Submit a Contract Document for Electronic Approvals

SWIFT’s Supplier Contract Management includes online approval of contract documents. Once the optional collaboration is complete, you can submit the contract document for approval based on a defined workflow.

Unlike collaboration, approval is a serial process. The first approver must approve the contract document before SWIFT routes the document to the next approver. If the contract administrator and the contract manager are the same person, SWIFT marks the contract manager step as “Auto-Approved” when the contract administrator approves.

This guide provides the steps to submit a contract document for approvals electronically through SWIFT.

Steps to complete

- Step 1: Ensure the correct SWIFT security roles
- Step 2: Access the contract document
- Step 3: Submit the contract document for approvals
- Step 4: Dispatch the approved contract document (for electronic signatures only)
- Step 5: Update the Status on the Contract Entry page

Steps to Submit a Contract Document for Approval

Step 1: Ensure the correct SWIFT security roles

Your agency leadership needs to contact your security coordinator to add these roles for both the contract coordinator and internal collaborators.

Approvers:
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. Typically, agency staff are set up for these approvers.

- **Contract Administrator**: Staff person identified on the Contract Entry page. It may or may not be the person sending the contract document for approval. If it is the same person, workflow is set to self-approve and the Approve or Deny buttons are immediately available on the Document Management page. If it is not the same person, SWIFT will notify the contract administrator via email and/or Worklist.
- **Contract Manager**: Staff person identified on the Create Document page. It is a required field. This could also be the same person as the contract administrator.
- **Additional Approver**: Staff person also identified on the Create Document page. This field is optional. If you did not identify an additional approver, SWIFT skips this approval step.
- **Contract Coordinator**: Staff person responsible for reviewing Professional/Technical contract documents before you send them for signature. There might be more than one contract
Roles for Approvers and Contract Administrators:

To use the approval feature in SWIFT, your agency leadership needs to contact your security coordinator to add roles for contract coordinator and approvers.  [https://mn.gov/mmb/accounting/swift/security/](https://mn.gov/mmb/accounting/swift/security/)

Step 2: Access the contract document

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.</td>
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</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 approvals if the contract shell’s **Status** is “Open” and the **Authored Status** is “Draft” or “Collaborated” depending upon if you used the collaboration feature in SWIFT. Select the **Maintain Document** button on the right side of the page.

SWIFT opens up the **Document Management** page.
Step 3: Submit the 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.

   - SWIFT updates the Document Status page with the inserted approver. As needed, you can remove the approver by pressing the removal icon (e.g., red minus).
3. Go to the bottom of the page and press the **Save** button. SWIFT will route the contract document through the approval workflow. Approvers can find this contract document on their **Approvals** tile.

4. If you are the contract administrator and you are set up for self-approvals, go the bottom of the page and select **Return to Document Management** to approve the contract document.
   - SWIFT brings you to an updated **Document Management** page. The document Status is “Pending Approval”. Select the **Approve** button.

5. SWIFT displays the **Document Approval** Status page. Select the **Approval** button.

6. 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. SWIFT also changes the document Status to “Approved”.
   - Access the **Document Management** page for the contract document. See Step two of this guide to remember how to access it.
   - You can see that the contract document is approved. You can also select the **Approval Details** link to see any comments from approvers.
Step 4: Dispatch the approved contract document (for electronic signatures only)

Dispatching the document is a required step prior to obtaining signatures. SWIFT configures the document so that external users can view and sign it. Dispatching it enables you to execute the signed document. The Status must be “Approved”.


2. SWIFT opens up the Dispatch page.
   - Update the Delivery Method to “Manual”.
   - Select OK.

SWIFT returns to the Document Management page. It updates the contract Status to “Dispatched”.

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**Step 4: Dispatch the approved contract document (for electronic signatures only)**

Dispatching the document is a required step prior to obtaining signatures. SWIFT configures the document so that external users can view and sign it. Dispatching it enables you to execute the signed document. The **Status** must be “Approved”.

1. Go to the **Document Management** page for the contract document to process electronically for signatures. Select the **Dispatch** button.

2. SWIFT opens up the **Dispatch** page.
   - Update the **Delivery Method** to “Manual”.
   - Select **OK**.

SWIFT returns to the **Document Management** page. It updates the contract **Status** to “Dispatched”.

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Step 5: Update the Status on the Contract Entry page

1. If you are processing the contract document for electronic signatures, follow the instruction for electronic signatures in a different reference guide.

2. Return the Contract Entry page by selecting the Contract ID at the top of the page.

3. When you have a fully signed and executed contract document and are ready to use the contract record for purchase orders, update the Status from “Open” to “Approved”.

You have successfully routed a contract document through approvals in SWIFT.