SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated October 9, 2020

Create and Dispatch a Purchase Order Referencing a Contract

This guide covers the basic process steps to create and dispatch purchase orders that reference a contract.

IMPORTANT: Start all purchase orders that reference contracts on the *Contracts* tab.

- SWIFT will transfer information over to the purchase order based on what is contained in the contract.

Not all purchase order types follow these process steps in this exact order. For more information about the individual types or fields on purchase orders, refer to the SWIFT Reference Guides.

Steps to complete

- Step 1: Access the Purchase Order page
- Step 2: Add Contract Information on the Contract tab using the Contract Search button
- Step 3: Add header information to the Purchase Order page
- Step 4: Complete the purchase order Lines section
- Step 5: Add Schedules information
- Step 6: Add Distribution information
- Step 7: Save, get approval, budget check and dispatch the purchase order

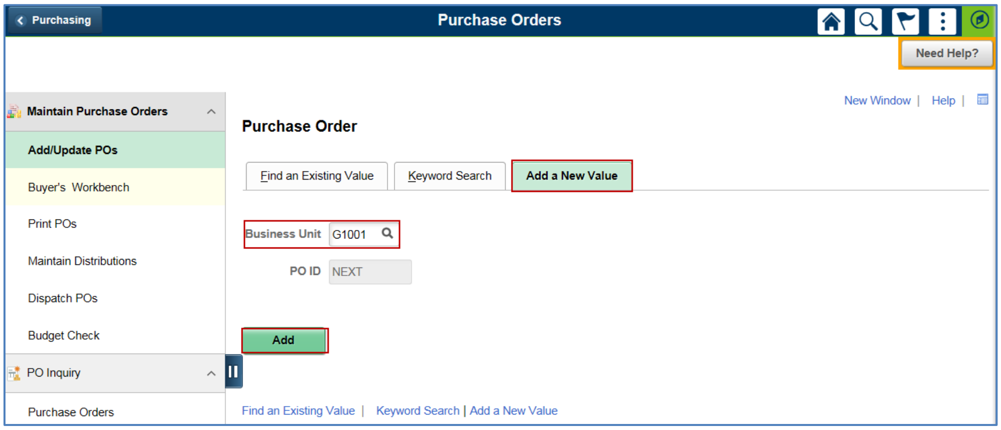
Steps to create and dispatch a purchase order referencing a contract

Step 1: Access the Purchase Order page in SWIFT

1. Navigate to the *Purchase Order* page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. On the *Purchase Order* page, select the *Add a New Value* tab, enter or confirm your *Business Unit*. Press the **Add** button.



Step 2: Add contract information on the Contract Tab using the Contract Search button

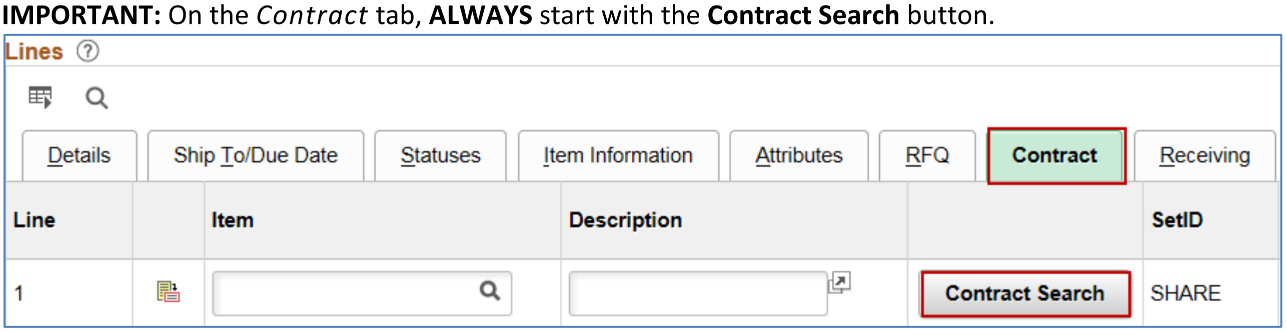
IMPORTANT: Start all purchase orders that reference contracts on the *Contracts* Tab.

SWIFT will transfer information over to the purchase order based on what is contained in the contract.

1. Add the contract information via the **Contract Search** button.

- On the *Purchase Order* page, scroll down to the *Lines* section and press the *Contract* tab.

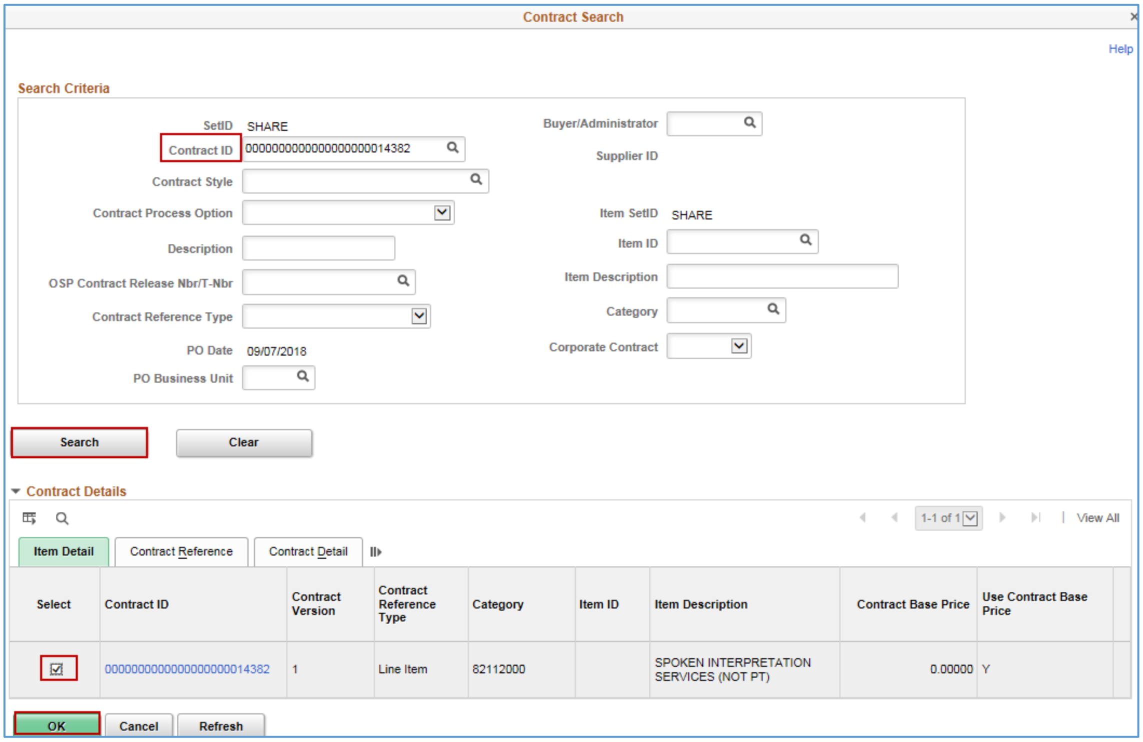
IMPORTANT: On the *Contract* tab, **ALWAYS** start with the **Contract Search** button.



2. On the *Contract Search* page, enter search criteria to find the contract.

Buyers mostly enter the *Contract ID* to search for the contract. Use the other search fields if you do not have the *Contract ID*.

- Select the **Search** button.



SWIFT displays the results on the *Contract Details* section.

- Check the **Select** box next to the contract or contract line you wish to copy. Then, press the **OK** button.

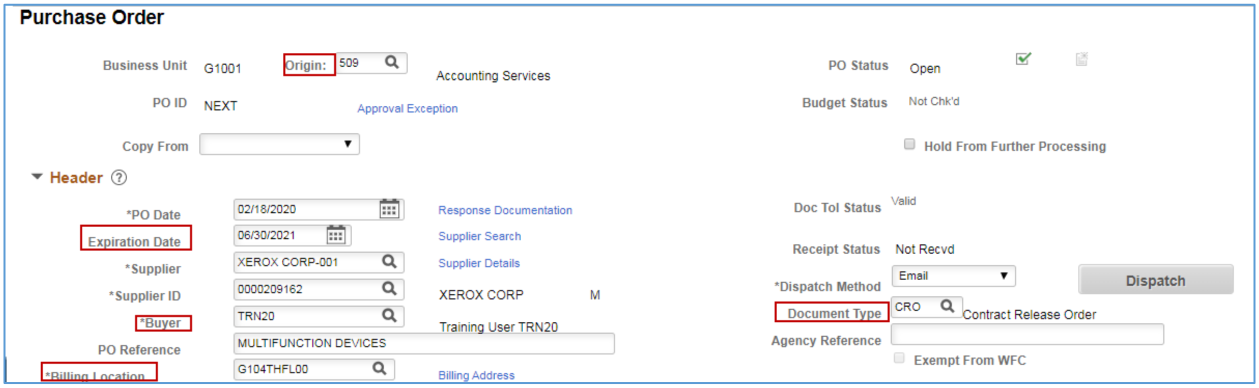
Step 3: Add header information to the Purchase Order page

SWIFT opens up the *Purchase Order* page. It may be populated with items from the contract you selected. The header contains information that applies to the entire purchase order.

Confirm or enter the required fields on the header of the *Maintain Purchase Order* page.

Field Name	Field Description
Origin	Enter this information based on your Business Unit.
Expiration Date	It may be required for some contract Types.
Supplier ID	When using most contracts, SWIFT will bring this ID over from the contract.
Buyer	Defaults to the person entering the purchase order.
PO Reference	Optional field for SWIFT. Your agency may require it. It does not appear to the supplier.
Billing Location	May default in from the contract.
Dispatch Method	Select an option to dispatch the purchase order. It may default based on the Supplier ID. Use "Phone" if you do not need it to print.

Field Name	Field Description
Doc Type	Select the Doc Type that is valid for creating purchase orders that reference contracts such as CRO, BPC, and KEO.
Exempt From WFC	SWIFT does not currently use this feature.

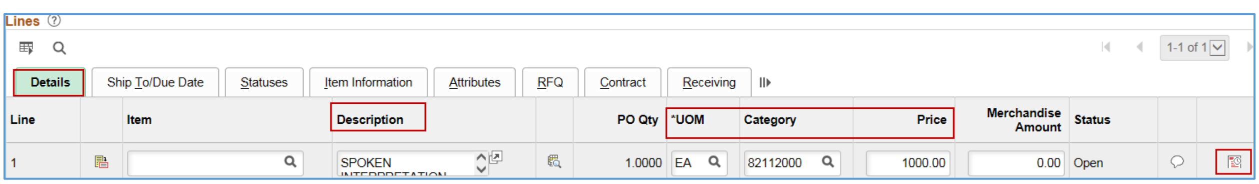


Step 4: Complete the purchase order Lines section

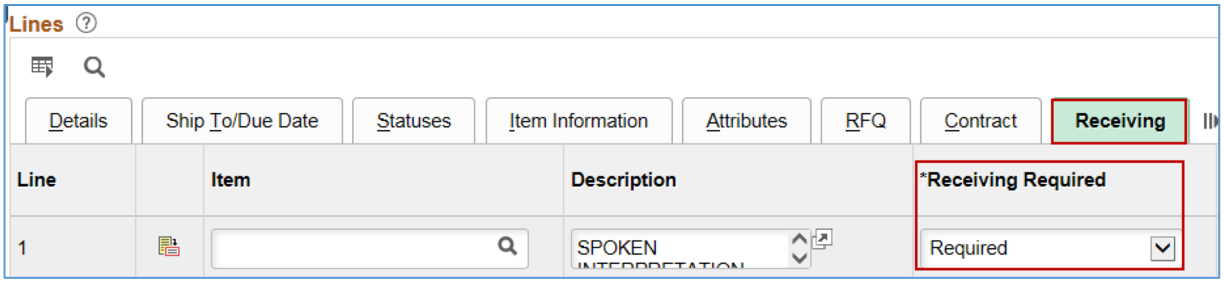
The purchase order lines section contains details about what is being ordered/encumbered.

1. On the *Details* tab, confirm or enter information in the following fields.

Field Name	Field Description
Item	Rarely used. Only if applicable for your agency.
Description	Description of the product or service being encumbered or purchased.
PO Quantity	How many of the product or service.
UOM (Unit of Measurement)	Select the unit of measurement of the product or service. It defaults if Item is selected.
Category	Enter the Category code for the product or service. It defaults if Item is selected.
Price	Enter the Price of the product or service. It defaults if Item is selected.

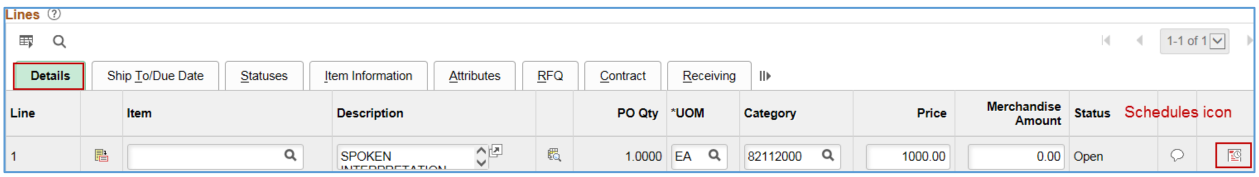


2. On the *Receiving* tab, update the receiving information if it is needed by the type of document or your agency's policies. SWIFT defaults the *Receiving Required* field to "Required." The only other option is "Do Not."



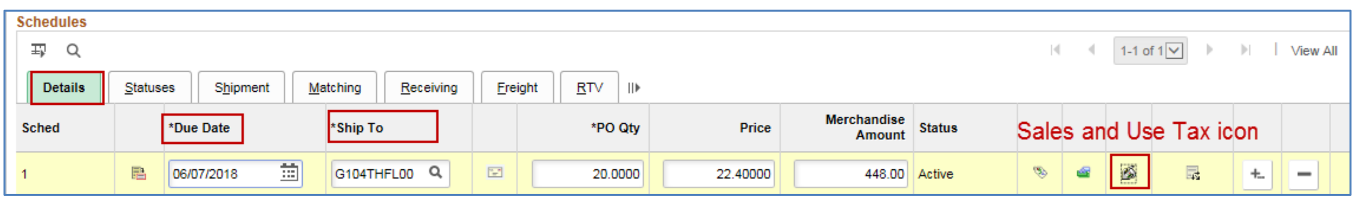
Step 5: Add Schedules information

1. Return to the *Details* tab. Go to right of the line and press the **Schedule** icon.



2. On the *Schedules* page, add and view the schedules for all lines at the same time. Enter or confirm the following information.

- *Due Date:* It will default to the current date.
- *Ship To:* Verify the default or enter this information. Some users may not have a default set. The field will be blank.

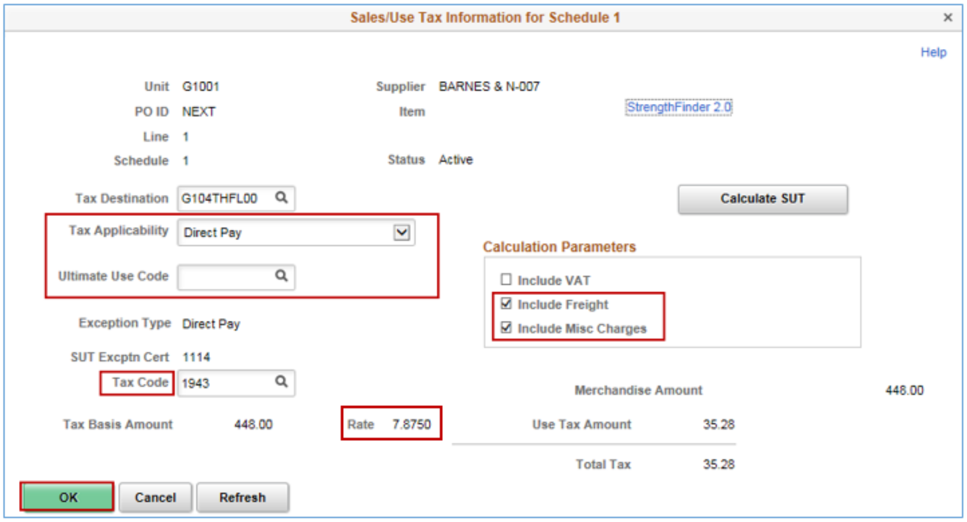


3. Validate or update the *Sales and Use Tax information for Schedule* page.

- Scroll to the right and select the **Sales and Use Tax** icon.
- SWIFT opens up the *Sales and Use Tax Information* page. Update it as needed.

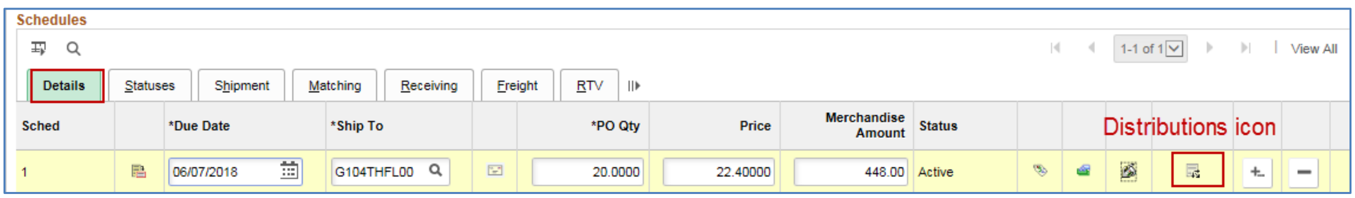
APPENDIX: Please see the Appendix at the end of this document for a description of the Sales/Use Tax fields.

- Select **OK** to return to the *Schedules* page.



Step 6: Add Distribution Information

1. On the *Details* tab, go to the right of the line and select the **Distributions** icon.

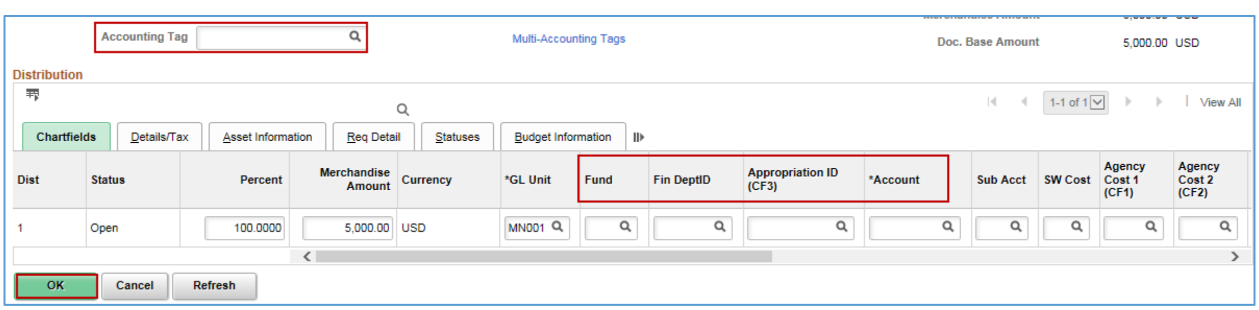


SWIFT displays the *Distributions for Schedule* page. Use this page to enter the accounting details of the purchase order.

2. Use the *ChartFields* tab for distribution information. Enter the following distribution details.

- *Fund*
- *Fin DeptID*
- *AppropID*
- *Account.* The *Account* defaults from the *Category* selected on the lines.

Your agency may be using other distribution information such as *Agency Cost, PC Bus Unit, Project, Activity,* or *Source Type.*

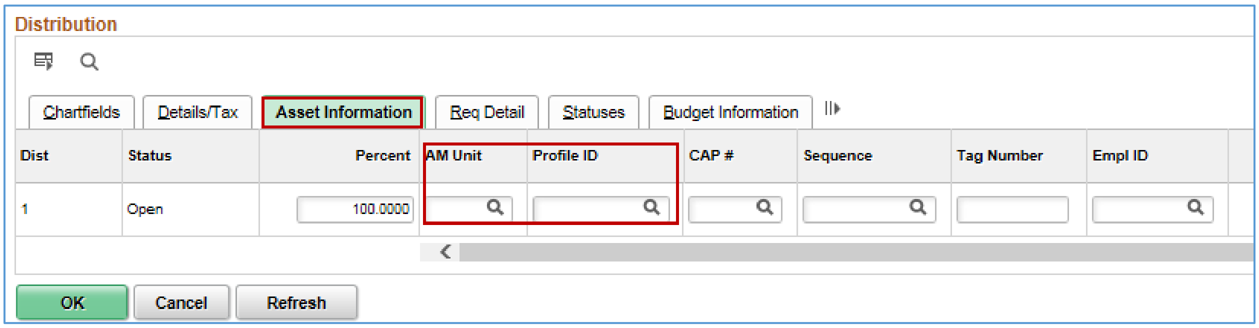


NOTE: You agency may have set up the *Accounting Tag* field (A.K.A., SpeedChart) with multiple distribution fields on one tag. You can use these tags during data entry instead adding of the individual ChartField combinations.

3. Check the *Asset Information* tab.

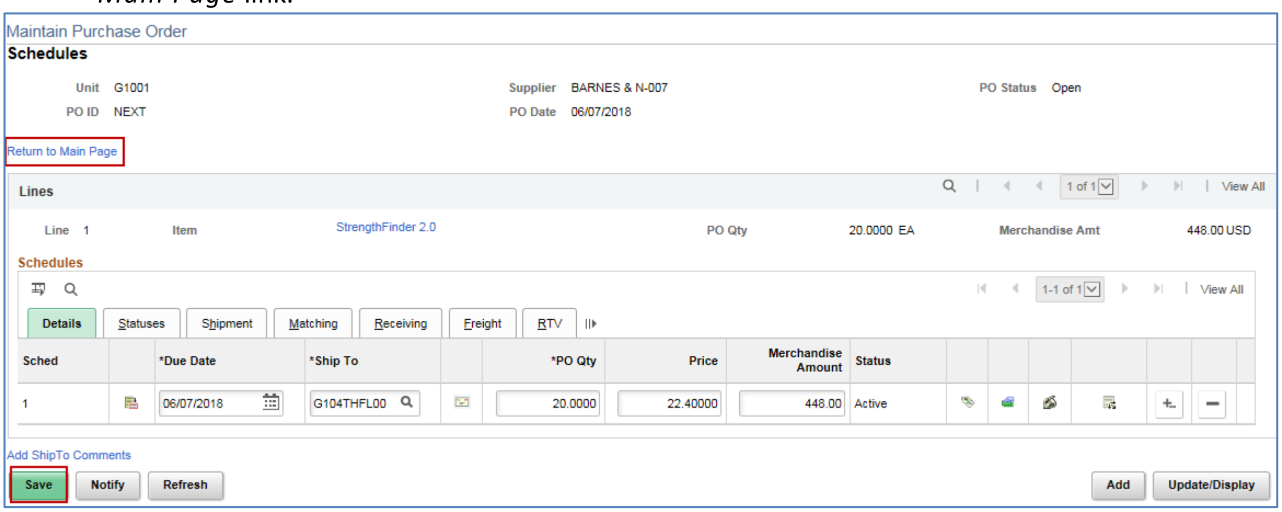
IMPORTANT! Always check the *Asset Information* tab to record asset information if the item is an asset. Assets and thresholds are different for each agency.

- If the item is not an asset at your agency, clear the fields as needed.
- The asset information is the *AM Unit* and the *Profile ID*.



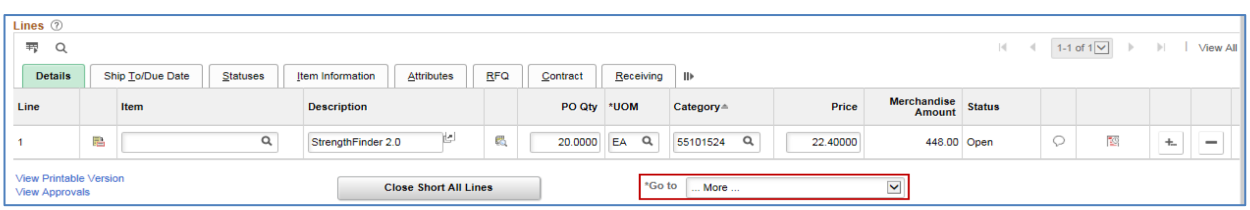
- Select **OK** when you are done.

4. SWIFT returns you to the *Schedules* page. Press the **Save** button. Then select the *Return to Main Page* link.



5. Add any miscellaneous charges as needed.

- As needed, enter any miscellaneous charges such as freight on the *Header Misc. Charges* page. Access this page on the *Go To More* section of the purchase order below the lines.

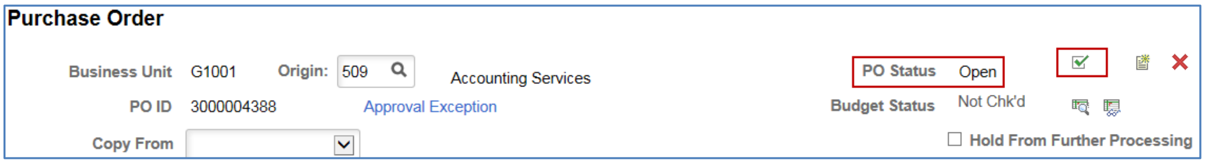


- Refer to the **Add Freight and Miscellaneous Charges** reference guide for further guidance.

Step 7: Save, get approval, budget check and dispatch the purchase order

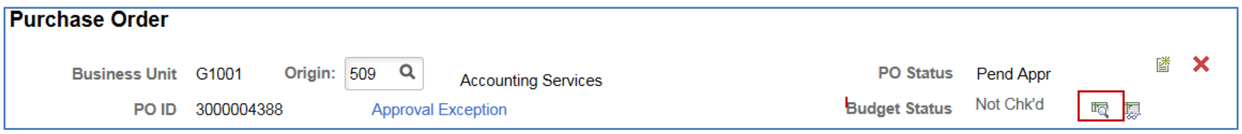
1. Save the purchase order and submit it for approval.

- On the *Purchase Order* page, select the **Save** button. The *PO Status* is "Open."



2. Press the **Submit for Approval** green checkbox on the header to submit it for approval. The *PO Status* is "Pend Appr" or "Pending Approval" or "Approved" for self-approval.

- After it is approved, budget check the purchase order. Press the **Budget Check** icon.



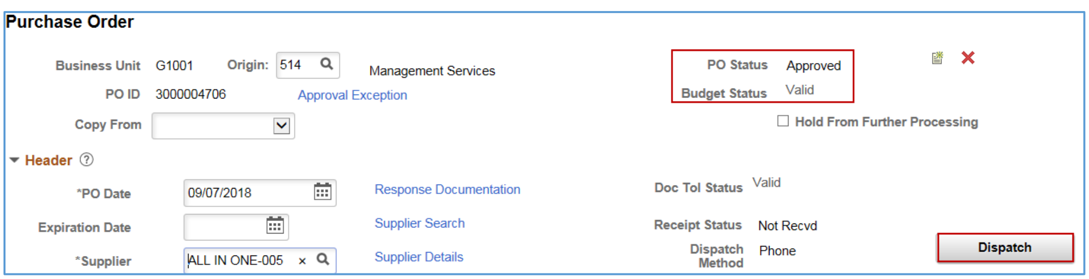
- When SWIFT completes the budget check process, it will change the *Budget Status* to "Valid" and the purchase order is ready to dispatch.

3. Dispatch the purchase order.

In order to dispatch a purchase order, the following tasks must be successfully completed.

- *PO Status* is "Approved"
- *Budget Status* is "Valid"

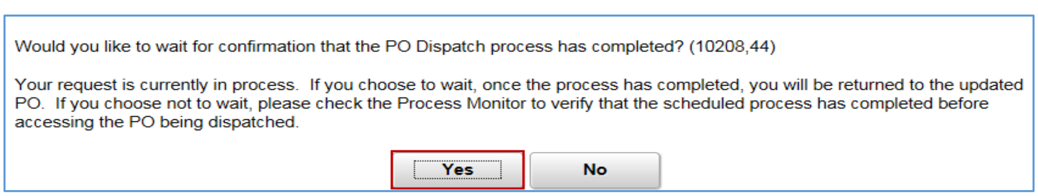
To dispatch a purchase order, select the **Dispatch** button after you verify the dispatch method.



SWIFT displays the *Dispatch Options* page.

- For email dispatch, validate the supplier email address or enter one time address. If you change the email address, SWIFT will override the supplier email address.
- Press the **OK** button.

SWIFT shows a *PO Dispatch* process confirmation message.



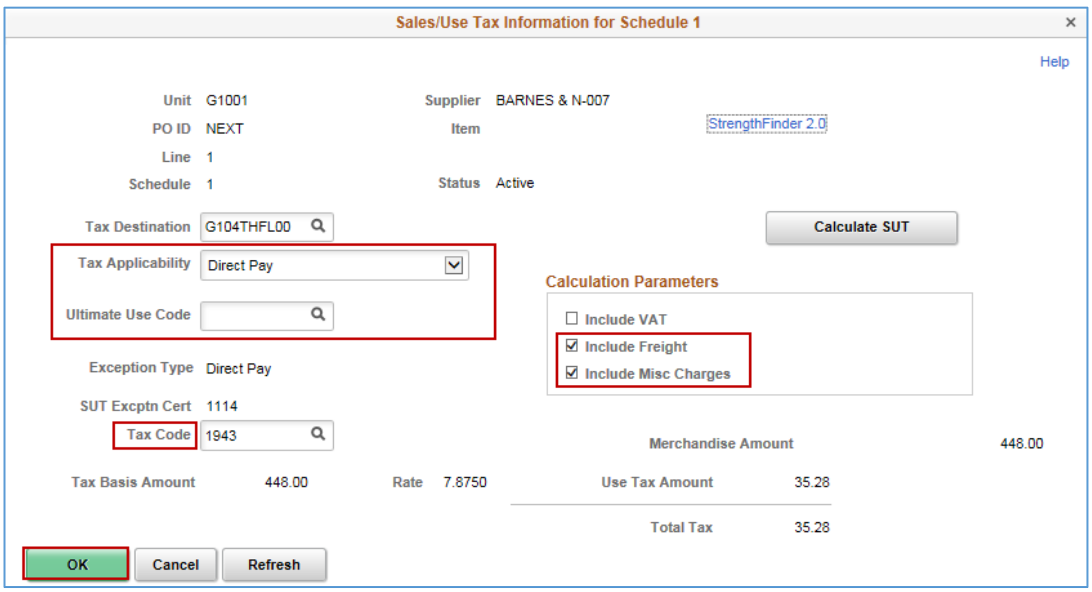
- Select **Yes** to wait for the dispatch process to complete.
- Or, select **No** to run the dispatch process and continue working. Pressing **NO** will run the dispatch process in the background. You can continue to create purchase orders while SWIFT is running the dispatch process.

When the dispatch has been successfully processed, the *PO Status* will be “Dispatched.”

You have successfully created and dispatched a purchase order referencing a contract.

APPENDIX: Sales/Use Tax Information for Schedule page

1. On the *Sales/Use Tax Information for Schedule* page, verify or update the information as needed on the *Tax Applicability (a), Ultimate Use Code (b) and Tax Code* (c). Verify that SWIFT displays the correct *Tax Rate (d)*. Make sure that the *Include Freight* and *Include Misc Charges* (e) boxes are checked.



2. Verify or update the *Tax Applicability*.

- Verify that SWIFT defaulted *Tax Applicability* field correctly for the purchase order line.
- It is based on the *Ultimate Use Code* you selected.
- To change the *Tax Applicability* value, open up the drop-down menu and select the correct value.

Tax Applicability Values	Field Description
Direct Pay	Sales and local tax are calculated in the system. They are not shown on the order document. Using the state’s Direct Pay Permit, sales and local tax are paid directly to the Department of Revenue (DOR). This is the most common setting on taxable goods and services. In general, use this value.

Tax Applicability Values	Field Description
Sales Tax Applicable	Sales and local tax are calculated and shown on the purchase order. They are paid to the Supplier. Only items not covered by the state's Direct Pay Permit are applicable. It does not include other taxes such as hotel or telecommunications.
Item is Exempt	No tax is calculated on the purchase order either because the item is not taxable or there are other taxes, such as those for hotel or telecommunications. These are any type of tax other than state and local paid to the Supplier. These other taxes can be added as a separate purchase order line or incorporated into the cost of the goods or service.
Purchaser is Exonerated	The purchasing Budget Unit (BU) is tax exempt. No tax will be assessed.
Use Tax Applicability	Sales and local taxes are assessed and sent directly to DOR. This is relevant only if the Supplier should have charged for sales tax but did not. This code should be used sparingly.

3. Verify or update the *Ultimate Use Tax*.

This code designates whether a purchase is exempt from taxes or not. To change the *Ultimate Use Tax* code, press the magnifying glass. Select the correct value.

Ultimate Use Code Values	Field Description
Blank	Ultimate Use Code does not apply to the purchase order line.
Dirpayex	The purchase order line is excluded from the state's Direct Pay Permit. Tax will calculate and display on the purchase order for the Supplier to bill the state for the tax.
Exempt	The purchase order line is exempt from tax. No tax will calculate. The Tax Applicability will update to "Item is Exempt".
Included	Taxes have been included in the cost of the purchase order line. No taxes will calculate. Tax Applicability updates to "Item is Exempt".
Resale	Use this code when you are purchasing items for resale. SWIFT will not calculate taxes on the purchase order. SWIFT will update the Tax Applicability to "Item is Exempt". For example, the Department of Natural Resources (DNR) uses this code to buy inventory items sold at their park stores. When the customer buys the item at the park store, DNR charges tax to the customer, if applicable.