

Update Supplier Profile and Information

Company Profile, Address, Contacts, Payment Profile, Categorization

Suppliers registered with the State of Minnesota can update their profile and information on the Supplier Portal by making changes to the company profile, address, contacts, payment profile, and categorization codes. Updates are typically approved within two business days.

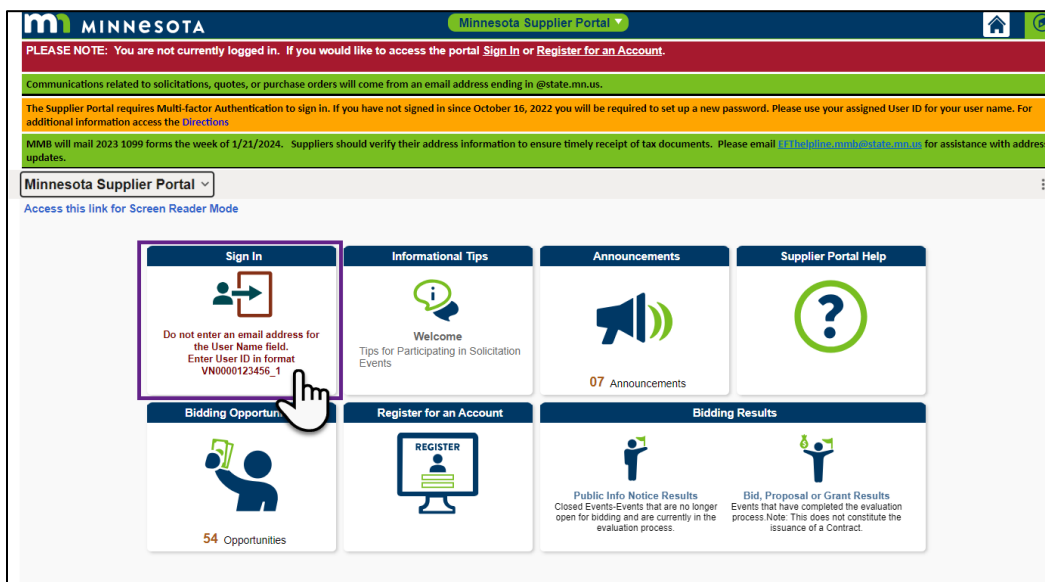
Steps to Complete:

- Step 1: Log in to the Supplier Portal.
- Step 2: Initiate Supplier Change.
- Step 3: Add/Update Company Profile.
- Step 4: Add/Update Address.
- Step 5: Add/Update Contacts.
- Step 6: Add/Update Payment Profile.
- Step 7: Add/Update Categorization Codes.
- Step 8: Submit Changes to Supplier Information.

Step 1: Log in to the Supplier Portal

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

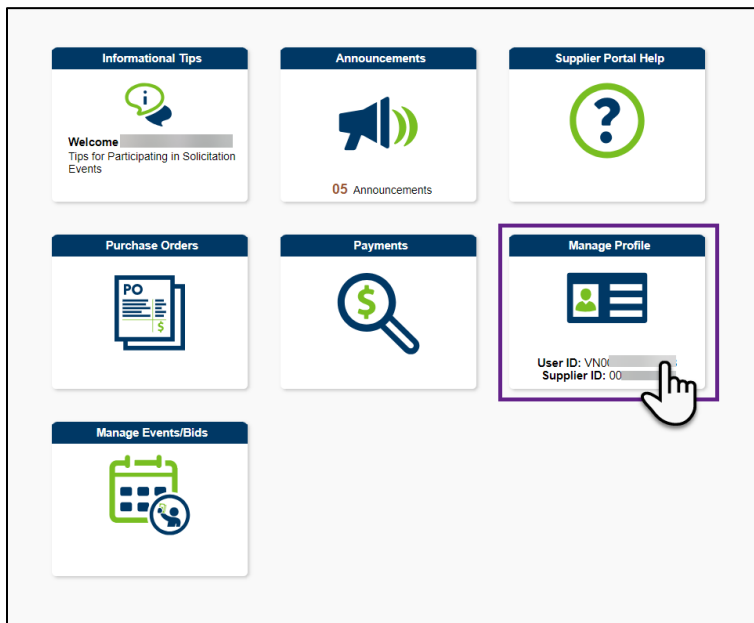
1. To log in to the Supplier Portal, select the **Sign In** tile.



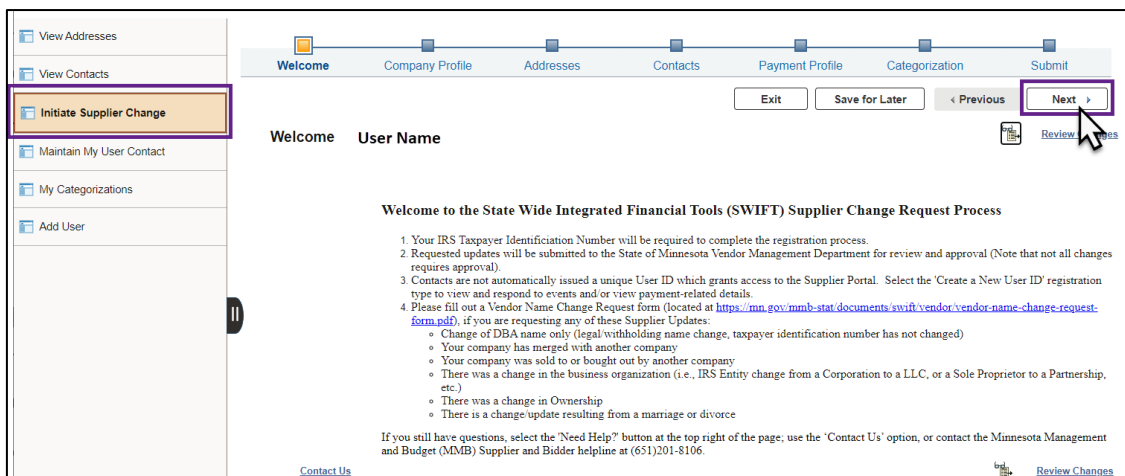
2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).

Step 2: Initiate Supplier Change

1. Select the **Manage Profile** tile.



2. On the left-menu, select *Initiate Supplier Change*.
3. The *Welcome* screen for the *Supplier Change Request* process will display. Select the **Next** button.



Step 3: Add/Update Company Profile

1. The *Company Profile* screen will display. Under the *Unique ID & Company Profile*, verify the *Legal Name* is correct, and enter an *Additional Name*, if applicable.
2. Under the *Profile Questions*, select the **Select** button to answer the first three questions, and select the appropriate radio button (**Yes** or **No**) for the final question.
3. Select the **Next** button.

Company Profile for **SAMPLE SUPPLIER**

Please review and update your Profile Questions some Profile Question aren't required for submission of a change request.

Unique ID & Company Profile

*Legal Name:

Additional Name:

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
<https://mn.gov/mmb-stat/documents/swift/vendor/vendor-name-change-request-form.pdf>
 Yes
 No

Step 4: Add/Update Address

1. The *Address* screen will display. Under the *Address*, select the **pencil** icon to edit the supplier's existing address, or select the **Add New Address** button to add a new address to the supplier.

Addresses for **TEST**

Select EDIT (pencil icon) to update an existing address.
 Select ADD A NEW ADDRESS to add an additional address.
 Note: You must specify which location new remittances should be added to.
 Submit a separate request for each address you ADD or EDIT.

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1	City
			001	1	Yes	Yes	TEST	650 CEDAR ST	ST PAUL

2. Enter the *Address Information* and *Phone Information* for the supplier contact and select **OK**.

Address Information for TEST

Address Information

*Address Type: General/Ordering
 DBA Name 1: SAMPLE SUPPLIER
 DBA Name 2:
 *Country: USA United States
 *Address 1: 50 SHERBURNE AVE
 Address 2:
 Address 3:
 *City: ST PAUL
 County: RAMSEY *Postal: 55155
 *State: MN Minnesota
 *Comments: Requester name, phone number & reason for request
 *Email ID: samplesupplier@email.com

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
Business Phone				

Approved Changes Take Effect: Approval Date Future Date

OK Cancel

3. Select the **Next** button.

Navigation: Welcome Company Profile **Addresses** Contacts Payment Profile Categorization Submit

Buttons: Exit Save for Later < Previous **Next** >

Addresses for TEST

Select EDIT (pencil icon) to update an existing address.
 Select ADD A NEW ADDRESS to add an additional address.
 Note: You must specify which location new remittances should be added to.
 Submit a separate request for each address you ADD or EDIT.

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1	City
			001	1	Yes	Yes	TEST	658 CEDAR ST	ST PAUL

Add New Address

Step 5: Add/Update Contacts

1. The *Contacts* screen will display. Select the **pencil** icon to edit the supplier's existing contact information or select the **Add New Contact** button to add a new contact to the supplier.

Welcome Company Profile Addresses **Contacts** Payment Profile Categorization Submit

Exit Save for Later < Previous Next >

Contacts for SAMPLE SUPPLIER

Review Changes

Contacts added will be associated with your business. These contacts will not have the ability to bid on events, view purchase orders or payments. Select the 'Create a New User ID' hyperlink to obtain access to the portal.

Name	Address	Change Action	Change Effective Date	Edit
USER NAME	GENERAL - ST PAUL			
USER NAME	GENERAL - ST PAUL			
USER NAME	GENERAL - ST PAUL			
USER NAME	GENERAL - ST PAUL			

Add New Contact

Contact Us Review Changes

2. Enter the *Contact Information* and *Phone Information* for the supplier contact and select **OK**.

Add New Contact

Help

Contact Information

* First Name

* Last Name

Contact Title

*Email Address

URL

Contact Address

Contact Type

Phone Information

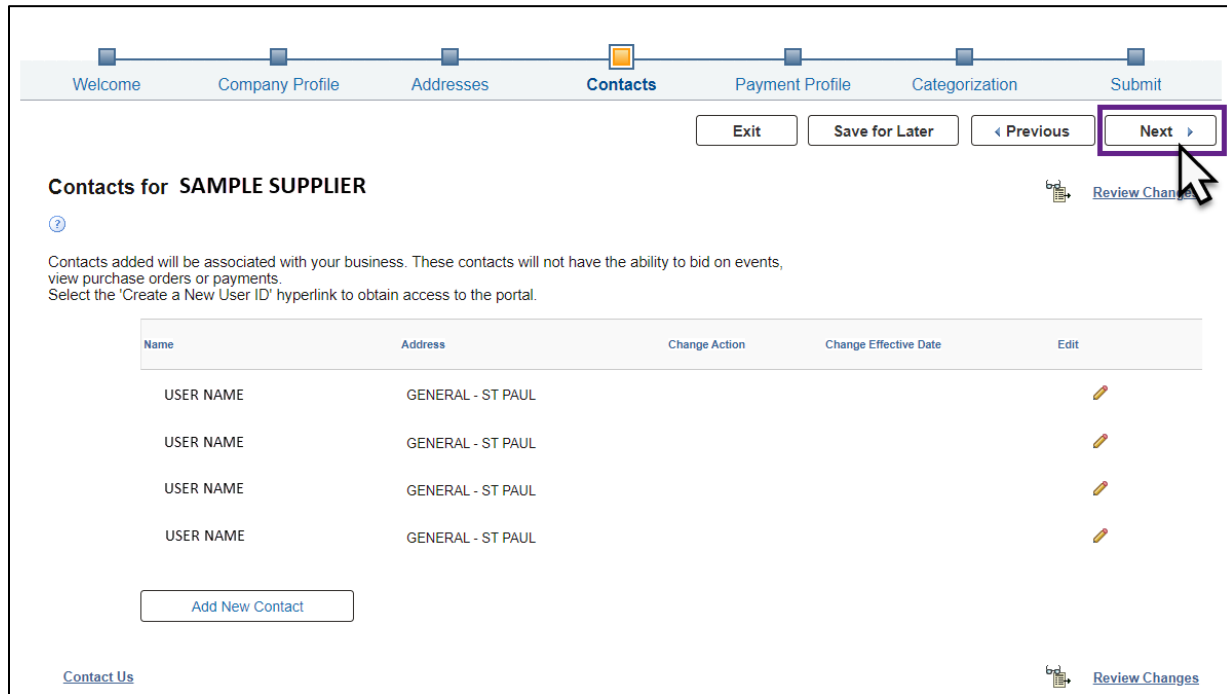
*Phone Type	Prefix	Telephone	Extension
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Phone

Approved Changes Take Effect: Approval Date Future Date

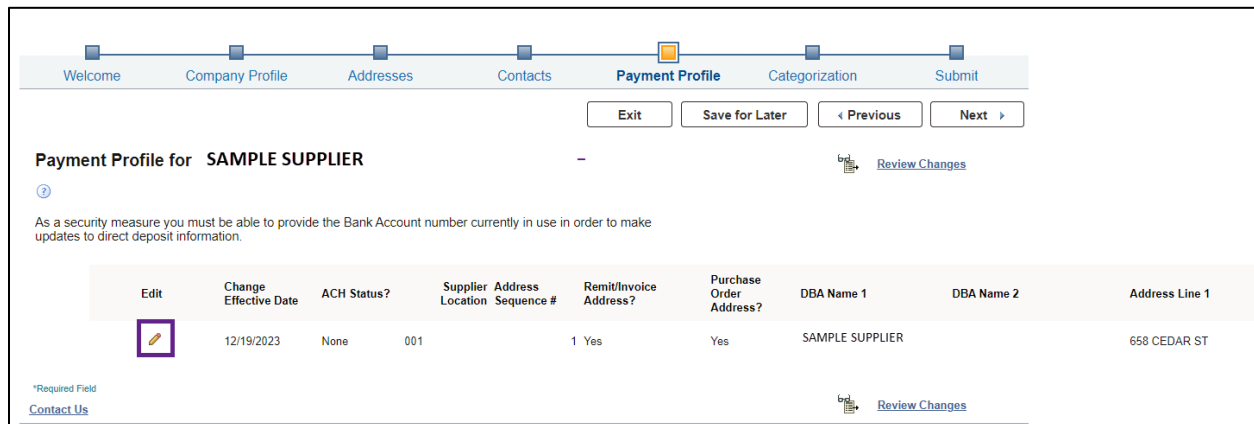
OK Cancel

3. Select the **Next** button.



Step 6: Add/Update Payment Profile

1. The *Payment Profile* screen will display. Select the **pencil** icon to edit the payment profile.



2. Select the **Add Bank Account** button to add or update banking information in the payment profile, and enter required information: Tax ID Number, account information, etc.

3. After updating banking information in the payment profile, select **OK**.

Payment Profile

Payment Profile for **001 - SAMPLE SUPPLIER**

[Expand All](#) [Collapse All](#)

▼ **Payment Notification Preferences**

Enable Email Payment Advice

Email ID

▼ **Location Comments**

Comment

▼ **Bank Accounts**

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #
<input checked="" type="checkbox"/>					

[Add Bank Account](#)

4. Select the **Next** button.

Welcome Company Profile Addresses Contacts **Payment Profile** Categorization Submit

[Review Changes](#)

Payment Profile for SAMPLE SUPPLIER

As a security measure you must be able to provide the Bank Account number currently in use in order to make updates to direct deposit information.

Edit	Change Effective Date	ACH Status?	Supplier Location	Address Sequence #	Remit/Invoice Address?	Purchase Order Address?	DBA Name 1	DBA Name 2	Address Line 1
	12/19/2023	None	001	1	Yes	Yes	SAMPLE SUPPLIER		658 CEDAR ST

*Required Field [Contact Us](#) [Review Changes](#)

Step 7: Add/Update Categorization Codes

1. The *Categorization* screen will display. To add a *UNSPSC* code, enter a keyword in the *Description* field and select the **Search** button.
2. A list of *UNSPSC* codes will display as search results. Check mark a box to select the code.
3. Select the **Add Selected** button.

Welcome Company Profile Addresses Contacts Payment Profile **Categorization** Submit

Exit Save for Later < Previous Next >

Categorization for SAMPLE SUPPLIER
(TEST)

Description trees And/Or

Category

Search

UNSPSC Codes (Search results)

	Selected Flag	Category	Description
1	<input type="checkbox"/>	10161500	Trees and shrubs
2	<input type="checkbox"/>	70141800	Crop planting and cultivation
3	<input checked="" type="checkbox"/>	72102902	Landscaping services
4	<input type="checkbox"/>	72141504	Timber removal service

Add Selected Select All

4. Select the **Next** button.

Welcome Company Profile Addresses Contacts Payment Profile **Categorization** Submit

Exit Save for Later < Previous **Next >**

Categorization for TEST
(TEST)

Description And/Or

Category

Search

Step 8: Submit Changes to Supplier Information

1. The *Submit* screen will display. Enter the supplier contact's email in the *Email communication* field.
2. From the drop-down list in the *Audit Reason Code* field, select the reason for adding/updating the supplier and contact information in SWIFT (e.g., "4 – Contacts Add/Update").
3. Specify that reason by writing it in detail in the *Comments* field.
4. Check mark the *Confirm Changes* box.

5. Select the **Submit** button.

Welcome Company Profile Addresses Contacts Payment Profile Categorization **Submit**

Exit Save for Later < Previous Next >

Review and Submit Changes for TEST

Supply a 'Reason Code' from the drop-down list and include any comments associated with the change request.
Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

*Email ID

*Audit Reason Code

*Comments

254 characters remaining

Confirm Changes

Review Withdraw Submit

[Contact Us](#)

6. The *Tax Id Validation* screen will display. Enter the tax identification number in the *Tax ID Number* field and select **OK**.

Tax Id Validation

Help

Enter Tax Identification Number

Tax Id Number

OK Cancel