SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

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Supplier Portal Accessibility Guide

Minnesota Management & Budget follows the State's Accessibility Standard (as per section 508 and the Web Content Accessibility Guidelines, or WCAG) to ensure the Supplier Portal is accessible.

For people who use assistive technology such as a screen reader, Screen Reader Mode is used in conjunction with the accessibility software. Screen Reader Mode changes the screens and underlying tags in the Supplier Portal to make it more understandable to the user and the software. Screen Reader Mode may change text, prompts, tabbing, navigation, etc. making it difficult for a user not using or familiar with accessibility software.

To improve accessibility with a screen reader, turn on or turn off Screen Reader Mode while logging in. By default, the new session will not have Screen Reader Mode activated. Screen Reader Mode must be re-enabled for each session if it is needed.
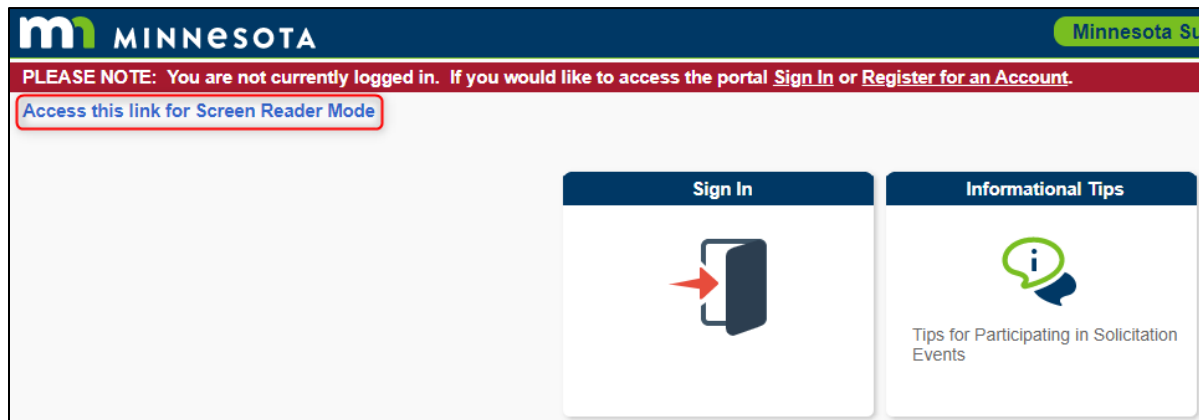
Inactivating the Supplier Portal Screen Reader Mode

If you accidentally selected the line "Access this link for Screen Reader Mode" it is on for the current session and cannot be inactivated. You will need to end your session by closing the browser and starting a new session.
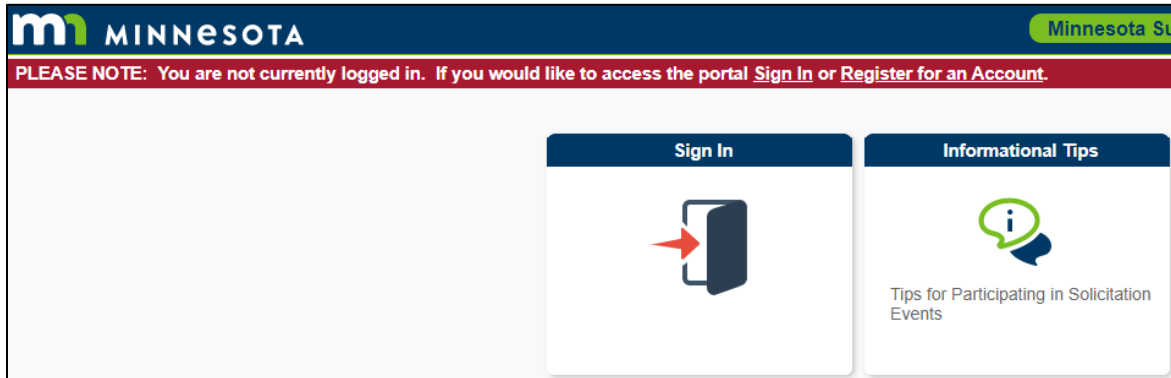
Turn on Screen Reader Mode for guests

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

1. Select the "Access this link for Screen Reader Mode" link.

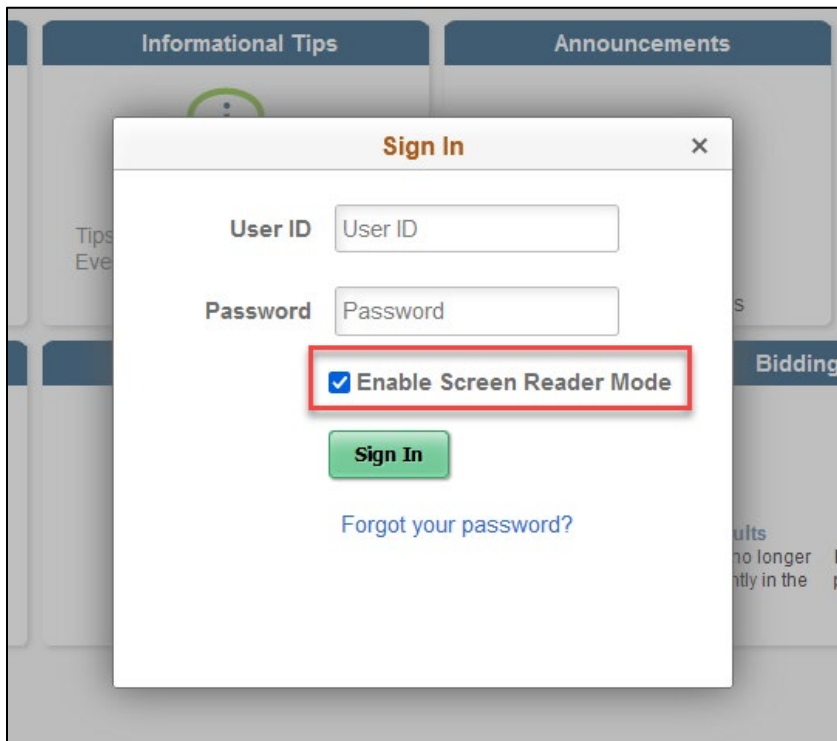2. The page will refresh with Screen Reader Mode enabled and the link will no longer be displayed.

3. The Screen Reader Mode link can be found across many Supplier Portal pages

Turn on Screen Reader Mode for bidders and suppliers

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 the registered bidder/supplier information in the User ID and Password fields.

3. Select the "Enable Screen Reader Mode" checkbox.

4. Select the **Sign In** button.

5. Screen Reader Mode is now turned on in the Supplier Portal of SWIFT. The active field is highlighted.

Review Payments

Filter Options

Enter Invoice# OR Payment Ref# OR Payment From & To Dates. Only issued payments will be selected.

Search Criteria

Invoice Number

Payment Reference

From Payment Date 11/05/2019 [::::] (example: 12/31/2000)

To Payment Date 11/19/2019 [::::] (example: 12/31/2000)

Search

Troubleshooting Screen Reader Mode.

Some address fields that are required are not identified as required to either visual users or screen reader users.

Select save. If a required field has not been entered, an error message will display, and the screen reader will announce that input is necessary.

Screen reader does not announce when saving.

After saving, select the status of the most recent task that you intended to save. The screen reader will announce the status if the save was successful. If there is no status, the task was not saved and will need to be re-entered.

Screen Reader Mode may not turn off.

Log off and close the browser. Reopen browser and clear cache. Screen Reader Mode will reset to off as the default setting.

When accessing the supplier portal through a mobile device, user may be able to leave a modal dialogue window.

A modal window is a sub-window that pops-up requiring the user to respond. Therefore, the required response may be missed and the user unable to navigate further through the website.

Enable Screen Reader Mode while using a mobile device to contain the focus within the modal window. The screen reader will announce the dialogue window that requires a response.

When registering as a new bidder or supplier on the supplier portal, there is an input box for URLs and an Open URL command.

When registering as a Bidder or Supplier, please enter your company's URL in this box. Select the Open URL command to test if the URL will open correctly.