

QUICK REFERENCE GUIDE

Signing Contracts within SWIFT – External

Revised Apr. 26, 2013; Jan. 10, 2013

Introduction

After a Contract Document is approved by the state, it is routed to the Vendor Contact for signature. See the Quick Reference Guide [Vendor Authorization to Sign](#) for more information on how to authorize users to review and sign contract documents.

Note: Each authorized contract signer must have a **unique Vendor User ID**.

View and Update Contract Documents: All contract documents are XML files. In order to view and update contract documents, you **MUST** ensure that your computer is set with Microsoft Word as the default program for viewing and editing XML files.

Please refer to section on [page 6](#) in this Guide to see how to set the default program for XML documents.

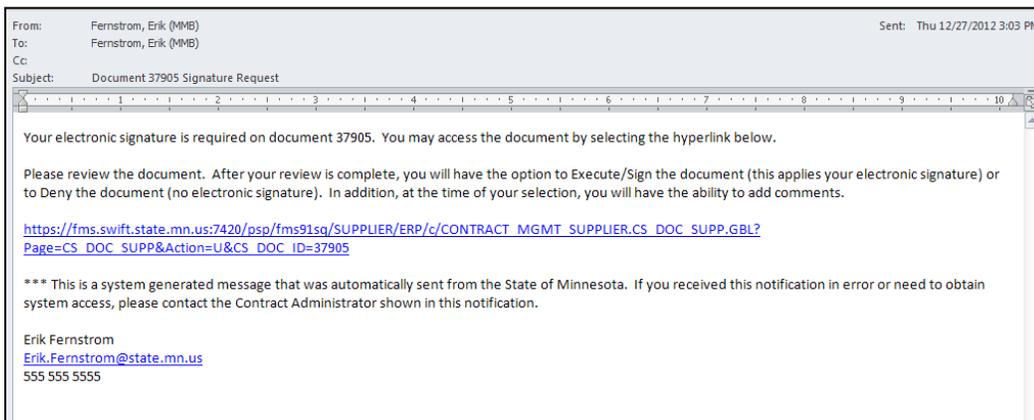
Steps to Review and Sign Contract Documents

- Receive notification that signature is required
- Log in to Supplier Portal
- Search for document
- Review and Sign or Deny document

Step 1: Receive Notification and log into Supplier Portal

When a Contract Document is approved by the state and ready for Vendor signature, the state **Document Administrator** selects an authorized Vendor Contact and sends an email notification. The email contains the Contract ID, a link to the Supplier Portal, and the Contract Document number.

Click the link in the email to display the log in page for the Supplier Portal, or, log in to the Supplier Portal via a browser.



Step 2: Log in to Supplier Portal

1. Access the Supplier Portal log in page by clicking the link in the email notification or via a browser at <http://supplier.swift.state.mn.us>.
2. Enter your unique Vendor User ID in the *User ID* field.
3. Enter your password in the *Password* field.
4. Click the **Sign In** button.

Supplier Portal Home | Sign out

Favorites | Main Menu

Login

Login here as an existing User.

User ID:

Password:

[Vendor Registration Link](#)
Click here to register as a vendor with the State of Minnesota or locate your user id if you are already a Vendor with the State of Minnesota.

[Instructions for Requesting a User ID to Access the Supplier Portal](#)
Click here to open instructions for requesting a User ID to the Supplier Portal.

[Forgot my password](#)
Click here to reset your password

[Vendor Training Guides - Interactive Version](#)
Click here to open the interactive training guides.

[Instructions for Training Guides - Interactive Version](#)
Click here to open the instructions for the interactive training guides.

[Vendor Training Guides - Text Version](#)
Click here to open the screen reader compatible training guides.

[Instructions for Enabling Accessibility Mode](#)
Click here to open the instructions for enabling accessibility mode in Supplier Portal

Supplier Portal Announcements

Vendors with questions about responding to a specific event, solicitation, bid or proposal opportunity or needing to register in the supplier portal so they can bid on an event, may contact the MN Dept. of Administration, Materials Management Division at 651/201-8100, extension 8.

IMPORTANT! Vendors who receive their payments ACH are accustomed to seeing the payment number formatted as AP000333444, starting 01/26/2012 the payment ID will show in the following format: 0000333555. If there is a question about the payment and the vendor contacts a state agency or the EFThepline.mmb@state.mn.us, please use this number to identify the payment.

If you are a returning Vendor and you do not have a User ID then be sure to obtain a User ID by clicking Vendor Registration link located in the Login section. Be sure to provide your Vendor Name, TIN Type and your Federal ID number or SSN!

If you are having issues when attempting to view attachments, check to see if your Pop-Up Blocker is turned on. Pop-Up Blocker must be off in order to view attachments.

Users who are using the Safari or IE9 internet browsers have experienced problems when attempting to Register.

If you experience a problem trying to view a page or any data, please clear your browser cache.

Events

YOU MUST BE REGISTERED as a vendor to participate in these events or to receive notice of any addenda issued.

Vendor Information

[Vendor Resources](#)
[MMR Forms, EFT Bank Forms, Substitute W-9](#)
[Contact Materials Management Division \(MMD\)](#)
[Selling Goods & Services to State Agencies](#)

After reviewing the contract document and any attachments and related documents, you may **Execute/Sign** or **Deny** the document by clicking the appropriate button.

- **Execute/Sign** – Click this button to **sign and execute** the document on behalf of your organization. A notification is sent to the Document Administrator that the document is signed by the vendor and is ready to be signed/executed by the state. After all state signatures are applied, you will be notified that the document is fully executed.
- **Deny** – Click this button to **deny** the document. A notification is sent to the Document Administrator informing them that the document is denied.
- You have the option to enter comments in the *Signer Comments* box above the buttons.
Note: Any comments entered become part of the **official signature block** for the document. This field should **not** be used for informal communications with the Document Administrator. Use the *Send E-Mail* link for this purpose.

The screenshot displays the 'Supplier Portal' interface. At the top, there is a navigation bar with 'Home' and a breadcrumb trail: 'Favorites | Main Menu > Manage Contracts > Maintain Contract Documents'. The main content area shows contract details:

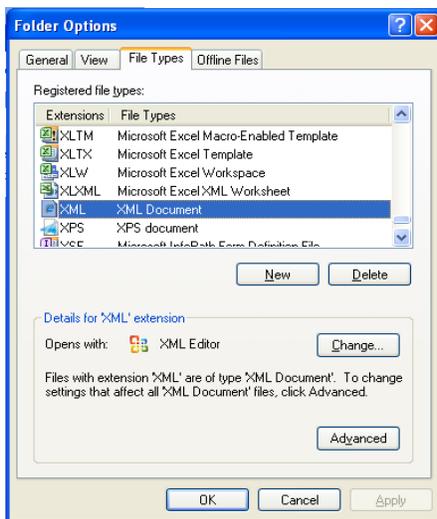
Contract ID:	00000000000000000000000050149
Description:	TST
Document Administrator:	Erik Fernstrom
Created On:	12/27/2012 2:38PM
Begin Date:	12/27/2012
Document Status:	Dispatched
Expire Date:	12/31/2013
Owner:	

Below the details, there is a 'View Document' button and several links: 'View Attachments/Related Documents', 'Document Details', 'View Document History', and 'Send E-Mail'. A 'Signature Status' section shows 'In Process'. Below this is a 'Signer Comments' text area. A warning message states: '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.' At the bottom, there are two buttons: 'Execute/Sign' (highlighted with a red box) and 'Deny'. To the right of these buttons are labels for 'Sign Status' and 'Date/Time:'.

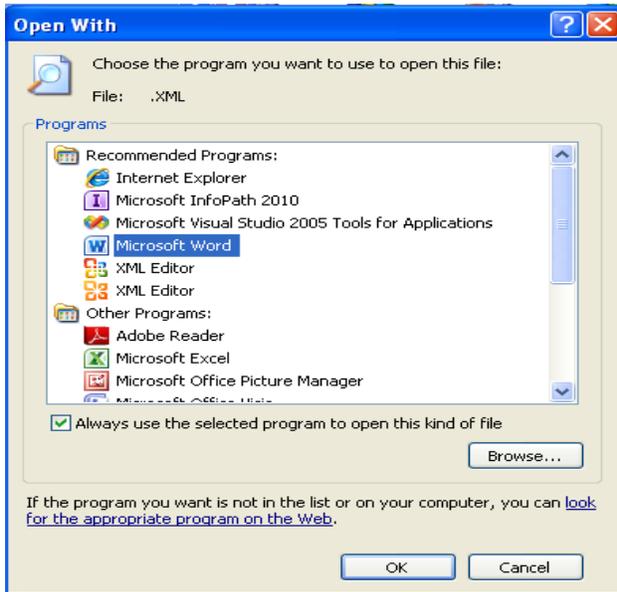
Setting Microsoft Word as the default program for XML files

For Windows XP operating system:

1. Open the Control Panel.
2. Select Folder Options.
3. Click the File Types tab.
4. Select XML Document.
5. Click the **Change** button.



6. Select Microsoft Word. Make sure the *Always use the selected program to open this kind of file* check box is selected.
7. Click the **OK** button.
8. Click the Close button to close the Folder Options window. The setting is saved and Microsoft Word will be used as the default program when opening XML documents.



For Windows 7 operating system:

1. Right click on an XML document.
2. Select the Open With option.
3. Select the Choose Default program option.
4. Select Microsoft Word.
5. Make sure the *Always use the selected program to open this kind of file* checkbox is selected.
6. Click the **OK** button. The setting is saved and Microsoft Word will be used as the default program when opening XML documents.

