

QUICK REFERENCE GUIDE

Updated February 20, 2024

Do I Register as a Bidder or Supplier or Payee?

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 or Payee** – 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 or Payee 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 or Payee 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 Bidder

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

To submit a new bidder request in SWIFT, complete the following six-step process.

Steps to Complete:

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

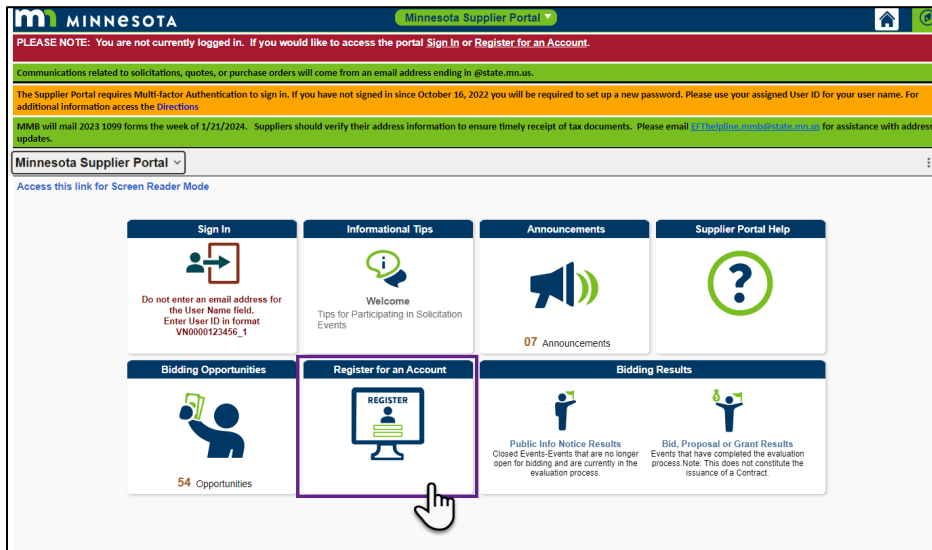
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Step 3: Enter Address Information.
- Step 4: Enter Contacts.
- Step 5: Enter Category Codes.
- Step 6: Submit for Approval.

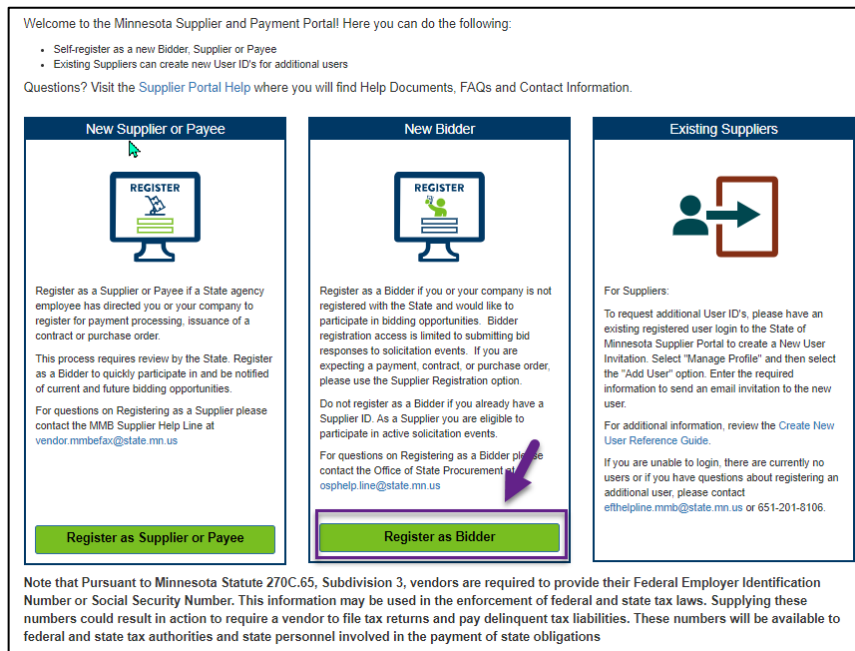
Step 1: Open the Supplier Portal and enter Entity and TIN Type.

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

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



2. Select the **Register as a Bidder** button.



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3. On the *Welcome* screen (*Step 1 of 6*), select the **Start a new registration form** radio button to start the registration process for the bidder.
4. In the *Entity Type* and *TIN Type* fields, select the type of legal entity and Tax Identification Number for the bidder.
5. Select the **Next** button.

Welcome - Step 1 of 6

Minnesota Supplier Portal Bidder Registration process

Upon completion of this process:

1. You will be issued a unique 'Bidder ID'.
2. Each of your contacts will receive a unique 'User ID', which will be associated with your Bidder ID.

For help specific to that area of the registration process, select the nearby question mark icon.

If you still have questions, select the 'Need Help?' button at the top right of the page; use the 'Contact Us' option, or contact the Minnesota Management and Budget (MMB) Supplier and Bidder helpline at (651)201-8106.

To begin the registration process, select the question mark icon on this page and collect the required documentation; and then select your entity type (Business, Individual, or Foreign) and IRS Taxpayer Identification Type (TIN, SSN, ITN) from the drop-down menu options, and select 'Next'.

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

[Contact Us](#)

* Required field

Note: If you already started the bidder 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 6*). Enter the bidder'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.
* Confirm Tax Identification Number	Reenter the tax identification number.
Minnesota Tax ID	Enter the Minnesota Tax Identification Number to identify bidders that pay the Minnesota Sales Tax.
* Legal Name	Enter the legal name.
Additional Name	Enter an additional name for the bidder.
http://URL	Enter the bidder's website.

2. Select the **Next** button.

The screenshot shows a multi-step process. The current step is 'Identifying Information - Step 2 of 6'. The navigation bar includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Categorization', and 'Submit'. Below the navigation bar are 'Exit', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a purple box and a mouse cursor. The main content area is titled 'Unique ID & Company Profile' and contains several input fields: '* Tax Identification Number', '* Confirm Tax Identification Number', 'Minnesota Tax ID', '* Legal Name', 'Additional Name', and 'http://URL'. A legend at the bottom left indicates '* Required field'. A link 'Open URL' is located to the right of the URL field.

Step 3: Enter Address Information.

1. The *Address* screen will display (*Step 3 of 6*). Enter the bidder's primary address information in the following fields.

Field	Field Description
* DBA Name 1	This field defaults with the bidder's Legal Name. However, if the bidder wants payments made to a "Doing Business As" (DBA) name, enter it here.
DBA Name 2	Enter an additional DBA name for the bidder, if applicable.
Country (Change Country)	This field will default with "USA."

Field	Field Description
	If registering a foreign bidder, 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 bidder’s primary physical <i>address</i> . A street address may be required for Minnesota-based businesses. (NOTE: Add apartment or suite number here and after street name, e.g., #XXXX)
Address 2	Enter an additional address for the bidder, if applicable.
Address 3	Enter another additional address for the bidder, if applicable.
* City	Enter the city where the bidder resides.
* County	Enter the county where the bidder resides. Select “NON MINNESOTA” for out-of-state addresses. NOTE: You will 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 bidder’s email.

2. If the bidder has a Remittance Address that is different from the Primary Address, check mark the **Remittance Address** box, and enter address information in the fields below.

If the Remittance Addresses is the same as the Primary Address, do not check mark this box.

3. Select the **Next** button.

Welcome Identifying Information **Addresses** Contacts Categorization Submit

Exit | Previous **Next**

Addresses - Step 3 of 6

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided.
Refer to the question mark icon if the DBA Name(s) are different from the IRS entity name.

Primary Address

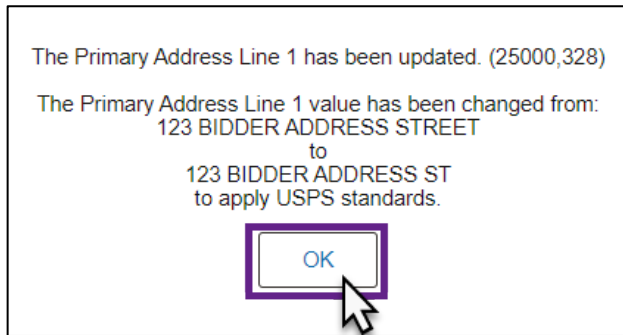
DBA Name 1 SAMPLE BIDDER
 DBA Name 2
 *Country USA United States
 * Address 1
 Address 2
 Address 3
 * City
 County * Postal
 * State
 *Email ID

Other Addresses

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

Remittance Address, If Different
 Address for remitting payment

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. Select **OK** to continue.



Step 4: Add Contacts.

1. The *Contacts* screen will display (*Step 4 of 6*). Select the **Add Contact** button.

Welcome Identifying Information Addresses **Contacts** Categorization Submit

Exit | Previous **Next**

Contacts - Step 4 of 6

Every business associate who would like to participate in solicitation events should be added as a contact so that they will each receive their own unique User ID.
Identify each contact by providing their name, telephone number, and email address.

Company Contacts

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

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

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 bidder.

3. Select **OK**.

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

Step 5: Enter Category Codes.

1. The *Categorization* screen will display (*Step 5 of 6*). 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 bidder offers, and select the **Search** button.
2. A list of *UNSPSC Codes* will display. Check mark all category codes that apply.
3. Select the **Add Selected** button. The category code will be added to *Your Codes*.
4. Select the **Next** button.

The screenshot shows the 'Categorization' step of a 6-step process. At the top, a progress bar highlights the current step. Below the progress bar, there are navigation buttons: 'Exit', 'Previous', and 'Next'. The main heading is 'Categorization - Step 5 of 6'. A prompt asks the user to select commodity and/or service codes. A search box contains the text 'food' and is followed by an 'And/Or' dropdown and another empty search box. Below this is a 'Search' button. The search results are displayed in a table with columns for 'Selected Flag', 'Category', and 'Description'. The table lists 15 UNSPSC codes, with the 15th code, '48101600 Food preparation equipment', having its checkbox checked. Below the table are 'Add Selected' and 'Select All' buttons. At the bottom, a 'Your Codes' section shows the selected code '1 48101600 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

Step 6: Submit for approval.

5. The *Submit* screen will display (*Step 6 of 6*). Select the **Review** button to review bidder information before submitting it for approval.

Submit - Step 6 of 6

Select 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:
*Email ID

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.
 Select to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review

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

Review Page

Supplier Registration Info

Registration ID		
Entered on	02/05/2024	
* Legal Name	SAMPLE BIDDER	
URL		

Identification Classification

Tax Identification Number	*****6789
Minnesota Tax ID	

Self Categorization

48101600	Food preparation equipment
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Contact Information

* Primary Contact	
Description	
Contact Name	BIDDER NAME
Contact Type	
Email ID	biddername@email.com
Requested User ID	
User Description	NAME, BIDDER
Language Code	English
Time Zone	
Currency Code	US Dollar

Phone Information

Type	Prefix	Telephone	Ext
Business Phone		123/456-7890	

Return

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

Welcome Identifying Information Addresses Contacts Categorization **Submit**

Exit | Previous Next

Submit - Step 6 of 6

Select 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:

*Email ID

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.

Select to accept the Terms of Agreement below.

Terms of Agreement

Review Submit

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

Help

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.

Note that Pursuant to Minnesota Statute 16C.08 Subdivision 2, the following applies to all contracts for professional or technical services:
(1) no contract shall be entered into if a current state agency employee is able and available to perform the services called for by the contract;
(2) unless otherwise authorized by law, a competitive proposal process shall be used to acquire professional or technical services. A competitive bidding process shall not be utilized to acquire professional or technical services;
(3) agencies shall assign specific agency personnel to manage each contract;
(4) agencies shall not allow a contractor to begin work before the contract is fully executed unless an exception under section 16C.05, subdivision 2a, has been granted by the commissioner and funds are fully encumbered;
(5) a contract shall not establish an employment relationship between the state or the agency and any persons performing under the contract.

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 penalties of perjuries, I certify that the legal name and the IRS taxpayer identification number submitted with this form matches my IRS taxpayer filing information.

Return

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

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10. Enter a password in the *Password* field.
11. Check mark the **Terms and Conditions** box.
12. Select 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 Categorization **Submit**

Submit - Step 6 of 6

Exit | Previous Next

Select 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:
*Email ID

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.
 Select 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 bidder registration request in SWIFT. Make sure the *Registration ID* appears below.

Registration Submit Details

Submitted

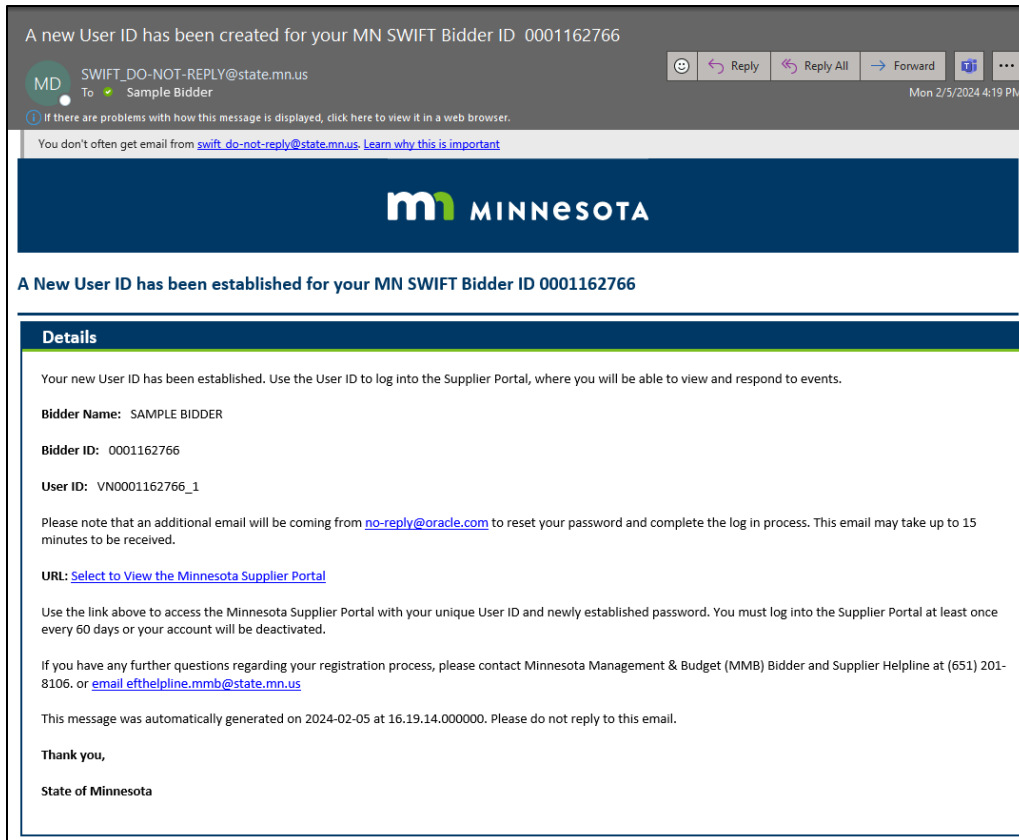
✓ Your information has been successfully submitted.

Registration ID:
0001162766

Your Bidder Registration request has been successfully submitted.
Contacts will receive, by email, a temporary password and login instructions.
Note: When changes are made to an existing bidder account, only newly added contacts will receive emails with login instructions.

If you have any questions, contact the Minnesota Management and Budget (MMB) Supplier and Bidder helpline at (651)201-8106.

NOTE: The bidder will receive email notification providing confirmation of the submitted bidder 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.