SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated June 18, 2020

Create a Professional/Technical Contract Shell

Professional/Technical (P/T) contracts are for professional or technical services.

P/T means services that 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. Professional or technical contracts do not include the provision of supplies or materials except by the approval of the commissioner (of administration) or except as incidental to the provision of professional or technical services.

This reference guide reviews how to directly enter and process a P/T contract shell in SWIFT.

Steps to complete

- Step 1: Navigate to the Contract Entry page
- Step 2: Enter header information to the Contract Entry page
- Step 3: Enter information in the Purchase Order BU Defaults section
- Step 4: Enter information in the contract lines section
- Step 5: Enter information in the Details for Line page (as needed)
- Step 6: Enter information on the Add/Create Document section

Steps to create a Professional/Technical contract shell

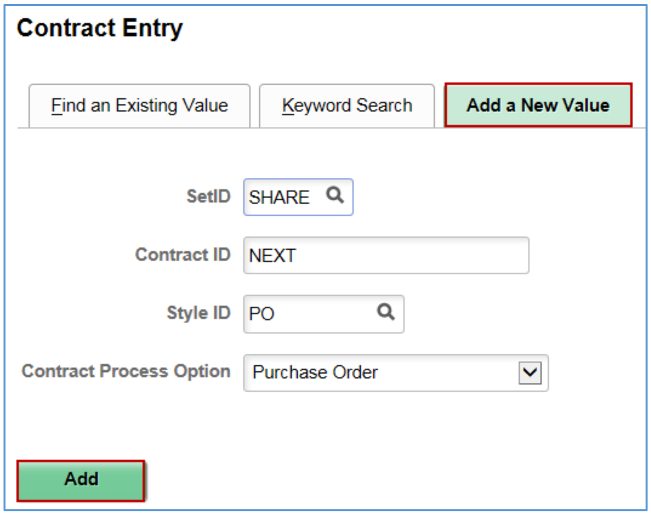
Step 1: Navigate to the Contract Entry page

Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.
WorkCenter	Procurement, Supplier Contract, Contract/Sourcing WorkCenter. Left menu Links, Add/Update Contracts, Contract Entry page.

On the *Contract Entry* page, select the *Add a New Value* tab and press the **Add** button.

- SWIFT automatically populates the *SetID* with “SHARE”.
- Leave the *Contract ID* with the default of “NEXT”. Do not change this field. SWIFT will assign the next available number.
- On the *Contract Process Options,* **ALWAYS** select “Purchase Order” from the drop down menu.

NOTE: The State of Minnesota does not use the other Contract Process Options because of State Statute 16.A.15. www.revisor.leg.state.mn.us/statutes/?id=16a.15



Step 2: Add header information to the Contract Entry page

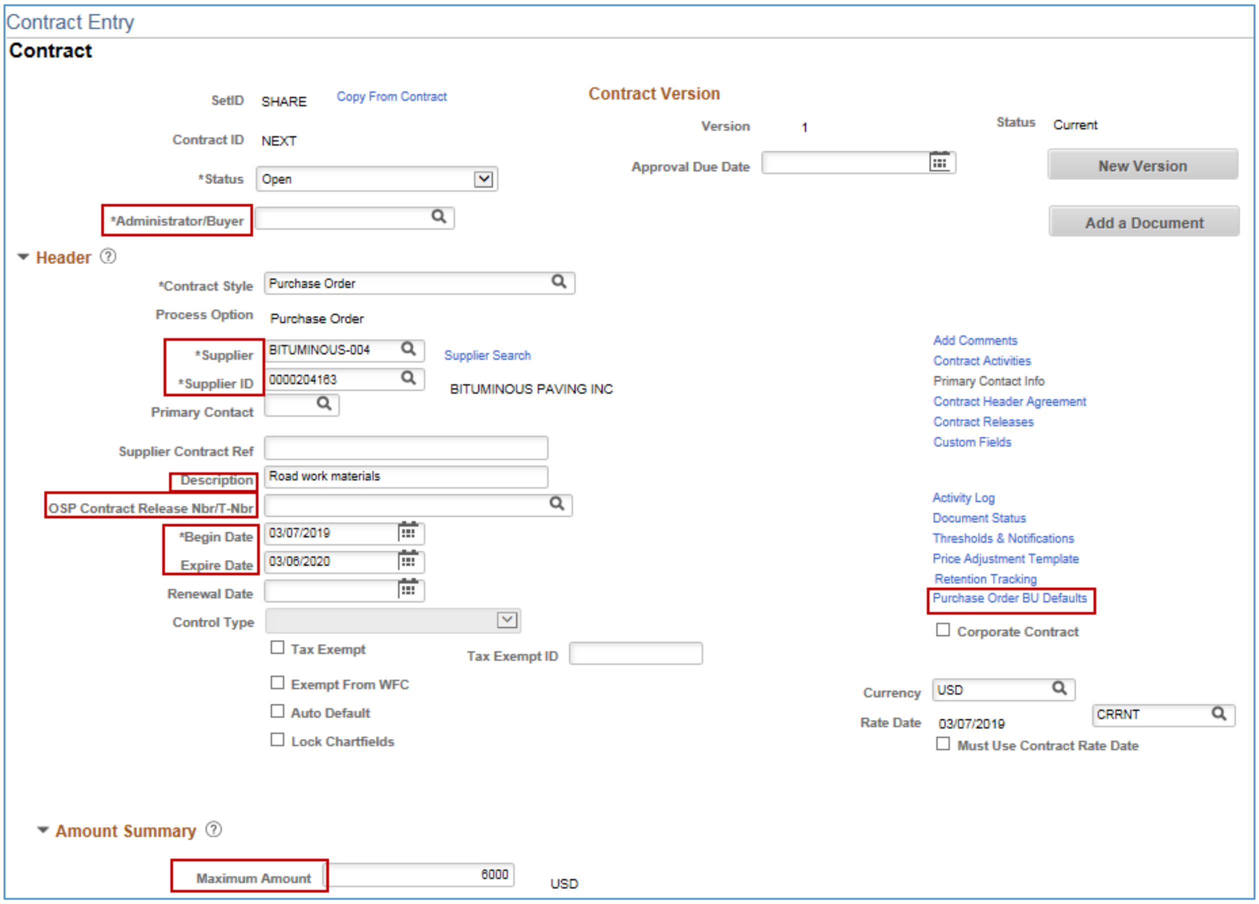
The header is required for all contracts. It contains information that applies to the entire contract.

1. As needed, enter information in the following fields. Also, enter other fields that are needed for your specific contract or agency requirements.

Fields on the header of the Contract Entry page. Required fields are marked with an "*".

Field Name	Field Description
Status	This field defaults to "Open" when you first enter a new contract.
* **Administrator/ Buyer**	Add the Administrator/Buyer using the drop down menu. You can search by Buyer ID or by Name. Typically, the person entering the contract shell is the Administrator/Buyer.
* **Supplier ID**	A ten-digit identification number assigned to a supplier.
* **Begin Date**	Defaults to the current date. Depending upon the type of contract, you can update this field.
Expire Date	The date when the contract will expire. This field is not required for some document types. It is beneficial to enter the Expire Date to trace expiring contracts.
Supplier Contract Ref	Reference to identify a supplier contract number or some other identifier by which the supplier identifies this contract. The value can be used in searching for contracts.
* **Description**	Description of the contract. This field is available on reports. Most agencies create a standard use of these fields (e.g., Fiscal Year, Project/Grant and Purpose of Contract).
OSP Contract Release Nbr/T-Nbr	The Contract Release/T-Number represents one or more contracts in related groups. It is required for contracts created from master contracts.

Field Name	Field Description
*** Maximum Amount**	Total amount that this contract should not exceed. The total released amount of all lines and the total amount for all category lines plus the amount released for open items must not exceed this amount and must be equal to this amount.
Corporate Contract	Check this box if you want to open the contract to other agencies.

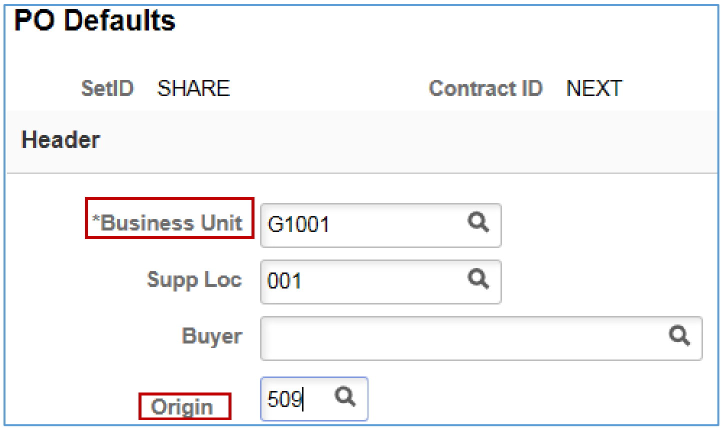


Step 3: Enter information in the Purchase Order BU Defaults section

1. On the right side of the header, select the *Purchase Order BU Defaults* link. SWIFT opens the *PO Defaults* page.

- Confirm the *Business Unit* and enter the *Origin*.
- Your agency may wish to enter other ChartField information on this section if you want to make sure that this information is carried to all purchase orders created from this contract.

2. Scroll to the bottom of the page. Press **OK** to return to the header page.

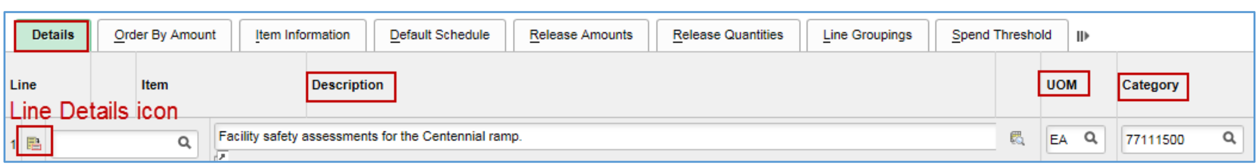


Step 4: Enter contract lines

Contract lines are required for all contracts. They contain information about the goods or services that were approved for the purchase. You will enter contract line information on these sections: *Details* tab and the *Release Amounts* tab/*Release Quantities* tab.

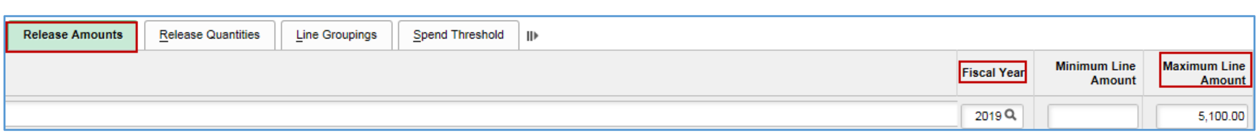
1. Enter information on the *Details* tab.

- Enter the *Description*. It is the description of the good or service being purchased on this line. Some agencies determine break out the lines by agency division. Others use functional categories (e.g., Training).
- Enter the *UOM.* The Unit of Measure is how the good or service is measured such as “Each,” “Case,” or “Job.”
- Enter the *Category Code*. This code is the United Nations Standard Products and Services Code (UNSPSC). It is a global classification system of goods and services that is used for procurement.
- Enter other information as needed.



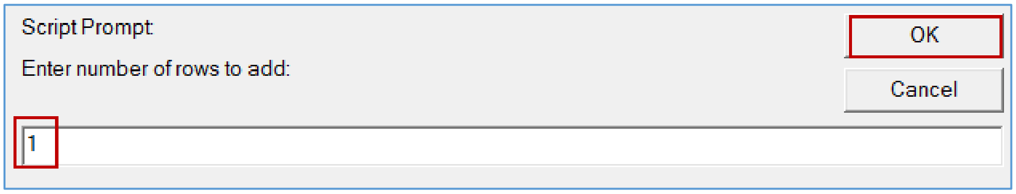
2. Release the contract.

- Typically, you will select the *Release Amounts* tab.
- Enter the *Fiscal Year*. You can add separate lines for different fiscal years. Make sure the description is not the same for these lines.
- Enter the *Maximum Amount* for each line. The total of these lines must match the *Maximum Amount* listed on the header.
- You may also select the *Release Quantities* tab.



1. Add another line as needed.

- If you wish to create a contract with multiple lines, press the "+" button on the right side of a line tab.
- SWIFT displays a message about the number of rows to add. Enter a number and select **OK**.

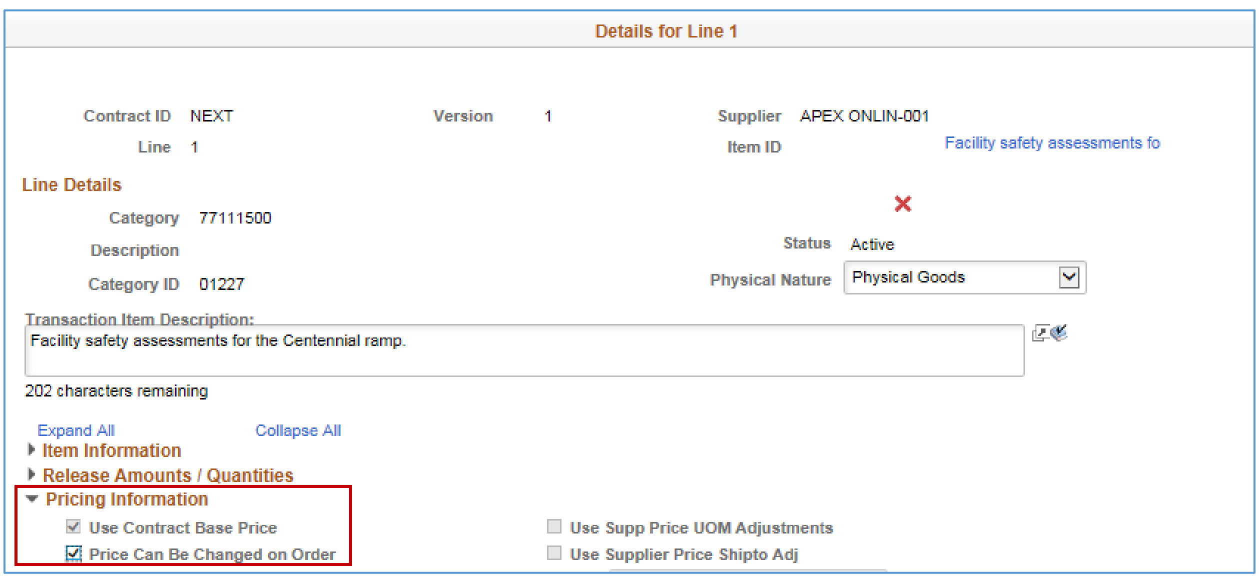


SWIFT adds another line. Complete all new lines as described earlier in this guide.

Step 5: Enter information in the Details for Line page (as needed)

1. On the *Details* tab, select the **Details for Line** icon for each line. It brings you to the *Details for Line* page.

2. On the *Details for Line* page, expand the fields for the *Pricing Information* section. Check the **Price Can Be Changed on Order** box (if applicable). It only works at the line level. This allows the price to be changed on purchase orders created referencing this contract.
3. Press **OK** to return to the contract.



4. Update all the lines as needed.

5. Save the contract shell.

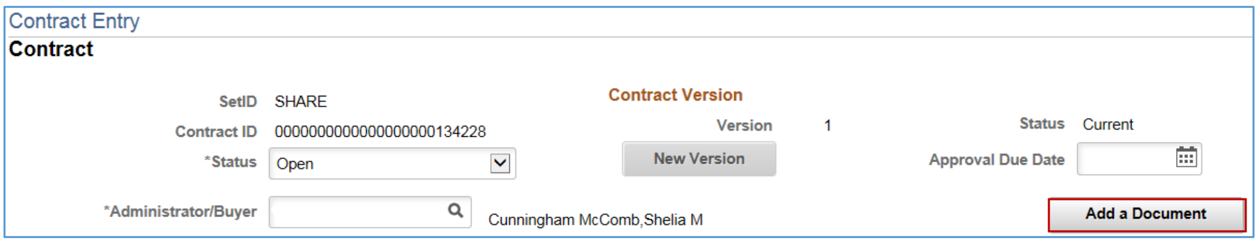
- After you have entered information in all lines, go to the bottom of the page and select **Save.**
- SWIFT will update your record. It will display the *Contract ID*. The *Status* remains "Open."

Step 5: Enter information on the Add a Document

The *Add a Document* section is required for all contracts. It specifies the contract type.

Office of State Procurement highly recommends electronic processing of contract documents and their signatures. You can create separate contract documents electronically through SWIFT that are part of the contract shell. These contract documents may be agency-specific, contract boilerplates, state requirements for contracts, or other documents. Depending upon the type of document you choose, the SWIFT contract configurator will walk you through the process steps to create an electronic contract that fits the transaction. You can process the entire contract document through SWIFT, including electronic signatures.

1. To access the *Create Document* page, select the **Add a Document** button on the contract header.



2. On the *Create Document* page, select the *Document Type* of “Professional/Technical Cntrct”.

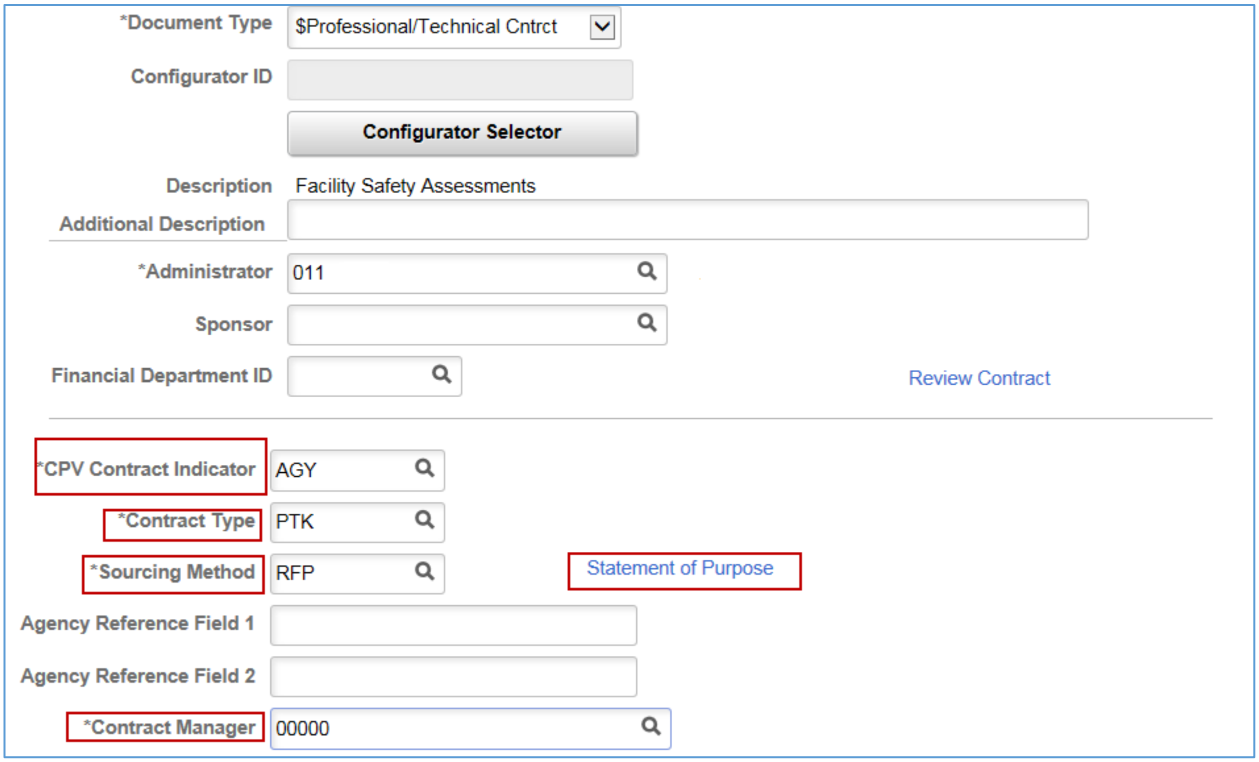
3. SWIFT opens fields for the “Professional/Technical Cntrct” *Document Type*.

Enter information in the following required fields. Your agency may require other fields to be entered.

Fields on Create Document. Required fields are marked with an asterisk (*).

Field Name	Field Description
Additional Approver	Allows you to add an additional approver using the drop down menu that lists other contract administrators.
Additional Description	Allows you to add an additional description. This field allows you to add descriptions that were not part of the header description since that field is limited. Check with your agency about its use.
*** Administrator**	Defaults to the Employee ID/name of the employee entering the contract. It can be updated using the drop down menu that lists other contract administrators.

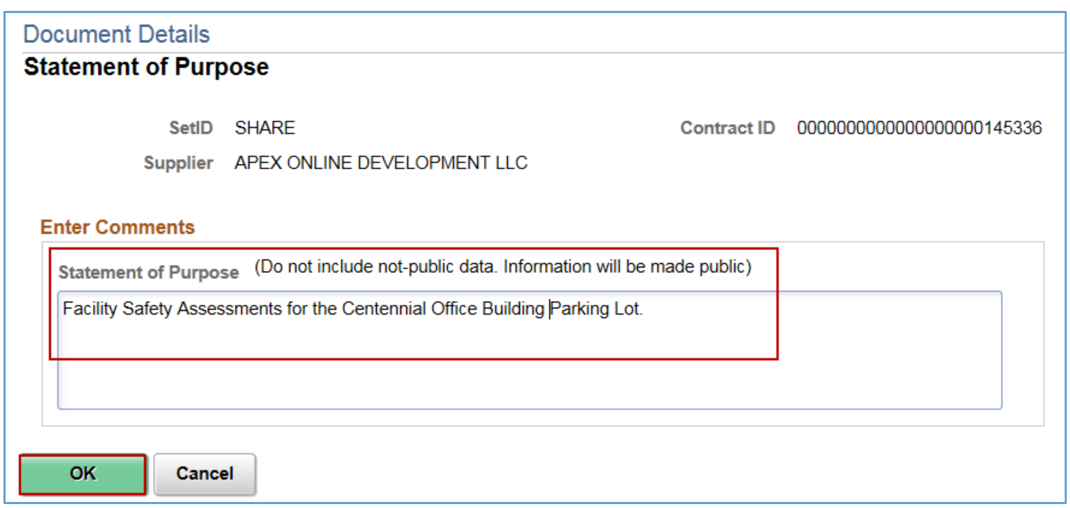
Field Name	Field Description
Agency Reference Field 1, 2	Optional fields for each agency to determine how to use.
Configure ID	Provides a unique identifier for the contract documents that were created using the Configure Selector (Wizard). This option is not available for Construction Contracts, Income Contracts or Real Estate Lease Contracts.
*** Contract Type**	Choose **PTK**.
*** CPV Contract Indicator**	Cooperative Purchasing Venture (CPV) allows eligible government entities (members) to use State of Minnesota contracts. There are three CPV Contract Indicators. • AGY: Opens this contract to others in your agency. • CPV: Opens this contract to all CPV members. • STW: Opens this contract for all State agencies.
Financial Department ID	The Fin Dept ID represents an organizational function to which expenditures and other activities are identified. The Department ChartField classifies transactions according to a defined organizational structure. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
Last Signature Date	Used for agencies that do not use SWIFT's electronic signatures. It allows you to set the last date for signatures. This is important because suppliers are not allowed to start work until the date the last signature is obtained.
References MPK Contract	Only on the P/T contracts and Master Work Order Document Type.
Renewals Authorized	Allows you to list the number of months that renewals can be authorized.
Renewals Available	Allows you to list the number of months that renewals are available.
Retention Not to Exceed Amount	Retention is holding back full payment until the contract deliverables are completely fulfilled. Retention is required for some P/T contracts.
*** Sourcing Method**	For a P/T contract, choose **"**RFP (Request for Proposal)."
Contract Manager	Agency person responsible for signing the contract. Important for e-Signatures.
Sponsor	Project or contract sponsor. Can be a name, position, division, agency or other sponsor.



4. *Statement of Purpose:* Select the *Statement of Purpose* link.

IMPORTANT! This field is open to the public on the Transparency MN website, located on the footer of the Minnesota Management and Budgets' website.

- Write a clear, concise, and easy to understand statement of purpose of the contract for the general public.
- On the *Statement of Purpose* window, enter comments and then select **OK**.



- Press **Save** at the bottom of the page.
- Press the *Return to Contract Entry* link at the top of the page.

5. SWIFT returns you to the *Contract Entry* page.

- On the header, update the status from “Open” to “Approved.”

An “Approved” status allows the contract to be used for releases (e.g., purchase orders). Do not set a contract status to “Approved” until it is fully executed.

You have successfully entered a P/T contract shell into SWIFT.