

# Import a Contract Document Created Outside of SWIFT and Route for Electronic Signatures Using DocuSign

This guide provides an overview of using SWIFT for electronic signatures with DocuSign for imported contract documents. It includes the routing order of signatures depending on the contract document type.

It also lists the steps for contract administrators to import a contract document in SWIFT, submit it for approvals, add attachments, route it for electronic signatures in DocuSign, and then execute the contract document in SWIFT.

## Overview

In SWIFT's Supplier Contract module, you can obtain contract signatures electronically on a contract document you created outside of SWIFT. This process eliminates the need to move paper copies of the contract document from one signer to another via email, mail, or in-person delivery. The ability to store contract documents in a SWIFT contract record allows you to lessen the need for paper copies.

Please note that the process for obtaining signatures for a contract document generated in SWIFT is different. It uses templates from the Office of State Procurement (OSP) and Office of Grants Management. Refer to that reference guide.

You can import a contract document in SWIFT and then route it for approvals within SWIFT. After approved, you can then route it for eSignatures in a limited version of DocuSign. DocuSign opens up the contract document in a PDF format. DocuSign returns the signed document to SWIFT in a PDF format. Once you route a contract document for signatures, SWIFT locks down this page and a lot of the functionality on the Document Management page. You can cancel the electronic signature process.

### **IMPORTANT! Using DocuSign for SWIFT's electronic signatures is fee-based.**

- Every time you route a contract document for signatures through DocuSign, your agency may be charged by MN.IT for the transaction.
- If your agency makes any errors, such as a 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.

## Security Roles

Get the right SWIFT Security Roles for all routing the contract for electronic signatures and for approvers.

- As the contract coordinator routing a contract document for electronic signatures, make sure that you have the correct role for routing contract document electronically.  
**Contract Administrator: M\_FS\_SC\_CONTRACT\_ADMIN**
- Agency leadership works with its SWIFT security coordinator to set up the approval paths for approvers. The security coordinator sets up approvers and approval roles for contracts based on agency policy and practice.
- Agencies can opt to set these up for self-approvals in SWIFT.
- For more information about roles for approvals, view the [Submit a Contract Document for Electronic Approvals](#) reference guide.
- Since SWIFT uses DocuSign, contract signers (including the suppliers) do not need SWIFT security roles for electronic signatures.

## Contract Signatures through SWIFT's DocuSign Account

SWIFT uses a customized version of DocuSign for contract document signatures.

- Requests for reviewing and signing contracts go from SWIFT to DocuSign to the signer's email address.
- Contract signers, including suppliers, do not need to log into SWIFT. They can easily review and sign contract documents through their email and DocuSign.
- The contract coordinator needs to activate a DocuSign account.

In order to send contract documents electronically through SWIFT, you will first need to request and activate a DocuSign account.

1. Your agency leadership needs to complete and sign the [Request for Access to SWIFT Statewide Systems](#) security form. On the Supplier Contracts section of that form, check the **YES – SWIFT DocuSign Account Needed** box.
2. MN.IT's security will review this request. Once approved, MN.IT will send you an email notification to activate your account.
3. You will also receive an additional email from DocuSign with your Access Code.

## Set up Signatures Routing Order based on the Document Type

Because of DocuSign, the contract coordinator sets up the routing order of the contract signers.

- **IMPORTANT!** Get accurate email addresses.
- Make sure that your agency knows the correct email addresses for all the signers before routing this document through DocuSign.
- Contact the supplier to get the name and email address of their representative who can sign contracts. Their SWIFT supplier record may not accurately reflect this information.

### **Professional/Technical Contracts Routing Order**

Follow the guidelines from OSP for the order of signatures for Professional/Technical contracts.

<https://mn.gov/admin/osp/government/professionatechnicalcontracts/>

Currently the routing order for P/T contracts is the following:

1. State Encumbrance Verification Signer
2. Contractor/Supplier Signer
3. State Agency Signer
4. Commissioner of Administration (Office of State Procurement) Signer Group Email: "Admin OSP-PT"
5. OSP Help Line Signer Group Email: OSP Help Line

### **Acquisitions Contracts Routing Order**

Follow the guidelines from OSP for the order of signatures for Acquisitions contracts.

<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/>

Currently the routing order for Acquisitions contracts is the following:

1. State Encumbrance Verification Signer (Depending on the Contract Document Type)
2. Contractor/Supplier Signer
3. State Agency Signer
4. Office of State Procurement Acquisition Management Specialist

### **Grant Contracts**

Follow guidelines from the Office of Grants Management on the order of signatures and grant making policies.

<https://mn.gov/admin/government/grants/policies-statutes-forms/>

Currently the routing order for grant contract documents is the following:

1. State Encumbrance Verification Signer
2. Grantee Signer
3. State Agency Signer

## **Steps to Import a Contract Document Created Outside of SWIFT and Route for Electronic Signatures Using DocuSign**

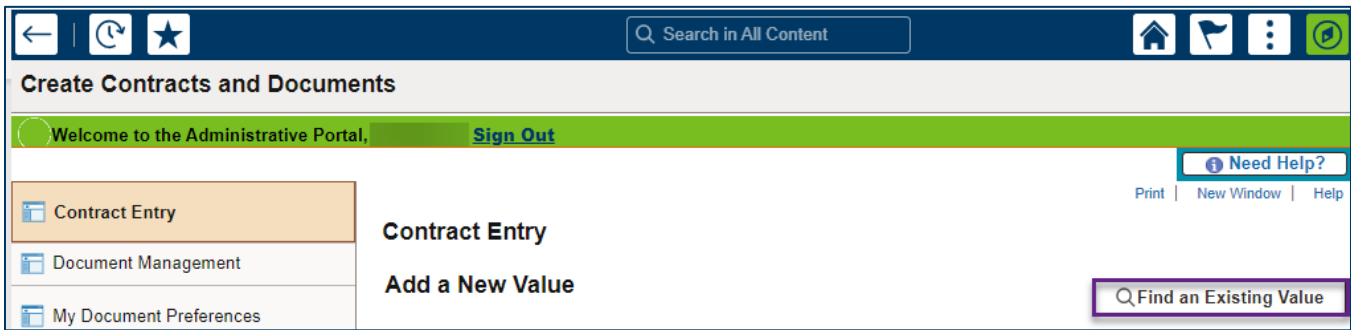
These steps assume that the agency already created the contract shell.

**Step 1: Access the Contract Entry page to import the contract document**

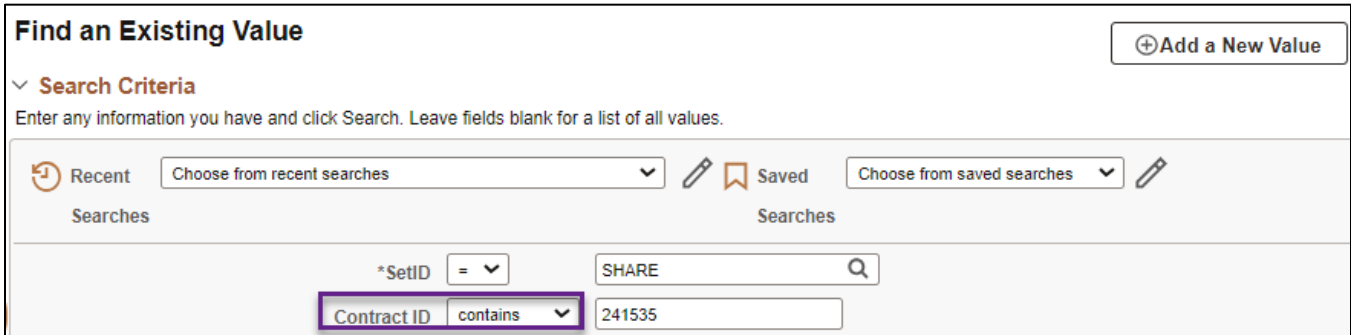
1. Navigate to the **Contract Entry** page in the Supplier Contracts module.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.

2. On the Contract Entry page, select the **Find an Existing Value** button.



3. SWIFT opens the Find an Existing Value page. Enter the **Contract ID**, then press the **Search** button at the bottom of the page.



4. In the Search Results section, press the link of the **Contract ID**.
5. SWIFT displays the Contract Entry page for that contract.
  - a. The contract shell’s Status must be **“Open.”**
  - b. Select the **Add a Document** button on the right side of the page.

**Contract**

SetID SHARE      **Contract Version** version 1      Status Current

Contract ID 0000000000000000000241535

\*Status Open      Approval Due Date [calendar icon]

\*Administrator/Buyer [search icon]      [Add a Document](#)

[New Version](#)

## Step 2: Import the Contract Document into SWIFT

- SWIFT opens the Create Document page. On the bottom of the page, select the **Import Document** button.

Use Wizard Responses from Document: ( Select Document)

[Create Document](#)      [Import Document](#)      Internal Contacts/Signers  
External Contacts/Signers  
Document View Access

[Save](#)

[Return to Contract Entry](#)

- SWIFT adds the Import Option and Current Version sections to the bottom of the Create Document page.
  - In the **Import Option** field, select an option that describes the contract document you are importing into SWIFT.

**Import Option**

Current Contract/Document  
(Current Contract/Document with no formal amendments or history to load.)

Amended Contract  
(Single current contract as fully amended requiring an amendment number. History is optional.)

Amended Contract and Amendment  
(Current contract as fully amended and a current separate amendment summary file. History is optional.)

Original and Amendment  
(Original contract as originally signed and a current separate amendment summary file. History is optional.)

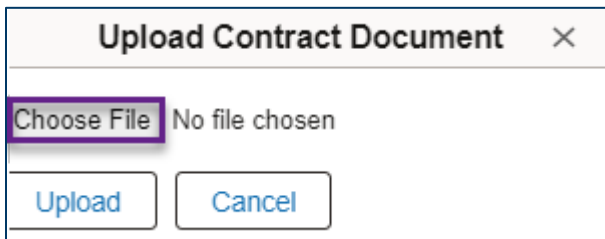
- In the **Current Version** field, enter basic information about the contract document you are importing.
  - Enter the **Version**.
  - The Status field must be “Draft” to route for electronic signatures.
  - Enter the **Status Date**.
- Then, select the **Upload** button.

**Current Version**

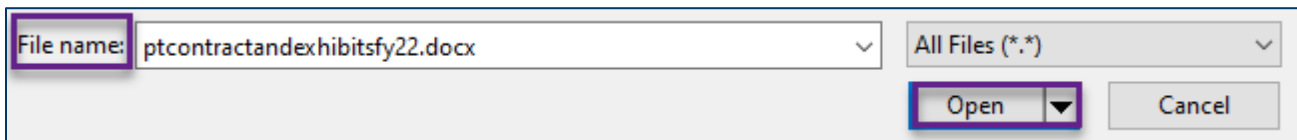
Basic Info Details

Type	File Name	Version	Status	Status Date	Status Time	Upload
Contract Document		1	Draft	04/19/2024		Upload

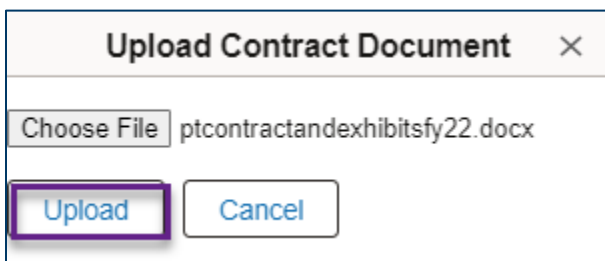
3. SWIFT displays the Upload Contract Document window.
  - a. Select **Choose File**.



- b. SWIFT opens your desktop. Enter the file in the **File Name** section and select **Open**.



- c. SWIFT updates the Upload Contract Document window with the file included. Select **Upload**.



- d. SWIFT uploads the contract document.
    - i. If you press the File Name link, you can see the contract document that you are routing for approvals and eSignatures.
    - ii. Select **Done with Import**.

**Current Version**

Basic Info Details

Type	File Name	Version	Status	Status Date	Status Time
Contract Document	ptcontractandexhibitsfy22.docx	1.00	Draft	02/09/2024	

Prior Version is not applicable

Done with Import Cancel

- SWIFT displays a warning message. It tells you that once you upload the imported files, you can now longer change them. Select **Yes** if you are sure you are done with the import.

Are you sure you are done with import? (10420,576)

If you choose Yes, system will save the imported files. You may no longer change them. If you choose No, you may go back to reload a previously imported file.

Yes No

### Step 3: Add attachments or related documents as needed (optional)

SWIFT displays the Document Management page.

As an option, you can add attachments or related documents to the contract document. SWIFT routes any items along with the contract document to approvers and signers if you allow it.

- Select the **Add Attachments/Related Documents** link in the View and Edit Options section.

View and Edit Options:	Review and Approval:	Other Document Actions:
View Document	Route Internally	Send to Contacts
Edit Document	Route Externally	Recreate Document
Add Attachments/Related Documents	Preview Approval	Deactivate Document
Document Version History		

- SWIFT displays the Attachments and Related Documents page.

### Attachments

Attachments are any document that you want to associate with the contract document. SWIFT does not generate these attachments. SWIFT stores them with the contract document. SWIFT also stores a history of the attachments along with each version.

- To add an attachment, select the **Upload a Document Attachment File** button.

Attachments and Related Documents			
SetID	SHARE	Contract ID	0000000000000000000241535
Supplier	CINCINNATUS INC		
<input type="button" value="Upload another Document Attachment File"/>			

a. SWIFT displays the Upload Contract Document Attachment File window. Select **Choose File**.

**Upload Contract Document Attachment File**

---

No file chosen

b. On your Desktop, select a file and then press **Open**.

File name:  All Files (\*.\*)

c. SWIFT updates the Upload Contract Document Attachment File window. Select **Upload**.

**Upload Contract Document Attachment File**

---

Terms and Cond...s Template.docx

- d. SWIFT updates the Attachments section of the Attachments and Related Documents page with the File Name you uploaded.
- i. Give it a title.
  - ii. If it is something you wish to email through DocuSign, check the **Allow Email/Dispatch** box.



**Attachments**

Files Description

Allow Email/Dispatch	File Name	Title
<input checked="" type="checkbox"/>	Terms_and_Conditions_Template.docx	Terms and Conditions

- To add another attachment to the contract document record, select the **Upload Another Document Attachment File** button and give it a Title and check the box as needed.
- If you are done adding attachments, select **OK** at the bottom of the page.

## Related Documents

**Related Documents** are documents that you created in a SWIFT procurement module including ad hoc documents. Add them in the Attachments and Related Documents page.

- To add an optional related document, go the Related Documents section and choose a Source Transaction, such as “Ad Hoc.”
  - In the Ad Hoc ID section, open the looking glass icon and select the appropriate Ad Hoc ID.
  - Check the **Allow Email/Dispatch** box if you wish this related document to be emailed through DocuSign.
  - Check the **Visible Supplier** box if you wish this related document to be emailed through DocuSign to the supplier.
  - Add any additional related documents using the **Add a New Row** icon, which is a plus sign and complete the new row as needed.

**Related Documents**

Related Documents Details

Allow Email/Dispatch	Visible to Supplier	*Source Transaction	*SetID	Ad Hoc ID	Internal	Document Status	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ad Hoc	SHARE	CR 0626	<input type="checkbox"/>	Complete	<input type="button" value="+"/> <input type="button" value="-"/>

- When you are done, select **OK** at the bottom of the page.

## Step 4: Submit the imported contract document for approvals

- Go to the bottom of the page. In the Review and Approval section, select **Submit for Approval**.

<b>View and Edit Options:</b> <input type="button" value="View Document"/> <input type="button" value="Edit Document"/> <a href="#">Modify Attachments/Related Documents</a> <a href="#">Document Version History</a>	<b>Review and Approval:</b> <input type="button" value="Route Internally"/> <input type="button" value="Route Externally"/> <input type="button" value="Preview Approval"/> <input type="button" value="Submit for Approval"/>	<b>Other Document Actions:</b> <input type="button" value="Send to Contacts"/> <input type="button" value="Recreate Document"/> <input type="button" value="Deactivate Document"/>
---	--	---

2. SWIFT opens the Document Approval Status page. You can see the approval route. It shows that approval is pending with the first person named on the workflow.
  - a. Enter information on this page.
  - b. Add **Approval Comments** as needed.
  - c. Also as needed, you can add another approver to the approval path by pressing the **Insert Approver** icon, which is a green plus sign.

### Document Approval Status

SetID SHARE Contract ID 000000000000000000241535  
 Supplier CINCINNATUS INC

▼ **Review/Edit Approvers**

**Business Approvers**

SHARE/00000000000000000000241535: Pending Request Information  
Start New Path

Path1

Pending  
Contract Administrator

→

Not Routed  
Contract Manager

→

Not Routed  
Multiple Approvers  
Contract Coordinator

**Approval Alerts**  
-Only when DOC ID is not Blank

**Approval Comments**

- d. SWIFT displays the Insert Additional Approver or Reviewer window. Add the **User ID**. Determine if they are an approver or reviewer. Press the **Insert** button.

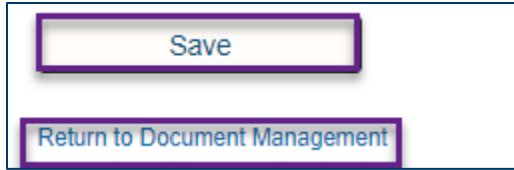
**Insert additional approver or reviewer**

Choose an approver or reviewer to insert

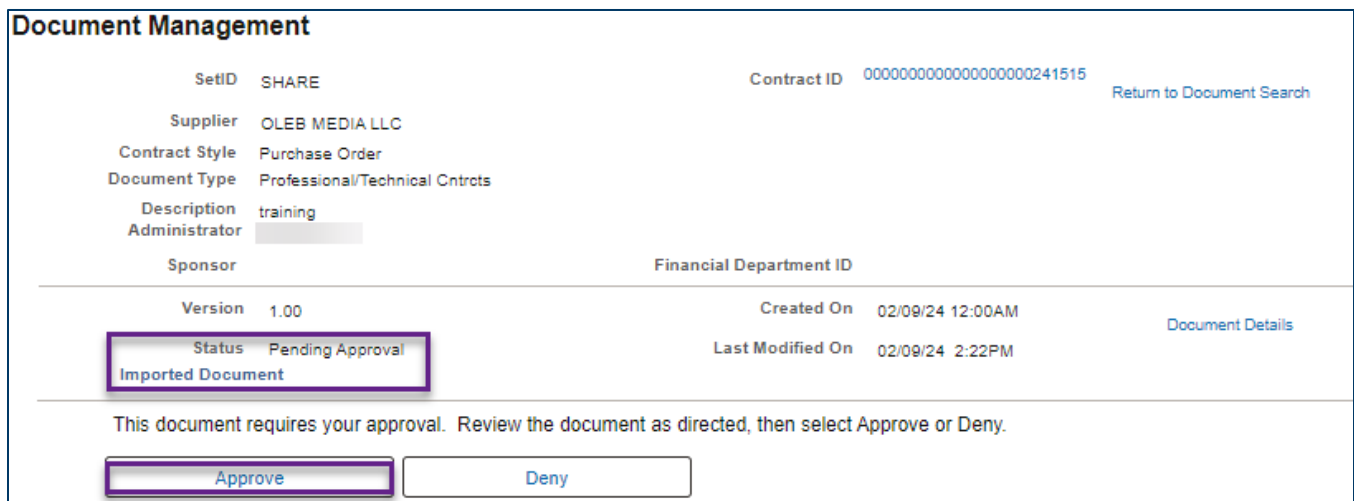
User ID:

Insert as:  Approver  Reviewer

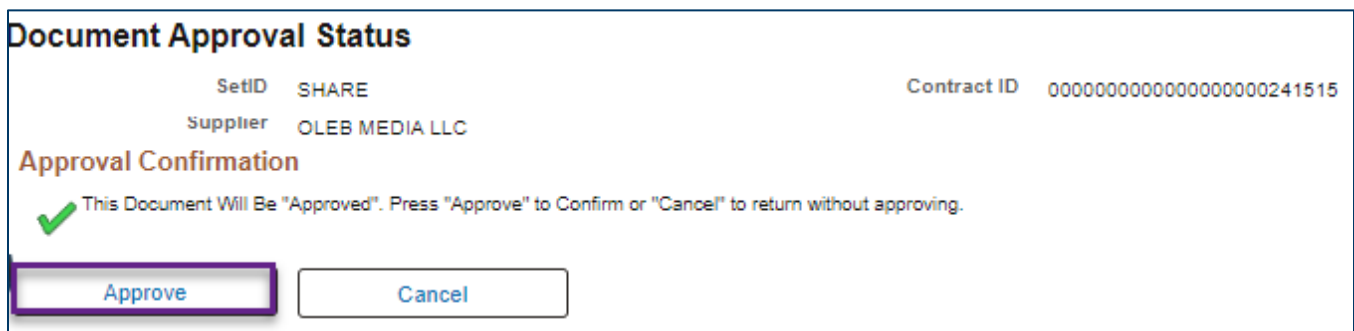
3. SWIFT updates the Document Status page with the inserted approver. As needed, you can remove the approver by pressing the **Removal** icon, which is a red minus sign.
4. Go to the bottom of the page and press the **Save** button. Then, select **Return to Document Management**.



5. SWIFT routes the contract document through the approval workflow. Approvers can find this contract document on their Approvals tile.
6. If you are the contract administrator and you are set up for self-approvals, SWIFT brings you to an updated Document Management page.
  - a. The document Status is "Pending Approval."
  - b. If desired, select the **Imported Document** link to see the contract document.
  - c. Select the **Approve** button.



- d. SWIFT displays the Document Approval Status page. Select the **Approve** button.



When all approvers completed their review and approval of the contract document, SWIFT updates the Document Management page to show the result for each approver.

7. Return to the Contract Entry page for the contract shell.
  - a. You can see the **Authored Document Status** is "Approved."

- b. Select the **Maintain Document** button to access the Document Management page for the contract document.

The screenshot shows the 'Contract Entry' page. At the top, it says 'Contract'. Below this, there are several fields: 'SetID' with value 'SHARE', 'Contract ID' with value '00000000000000000000241535', and '\*Status' set to 'Open'. There is also a search field for '\*Administrator/Buyer'. To the right, under 'Contract Version', it shows 'Version 1' and 'Status Current'. A 'New Version' button is visible. At the bottom left, there is a dropdown menu for 'Authored Document' with 'Authored Status' set to 'Approved'. At the bottom right, there is a 'Maintain Document' button. Both the dropdown menu and the 'Maintain Document' button are highlighted with a purple box.

- c. On the **Document Management** page, you can see that the contract document is approved.
- d. You can also select the **Approval Details** link to see any comments from approvers.

### Step 5: Prepare and route the contract document for electronic signatures

1. On the bottom of the Document Management page, go to the Other Document Actions section. Press the **Prepare and Route for e-Signature** button.

The screenshot shows the 'Other Document Actions' section of the Document Management page. It contains several buttons: 'View Document', 'Edit Document', 'Send to Contacts', 'Recreate Document', 'Prepare and Route for e-Signature', and 'Deactivate Document'. The 'Prepare and Route for e-Signature' button is highlighted with a purple box. To the left, there are links for 'Modify Attachments/Related Documents' and 'Document Version History'. In the middle, there are links for 'Approval Details', 'Internal Contacts/Signers', 'External Contacts/Signers', and 'Document View Access'.

2. SWIFT opens the Send Document for Signing page. Complete the Send Document for Signing page as follows.
  - a. **Routing order:** When you route a contract document for electronic signatures, you set up the order and manually input the email addresses.
  - b. **Signing Order:** In the Signing Order section, keep the “Sign Based on Sign Order” default. Otherwise, all of your signers will get the email at the same time.
  - c. **Add signers:** Use the **Add a new Row** icon, which is a plus sign, to add as many internal signers as needed.
  - d. **Recipients** section:
    - i. **OSP Help Line Email.** SWIFT defaults in the OSP Help Line email. This is only needed for P/T contracts. **IMPORTANT!** DO NOT route a grant or acquisition contract document to the OSP Help Line. If you are routing a grant or acquisitions contract, use the Delete Row icon to delete the OSP Help Line email.
    - ii. **User ID.** Enter the User ID, which is an Employee ID. SWIFT will populate the email address
    - iii. **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.

- iv. **Supplier:** Enter the Supplier email and name. Make sure to check the External Signer box.
- v. **Carbon Copy:** 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.

## Signers for P/T contract documents

If you are routing a P/T contract document, you need to add two additional signers.

- Select “**Admin OSP-PT**” in the Signing Group ID. SWIFT will route it the P/T signers’ group.
- Always select the **OSP Help Line** as the last signer. They will create the Admin ID to track the contracts with eSignatures.
  - **IMPORTANT:** Make sure to check the **Admin Entry Only** box for the OSP Help Line or SWIFT will require the OSP Help Line to be signers and you will need to cancel and restart the signature process.

Here is an example of a P/T signature order.

*Email	User	Signing Group ID	Signing Group Name	Recipient Name	Carbon Copy	Sign Order	External Signer	Admin Id Entry Only
osphelp.line@state.mn.us				OSP Help Line	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Encum.Sig@state.mn.us				Encumbrance Signer	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
Supplier.Sig@supplier.com				Supplier Signer	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agency.Sig@state.mn.us				Agency Signer	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
ospAdmin				OSP Admin	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>Subject</b>	CONTINUOUS IMPROVEMENT TRAINING CONTRACT
<b>Message</b>	Please review this contract document and sign it within 2 business days.

4. 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.
    - i. SWIFT opens the Document Attachment Visibility page. SWIFT allows you to determine which signer can view which document.

- ii. Check the **Visible to Recipient** box next to the signer who you wish to view the attachment or related document.
- c. At the bottom of the page, select **OK**.
- d. SWIFT returns you to the Send Document for Signing page.

5. When you've completed the Send Document for Signing page, select the **Send** button.

**Attachments**

Files  Description 
1-1 of 1

Files	Selected	Origin	Comment Type	File Name	Title	View
1	<input checked="" type="checkbox"/>			Terms_and_Conditions_Template.docx	Terms and Conditions	<a href="#">View</a>

**Related Documents**

1-1 of 1
View All

Selected	Source Transaction	SHARE / CR 6926	Document Status	Version	Amendment	Document State
1	<input checked="" type="checkbox"/>	Ad Hoc	SHARE / CR 6926	Complete		Active Documents Only

**Set Attachment Visibility**

Send
Cancel

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

**Signing Details**

[Get e-Signature Status](#)

Signature Status Pending Signatures

04/19/2024 07:40 AM Created - StateofMN StateofMN [swift.esignature@state.mn.us] acted on behalf of [redacted]

04/19/2024 07:40 AM Created - The envelope was created by [redacted]

04/19/2024 07:40 AM Sent - StateofMN StateofMN [swift.esignature@state.mn.us] acted on behalf of [redacted]

04/19/2024 07:40 AM Sent - [redacted] sent an invitation to [redacted]

**REMINDER:** if your agency makes any errors, such as the 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.

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

Signers						
	Email	User Name	Signing Group ID	Signing Group Name	Sign Status	Signed DTTM
1					Signed	04/19/2024 7:44AM
2					Signed	04/19/2024 8:14AM

**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 6: Dispatch and execute the contract document

1. Dispatching the document is a required step after obtaining signatures. Dispatching it enables you to execute the signed document through SWIFT. After you dispatch the contract document, SWIFT will post it on the supplier’s account in the Supplier’s portal.
  - a. Press the **Dispatch** button.

Version 1.00 Created On 04/19/24 12:00AM [Document Details](#)

Status **Approved** Last Modified On 04/19/24 7:40AM

**Dispatch**

- b. SWIFT opens up the Dispatch page.
  - i. Update the **Delivery Method** to “Manual.” This option is used to update the status so that the document can be set to “Executed.” This status allows SWIFT to send the fully executed contract to the supplier via the Supplier Portal.
  - ii. At the bottom of the page, press **OK**.

### Dispatch

SetID **SHARE** Contract ID 0000000000000000000241535

Supplier **CININNATUS INC**

---

Version 1.00 **Files To Be Sent**

Administrator [Redacted]

Email **Swift.Testing@state.mn.us**

Delivery Method **Manual**

Current Document  
 Attachments  
 Related Documents

2. SWIFT returns to the Document Management page. Execute the contract document.
  - a. The contract document is in a “Dispatched” Status.

- b. You need to formalize the completion of the contract document by executing it through SWIFT. An executed contract document has been through all of the approval and signature requirements. It is ready for use in managing contracts with suppliers.
- c. Select **Execute Contract** button.

Version	1.00	Created On	04/19/24 12:00AM
Status	Dispatched	Last Modified On	04/19/24 8:24AM
Redispatch			
Execute Contract			

- d. SWIFT updates the Document Management page. The Status is “Executed.” SWIFT removes the buttons related to contract changes.

### Step 7: Update the Status on the contract shell

When you are ready to use this contract document with suppliers, you need to update the Status of the contract shell on the Contract Entry page.

1. If you are in the Document Management page, select the **Contract ID**.
2. SWIFT displays the Contract Entry page. Change the **Status** from “Open” to “Approved.”

<b>Contract</b>		<b>Contract Version</b>			
SetID	SHARE	Version	1		
Contract ID	000000000000000000241535	Approval Due Date			
*Status	Approved				
Administrator/Buyer					
<div style="border: 1px solid black; padding: 2px;">             Authorized Document             <table border="1" style="margin-left: 20px;"> <tr> <td>Authorized Status</td> <td>Executed</td> </tr> </table> </div>		Authorized Status	Executed		
Authorized Status	Executed				