

QUICK REFERENCE GUIDE

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Route a Contract Document for Electronic Signatures Using DocuSign

In SWIFT's Supplier Contract module, you can obtain contract signatures electronically. You can route a system-generated and an imported contract documents following the same process in 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.

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.

- Your agency must sign up for a SWIFT version of the DocuSign account through MN.IT.
- 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 SWIFT's limited version of DocuSign. It also lists the steps for contract administrators to submit a contract document for electronic signatures through SWIFT using DocuSign.

Steps to complete

- Step 1: Access the Document Management page for the contract document
- Step 2: Add attachments or related documents as needed (optional)
- Step 3: Prepare and route the contract document for electronic signatures
- Step 4: Dispatch the contract document
- Step 5: Execute the contract document
- Step 6: Update the Status on the contract shell

Overview of Using SWIFT for Electronic Signatures with DocuSign

SWIFT uses a limited 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 SWIFT’s version of 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.
3. Once approved, you will also receive an email from the SWIFT Procurement team with your Access Code for the DocuSign account.

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
- Since SWIFT uses DocuSign, contract signers (including the suppliers) do not need SWIFT security roles for electronic signatures.
- **Use the Electronic Signature Process when creating a contract document through SWIFT.** If you are creating a system-generated contract document and completing the Configurator Selector part of creating a contract document through SWIFT, the buyer must select the electronic signature process before saving and processing the contract document.
- If you are importing a contract document, the buyer must select “Electronically” for the signature process.

Questions

^^Select your contract from the list: Contract Award

^^What signature process do you want to use? Electronically

Determine the routing order. 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.

Use the Electronic Signature Process when creating a contract document through SWIFT.

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

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
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 route a contract document for electronic signatures

These steps assume that the agency already created the contract shell and used SWIFT to create a contract document electronically through SWIFT.

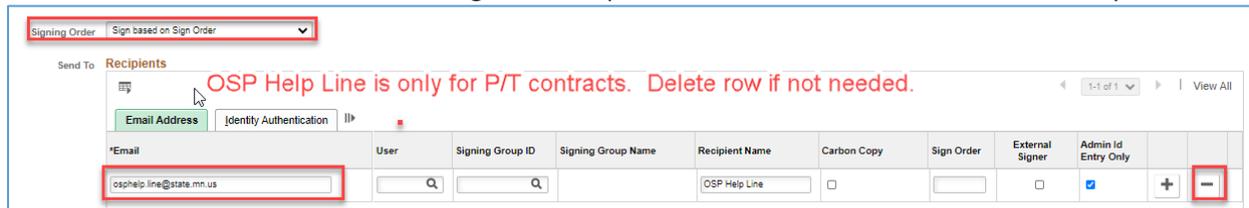
Step 1: Access the Document Management page for the contract document

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*.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

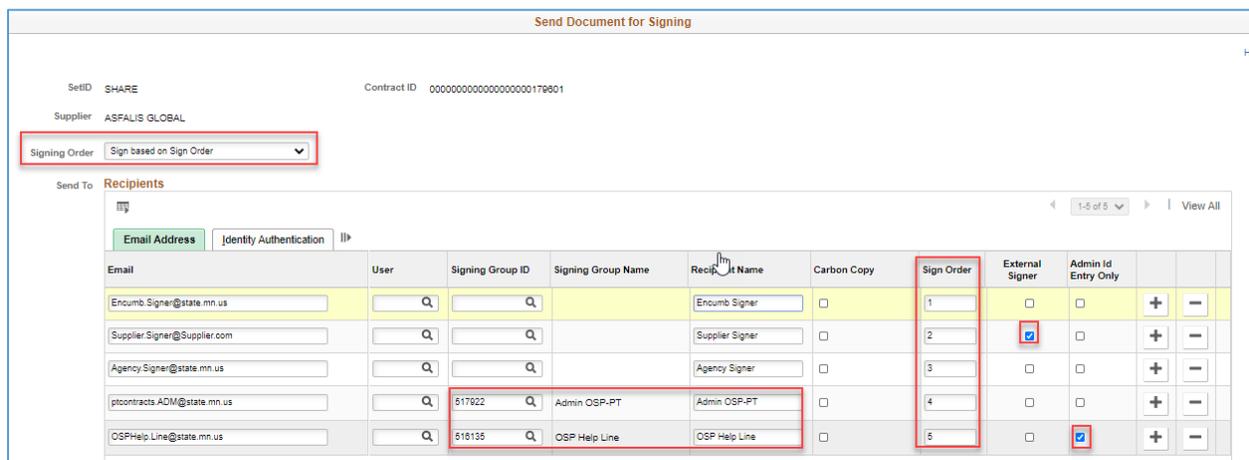
- On the *Signing Order* section, keep the “Sign Based on Sign Order” default. Otherwise, all your signers will get the email at the same time.
- On the *Recipients* section, SWIFT defaults in the OSP Help Line email. **This is only needed for P/T contracts.** If you are routing a grant or acquisitions 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.



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*. **IMPORTANT!** 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.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

The screenshot shows two input fields. The first is labeled "Subject" and contains the text "training". The second is labeled "Message" and contains the text "This is the default email message - Update/Edit as needed." Both labels are highlighted with red boxes.

- 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.

- Check the **Selected** boxes for the attachments and related documents you wish to include.

The screenshot shows two sections: "Attachments" and "Related Documents".

Attachments: A table with columns: Selected, Origin, Comment Type, File Name, Title, View. Two rows are shown, both with the "Selected" checkbox checked.

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: A table with columns: Selected, Source Transaction, SHARE / CR 6762 CERT, Document Status, Version, Amendment, Document State. One row is shown with the "Selected" checkbox checked.

Selected	Source Transaction	SHARE / CR 6762 CERT	Document Status	Version	Amendment	Document State
<input checked="" type="checkbox"/>	Ad Hoc	SHARE / CR 8782 CERT	Complete	0.00		Active Documents Only

Below the tables is a "Set Attachment Visibility" link and "Send" and "Cancel" buttons.

- Select the *Set Attachment Visibility* link. SWIFT opens the Document Attachment Visibility page.

- 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.

The screenshot shows a table titled "Visibility to Recipient" with columns: Visible to Recipient, Email, User, Signing Group ID, Signing Group Name, Recipient Name, Carbon Copy, Sign Order, External Signer. Five rows are shown, with the first, third, and fifth rows having the "Visible to Recipient" checkbox checked.

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		517822	Admin OSP-PT	Admin OSP-PT	<input type="checkbox"/>	4	<input type="checkbox"/>

At the bottom are "OK" and "Cancel" buttons.

- d. At the bottom of the page, select **OK**.
5. SWIFT returns you to the *Send Document for Signing* page. Select the **Send** button.
6. 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 - 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

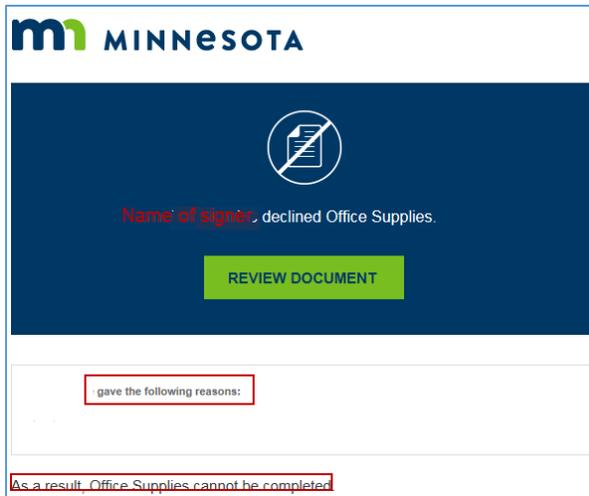
	Email	User Name	Sign Status	Signed DTTM
1			Signed	10/09/2018 3:25PM

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

▼ **Signing Details**

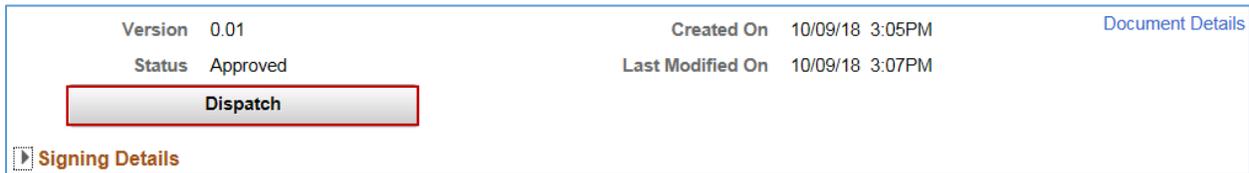
Signature Status Signed

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 the *Dispatch* page.

- b. Update the *Delivery Method* to "Manual." 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](#)

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

Contract Entry

Contract

SetID SHARE Contract Version

Contract ID 00000000000000000000145398 Version 1 Status Current

*Status Approved New Version Approval Due Date

You have successfully routed a contract document for electronic signatures in SWIFT using DocuSign.

As an option, you can take some additional actions on the contract document on this page after you sign it, dispatch it, and execute it through SWIFT.

Supplier Contract Action	Action Description
Create Amendment button	A contract amendment is any change made to an active contract that alters the fundamental obligations and entitlements of the contract. For example, you change or add to the contract values that you specified in the Contract Entry page. When you save contract amendments, SWIFT assigns the amendment an amendment number.
Deactivate Document button	If you deactivate the document, SWIFT removes the document from general use. You cannot select the document or perform actions against it unless you reactivate it. SWIFT records the deactivation in the version history. Elements of the document, such as its clauses, amendments, and attachments, remain associated with the document. SWIFT leaves the document status at its current status when you deactivate it and displays an indicator that the document has been deactivated. If you reactivate the document, the document is activated with the same status.
View Document	Allows you to see the signed, fully executed contract document. SWIFT opens a Word version of the signed contract document. Scroll to the bottom of this document. You can see who signed it and when.