**Inquiries/Look up Status of Work Orders in Signature Process**

July 2016

Sign into **Swift** <https://portal.swift.state.mn.us/psp/por91ap/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST>

* User ID (same as your timesheet)
* User Password (same as your timesheet)
* Click OK
* On the Administrative Portal Click on Financial Supply Chain Access Link (Left side of screen, probably first entry under Worklist)
* Click on Supplier Contracts, usually 4th choice down in the list (once you click Supplier Contracts you will be on the Financial Management System Page)
* Click on Create Contracts and Documents Link (left hand side of screen)
* Click on Contract Entry Link (you are now on the Contract Page)
* Find the Contract ID line and Click on the box that says “begins with V”
* Click on “contains”
* Move your cursor to the box that is to the right of the work contains and enter in the Contract Number you will be looking up. You only need the last 6 digits not all the zeros in front of the number.
* Click on the Search tab
* Your contract document should show at the bottom of the page below the words Search Results
* Click on the most recent version (noted in the column that says Version Status. You are now on the Contract Entry Page
* Click on the button on the right hand side of the screen “Maintain Document”. You should be on the Document Management Page
* **Important – Do not modify any of the screens or documents.**
* Click on Approval Details link in the middle column under Review and Approval. This will show you who conducted and approved for the Contract Manager in the 3rd box. The Purchaser approves the document twice. You are on the Document Approval Status Page.
* Click on Return to Document Management Link below the Business Approvers box . This will return you to the Document Management Page.
* Click on the Electronic Signature Details Link – located in the middle column closer to the bottom of the page.
* This will show you who has signed and who has been set up to sign. You can sign out of Swift if you received all the information you are looking for.
* You can return to the Document Management Page by clicking the Return to Main Document Page link in the upper left hand corner under the Vendor Name. Then sign out of Swift if you are done.
* If you want to review the work order click on Return to Main Document Page click on View Document button and if you want to look at the attachments click on the Modify Attachments/Related Documents Link.
* **Do not make any changes to the documents**.

Always log out of Swift