

QUICK REFERENCE GUIDE

Updated April 6, 2020

Do I Register as a Bidder or Supplier?

Using the correct registration process is important to conducting business with the State of Minnesota. Choosing the incorrect option may delay the processing of your registration and result in missing out on a bidding opportunity or delaying of a payment and purchasing transactions.

- **Register as a Supplier** – Use this option to register with the State of Minnesota if you have been in contact with someone in the State and will be receiving a payment. Or, if you have been asked to register to receive a contract or purchase order from the State. The Supplier registration process collects the needed information for issuance of payments and purchasing documents. This process typically requires two days for review and activation of your account. **Questions on registering as a Supplier can be emailed to the MMB Supplier Help Line at efthelpline.mmb@state.mn.us**
- **Register as a Bidder** – Use this option to register with the State of Minnesota if you are interested in quickly bidding on a solicitation event available on the Supplier Portal. Registering as a bidder requires minimal information to be entered and does not require State review before allowing you to submit a bid. Registering as a bidder will allow you to select commodities or services (categories) you have an interest in providing to the State of Minnesota and you will receive email notifications when the selected categories are available for bidding. **Note:** if your company has been selected for an award, you will receive an email notification asking you to register as a Supplier. You will need to provide additional information, subject to verification by the State of Minnesota, to fully register your Bidder ID as a Supplier ID **before** you will be issued a purchase order or contract. This process typically takes two days for review and account activation before the purchase order or contract can be processed.

Questions on registering as a Bidder can be emailed to the Office of State Procurement at osphelp.line@state.mn.us.

Register as Supplier

Suppliers can self-register with the State by submitting a request on the Supplier Portal.

To submit a new supplier request in SWIFT, complete the following seven-step process.

Steps to complete

- Step 1: Open the Supplier Portal and enter Entity and TIN Type.
- Step 2: Enter Identifying Information.
- Step 3: Enter Address Information.

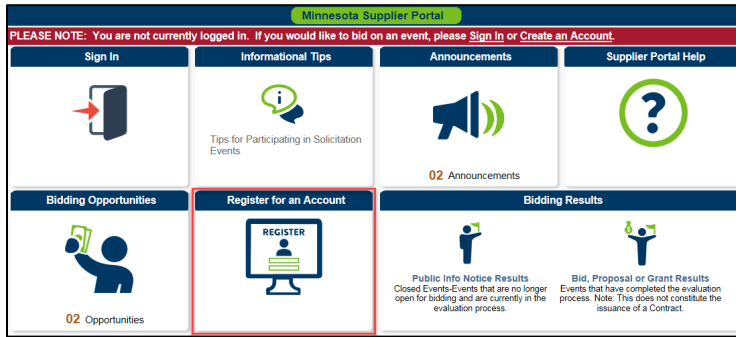
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Step 4: Enter Contacts.
- Step 5: Enter Payment Information.
- Step 6: Enter Category Codes.
- Step 7: Submit for Approval.

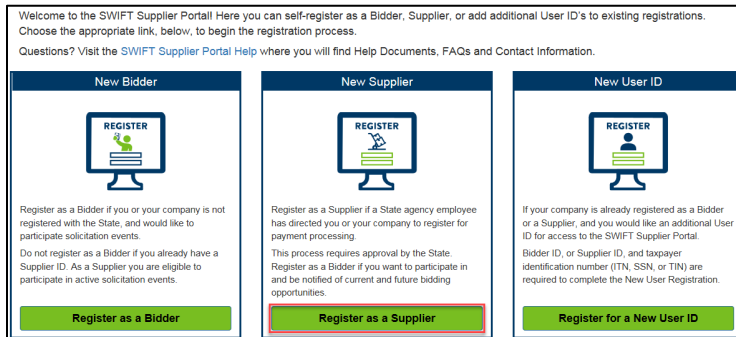
Step 1: Open the Supplier Portal and enter Entity and TIN Type.

Access the [Supplier Portal](http://mn.gov/supplier) from the following link: <http://mn.gov/supplier>

1. Select the **Register for an Account** Tile to begin registration.



2. Press the **Register as a Supplier** button.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

3. On the *Welcome* screen (*Step 1 of 7*), select the **Start a new registration form** radio button to start the registration process for the supplier.
4. In the *Entity Type* and *TIN Type* fields, select the type of legal entity and Tax Identification Number for the supplier.
5. Press the **Next** button.

Welcome - Step 1 of 7

Welcome to the **State Wide Integrated Financial Tools (SWIFT)** Supplier Registration process

Upon completion of this process:

- 1) You will be issued a unique SWIFT 'Registration ID' and 'Supplier ID'.
- 2) Your personal and business-related information will be recorded within the SWIFT system, and associated with your Registration ID and Supplier ID.
- 3) Each of your registered contacts will also receive a unique User Identification (also referred to as a 'User ID' or 'OprID'). Your OprID is required for secured access to SWIFT; and will be associated with your Supplier ID.
- 4) Your Supplier ID and OprID are also used to track any bidding activity within SWIFT.

Note: This is not the registration process for 'Bidders'. The State has created a streamlined Bidder Registration process for that group of registrants. If you fall into that group (you do not currently have any purchase requests or payment obligations from the State of Minnesota), please exit now; and, select the 'Register as a Bidder' button; which, once complete, will allow you to bid on events.

If you are an existing Bidder who has been directed to register as a Supplier, you should also exit this process, sign into SWIFT; and, navigate to the 'Initiate Bidder Change' link (within the 'Manage Profile' area of SWIFT); and, step through that process.

We encourage you to select the '?' icons on the registration pages, as they provide additional information. If you still have questions, use the 'Contact Us' option to initiate this process, or contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106.

Note that Pursuant to Minnesota Statute 270C.65, Subdivision 3, vendors are required to provide their Federal Employer Identification Number or Social Security Number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require a vendor to file tax returns and pay delinquent tax liabilities. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

To begin the registration process, select the type of entity you are representing, and the respective Taxpayer Identification Number - aligning your selection with your IRS filing status. Then select 'Next'.

Note: If you have used the 'Save for Later' option; please select the 'Continue from where you left' radio button at the bottom of the page, enter your registration ID; and then select the arrow to the right of your Registration ID to resume the registration process.

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

*Entity Type

*TIN Type

Continue from where you left

Note: If you already started the supplier registration request, select the **Continue from where you left** radio button, and enter the *Registration ID* to continue from where you last left off.

Select an activity below: ?

Start a new registration form

Continue from where you left

Registration ID

[Forgot your registration ID?](#)

Step 2: Enter Identifying Information.

1. The *Identifying Information* screen will display (*Step 2 of 7*). Enter the supplier’s information in the following fields. Required fields are marked with an asterisk (*).

Field	Field Description
* Tax Identification Number	Enter the Tax Identification Number, such as the Federal Employer Identification Number (FEIN) or Social Security Number (SSN). Do not enter the TIN with dashes, slashes, or spaces. TINs are not required for foreign, one-time claim, or refund suppliers. If you enter a new supplier with the same TIN as an existing one, SWIFT will not allow you to continue registration.
* Confirm Tax Identification Number	Reenter the tax identification number.
Minnesota Tax ID	Enter the Minnesota Tax Identification Number to identify suppliers that pay the Minnesota Sales Tax
* Legal Name	Enter the legal name.
Additional Name	Enter an additional name for the supplier.
http://URL	Enter the supplier’s website.
* Type of Contractor	Enter the type of contractor for the supplier—broker, construction, consultant, etc. (<i>Hint: Select the Look Up glass to view the options.</i>)
What were your company’s approximate annual sales for last year?	Enter the range of annual sales for last year. <i>(Hint: Select the Look Up glass to view the options.)</i>
* Number of Employees.	Enter the range for the number of employees—1 – 39 or 40 or more. <i>(Hint: Select the Look Up glass to view the options.)</i>
* Has there been an ownership change within the past two years?	From the drop-down list, select Yes or No. Note: If you select Yes, make sure to also fill out the Vendor Name Change Request form online (https://mn.gov/mmb/assets/vendor-name-change-request-form_tcm1059-227279.pdf)

2. Press the **Next** button.

Step 3: Enter Address Information.

1. The *Address* screen will display (*Step 3 of 7*). Enter the supplier's primary address information in the following fields.

Field	Field Description
* DBA Name 1	This field defaults with the supplier's Legal Name. However, if the supplier wants payments made to a "Doing Business As" (DBA) name, enter it here.
DBA Name 2	Enter an additional DBA name for the supplier, if applicable.
Country (Change Country)	This field will default with "USA." If registering a foreign supplier, click the <i>Change Country</i> link to select a foreign country. The <i>Address</i> fields will not display the country is selected.
* Address 1	Enter the supplier's primary physical <i>address</i> . A street address may be required for Minnesota-based businesses.
Address 2	Enter an additional address for the supplier, if applicable.
Address 3	Enter another additional address for the supplier, if applicable.
* City	Enter the city where the supplier resides.
* County	Enter the county where the supplier resides. Select "NON MINNESOTA" for out-of-state addresses.

Field	Field Description
	Note: You may need to enter the State before you enter the County.
* State	Enter the two-letter state abbreviation (e.g., MN for Minnesota). If needed, search for it using the Look Up icon.
* Postal	Enter the five- or nine-digit zip code (use format: XXXXX or XXXXX-XXXX).
* Email ID	Enter the supplier's email.

- If the supplier has a Remittance and/or Invoice Address different from the Primary Address, check mark the **Remittance Address** box and/or the **Invoice Address** box, and enter address information in the fields below.

If both addresses are the same as the Primary Address, do not check mark these boxes.

- Press the **Next** button.

Addresses - Step 3 of 7

The 'Primary Address' is your the physical address.
Enter a 'Remit To Address' if it is different.
'Invoice Address' is not relevant to this registration type.
Select the respective County for each MN address.

Primary Address

DBA Name 1: TEST SUPPLIER 99
 DBA Name 2:
 * Country: USA United States
 Address 1:
 Address 2:
 Address 3:
 City:
 County: Postal:
 State:
 *Email ID:

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

Remittance Address, If Different
Address for remitting payment

Invoice Address
Address from which you send invoice

Buttons: Exit, Save for Later, Previous, **Next**

Note: When needed, SWIFT will automatically update the Address Lines to conform to USPS standards and abbreviations (e.g., it will change "STREET" to "ST"). When this occurs, a message box will display. Press **Yes** to continue.

The Primary Address Line 1 has been updated. (25000,328)

The Primary Address Line 1 value has been changed from:
 123 STREET
 to
 123 ST
 to apply USPS standards.

Press YES to accept the revised value or NO to leave the value as it was entered.

Step 4: Add Contacts.

1. The *Contacts* screen will display (*Step 4 of 7*). Press the **Add Contact** button.

2. The *Add Contacts* screen will display. Enter information about the contact for the supplier.

Field	Field Description
* First Name	Enter the first name of the contact.
* Last Name	Enter the last name of the contact.
Title	Enter the job title of the contact.
* Email ID	Enter the contact's email address.
* Telephone & Ext	Enter the contact's telephone number and extension, if applicable.
Fax Number	Enter the contact's fax number.
Contact Type	From the drop-down list, select the type of contact that's most applicable.
Primary Contact	Check mark this box if the contact is the primary one for the supplier.

3. Press **OK**.

4. The contact will now be added to the *Contact* screen under the *Company Contacts* section. Press the **Add Contact** to add another contact. If finished, press the **Next** button.

Step 5: Enter Payment Information.

1. The *Payment Information* screen will display (*Step 5 of 7*). To receive payments via electronic funds transfer, check mark the box that says, **Click here to enter EFT/Bank Information**.
2. To receive Payment Notifications via email, enter email information in *Payment Preferences*.
3. Enter banking information in *Supplier Banking Information*.
4. Press the **Next** button.

Step 6: Enter Category Codes.

1. The *Categorization* screen will display (*Step 6 of 7*). This screen is optional to receive email notifications about future bidding opportunities from the State. In the *Description* field, enter a description of what goods/services the supplier offers, and press the **Search** button.
2. A list of *UNSPSC Codes* will display. Check mark all category codes that apply.
3. Press the **Add Selected** button. The category code will be added to *Your Codes*.
4. Press the **Next** button.

The screenshot shows the 'Categorization - Step 6 of 7' screen. At the top, there is a navigation bar with tabs: Welcome, Identifying Information, Addresses, Contacts, Payment Information, Categorization (active), and Submit. Below the navigation bar are buttons: Exit, Save for Later, < Previous, and Next >.

The main content area is titled 'Categorization - Step 6 of 7' and includes the text: 'Optional step. If your company would like to be notified of future bidding opportunities from the State you may select categories for goods and/or services your company offers.'

There are two input fields: 'Description' with the value 'food' and 'Category'. Below these is a 'Search' button. To the right of the 'Description' field is an 'And/Or' dropdown menu.

Below the search area is a table titled 'UNSPSC Codes (Search results)'. The table has columns: Selected Flag, Category, and Description. There are 15 rows of results. The 15th row is selected, with a checkmark in the 'Selected Flag' column.

Below the table are two buttons: 'Add Selected' and 'Select All'. Below these is a section titled 'Your Codes' which contains a table with one row: Category 48101600, Description Food preparation equipment.

Selected Flag	Category	Description
<input type="checkbox"/>	10121600	Bird and fowl food
<input type="checkbox"/>	10121700	Fish food
<input type="checkbox"/>	10121800	Dog and cat food
<input type="checkbox"/>	10121900	Rodent food
<input type="checkbox"/>	10122000	Reptile food
<input type="checkbox"/>	10122100	Miscellaneous animal food
<input type="checkbox"/>	11141700	Food and tobacco waste and scrap
<input type="checkbox"/>	12170000	Colorants
<input type="checkbox"/>	23181500	Food preparation machinery
<input type="checkbox"/>	23181600	Food cutting machinery
<input type="checkbox"/>	23181700	Food cooking and smoking machinery
<input type="checkbox"/>	24121800	Packaging cans
<input type="checkbox"/>	47131800	Cleaning and disinfecting solutions
<input type="checkbox"/>	48101500	Cooking and warming equipment
<input checked="" type="checkbox"/>	48101600	Food preparation equipment

Category	Description
1 48101600	Food preparation equipment

Step 7: Submit for approval.

- The *Submit* screen will display (*Step 7 of 7*). Press the **Review** button to review supplier information before submitting it for approval.

- The *Review Page* window will display. Select the **Edit** icons to change any of the information entered for the Supplier, and then press the **Return** button when finished.

- Select the *Terms of Agreement* link to open the *Terms of Agreement*.

Welcome Identifying Information Addresses Contacts Payment Information Categorization **Submit**

Exit Save for Later < Previous Next >

Submit - Step 7 of 7

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Please provide password for re-access in case we should need more information from you to complete the registration process.
*Password

Password Requirements
Password length should be a minimum of 8 characters
Must use at least 1 special character (Example - Period)
Must use at least 1 number

Terms and Conditions
Make sure you read terms of agreement fully before submitting your registration.
 Click to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

8. Press the **Return** button when finished reading the *Terms of Agreement*.

Terms of Agreement Print

Note that Pursuant to Minnesota Statute 270C.65, Subdivision 3, vendors are required to provide their Federal Employer Identification Number or Social Security Number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require a vendor to file tax returns and pay delinquent tax liabilities. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

PRIVACY ACT NOTICE
Internal Revenue code Section 6109 requires you to furnish your correct taxpayer identification number to payers who must file information returns with IRS. IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. Payers must generally withhold 28% of taxable interest and certain other payments to a payee who does not furnish a TIN to a payer.

Under penalty of perjury, I certify the number submitted with this form is my correct taxpayer identification number.

Return

9. Enter the supplier's email in the *Email communication* field.

10. Enter a password in the *Password* field.

11. Check mark the **Terms and Conditions** box.

12. Press the **Submit** button.

Note: The **Submit** button will not be available until the **Terms and Conditions** box is check marked.

Welcome Identifying Information Addresses Contacts Payment Information Categorization **Submit**

Exit Save for Later < Previous Next >

Submit - Step 7 of 7
Click the "Review" button to review the registration information.
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Password length should be a minimum of 8 characters
Must use at least 1 special character (Example - Period)
Must use at least 1 number

Terms and Conditions
Make sure you read terms of agreement fully before submitting your registration.
 Click to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

13. The *Registration Submit Details* screen will display to confirm you submitted a supplier registration request in SWIFT. Make sure the *Registration ID* appears below.

Registration Submit Details

Submitted

✓ You have successfully submitted your registration.

Your registration ID:
0001011519

Note: The supplier will receive email notification providing confirmation of the submitted supplier registration request as well as the *Registration ID*.

m MINNESOTA

Your Registration Form Has Been Submitted

Details

Your supplier registration form has been submitted for approval.

Registration ID: 0001011519

If you have any further questions regarding your registration process, please contact MN Management & Budget at (651) 201-8106, or email efhelpline@state.mn.us, or vendor.mmbefax@state.mn.us - fax: 651-797-1306.

This message was automatically generated by the Minnesota State Wide Integrated Financial Tools (SWIFT) system on 2019-01-30 at 11.49.41.000000. Please do not reply to this email.

Thank you
State of Minnesota

14. Wait up to three days for the approval process to be completed.

15. For questions about the approval process, please contact the Supplier Support Unit (vendor.mmbefax@state.mn.us), using the *Registration ID* as a reference.