SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Supplier Contracts Quick Start Guide

September 1, 2019

Starting in December 2019, there will be changes to SWIFT. While the new version will have a new look and feel, this upgrade will not affect how most processes are completed in SWIFT.

Note: There may be some changes to this information since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact us at: SWIFT.project@state.mn.us.

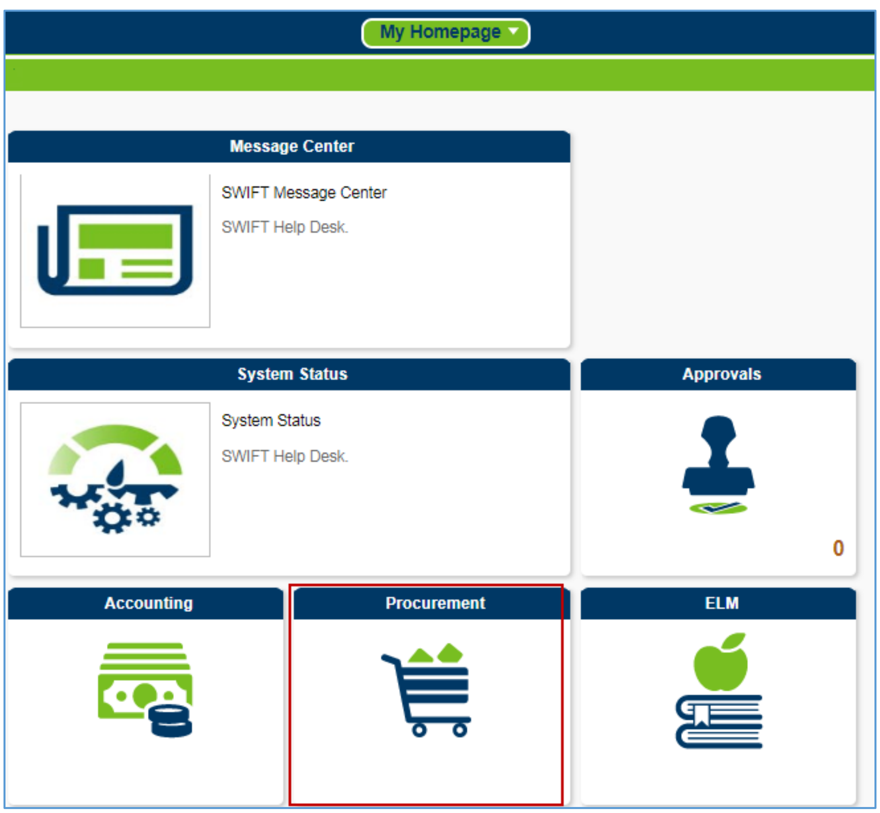
This guide introduces you to the Supplier Contracts module pages after the SWIFT/Portal Limited Upgrade. Options that you see in the module depend on your security roles. This guide shows the typical Supplier Contracts page for most contract administrators. This guide showcases the Create Contracts and Documents page.

The upgraded version of SWIFT organizes the options based on the navigation collection, which is the links to commonly used features for the module. You'll find them on the left menu.

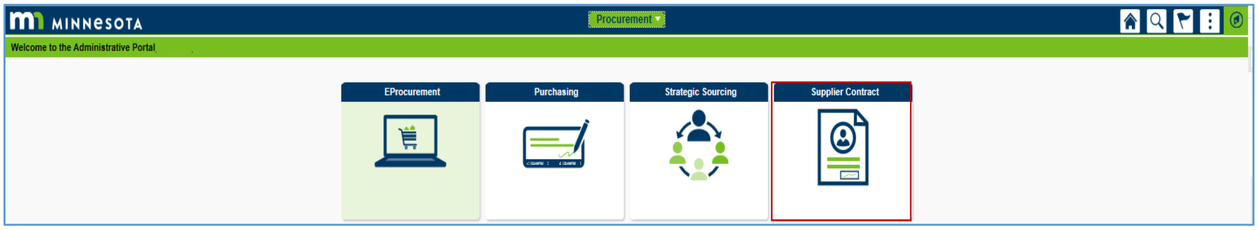
- Step 1: Navigate to the Supplier Contracts module
- Step 2: View the Create Contracts and Documents page to see how it is organized

Step 1: Navigate to the Supplier Contracts module

1. From **My Homepage**, select the **Procurement** tile.



2. On the **Procurement** page, select the **Supplier Contract** tile.



3. On the **Supplier Contract** page, you will see several tiles.

- Review a description of the tiles on the **Supplier Contracts** page.

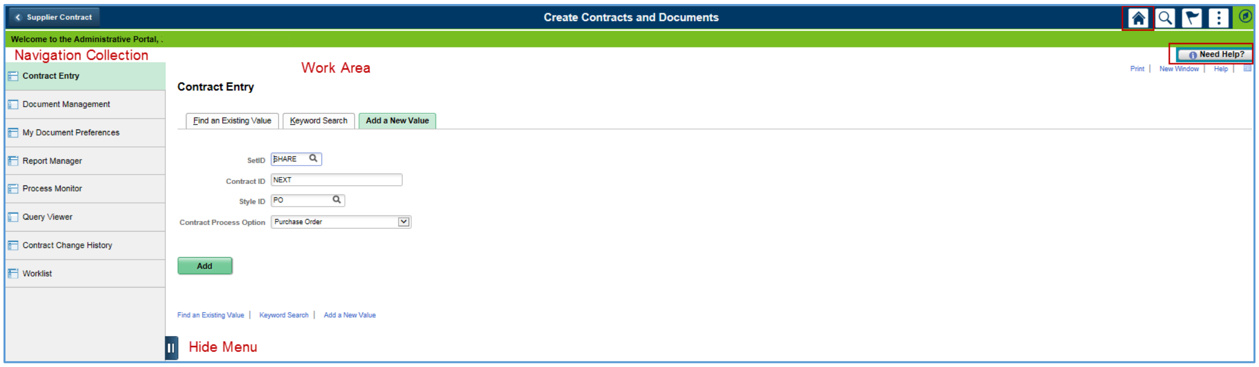
Tiles	Description of Tiles
Contract / Sourcing WorkCenter	This page provides a centralized place to access frequently used pages, queries, processes, and reports related to both contracts and events.
Create Contracts and Documents	Use this page to create contracts and documents. Most contract administrators will use this page to create and manage contract shells and electronic documents.
Supplier Contract Workbench	The Supplier Contract Workbench is a search tool to help manage contract-related transactions.
Manage Contract Library	This feature is for administrators who enter contract templates into SWIFT.
Cross Module Functionality	Brings you to the PO Inquiry, Event Workbench and Manage Requisition pages.

- Select the **Create Contracts and Documents** tile.

Step 2: View the Create Contracts and Documents page to see how it is organized

1. Review the **Create Contracts and Documents** page.

- **Navigation collections** are on the left menu of the page. You can hide this menu as needed.
- The center of the page is the **work area**. This is where you will create and manage contract shells and documents.
- The **Need Help** button allows you to find Quick References guides for this module. It also brings you to the Query Viewer for running reports.
- Use the back button on the left of the top menu to return to previous pages.
- Use the **Home** button on the top menu to return to your **My Homepage**.



2. Review a description of the Navigation Collection.

Navigation Collection	Description of Folders and Pages
Contract Entry	This page defaults. Use this page to create and process new contract shells and electronic documents (Add a New Value tab) and to update and process existing contract shells and electronic documents (Find an Existing Value tab).
Document Management	Use this page to create and find documents such as ad hoc documents, purchase orders, and sourcing events. Typically, contract administrators use it to create ad hoc contracts to attach to a contract shell.
My Document Preferences	This feature is not currently being used in SWIFT.
Report Manager	View report content, check the status of a report, and see detailed messages.
Process Monitor	A page where you can view the status of submitted process requests.
Query Viewer	Query viewer allows users to search for and view data but users cannot add, change or delete the information.
Contract Change History	Allows you to see changes to an individual contract shell.
Worklist	A worklist is an organized list of the work items that need to be addressed.