

QUICK REFERENCE GUIDE

Updated August 13, 2020

Create an Ad Hoc Contract Document Electronically

Sometimes an agency needs to add a contract document that is separate from the specific contract type. This document is specific to a particular contract. The agency has the option to add this document to this contract only using SWIFT templates. They are called “Ad Hoc” contract documents in SWIFT. Ad hoc documents do not typically go through the SWIFT approval workflow. You can create, edit and maintain system-generated, ad hoc documents in SWIFT.

The Office of State Procurement (OSP) and the Office of Grants Management (OGM) approved these ad hoc documents. They may update them in SWIFT. Contact these offices if you have questions about the ad hoc documents.

Examples of system-generated Ad Hoc documents include:

- 16A/16C Violation Memo
- A document that is specific to one contract but is not the contract itself such as special terms from the sourcing event.
- A human rights certification
- A non-disclosure agreement
- Affirmative Action Certification Form
- Single Source Request Form

This guide presents the steps to create a system-generated ad hoc contract document electronically through SWIFT.

Steps to complete

- Step 1: Access the Document Management page
- Step 2: Create an ad hoc contract document

Steps to Create an Ad Hoc Contract Document Electronically through SWIFT

Step 1: Access the Document Management page

Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents. Left menu links, Document Management, Add a Document page.

- SWIFT opens the *Add a Document* page. Enter or confirm the following information.
 - Source Transaction*: "Ad Hoc"
 - Set ID*: "SHARE"
 - Ad Hoc ID*: "NEXT" allows SWIFT to assign a sequential document ID with the prefix ADH. You can overwrite it and enter an *Ad Hoc ID* of your choice.
 - Description*: Enter a description of the document following your agency's practices.
 - Contract Style*: "Ad Hoc Document"
 - Document Type*: Choose a document

Document Types on the Add a Document page

Field Name	Field Description
ALP Authority Ad Hoc Documents	A group of different contracts for purchases and acquisitions within the Authority for Local Purchase (ALP) for a buyer or contract coordinator.
Grant Ad Hoc Documents	Contracts that are financial assistance or services furnished by the agency via a third party to an eligible recipient.
MMD Acquisitions Ad Hoc Documents	Used by the Office of State Procurement only for acquisitions (formerly Materials Management Division or MMD)
P/T Ad Hoc Documents (Admin Approval)	A group of different contracts for professional or technical services (P/T). P/T services are intellectual in character, including consultation, analysis, evaluation, predication, planning, or programming, or recommendation, and result in the production of a report or the completion of a task. The Office of State Procurement must approve this document.
P/T Ad Hoc Documents (Agency Approval)	A group of different contracts for professional or technical services (P/T). P/T services are intellectual in character, including consultation, analysis, evaluation, predication, planning, or programming, or recommendation, and result in the production of a report or the completion of a task. The agency must approve this document.

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2. You have three options to create the document. Select one of these buttons.
 - **Add a Document:** Create the new system-generated ad hoc document using an existing template
 - **Copy Document:** Use another SWIFT ad hoc document as the source for this new one
 - **Import a Document:** Use a non-SWIFT document as the source for this one

Add a Document

Source Transaction: Ad Hoc

*SetID: SHARE

*Ad Hoc ID: NEXT

*Description: Agency Violation form

*Contract Style: Adhoc Document

*Document Type: P/T Ad Hoc (Agency Internal)

Buttons: Add a Document, Copy Document, Import Document

Step 2: Create an Ad Hoc Document

This example shows the *Add a Document* feature.

1. SWIFT activates the *Configurator Selection Wizard* for the selected ad hoc document and option. This example shows the *Add a Document* option. Respond to the questions. Select **Finish**.

Configurator Selection Wizard

SetID	SHARE	
Wizard ID	P/T AD HOC DCOUMENTS	Description P/T AD HOC DOCUMENTS

Question Groups 1 of 1

Question Group P/T AD HOC DCOUMENTS Previous Finish

Questions

^*Please select your document from the list. 16A/16C Violation Form

The Office of State Procurement (OSP) and the Office of Grants Management (OGM) approved these ad hoc documents. They may update them in SWIFT. Contact these offices if you have questions about the ad hoc documents.

Questions on the Configurator Selection Wizard

Question Group	Questions
ALP Authority Ad Hoc Documents	What type of solicitation are you creating? <ul style="list-style-type: none"> • Construction • Goods: Is it technology related? • Goods and Services: Is it technology related? • Services: Is it technology related?
Grant Ad Hoc Documents	Select which type of form you need: <ul style="list-style-type: none"> • OGM Conflict of Interest Disclosure Form • OGM Grant Program Exception Request Form • OGM Single Source Justification Form
MMD Acquisitions Ad Hoc Documents	Which form will you be using? <ul style="list-style-type: none"> • Contract Cancellation Letter • No Substitution Form • Purchasing Violation Form • RFP Team Member Agreement – State Employee • Request for Emergency Authorization Form • Service Contract Certification Form • Single Source Justification Form
P/T Ad Hoc Documents (Admin Approval)	Please select the applicable document from the list. <ul style="list-style-type: none"> • Annual Plan Amendment • Annual Plan Memo • Certification Form • Request for Emergency Authorization
P/T Ad Hoc Documents (Agency Internal)	Please select your document from this list. <ul style="list-style-type: none"> • 16A/16C Violation Form • Agency Specific <ul style="list-style-type: none"> ○ Pollution Control Agency • Evaluation Team Member Agreement • MMD P/T Contract Amendment Cover Sheet • MN.IT Work Order Amendment Cover Sheet • P/T Contract Amendment Cover Sheet • Single Source Request Form

2. SWIFT brings you to the *Create Document* page.

You can also use the *Create Document* page to create system-generated contract documents. Ad hoc documents typically have fewer required fields than other system-generated contract documents. Ad hoc documents do not go through the approval workflow. You do not need to add the *Contract Manager* or *Additional Approval* fields.

- Review and update any of the fields as needed.
- Press the **Save** button at the top of the page. SWIFT will assign an *Ad Hoc ID*.
- Then, press the **Create Document** button.

NOTE: You have the option to save this page and return to it later. You can access it again by navigating to the *Document Management* page and searching for the *Ad Hoc ID*.

Create Document

[Return to Document Search](#)
[Return to Contract Entry](#)

Source Ad Hoc

SetID SHARE Ad Hoc ID ADH000000001764

*Contract Style Adhoc Document

*Document Type P/T Ad Hoc (Agency Internal)

Configurator ID P/T 16A/C FORM MMD P/T 16A/C Violation Memo Reporting Form

Configurator Selector

Description Agency Violation form

Additional Description

*Administrator

Sponsor

Financial Department ID

*Begin Date 09/26/2018

Expire Date

Statement of Purpose

Agency Reference Field 1

Agency Reference Field 2

Use Wizard Responses from Document: (Select Document)

Create Document

Import Document

[Internal Contacts/Signers](#)
[Document View Access](#)

Save

Step 3: Complete the Ad Hoc Document

1. Depending on the system-generated ad hoc document you selected, SWIFT may or may not have additional questions.
2. If there are additional questions, SWIFT displays the *Wizard Executive – Document Creation* page. Answer any remaining questions, such as electronic signatures. Select **Finish**.

Wizard Execute - Document Creation

Wizard ID P/T AD HOC DOCS Description MMD P/T Ad Hoc Document Wizard

Question Groups 1 of 1

Question Group SIGNATURES

Group Instructions Please answer the following question:

Questions

^*Are you collecting signatures electronically?

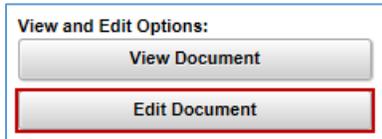
Previous

Finish

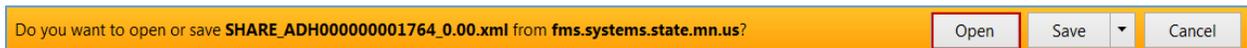
Yes

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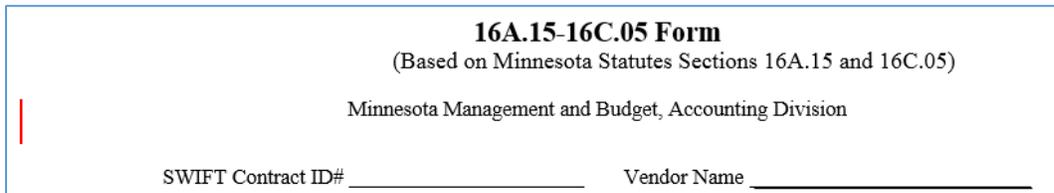
- If there are not additional questions, SWIFT returns you to the *Document Management* page.
- 3. On the *Document Management* page, edit the document to update the template for your purposes. Press the **Edit Document** button at the bottom of the page.



- SWIFT opens up the document on your desktop. Select the **Open** or **Save** button.



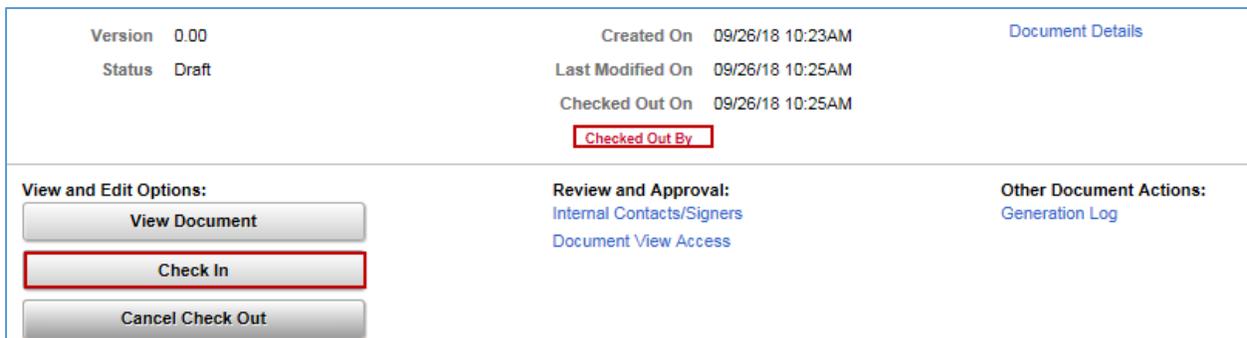
- 4. SWIFT also displays a Word document for your review. Open it up and update it as needed. Word uses track changes.



- When you have completed the editing, save it in Word.

IMPORTANT! DO NOT change the file name or SWIFT will not recognize it.

- 5. Check the system-generated ad hoc contract document back into SWIFT. Return to the *Document Management* page, press the **Check In** button. Also, SWIFT updated the *Status* to “Checked Out By.”



SWIFT opens the *Check In Document* page.

- Indicate the changes made and whether they constitute a minor or major change to the existing version of the document. Follow your agency’s policies.
 - A minor change might be something cosmetic.
 - A major change is a content change, such as a change in vendors. The distinction is at your (or the agency’s) discretion. You must also provide a comment documenting the changes made.
- Add a comment documenting the changes.

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- Select the **OK** button.

Check In Document

Select the desired versioning option and enter a brief description describing the changes. Select the OK button to proceed and you will then be prompted to enter the filename.

SetID SHARE Ad Hoc ID ADH000000001764

Version Minor Version (0.01)
 Major Version (1.00)

*Comments Check In: 245 characters remaining

OK Cancel

- SWIFT displays the *Check In Document* message. Select the **Browse** button.

Check In Document

Browse...

Upload Cancel

- On your desktop, select the ad hoc contract document, press the **Open** button.

File name: SHARE_ADH000000001764_0.00.xml All Files (*.*)

Open Cancel

- SWIFT updates the *Check In Document* message. Select **Upload**.

Check In Document

C:\Users\fimcc04\Desktop\SHARE_ADH000000001764 Browse...

Upload Cancel

- SWIFT returns to the *Document Management* page.

6. Finalize the ad hoc document.

- **WARNING!** Do not complete the ad hoc contract document if you are routing it for electronic signatures. Review the SWIFT reference guides for more information about routing system-generated ad hoc contract documents for electronic signatures.
- When you are ready to finalize the ad hoc document, press the **Complete Document** button. As an option, you can view the document by pressing the **View Document** button.

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Document Management

[Return to Document Search](#)

SetID	SHARE	Ad Hoc ID	ADH000000001766
Contract Style	Adhoc Document		
Document Type	P/T Ad Hoc (Agency Internal)		
Description	Agency Violation Memo		
Administrator			
Sponsor	Financial Department ID		
Begin Date	10/11/2018	Expire Date	

Version	0.02	Created On	10/11/18 7:46AM	Document Details
Status	Draft	Last Modified On	10/11/18 7:49AM	

Complete Document

- The ad hoc document is ready for your agency to use. To access it, use the *Find an Existing Document* link on the *Add a Document* page of the *Document Management* section.

Add a Document

*Source Transaction	<input type="text" value="Ad Hoc"/>
*SetID	<input type="text" value="SHARE"/>
*Ad Hoc ID	<input type="text" value="NEXT"/>
*Description	<input type="text"/>
*Contract Style	<input type="text"/>
*Document Type	<input type="text"/>

You have successfully created a system-generated ad hoc contract document.