SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated August 13, 2020

Create and Sign an Annual Plan Memo through SWIFT

An Annual Plan Memo pre-establishes authority to obtain professional/technical services on demand for specific purposes within an approved dollar limit for an agency.

Agencies create their system-generated Annual Plan Memo document using the ad hoc contract document feature. Agencies can route it internally for approvals and signatures. The Office of State Procurement (OSP) is the final signer on the Annual Plan Memo document. OSP assigns a T-Number for the Annual Plan Memo document.

After creating and processing the system-generated Annual Plan Memo, agencies use the fully approved and signed Annual Plan Memo and T-Number to create the Annual Plan Contract (APK) in SWIFT's Supplier Contract module. Funds are encumbered using an Annual Plan Contract (APK) purchase order within a single fiscal year in SWIFT's Purchase Order module.

Brief overview of using SWIFT for electronic signatures:

- SWIFT uses limited version of DocuSign for contract document signatures.
- Contract signers do not need to log into SWIFT to review and sign contract document. They can easily review and sign contract documents through their email and the SWIFT's version of DocuSign.
- The contract coordinator creating a system-generated Annual Plan Memo in SWIFT and routing it for e-signatures needs to activate a DocuSign account.
- As the contract coordinator routing a contract document for electronic signatures, make sure that you have the correct SWIFT role for routing contract document electronically.
    - Contract Administrator: M_FS_SC_CONTRACT_ADMIN
- Because of DocuSign, the contract coordinator sets up the routing order of the contract signers.
- Annual Plan Memos require the review and signature from OSP. They will provide this email address to agencies.

This guide provides the steps on how to create and process a system-generated Annual Plan Memo through SWIFT. It also describes the steps to route it for electronic signatures.

Steps to complete

- Step 1: Access the Document Management page
- Step 2: Create a system-generated Annual Plan Memo using the ad hoc contract document
- Step 3: Edit the Annual Plan Memo contract document in Word
- Step 4: Prepare and route the Annual Plan Memo for electronic signatures
- Step 5: Complete the Annual Plan Memo

Steps to Create and Sign an Annual Plan Memo and Route it for E-Signatures through SWIFT

Step 1: Access the Document Management page

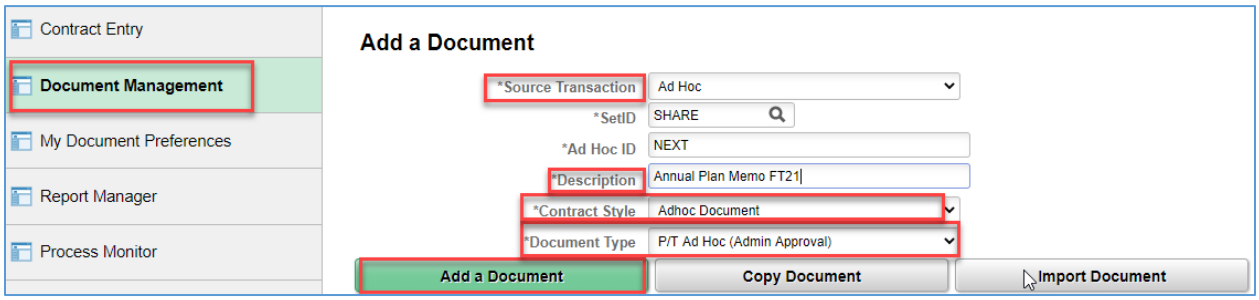
Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents. Left menu links, Document Management, Add a Document page.

1. 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*: "P/T Ad Hoc Documents (Admin Approval)"

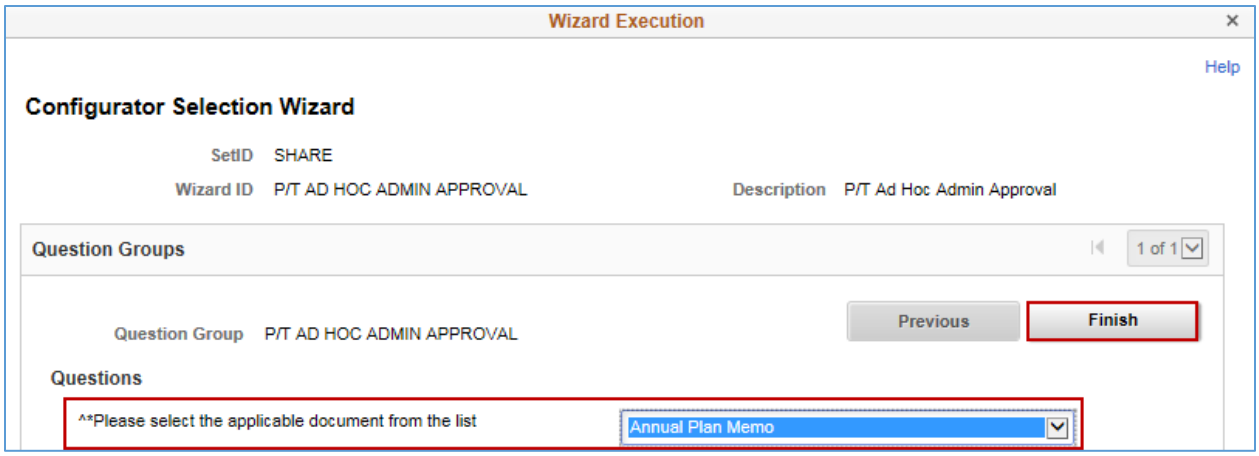
2. You have three options to create the document. Select one of these buttons.

- **Add a Document**: Create the new system-generated ad hoc document using a template. This guide demonstrated the use of this option.
- **Copy Document**: Use another SWIFT system-generated ad hoc document as the source for this new one.
- **Import a Document**: Use a non-SWIFT document as the source for this one.

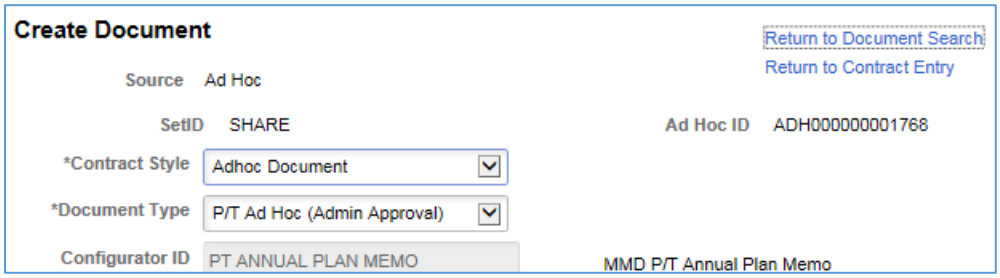


Step 2: Create a system-generated Annual Plan Memo using the ad hoc contract document

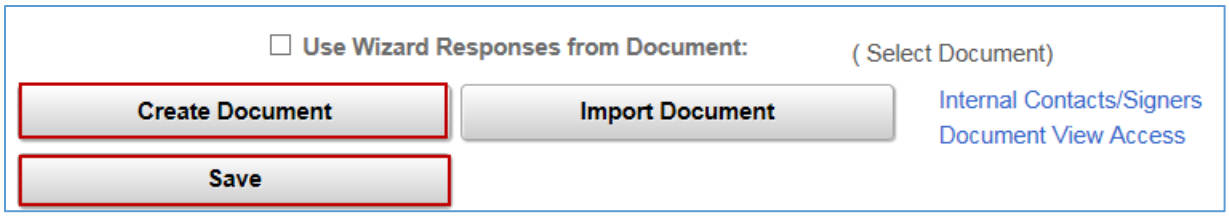
1. SWIFT activates the *Configurator Selection Wizard* for an ad hoc document. Select "Annual Plan Memo" from the list. Then, select **Finish**.



2. SWIFT displays the *Create Document* page for an Annual Plan Memo. Review and update any of the fields as needed.

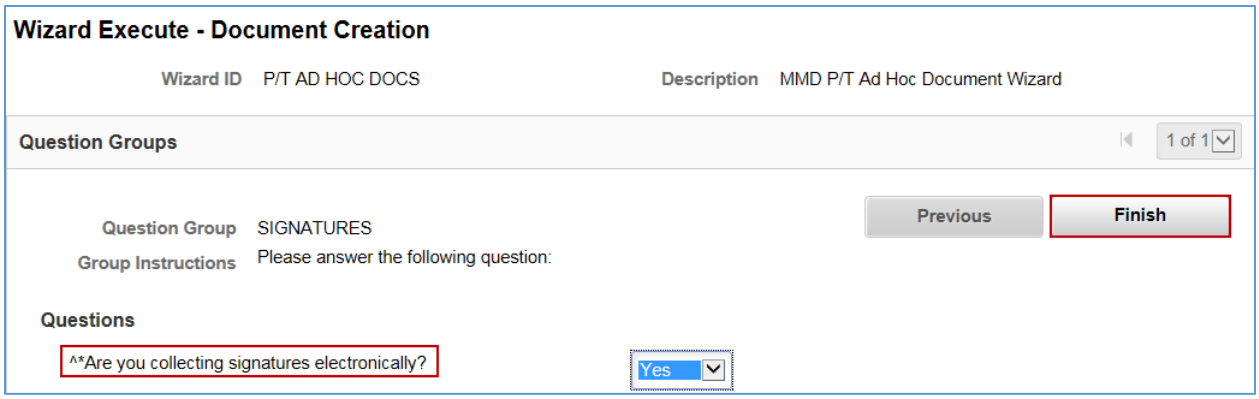


3. Press the **Save** button at the top of the page. SWIFT will assign an *Ad Hoc ID*.
4. Then, press the **Create Document** button at the bottom of the page.



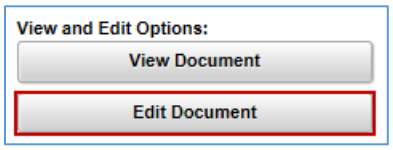
NOTE: You have the option to save this page and return to it later. You can access it again by navigating to the *Document Management* page and searching for the *Ad Hoc ID*.

5. SWIFT opens the Wizard Execute – Document Creation page to establish electronic signatures on the contract document. Answer the question about electronic signatures. Select **Finish**.



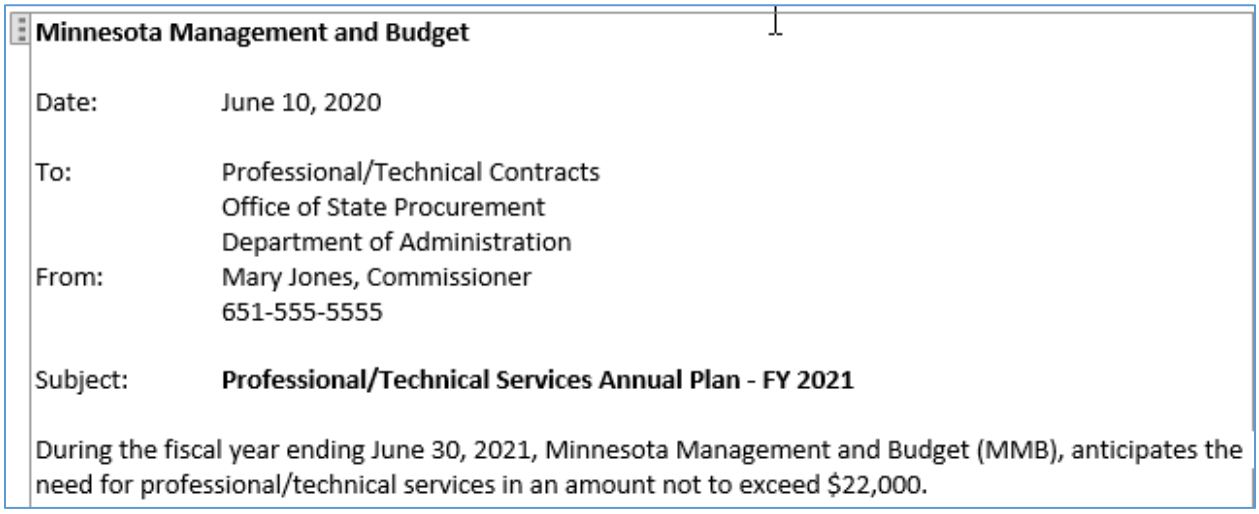
Step 3: Edit the Annual Plan Memo contract document in Word

1. SWIFT returns you to 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.



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

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



Minnesota Management and Budget

Date: June 10, 2020

To: Professional/Technical Contracts
Office of State Procurement
Department of Administration

From: Mary Jones, Commissioner
651-555-5555

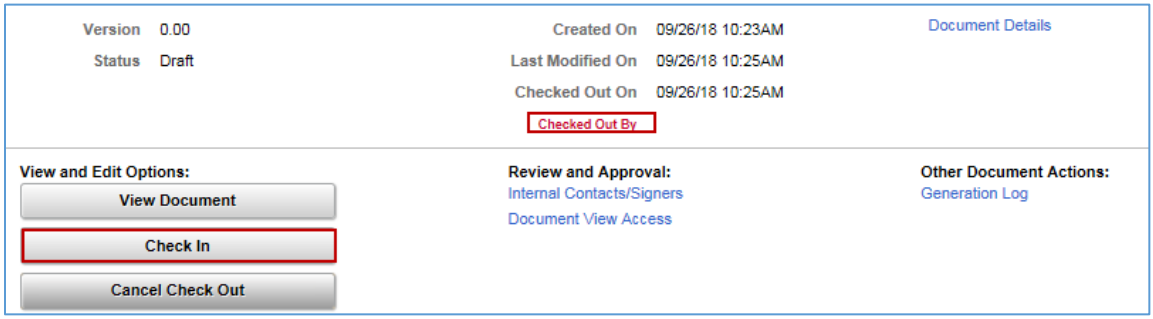
Subject: **Professional/Technical Services Annual Plan - FY 2021**

During the fiscal year ending June 30, 2021, Minnesota Management and Budget (MMB), anticipates the need for professional/technical services in an amount not to exceed $22,000.

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

- **IMPORTANT!** DO NOT change the file name or SWIFT will not recognize it.
- SWIFT updated the *Status* to "Checked Out By."

5. Check the updated Annual Plan Memo document back into SWIFT. Return to the *Document Management* page, press the **Check In** button.

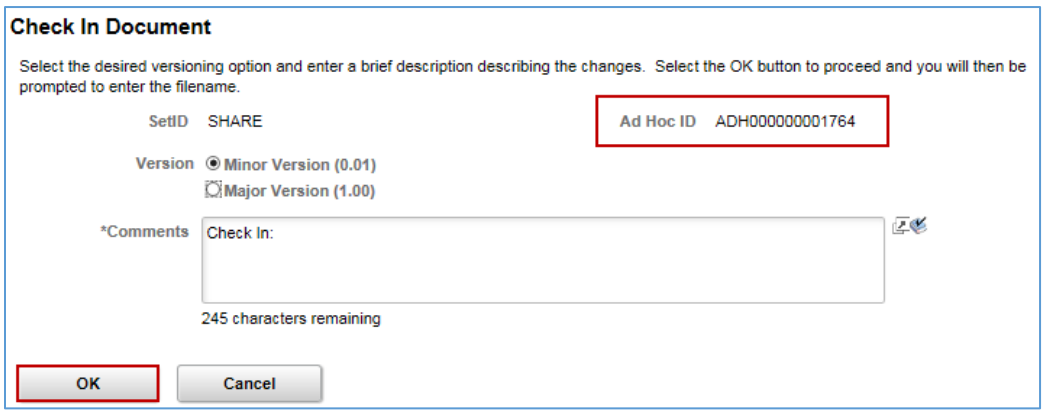


6. SWIFT opens the *Check In Document* page. Complete these steps.

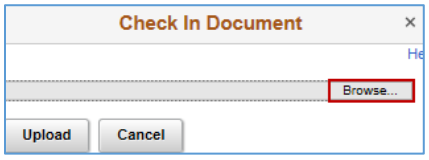
   a. Indicate the changes made and whether they constitute a "Minor" or "Major" change to the existing version of the document. Follow your agency's policies.
   - A minor change might be something cosmetic.
   - A major change is a content change, such as a change in vendors. The distinction is at your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

   b. Add a comment documenting the changes as needed.

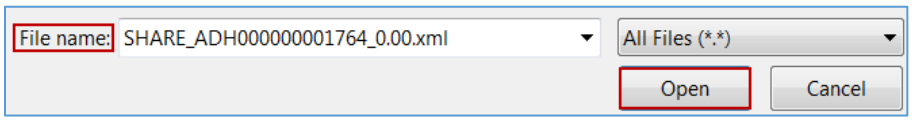
   c. Select the **OK** button.



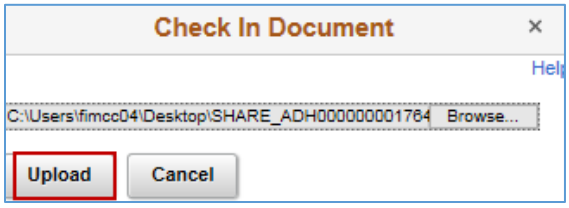
7. SWIFT displays the *Check In Document* message. Select the **Browse** button.



8. On your desktop, select the Annual Plan Memo document, press the **Open** button.

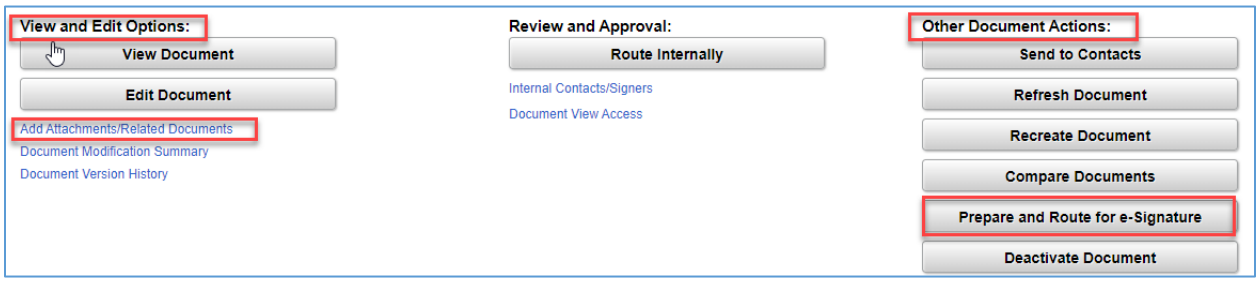


9. SWIFT updates the *Check In Document* message. Select **Upload**.



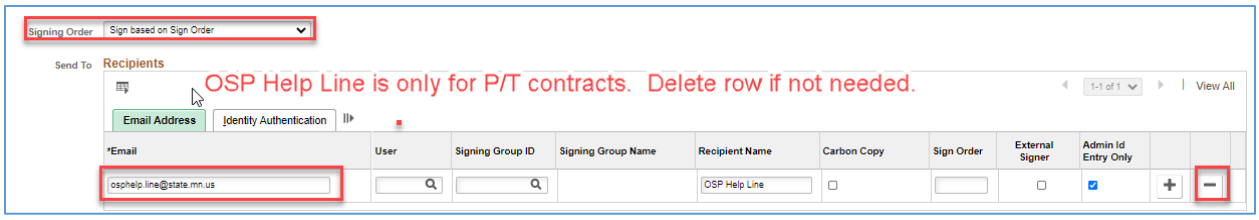
Step 4: Prepare and route the Annual Plan Memo for electronic signatures

1. SWIFT returns to the *Document Management* page. As an option, you can add attachments or related documents on the *View and Edit Options* section of the *Document Management* page.
2. Go to the *Other Document Actions* section. Press the **Prepare and Route for e-Signature** button.



SWIFT opens the *Send Document for Signing* page. When you route a contract document for electronic signatures, you set up the order and manually input the email addresses.

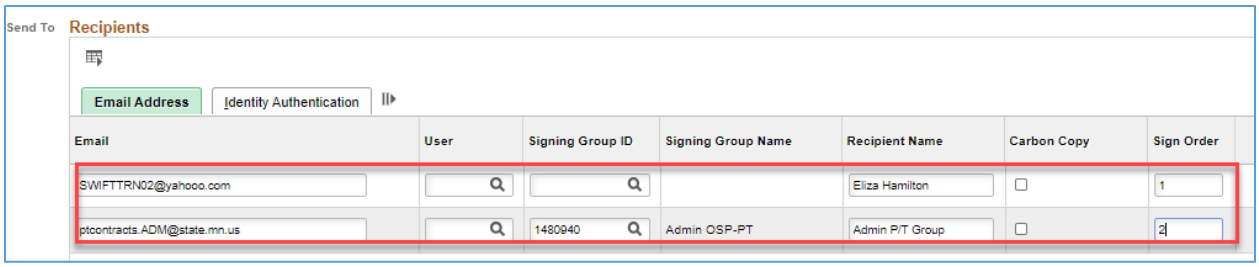
3. Complete the *Send Document for Signing* page as follows.
   a. Use the **Add a new Row** icon (e.g., plus sign) to add as many internal signers as needed.
   b. On the *Signing Order* section, keep the "Sign Based on Sign Order" default. Otherwise, all your signers will get the email at the same time.
   c. On the *Recipients* section, SWIFT defaults in the OSP Help Line email. **IMPORTANT!** Use the **Delete Row** icon to delete this line for Annual Plan Memos.



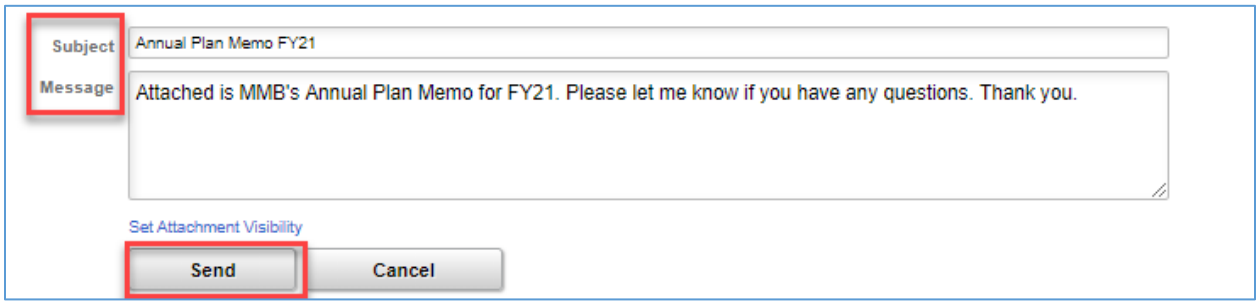
   d. On the *Recipients* section, enter the *User ID* (e.g., Employee ID). SWIFT will populate the email address.
   e. *Sign Order* – Enter the number of the order in which each signer receives the email invitation. Follow the correct order based on the Contract Document Type.

f. Select "Admin OSP-PT" in the *Signing Group ID*. SWIFT will route it the P/T signers' group.

g. As an option, you can select "Carbon Copy" to route the contract document for a staff person. They will be able to see the contract document from an email from DocuSign. They can only view the contract document.

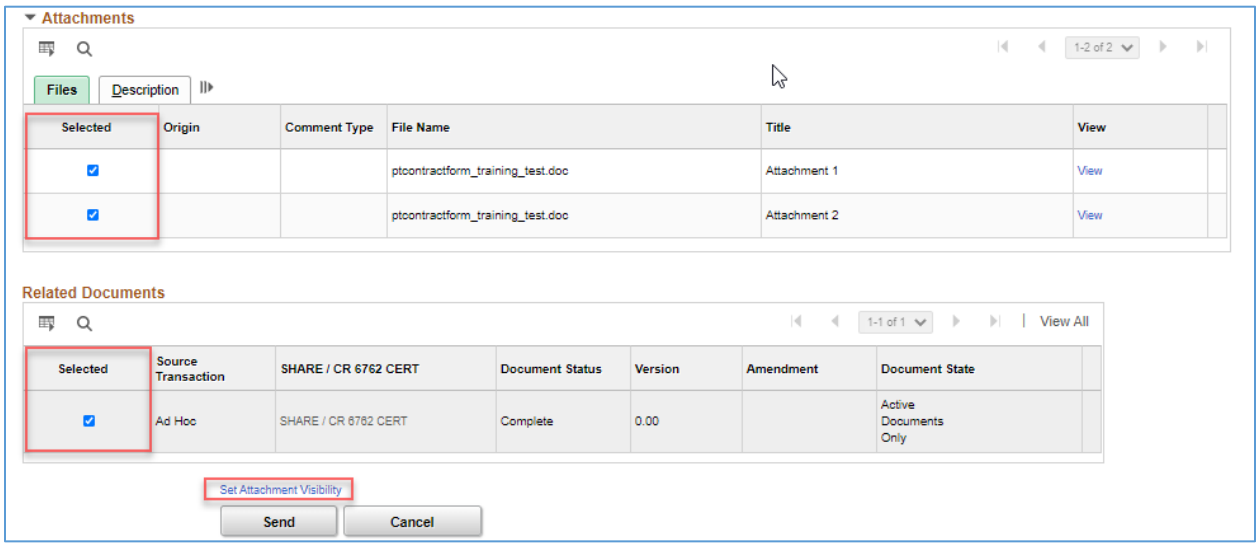


4. Below the signature box, update the *Subject* and *Message* areas as needed. These items appear in the DocuSign email.



5. Below the *Recipients* section is the *Attachments* and *Related Documents* sections. If you added attachments or related documents, you can determine which ones you want included to be sent to the contract signers in the DocuSign email.

a. Check the **Selected** boxes for the attachments and related documents you wish to include.



b. Select the *Set Attachment Visibility* link. SWIFT opens the Document Attachment Visibility page.

c. SWIFT allows you to determine which signer can view which document. Check the Visible to Recipient box next to the signer who you wish to view the attachment or related document.

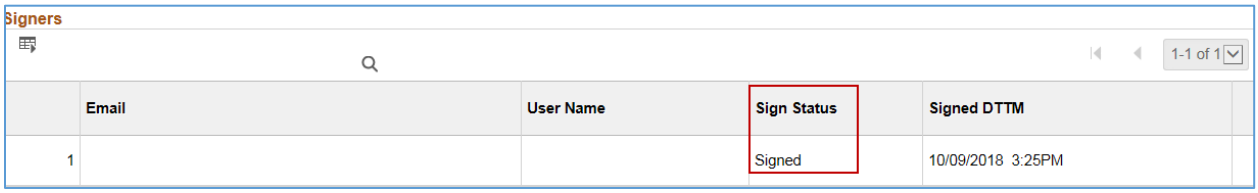
d. At the bottom of the page, select **OK**.

6. SWIFT returns you to the *Send Document for Signing* page. Select the **Send** button.

7. SWIFT displays the *Create Contracts and Documents* page. Monitor the status of the signatures on the *Signing Details* section. Select the **Expand Section** icon to open this area. Then, select the **Get e-Signature Status** button.

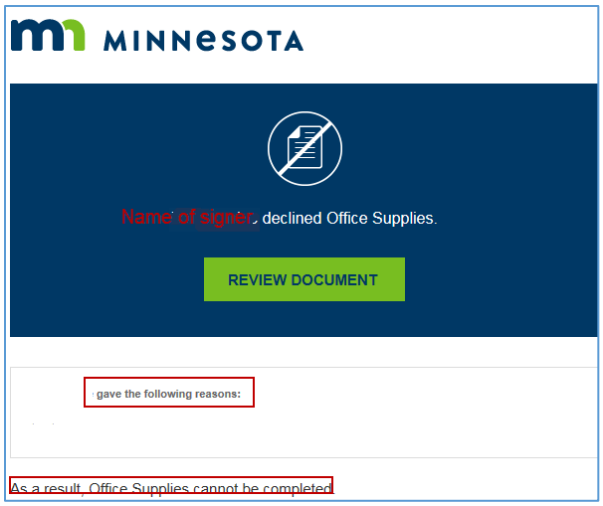
REMINDER: if your agency makes any errors (e.g., supplier email address) or cancels the signature process, make the changes in your DocuSign account and not in SWIFT. Your agency will avoid another fee for that same transaction.

- When each signer completes their signature, this *Sign Status* will be "Signed" for that line.



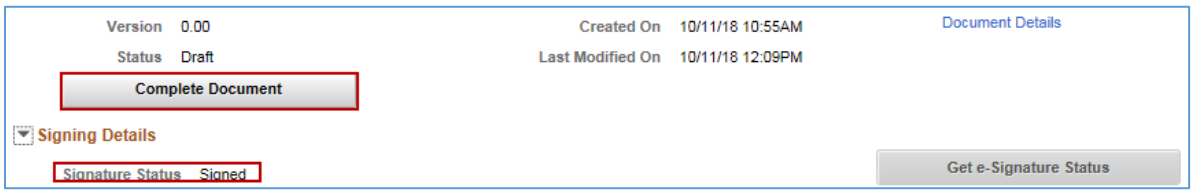
- When all signers complete their signatures, the *Signature Status* will update from "Pending Signatures" to "Signed."

NOTE: If any signer denies the contract document, DocuSign will email you and stop the signature process. The email will tell you who denied the contract document and a reason for the denial. You will need to remedy the issue and then resubmit the contract document for electronic signatures.

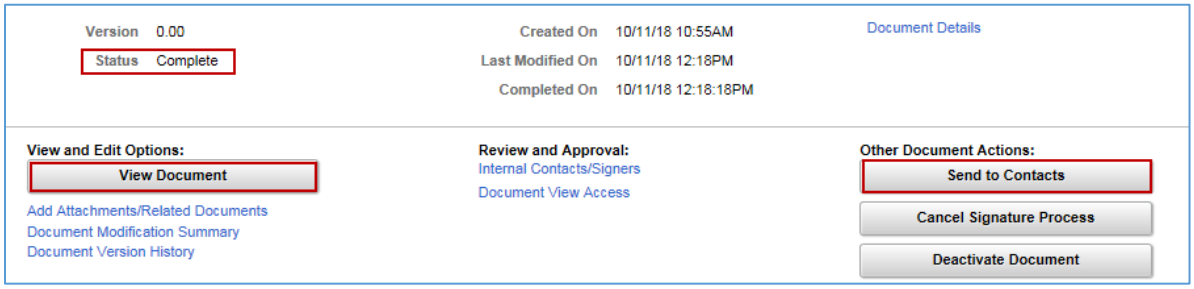


Step 5: Complete the Annual Plan Memo contract document

1. When all signers have completed their reviews and the *Signature Sign Status* is "Signed," you are ready to complete the document. Press the **Complete Document** button.



SWIFT updates the *Status* to "Complete". This ad hoc contract document is ready for use.



2. There are some other options to use, as desired.

- You can select the **View Document** button to see the document at any time.
- You can also now electronically attach it to contract documents created and processed electronically through SWIFT.