

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 Supplier or Payee

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

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

Steps to Complete:

- Step 1: Open the Supplier Portal and enter Entity and Tax Identification Number (TIN) Type.
- Step 2: Enter Identifying Information.

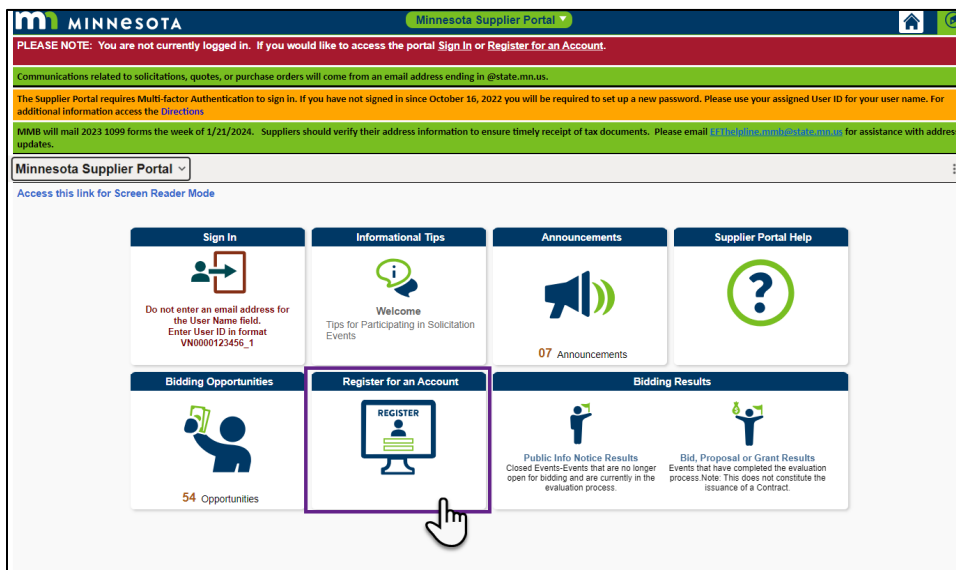
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Step 3: Enter Address Information.
- 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. Select the **Register as a Supplier or Payee** button.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Welcome to the Minnesota Supplier and Payment Portal! Here you can do the following:

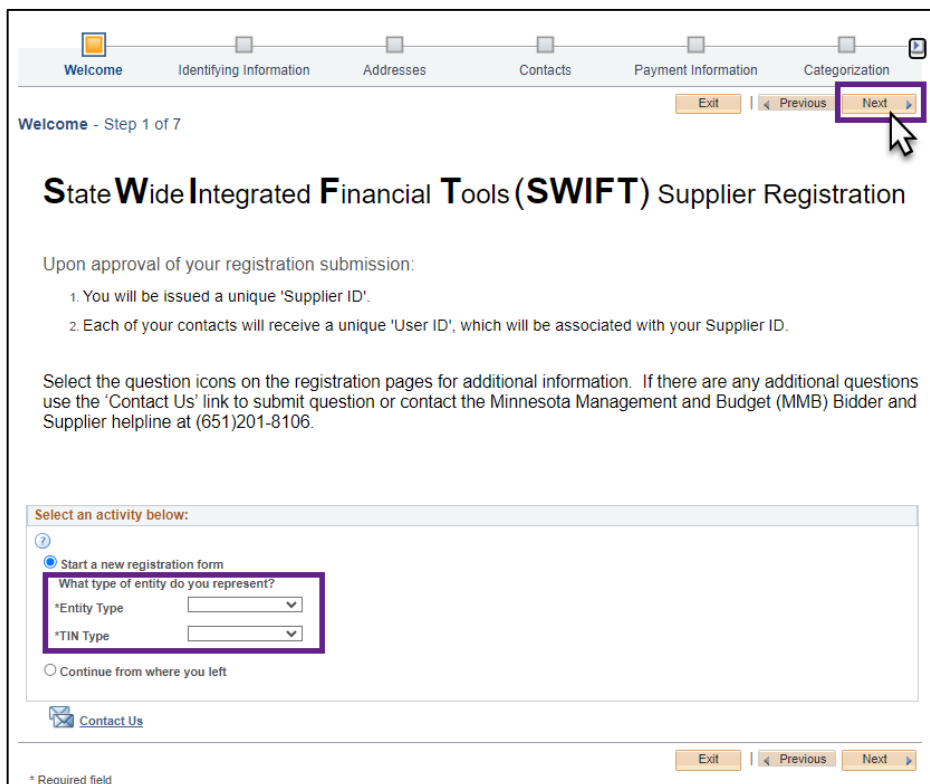
- Self-register as a new Bidder, Supplier or Payee
- Existing Suppliers can create new User ID's for additional users

Questions? Visit the [Supplier Portal Help](#) where you will find Help Documents, FAQs and Contact Information.

New Supplier or Payee	New Bidder	Existing Suppliers
 <p>Register as a Supplier or Payee if a State agency employee has directed you or your company to register for payment processing, issuance of a contract or purchase order.</p> <p>This process requires review by the State. Register as a Bidder to quickly participate in and be notified of current and future bidding opportunities.</p> <p>For questions on Registering as a Supplier please contact the MMB Supplier Help Line at vendor.mmbefax@state.mn.us</p> <p>Register as Supplier or Payee</p>	 <p>Register as a Bidder if you or your company is not registered with the State and would like to participate in bidding opportunities. Bidder registration access is limited to submitting bid responses to solicitation events. If you are expecting a payment, contract, or purchase order, please use the Supplier Registration option.</p> <p>Do not register as a Bidder if you already have a Supplier ID. As a Supplier you are eligible to participate in active solicitation events.</p> <p>For questions on Registering as a Bidder please contact the Office of State Procurement at osphelp.line@state.mn.us</p> <p>Register as Bidder</p>	 <p>For Suppliers:</p> <p>To request additional User ID's, please have an existing registered user login to the State of Minnesota Supplier Portal to create a New User Invitation. Select "Manage Profile" and then select the "Add User" option. Enter the required information to send an email invitation to the new user.</p> <p>For additional information, review the Create New User Reference Guide.</p> <p>If you are unable to login, there are currently no users or if you have questions about registering an additional user, please contact efhelpline.mmb@state.mn.us or 651-201-8106.</p>

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

3. On the *Welcome screen (Step 1 of 7)*, use the drop downs to select the **Entity Type** and **TIN Type** for the supplier.
4. Select the **Next** button.



Welcome - Step 1 of 7

StateWide Integrated Financial Tools (SWIFT) Supplier Registration

Upon approval of your registration submission:

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

Select the question icons on the registration pages for additional information. If there are any additional questions use the 'Contact Us' link to submit question or contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106.

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 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:</i> Select the Look Up glass to view the options.) Note: Do not type into the field, you must select from the drop-down list.
What were your company’s approximate annual sales for last year?	Enter the range of annual sales for last year. (<i>Hint:</i> Select the Look Up glass to view the options.) Note: Do not type into the field, you must select from the drop-down list.
* Number of Employees.	Enter the range for the number of employees—1 – 39 or 40 or more. (<i>Hint:</i> Select the Look Up glass to view the options.)

Field	Field Description
	Note: Do not type into the field, you must select from the drop-down list.
* 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 Supplier Name Change Request form online (https://mn.gov/mmb-stat/documents/swift/vendor/supplier-name-change-request-form.pdf)

2. Select the **Next** button.

The screenshot shows the 'Identifying Information' step of a 7-step process. The 'Next' button is highlighted with a purple box. The form contains the following sections:

- Unique ID & Company Profile:**
 - * Tax Identification Number
 - * Confirm Tax Identification Number
 - Minnesota Tax ID
 - * Legal Name
 - Additional Name
 - http://URL
- Profile Questions:**
 - * Type of Contractor
 - What were your company's approximate annual sales for last year?
 - * Number of Employees, (Required for MDHR Reporting Purposes)
 - * Has there has been an ownership change within the past two years? If Yes; please fill out a Vendor Name Change Request form

* Required field

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	This field will default with "USA."

Field	Field Description
(Change Country)	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 until country is selected.
* Address 1	Enter the supplier’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 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. 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.

- Select the **Next** button.

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

Exit Previous **Next**

Addresses - Step 3 of 7

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 SUPPLIER
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.

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

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

OK

Step 4: Add Contacts.

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

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

Exit Previous **Next**

Contacts - Step 4 of 7

Every business associate who would like to participate in solicitation events should be added as a contact. 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 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. 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 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**.

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2. To receive Payment Notifications via email, enter email information in *Payment Preferences*.
3. Enter banking information in *Supplier Banking Information* section. Provide the Bank Name, Account Type, Bank Routing Number and the Bank Account Number twice. Confirm the information entered is accurate.
4. Select 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 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.

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

Exit | Previous | Next

Categorization - Step 6 of 7

Optional step. If your company would like to be notified of future bidding opportunities from the State select the category for goods and/or services your company offers.

Description: Food

Category: []

Search

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

Add Selected | Select All

Category	Description
1 48101600	Food preparation equipment

Step 7: Submit for approval.

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

Submit - Step 7 of 7

Thank you for your interest in doing business with the State of Minnesota. This submission will be subject to a formal review process, which includes a TIN match with the IRS. Please allow at least two business days for the approval process. 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](#)

2. The *Review Page* window will display. Select the **Edit** icons to change any of the information entered for the Supplier, and then select the **Return** button when finished. **Do not select the Back button on your computer. Selecting the back button may result in losing your data.**

Review Page

Supplier Registration Info

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

Identification Classification

Tax Identification Number	*****5678
Minnesota Tax ID	

Supplier URL Information

URLID	Description
1	

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

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

Submit - Step 7 of 7

Exit | Previous | Next

Thank you for your interest in doing business with the State of Minnesota. This submission will be subject to a formal review process, which includes a TIN match with the IRS. Please allow at least two business days for the approval process. 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

4. Select 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.

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

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

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

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

8. Select the **Submit** button.

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

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

Submit - Step 7 of 7

Exit | Previous | Next

Thank you for your interest in doing business with the State of Minnesota.
This submission will be subject to a formal review process, which includes a TIN match with the IRS. Please allow at least two business days for the approval process.
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

9. 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

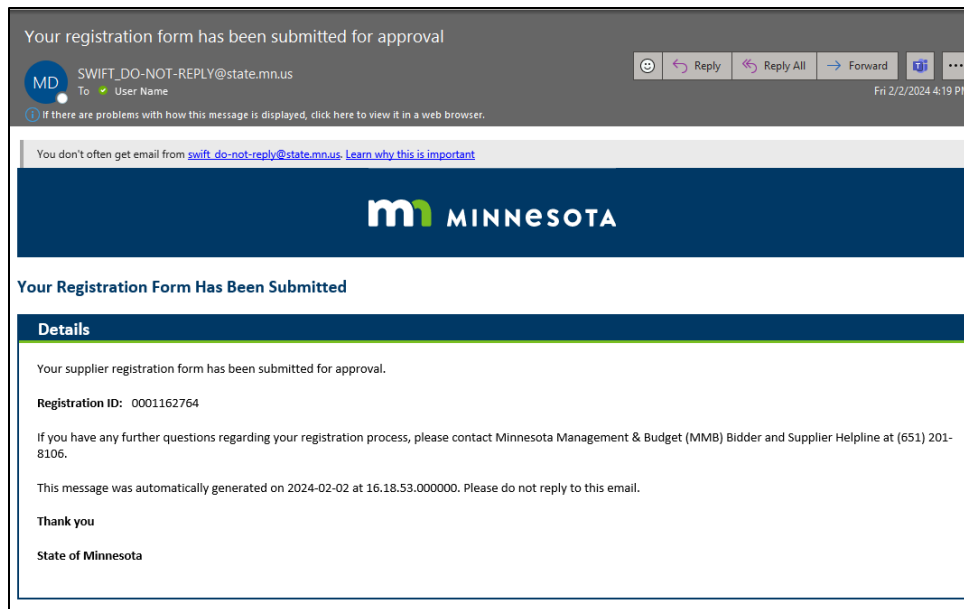
Submitted

✓ Your information has been successfully submitted.

Registration ID:
0001162764

You have successfully submitted a Supplier Registration request to the State of Minnesota.
The review process may take up to two working days.
An approval confirmation, or denial with an explanation will be sent to the correspondence email of the submitter. Each of the contacts added will also receive an email that includes their User ID and a temporary password. Contacts will be prompted to update their password the first time they log into the Supplier Portal.

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



10. Wait up to three days for the approval process to be completed.
11. For questions about the approval process, please contact the Supplier Support Unit (vendor.mmbefax@state.mn.us), using the *Registration ID* as a reference.