

QUICK REFERENCE GUIDE

August 1, 2020

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

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 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 (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.

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, then route it for electronic signatures in DocuSign, and then execute the contract document in SWIFT.

Steps to complete

- Step 1: Access the Create Contracts and Documents page to import the contract document
- Step 2: Import the contract document into SWIFT
- Step 3: Add attachments or related documents as needed (optional)
- Step 4: Route the imported contract document for approvals
- Step 5: Prepare and route the contract document for electronic signatures
- Step 6: Dispatch and execute the contract document
- Step 7: Update the Status on the contract shell

Overview of Using SWIFT for Electronic Signatures with DocuSign

Get the right SWIFT Security Roles.

- 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 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.

SWIFT uses 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.

Determine the routing order. IMPORTANT! Get accurate email addresses.

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

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

1. State Encumbrance Verification Signer
2. Contractor/Supplier Signer
3. State Agency Signer

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4. Commissioner of Administration (Office of State Procurement) Signer Group Email: *Admin OSP-PT*
5. OSP Help Line Signer Group Email: *OSP Help Line*

The final signers on every PT contract document created outside of SWIFT routed for eSignatures is the OSP Help Line, who adds the OSP Admin ID.

Follow the guidelines from the Office of State Procurement on the order of signatures Professional/Technical Contracts (PT). <http://www.mmd.admin.state.mn.us/>

Acquisitions Contracts

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

Follow the guidelines from the Office of State Procurement on the order of signatures Commodity contracts. <http://www.mmd.admin.state.mn.us/>

Grant Contracts

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

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

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/>

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 and did not use SWIFT to generate a contract document.

Step 1: Access the Create Contracts and Documents page to import the contract document

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*.

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document		1	Draft	07/30/2020		Upload	Clear

4. SWIFT displays the *Upload Contract Document* page. Select **Choose File**.

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

6. SWIFT updates the *Upload Contract Document* page with the file included. Select **Upload**.

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

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document	ptcontractform_training_test.doc	1.00	Draft	07/30/2020		Upload	Clear

Prior Version is not applicable

Done with Import Cancel

8. SWIFT displays a warning message. 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.

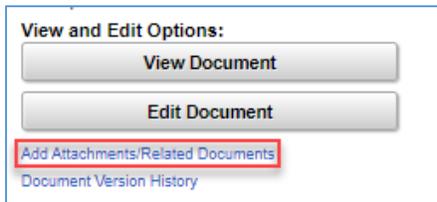
Yes No

Step 4: Add attachments or related documents as needed (optional)

As an option, you can attach documents or add related documents to the contract document. SWIFT will route any items along with the contract document to approvers and signers.

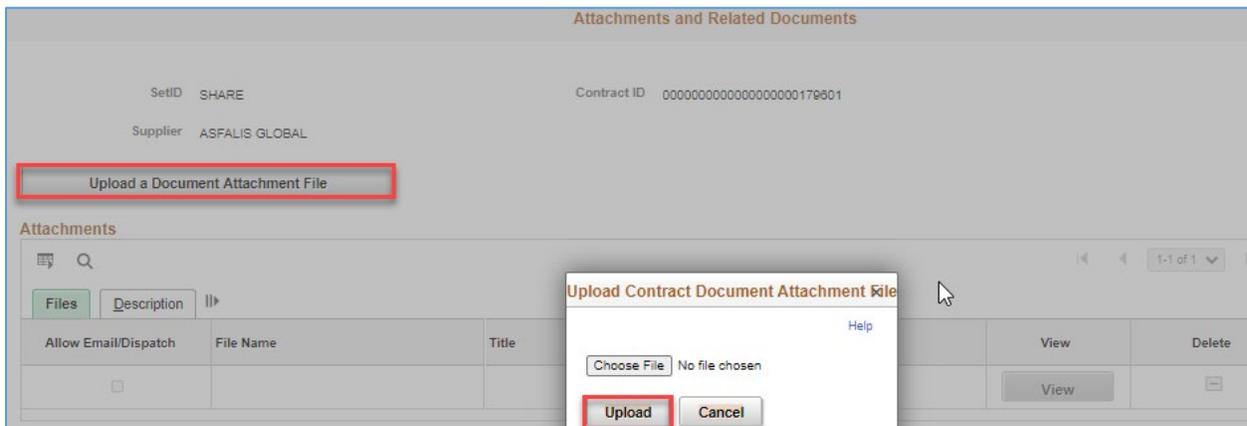
- **Attachments** are any document that you want to associate with the contract document. SWIFT does not generate these attachments. SWIFT stores them with the contract document. SWIFT also stores a history of the attachments along with each version.
- **Related Documents** are documents that you created in a SWIFT procurement module including ad hoc documents.

1. Select the *Add Attachments/Related Documents* link.

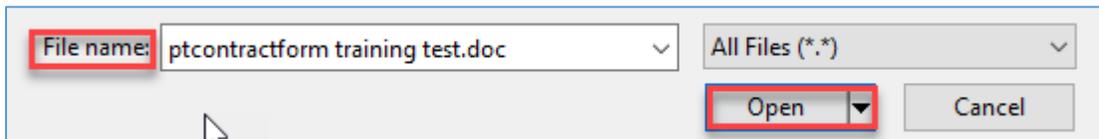


SWIFT displays the *Attachments and Related Documents* page.

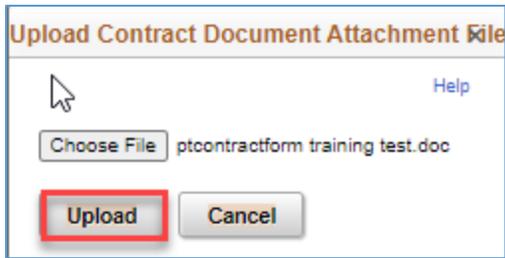
2. To add an attachment, select the **Upload a Document Attachment File** button. SWIFT displays the *Upload Contract Document Attachment File* window. Select **Choose File**.



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

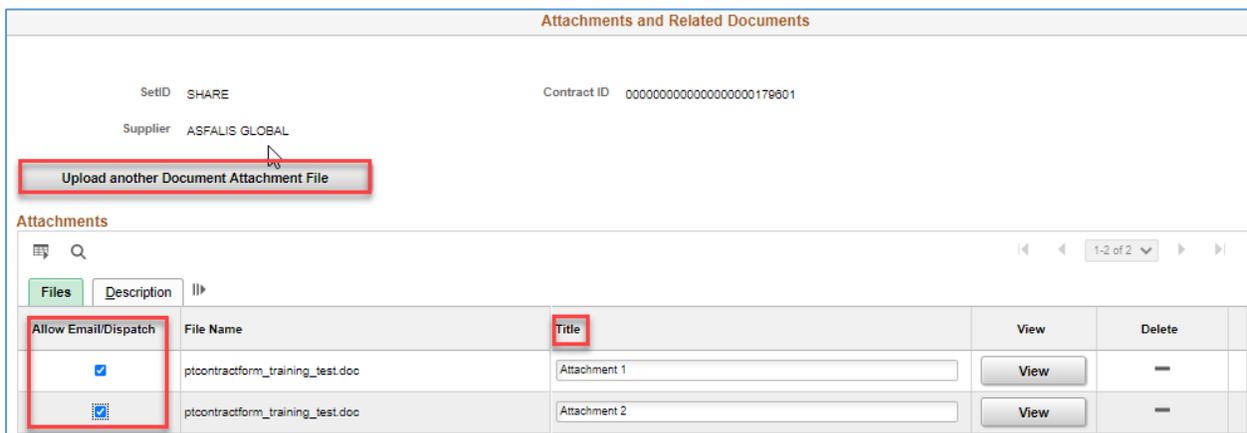


b. SWIFT updates the *Upload Contract Document Attachment File* window. Select **Upload**.



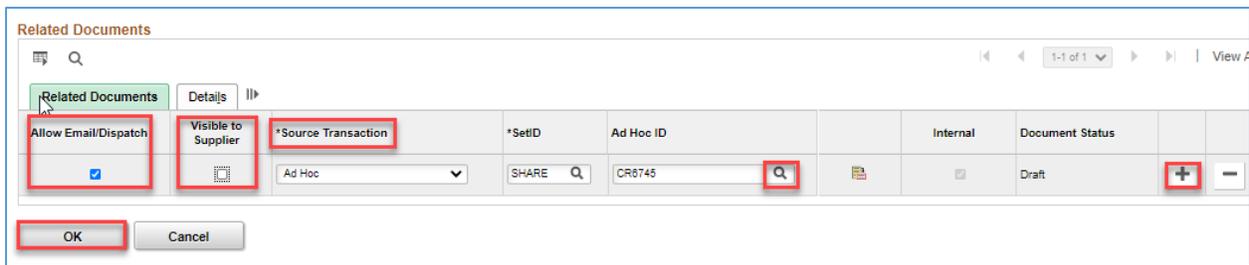
c. SWIFT updates the *Attachments* section of the *Attachments and Related Documents* page with the File Name you uploaded.

- Give it a *Title*.
- If it is something you wish to email through DocuSign, check the **Allow Email/Dispatch** box.
- 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.



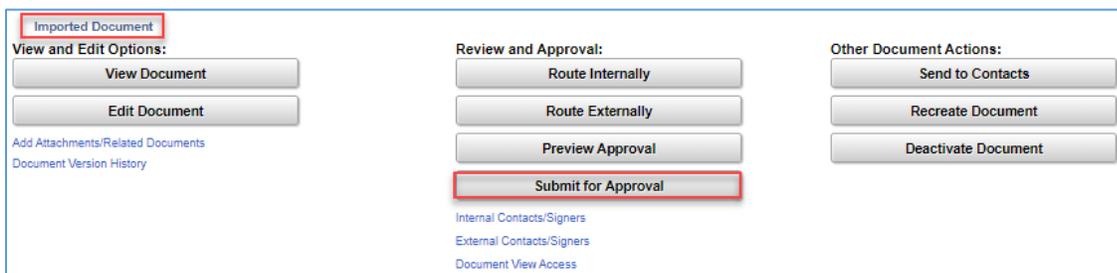
If you are done adding attachments, select **OK** at the bottom of the page.

- To add an optional related document, go the *Related Documents* section and choose a *Source Transaction*, such as “Ad Hoc.”
 - On 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 (e.g., plus sign). Complete the new row as needed.
 - When you are done, select **OK** at the bottom of the page.



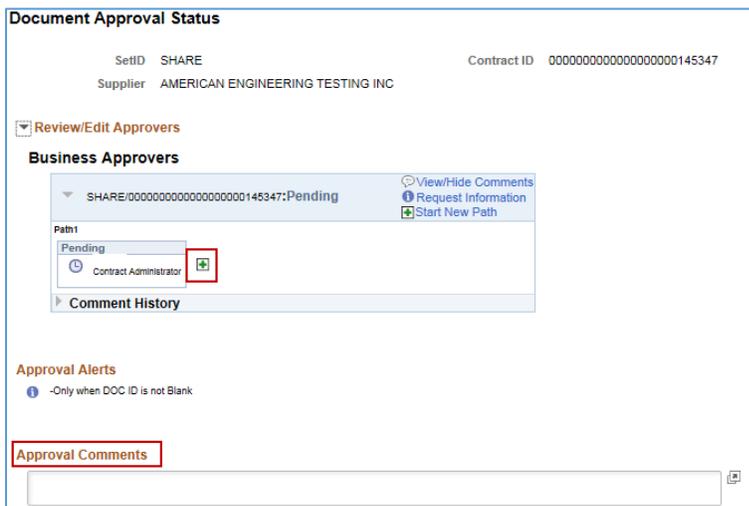
Step 4: Submit the imported contract document for approvals

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

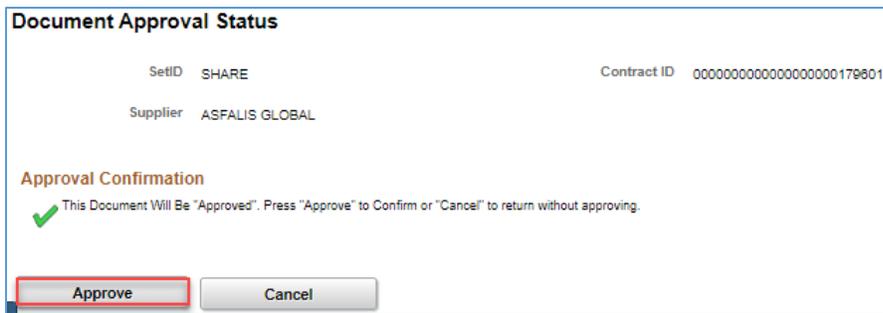


SWIFT opens the *Document Approval Status* page. You can see the approval route. It shows that approval is pending with the first person named on the workflow.

2. Enter information on this page.
 - Add *Approval Comments* as needed.

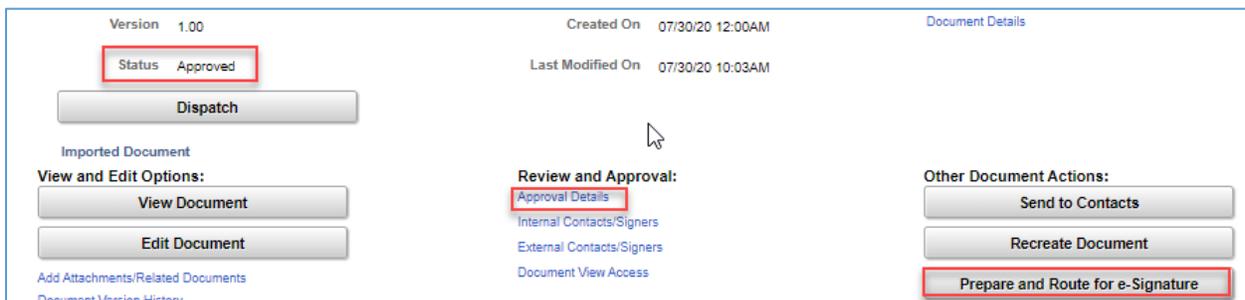


- Also as needed, you can add another approver to the approval path by pressing the **Insert Approver** icon (e.g., green plus button). SWIFT displays a window. Add the *User ID* and press the **Insert** button.



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.

6. Access the *Contract Entry* page for the contract shell. You can see the *Authored Document Status* is “Approved.” Select the **Maintain Document** button to access the *Document Management* page for the contract document.
7. On the *Document Management* page, you can see that the contract document is approved. 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.

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. Use the **Add a new Row** icon (e.g., plus sign) to add as many internal signers as needed.

2. Complete the *Send Document for Signing* page as follows.
 - On 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.
 - On the *Recipients* section, SWIFT defaults in the OSP Help Line email. **This is only needed for P/T contracts.** If you are routing a grant or acquisitions contract, use the **Delete Row** icon to delete this line.
 - **IMPORTANT! DO NOT** route a grant or acquisition contract document to the OSP Help Line.

OSP Help Line is only for P/T contracts. Delete row if not needed.

*Email	User	Signing Group ID	Signing Group Name	Recipient Name	Carbon Copy	Sign Order	External Signer	Admin Id Entry Only		
osp.help.line@state.mn.us				OSP Help Line	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

On the *Recipients* section, enter the User ID (e.g., Employee ID). SWIFT will populate the email address.

- *Recipient Name* – SWIFT populates this field after entering Employee ID.
- *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.
- Enter the *Supplier email and name*.
 - Make sure to check the **External Signer** box.
- 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.
- 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.

This image is an example of a P/T signature order.

Send Document for Signing

SetID: SHARE Contract ID: 000000000000000000179901
Supplier: ASFALIS GLOBAL

Signing Order: Sign based on Sign Order

Email	User	Signing Group ID	Signing Group Name	Recipient Name	Carbon Copy	Sign Order	External Signer	Admin Id Entry Only		
Encumb.Signer@state.mn.us				Encumb Signer	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	+	-
Supplier.Signer@Supplier.com				Supplier Signer	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
Agency.Signer@state.mn.us				Agency Signer	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	+	-
ptcontracts.ADM@state.mn.us		517922	Admin OSP-PT	Admin OSP-PT	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	+	-
OSPHelp.Line@state.mn.us		518135	OSP Help Line	OSP Help Line	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

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

Subject training

Message This is the default email message - Update/Edit as needed.

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.

Attachments

Selected	Origin	Comment Type	File Name	Title	View
<input checked="" type="checkbox"/>			ptcontractform_training_test.doc	Attachment 1	View
<input checked="" type="checkbox"/>			ptcontractform_training_test.doc	Attachment 2	View

Related Documents

Selected	Source Transaction	SHARE / CR 6762 CERT	Document Status	Version	Amendment	Document State
<input checked="" type="checkbox"/>	Ad Hoc	SHARE / CR 6762 CERT	Complete	0.00		Active Documents Only

[Set Attachment Visibility](#)

[Send](#) [Cancel](#)

- 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.

Visibility to Recipient

Visible to Recipient	Email	User	Signing Group ID	Signing Group Name	Recipient Name	Carbon Copy	Sign Order	External Signer
<input type="checkbox"/>	SWIFTTRN02@yahoo.com				OSP Help Line	<input type="checkbox"/>	5	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SWIFTTRN02@yahoo.com				Encum Signer	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	SWIFTTRN02@yahoo.com				Supplier Signer	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SWIFTTRN02@yahoo.com				State Agency Signer	<input type="checkbox"/>	3	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SWIFTTRN02@yahoo.com		517622	Admin OSP-PT	Admin OSP-PT	<input type="checkbox"/>	4	<input type="checkbox"/>

[OK](#) [Cancel](#)

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

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

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- SWIFT displays the *Create Contracts and Documents* page. You can 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.

▼ Signing Details
Get e-Signature Status

Signature Status Pending Signatures

10/09/2018 03:07 PM Created - The envelope was created by **Contract Coordinator Name**
 10/09/2018 03:07 PM Sent - **Contract Coordinator Name** sent an invitation to **Contract Signer 1**

Signers

	Email	User Name	Sign Status	Signed DTTM
1	Contract Signer Email	Contract Signer Name	Pending Signature	

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

Signers

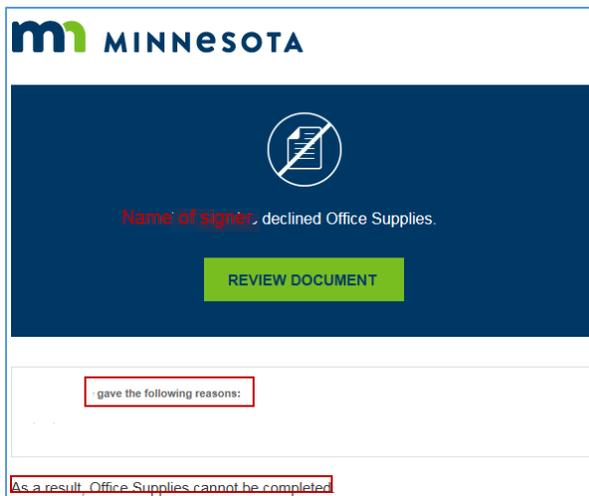
	Email	User Name	Sign Status	Signed DTTM
1			Signed	10/09/2018 3:25PM

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

▼ Signing Details

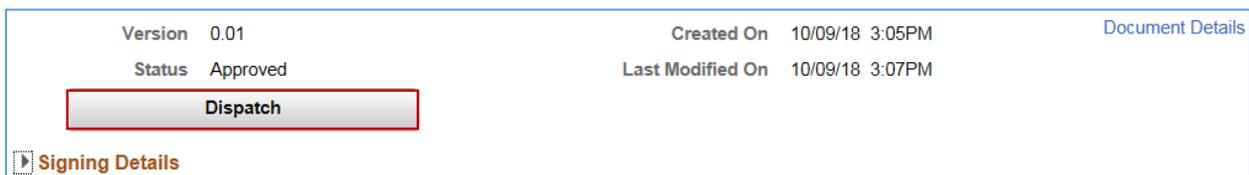
Signature Status Signed

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 4: 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.



SWIFT opens up the *Dispatch* page.

- b. 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.
- c. Press **OK**.

Document Management

SetID SHARE Contract ID 00000000000000000000145398 Return to Document Search

Supplier INNOVATIVE OFFICE SOLUTIONS LLC

2. SWIFT displays the *Contract Entry* page. Change the *Status* from “Open” to “Approved.”

Contract Entry

Contract

SetID SHARE Contract Version

Contract ID 000000000000000000000000145398 Version 1 Status Current

*Status Approved Approval Due Date