

## QUICK REFERENCE GUIDE

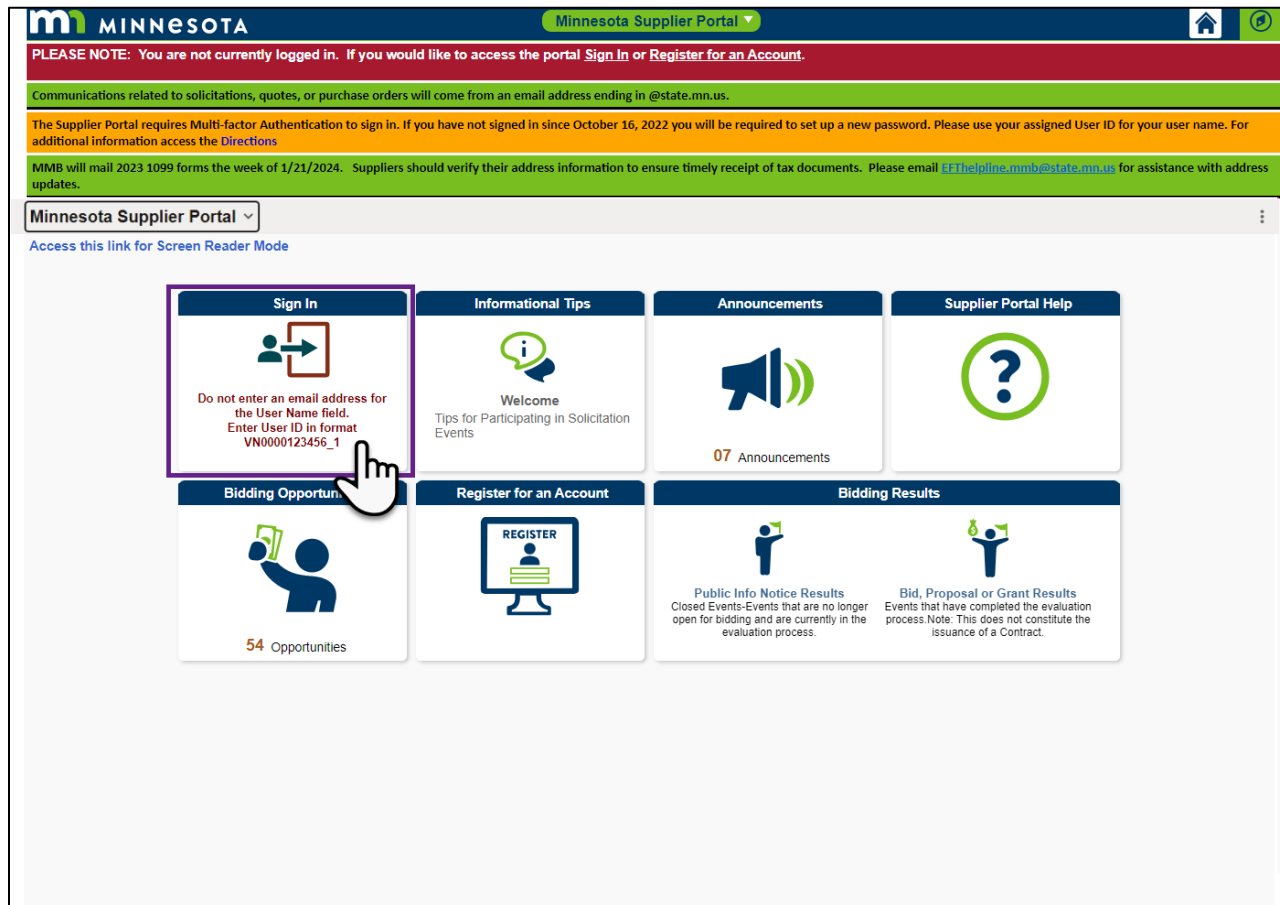
Updated January 1, 2024

### Review Supplier Payments in Supplier Portal

Suppliers with a User ID may log in to the Supplier Portal to review payment information.

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

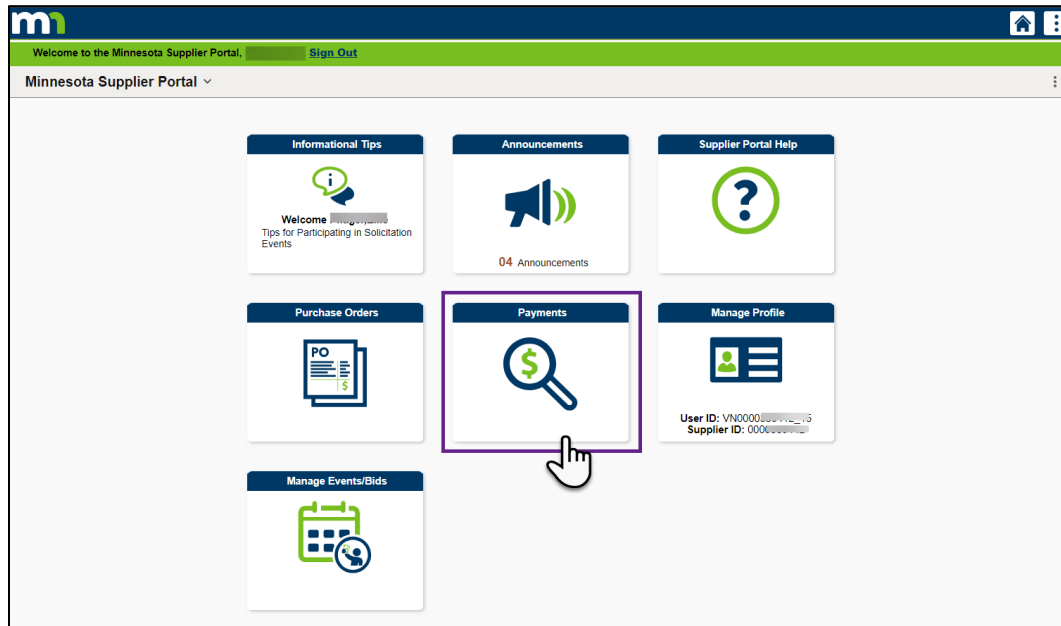
1. To log in to the Supplier Portal, select the **Sign In** tile.



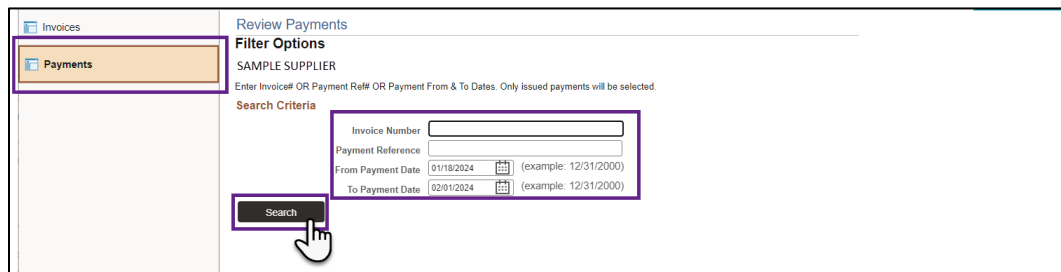
2. **Enter the registered supplier information in the User ID and Password fields. Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456\_1).**

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](#).

3. Select the **Payments** tile.



4. Select *Payments* from the left menu. *The Review Payments / Filter Options* page will display to the right.
5. In the *Search Criteria* section, enter any known payment information in the criteria search fields.
6. It is recommended to search by a date range. Select the **Search** button to accept the default of 15 calendar days or enter a specific date range.



7. The *Payments Made* page will display. Review the list of issued payments.

**NOTE:** To change the search criteria, select the **Set filter options** link to return to the *Filter Options*.

Review Payments  
Payments Made  
SAMPLE SUPPLIER

[Set filter options](#) [Return To Vendor \(Supplier\) List](#)

Reference	Payment Date	Beneficiary Bank	External Bank ID	Bank Account #	Invoice Number	Invoice Gross Amount	Agency Contact Description	Agency Contact Phone#	Amount	Location	Discount or Paid Amount
0008558431	01/23/2024	WELLS FARGO BANK NA MINNESOTA		*****5000	PSN150963 825	\$360,000	DEED VOC REHAB CS 05	651/	\$2,197.50	187	\$

8. Under the *Reference* column, select the payment reference number to view invoice information.



Review Payments

**Payments Made**

SAMPLE SUPPLIER

[Set filter options](#) [Return To Vendor \(Supplier\) List](#)

**Payments Made**

Reference	Payment Date	Beneficiary Bank	External Bank ID	Bank Account #	Invoice Number	Invoice Gross Amount	Agency Contact Description	Agency Contact Phone#	Amount	Location	Discount or Paid Amount
0008558431	01/23/2024	WELLS FARGO BANK NA MINNESOTA		*****5000	PSN150963825	\$360.000	DEED VOC REHAB CS 05	651/	\$2,197.50	187	\$
0008558431	01/23/2024	WELLS FARGO BANK NA MINNESOTA		*****5000	TE150963825	\$37.500	DEED VOC REHAB CS 05	651/	\$2,197.50	187	\$
0008558431	01/23/2024	WELLS FARGO BANK NA MINNESOTA		*****5000	VE150980352	\$1,800.000	DEED VOC REHAB CS 05	651/	\$2,197.50	187	\$

9. The *Payments Details* page will display. To return to the *Payments Made* page, select the **Return to Payments Made** link.

Review Payments

**Payment Details**

SAMPLE SUPPLIER

0008558431

Invoice Number PSN150963825      Payment Date 01/23/2024

Method ACH      Pay Status Paid

Amount \$2,197.50      Currency USD

Paid To SAMPLE SUPPLIER

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Country USA United States

\* Address 1 50 SHERBURNE AVE

Address 2

Address 3

\* City ST PAUL



County RAMSEY      \* Postal 55155

\* State MN Minnesota

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From US BANK

**Payment Advice**

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Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
PSN150963825	360.00 USD	0.00 USD	0.00 USD	360.00 USD
TE150963825	37.50 USD	0.00 USD	0.00 USD	37.50 USD
VE150980352	1,800.00 USD	0.00 USD	0.00 USD	1,800.00 USD

[Return to Payments Made](#)

**To Print:** Right Click and select Print in the pop up menu. Adjust layout and settings as needed.