QUICK REFERENCE GUIDE

Updated November 01, 2019

Request User ID and Password to Access Supplier Portal

Suppliers and bidders registered with the State may request new user identification for additional users to access SWIFT. To make this request, register a new User ID and password from the Supplier Portal.

Access the <u>Supplier Portal</u> from the following link:

http://mn.gov/supplier

1. Select the Register for an Account tile.



2. Press the Register for a New User ID button.



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3. The *SWIFT New User Registration* page will display. Enter the identification number for the supplier or bidder in the *Supplier or Bidder ID* field.

Note: A list of Registered Users will display. To reset the password for an already registered User ID, click the **Forgot Password** button. Otherwise, click **OK** to register a new User ID.

- 4. Enter the Supplier/Bidder TIN in the *Tax Identification Number* field.
- 5. Enter the new user's last name, first name, and middle initial in the User Name field.
- 6. Enter the new user's email address in the *Email ID* field.
- 7. Check mark the Terms and Conditions box.

Note: To read the Terms and Conditions, select the *Terms of Agreement* link. After reading the Terms and Conditions, press the **Return** button to return to *SWIFT New User Registration*.

8. Click the **Submit** button.

State Wide Integrated Financial Tools (SWIFT) New User Registration					
Upon completion of this process:					
1) You will receive an email verification when your user account, (also called a User ID or OprID) has been created. 2) This OprID will provide access to SWIFT, where you will be able to respond to events; and/or review contracts, purchase orders, and payments; depending on your relationship with the State.					
If you need assistance for any reason, contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106. To begin the process, enter your SWIFT ID and your Taxpayer Identification Number (FEIN, SSN or ITIN).					
Supplier List					
*Supplier or Bidder ID Tax Identification Number					
Add					
User Account Information ⑦					
* User ID (OprID)					
*User Name LASTNAME, FIRSTNAME MIDDLE					
* Email ID					
Hint Question Q					
Hint Response					
Terms and Conditions Make sure you read terms of agreement fully before submitting your registration. Click to accept the Terms of Agreement below. Terms of Agreement					
Submit					

9. A confirmation window will display saying, "User Account has been created." Press OK.

User Account has been created.
OK

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10. The new user will receive an email with a unique User ID and Password listed as "OprID" and "Password." Use this new user identification to log in to the Supplier Portal.

Swift.Testing@state.mn.us					
A new SWIFT Operator ID has been established for your Supplier ID If there are problems with how this message is displayed, click here to view it in a web browser.					
MINNESOTA					
A new SWIFT Operator ID has been established for your Supplier ID					
Details					
Your user SWIFT OprID (Operator ID) has been established. Use this OprID to log into our supplier portal, where you will be able to view procurement-related documents; and, view and respond to events.					
OprID: VN000 Password: VN000					
Supplier Name: SCENARIO					
Supplier ID: 000					
Your OprID is used to access SWIFT; and your Supplier ID is used as identification when accessing transnational activity within SWIFT (award bids, contracts, purchase orders, invoices, payments, etc.)					
If you have any questions or feedback regarding your user account, please contact MN Management & Budget at (651) 201-8106, or emai <u>efthelpline@state.mn.us</u> , or <u>vendor.mmbefax@state.mn.us</u> - fax: 651-797-1306.					
This message was automatically generated by the Minnesota State Wide Integrated Financial Tools (SWIFT) system on 2019-01-10 at 10.08.08.000000. Please do not reply to this email.					
Thank you,					
State of Minnesota					

- 11. To log in to the Supplier Portal with the new User ID and Password, select the Sign In tile.
- 12. Enter the newly registered supplier information in the User ID and Password fields.
- 13. Press the Sign In button.

Sign In	Informational Tips	Announcements	Supplier Portal Help
-	Tips Sign	n In ×	?
Bidding Opportunities	Eve User ID User ID User ID Password Password	rd Biddir	ng Results
04 Opportunities	Enable	e Screen Reader Mode	Bid, Proposal or Grant Results Events that have completed the evaluation process. Note: This does not constitute the issuance of a Contract.

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