SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

August 26, 2024

SWIFT Procurement Document Types

This table lists document types for creating Requisitions, Purchase Orders, Contracts and Professional/ Technical Contracts. They are managed by the Office of State Procurement (OSP) and may be subject to Authority for Local Purchasing (ALP) limits.

Requisition Document Types

All requisitions pre-encumber funds. This is done through the Budget Checking process. Requisitions are not dispatched. They are entered in SWIFT's EProcurement (EPro) module.

Doc Type	Title	Description
OMR	Open Market Requisition	Normally used for items costing over $10,000.00 and needs 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 limits.
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 purchase order encumbrance is created, and the CEO requisition is relieved.
CTR	Catalog Punchout Requisition	Used to create item requests for specified contracts where suppliers have punchout capabilities. Pre-encumbers funds and is sourced to a purchase order (CTP). The CTR cannot be copied.
INV	Inventory Requisition	Used to request items from inventory for those agencies using the Inventory module in SWIFT.

Purchase Order Document Types

They are entered in SWIFT's Purchase Order module.

There are three types of purchase orders:

1. **Non-Blanket Purchase Orders** are the standard purchasing documents for procuring within your ALP limits and purchasing from established state contracts. These purchase orders must name the supplier along with the specific commodities and quantities involved. These documents are dispatched to the supplier unless otherwise stated. You may exceed the original order amount at time of payment within statewide matching tolerances, which are 10% or $50.00.

2. **Blanket Purchase Orders** also encumber (not pre-encumber) money. Blanket purchase orders are used for annual recurring purchases. They require specific commodities involved and the total dollar amount being set aside for that purpose. Blanket purchase 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 purchase 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 purchase order must reference a contract and contract line. These purchase orders default to dispatch type of "Phone."

Doc Type	Title	Description
APK	Annual Plan Contract	The APK is a purchase 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) purchase order may be placed with a specific supplier or use "PLACEHOLDR" as the supplier for blanket purchase orders that 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 supplier for a specific purpose. This purchase order only needs to be established once; receipts and vouchers are recorded against it.
BPM	Blanket Purchase Against Multiple Suppliers	Encumbers funds; will print a file copy. This purchase order does not have a one-to-one relationship with a particular supplier, so the supplier number defaults to "PLACEHOLDR." An "umbrella amount" of money is set up for a specific purpose to be spent with multiple suppliers. It 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). This purchase 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 suppliers for purchases that range from $5,000.01 up to $100,000.00. 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 AGC, ASC, or PTK contract document types.
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. This purchase order only needs to be established once; receipts and invoices are recorded against it. Directly

		enter a CEO order if not creating a CEO order via the EPro module 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.
CTP	Catalog Punchout Purchase Order	This document type cannot be selected. A Catalog Punchout Purchase Order (CTP) is a system generated purchase order resulting from the catalog punchout requisition (CTR). The CTP cannot be copied. Encumbers the funds from the associated requisition pre-encumbrance. This purchase order is dispatched electronically to the supplier.
DPO	Department Purchase Order	Used for purchases within your ALP limits up to and including $10,000.00 that are not on a contract. If it is over that amount, use an OMR document. Bids must be obtained and are entered on the Response Documentation page. One bid is required for purchases of $5,000.00 or less, and two bids are required for purchases of $5,000.01 to $10,000.00.
DTG	Direct TG/ED/VO* Purchase Order *Targeted, Economically Disadvantaged and Veteran Owned programs.	Used for purchases to TG, ED and VO certified suppliers that range from $5,000.01 up to $100,000.00. 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 AGC or ASC contract document types.
EMR	Emergency Purchase Order	Use according to emergency purchase policies in the ALP manual. Bypasses Human Rights certification.
FPO	Field Purchase Order	The FPO limit is $5,000.00, 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	Professional/Technical (P/T) Related Contract Encumbering Order	Purchase 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 and APK contracts; defaults dispatch method to “Phone” as these are not sent to suppliers; can print a file copy.
MSO	Master Services Order	Used to place purchase orders against Master Service (MSC) contracts; receipts and vouchers are recorded against it. The contract and contract line number being used are entered. MSOs encumber funds to a specific supplier 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 suppliers under the Master Contract (MPK). An MWK purchase order encumbers the funds for a specific supplier and may run for multiple years.
POR	Purchase Order	This purchase order document type cannot be selected. A Purchase Order (POR) is 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	Use this purchase order type for remodeling of leased space if the cost is between $5000.00 and $9999.99. For amounts under $5000.00, use a DPO. Enter the lease number of the purchase order for tracking purposes. For improvements of $10.000.00 and over, amend the RMK (Real Estate Remodeling) contract first, then use a KEO purchase order to encumber.
SSO	Single Source Order	Used when only one supplier 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 purchase order at the header level.

Contract Document Types

Contract document types are classified as contracts that are for various types of construction, goods and/or services which must be non-Professional/Technical in nature. These contracts do not encumber funds; rather 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 OSP or by agencies if within their ALP limits. They are entered in SWIFT's Supplier Contracts module.

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 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. Under the Equity Select program a BTG (Blanket TG/ED/VO) or a DTG (Direct TG/ED/VO) purchase order to a certified TG/ED/VO supplier may be used from $5,000.01 up to $100,000.00. The contract may run for multiple years.
ASC	Agency Service Contract	Contracts used by agencies for the acquisition of non-Professional/Technical services that are not intellectual in nature traditionally put in place for specific agency use. Agencies may set up these contracts if it falls within their ALP 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. Under the Equity Select program a Blanket TG/ED/VO (BTG) or a Direct TG/ED/VO (DTG) purchase order to a certified TG/ED/VO supplier may be used from $5,000.01 up to $100,000.00.
BCC	Building Construction Contract	Used by Department of Administration's Real Estate and Construction Services (RECS) for 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. It may have had an associated CEO pre-encumbrance.

IAC	Interagency Contract	Arrangements between two or more state agencies to share resources, do work for each other, share work, and other duties. BPC or CRO purchase orders 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, and other duties. BPC or CRO purchase orders 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 suppliers. An individual Master Contract is entered for each supplier involved. Master Contracts do not encumber and may run for multiple years. OSP set up several Master Contracts for all agencies to use. Agencies may also set up their own Master Contracts. This is a fixed price contract. Master Service Order (MSO) purchase orders are placed with suppliers under a MSC. MSO purchase orders 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. 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.
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 purchase orders 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. Construction Contract Encumbrance Order (CEO) purchase orders 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 supplier and the Attorney General's office. It is the purchase of the rights to use that software. BPC or CRO purchase orders 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 for statewide or specific agency use. Agencies may set up Agency Goods Contracts (AGC) for their own use if within their ALP limits. Contracts may be set up for a fixed price or discount percentage. A Contract Release Order (CRO) or a Blanket Purchase Against A Contract (BPC) purchase order is set up against these contracts to encumber the funds.
SSC	State Service Contract	SSC contracts are used for the acquisition of non-Professional/ Technical services, which are not intellectual in nature. They are put in place by OSP for statewide or specific agency use. Agencies may set up Agency Service Contracts (ASC) for their own use if within their ALP 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 is set up against these contracts to encumber the funds.

Professional/Technical (P/T) Contract Types

P/T type contracts encumber funds based on the contract document type used. There are also several P/T contract document types that do not allow funds to be encumbered under them. In these cases, purchase orders encumber funds and/or track the contract; specialized contract forms are used for the actual contract agreement between the agency and the supplier. Multiple fiscal years may be encumbered under the same contract number using the same purchase order for encumbrance. Multiple payments are made against these amounts. Certain P/T contract document types require entry of a T-Number, which are Annual Plans, Master P/T Contracts and Master Work Order Contracts. They are entered in SWIFT's Supplier Contracts module.

Doc Type	Title	Description
APK	Annual Plan Contract	The 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. APKs are processed outside SWIFT under this agreement. Funds are encumbered using an Annual Plan Contract (APK) purchase 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 purchase 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 purchase 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 purchase order to a specific supplier; 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, and other duties. Funds are encumbered under a KEO purchase order using the agency's supplier 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, and other duties. Funds are encumbered under a KEO purchase order to a specific supplier 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 purchase order under the agency's supplier number and may run for multiple years.
LSK	Commercial Real Estate Lease	Used for leases of square footage, such as an office; acreage, such as land or use, such as a radio tower that involves the state as the lessee and an outside supplier as the lessor; primarily handled through the Department

		of Administration's Real Estate and Construction Services (RECS). Funds are encumbered under a KEO purchase order to a specific supplier. It may run for multiple years.
MPK	Master Professional/Technical (P/T) Contract	Contracts set up to address potential P/T needs. A T-Number tracks the agreement. They cover generally identifiable tasks in measurable blocks of service for definable outcomes under specified suppliers. An individual Master Contract (MWK) is entered for each supplier involved. Master Contracts do not encumber and may run for multiple years. OSP set up several Master P/T Contracts for all agencies to use. MNIT also set up several Master P/T Contracts. Agencies may also set up their own MPKs Master Contract Work Order (MWK) documents are individual contracts that are placed with suppliers under the MPK. MWK contract documents are encumbered by entering an MWK purchase order.
MWK	Master Professional/Technical Work Order Contract	These are individual contracts that are placed with suppliers under the Master Contract (MPK), in essence "procuring work" under the Master Contract. 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.
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 does not encumber funds. The contract could encompass anything that agencies want to track and does not need an encumbrance record. Examples for usage include Memorandum of Understanding (MOU)and Memorandum of Agreement (MOA), data sharing agreements, and non-disclosure agreements.
PPK	Public/Private Partnership Contract	Contracts that are a combination of P/T services and material goods. MNDOT is the only agency currently authorized to use this type of contract document.
PTK	Professional/Technical Services Contract	P/T contracts are intellectual in nature, where the state is a party. P/T contracts are for all consultant, professional, and technical services. Funds are encumbered under a KEO purchase order to a specific supplier or a Blanket TG/ED/VO (BTG) purchase order to a targeted supplier from $5,000.01 up to $100,000 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 $8,000.00. The lease number should be entered in the Agency Ref field for tracking purposes. Funds are encumbered under a KEO purchase order to a specific supplier; contract may run for multiple years. Improvements between $2,500.01 and $8,000.00 should be entered as a Real Estate Remodeling Order (RMO) purchase order instead. Improvements up to $2,500.00 should be entered as a DPO purchase order.
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 contract document does not encumber funds. An Income Contract could encompass 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 Minnesota Management and Budget. SLK contracts 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 contract documents should only be paid or closed out; they are not meant to be ongoing.