SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

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.
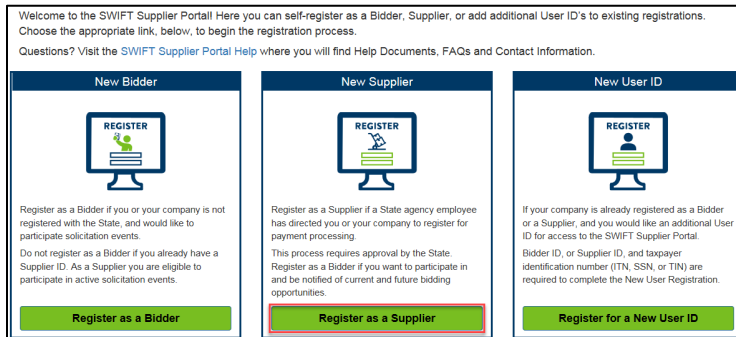- Step 6: Enter Category Codes.
- Step 7: Submit for Approval.

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

Access the Supplier Portal from the following link: http://mn.gov/supplier

1. Select the **Register for an Account** Tile to begin registration.
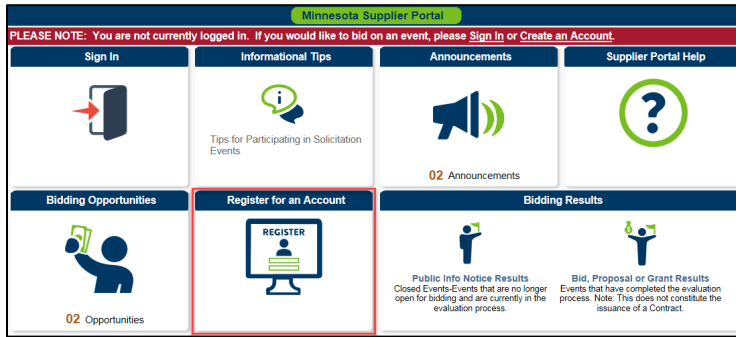
2. Press the **Register as a Supplier** button.

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.

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.

SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

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. (*Hint*: Select the Look Up glass to view the options.)
What were your company's approximate annual sales for last year?	Enter the range of annual sales for last year. (*Hint*: Select the Look Up glass to view the options.)
* Number of Employees.	Enter the range for the number of employees—1 – 39 or 40 or more. (*Hint*: Select the Look Up glass to view the options.)
* 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 *Change Country* link to select a foreign country. The *Address* fields will not display the country is selected.
* Address 1	Enter the supplier's primary physical *address*. 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.

2. 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.

3. Press the **Next** button.

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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Step 7: Submit for approval.

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

6. 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.

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

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

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.

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.

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

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.