SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Create a Supplier Contract Shell

Use SWIFT's Supplier Contract module to record specific contractual relationships. The contract shell contains purchasing information such as Supplier ID, description, amount, quantity, freight terms, and shipping terms. Agencies create purchase orders referencing the Supplier Contracts shell.

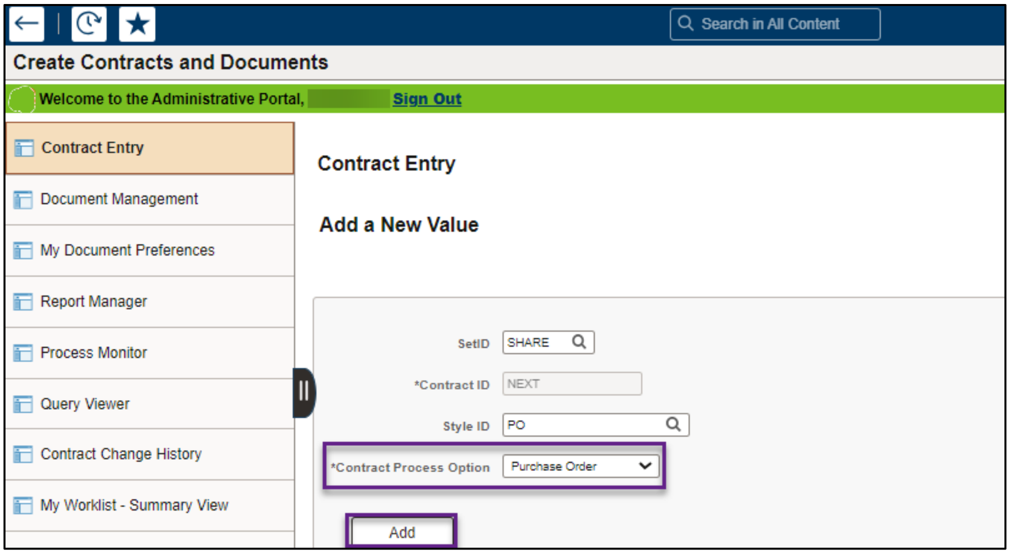
This guide reviews the basic steps to create a supplier contract shell in SWIFT. The Appendix at the end of this guide provides the field names and descriptions for fields on the header, Contract Status field, Document Type fields on the Create Document page, and other fields on the Create Document page.

Steps to Create a Supplier Contract Shell

Step 1: Navigate to the Contract Entry page

Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.

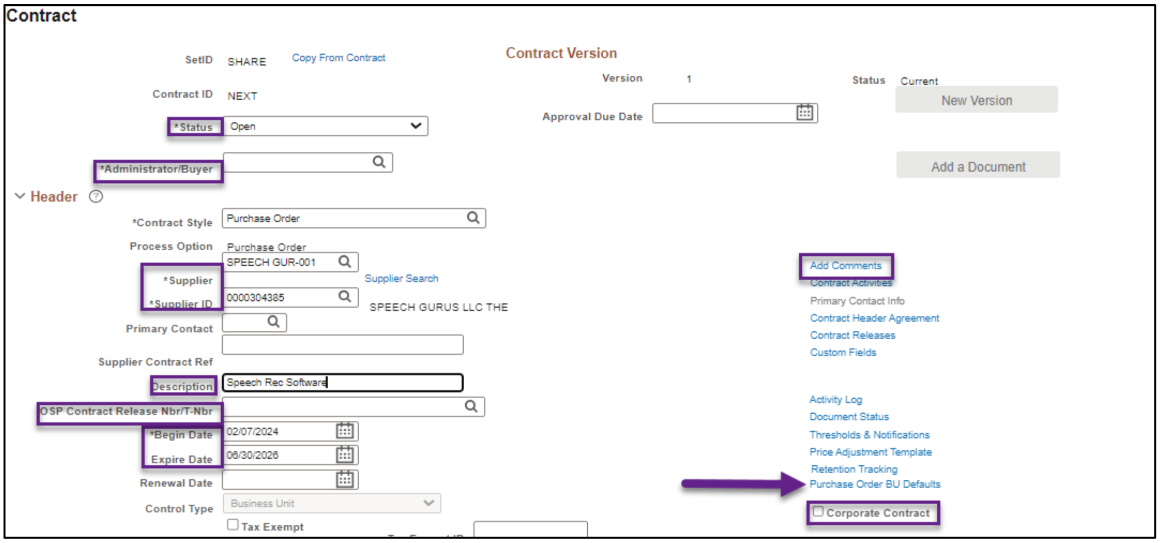
1. The Add a New Value page displays.
    a. It automatically populates the SetID with "SHARE."
    b. Leave the Contract ID with the default of "NEXT." SWIFT will assign the next available number.
    c. On the **Contract Process Options**, ALWAYS select "Purchase Order" from the drop-down menu.
    d. Select **Add.**



Step 2: Add header information to the Contract Entry page

The header is required for all contract shells. It contains information that applies to the entire contract.

1. As needed, enter information in the following header fields. Also, enter other fields that are needed for your specific contract or agency requirements.
    a. **Status.** This field defaults to "Open" when you first enter a new contract.
    b. **Administrator/Buyer.** This is the person entering the contract shell.
    c. **Supplier ID.** A ten-digit identification number assigned to a supplier.
    d. **Supplier Contract Reference**
    e. **Description**
    f. **OSP Contract Release.** Office of State Procurement (OSP) tracking number required for some Contract Document Types.
    g. **Begin Date.** Defaults to the current date. Depending upon the type of contract, you can update this field.
    h. **Expire Date.** Required for some Contract Document Types. Important for reporting.
    i. **Add Comments.** Use this link to add comments about the contract, define comment actions, and attach associated documents. You can also select to add standard comments. If comments already exist for the contract, the Edit Comment button appears.

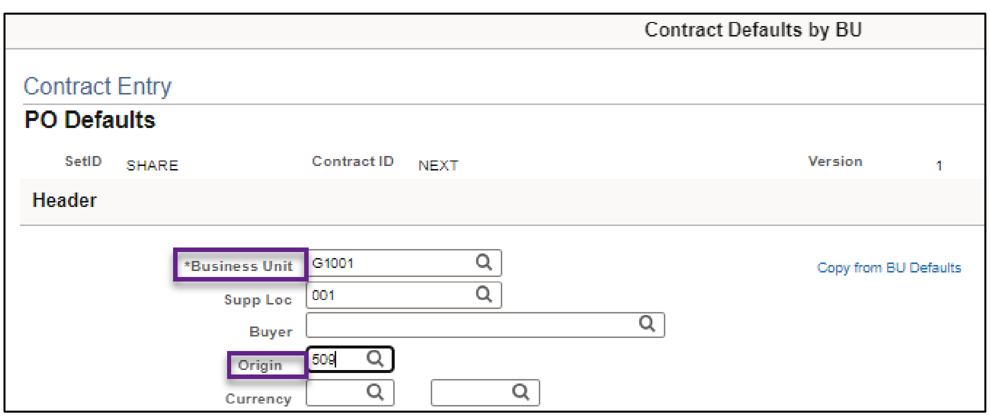


Step 3: Enter information in the Purchase Order BU Defaults and Amount Summary sections

1. Enter information on the Purchase Order BU Defaults.
    a. On the right side of the header, select the **Purchase Order BU Defaults** link.
    b. SWIFT opens the PO Defaults page.
    c. Confirm the **Business Unit** and enter the **Origin**.

NOTE: As an option, you can use this page to add Shipping Information and Distributions. The chartfields are populated in all purchase orders created from this contract. This information cannot be changed on purchase orders.

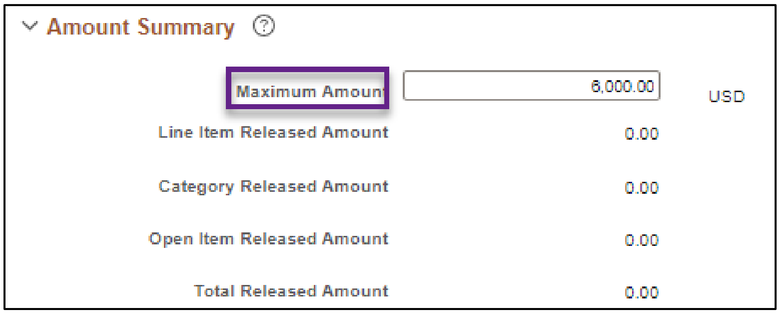
    d. At the bottom of the page, select **OK** to return to the main page.



2. In the Amount Summary section, enter the Maximum Amount. It is not required for all Document Types.
    a. **Maximum Amount.** This is the total amount that this contract should not exceed.
    b. **Line Item Released Amount.** This is the sum of released amounts for all contract line items on the contract.

c. **Open Item Released Amount.** This is the amount that is released for open items in an open item contract. This amount is updated during the purchase order calculations process or online purchase order creation when the purchase order is linked to the contract using the open item reference.

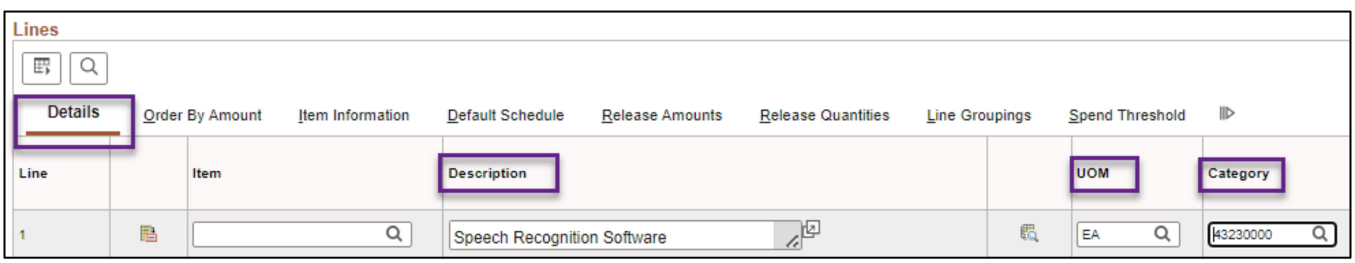
d. **Total Released Amount.** The total of the Line Item Released Amount, Category Released Amount, and Open Item Released Amount.



Step 4: Enter information on the Lines section

Lines are required for all contracts. They contain information about the goods or services that were approved for the purchase.

1. Enter information on the Details tab on the Lines section.
   a. **Description.** This is the description of the good or service being purchased on this line.
   b. **Unit of Measure (UOM).** The Unit of Measure is how the good or service is measured such as “Each,” “Case” or “Job.”
   c. **Category Code.** This code is the United Nations Standard Products and Services Code (UNSPSC). It is a global classification system of goods and services that is used for procurement.
   d. Enter other information as needed.

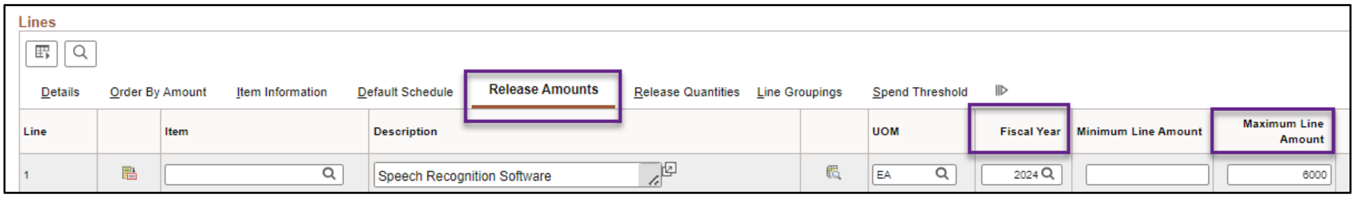


2. Set up Release Amounts or Quantities.

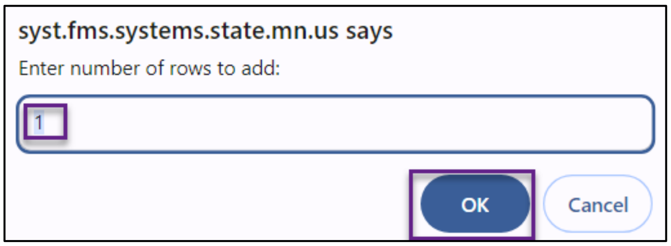
A release is created every time the contract line is pulled into a purchase order. There can be multiple releases against a single contract line until the Maximum Amount or Maximum Quantity has been reached.

   a. **Release Amounts tab.** Select the Release Amounts Tab.
      i. Enter the Fiscal Year. You can add separate lines for different fiscal years. Make sure the description is not the same for these lines.
      ii. Enter the Maximum Amount for each line. The total of these lines must match the Maximum Amount listed on the header.

b. **Release Quantities tab.** You can also release the contract by quantity.



3. Add additional lines as needed.
   a. Select the "+" button on the right side of the line.
   b. SWIFT displays a message about the number of rows to add. Enter a number and select OK.

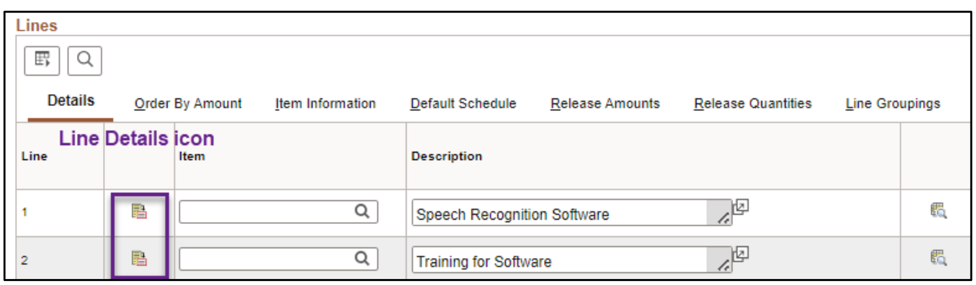


   c. SWIFT adds another line. Complete all new lines as described in this guide.

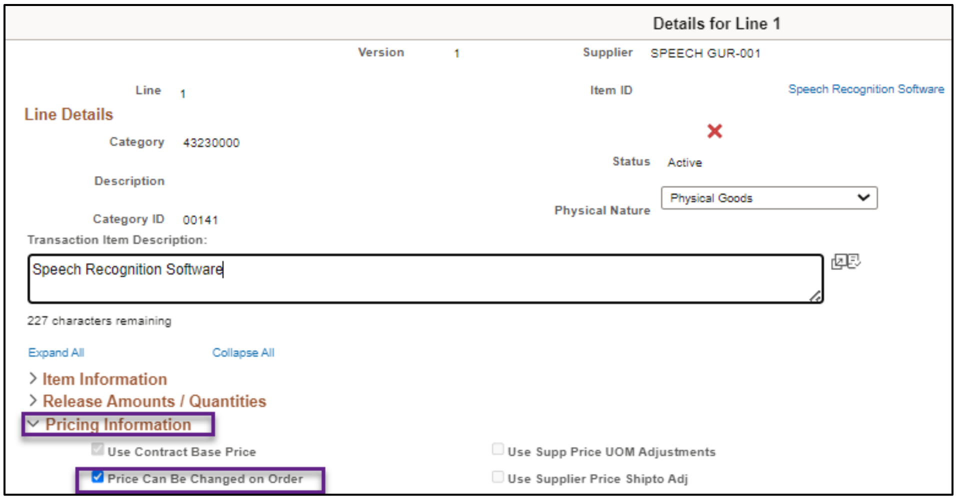
Step 5: Enter information in the Details for Line page (as needed) and select Save

IMPORTANT: If you want the price to be changed on purchase orders created referencing this contract line, you must select "Price can be changed on Order" in the Line Details for each line. **Do not** select this option at the header.

1. Select the **Line Details** icon for each line.



2. On the Details for Line page, expand the Pricing Information section.
   a. Check the **Price Can Be Changed on Order** checkbox. It only works at the line level.
   b. At the bottom of the page, select **OK** to return to the contract.

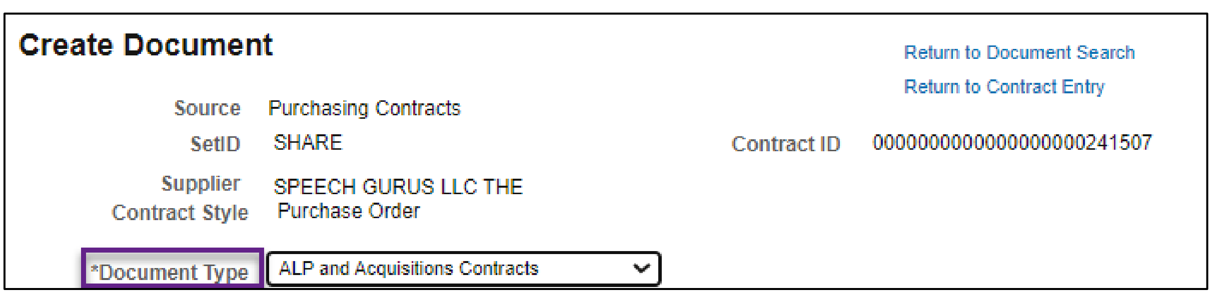


3. Update all the lines as needed.
4. After you have entered information in all lines, scroll to the bottom of the page and select **Save**.
5. SWIFT will create the contract shell. It will display the Contract ID. The Status remains “Open.”

Step 6: Enter information on the Create a Document page

1. The Create a Document page is required for all contracts. To access it, select the Add a Document button on the contract header.

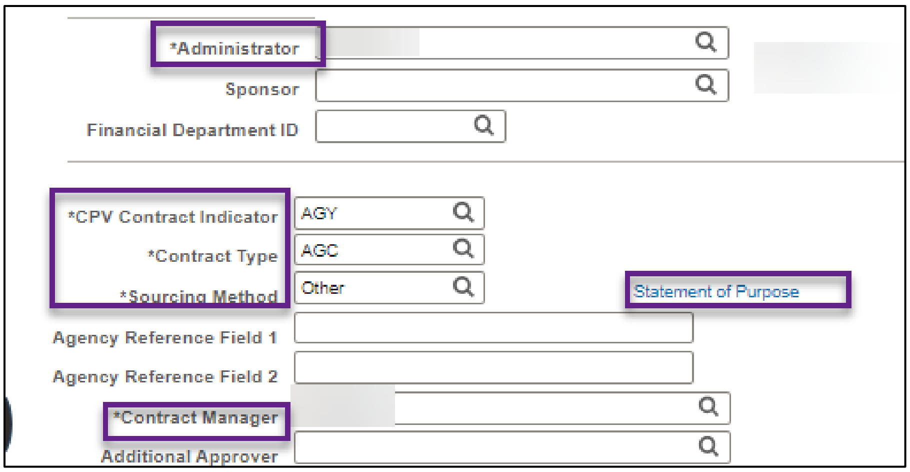
2. On the Create Document page, select the **Document Type**.



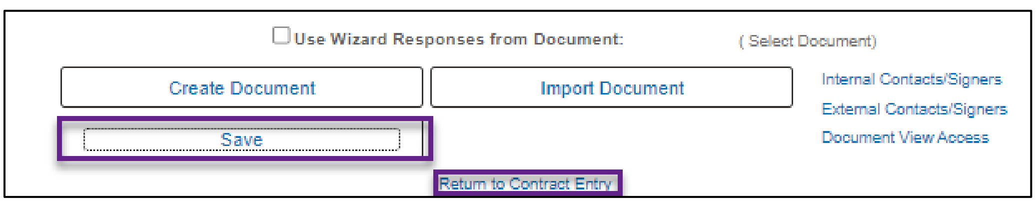
3. Based on the Document Type you selected, SWIFT opens fields for on the Create Document page. Enter information in the following required fields. Your agency may require other fields to be entered.

   a. **Administrator.** This defaults to the Employee ID/name of the employee entering the contract.

b. **CPV Contract Indicator.** Cooperative Purchasing Venture (CPV) allows eligible government entities (members) to use State of Minnesota contracts.
c. **Contract Type.** Choose the correct Contract Type. View the Supplier Contracts Document Types quick reference guide for this information.
d. **Sourcing Method.** The type of solicitation used to award the contract.
e. **Contract Manager.** The Agency staff responsible for signing a contract document processed electronically in SWIFT.
f. **Statement of Purpose.** This link brings you to the Statement of Purpose page. It is open to the public on the Transparency MN website. Write a clear, concise, and easy to understand statement of purpose of the contract.

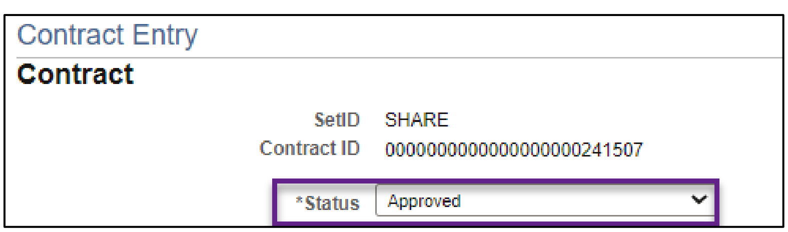


4. Select **Save** at the bottom of the page.
5. Select the **Return to Contract Entry** link at the top of the page.



Step 7: Update the Status field on the Header

When you are ready to use this contract, update the Status from “Open” to “Approved” on the header. An “Approved” status allows the contract to be used for releases, such as purchase orders. Do not set a contract status to “Approved” until it is fully executed. Select Save.



Appendix

Contract Status Field on the Header

This is the Status of the entire contract shell.

Field Name	Field Description
Open	You can only change contract shells if they are in an "Open" status.
Approved	Only contracts with an Approved status are eligible to have releases created against them or to be referenced by other transactions. Set the contract status to "Approved" when it is fully executed.
Closed	This contract is no longer needed. This status reflects that a contract was closed after there was activity against it. An activity includes purchase orders, receipts, or vouchers.
Cancelled	• This contract is no longer needed. This status reflects that a contract was cancelled and there is no activity against it. An activity includes purchase orders, receipts, or vouchers. • You cannot set the Status to "Closed" or "Canceled" if subsequent documents such as open purchase orders or vouchers are still in use.
On-Hold	Rarely used.

Fields in the Header

Required fields are marked with an asterisk (*).

Field Name	Field Description
Status	This field defaults to "Open" when you first enter a new contract.
*** Administrator/ Buyer**	Add the Administrator/Buyer using the drop-down menu. You can search by Buyer ID or by Name.
*** Supplier ID**	A ten-digit identification number assigned to a supplier.
*** Begin Date**	Defaults to the current date. Depending upon the type of contract, you can update this field.
Expire Date	The date when the contract will expire. This field is not required for some document types. It is beneficial to enter the Expire Date to trace expiring contracts and report on active contracts.
Supplier Contract Ref	Enter additional search criteria in this optional field, similar to a keyword search. This reference field provides supplemental data for defining supplier contracts. SWIFT retrieves those contracts that use this supplier contract reference and that have agreements associated with them.

Field Name	Field Description
*** Description**	This is a description of the contract. This field is available on reports.
OSP Contract Release Nbr/T-Nbr	The Contract Release/T-Number represents one or more contracts in related groups from the Office of State Procurement (OSP). It is required for master contracts.
Add Comments link	Enter comments about the contract and attach associated documents. You can also select to add standard comments. If comments already exist for the contract, the Edit Comment button appears.
Corporate Contract	Check this box if you want to open the contract to other agencies.

Document Type Fields on the Create Document page

Document Type	Description
ALP and Acquisitions	Contracts for purchases of goods, general services and construction services.
Construction Contracts	Contracts for large construction projects.
Grant Contracts	Contracts for financial assistance or services furnished by the agency via a third party to an eligible recipient.
Inbound Interfaced Contracts	SWIFT does not currently use this contract document type.
Income Contracts	Contracts that bring funds into a state agency.
Professional/ Technical Contracts (P/T)	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.

Fields on Create Document page

Required fields are marked with an asterisk (*).

Field Name	Field Description
Additional Approver	Allows you to add an additional approver using the drop-down menu that lists other contract administrators.
Additional Description	Allows you to add descriptions that were not part of the header description. Check with your agency regarding its use.

Field Name	Field Description
*** Administrator**	Defaults to the Employee ID/name of the employee entering the contract. It can be updated using the drop-down menu that lists other contract administrators.
Agency Reference Field 1, 2	Optional fields for agency use.
Configurator ID	Provides a unique identifier for the contract documents that were created using the Configure Selector (Wizard). This option is not available for Construction Contracts, Income Contracts or Real Estate Lease Contracts.
*** Contract Type**	Choose the correct type, such as AGC. Check the Supplier Contract Reference Guides for more information on Contract Types.
*** CPV Contract Indicator**	Cooperative Purchasing Venture (CPV) allows eligible government entities (members) to use State of Minnesota contracts. There are three CPV Contract Indicators. • **AGY:** Opens this contract to others in your agency. • **CPV:** Opens this contract to all State agencies and CPV members. • **STW:** Opens this contract for all State agencies.
Financial Department ID	Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
Last Signature Date	Used for agencies that do not use SWIFT's electronic signatures. It allows you to set the last date for signatures.
References MPK Contract	Only on the Professional/Technical Contracts and Master Work Order Document Type.
Renewals Authorized	Allows you to list the number of months that renewals can be authorized.
Renewals Available	Allows you to list the number of months that renewals are available.
Retention Not to Exceed Amount	Retention is holding back full payment until the contract deliverables are completely fulfilled. Retention is required for some P/T contracts.
*** Sourcing Method**	The type of solicitation used to award the contract. The Office of State Procurement uses this field. The options are governed by State statute or State policy. Contact them if you have questions about which method to choose. • **Alternative Construction Methods.** Contact OSP for the policies to use this field. • **Cooperative Purchasing.** OSP use only. • **Emergency.** Contact OSP for the policies to use this field. • **Other.** None of the other options fit this contract. • **RFB (Request for Bid).** Used by ALP buyers or OSP for purchasing goods, general services, or construction.

Field Name	Field Description
	• **RFP (Request for Proposal).** Used for P/T contracts or by OSP. • **Single Source.** There is only one provider of the good or service. Documentation is required.
***Contract Manager**	Agency person responsible for signing the contract. Important for e-Signatures.
Sponsor	Project or contract sponsor. Can be a name, position, division, agency or other sponsor.