

## QUICK REFERENCE GUIDE

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### Edit a Contract Document Created Electronically

After creating and processing a contract document in SWIFT, you can edit it until you execute it in SWIFT. You can edit a contract document multiple times until you execute it. To edit a fully executed contract document, create a contract amendment.

**It is the same process to edit a contract document whether you created the contract document using SWIFT's configurators or imported it.**

- Contract templates use the XML document format. Edit them in Microsoft Word.
- Edit a contract document on the *Document Management* page.
- To edit a contract document, check it out in SWIFT. After you edit the contract document, check it back into SWIFT and upload the new version.

**IMPORTANT!** In order to edit the contract document, check the header of the contract shell.

- The *Status* must be "Open".

This guide provides the steps to edit a contract document in SWIFT. These process steps assume that there is already a contract shell and contract document created in SWIFT.

Steps to complete

- Step 1: Access the Document Management page
- Step 2: Edit the contract document

### Steps to Edit a 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, Contract Entry page defaults. |

1. On the *Contract Entry* page, select the *Find an Existing Value* tab. Enter the *Contract ID*, then press the **Search** button.
2. On the *Search Results* section, press the link of the *Contract ID*.







