish to purchase goods or services, you usually set up a purchase order to ensure that funds are encumbered and the purchase follows state and agency policies

Appendix B: Category Codes Overview

Category codes group similar purchases together for analysis. The Category Code field in SWIFT is required on all purchasing documents. It must accurately represent the type of purchase. SWIFT has an easy-to-use search tool to help locate the correct Category Code for a purchase. This tool is located in the Minnesota Data Center (MDC) area of SWIFT. This reference guide describes how to access and use the Category Code search tool. It also provides a breakdown of how the Category Codes are organized. This organization helps you to find the correct code to describe a purchase.

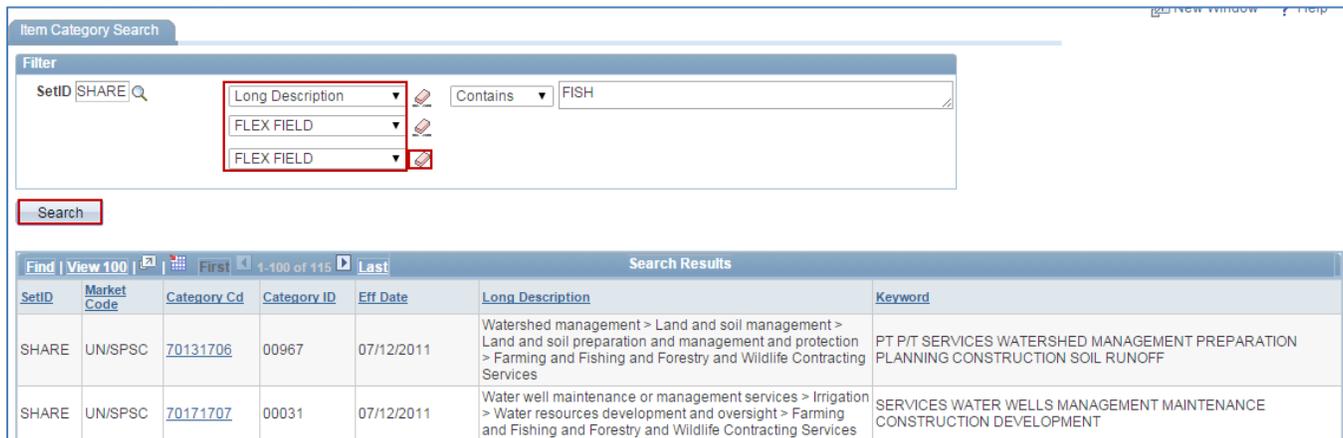
Access and Use the Category Code Search

1. Access the Category Code Search

- **Navigation:** Items, MDC Item Maintenance, MDC Searches, MDC Search Item Categories

2. Enter a Search Value in one or more of the Flex Fields.

- Each of the three *Flex Fields* can be populated with a value to search by. Common search values are *Keyword* and/or *Long Description*. *Keywords* were added to SWIFT’s Category Codes to make it easier to locate the correct code. Results are more accurate using the *Long Description* field.
- Users can search by just one criteria or up to three. Use a “contains” search when prompted for best results.
- Use the **Clear Field** icon to change your search values.
- Click the **Search** button.



The screenshot shows the 'Item Category Search' window. The 'Filter' section has 'SetID' set to 'SHARE'. The 'Long Description' flex field is selected with a dropdown menu, and the search operator is set to 'Contains' with the value 'FISH'. A 'Search' button is visible below the filter section. Below the filter is a table of search results.

SetID	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	70131706	00967	07/12/2011	Watershed management > Land and soil management > Land and soil preparation and management and protection > Farming and Fishing and Forestry and Wildlife Contracting Services	PT P/T SERVICES WATERSHED MANAGEMENT PREPARATION PLANNING CONSTRUCTION SOIL RUNOFF
SHARE	UN/SPSC	70171707	00031	07/12/2011	Water well maintenance or management services > Irrigation > Water resources development and oversight > Farming and Fishing and Forestry and Wildlife Contracting Services	SERVICES WATER WELLS MANAGEMENT MAINTENANCE CONSTRUCTION DEVELOPMENT

NOTE: The search displays 100 rows at a time. Look at the top menu bar to see if there are more rows to view.



The screenshot shows a single row in the search results table. The top menu bar indicates 'View 100' and '1-100 of 483' rows.

SetID	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	70100000	00759	02/16/2015	Fisheries and aquaculture > Farming and Fishing and Forestry and Wildlife Contracting Services	SERVICES FISHING FISHERY FISHERIES HATCHERIES HATCHERY NETTING TRAWLING RESEARCH RESOURCES STORAGE SONAR POND FARMING STOCKING WALLEYE MUSKELLUNGE

3. Use the Results of the Search.

- Click on an individual record to see if it describes the purchase. You can view the Account, tolerances and receiving controls.



Category Definition | Category Definition 2 | Account Restrictions

SetID: SHARE Category ID: 00176 Code: 20110000

Header Find | View All First 1 of 5 Last

*Market Code: UN/SPSC Effective Date: 07/17/2011 Status: Active

*Long Description: Well drilling and operation equipment > Mining and Well Drilling Machinery and Accessories *Short Desc: Well drill

- On the **Search Results** page, you can click on the **Download** icon to download the results in an Excel spreadsheet.



SetID	Market Code	Category Cd	Category ID	Eff Date
SHARE	UN/SPSC	10101700	00769	02/16/2015

Category Codes in SWIFT

Users can run query **M_CG_GBL_UNSPSC_TAX_STATUS** to see the complete list of active Category Codes.

In general, Category Codes that begin with 1-6 represent a physical good, something you can touch. Codes beginning with 7, 8 and 9 generally represent a service type of procurement.

In a few cases, a Category Code to describe a particular kind of purchase does not exist. For those purchases, there are specific Category Code to use.

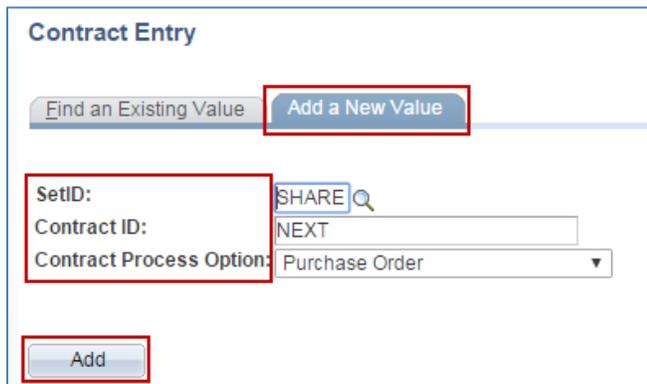
- Administrative hearings or judges, use 92101800
- All Grants, regardless of purpose, use 84101501
- Data sharing agreements, use 93151500
- Direct or Indirect costs, use 93151600
- PCard and Fleet Cards, use 84141700

Appendix C: Create and Execute Grant Contracts

Grant contracts provide funding to an outside entity to provide services or support to a third party who is not employed by the state. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor. Grant contracts are categorized as Professional/Technical contracts in SWIFT. Grant contracts may run for multiple years. The Office of Grants Management provides resources for managing State of Minnesota grants. www.mn.gov/admin/government/grants

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.



Contract Entry

Find an Existing Value **Add a New Value**

SetID:

Contract ID:

Contract Process Option:

Add

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*. 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 *Vendor Contract Reference* (if applicable).
- 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 the *MMD Contract Release Number/T-Number* (if applicable).
- Enter other fields that are needed for your specific contract or agency requirements.

Contract Entry

Contract

SetID: SHARE
 Contract ID: 00000000000000000097593
 *Status: Open
 *Administrator/Buyer: TRN20 Training User 20

Contract Version
 Version: 1 Status: Current
 New Version Approved Date: 07/31/2015

Header

Process Option: Purchase Order
 Vendor: ST PAUL CI-001
 Vendor ID: 0000192898
 Begin Date: 07/06/2015
 Expire Date: 06/30/2018
 Renewal Date:
 Currency: USD
 Primary Contact:
 Vendor Contract Ref:
 Description: CCGP-15-0008-Z-FY16
 MMD Contract Release Number:
 Tax Exempt

Amount Summary

Maximum Amount:	199,000.00	USD
Line Item Released Amount:	199,000.00	
Category Released Amount:	0.00	
Open Item Released Amount:	0.00	
Total Released Amount:	199,000.00	
Remaining Amount:	0.00	
Remaining Percent:	0.00	

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: The **Add Vendor List** link allows you to create one grant contract in SWIFT where there are multiple grant recipients. The **Add Vendor List** link will display on the **Contract Entry** page after selecting “GRK” *Contract Type* on the **Add a Document** page and saving the contract.

Process Option: Purchase Order
 Vendor: ARC FREE-001
 Vendor ID: 0000901006
 Begin Date: 04/27/2016

ARC FREEBORN COUNTY THE

Add Vendor List

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. Corporate Contract is the only field that you will likely check if you wish this contract to be available to other state agencies.
- 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: 04/22/2016

PO Defaults

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: NEXT Version: 1 Vendor ID: 0000833496

Header Find | View All First 1 of 1 Last

*Business Unit: 61001 Copy from BU Defaults

Vendor Loc: 001

Buyer:

Origin: 509 Accounting Services

Step 3: Enter Contract Lines.

Contract Lines are required for all contracts. They contain information about the goods or services to be purchased. Enter most contract information on these sections: **Details** tab, **Details for Line** page and **Release Amounts** tab/Release Quantities tab.

1. Details Tab:

- Enter the *Description and UOM*
- Enter *Category*. All grants should use **84101501**.
- Enter information in other fields as needed.
- Click on the **Details for Line** icon. It brings you to the **Details for Line** page.

Line	Item	Description	UOM	Category	Include for Release	Status
1		CCGP-15-0009-Z-FY16	EA	84101501	<input checked="" type="checkbox"/>	Active

2. 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

3. Release the Contract.

- Click on the **Release by 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.

Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1			2016					USD	

4. Save the Contract.

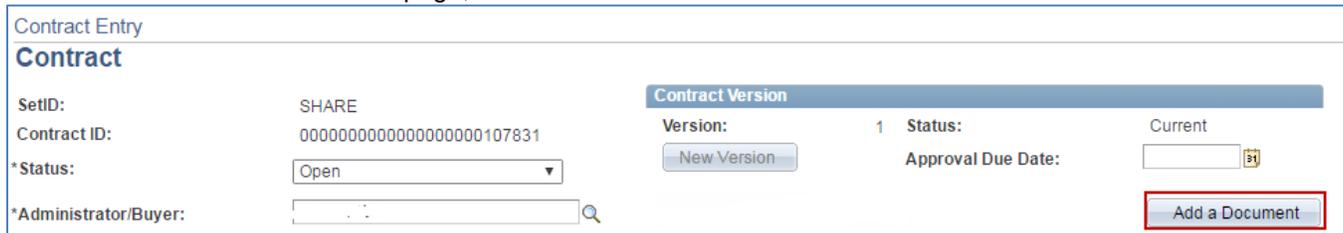
When you have completed the lines section, click **Save** at the bottom of the page. It will now have a *Contract ID* assigned to it. The *Status* remains "Open".

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 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.

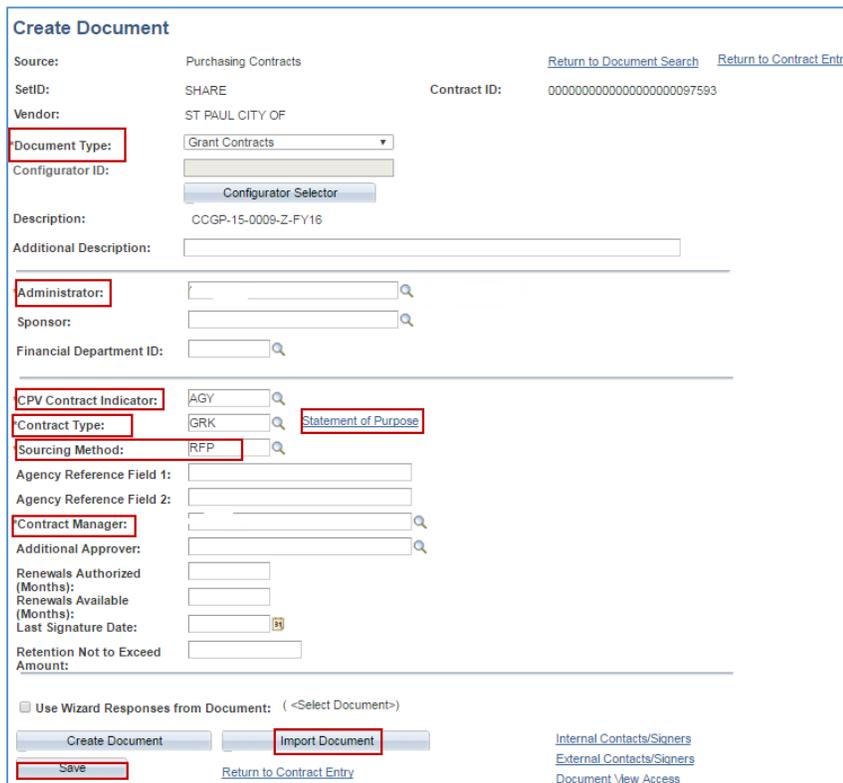


Contract Entry
Contract

SetID: SHARE Contract Version
Contract ID: 000000000000000000107831 Version: 1 Status: Current
*Status: Open New Version Approval Due Date: [31]
*Administrator/Buyer: [] Add a Document

On the *Document Type*, select “Grant Contracts” from the drop down menu.

- Enter or validate the information in these fields.
 - *Administrator*: Validate or update this field.
 - *CPV Contract Indicator* (Cooperative Purchasing Venture): Select an option, likely AGY.
 - *Contract Type*: **GRK**
 - *Sourcing Method*: **RFP**
 - *Contract Manager*: Enter the Employee ID.
 - *Statement of Purpose*: The Statement of Purpose is viewable by the general public
 - Enter other fields as required by your agency.



Create Document

Source: Purchasing Contracts [Return to Document Search](#) [Return to Contract Entry](#)
SetID: SHARE Contract ID: 00000000000000000097593
Vendor: ST PAUL CITY OF
Document Type: Grant Contracts
Configurator ID: [] Configurator Selector
Description: CCGP-15-0009-Z-FY16
Additional Description: []
Administrator: []
Sponsor: []
Financial Department ID: []
CPV Contract Indicator: AGY
Contract Type: GRK **Statement of Purpose**
Sourcing Method: RFP
Agency Reference Field 1: []
Agency Reference Field 2: []
Contract Manager: []
Additional Approver: []
Renewals Authorized (Months): []
Renewals Available (Months): []
Last Signature Date: [31]
Retention Not to Exceed Amount: []
 Use Wizard Responses from Document: (<Select Document>)
Create Document Import Document Internal Contacts/Signers
Save Return to Contract Entry External Contacts/Signers
Document View Access

- 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.

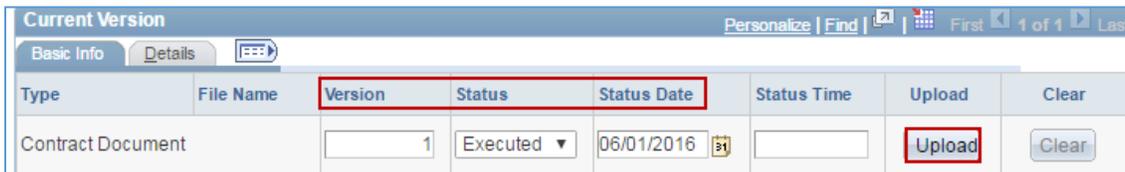
- Select an **Import Option**.



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.



Current Version							
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**. 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						
Type	File Name	Version	Status	Status Date	Status Time	Upload
Contract Document	Procure to Pay Model.pdf	1.00	Execute ▾	04/11/2016		<input type="button" value="Upload"/>

Prior Version is not applicable

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”.

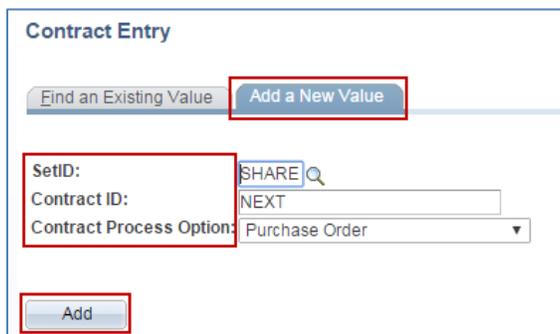
You have successfully entered a Grant contract.

Appendix D: Create and Execute Professional/Technical Contracts

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.
 - SWIFT automatically populates the *SetID* with “SHARE”
 - Leave the *Contract ID* with the default of “NEXT”. SWIFT will assign the next available number.
 - On the *Contract Process Options*, **ALWAYS** select “Purchase Order” from the menu.
- 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 the value 'SHARE', 'Contract ID:' with the value 'NEXT', and 'Contract Process Options:' with a dropdown menu set to 'Purchase Order'. The 'Add' button at the bottom left is 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.

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.

Contract

SetID: SHARE [Copy From Contract](#)

Contract ID: NEXT

Status: Open

Administrator/Buyer: [Search]

Contract Version

Version: 1 Status: Current

[New Version](#) Approval Due Date: [Calendar]

[Add a Document](#)

Header

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

Vendor: DEYOUNG CO-00 [Vendor Search](#) [Contract Activities](#) [Document Status](#)

Vendor ID: 0000280171 [DEYOUNG CONSULTING SERVICES](#) [Primary Contact Info](#) [Thresholds & Notifications](#)

Begin Date: 04/26/2016 [Contract Header Agreement](#) [Subcontractors](#)

Expire Date: 08/31/2015 [Contract Releases](#) [Retention Tracking](#)

Renewal Date: [Calendar]

Currency: USD [CRRNT](#)

Primary Contact: [Search]

Vendor Contract Ref: [Search]

Description: 1 training Session

MMD Contract Release Number/T-Number: 1110A [Search](#)

Tax Exempt

Amount Summary

Maximum Amount:	1,125.00	USD
Line Item Released Amount:	0.00	
Category Released Amount:	0.00	
Open Item Released Amount:	0.00	
Total Released Amount:	0.00	

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.

Order Contract Options

Corporate Contract Allow Open Item Reference Must Use Contract Rate Date

Lock Chartfields Adjust Vendor Pricing First Auto Default

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: NEXT Version: 1 Vendor ID: 0000833496

Header [Find](#) | [View All](#) First 1 of 1 Last

***Business Unit:** 51001 [Copy from BU Defaults](#) [+](#) [-](#)

Vendor Loc: 001

Buyer: [Search]

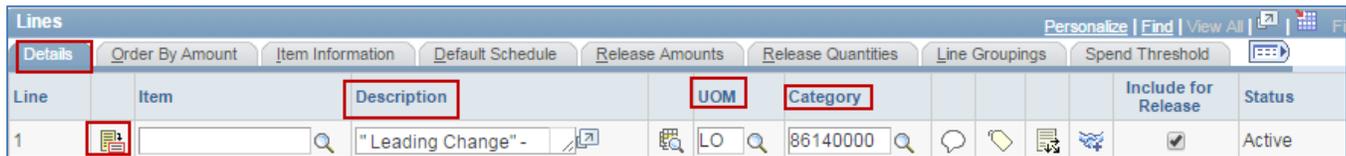
Origin: 509 [Accounting Services](#)

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.

IV. Details Tab:

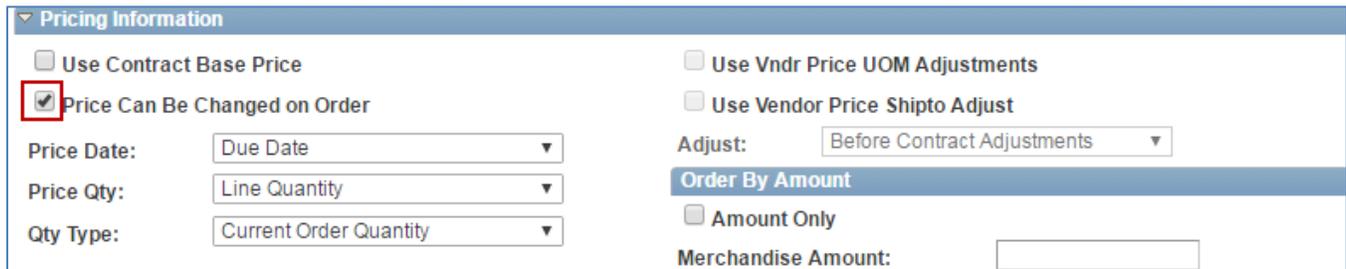
- Enter the *Description*, *UOM* and *Category*.
- Other fields can be entered depending upon the nature of the contract.
- Click on the **Details for Line** icon. It brings you to the **Details for Line** page.



Line	Item	Description	UOM	Category	Include for Release	Status
1		"Leading Change" -	LO	86140000	<input checked="" type="checkbox"/>	Active

V. 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.



Pricing Information

Use Contract Base Price

Price Can Be Changed on Order

Price Date:

Price Qty:

Qty Type:

Use Vndr Price UOM Adjustments

Use Vendor Price Shipto Adjust

Adjust:

Order By Amount

Amount Only

Merchandise Amount:

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

VI. 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.



Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1		"Leading Change" -	2016		1,125.00		\$0.00	USD	0.00

- **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”.

Contract		Contract Version	
SetID:	SHARE	Version:	1
Contract ID:	0000000000000000000097598	Status:	Current
Status:	Open	Approval Due Date:	<input type="text"/>
*Administrator/Buyer:	Employee ID, Buyer Name	<input type="button" value="Add a Document"/>	

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.

Contract Entry		Contract Version	
SetID:	SHARE	Version:	1
Contract ID:	00000000000000000000107831	Status:	Current
*Status:	Open	Approval Due Date:	<input type="text"/>
*Administrator/Buyer:	<input type="text"/>	<input type="button" value="Add a Document"/>	

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

Create Document			
Source:	Purchasing Contracts	Return to Document Search	Return to Contract Entry
SetID:	SHARE	Contract ID:	0000000000000000000097602
Vendor:	DEYOUNG CONSULTING SERVICES		
Document Type:	Professional/Technical Cntrcts		

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.

*CPV Contract Indicator:	AGY	
*Contract Type:	PTK	Statement of Purpose
*Sourcing Method:	RFP	
Agency Reference Field 1:	<input type="text"/>	
Agency Reference Field 2:	<input type="text"/>	
Contract Manager:	TEST_TRN1	
Additional Approver:	<input type="text"/>	
Referenced MPK Contract ID:	<input type="text"/>	
Renewals Authorized (Months):	<input type="text"/>	
Renewals Available (Months):	<input type="text"/>	
Last Signature Date:	<input type="text"/>	
Retention Not to Exceed Amount:	<input type="text"/>	

- 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.

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

Appendix E: Create and Execute Master Work Order Contracts

Master Contract Work Order (MWK) contracts are individual contracts that are placed with vendors under the Master Contract (MPK) system from 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 Contract Version: 1 Status: Current

*Status: Open

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 Currency: USD 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 Must Use Contract Rate Date Rate Date: 04/22/2016

Adjust Vendor Pricing First Auto Default

Lock Chartfields Price Can Be Changed on Order

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

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: S1001

Vendor Loc: 001

Buyer:

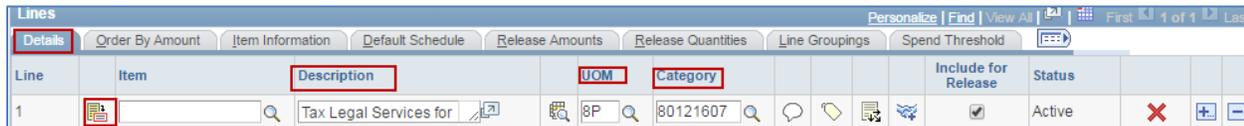
Origin: 509 Accounting Services

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.

5. Details Tab:

- Enter the *Description and UOM*
- Enter Category.
- Enter information in other fields as needed.
- Click on the **Details for Line** icon. It brings you to the **Details for Line** page.



Line	Item	Description	UOM	Category	Include for Release	Status
1		Tax Legal Services for	8P	80121607	<input checked="" type="checkbox"/>	Active

6. 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.
- Click **OK** to return to the contract.



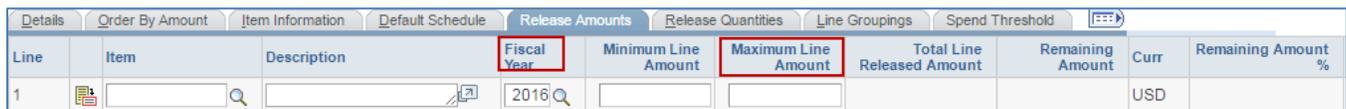
Pricing Information

Use Contract Base Price Use Vndr Price UOM Adjustments

Price Can Be Changed on Order Use Vendor Price Shipto Adjust

7. Release the Contract. Click on the **Release by 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.



Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1			2016					USD	

8. **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 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.

(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 Document** page, enter information that describes the document you will be importing.



Import Option

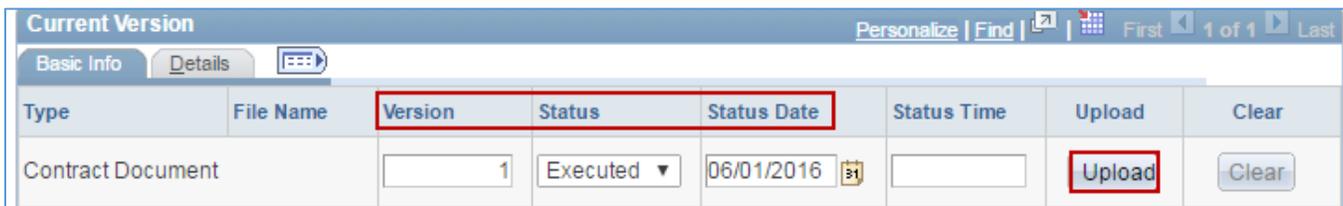
Current Contract/Document
(Current Contract/Document with no formal amendments or history to load.)

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.)

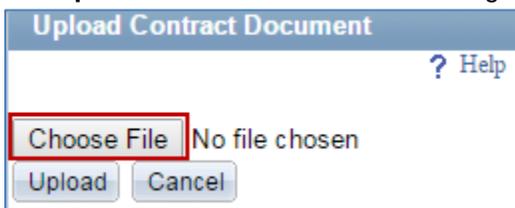
Original and Amendment
(Original contract as originally signed and a current separate amendment summary file. History is optional.)

- 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**.



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.

Appendix F: Procurement Document Types

<p>This table lists document types for creating Requisitions, Purchase Orders, Contracts and Professional/ Technical Contracts.</p>		
<p>Requisition Types</p> <p>All requisitions pre-encumber funds through the Budget Checking process. Requisitions are not dispatched.</p>		
Doc Type	Title	Description
OMR	Open Market Requisition	Normally used for items costing over \$10,000 and need to be bid out via a Strategic Sourcing event. Goes through the SWIFT solicitation process, resulting in a Purchase Order (POR). OMRs will be entered in ePro and will be further processed through Strategic Sourcing by OSP or the agency (depending on their ALP authority).
CEO	Contract Encumbering Order	Pre-encumbers funds; does not print. Can be used to set up an estimated amount of money for Building Construction (BCC), Other Construction (OCC) or Roadway Construction (RWC) contracts. Upon award of the contract the CEO requisition is sourced, a CEO order encumbrance is created and the CEO requisition is relieved.
<p>Purchase Order Types</p> <p>There are basically three types of purchase orders:</p> <ol style="list-style-type: none"> 1. Non-Blanket Purchase Orders which are the standard purchasing documents for procuring within your Authority for Local Purchase (ALP) limit and purchasing from established state contracts. Orders must name the vendor along with the specific commodities and quantities involved. These documents are dispatched to the vendor unless otherwise stated. You may exceed the original order amount at time of payment within statewide matching tolerances (10% or \$50). 2. Blanket Purchase Orders also encumber (not pre-encumber) money. Blankets are used for annual recurring purchases. Requires specific commodities involved and the total dollar amount being set aside for that purpose. Blanket orders default to Amount Only and a Quantity of 1 allowing for payments less than the unit price and a total quantity received of greater than 1. Multiple payments are expected, with varying voucher amounts. If exceeding the original blanket order amount you must enter a change order. 3. Encumbering Purchase Orders are used only to encumber money against professional/technical, grant and construction type contracts. The order must reference a contract and contract line. These orders will default to dispatch type of "Phone". 		
Doc Type	Title	Description
APK	Annual Plan Contract	The Annual Plan Contract (APK) is an order document referencing an Annual Plan Agreement (APK contract) 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. The Annual Plan Contracts (APK) order may be placed with a specific vendor or use "PLACEHOLDER" as



		the vendor for blanket use. Funds are encumbered within a single fiscal year; the contract and contract line numbers must be referenced.
BPA	Blanket Purchase Agreement	Encumbers funds; will print a file copy. Used to set up an “umbrella amount” of money with a single vendor for a specific purpose. The order only needs to be established once; receipts and vouchers are recorded against it.
BPM	Blanket Purchase Against Multiple Vendors	Encumbers funds; will print a file copy. The order does not have a one-to-one relationship with a particular vendor, so the vendor number defaults to ‘PLACEHOLDER’. An “umbrella amount” of money is set up for a specific purpose to be spent with multiple vendors. The order only needs to be established once; receipts and vouchers are recorded against it.
BPC	Blanket Purchase Against a Contract	Encumbers funds; will print a file copy. Used to set up an “umbrella amount” of money against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC), or Agency Service (ASC) contracts. May also be used against an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/Private Partnership Contract (PPC) or Software License/Maintenance Contract (SAC). The order only needs to be established once; receipts and vouchers are recorded against it. The contract and contract line numbers must be referenced.
BTG	Blanket TG/ED/VO Purchase Order *Targeted, Economically Disadvantaged and Veteran Owned programs.	Used to set up an “umbrella amount” for orders to TG, ED and VO certified vendors for purchases of \$5,000.01 to \$25,000.00. Use this document for purchases under the Equity Select program when no other bids were solicited. This document may or may not reference a contract in SWIFT. If referencing a contract, use Contract Document Types AGC,ASC, or PTK.
CEO	Construction Contract Encumbering Order	Encumbers funds; will print a file copy. Used to set up an “umbrella amount” of money against existing Building Construction (BCC) or Other Construction (OCC) contracts. May also be used against a Roadway Construction (RWC) contract. The order only needs to be established once; receipts and invoices are recorded against it. Direct enter a CEO order if not creating a CEO order via ePro to pre-encumber funds earlier.
CRO	Contract Release Order	Used to place orders against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC), or Agency Service (ASC) contracts. May also be used against an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/Private Partnership Contract (PPC) or Software License/Maintenance Contract (SAC). A CRO is entered for each purchase against the contract; receipts and vouchers are recorded against it. The contract and contract line number must be referenced.



DPO	Department Purchase Order	Used for purchases within your ALP authority up to and including \$10,000 (if over that amount should use an OMR document) that are not on contract. Bids must be obtained and are entered on the response documentation page. One bid for \$5,000 and less, two bids \$5,000.01 to \$10,000.
DTG	Direct TG/ED/VO* Purchase Order *Targeted, Economically Disadvantaged and Veteran Owned programs.	Used for purchases to TG, ED and VO certified vendors from \$5,000.01 to \$25,000. Use this document for purchases under the Equity Select program when no other bids were solicited. This document may or may not reference a contract in SWIFT. If referencing a contract, use Contract Document Type AGC or ASC.
EMR	Emergency Purchase Order	Emergency purchases (use according to emergency purchase policy). Bypasses Human Rights certification.
FPO	Field Purchase Order	The FPO limit is \$5,000, both a policy and system limit. Use should be in accordance with Policy 2 of the ALP Manual. FPO documents encumber; will print a file copy; receipts and vouchers are recorded against it. One bid is required.
KEO	P/T Related Contract Encumbering Order	Orders created for encumbering funds against P/T related contracts. Defaults to Amount Only and distribute by amount. Validates the contract is referenced on all line(s). Used to encumber against contracts that end in a K (except for MWK & APK contracts). Defaults dispatch method to 'Phone' as these are not sent to vendors. Can print a file copy.
MSO	Master Services Order	Used to place orders against Master Service (MSC) contracts; receipts and vouchers are recorded against it. The contract and contract line number being used are entered. MSO's encumber funds to a specific vendor on the contract.
MWK	Master Professional/Technical Work Order	Master Contract Work Order (MWK) documents are the encumbrances against the individual MWK contracts placed with vendors under the Master Contract (MPK). An MWK order document encumbers the funds for a specific vendor and may run for multiple years.
POR	Purchase Order	A Purchase Order (POR) is the order document created when an Open Market Requisition (OMR) is processed through Strategic Sourcing and awarded. The requisition's pre-encumbrance is relieved and an encumbrance is created.
RMO	Real Estate Remodeling Order	Used for remodeling of leased space if the cost is between \$2,500.01 and \$8,000. For amounts up to \$2,500, use a DPO. The lease number should be entered on the order for tracking purposes. For improvements above \$8,000, amend the RMK (Real Estate Remodeling) contract first then use a KEO order to encumber.

SSO	Single Source Order	Used when only one vendor can provide the good or service. Contact an Acquisition Management Specialist at OSP if unsure. An SSO requires completion of the Single Source Justification Form, which must be attached to the order at the header level.
<p>Contract Types</p> <p>Contract types are classified for various types of construction, goods and/or services (services must be non-professional/technical in nature). These contracts do not encumber funds; rather the orders placed against them are the encumbering documents. SWIFT documents track the use, and maintain the integrity of the contract line items; specialized contract forms are used as the actual contract agreement. Contracts may be set up by Office of State Procurement (OSP) or by agencies if within their ALP (Authority for Local Purchase) authority.</p>		
Doc Type	Title	Description
AGC	Agency Goods Contract	Contracts used for the acquisition of material goods for specific agency use; agencies may set up this contract if within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase Against A Contract) order is set up against these contracts to encumber the funds. Under the Equity Select program a BTG (Blanket TG/ED/VO) order or a DTG (Direct TG/ED/VO) order to a certified TG/ED/VO vendor may be used up to \$25,000. The contract may run for multiple years.
ASC	Agency Service Contract	Contracts used by agencies for the acquisition of non-professional/technical services (not intellectual in nature) traditionally put in place for specific agency use; agencies may set up these contracts if it falls within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase Against A Contract) order is set up against these contracts to encumber the funds. Under the Equity Select program a BTG (Blanket TG/ED/VO) order or a DTG (Direct TG/ED/VO) order to a certified TG/ED/VO vendor may be used up to \$25,000.
BCC	Building Construction Contract	Used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies to construct, erect or remodel a building by or for the state or an agency. Contract is a fixed price contract. CEO (Contract Encumbrance Order) documents are set up against these contracts to encumber the funds. May have had an associated CEO (Contract Encumbering Order) pre-encumbrance.
IAC	Interagency Contract	Arrangements between two or more state agencies to share resources, do work for each other, share work, etc. BPC or CRO



		order documents are placed against these contracts to encumber funds.
JPC	Joint Powers Contract	Arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, etc. BPC or CRO order documents are placed against these contracts to encumber funds.
MSC	Master Contract	Contracts set up to address potential non-professional/technical service needs. They cover generally identifiable tasks in measurable blocks of service for definable outcomes under specified vendors. An individual Master Contract is entered for each vendor involved. Master Contracts do not encumber, and may run for multiple years. The Department of Administration's Office of State Procurement (OSP) has set up several Master Contracts for all agencies to use. Agencies may also set up their own masters. Contract is a fixed price contract. Master Service Order (MSO) documents are individual contracts (orders) that are placed with vendors under the Master Contract (MSC). MSO documents encumber funds.
OCC	Other Construction Contract	Used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies for construction unrelated to highway or building construction. Contracts are a fixed price contract. CEO (Construction Contract Encumbrance Order) documents are set up against these contracts to encumber the funds. May have had an associated CEO (Construction Contract Encumbering Order) pre-encumbrance.
PPC	Public/Private Partnership Contract	Contracts that are a combination of professional/technical services and material goods. MNDOT is the only agency authorized to use this type of contract at this time. BPC or CRO order documents are placed against these contracts to encumber funds.
RWC	Roadway Construction Contract	Used by MNDOT to construct or maintain road construction projects. Contract is a fixed price contract. CEO (Construction Contract Encumbrance Order) documents are set up against these contracts to encumber the funds.
SAC	Software License/Maintenance Contract	Contracts that involve the licensing or maintenance of computer software. These contracts are a joint effort of the vendor and the Attorney General's office. It is the purchase of the rights to use that software. BPC or CRO order documents are placed against these contracts to encumber funds.
SCC	State Commodity Contract	Contracts used for the acquisition of material goods, put in place by OSP (Office of State Procurement) for statewide or specific agency use. Agencies may set up Agency Goods Contracts (AGC) for their own use if within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or



		discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase Against A Contract) order is set up against these contracts to encumber the funds.
SSC	State Service Contract	Contracts used for the acquisition of non-professional/technical services (not intellectual in nature) put in place by OSP (Office of State Procurement) for statewide or specific agency use. Agencies may set up Agency Service Contracts (ASC) their own use if within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase Against A Contract) order is set up against these contracts to encumber the funds.

Professional/Technical Contract Types

P/T type contracts encumber funds based on the document type used. There are also several P/T contract types that do not allow funds to be encumbered under them. SWIFT documents are meant to encumber funds and/or track the contract; specialized contract forms are used for the actual contract agreement between the agency and the vendor. Multiple fiscal years may be encumbered under the same contract number using the same order to encumber. Multiple payments are made against these amounts. Certain P/T documents require entry of a T-number (Annual Plans, Master P/T Contracts and Master Work Order Contracts).

Doc Type	Title	Description
APK	Annual Plan Contract	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) order within a single fiscal year.
ASK	Agency P/T Service Contract	These contracts are used by state agencies for intra-agency P/T services. Funds are encumbered under a KEO (Contract Encumbering Order). This contract may run for multiple years.
EAK	Easement Agreement	Contracts that involve the acquisition of specific land rights, whether for conservation or construction purposes. Funds are encumbered under a KEO (Contract Encumbering Order).
GRK	Grant Contract	Grant contracts are a class of contracts that provide funding to an outside entity to provide services or support to a third party who is not employed by the state. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor; contract may run for multiple years.
IAK	Interagency Contract	Arrangements between two or more state agencies to share resources, do work for each other, share work, etc. Funds are encumbered under a KEO (Contract Encumbering Order) using



		the agency's vendor number, and may run for multiple years. For non-P/T services, use IAC (Interagency Contract).
JPK	Joint Powers Contract	Arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, etc. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor, and may run for multiple years. For non-P/T services, use JPC (Joint Powers Contract).
LDK	Departmental Real Estate Lease	Office and storage space leases that involve the Department of Administration as the lessor and a state agency as the lessee. Handled through the Department of Administration's Real Estate and Construction Services (RECS). Funds are encumbered using a KEO (Contract Encumbering Order) under the agency's vendor number, and may run for multiple years.
LSK	Commercial Real Estate Lease	Are for leases of square footage (e.g. office), acreage (e.g. land), or use (e.g. radio tower) that involve the state as the lessee and an outside vendor as the lessor. Primarily handled through the Department of Administration's Real Estate and Construction Services (RECS). Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor. It may run for multiple years.
MPK	Master Professional/Technical Contract	Contracts set up to address potential Professional/Technical needs. A T-number tracks the agreement. They cover generally identifiable tasks in measurable blocks of service for definable outcomes under specified vendors. An individual Master Contract (MWK) is entered for each vendor involved. Master Contracts do not encumber, and may run for multiple years. The Department of Administration's Office of State Procurement (OSP) has set up several Master P/T Contracts for all agencies to use, as has OET (Office of Enterprise Technology). Agencies may also set up their own masters. Master Contract Work Order (MWK) documents are individual contracts that are placed with vendors under the Master Contract (MPK). MWK contract documents are encumbered by entering a MWK order.
MWK	Master Professional/Technical Work Order Contract	Master Contract Work Order (MWK) documents are individual contracts that are placed with vendors under the Master Contract (MPK), in essence "procuring work" under the Master. MWK orders are placed against the MWK contract to encumber the funds. The T number assigned to the Master MPK Contract must be referenced on the MWK work order contract. The MWK contract may run for multiple years.
ONK	Non-Encumbering Informational Record	One method used to establish the record of a contract allowing for tracking and reporting of these contracts by the agency. The ONK document does not encumber funds. The contract could



		encompass virtually anything that agencies want to track and does not need an encumbrance record. Examples for usage include MOUs and MOAs, data sharing agreements and non-disclosure agreements.
PPK	Public/Private Partnership Contract	Contracts that are a combination of professional/technical services and material goods. MNDOT is the only agency authorized to use this type of contract at this time.
PTK	Professional/Technical Services Contract	All consultant, professional and technical service (intellectual in nature) contracts to which the state is a party. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor or a BTG (Blanket TG/ED/VO encumbering order) to a targeted vendor up to \$25,000 under the Equity Select program. The contract may run for multiple years.
RMK	Real Estate Remodeling Contract	Used for remodeling of leased space if cost is over \$8,000. The lease number should be entered in the Agency Ref field for tracking purposes. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor; contract may run for multiple years. Improvements between \$2,500.01 and \$8,000 should be entered as a RMO (Real Estate Remodeling Order) document type instead. Improvements up to \$2,500 should be entered as a DPO.
RPK	Revenue Producing Contract	One method used to establish the record of an Income Contract allowing for tracking and reporting of these contracts by the agency. The RPK document does not encumber funds. An Income Contract could encompass virtually anything that produces income for the State.
SLK	State Loan Contract	These are loans specifically created by statute and disbursed by a mandated formula. These are automatically disbursed by arrangements between the controlling agency and MN Management and Budget, MMB. SLK documents are one method used to establish a record of the contract for reporting and tracking. The SLK does not encumber funds.

Conversion Document Type

Doc Type	Title	Description
CNV	(View Only) Used for orders converted to SWIFT	This document type is temporary and is to be used only for purchase order documents converted from MAPS. These documents should only be paid or closed out; they are not meant to be ongoing.



State of Minnesota

SWIFT
Statewide Integrated Financial Tools

SC1 – Encumbered Supplier Contracts
