

QUICK REFERENCE GUIDE

Internal Signatures on Supplier Contracts

March 20, 2013

Introduction

SWIFT now enables Contract Administrators to process a contract document electronically, including both external and internal signatures.

The external signature is always processed first. After the vendor has signed the contract document, SWIFT routes the document to the first internal signer. The Contract Administrator is responsible for setting up the signature routing.

This Guide covers the steps necessary to sign a contract document on behalf of the state.

Steps to Review and Sign Document

- Receive notification that signature is required
- Access contract document in SWIFT
- Review contract document and related items
- Review and Execute/Sign or Deny contract document

Review Contract Details

Before signing the contract document, you should review other documents associated with the contract, such as the purchase order or sourcing event. These can be accessed from the *Contract Entry* page. You can search for the contract and then navigate to the page directly from the search results, or link from the *Document Management* page. The first part of this Guide section shows how to search for the contract. The second part shows how to get to the *Contract Entry* page from the *Document Management* page.

Search for the Contract

Navigation: *Supplier Contracts>Create Contracts and Documents>Contract Entry*

Search by the Contract ID, or other variable, to locate the contract. If you enter the complete Contract ID, SWIFT automatically opens the *Contract Entry* page. Otherwise, click the link in the search results.

Financial Management System
Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist
New Window | http

Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Maximum number of rows to return (up to 300):

SetID: = SHARE 🔍

Contract ID: begins with 000000000000000013913 🔍

Contract Version: = 1

Version Status: = 🔍

Contract Process Option: = 🔍

Short Vendor Name: begins with 🔍

Vendor Name: begins with 🔍

MMD Contract Release Number/T-Number: begins with 🔍

Correct History Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All First 1 of 1 Last

| SetID | Contract ID | Contract Version | Version Status | Contract Process Option | Vendor ID | Short Vendor Name | Vendor Name | Expire Date | Contract Status | MMD Contract Release Number/T-Number |
|-------|-------------------------------|------------------|----------------|-------------------------|------------|-------------------|--------------|-------------|-----------------|--------------------------------------|
| SHARE | 00000000000000000000000013913 | 1 | Current | Order | 0000210736 | TECH PRO I-001 | TECH PRO INC | 12/13/2013 | Open | (blank) |

Find an Existing Value | [Add a New Value](#)

The *Document Status* page shows any related transactions for the contract. Click the hyperlinked DOC ID to open that document for review. When you are finished with your review, click the hyperlinked Contract Number to return to the *Contract Entry* page.

Financial Management System
Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Procurement Contracts > Review Contract Information > Document Status
New Window | Help | Customize Page

Document Status

| | | | |
|---------------------------|----------------|-------------------------|--|
| SetID: | SHARE | Contract: | 000000000000000000013913 |
| Document Date: | 03/07/2013 | Status: | Approved |
| Currency: | USD | Document Type: | Contract |
| Buyer: | TRN01 | Released Amount: | 5,000.00 |
| Short Vendor Name: | TECH PRO I-001 | | |

1 to 2 of 2

Associated Document
Customize | Find | View All | First | 1-2 of 2 | Last

| Business Unit | Document Type | DOC ID | Status | Document Date | Vendor ID | Location | |
|---------------|--------------------------|----------------------------|---------|---------------|------------|----------|--|
| B4101 | Purchase Order | 3000000036 | Open | 03/04/2013 | 0000192622 | 001 | |
| B4101 | Strategic Sourcing Event | 2000000826 | Awarded | 01/04/2013 | | | |

[Return to Search](#)

The *Electronic Signature Details* page shows the status of the signature routing for the document. If you are being asked to sign the document, at a minimum the external signer has already signed the document. Other internal signers may also have signed the document.

A) This page records all prior signature actions.

Note: For the purposes of this Guide, only one internal signer is shown. Generally, a document will have multiple internal signers

B) Enter any comments related to your signing of the document. These become a permanent part of your signature and of the contract document.

C) The Contract Administrator sets up the *Position Title* field. It is possible to change this field; however, you should confirm any change with the Contract Administrator.

D) Click the **Execute/Sign** button to add your electronic signature to the document. Click **Deny** if you are refusing to sign the document. Be sure to comment as to your reasons for denying signing. Your comments are retained on this page and can be accessed at any time.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Customize Page | http

Electronic Signature Details

SetID: SHARE Contract ID: 00000000000000000000000013913 Version: 0.00
Vendor: TECH PRO INC

[Return to Main Document Page](#) [View History](#)

| External Signers | | | | | | | |
|------------------|----------------|-------------|----------------|------------|---------------------|-----------------------|-----------------|
| Sign Order | External User | Sign Status | Signed By | Name | Actual Signer Title | Action DateTime | Signer Comments |
| 1 | VN0000210736_1 | Signed | VN0000210736_1 | Amy Martin | EXTERNAL | 02/11/2013 12:26:25PM | Thanks |

| Internal Signers | | | | | | | | |
|------------------|-------------|------------------|-------------|-----------|---------------------|---------------------|-----------------------|-----------------|
| Sign Order | Signer Type | Signer Role/User | Sign Status | Signed By | Name | Actual Signer Title | Action DateTime | Signer Comments |
| 1 | User ID | 01135035 | Pending | | Christopher T Borum | | 02/11/2013 12:26:25PM | |

Signer Comments

Enter signer comments here

By selecting the 'Execute/Sign' button below you are officially approving the document and indicating you are authorized to sign this document on behalf of your entity or organization. Please ensure the position title below, if any, is correct prior to selecting the 'Execute' button. If the field is blank, enter your official position title or role as this will be a part of your formal signature.

Position Title: Encumbrance Verification Signature

Execute/Sign | Deny

What Happens Next

After you sign the contract document, SWIFT either routes it to the next signer, or, if yours is the final internal signature, SWIFT notifies the Contract Administrator that the contract document is fully signed and is ready to be executed.

If you deny your signature on the contract document, SWIFT immediately suspends the signature routing and notifies the Contract Administrator of the situation. The Contract Administrator can see your comments on the *Electronic Signature Details* page, or may ask you for additional feedback regarding the contract document.

Where the Signature Goes in the Document

SWIFT creates a signature grid in the document. It follows the main body of the document but comes before any exhibits or other content, as in this example. This section is protected and cannot be edited or modified in any way.

to approve subsequent plans, and termination of all or part of this Contract by the Commissioner or the State.¶

(d) → Certification. The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.¶

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21. → E-Verify certification (In accordance with Minn. Stat. § 16C.075)¶

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the *E-Verify Subcontractor Certification Form* available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.¶

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Signatures¶

Document Signature Details --- External User¶

| Order# | Ext. User# | Status# | Actual-Signer# | Name# | Title# | Date/Time# | Comments# |
|--------|----------------|---------|----------------|------------|----------|------------------------|-----------|
| 1 | VN0000210736_1 | Signed | VN0000210736_1 | Amy Martin | EXTERNAL | 02/11/2013 at 03:49 PM | Thanks! |

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Document Signature Details --- Internal Users¶

| Order# | Type# | Role/User# | Status# | Actual-Signer# | Name# | Title# | Date/Time# | Comments# |
|--------|---------|------------|---------|----------------|----------------------|------------------------------------|-------------------------------|----------------------------|
| 1 | User-ID | 01135035 | Signed | 01135035 | Christopher T. Borum | Encumbrance Verification Signature | February 11, 2013 at 03:50 PM | Enter signer comments here |

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Exhibit A¶

Department of Public Safety's Security Architecture¶

Minnesota Department of Public Safety divisions and their vendors should be aware of the department's security architecture when designing and/or implementing applications or installing network devices on departmental resources.¶