SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated February 20, 2024

Verify Event Dates: End Date and Delivery Due Date

When an event is created, it will have an End Date when bidding closes on the event. Suppliers can bid on the event up to this date and time.

To verify the Event End Date, go to the *View Events and Place Bids* page in 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.
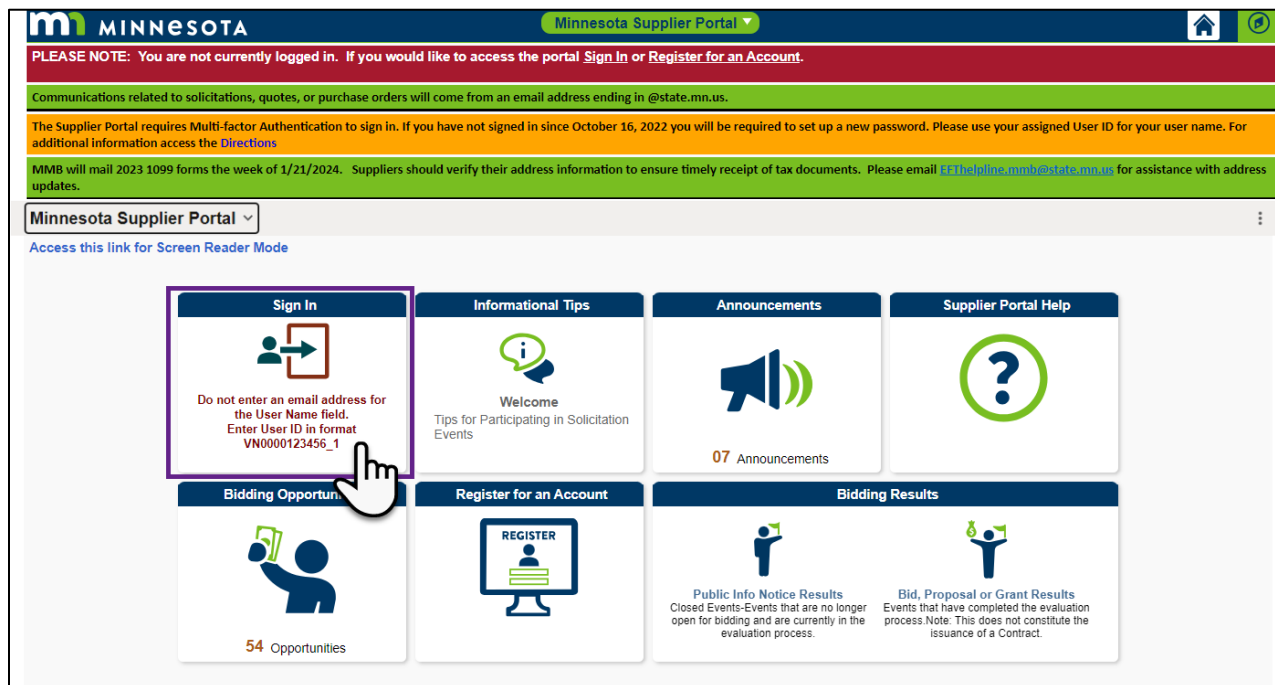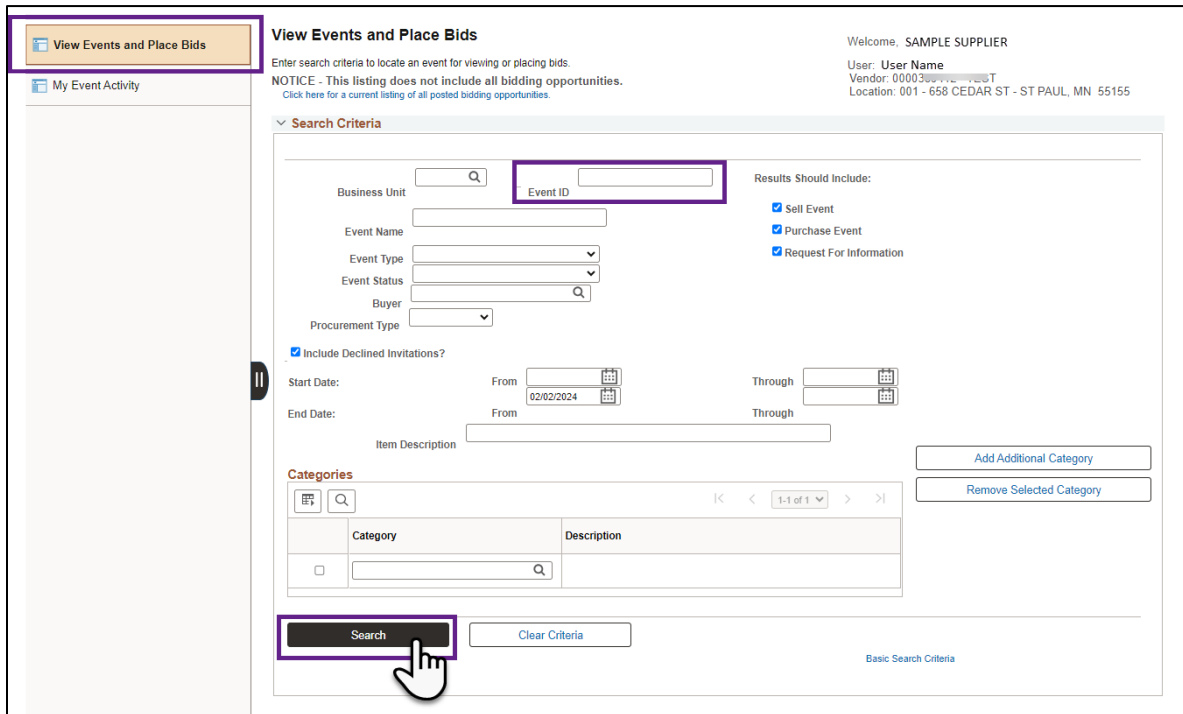
4. Select the **Manage Events/Bids** tile.
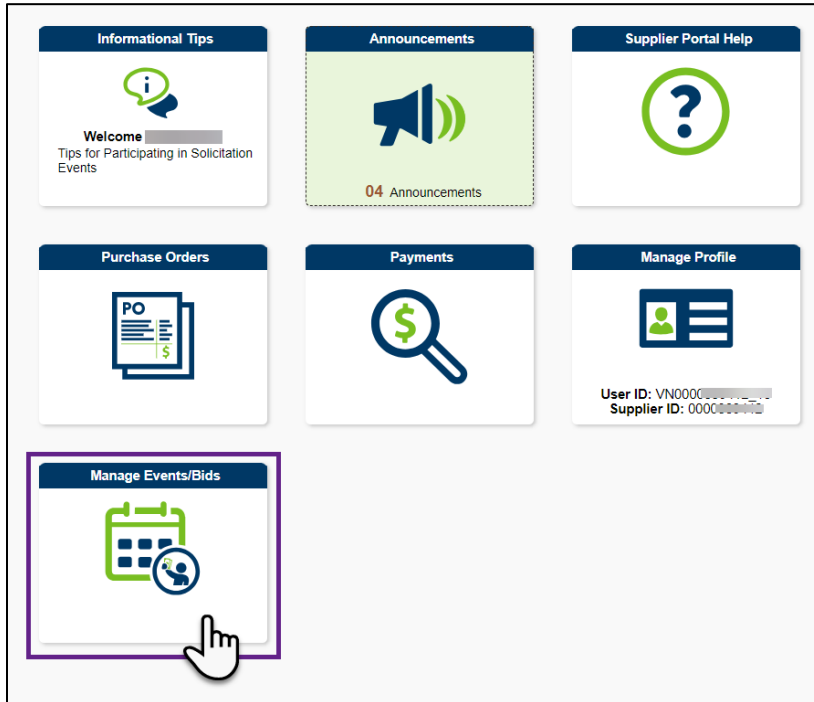
5. On the left menu, make sure the *View Events and Place Bids* page is selected.

6. In the *Search Criteria* section, enter the event identification number in the *Event ID* field.

7. Select the **Search** button.

8. The *Search Results* will display below. Find the *Event ID* for the event. The End Date will be listed for that event under the *End Date/Time* column.

Verify Event Delivery Due Date

When an event is created, it will include a due date for the delivery of goods or services. To verify the Event Delivery Due Date, view the Event Line Details from the Supplier Portal.

1. On the left menu, make sure the *View Events and Place Bids* page is selected.

2. In the *Search Criteria* section, enter the event identification number in the *Event ID* field.

3. Select the **Search** button.

4. The *Search Results* will display below. Select the *Event ID* to view the event.

5. The *Event Details* page will display. Look over this page to view basic details about the event, such as the *Event Name, Event ID, Event Start Date* and *Event End Date*, etc.

   Note: To search for and select another event, select the *Return to Event Search* link toward the bottom of the screen.

6. To verify the Event Delivery Due Date, select the **Bid on Event** button to show additional details about the event.

7. A message may appear asking if you would like to have the default quantity for your bid. Press **Yes** or **No** to continue.

   Note: Answering this question does not mean you are choosing to submit a bid at this time.

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8. The *Event Details* page will expand to show additional details about the event. Scroll to the bottom of the page to find the *Lines* section, and select the *Bid* link for the event line.

9. The *Line Details* page will display. Below the *Shipping Information* section, verify the Event Delivery Due Date under the *Due Date* column.

Note: If there are multiple lines, each line may have a different Event Delivery Due Date