OFFICE OF
HIGHER EDUCATION

Quick Registration Guide

Register as a Supplier – Use this option to register with the State of Minnesota. The Supplier registration process collects the needed information for issuance of payments. This process typically requires two days for review and activation of your account.

Questions on registering as a Supplier can be emailed to the MMB Supplier Help Line at efthelpline.mmb@state.mn.us

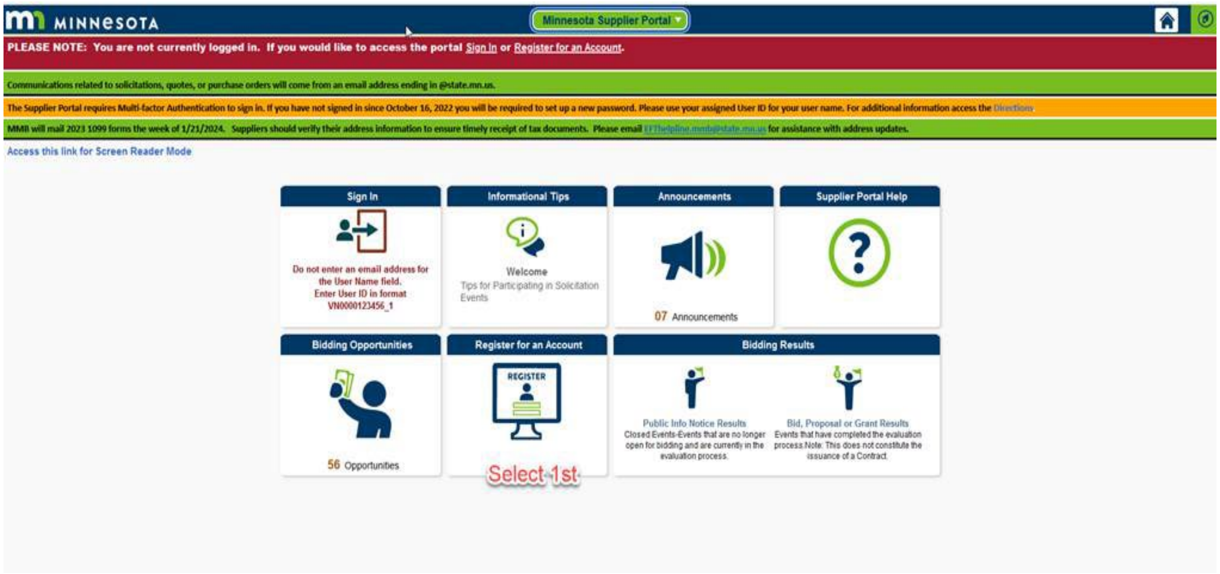
Steps to complete:

- Step 1: Open the Supplier Portal and enter Entity and TIN Type.
- Step 2: Enter Identifying Information.
- 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.



PLEASE NOTE: You are not currently logged in. If you would like to access the portal Sign In or Register for an Account.

Communications related to solicitations, quotes, or purchase orders will come from an email address ending in @state.mn.us.

The Supplier Portal requires Multi-factor Authentication to sign in. If you have not signed in since October 16, 2022 you will be required to set up a new password. Please use your assigned User ID for your user name. For additional information access the Directions

MMB will mail 2023 1099 forms the week of 1/21/2024. Suppliers should verify their address information to ensure timely receipt of tax documents. Please email EFThelpline.mmb@state.mn.us for assistance with address updates.

Access this link for Screen Reader Mode

Do not enter an email address for the User Name field. Enter User ID in format VN0000123456_1

Welcome
Tips for Participating in Solicitation Events

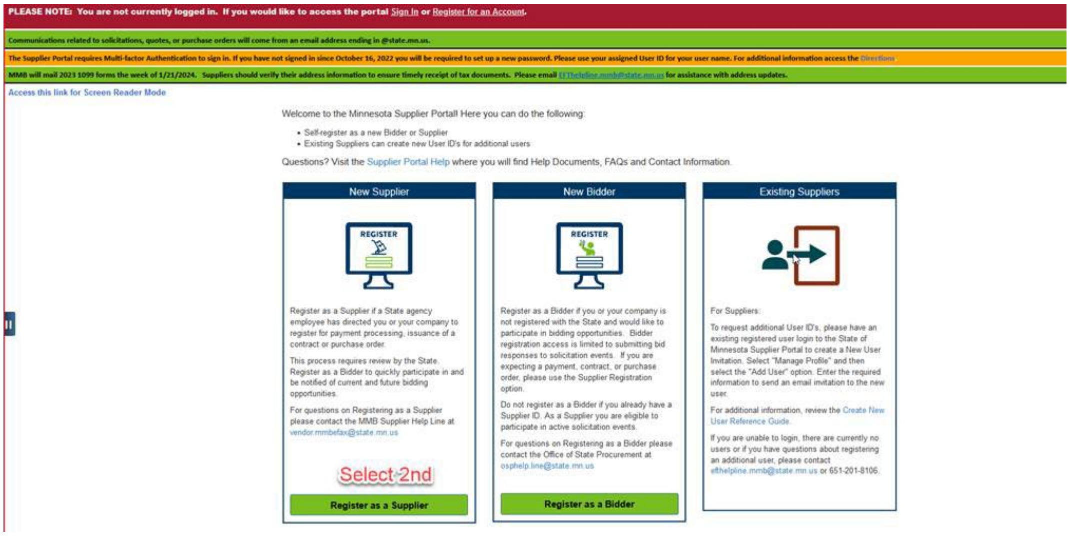
07 Announcements

56 Opportunities

Public Info Notice Results
Closed Events-Events that are no longer open for bidding and are currently in the evaluation process.

Bid, Proposal or Grant Results
Events that have completed the evaluation process.Note: This does not constitute the issuance of a Contract.

2. Press the Register as a Supplier button.



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Access this link for Screen Reader Mode

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

- Self-register as a new Bidder or Supplier
- 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

Register as a Supplier if a State agency employee has directed you or your company to register for payment processing, issuance of a contract or purchase order.

This process requires review by the State. Register as a Bidder to quickly participate in and be notified of current and future bidding opportunities.

For questions on Registering as a Supplier please contact the MMB Supplier Help Line at vendor.mmbefax@state.mn.us

Select 2nd

New Bidder

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.

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.

For questions on Registering as a Bidder please contact the Office of State Procurement at osphelp.line@state.mn.us

Existing Suppliers

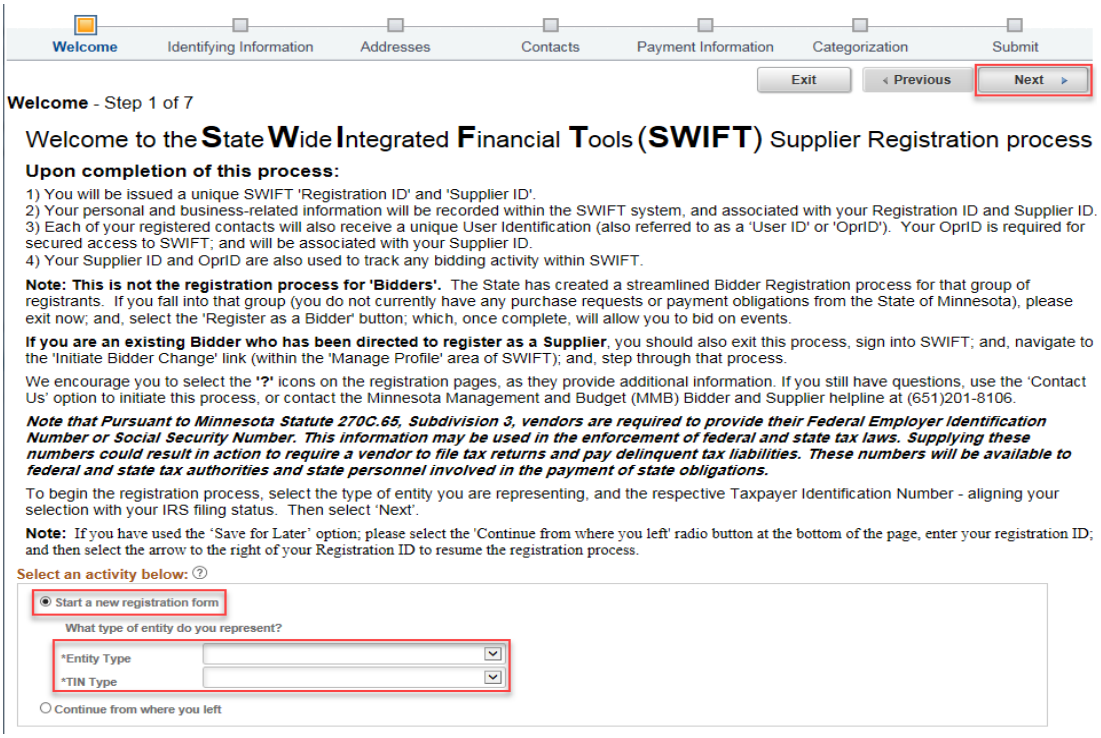
For Suppliers:

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.

For additional information, review the Create New User Reference Guide.

If you are unable to login, there are currently no users or if you have questions about registering an additional user, please contact efthelpline.mmb@state.mn.us or 651-201-8106.

3. On the *Welcome* screen (*Step 1 of 7*), select the **Start a new registration form** radio button to start the registration process for the supplier.



Welcome - Step 1 of 7

Welcome to the **S**tate **W**ide **I**ntegrated **F**inancial **T**ools (**SWIFT**) Supplier Registration process

Upon completion of this process:

1) You will be issued a unique SWIFT 'Registration ID' and 'Supplier ID'.
2) Your personal and business-related information will be recorded within the SWIFT system, and associated with your Registration ID and Supplier ID.
3) Each of your registered contacts will also receive a unique User Identification (also referred to as a 'User ID' or 'OprID'). Your OprID is required for secured access to SWIFT; and will be associated with your Supplier ID.
4) Your Supplier ID and OprID are also used to track any bidding activity within SWIFT.

Note: This is not the registration process for 'Bidders'. The State has created a streamlined Bidder Registration process for that group of registrants. If you fall into that group (you do not currently have any purchase requests or payment obligations from the State of Minnesota), please exit now; and, select the 'Register as a Bidder' button; which, once complete, will allow you to bid on events.

If you are an existing Bidder who has been directed to register as a Supplier, you should also exit this process, sign into SWIFT; and, navigate to the 'Initiate Bidder Change' link (within the 'Manage Profile' area of SWIFT); and, step through that process.

We encourage you to select the **'?'** icons on the registration pages, as they provide additional information. If you still have questions, use the 'Contact Us' option to initiate this process, or contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106.

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.

To begin the registration process, select the type of entity you are representing, and the respective Taxpayer Identification Number - aligning your selection with your IRS filing status. Then select 'Next'.

Note: If you have used the 'Save for Later' option; please select the 'Continue from where you left' radio button at the bottom of the page, enter your registration ID; and then select the arrow to the right of your Registration ID to resume the registration process.

Select an activity below: ⓘ

● Start a new registration form

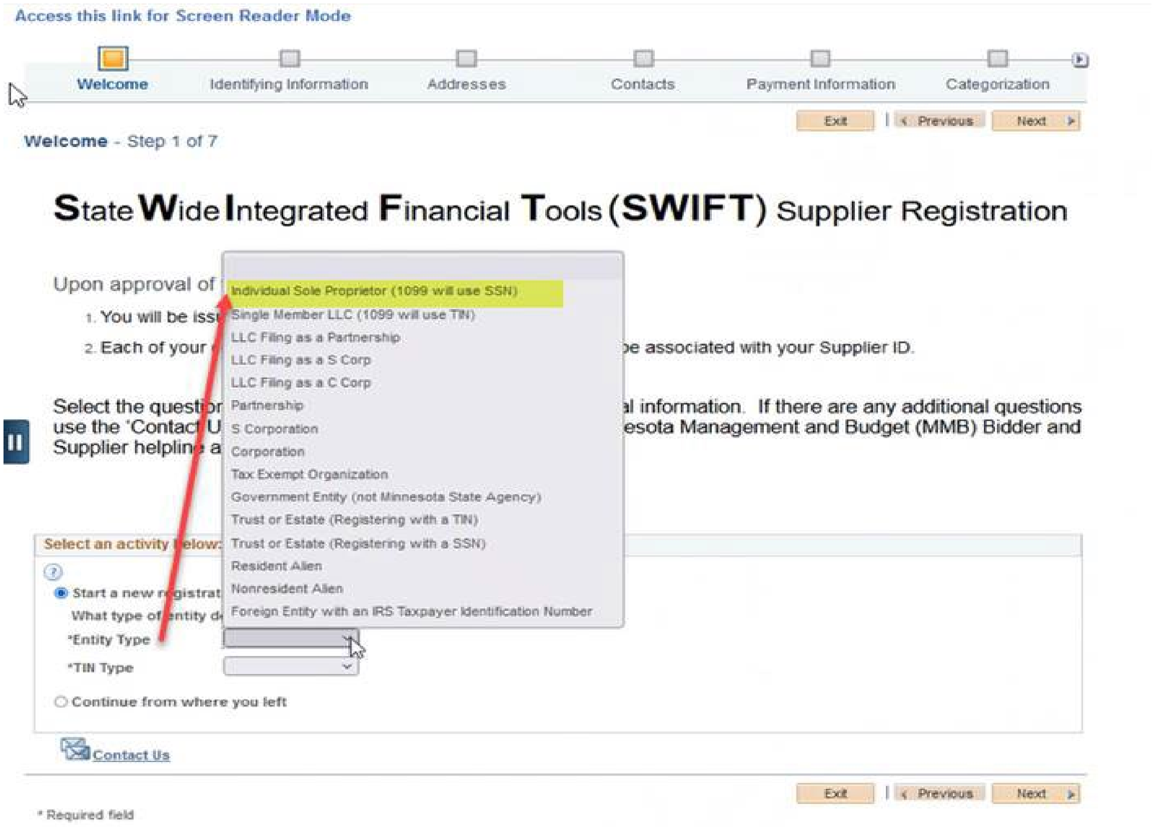
What type of entity do you represent?

*Entity Type

*TIN Type

○ Continue from where you left

4. In the *Entity Type* and *TIN Type* fields, select the type of legal entity and Tax Identification Number for the supplier.

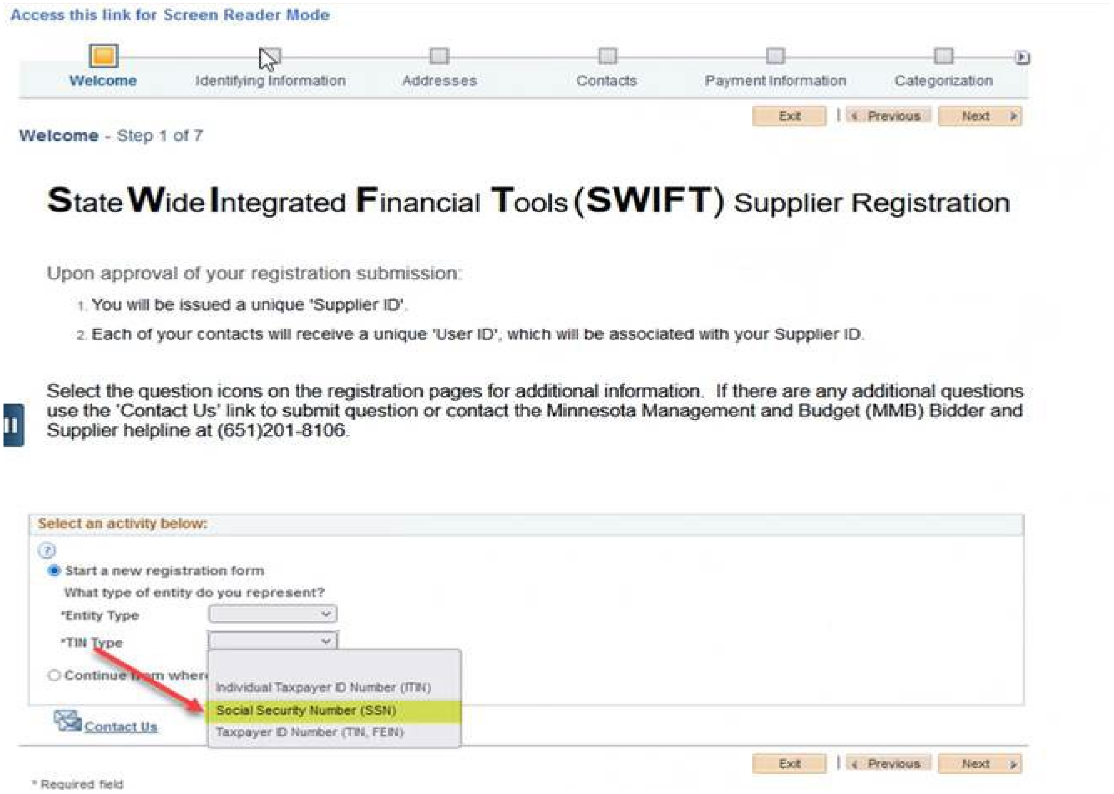


Welcome - Step 1 of 7

State Wide Integrated Financial Tools (SWIFT) Supplier Registration

Upon approval of
1. You will be issu
2. Each of your ... be associated with your Supplier ID.

Select the questio ... al information. If there are any additional questions
use the 'Contact U ... esota Management and Budget (MMB) Bidder and
Supplier helpline a



Welcome - Step 1 of 7

State Wide 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.

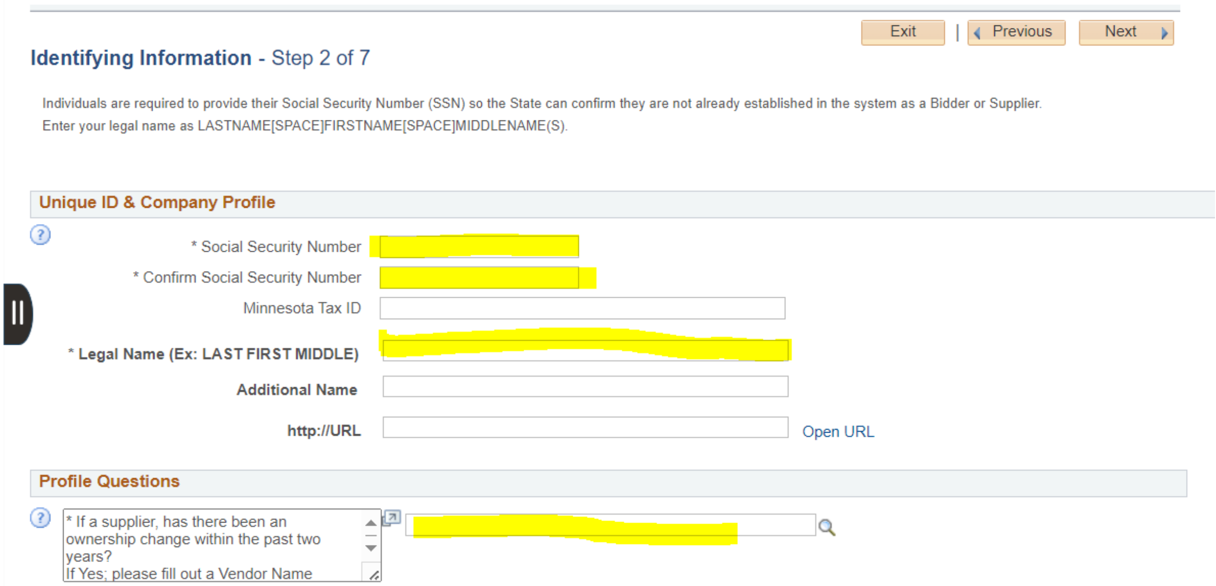
Select the question icons on the registration pages for additional information. If there are any additional questions use the 'Contact Us' link to submit question or contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106.

5. Press the **Next** button.

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.
*** Legal Name**	Enter the legal name.
Additional Name	Enter an additional name for the supplier.
*** Has there been an ownership change within the past two years?**	Enter No



Identifying Information - Step 2 of 7

Individuals are required to provide their Social Security Number (SSN) so the State can confirm they are not already established in the system as a Bidder or Supplier.
Enter your legal name as LASTNAME[SPACE]FIRSTNAME[SPACE]MIDDLENAME(S).

Unique ID & Company Profile

* Social Security Number

* Confirm Social Security Number

Minnesota Tax ID

* Legal Name (Ex: LAST FIRST MIDDLE)

Additional Name

http://URL

Profile Questions

* If a supplier, has there been an ownership change within the past two years?
If Yes; please fill out a Vendor Name

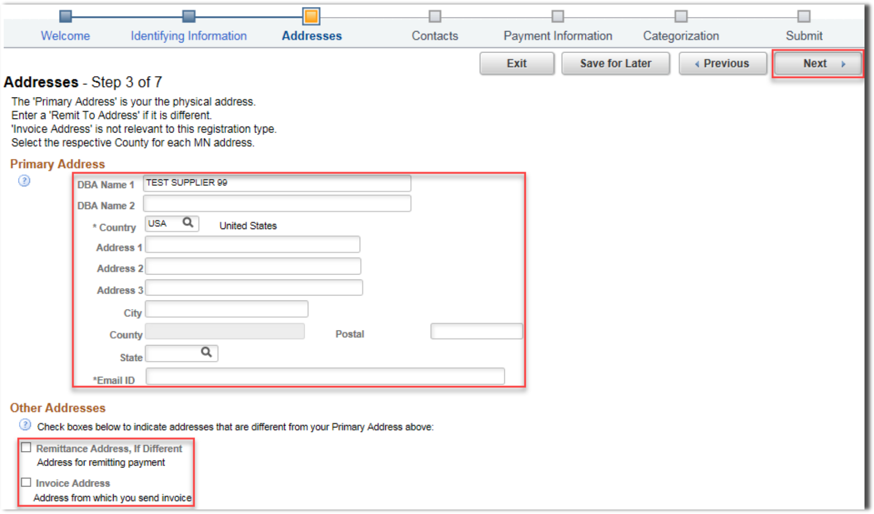
2. Press the **Next** button.

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 (Change Country)	This field will default with "USA." If registering a foreign supplier, click the *Change Country* link to select a foreign country. The *Address* fields will not display until country is selected.
*** Address 1**	Enter the supplier's primary physical *address*. A street address may be required for Minnesota-based businesses. (**NOTE:** if apartment or suite number needed enter here also 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 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.

2. 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.



Addresses - Step 3 of 7

The 'Primary Address' is your the physical address.
Enter a 'Remit To Address' if it is different.
'Invoice Address' is not relevant to this registration type.
Select the respective County for each MN address.

Primary Address

DBA Name 1: TEST SUPPLIER 99
DBA Name 2:
* Country: USA United States
Address 1:
Address 2:
Address 3:
City:
County:
Postal:
State:
*Email ID:

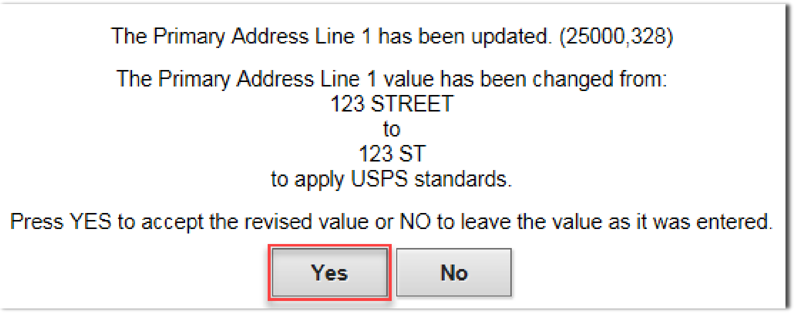
Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Remittance Address, If Different
Address for remitting payment

☐ Invoice Address
Address from which you send invoice

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. Press **Yes** to continue.



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

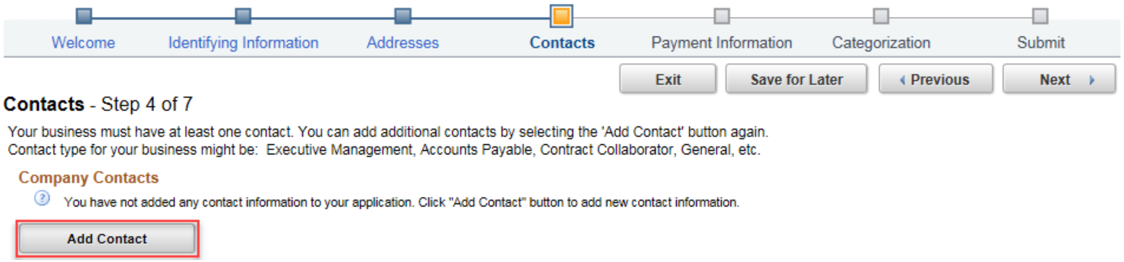
The Primary Address Line 1 value has been changed from:
123 STREET
to
123 ST
to apply USPS standards.

Press YES to accept the revised value or NO to leave the value as it was entered.

3. Press the **Next** button.

Step 4: Add Contacts.

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



Contacts - Step 4 of 7

Your business must have at least one contact. You can add additional contacts by selecting the 'Add Contact' button again.
Contact type for your business might be: Executive Management, Accounts Payable, Contract Collaborator, General, etc.

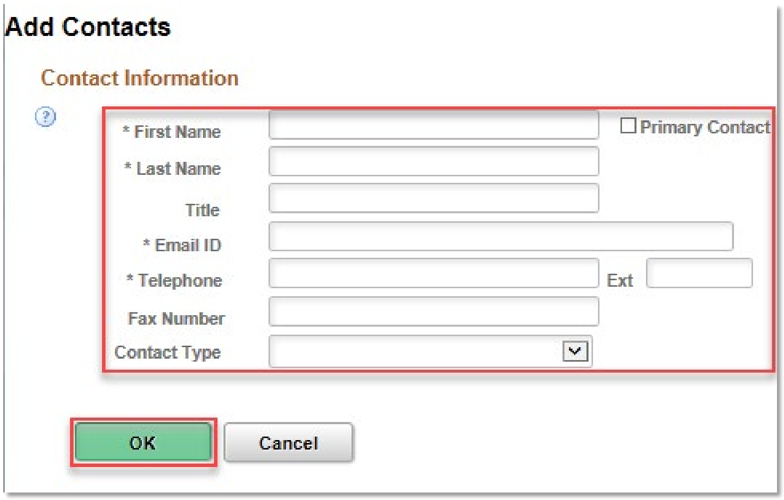
Company Contacts

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

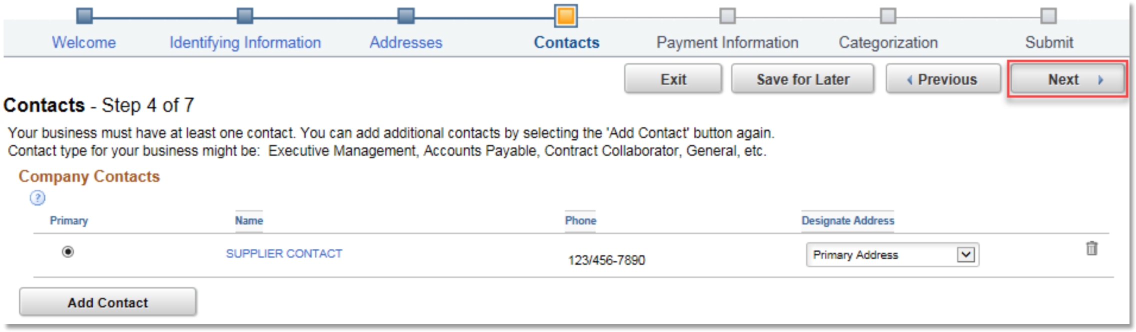
2. The *Add Contacts* screen will display. Enter information about the contact for the supplier.

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. Press **OK**.



4. The contact will now be added to the *Contact* screen under the *Company Contacts* section. Press the **Add Contact** to add another contact. If finished, press the **Next** button.



Contacts - Step 4 of 7

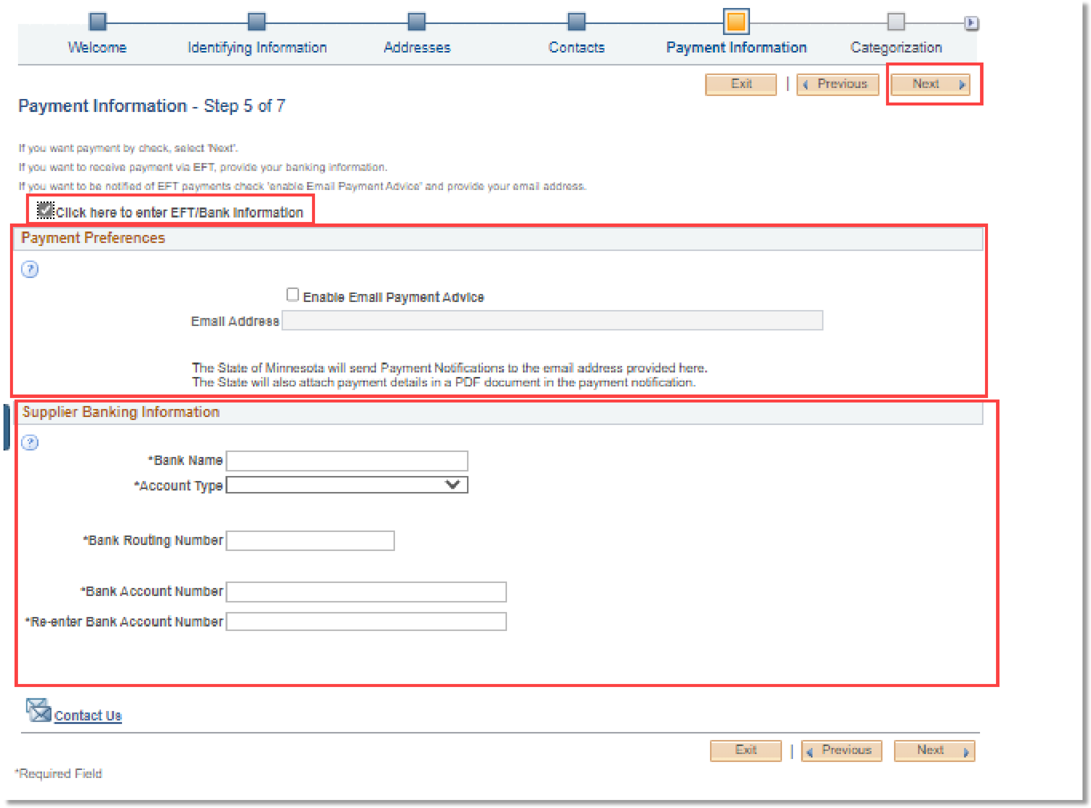
Your business must have at least one contact. You can add additional contacts by selecting the 'Add Contact' button again.
Contact type for your business might be: Executive Management, Accounts Payable, Contract Collaborator, General, etc.

Company Contacts

Primary	Name	Phone	Designate Address
●	SUPPLIER CONTACT	123/456-7890	Primary Address

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**.
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. Press the **Next** button.



Payment Information - Step 5 of 7

If you want payment by check, select 'Next'.
If you want to receive payment via EFT, provide your banking information.
If you want to be notified of EFT payments check 'enable Email Payment Advice' and provide your email address.

Click here to enter EFT/Bank Information

Payment Preferences

☐ Enable Email Payment Advice

Email Address

The State of Minnesota will send Payment Notifications to the email address provided here.
The State will also attach payment details in a PDF document in the payment notification.

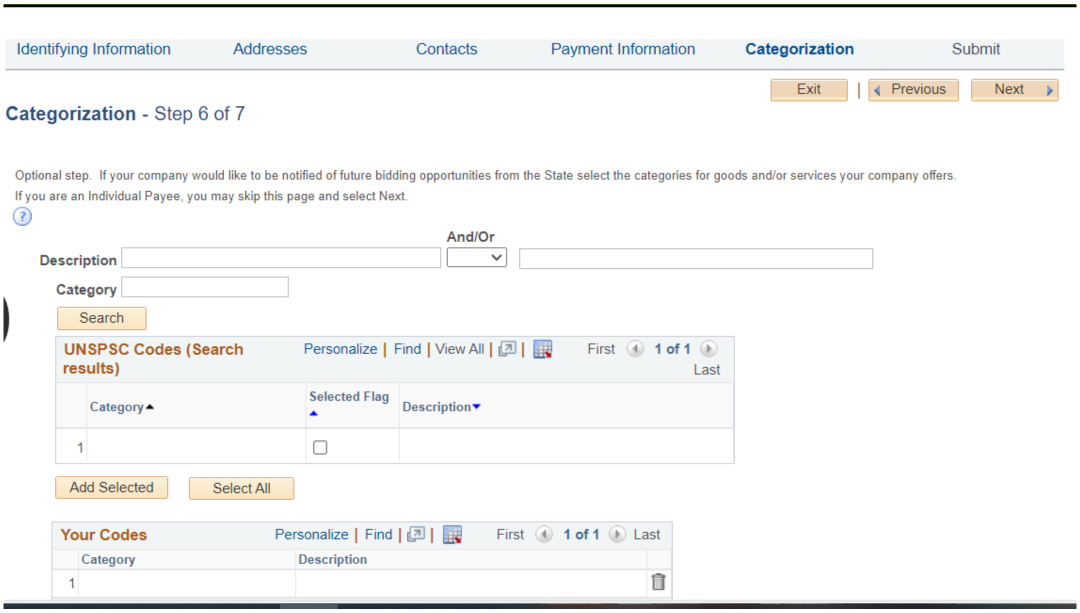
Supplier Banking Information

*Bank Name
*Account Type
*Bank Routing Number
*Bank Account Number
*Re-enter Bank Account Number

*Required Field

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.
2. Press the **Next** button.



Categorization - Step 6 of 7

Optional step. If your company would like to be notified of future bidding opportunities from the State select the categories for goods and/or services your company offers.
If you are an Individual Payee, you may skip this page and select Next.

Description
And/Or
Category

UNSPSC Codes (Search results)

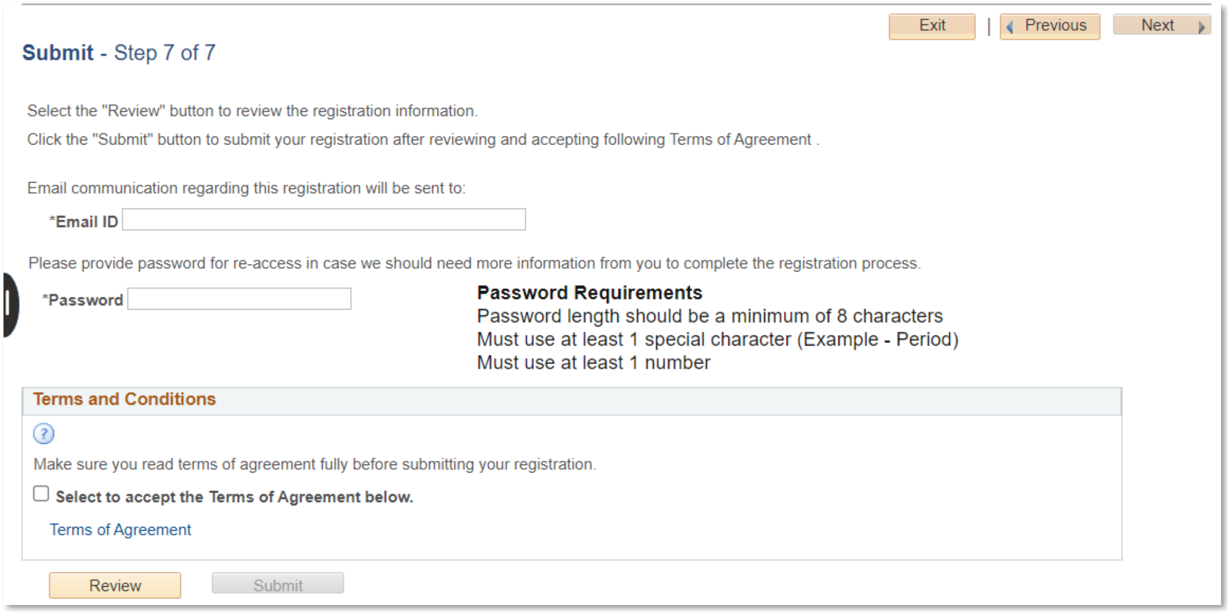
	Category	Selected Flag	Description
1		☐	

Your Codes

	Category	Description
1		

Step 7: Submit for approval.

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



Submit - Step 7 of 7

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

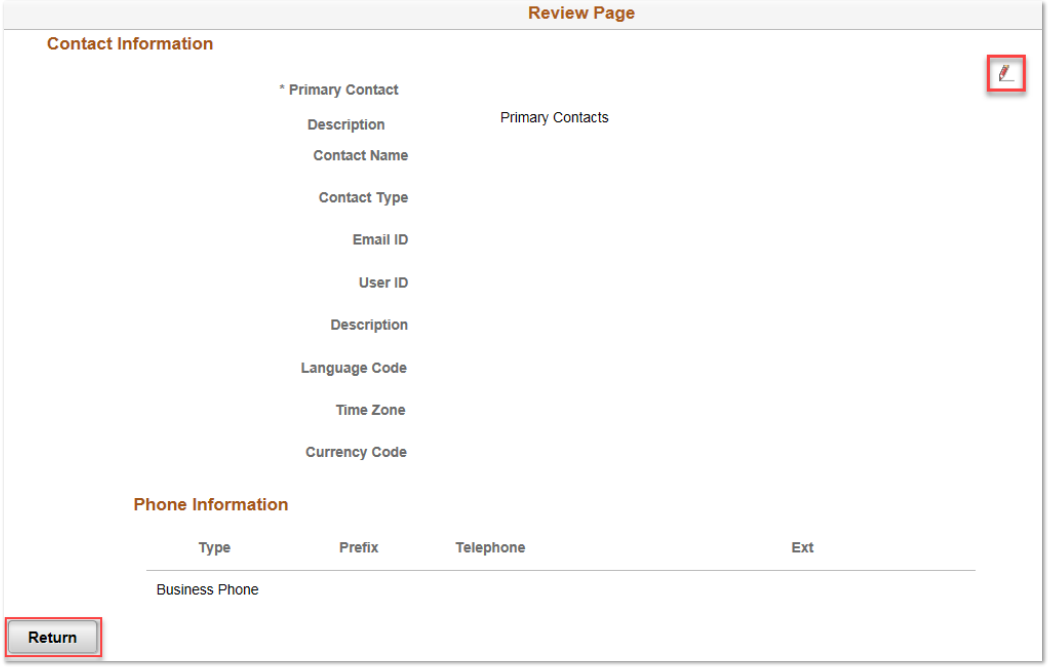
Terms and Conditions

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 press the **Return** button when finished. **Do not press the Back button on your computer. Pressing the back button may result in losing your data.**



Review Page

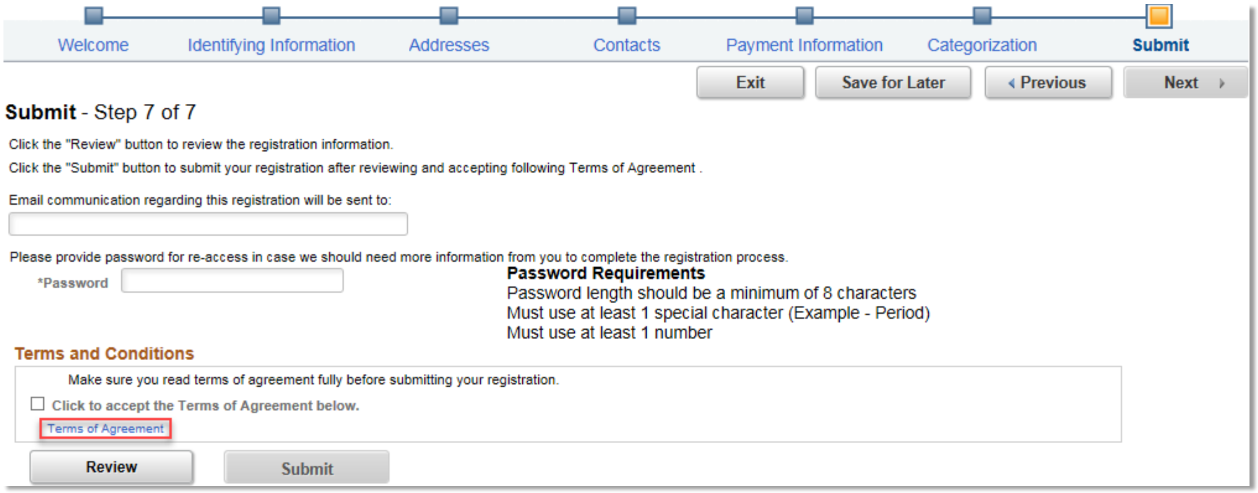
Contact Information

* Primary Contact
Description: Primary Contacts
Contact Name
Contact Type
Email ID
User ID
Description
Language Code
Time Zone
Currency Code

Phone Information

Type	Prefix	Telephone	Ext
Business Phone			

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



Submit - Step 7 of 7

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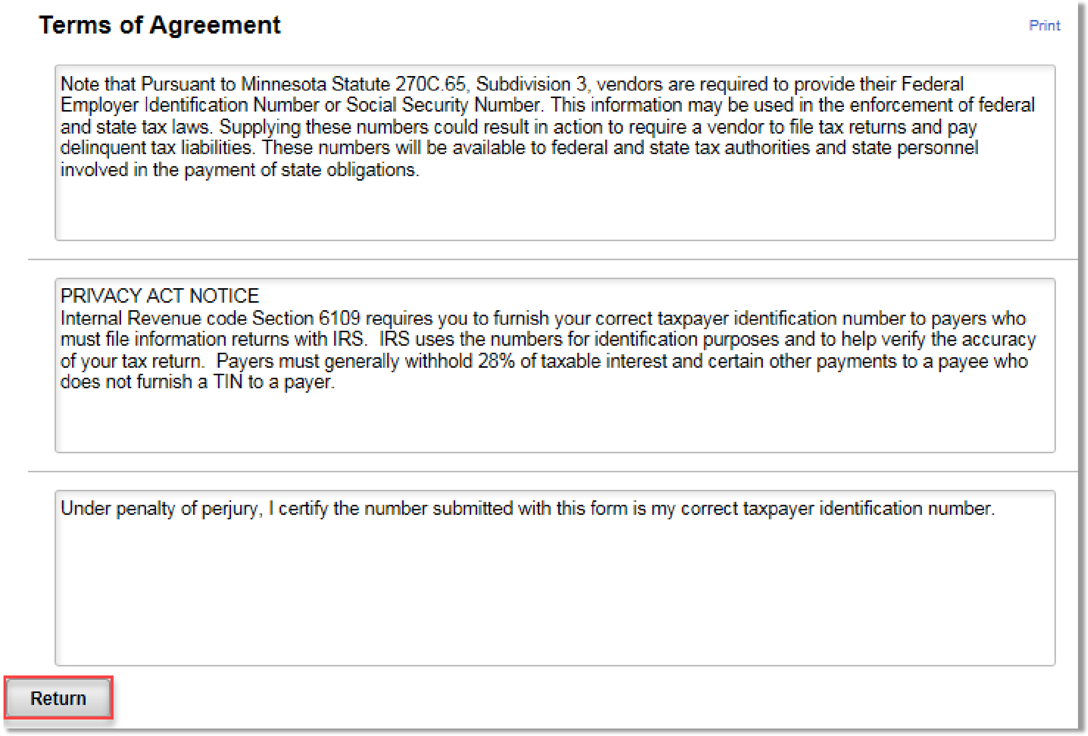
Terms of Agreement

4. Press the **Return** button when finished reading the *Terms of Agreement*.



Terms of Agreement

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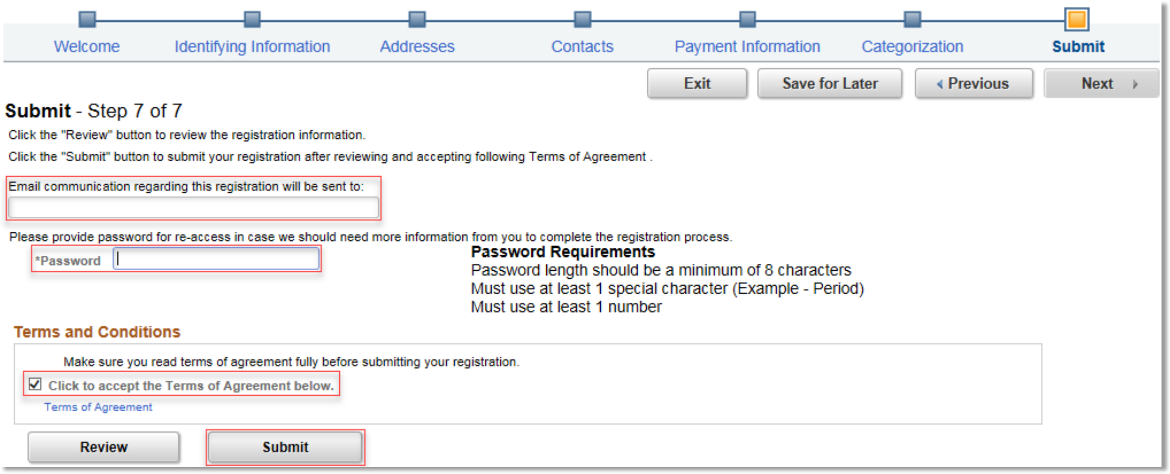
PRIVACY ACT NOTICE
Internal Revenue code Section 6109 requires you to furnish your correct taxpayer identification number to payers who must file information returns with IRS. IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. Payers must generally withhold 28% of taxable interest and certain other payments to a payee who does not furnish a TIN to a payer.

Under penalty of perjury, I certify the number submitted with this form is my correct taxpayer identification number.

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. Press the **Submit** button.

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



Submit - Step 7 of 7

Click the "Review" button to review the registration information.

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Please provide password for re-access in case we should need more information from you to complete the registration process.

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Must use at least 1 number

Terms and Conditions

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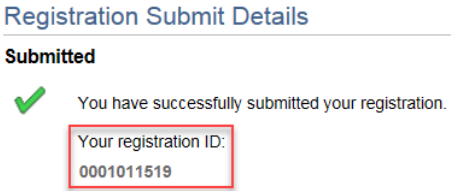
☑ Click to accept the Terms of Agreement below.

Terms of Agreement

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.



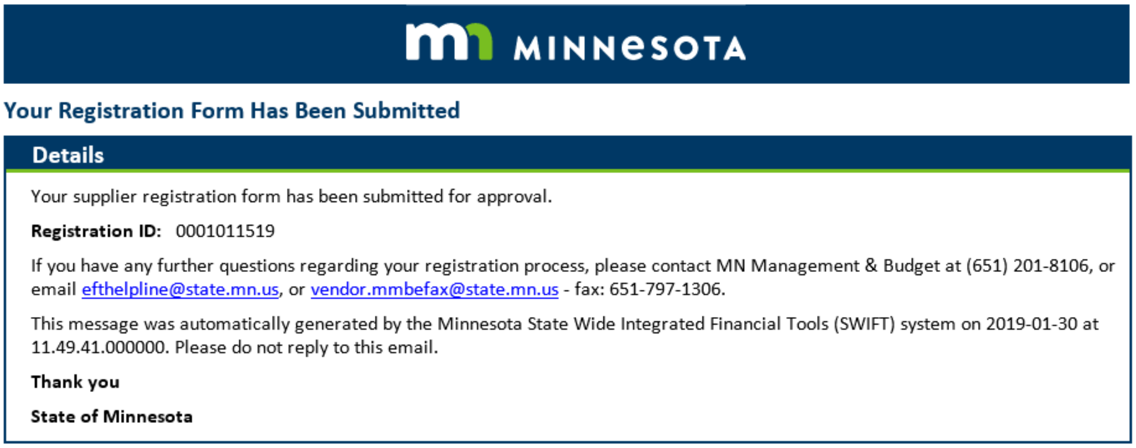
Registration Submit Details

Submitted

✓ You have successfully submitted your registration.

Your registration ID:
0001011519

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



Your Registration Form Has Been Submitted

Details

Your supplier registration form has been submitted for approval.

Registration ID: 0001011519

If you have any further questions regarding your registration process, please contact MN Management & Budget at (651) 201-8106, or email efthelpline@state.mn.us, or vendor.mmbefax@state.mn.us - fax: 651-797-1306.

This message was automatically generated by the Minnesota State Wide Integrated Financial Tools (SWIFT) system on 2019-01-30 at 11.49.41.000000. Please do not reply to this email.

Thank you

State of Minnesota

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.

Note: The **Registration ID** is the **Supplier ID** that you can list on the **2024 Application Data Verification Form and Checklist form**.