

Create an Ad Hoc Contract Document Electronically

Sometimes an agency needs to add a contract document that is separate from the specific contract type. This document is specific to a particular contract. The agency has the option to add this document to this contract only using SWIFT templates. They are called “Ad Hoc” contract documents in SWIFT. Ad hoc documents do not typically go through the SWIFT approval workflow. You can create, edit and maintain system-generated, ad hoc documents in SWIFT.

IMPORTANT! You are responsible to make sure you use the most current version of a contract document.

If you are using templates from the Office of State Procurement (OSP) or the Office of Grants Management (OGM), make sure you are using the most recent version. **DO NOT** use existing forms in SWIFT’s ad hoc contract list.

- [OGM: Forms and FAQs](#)
- [OSP: General Acquisitions Forms](#)
- [OSP: Professional and Technical Services Forms](#)

Examples of system-generated Ad Hoc documents include:

- 16A/16C Violation Memo
- A non-disclosure agreement
- Single Source Request Form

This guide presents the steps to create a system-generated ad hoc contract document electronically through SWIFT.

Step 1: Access the Document Management page

1. Navigate to the **Document Management** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents. Left menu links, Document Management, Add a Document page.

2. SWIFT opens the Add a Document page. Enter or confirm the following information.

- **Source Transaction:** “Ad Hoc”
- **Set ID:** “SHARE”

- **Ad Hoc ID:** “NEXT” allows SWIFT to assign a sequential document ID with the prefix “ADH.” You can overwrite it and enter an Ad Hoc ID of your choice.
- **Description:** Enter a description of the document following your agency’s practices.
- **Contract Style:** “Ad Hoc Document”
- **Document Type:** Choose a document

Document Types in the Add a Document page

Field Name	Field Description
ALP Authority Ad Hoc Documents	A group of different contracts for purchases and acquisitions within the Authority for Local Purchase (ALP) for a buyer or contract coordinator.
Grant Ad Hoc Documents	Contracts that are financial assistance or services furnished by the agency via a third party to an eligible recipient.
MMD Acquisitions Ad Hoc Documents	Used by the Office of State Procurement (OSP) only for acquisitions.
P/T Ad Hoc Documents (Admin Approval)	A group of different contracts for professional or technical services (P/T). P/T services are intellectual in character, including consultation, analysis, evaluation, predication, planning, or programming, or recommendation, and result in the production of a report or the completion of a task. The Office of State Procurement must approve this document.
P/T Ad Hoc Documents (Agency Approval)	A group of different contracts for professional or technical services (P/T). P/T services are intellectual in character, including consultation, analysis, evaluation, predication, planning, or programming, or recommendation, and result in the production of a report or the completion of a task. The agency must approve this document.

3. You have three options to create the document. Select one of these buttons.

- **Add a Document:** Create the new system-generated ad hoc document using an existing template.
- **Copy Document:** Use another SWIFT ad hoc document as the source for this new one.
- **Import a Document:** Use a non-SWIFT document as the source for this one.

The screenshot shows the 'Create Contracts and Documents' interface. On the left is a navigation menu with 'Document Management' highlighted. The main area is titled 'Add a Document' and contains the following fields:

- *Source Transaction: Ad Hoc (dropdown)
- *SetID: SHARE (text input with search icon)
- *Ad Hoc ID: NEXT (text input)
- *Description: Agency Violation Form (text input)
- *Contract Style: Adhoc Document (dropdown)
- *Document Type: P/T Ad Hoc (Agency Internal) (dropdown)

At the bottom of the form are three buttons: 'Add a Document', 'Copy Document', and 'Import Document'. To the right of these buttons is a link labeled 'Find an Existing Document'.

Step 2: Create an Ad Hoc Document

1. This example shows the Add a Document feature. Select the **Add a Document** button.
2. SWIFT activates the Configurator Selection Wizard for the selected ad hoc document and option.
 - a. Respond to the questions.
 - b. Select **Finish**.

Questions on the Configurator Selection Wizard

Question Group	Questions
ALP Authority Ad Hoc Documents	What type of solicitation are you creating? <ul style="list-style-type: none"> • Construction • Goods: Is it technology related? • Goods and Services: Is it technology related? • Services: Is it technology related?
Grant Ad Hoc Documents (Office of Grants Management/OGM)	Select which type of form you need: <ul style="list-style-type: none"> • Agency Specific Forms (Department of Health) • OGM Conflict of Interest Disclosure Form • OGM Grant Program Exception Request Form • OGM Single Source Justification Form
OSP Acquisitions Ad Hoc Documents	Which form will you be using? <ul style="list-style-type: none"> • Contract Cancellation Letter
P/T Ad Hoc Documents (Admin Approval)	Please select the applicable document from the list. <ul style="list-style-type: none"> • Annual Plan Amendment • Annual Plan Memo • Certification Form • Request for Emergency Authorization
P/T Ad Hoc Documents (Agency Internal)	Please select your document from this list. <ul style="list-style-type: none"> • 16A/16C Violation Form • Agency Specific (Real Estate and Construction Services) • Evaluation Team Member Agreement • MMD P/T Contract Amendment Cover Sheet • MN.IT Work Order Amendment Cover Sheet • P/T Contract Amendment Cover Sheet • Single Source Request Form

NOTE: The Office of State Procurement (OSP) and the Office of Grants Management (OGM) approved these ad hoc documents. They may update them in SWIFT. Contact these offices if you have questions about the ad hoc documents.

Wizard Execution

Configurator Selection Wizard

SetID SHARE
 Wizard ID P/T AD HOC DCOUMENTS Description P/T AD HOC DCOUMENTS

Question Groups K 1 of 1

Question Group P/T AD HOC DCOUMENTS Previous Finish

Questions

^*Please select your document from the list. 16A/16C Violation Form

Previous Finish

3. SWIFT brings you to the Create Document page.

You can also use the Create Document page to create system-generated contract documents. Ad hoc documents typically have fewer required fields than other system-generated contract documents. Ad hoc documents do not go through the approval workflow. You do not need to add the Contract Manager or Additional Approval fields.

- a. Review and update any of the fields as needed.
- b. Press the **Save** button at the top of the page. SWIFT will assign an Ad Hoc ID.
- c. Then, press the **Create Document** button.

NOTE: You have the option to save this page and return to it later. You can access it again by navigating to the Document Management page and searching for the Ad Hoc ID.

Create Document [Return to Document Search](#)
[Return to Contract Entry](#)

Source Ad Hoc

SetID SHARE Ad Hoc ID ADH00000005328

*Contract Style Adhoc Document MMD P/T 16A/C Violation Memo Reporting Form

*Document Type P/T Ad Hoc (Agency Internal)

Configurator ID P/T 16A/C FORM Configurator Selector

Description test

*Begin Date 04/22/2024 Expire Date

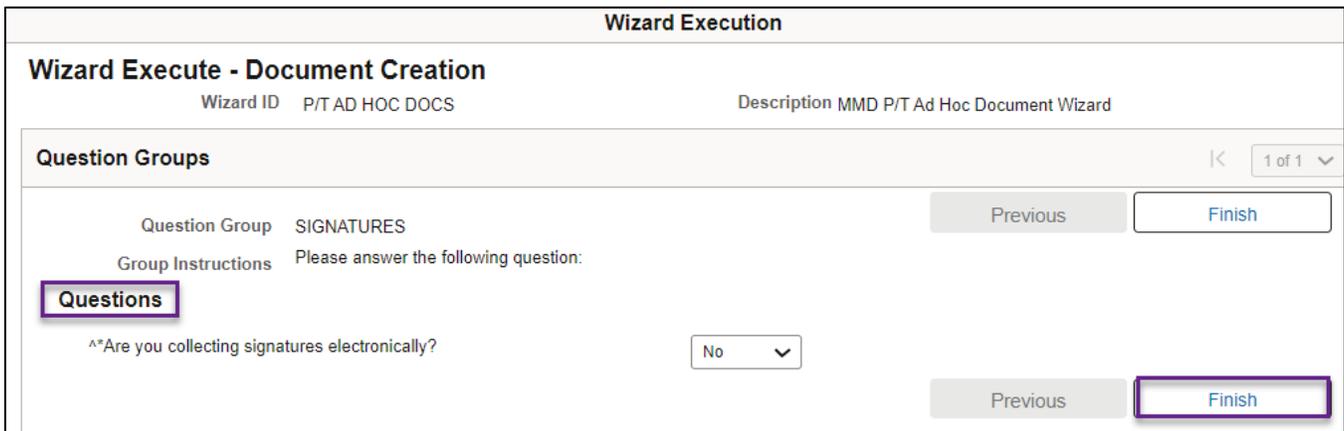
Use Wizard Responses from Document: (Select Document)

Create Document
Import Document
[Internal Contacts/Signers](#)
[Document View Access](#)

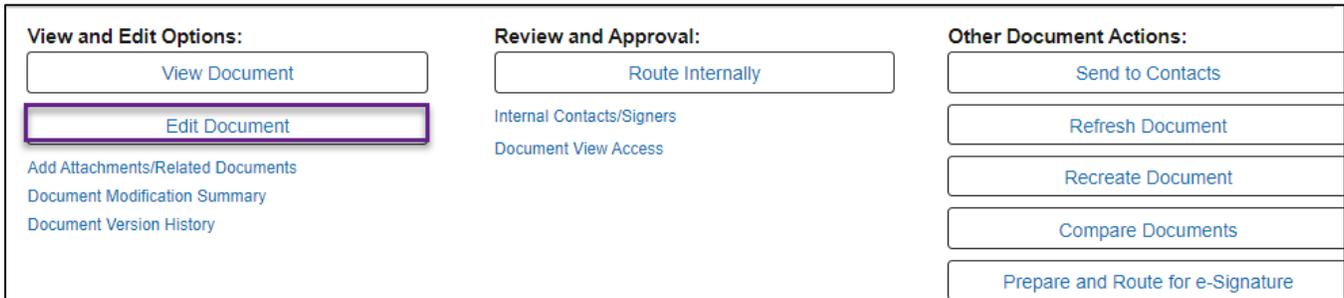
Save

Step 3: Complete the Ad Hoc Document

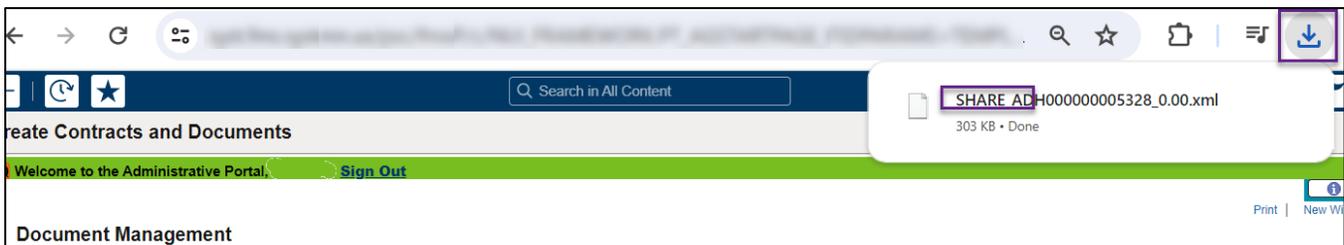
1. Depending on the system-generated ad hoc document you selected, SWIFT may or may not have additional questions.
 - a. If there are not additional questions, SWIFT returns you to the Document Management page.
 - b. If there are additional questions, SWIFT displays the Wizard Executive – Document Creation page.
 - i. Answer any remaining questions, such as electronic signatures.
 - ii. Select **Finish**.



2. On the Document Management page, edit the document to update the template for your purposes. Press the **Edit Document** button at the bottom of the page.



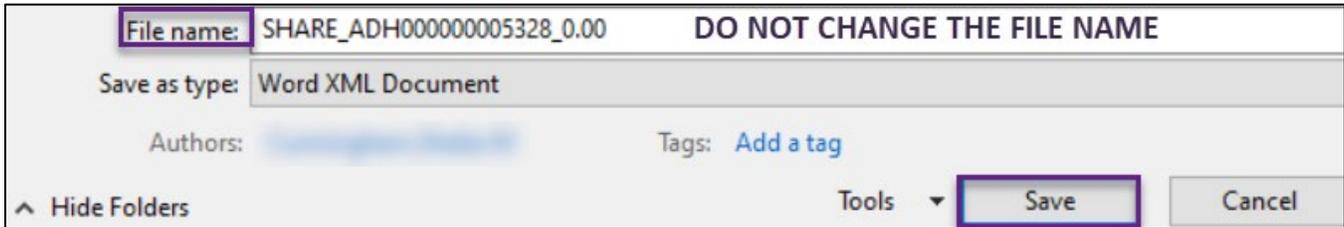
3. SWIFT opens up the document on your desktop. Open or download it.



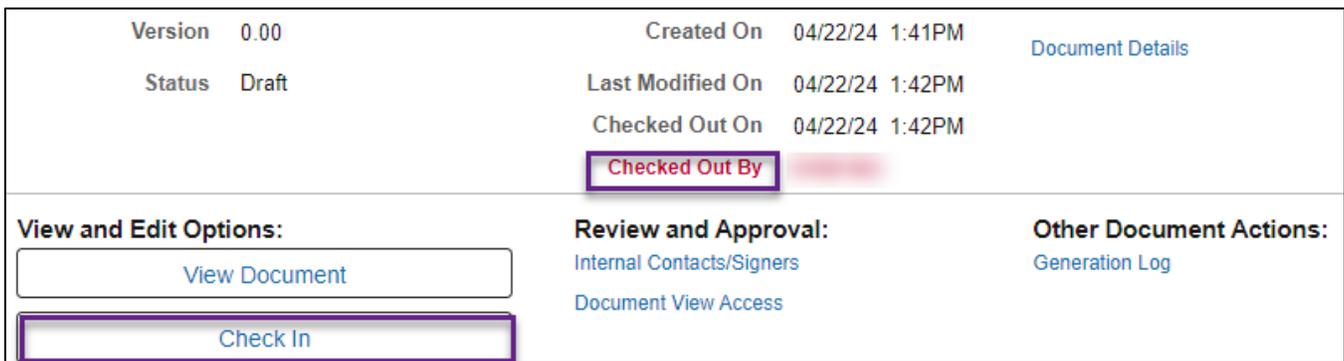
4. SWIFT also displays a Word document for your review.

- a. Open it up and update it as needed. Word uses track changes.
- b. When you have completed the editing, save it in Word.

IMPORTANT! DO NOT change the file name or SWIFT will not recognize it.



5. Check the system-generated ad hoc contract document back into SWIFT.
 - a. Return to the Document Management page. SWIFT updated the Status to “Checked Out By.”
 - b. Press the **Check In** button.



6. SWIFT opens the Check In Document page.
 - a. In the **Version** section, indicate the changes made and whether they constitute a minor or major change to the existing version of the document. Follow your agency’s policies. The distinction is at your (or the agency’s) discretion.
 - i. A minor change might be something cosmetic.
 - ii. A major change is a content change, such as a change in suppliers.
 - b. You must also provide a **comment** documenting the changes made.
 - c. Select the **OK** button.

Check In Document

Select the desired versioning option and enter a brief description describing the changes. Select the OK button to proceed and you will then be prompted to enter the filename.

SetID SHARE Ad Hoc ID ADH000000005328

Version Minor Version (0.01)
 Major Version (1.00)

*Comments Check In: 16A Violation Form 

227 characters remaining

OK Cancel

7. Check in the document.
 - a. SWIFT displays the Check In Document window. Select the **Choose File** button.

Check In Document X

Choose File No file chosen

Upload Cancel

- b. On your desktop, select the ad hoc contract document, press the **Open** button.

File name: SHARE_ADH000000005328_0.00

All Files

Open Cancel

- c. SWIFT updates the Check In Document window. Select **Upload**.

Check In Document X

Choose File SHARE_ADH00...05328_0.00.xml

Upload Cancel

- d. SWIFT returns to the Document Management page.

8. Complete the ad hoc document.

Important! Do not complete the ad hoc contract document if you are routing it for electronic signatures. Review Step 5 of the [Import a Contract Document Created Outside of SWIFT and Route for Electronic Signatures](#) quick reference guide for more information about routing contract documents for electronic signatures.

- a. When you are ready to finalize the ad hoc document, press the **Complete Document** button.
- b. As an option, you can view the document by pressing the **View Document** button.

Version 0.01	Created On 04/22/24 1:41PM
Status Draft	Last Modified On 04/22/24 1:58PM
<input type="button" value="Complete Document"/>	
View and Edit Options:	Review and Approval:
<input type="button" value="View Document"/>	
<input type="button" value="Edit Document"/>	
	<input type="button" value="Route Internally"/>
	Internal Contacts/Signers Document View Access

- 9. The ad hoc document is ready for your agency to use. To access it, use the **Find an Existing Document** link on the Add a Document page of the Document Management section.

Create Contracts and Documents

IQ Welcome to the Administrative Portal. [Sign Out](#)

<ul style="list-style-type: none"> <input type="button" value="Contract Entry"/> <li style="background-color: #f0f0f0;"><input type="button" value="Document Management"/> <input type="button" value="My Document Preferences"/> <input type="button" value="Report Manager"/> <input type="button" value="Process Monitor"/> 	<p>Add a Document</p> <p>*Source Transaction <input type="text" value="Ad Hoc"/></p> <p>*SetID <input type="text" value="SHARE"/> <input type="button" value="Q"/></p> <p>*Ad Hoc ID <input type="text" value="NEXT"/></p> <p>*Description <input type="text"/></p> <p>*Contract Style <input type="text"/></p> <p>*Document Type <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Add a Document"/> <input type="button" value="Copy Document"/> <input type="button" value="Import Document"/> <input type="button" value="Find an Existing Document"/> </p>
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