

QUICK REFERENCE GUIDE

Updated November 1, 2019

Convert a Contract Encumbering Order Requisition into a Purchase Order

You can tie an existing contract shell to an existing Contract Encumbering Order (CEO) requisition using the Manage Requisition feature. You can also use SWIFT to convert the CEO requisition into a purchase order.

One of the benefits of SWIFT is that it follows the purchase through the various state requirements to manage it. You can save time and data entry by tying an existing contract shell to an existing Contract Encumbering Order (CEO) requisition using the **Manage Requisition** page. You can also use SWIFT to convert the CEO requisition into a purchase order using the **Expedite Requisitions** page.

You will use three modules in SWIFT to complete this process: eProcurement, Supplier Contract and Purchase Order.

IMPORTANT!

- As a best practice, create the requisition and contract on the same date.
- Make sure that the *Items Description, Category, Price* and *Supplier ID* match.
- Make sure the contract dates and requisition dates match or you will not be able to tie the contract into the requisition.
- In order to convert the CEO requisition into a CEO purchase order, the CEO requisition must have a valid *Budget Check Status*.
- The supplier contract shell must have a supplier identified on it. You cannot use "Placeholder" for the supplier.
- The contract must be in an "Approved" *Status*.

This reference guide describes how to convert a Contract Encumbering Order (CEO) requisition to pre-encumber funds for a contract that will result in a CEO purchase order.

Steps to complete

- **Step 1: Create a CEO requisition.** In order to create the contract, SWIFT requires that you start with a requisition and pre-encumber the funds. This step is described in a separate reference guide.
- **Step 2: Create a contract for the purchase.** After you successfully complete the CEO requisition, SWIFT requires that you create the contract for this purchase. This step is described in a separate reference guide.
- **Step 3: Edit the CEO requisition to add contract and approval information.** Once you put the contract in an Approved status, return to the requisition and reference the contract on it.
- **Step 4: Convert the CEO requisition into a purchase order to establish the encumbrance.** Use the requisition to build a purchase order.

- **Step 5: Validate and dispatch the CEO purchase order.** After you successfully create, budget check, dispatch and finalize the purchase order, SWIFT relieves the pre-encumbrance and uses the purchase order as the encumbrance.

Steps to convert a CEO requisition into a purchase order

Step 1: Create a CEO requisition

1. Navigate to the **Requisitions Settings** page in the eProcurement module

Navigation Options	Navigation Path
Navigation Collection	Procurement, eProcurement, Requisitions, Requisitions Settings page defaults.

SWIFT displays the **Requisition Settings** page. Complete the fields and process the requisition.

2. Check the *Buyer* on the **Line Details** page.
 - If you create a requisition from copying from another requisition, make sure that you clear the *Buyer* on the **Line Details** page for every line that you copy. Select the **Details** icon on each line.

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Coffee		MORELLIS DISCOUNT LIQUOR MEATS & ITALIAN	1	EACH	10.00000	10.00		Add	

- SWIFT opens up the **Line Details** page. Clear the *Buyer* field on the **Item Details** section.

Item Details ?

Merchandise Amount 10.00 USD

Item ID

Category 10101500

Original Substituted Item

Description

Physical Nature Physical Goods

Buyer

- Process the CEO requisition until your **Confirmation** page has a *Status* of “Approved” and a *Budget Status* of “Valid”.

Confirmation

Your requisition has been submitted.

Requested For	Number of Lines	1
Requisition Name 1000003101	Total Amount	10.00 USD
Requisition ID 1000003101	Pre-Encumbrance Balance	10.00 USD
Business Unit R2901		
Status Approved		
Priority Medium		
Budget Status Valid		

Step 2: Create a contract for the purchase

- Navigate to the **Contract Entry** page

Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.
WorkCenter	Procurement, Supplier Contract, Contract/Sourcing WorkCenter. Left menu Links, Add/Update Contracts, Contract Entry page.

- Create a supplier contract shell for an existing requisition. Make sure that the *Item Description, Category, Supplier ID, Price* and *Dates* match.
- Process the contract shell until the **Contract Entry** page has an “Approved” Status. If you have questions about supplier contracts, please review the SWIFT Reference Guides.

Contract

SetID SHARE

Contract ID GRP00000000000000000000000012

Contract Style Group Single Supplier

Process Option Group Single Supplier

***Status** Approved ▼

Step 3: Edit the CEO requisition to add contract information

- Navigate to the **Manage Requisitions** page in the eProcurement module.

Navigation Options	Navigation Path
Navigation Collection	Procurement, eProcurement, Requisitions. Left menu, Manage Requisitions.

- On the **Manage Requisitions** page, enter search criteria (e.g., *Requisition ID*) to find the requisition you wish to edit. Select the **Search** button.

Manage Requisitions

Requisition Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	H1201	Requisition Name		Origin	657	Facilities Management
Requisition ID	1000019199	Request State	All but Complete	Budget Status		
Date From		Date To	09/12/2019	Entered By		PO ID
Requester						

Search [Show Advanced Search](#)

Requisitions [?](#)

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total	
▶ 1000019199	1000019199	H1201	657	08/15/2019	Approved	Valid	5,250.00 USD	<input type="button" value="Edit"/> <input type="button" value="Go"/>

- On the **Requisitions** results section, select the **Edit** button next to the desired *Req ID*. Select **Go**.
 - SWIFT displays the **Edit Requisition – Review and Submit** page.
- Go to the **Requisition Lines** sections. Select the **Line Details** icon to add the contract information to it.

Cart Summary: Total Amount 5,000.00 USD

Expand lines to review shipping and accounting details

Requisition Lines [?](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 1	Truck - used		MIDWAY FORD	1	EACH	5,000.00000	5000.00	<input type="button" value="Details"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

- SWIFT opens up the **Line Details** page. Add the contract and supplier information to the requisition.
 - Open the **Contract Information** section. Use the **Contract Search** icon to find and enter the *Contract ID*.

Line Details

Line Details [?](#)

No Image

Line	1	Req#1000000005, Truck	Line Status	Approved
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▶ **Item Details** [?](#)

▼ **Contract Information** [?](#)

Contract Search icon

Use Contract if Available

Contract ID

SWIFT opens up the **Contract Search** page. Enter the *Contract ID* and press the **Search** button.

IMPORTANT!

- There must be a one to one match between the requisition and the contract when you search for a contract to add to the requisition on *Item Description, Category and Supplier ID*.

SWIFT will prepopulate these fields from the requisition. If you search for the *Contract ID* and the contract doesn't appear, erase these fields and try to search for the *Contract ID* again.

- Also, if the *Requisition Date* is outside of the *Contract Date* on the contract, the contract will not appear on the search. If possible, consider updating the contract.

The screenshot shows the 'Contract Search' form with the following fields highlighted in red boxes:

- Contract ID: 000000000000000000000000145446
- Supplier ID: 0000193445
- Item Description: Req#1000000005, Truck
- Category: 25101507
- Requisition Date: 10/05/2018

Other visible fields include: SetID (SHARE), Buyer/Administrator, Price Loc, Contract Style, Contract Process Option, Description, OSP Contract Release Nbr/T-Nbr, Contract Reference Type, PO Business Unit, and Corporate Contract.

- SWIFT opens up the **Contract Details** section on the **Contract Search** page. Check the **Select** box and press the **OK** button.

The screenshot shows the 'Contract Details' section with a table containing one row of data. The 'Select' checkbox in the first column is highlighted in red.

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price
<input checked="" type="checkbox"/>	000000000000000000000000145446	1	Line Item	25101507		Req#1000000005, Truck	0.00000	Y

- SWIFT returns you to the **Line Details** page. Open up the **Supplier Information** section. Enter or verify the *Supplier ID* and *Supplier Location*.

- SWIFT may open up a message. Select **No** to keep your defined values on the requisition.

- Then, select the **OK** button at the bottom of the page.

SWIFT returns you to the **Edit Requisition – Review and Submit** page.

- Update any remaining lines to add contract information following the steps previously described.
- If the *Budget Checking Status* is “Not Checked”, press the **Check Budget** button.
- Then, select the **Save and Submit** button to save the updated requisition. SWIFT displays the **Confirmation** page. The *Status* is “Approved” and the *Budget Status* is “Valid”.

You are ready to expedite or build the CEO purchase order.

Step 4: Expedite the CEO requisition into a CEO purchase order

1. Use the **Expedite Requisitions** page to locate the requisition and build a purchase order.
 - Navigate to the **Expedite Requisitions** page in the eProcurement module.

Navigation Options	Navigation Path
Navigation Collection	Procurement, eProcurement, Requisitions. Left menu, Expedite Requisitions page.

- On the **Expedite Requisitions** page, enter search criteria such as *Requester* and *Business Unit* to find the requisition you wish to expedite. Select the **Search** button.

- SWIFT displays all eligible requisition lines.
2. Build (e.g., expedite) the purchase order.
 - On the **Requisition Schedules Lines** section, check the **Include** boxes on all of the lines you want to expedite. Also, check the **Include All/Exclude All** box.

Include	Requisition ID	Line	Sched	Item Description	Select	Supplier Name	Location	PO Qty	UOM	Price	Curr.	Amount Only
<input checked="" type="checkbox"/>	1000003101	1	1	Coffee	<input type="checkbox"/>	MORELLIS-001	001	1.0000	EA	10.00	USD	Y
<input type="checkbox"/>	1000003099	1	1	Test	<input type="checkbox"/>	MORELLIS-001	001	1.0000	EA	10.00	USD	Y
<input type="checkbox"/>	1000003074	2	1	test	<input type="checkbox"/>			1.0000	EA	1.00	USD	Y

SWIFT will build a single purchase order for each instance of the expedite process. If you need a separate purchase order for each line, run this process separately for each line displayed.

- On the **Build Purchase Order** section, make sure a buyer is specified. Select **Submit**.

Requisition Schedule Lines

Include	Requisition ID	Line	Sched	Item Description	Select	Supplier Name	Location	PO Qty	UOM	Price	Curr.	Amount Only
<input checked="" type="checkbox"/>	1000000005	1	1	Truck - used	<input type="checkbox"/>	FORD MOTOR-002	001	1.0000	EA	5000.00	USD	Y

Build Purchase Order

To send all included requisition schedule lines to the staging tables where they will be converted into purchase orders, select a default buyer and click the Submit button. The default buyer is used on the purchase order only if another buyer is not found on the staging tables or default hierarchy, or if the transactions are consolidate by buyer.

*Default Buyer ID: Build POs as Approved

SWIFT converts the requisition (e.g., expedited). You are ready to create the purchase order.

- Verify that SWIFT sourced the requisition.
- Navigate to the **Manage Requisitions** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, eProcurement, Requisitions. Left menu, Manage Requisitions page.

- Enter the *Business Unit* and *Requisition ID*. Select **Search**.

Manage Requisitions

Requisition Search

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:

Requisition ID:

Date From:

Requester:

Requisition Name:

Request State:

Date To:

Entered By:

Origin:

Budget Status:

PO ID:

[Show Advanced Search](#)

- SWIFT displays the search results. Select the arrow next to the *Req ID*.

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total
<input checked="" type="checkbox"/> 1000003461	1000003461	R2901	A14	05/30/2019	PO(s) Created	Valid	50,000.00 USD

[Select Action]

- SWIFT opens up the bottom of the page. Select the **Purchase Orders** link.

Requisitions ⓘ

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total
1000003461	1000003461	R2901	A14	05/30/2019	PO(s) Created	Valid	50,000.00 USD

Requester: "Pinky" Entered By: "Pinky" Priority: Medium
Pre-Encumbrance Balance: 50000.00 USD

Request Lifespan:

Line Information

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	Horses	PO Created	10000.00	USD		5 EA	FARMERS COOP OF HANSKA

- The *PO Number* is listed on this page.

Business Unit R2901

Requisition information

Requisition ID 1000003461 Line Number 1

PO information

PO Number 3000147998 Buyer 01192716 Change Order
PO Date 05/31/2019 Supplier ID 0000192643 Terms 30 PO Status Open

Lines

Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
1		Horses	50,000.00 USD	EA	1.0000	Open	

Step 5: Validate and dispatch the CEO purchase order

1. Locate the purchase order associated with the requisition.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page, Find an Existing Value tab.

- On the **Purchase Order** page, enter the *PO ID* and select **Search**.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Purchase Order

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

Find an Existing Value Keyword Search Add a New Value

▼ Search Criteria

Business Unit = [v] R2901 x Q

PO ID contains [v] 137859

Origin begins with [v] Q

Purchase Order Date = [v] [calendar icon]

PO Status = [v] [v]

Short Supplier Name begins with [v] Q

Supplier ID begins with [v] Q

Supplier Name begins with [v] Q

Buyer begins with [v] Q

Buyer Name begins with [v] Q

PO Type = [v] [v]

Purchase Order Reference begins with [v]

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. SWIFT displays the purchase order. SWIFT created most of the purchase order. Review it and update the fields as needed.
 - a. Review the header information on the purchase order.
 - Make sure that the *Document Type* is “CEO”.
 - Update the *Billing Location* if needed (on the main **Purchase Order** page).
 - On the *PO Reference* field, you can see that it was sourced from the requisition (e.g., “Online Src From Req”).
 - The *PO Status* is “Open” and the *Budget Status* is “Not Chk’d”.

Purchase Order

Business Unit: R2901 Origin: A12 Commissioners Office

PO ID: 3000137859 Approval Exception

Copy From: [Dropdown]

PO Status: Open Budget Status: Not Chkd

Doc Tol Status: Valid

*PO Date: 02/11/2019 Expiration Date: [Calendar]

*Supplier: MORELLIS-001 *Supplier ID: 0000842214 *Buyer: [Search]

PO Reference: Online Src From Req 1000003101

*Billing Location: ARR290101

Document Type: CEO Contract Encumbering Order

Amount Summary

Merchandise	10.00
Freight/Tax/Misc.	0.00
Total Amount	10.00 USD

b. Review the **Lines** section.

- Verify the **PO Qty**, **Category** and **Price** as needed for each line of the purchase order.
- Select the **Schedules** icon.

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	Schedules icon
1	[Search]	Coffee	1.0000	EA	10101500	10.00000	10.00	Open	[Schedules icon]

c. SWIFT displays the **Schedules** page. Verify or update it.

- Confirm that the **Schedules** information is correct for each line of the purchase order (e.g., *Ship To*).
- Check the **Sales/Use Tax** icon to confirm that the tax information is correct.

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	Sales/Use Tax icon
1	02/11/2019	R291000221	1.0000	10.00000	10.00	Active	[Sales/Use Tax icon]

- On the **Sales/Use Tax Information** page, confirm that the *Tax Applicability* and *Ultimate Use Code* fields are correct for each line of the purchase order. The *Tax Applicability* field defaults to "Item is Exempt". Update this page as needed for sales and use taxes. Select **OK**.

Sales/Use Tax Information for Schedule 1

Unit R2901 Supplier MORELLIS-001
 PO ID 3000137859 Item [Coffee](#)
 Line 1
 Schedule 1 Status Active

Tax Destination

Tax Applicability

Exception Type
 SUT Excpn Cert
 Tax Code

Calculation Parameters

Include VAT
 Include Freight
 Include Misc Charges

Merchandise Amount 10.00

Total Tax

Tax Basis Amount	10.00	Rate	0.0000	Sales Tax Amount	
				Total Tax	

- SWIFT returns you to the **Schedules** page. Select the **Distributions** icon.

Schedules

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV | **Distributions icon**

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	Distributions icon		
1	02/11/2019	R291000221	1.0000	10.00000	10.00	Active			

- SWIFT displays the **Distributions for Schedules** page. Verify or update it.

You may need to update information on the **Distributions for Schedules** page for each line of the purchase order. When you are sure that these fields are accurate, select the **OK** button.

Distribution

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information | **OK**

Dist	Status	Percent	Fund	Fin DeptID	Appropriation ID (CF3)	*Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit	Project	Activity
1	Open	100.0000	3000	R2937700	R294203	413001					R2901	R29G40CGFFY17	A4C6002

- SWIFT returns you to the **Schedules** page. Select the **Save** button. Then, press the **Return to Main Page** link.

Schedules

Unit R2901 Supplier MORELLIS-001 PO Status Open
 PO ID 3000137859 PO Date 02/11/2019

[Return to Main Page](#)

Lines

Line	Item	PO Qty	Merchandise Amt
1	Coffee	1,000 EA	10.00 USD

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	02/11/2019	R291000221	1,000	10.00000	10.00	Active

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

- SWIFT returns you to the **Purchase Order** page. Process the purchase order.
 - Save the purchase order.** On the bottom of the purchase order, press the **Save** button.
 - Approve the purchase order.** On the header of the purchase order, press the **Approve PO** button.

NOTE: your agency may have internal approval processes prior to submitting purchase orders in SWIFT. Once appropriate approvals have been made, the *PO Status* will show “Approved”.

Purchase Order

Business Unit R2901 Origin: A12 Commissioners Office PO Status Open   
 PO ID 3000137859 [Approval Exception](#) Budget Status Not Chk'd    

- Once the *PO Status* shows as “Approved”, budget check the purchase order. Press the **Budget Check** icon.

Purchase Order

Business Unit R2901 Origin: A12 Commissioners Office PO Status **Approved**  
 PO ID 3000137859 [Approval Exception](#) Budget Status Not Chk'd    

- SWIFT updates the **Purchase Order** page. Once the purchase order passes budget check, the *Budget Status* shows as “Valid”. **Note:** If you added freight or taxes, SWIFT will update the *Amount Summary* fields.

Purchase Order

Business Unit R2901 Origin: A12 Commissioners Office

PO ID 3000137859 Approval Exception

Copy From [Dropdown]

Header

*PO Date 02/11/2019 Response Documentation

Expiration Date [Dropdown] Supplier Search

*Supplier MORELLIS-001 Supplier Details

*Supplier ID 0000842214 MORELLIS DISCOUNT LIQUOR MEATS & ITALIAN

*Buyer [Dropdown]

PO Reference Online Src From Req 1000003101

*Billing Location ARR290101 Billing Address

Doc Tol Status Valid

Receipt Status Not Recvd

Dispatch Method Phone **Dispatch**

Document Type CEO Contract Encumbering Order

Agency [Dropdown]

Reference Exempt From WFC

Amount Summary

Merchandise	10.00
Freight/Tax/Misc.	0.00
Total Amount	10.00 USD
Encumbrance Balance	10.00 USD

Calculate

4. Dispatch the purchase order. On the header, select the **Dispatch** button. SWIFT displays the **Dispatch Options** page. Keep the defaults. Select **OK**.

Dispatch Options

Use One Ship To Ship To R291000221

Dispatch Options

Fax Cover Page [Dropdown] Test Dispatch

Server Name [Dropdown] Print Terms and Conditions

*Output Destination Type WEB Print Duplicate on PO

Output Destination Format PDF Print Changes Only

Template ID [Dropdown] Print PO Item Description

Print Copy

OK Cancel Refresh

- SWIFT displays a message asking if you wish to receive confirmation that the purchase was processed. Select **Yes** if you want to wait for it to process.

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Yes No

- When SWIFT dispatched the purchase order, SWIFT updates the *PO Status* to "Dispatched".

Purchase Order

Business Unit R2901 Origin: A12 Commissioners Office

PO ID 3000137859 Approval Exception

PO Status **Dispatched**

Budget Status Valid

You have successfully converted a **Contract Encumbering Order** requisition into a purchase order.