

SWIFT, Self Service, and Administrative Portal Upgrade

Are you ready for the SWIFT upgrade? Use this checklist to help!

For SWIFT users

- ✓ Bookmark the new URL for the Administrative Portal and update your favorites:
<http://mn.gov/adminportal>
- ✓ Go to the SWIFT [Training Guides and Resources](#) webpage for module specific videos and Quick Reference Guides (QRG's).
- ✓ Process any payments that are due to payees on or before December 3, before the end of the day November 26.
- ✓ **For batch processing**, send large volume interface files to SWIFT for processing by November 25, 2019 if possible.
- ✓ **For users creating strategic sourcing events**: When creating solicitations from now through November 27, 2019, ensure the sourcing event end date and time is prior to November 27, 2019. Events do not have to be awarded but cannot have a sourcing end date after November 27, 2019. All events at a "Posted" status will be set to "Pending Award" or "Cancelled" before SWIFT is shut down Wednesday evening, November 27, 2019. A response by agency staff must be entered prior to November 27, 2019. A response cannot be entered once the event is in a "Pending Award" status. If you have an event that you will begin working on after the upgrade, it may be entered prior to the upgrade if the "Begin Date" and "End Date" are after the upgrade and it is in an "Open" status. Do not post this event until after the upgrade is complete.
- ✓ **For vendors in SWIFT**: You will not be able to add or update vendors in SWIFT after Tuesday, November 26, 2019. All requests must be submitted by 6 p.m. on November 26.
- ✓ Complete all your current electronic signature processes on or before November 26. DocuSign will be the state's default electronic signature tool going forward.
- ✓ Document any critical processes impacted by the cutover and work-arounds if the upgrade takes longer than expected and systems will not be available on Monday.
- ✓ Understand your agencies process to escalate and get help for issues. Help Desk information can be found on the [project website](#).

To learn more

Check the [SWIFT, Self Service, and Administrative Portal website](#).

Watch the [tutorials](#).

Questions?

Contact SWIFT.project@state.mn.us.