

QUICK REFERENCE GUIDE

November 1, 2019

SWIFT Procurement Document Types

This table lists document types for creating Requisitions, Purchase Orders, Contracts and Professional/ Technical Contracts.

Requisition Types		
All requisitions pre-encumber funds. This is done through the Budget Checking process. Requisitions are not dispatched.		
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.
Purchase Order Types		
There are three types of purchase orders:		
<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 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 (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 supplier or use "PLACEHOLDER" as the supplier 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 supplier for a specific purpose. The 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. The order does not have a one-to-one relationship with a particular supplier, so the supplier number defaults to 'PLACEHOLDER'. An "umbrella amount" of money is set up for a specific purpose to be spent with multiple suppliers. 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 suppliers for purchases that range from greater than \$5,000.00 up 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.

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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 suppliers that ranges from greater than \$5,000.00 up 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 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 suppliers. 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 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 order document encumbers the funds for a specific supplier 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 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 order at the header level.
Contract Types		
<p>Contract types are classified as contracts that are 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 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 supplier 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 supplier 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 suppliers. An individual Master Contract is entered for each supplier involved. Master Contracts do not encumber, and may run for multiple years. The Department of Administration's Office of State Procurement 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 suppliers 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 supplier 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>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 supplier. 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).</p>		
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 supplier; contract may run for multiple years.

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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 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, etc. Funds are encumbered under a KEO (Contract Encumbering 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 (Contract Encumbering Order) under the agency's supplier 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 supplier 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 supplier. 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 suppliers. An individual Master Contract (MWK) is entered for each supplier involved. Master Contracts do not encumber, and may run for multiple years. The Department of Administration's Office of State Procurement 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 suppliers 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 suppliers 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

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		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 supplier or a BTG (Blanket TG/ED/VO encumbering order) to a targeted supplier 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 supplier; 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.