**SWIFT** STATEWIDE INTEGRATED
FINANCIAL TOOLS

# QUICK REFERENCE GUIDE

Updated February 20,2024

## Request New User ID to Access the Supplier Portal

Suppliers and bidders registered with the State may request new user identification for additional users to access the Minnesota Supplier Portal.  To make this request, a new user will have to request an invite from an existing user for that supplier or contact the Minnesota Management and Budget Supplier Help Desk.

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

1.  An existing user will select the **Sign In** tile.
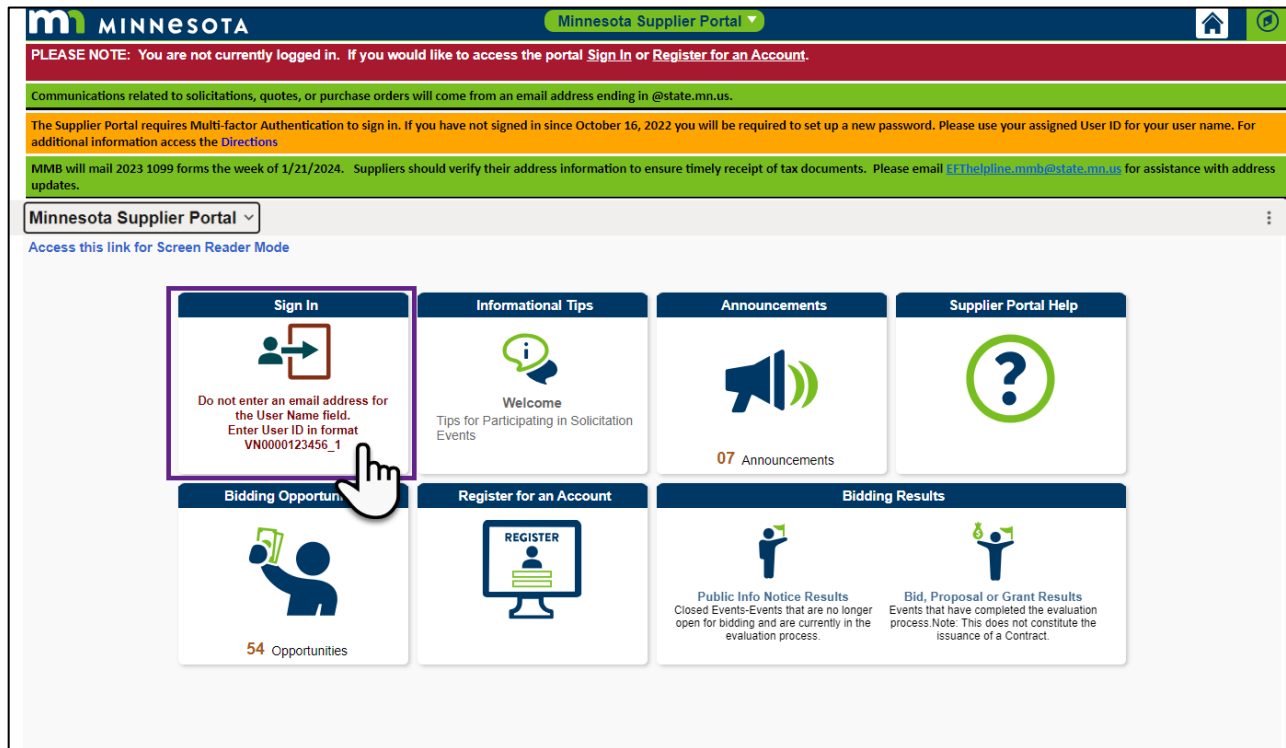


2.  Enter the registered supplier information in the *User ID and* Password fields. **Note: Please do not enter an email address in the username field when logging in.  This must be an assigned User ID (Example user ID: VN0000123456_1).**

3.  Select the **Sign In** button and complete the multifactor authentication process. For help, please refer to the SWIFT Supplier Portal Multi Factor Authentication Reference Guide.

4.  Select the **Manage Profile** tile.
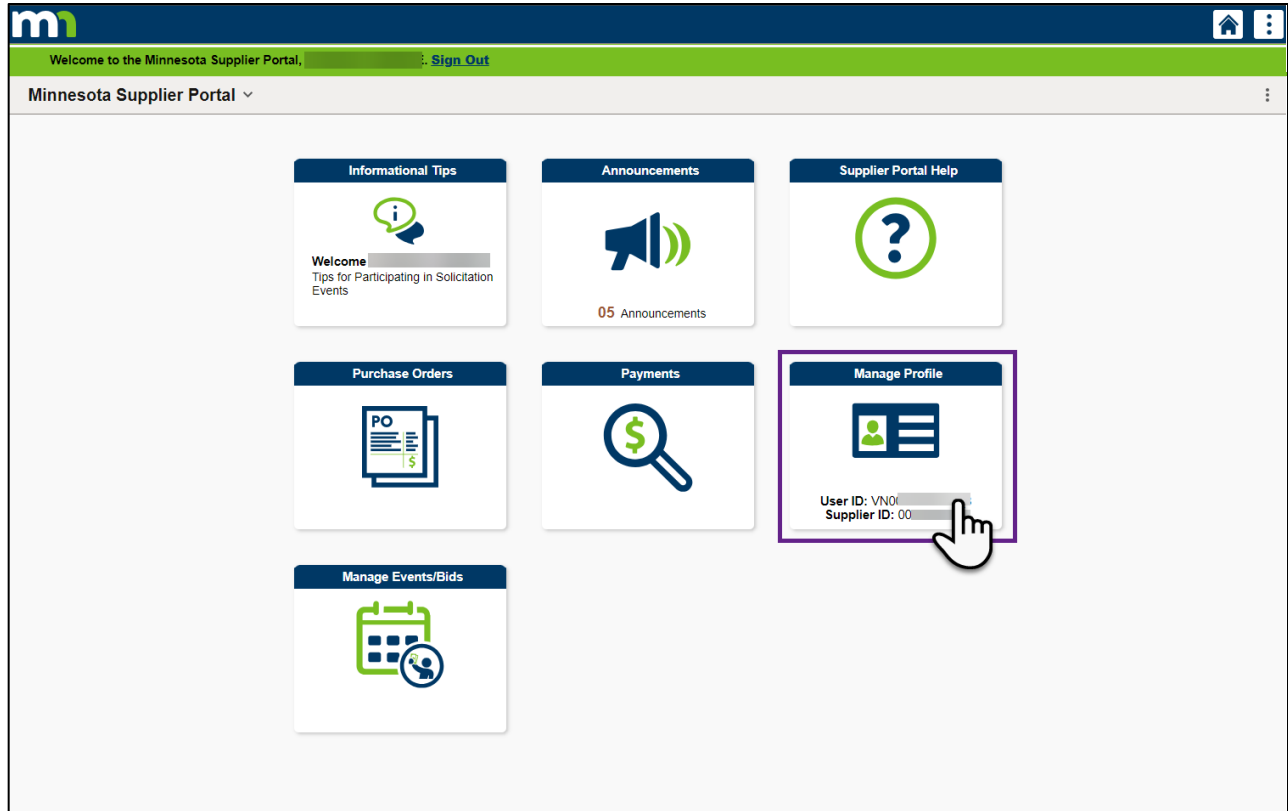
5.  Navigate to **Add User** in the left menu.
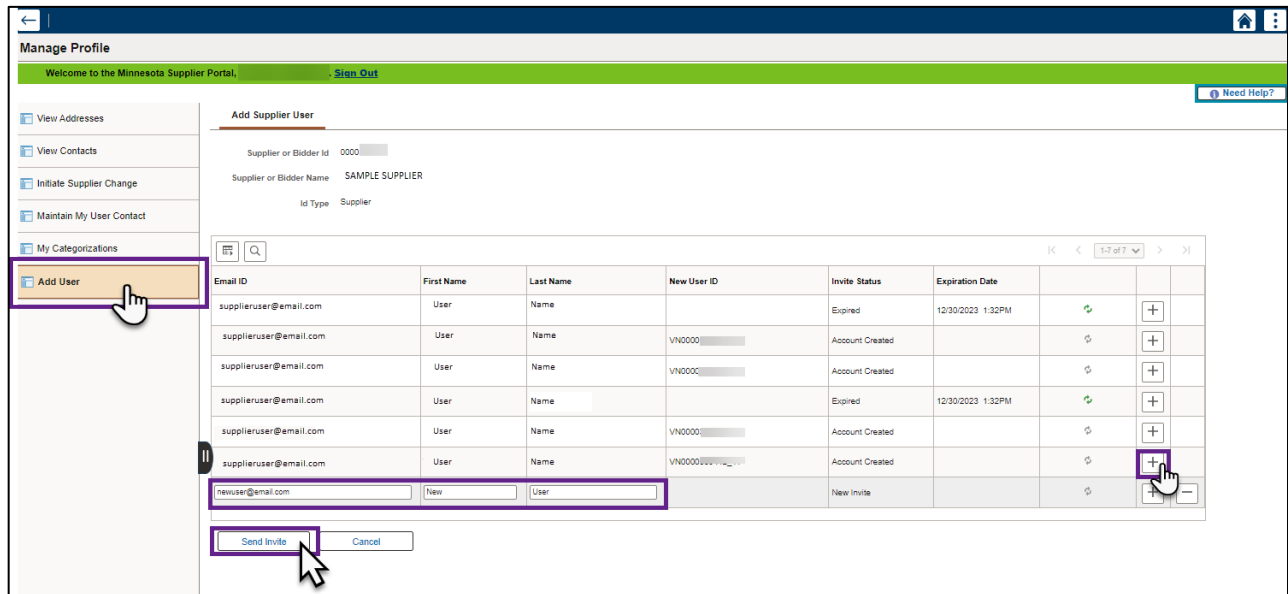


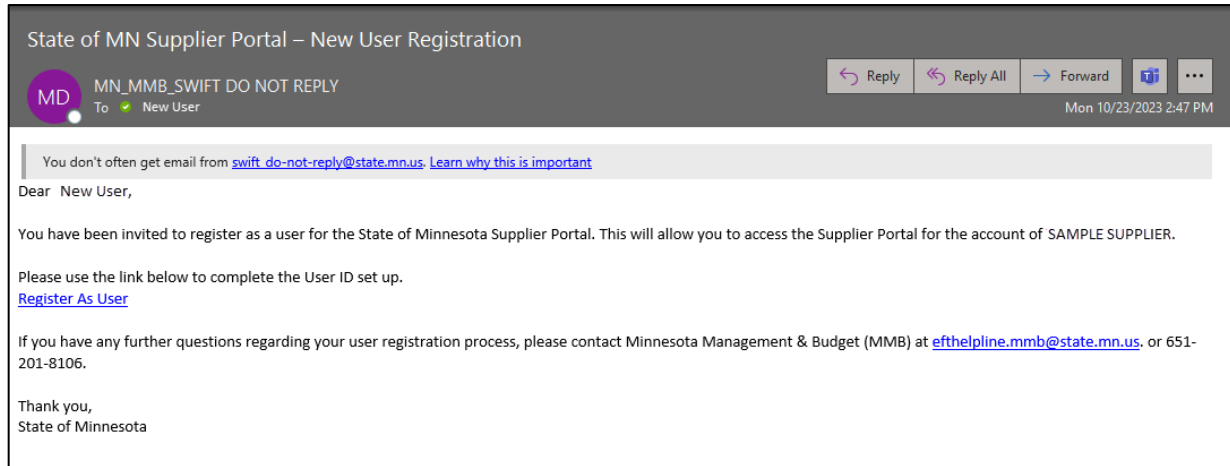6.  The *Add Supplier User* page will display. Select the plus symbol (+) on the right side of the screen to send an invite to a new user.

    **NOTE:** A list of Users will display. View to see if a User ID exists for the user you would like to add. If not, select the plus symbol (+) to send an invitation.
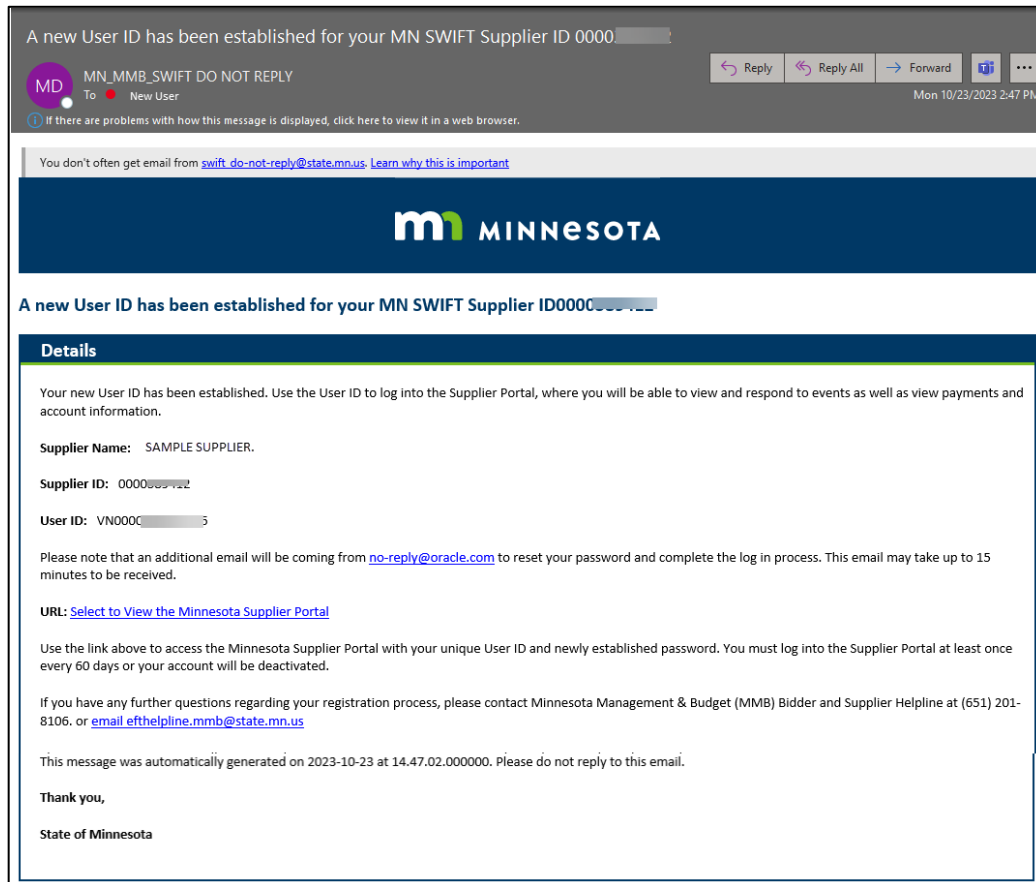
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7. Enter the *Email Address, First Name, and Last Name* of the user who needs a new User ID.

8. Select the **Send Invite** button.

9. This will send an email invite to the new user to *Register as User*.

**NOTE:** The email is sent from SWIFT_DO-NOT-REPLY@state.mn.us

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**State of MN Supplier Portal – New User Registration**

MN_MMB_SWIFT DO NOT REPLY
To ✅ New User

Reply | Reply All | Forward | ...
Mon 10/23/2023 2:47 PM

You don't often get email from swift_do-not-reply@state.mn.us. Learn why this is important

Dear New User,

You have been invited to register as a user for the State of Minnesota Supplier Portal. This will allow you to access the Supplier Portal for the account of SAMPLE SUPPLIER.

Please use the link below to complete the User ID set up.
Register As User

If you have any further questions regarding your user registration process, please contact Minnesota Management & Budget (MMB) at efthelpline.mmb@state.mn.us. or 651-201-8106.

Thank you,
State of Minnesota

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10. After registering as user, the new user will receive an email with a unique User ID and instructions for creating a password. Use this new user identification to log in to the State of Minnesota Supplier Portal from the following link: http://mn.gov/supplier

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**A new User ID has been established for your MN SWIFT Supplier ID 0000._____**

MN_MMB_SWIFT DO NOT REPLY
To 🔴 New User

Reply | Reply All | Forward | ...
Mon 10/23/2023 2:47 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

You don't often get email from swift_do-not-reply@state.mn.us. Learn why this is important

**mn MINNESOTA**

**A new User ID has been established for your MN SWIFT Supplier ID0000_____**

**Details**

Your new User ID has been established. Use the User ID to log into the Supplier Portal, where you will be able to view and respond to events as well as view payments and account information.

**Supplier Name:** SAMPLE SUPPLIER.

**Supplier ID:** 0000_____

**User ID:** VN0000_____5

Please note that an additional email will be coming from no-reply@oracle.com to reset your password and complete the log in process. This email may take up to 15 minutes to be received.

**URL:** Select to View the Minnesota Supplier Portal

Use the link above to access the Minnesota Supplier Portal with your unique User ID and newly established password. You must log into the Supplier Portal at least once every 60 days or your account will be deactivated.

If you have any further questions regarding your registration process, please contact Minnesota Management & Budget (MMB) Bidder and Supplier Helpline at (651) 201-8106. or email efthelpline.mmb@state.mn.us

This message was automatically generated on 2023-10-23 at 14.47.02.000000. Please do not reply to this email.

**Thank you,**

**State of Minnesota**

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The new user can now log in to the State of Minnesota Supplier Portal with their newly assigned User ID and Password.

11. Navigate to the Supplier Portal via the following link: http://mn.gov/supplier

12. Select the **Sign In** tile.
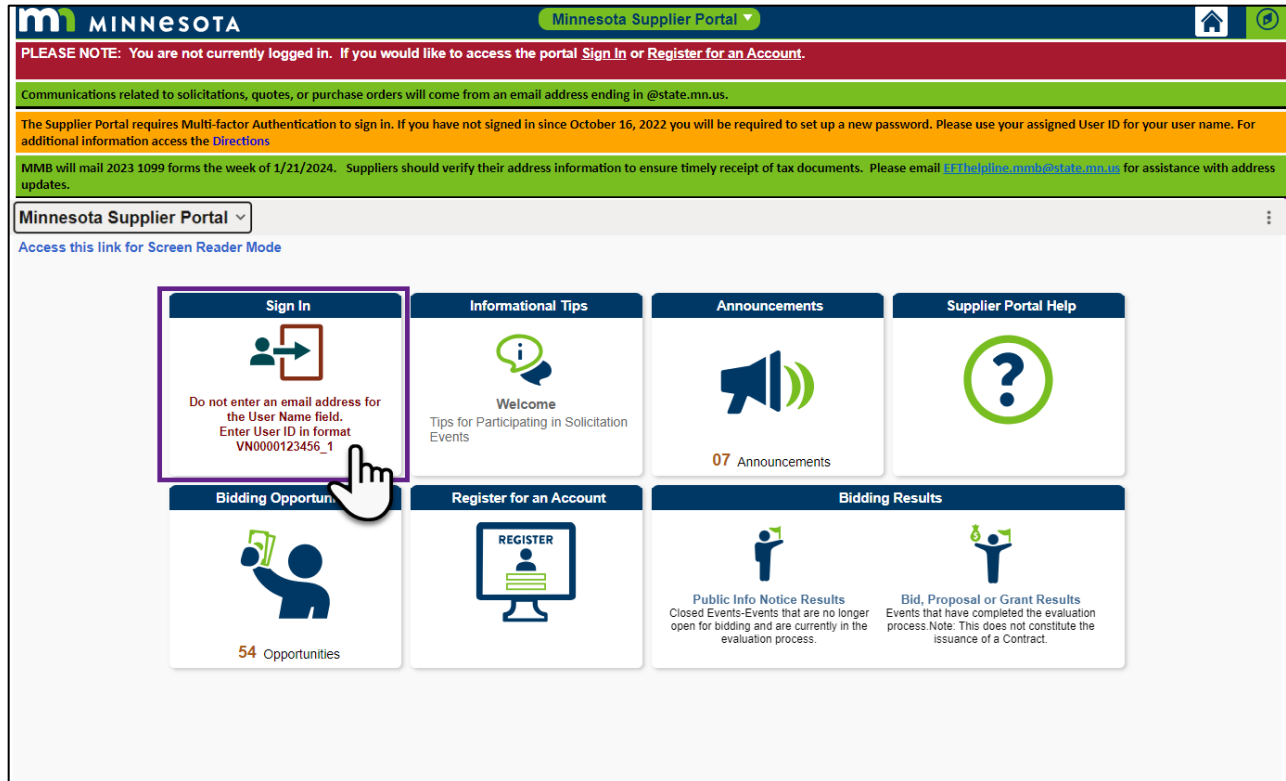


13. Enter the newly registered supplier information in the *User ID and Password* fields. **Do not enter an email address for the Username field. (*Example User ID: VN0000123456_1*)**

14. New users will be required to set up Multi-Factor Authentication (MFA) to gain access to the Supplier Portal. Please refer to this link for setting up MFA: SWIFT Supplier Portal Multi Factor Authentication