SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated June 12, 2020

Create a Supplier Contract

Use SWIFT's Supplier Contract module to record specific contractual relationships. The contract shell contains purchase information such as item, quantity, freight terms, shipping terms, payment terms, shipping instructions, etc. Agencies can create purchase orders from the contracts when there is a need for goods or services from a supplier.

This guide reviews the basic steps to create a supplier contract in SWIFT. This process is commonly called creating a "contract shell" in SWIFT. It refers to Supplier Contract record in SWIFT. Use this process to create Professional/Technical and Acquisition contract shells in SWIFT. Creating and processing a contract document from that contract shell is a separate process.

This guide demonstrates an Authority for Local Purchase (ALP) and Acquisitions contract. There is a separate reference guide for Professional and Technical contracts.

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 Default 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 supplier contract

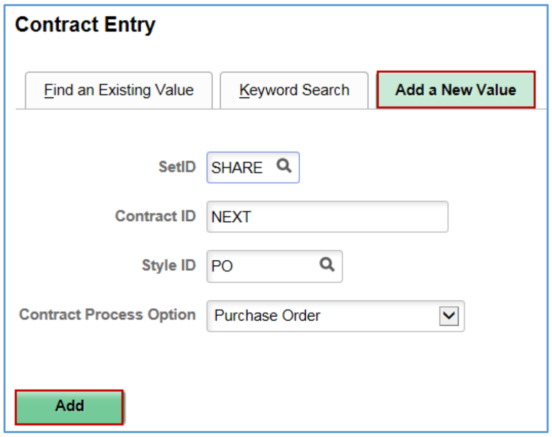
Step 1: Navigate to the Contract Entry page

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



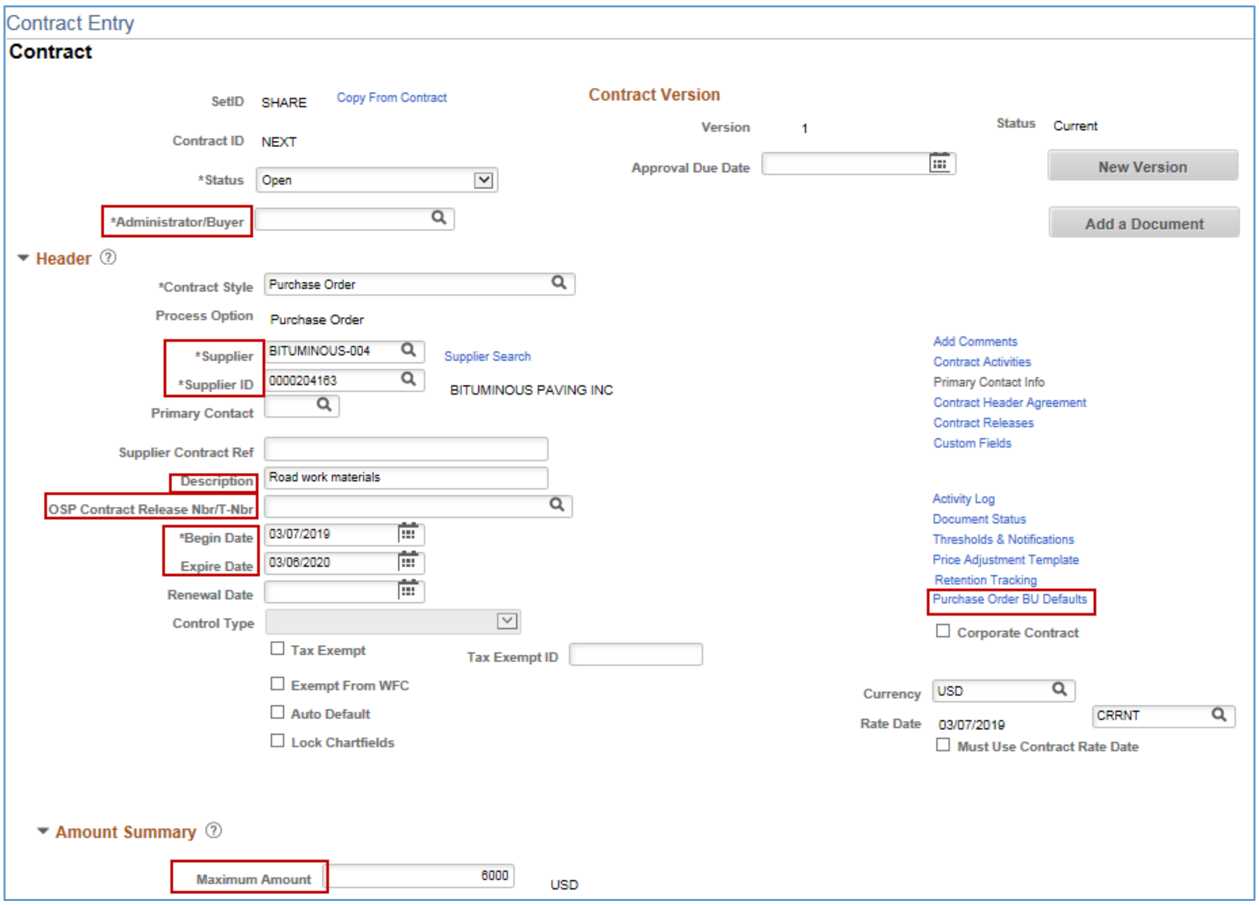
Step 2: Add header information to the Contract Entry page

The header is required for all contracts. It contains information that applies to the entire contract. 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. See the table below with a full description of the contract Statuses.
* **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. This field is not required for all contract document types.
*** Purchase Order BU Defaults**	Required field. SWIFT opens the PO Defaults page. Confirm the Business Unit and enter the Origin.
Corporate Contract	Check this box if you want to open the contract to other agencies.



Contract Status Field

This is the status of the entire contract shell. When you create a contract, the status appears by default as either *Open* or *Approved* based on the settings for the user on the *User Preferences - Contracts* page.

Fields on the Contract Status section

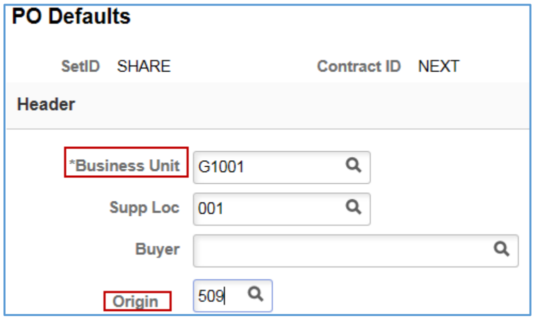
Field Name	Field Description
Approved	Only contracts with an Approved status are eligible to have releases created against them or to be referenced by other transactions. Do not set a contract status to "Approved" until it is fully executed.
Open	You can only change contracts in **Add** mode or if they are in an *Open* status.
Closed	• This contract is no longer needed. This status reflects that a contract was closed after there was activity against it. An activity includes purchase orders, receipts and vouchers. • If the contract originated from a request for quote and the contract is canceled, you have the option to return quantities to the request for quote. • When vouchers exist for a contract and the contract is closed, all vouchers eligible for closure are also closed. • Eligible vouchers include those that have not been posted, paid, matched, or budget checked. If the contract is reopened later, you can create releases for these vouchers again and the system will assign a new Voucher ID.
Cancelled	• This contract is no longer needed. This status reflects that a contract was cancelled and there is no activity against it. An activity includes purchase orders, receipts and vouchers. • You cannot set the status to *Closed* or *Canceled* if open lines or staged releases exist against the contract. If a contract's status is returned to *Open*, you cannot use purchase orders that reference the contract until the contract is approved again.
On-Hold	Rarely used.

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.

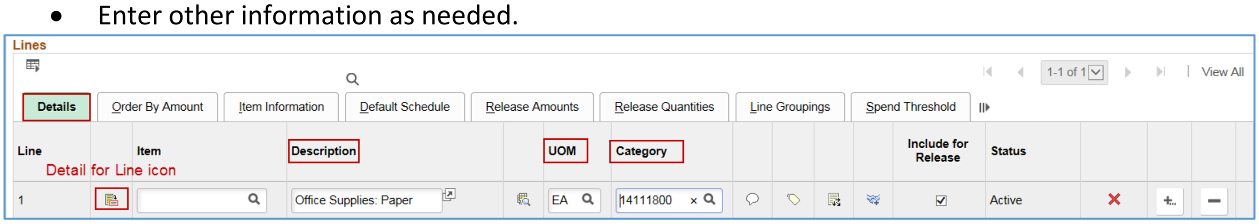


Step 4: Enter information on the contract lines section

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.

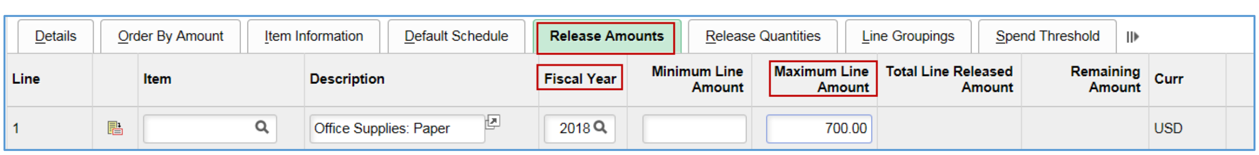
1. Enter information on the *Details* tab.

- 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.



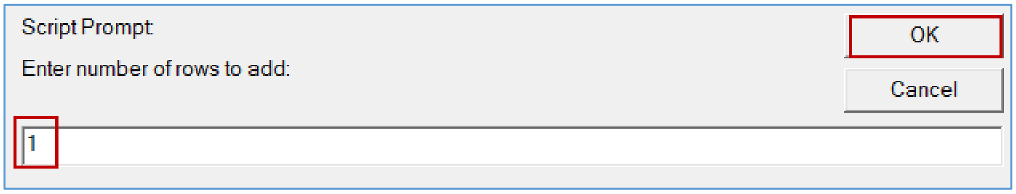
2. Release the contract.

- 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.



3. Add another line as needed.

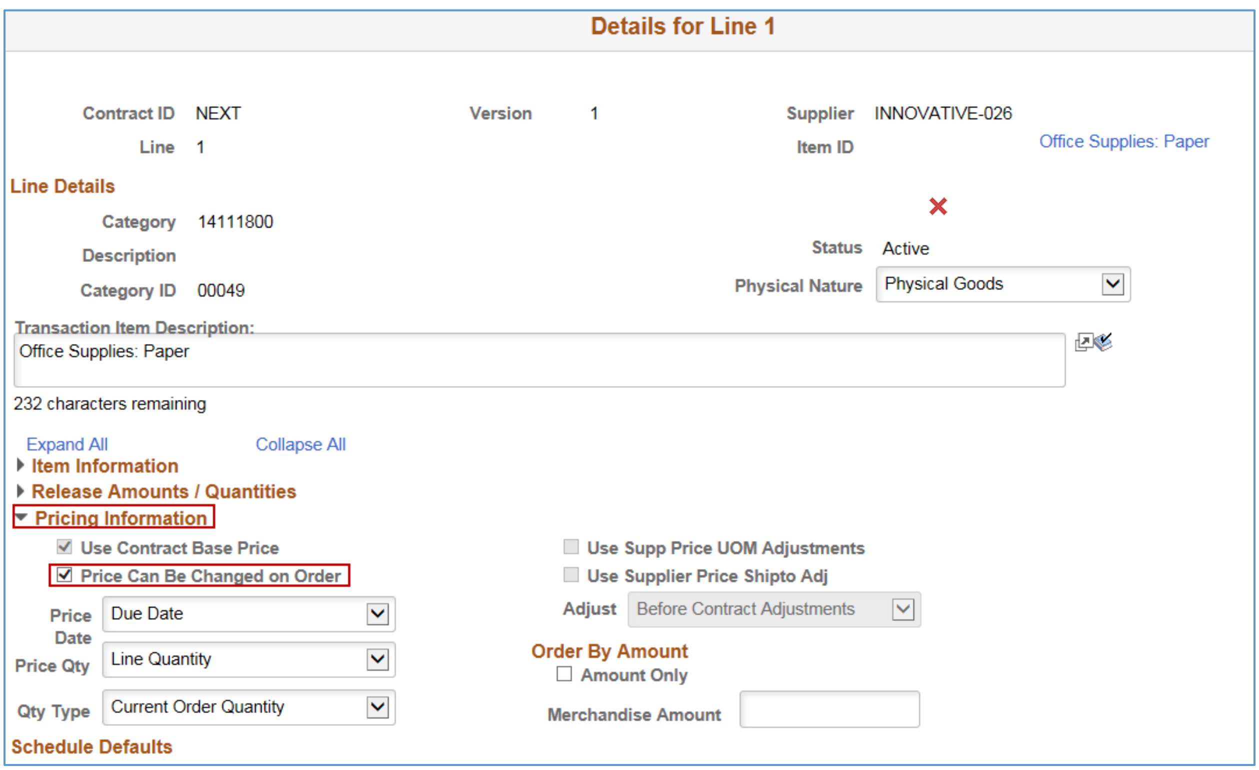
- If you wish to create a contract with multiple lines, press the "+" button on the right side of a line tab.
- SWIFT displays a message about the number of rows to add. Enter a number and select **OK**.



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, scroll to the bottom of the page and select **Save.**
- SWIFT will update your record. It will display the *Contract ID*. The *Status* remains “Open.”

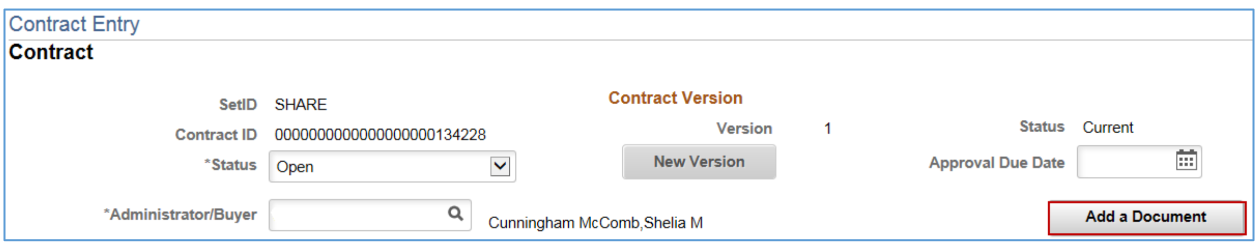
Step 5: Enter information on the Add a Document

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

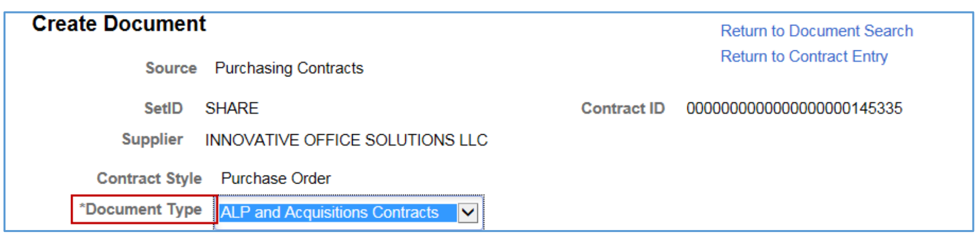
Office of State Procurement highly recommends electronic processing of contract documents and their signatures. You can create separate contract documents electronically through SWIFT that are part of the contract shell. These contract documents may be agency-specific, contract boilerplates, state requirements 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.

Find out about how to create and process your contract documents electronically through SWIFT in the SWIFT Reference Guides.

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.* This example shows an ALP and Acquisitions contract. There is a separate reference guide for Professional/Technical contracts.



Fields on the Document Type section.

Document Type	Description
ALP and Acquisitions	A group of different contracts for purchases and acquisitions within the Authority for Local Purchase (ALP) for a buyer or contract coordinator.
Construction Contracts	A group of different contracts for construction, remodeling, and maintenance projects and services.

Document Type	Description
Grant Contracts	Contracts that are financial assistance or services furnished by the agency via a third party to an eligible recipient.
Inbound Interfaced Contracts	SWIFT does not currently use this contract document type.
Income Contracts	Contracts that bring funds into a state agency.
Professional/ Technical Contracts (P/T)	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. P/T 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.

3. SWIFT opens fields for the *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.
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 the correct type (e.g., AGC). Check the Supplier Contract Reference Guides for more information on Contract Types.
*** 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.

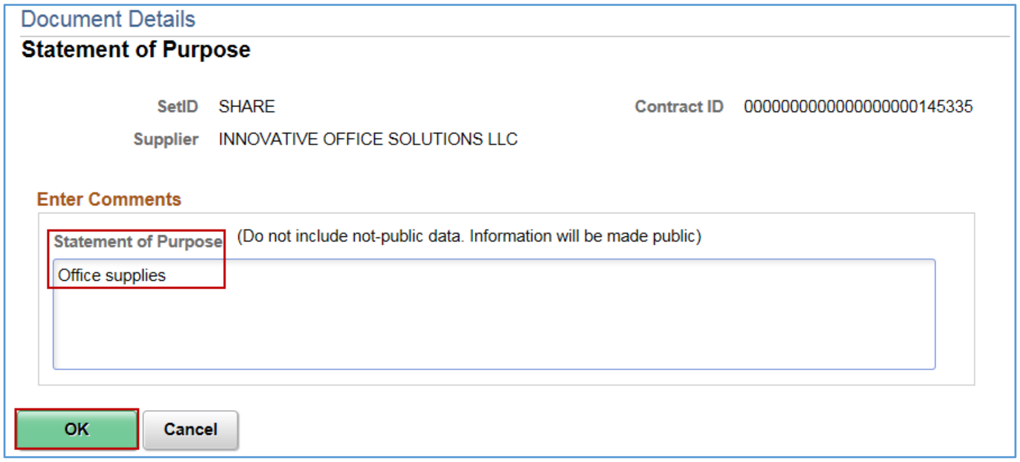
Field Name	Field Description
Financial Department ID	The Fin Dept ID represents an organizational function to which expenditures and other activities are identified. The Department ChartField classifies transactions according to a defined organizational structure. Combined with other ChartField values, 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 Professional/Technical 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**	The method used to request or seek a bid in order to award the contract. The Office of State Procurement uses this field. The options are governed by State statute or State policy. Contact them if you have questions about which method to choose. • **Alternative Construction Methods:** Contact OSP for the policies to use this field. • **Cooperative Purchasing:** OSP use only. • **Emergency:** Contact OSP for the policies to use this field. • **Other:** None of the other options fit this contract. • **RFB (Request for Bid):** Typically for purchasing commodities. • **RFP (Request for Proposal):** Typically, for purchasing P/T services. • **Single Source:** There is only one provider of the good or service. Documentation is required.
***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.

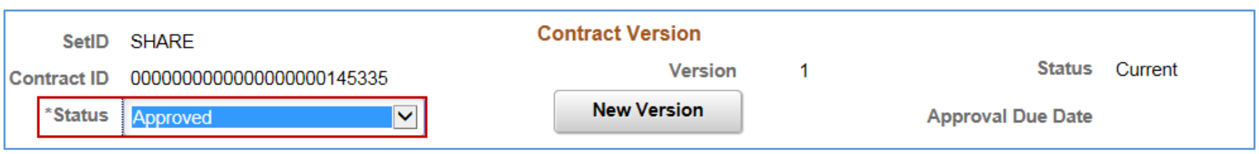
- Write a clear, concise, and easy to understand statement of purpose of the contract for the general public.

- On the *Statement of Purpose* window, enter comments and then select **OK**.



5. SWIFT returns you to the *Create Document* page. Press **Save** at the bottom of the page.
6. After you have entered the document, press the *Return to Contract Entry* link.

- When you are ready to use this contract, update the *Status* from "Open" to "Approved" on the header. 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 contract shell into SWIFT.