

QUICK REFERENCE GUIDE

August 5, 2020

Route a SWIFT-Generated Grant Contract Document for Electronic Signatures Using DocuSign

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

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.

During 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. Otherwise, SWIFT will not route it for electronic signatures.

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 grantee to get the name and email address of their representative who can sign contracts. Their SWIFT supplier record may not accurately reflect this information.

Carefully Review the Grant Contract Template.

- SWIFT uses an XML format to create Word documents. Some operating systems default to XML for these grant contract documents. If you are seeing code, you will need to change the default from XML to Word. Please review the reference guides for more information on the simple process to update the default setting on the operating system.

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- Review the formatting of the Word document so that language aligns. Make sure any customization meets the minimum requirements for grant contracts.
- Check the signature block on the Word document. DocuSign will add a signature block on the document. Keep this signature block.

Signatures			
Title	Name	Signature	Date

- Check to see if there is another signature block and delete it.

<p>1. STATE ENCUMBRANCE VERIFICATION <i>Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15</i></p> <p>Signed: _____</p> <p>Date: _____</p> <p>SWIFT Contract/PO No(s). _____</p> <p>2. GRANTEE The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>3. STATE AGENCY</p> <p>By: _____ (with delegated authority)</p> <p>Title: _____</p> <p>Date: _____</p>
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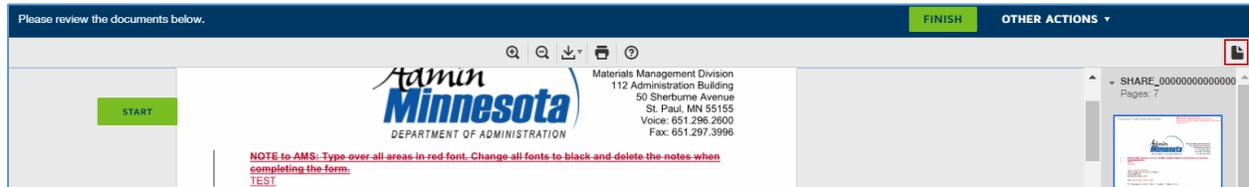
Use the Electronic Signature Process when creating a contract document through SWIFT. Because of DocuSign, the contract coordinator sets up the routing order of the contract signers. Currently the routing order for grant contract documents is the following.

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

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/>

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

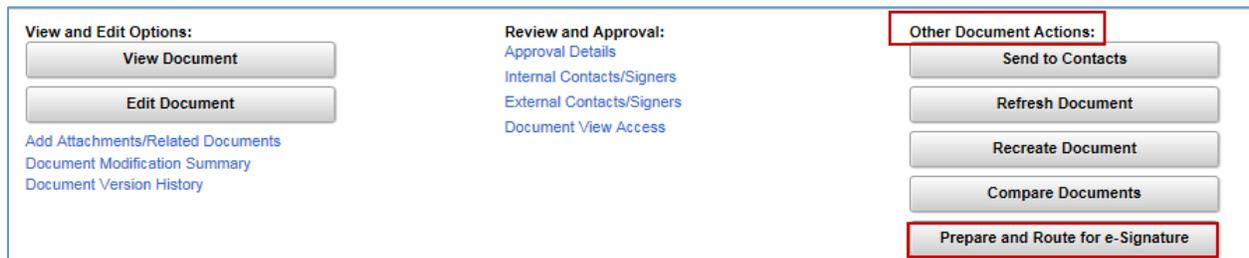
2. **NOTE:** When the signer gets their DocuSign notification and accesses the contract document in DocuSign, they need to press the **Thumbnails** icon on the right, DocuSign opens the contract document and all its attachments.



Step 3: Prepare and route the contract document for electronic signatures

1. When you route a contract document for electronic signatures, you set up the order and manually input the email addresses. Make sure that you enter the correct information.
2. On the bottom of the **Document Management** page, go to the **Other Document Actions** section. Press the **Prepare and Route for e-Signature** button.

If the contract document is not in an “Approved” *Status*, you will not see this button. In this case, route the contract document for approvals through SWIFT first. Then, route it for signatures.



3. SWIFT opens the **Send Document for Signing** page. Complete it 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, 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.
 - Enter the *Grantee email and name*.
 - Make sure to check the **External Signer** box.
 - On the *Subject* area, update it as needed. It will appear in the email’s Subject Line.
 - On the *Message* area, enter a message that will appear in their email.

Send Document for Signing

SetID: SHARE Contract ID: 000000000000000000000000179997
 Supplier: ASFALIS GLOBAL

Signing Order: Sign based on Sign Order

Send To: Recipients

1-3 of 3 | View All

*Email	User	Recipient Name	Carbon Copy	Sign Order	External Signer		
trn10@gmail.com	<input type="text"/>	Encumbrance	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
trn11@gmail.com	<input type="text"/>	Grantee	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
trn12@gmail.com	<input type="text"/>	State Agency	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subject: GRANT CONTRACT SAMPLE

Message: Please complete your review and signature within XXX business days.

Send Cancel

Select the **Send** button when you are completely done adding each signer.

- SWIFT returns you to the **Document Management** 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

Signature Status Pending Signatures Get e-Signature Status

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

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- 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 the contract document

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.

1. Press the **Dispatch** button.

Version	0.01	Created On	10/09/18 3:05PM	Document Details
Status	Approved	Last Modified On	10/09/18 3:07PM	

Dispatch

▶ **Signing Details**

SWIFT opens up the **Dispatch** page.

2. 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.
3. Press **OK**.

