SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Update Supplier Profile and Information

Company Profile, Address, Contacts, Payment Profile, Categorization

Suppliers registered with the State can update their profile and information on the Supplier Portal by making changes to the company profile, address, contacts, payment profile, and categorization codes. Updates are typically approved within two business days.

Steps to complete

- Step 1: Log in to the Supplier Portal.
- Step 2: Initiate Supplier Change.
- Step 3: Add/Update Company Profile.
- Step 4: Add/Update Address.
- Step 5: Add/Update Contacts.
- Step 6: Add/Update Payment Profile.
- Step 7: Add/Update Categorization Codes.
- Step 8: Submit Changes to Supplier Information.

Step 1: Log in to the Supplier Portal

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

1. To log in to the Supplier Portal, select the **Sign In** tile.

2. Enter registered supplier information in the *User ID* and *Password* fields.

3. Press the **Sign In** button.

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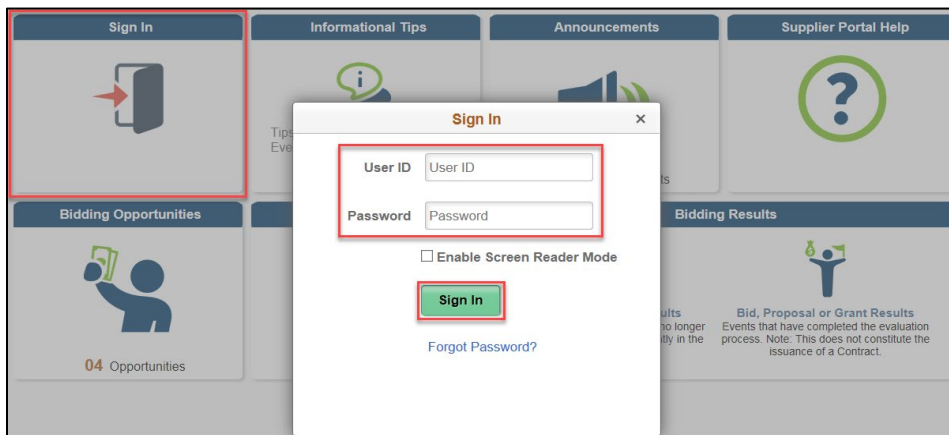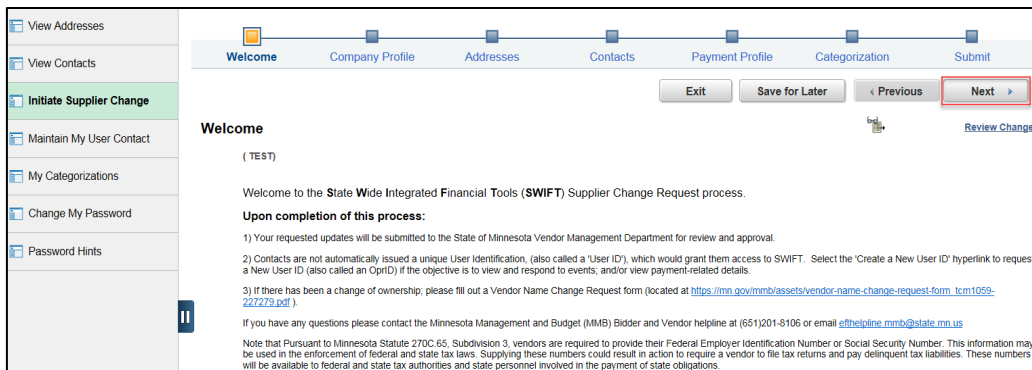
Step 2: Initiate Supplier Change

1. Select the **Manage Profile** tile.
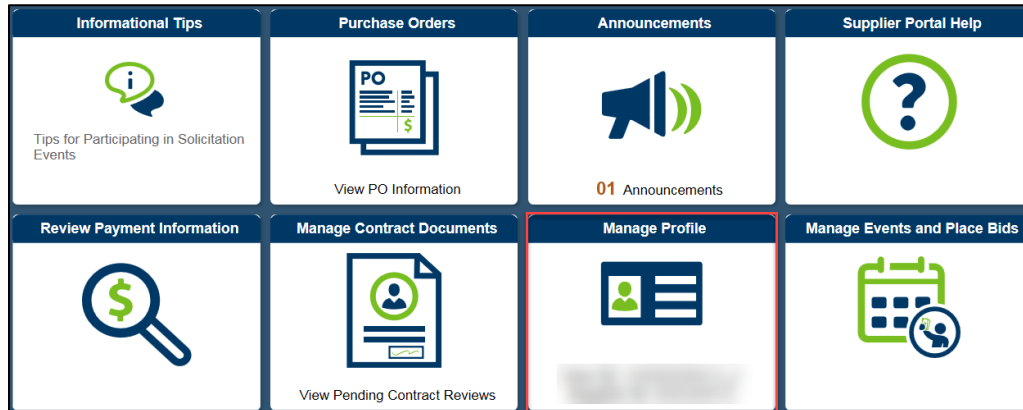
2. On the left-menu, select *Initiate Supplier Change*.

3. The *Welcome* screen for the *Supplier Change Request process* will display. Press the **Next** button.

Step 3: Add/Update Company Profile

1. The *Company Profile* screen will display. Under the *Unique ID & Company Profile*, verify the *Legal Name* is correct, and enter an *Additional Name*, if applicable.

2. Under the *Profile Questions*, press the **Select** button to select an appropriate answer for the first three questions, and select the appropriate radio button (**Yes** or **No**) for the final question.

3. Press the **Next** button.

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Step 4: Add/Update Address

1. The *Address* screen will display. Under the *Address*, select the **pencil** icon to edit the supplier's existing address, or press the **Add New Address** button to add a new address to the supplier.

2. Enter the *Address Information* and *Phone Information* for the supplier contact, and press **OK**.
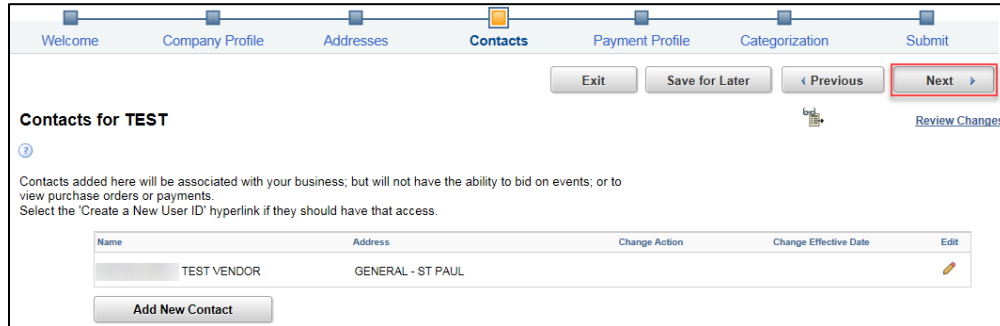
3. Press the **Next** button.

Step 5: Add/Update Contacts

1. The *Contacts* screen will display. Select the **pencil** icon to edit the supplier's existing contact information, or press the **Add New Contact** button to add a new contact to the supplier.
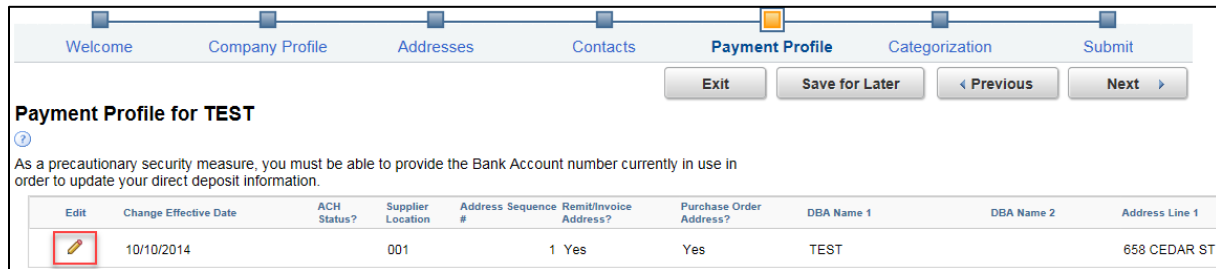

2. Enter the *Contact Information* and *Phone Information* for the supplier contact, and press **OK**.
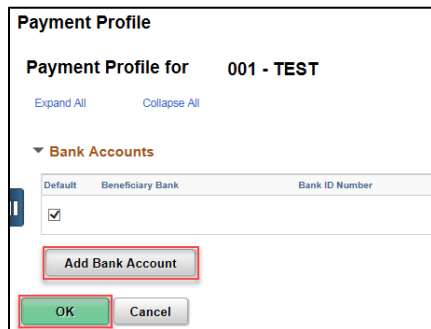
3. Press the **Next** button.


Step 6: Add/Update Payment Profile

1. The *Payment Profile* screen will display. Select the **pencil** icon to edit the payment profile.

2. Press the **Add Bank Account** button to add or update banking information in the payment profile, and enter required information: Tax ID Number, account information, etc.

3. After updating banking information in the payment profile, press **OK**.

4. Press the **Next** button.

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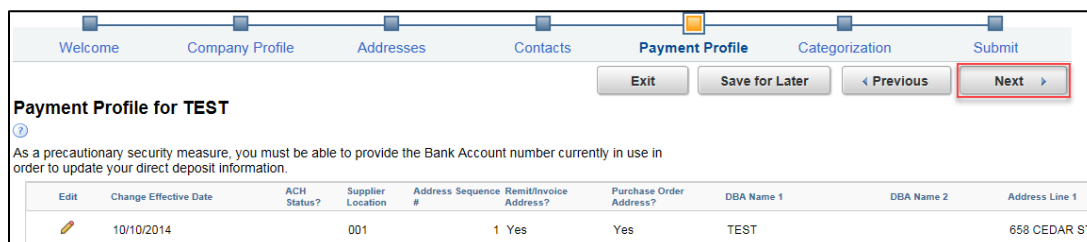
Step 7: Add/Update Categorization Codes

1. The *Categorization* screen will display. To add a UNSPSC Code, enter a keyword in the *Description* field and press the **Search** button.

2. A list of UNSPSC Codes will display as search results. Check mark a box to select the code.

3. Press the **Add Selected** button.

Categorization for TEST
(TEST)

	Description	consulting		And/Or	
Category				⌄	
Search					

UNSPSC Codes (Search results)

1-6 of 6 ⌄ | View All

	Selected Flag	Category	Description
1	☐	70111704	Horticultural counseling services
2	☐	70171604	Water conservation advisory services
3	☐	70171605	Water rights advisory services
4	☐	71160000	Oil and gas well project management services
5	☐	80151600	International trade services
6	☑	81101516	Energy or utility consulting service

| **Add Selected** | **Select All** |

4. Press the **Next** button.

| Welcome | Company Profile | Addresses | Contacts | Payment Profile | **Categorization** | Submit |

Exit | Save for Later | ‹ Previous | Next ›

Categorization for TEST
(TEST)

Description		And/Or	
Category		⌄	
Search			

Step 8: Submit Changes to Supplier Information

1. The *Submit* screen will display. Enter the supplier contact's email in the *Email communication* field.

2. From the drop-down list in the *Audit Reason Code* field, select the reason for adding/updating the supplier and contact information in SWIFT (e.g., "4 – Contacts Add/Update").

Optional: Specify that reason by writing it in detail in the *Comments* field.

3. Check mark the *Confirm Changes* box.

4. Press the **Submit** button.

5. The *Tax Id Validation* screen will display. Enter the tax identification number in the *Tax ID Number* field, and press **OK**.