SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

June 5, 2026

Create an Event from a Requisition

This Quick Reference Guide explains how to create an event from a requisition.

When agencies plan to purchase goods that costs more than $10,000, they may need create a requisition to pre-encumber the funds. After creating a requisition for this purpose, SWIFT will allow you to copy it into the Strategic Sourcing (SS) module while creating an event.

- To create an event from a requisition, use the Open Market Requisition (OMR) document type.
- Once you create an event by copying a requisition, that requisition is no longer available for further processing in SWIFT.
- Requisitions or requisition lines copied into events can be amount-based or quantity-based.
- You can also copy lines from multiple requisitions into an event. For each requisition line copied, SWIFT will create a separate line on the event. However, if one requisition line description is identical to another, SWIFT will create a single line with the combined requested quantity.

IMPORTANT. Events created from requisitions can be awarded only via purchase orders.

Step 1: Create a requisition in the EProcurement module

1. Create an OMR requisition in the EProcurement (EPro) module. See Create an Open Market Requisition Quick Reference Guide for more details.

2. After creating an OMR requisition, make sure the Confirmation page shows the following Statuses for the requisition:
    a. The Status field must have an "Approved" status.
    b. The Budget Status field must have a "Valid" status.

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Step 2: Create a new event in the Strategic Sourcing module

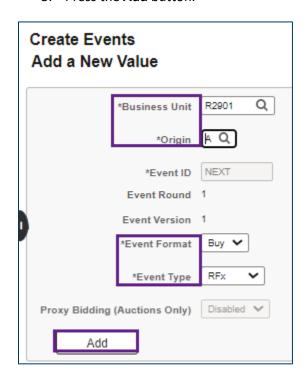1. Navigate to the **Create Events** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Create Event. The Create Events page defaults.

2. On the **Add a New Value** tab, enter information in the following fields.

Fields in the header. Required fields are marked with an asterisk (*).

Field Name	Field Description
* Business Unit	The agency responsible for the event.
* Origin	The area in the agency responsible for the event.
* Event Format	Buy. Used to create Request for Bid (RFB) and Request for Proposal (RFP)
Event Type	RFx (Default setting to "Request For …"). Do not use Auction.

3. Press the **Add** button.

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Step 3: Add the event to SWIFT

1. The Event Summary page displays. Enter information in the following header fields.

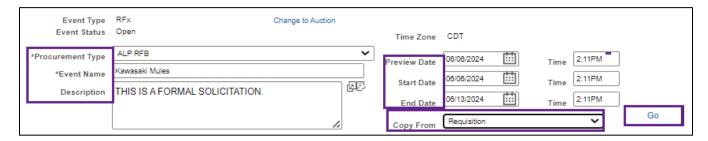**Fields in the header of the Event Summary page.** Required fields are marked with an asterisk (*).

Field Name	Field Description
* Procurement Type	The type of procurement, such as ALP RFB (Authority for Local Purchase Request for Bid).
* Event Name	The name of the event, such as MMB RFB Conference Room Chair.
* Description	Detailed description of the event. For example:
	This event is for MityLite Tables and Chairs. See the line items for specifications or any approved equal substitutes.
	THIS IS A FORMAL EVENT/SOLICITATION. Responders must submit their bids on the Supplier Portal. No non-electronic or e-mail responses will be accepted. The response must be submitted no later than the date and time called for in the Finish Time in the Event Details.
	Your bid is not submitted until you select the 'Submit Bid' button. You will receive a confirmation message when your bid has been submitted. Print and save your confirmation.
	SWIFT CONTRACTOR ASSISTANCE HELPDESK. Contractors needing help with registration and/or completing their response to this Event in the Supplier Portal may contact the Contractor Assistance Helpdesk: 651.201.8100, Option 1.
	If your response does not comply with the solicitation requirements, it will be rejected. MMB will award the event to the lowest responsible bidder that meets the specifications and all terms and conditions. The State of Minnesota reserves the right to award items separately, by grouping items, or by total, whichever is deemed most advantageous to the State.
	Thank you for your interest and participation.
	Note: Suppliers who are registered only as bidders must register as suppliers before being awarded an event.
* Preview Date	Date when bidders will be able to preview the event on the Supplier Portal.
	Note: The Office of State Procurement recommends always keeping the Preview Date and the Start Date as the same date.
* Start Date	Date when bidders will be able to submit bids for the event on the Supplier Portal.

Field Name	Field Description
* End Date	Date when the event will close on SWIFT and no longer be open for bidding. **Note:** The End Date defaults to seven calendar days after the Preview Date and Start Date. You may need to extend that date for a longer period, depending on ALP requirements.

2. In the **Copy From** field, select "Requisition" from the drop-down list and press the **Go** button.
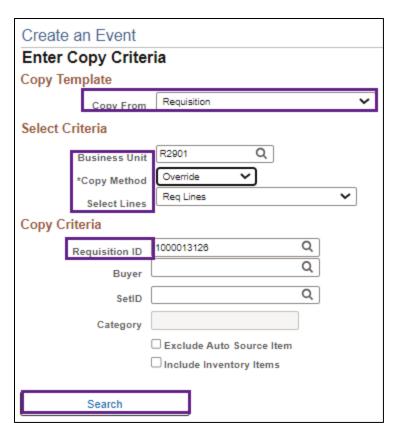

Step 4: Copy requisition lines on to the event

1. The Enter Copy Criteria page displays. Enter the following information in the Copy Template, Select Criteria , and Copy Criteria sections.

Fields in the Enter Copy Criteria page

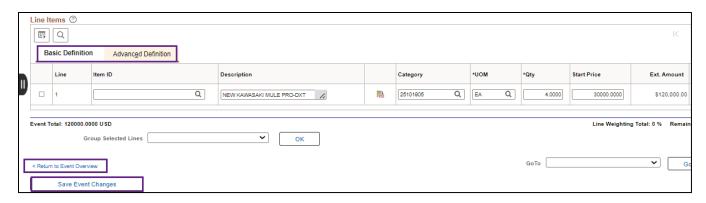| Field Name	Field Description
Copy From	Select "Requisition."
Business Unit	Enter the agency number for the event
Copy Method	• Select "Append" to add copied lines and bid factors to existing lines of the event. • Select "Override" to replace any existing lines and bid factors with copied information.
Select Lines	Select "Req Lines."
Requisition ID	Enter the identification number for the requisition. **Note:** If you use the Look Up Glass to search for requisitions, only requisitions with an available Source Status (those not yet sourced to an event) will appear in the returned results

2. Press the **Search** button.

3. SWIFT displays the Requisition Lines to Copy page.
   a. Check mark the **Sel** box to select a line to copy.
   b. Press the **OK** button.

4. The Line Items page displays.
5. Verify all the details on the Basic Definition tab and Advanced Definition tab are correct.
6. Then select the **Return to Event Overview** link.

Step 5: Save line item information and complete the event

1. At the bottom of the page, press the **Save Event** button.
2. SWIFT will generate an Event ID, which is on the top of the page.

3. Complete the remaining steps for the event.
   a. Define the event basics.
   b. Invite bidders to the event.
   c. Post the event.

For more information, view the Create an Event Quick Reference Guide for instructions on how to complete these steps.