Create an Annual Plan Agreement from a Purchase Order

Typically, you create contract documents using the Supplier Contract module. You can also create an ad hoc, Annual Plan Agreement, contract document directly from an existing purchase order. The key difference is the navigation to create the document. Use the Purchase Order module to create the Annual Plan Agreement, ad hoc contract document.

The only contract document created from a purchase order currently available is the Annual Plan Agreement.

- It allows agencies to tie the individual annual plan contracts to a purchase order. SWIFT ties the purchase orders to one SWIFT contract record.
- The agency receives an approved Annual Plan Agreement from the Office of State Procurement.
- The agency sets up an Annual Plan contract shell in SWIFT and scans a copy of the Approved Annual Plan Agreement.
- The agency sets up one purchase order with multiple lines to record the encumbrances for the Annual Plan Agreement.
- The agency creates individual Annual Plan contracts for each vendor approved for work under the Annual Plan Agreement.

IMPORTANT: The purchase order must be in an “Open” status in order to create a contract document from it. The contract document should be in place when the purchase order when you route it for approval.

This guide covers the basic process steps to create an Annual Plan Agreement from a purchase order.

Steps to complete

- Step 1: Access the Purchase Order page in SWIFT
- Step 2: Create the Annual Plan Agreement

Step 1: Access the Purchase Order page in SWIFT

1. Navigate to the Purchase Order page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Purchase Order, Purchase Order page defaults.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.</td>
</tr>
</tbody>
</table>

2. On the Purchase Order page, select the Find an Existing Value tab. Enter the PO ID or another search item and press the Search button.
3. On the **Search Results** section, press the **PO ID** of the correct purchase order.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>PO ID</th>
<th>Origin</th>
<th>Purchase Order Date</th>
<th>PO Status</th>
<th>Short Supplier Name</th>
<th>Supplier ID</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1001</td>
<td>3000004714</td>
<td>509</td>
<td>10/16/2018</td>
<td>Dispatched</td>
<td>PLACEHOLDER-001</td>
<td>PLACEHOLDER</td>
<td>PLACEHOLDER</td>
</tr>
</tbody>
</table>

**Step 2: Create the Annual Plan Agreement**

SWIFT displays the **Maintain Purchase Order** page. Review the purchase order to make sure it is correct.

**NOTE:** The purchase order must be in an “Open” status in order to create a contract document from it.

On right side of the header, select the **Create Document** icon.

- If you created the purchase order from direct entry (and not referencing a contract), SWIFT brings you to the **Create Document** page.
- If you created the purchase order referencing a contract, SWIFT displays a message. Click **Yes**. SWIFT brings you to the **Create Document** page.

1. On the **Create Document** page, review and complete all required fields. Follow your agency’s policies.
   - **Contract Style**: “PO Document”
   - **Document Type**: P/T Purchase Order Documents
   - **Description**: Defaults to the Purchase Order ID.
   - **Contract Manager**: Required field.
   - **Statement of Purpose**: Select the link and enter the Statement of Purpose. **Reminder**: this field is for the general public. It is a required field.

2. When you are done, press the **Save** button. Then, press the **Create Document** button.
3. Answer the questions from the Wizard Execute – Document Creation page.


4. Review the contract document.

SWIFT brings up the Document Management page. You can perform the same actions that you can for purchasing contract documents, including collaboration, approval, and signatures.

- Select the Edit Document button.

5. SWIFT display a message. Select Open.

- SWIFT opens up a Word contract document template based on the purchase order.
6. Enter the required information in this template. Save it and check it in. Process it following your agency’s guidelines.

7. To find this contract and other ad hoc contract documents created from a purchase order, access the Find an Existing Document page in the Supplier Contracts module.
   • Navigate to the Find an Existing Document page.

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</table>

• Enter the following values:
  o **Source Transaction**: “Purchase Orders”
  o **Contract Style**: “PO Document”
  o **Document Type**: “P/T Purchase Order Documents”
  o **PO ID**: Enter the PO ID that you used to create the Annual Plan Agreement.
  o Select the *Search* button.
You have successfully created an Annual Plan Agreement from a purchase order.