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.

- 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.
• 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.

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/]
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

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.</td>
</tr>
</tbody>
</table>

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**.

3. SWIFT displays the **Contract Entry** page for that contract.

**IMPORTANT:** You can only send a contract document for signatures if the contract shell’s **Status** is “Open” and the **Authored Status** is “Approved”.

- Select the **Maintain Document** button on the right side of the page.

- SWIFT opens the **Document Management** page.

- **IMPORTANT:** Do not dispatch the contract document yet.

Step 2: Add attachments or related documents as needed (optional)

1. 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. Please view the reference guide for the details of adding attachments or related documents.
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.

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

4. 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.

- When each signer completes their signature, this **Sign Status** will be “Signed” for that line.
When all signers complete their signatures, the *Signature Status* will update from “Pending Signatures” to “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.

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**.
Step 5: Execute the contract document

The contract document is in a “Dispatched” Status. 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 collaboration, approval and signature requirements. It is ready for use in managing contracts with suppliers.

1. Select **Execute Contract** button.

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

2. Send to contacts
   - Following your agency’s guidelines, send a copy of the signed, executed copy of the contract document to the signers. Press the **Send to Contact** button.
3. SWIFT opens the **Send to Contacts** page.
   - Make sure the *Delivery Method* is “Email”.
   - Check the **Selected** box next to the contacts to receive the contract document.
   - Press the **OK** button.

SWIFT returns you back to the **Document Management** page.

4. 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.

<table>
<thead>
<tr>
<th>Supplier Contract Action</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Amendment button</td>
<td>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.</td>
</tr>
</tbody>
</table>
Supplier Contract Action | Action Description
---|---
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 up a Word version of the signed contract document. Scroll to the bottom of this document. You can see who signed it and when.

Recreate Document button | If you selected the wrong configurator, press the button to cancel the incorrect contract document template and select a different one.

**Step 6: 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. At the top of the Document Management page, select the Contract ID.

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

You have successfully managed the electronic signatures on a grant contract document.