

QUICK REFERENCE GUIDE

Updated January 23, 2025

Update Supplier Profile and Information

Company Profile, Address, 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, payment profile, and categorization codes. Updates are typically approved within two business days.

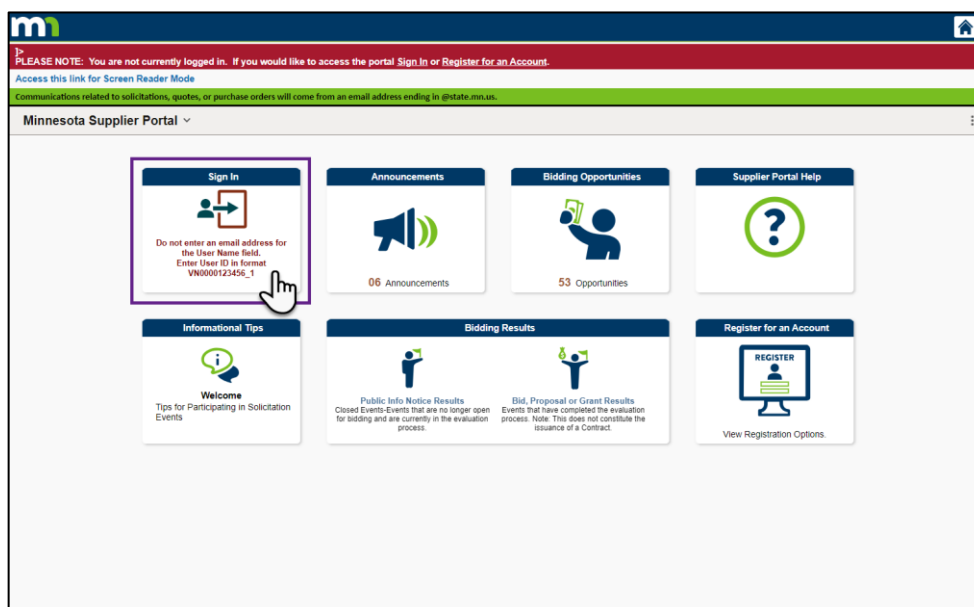
Steps to Complete:

- 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 Payment Profile.
- Step 6: Add/Update Categorization Codes.
- Step 7: 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>

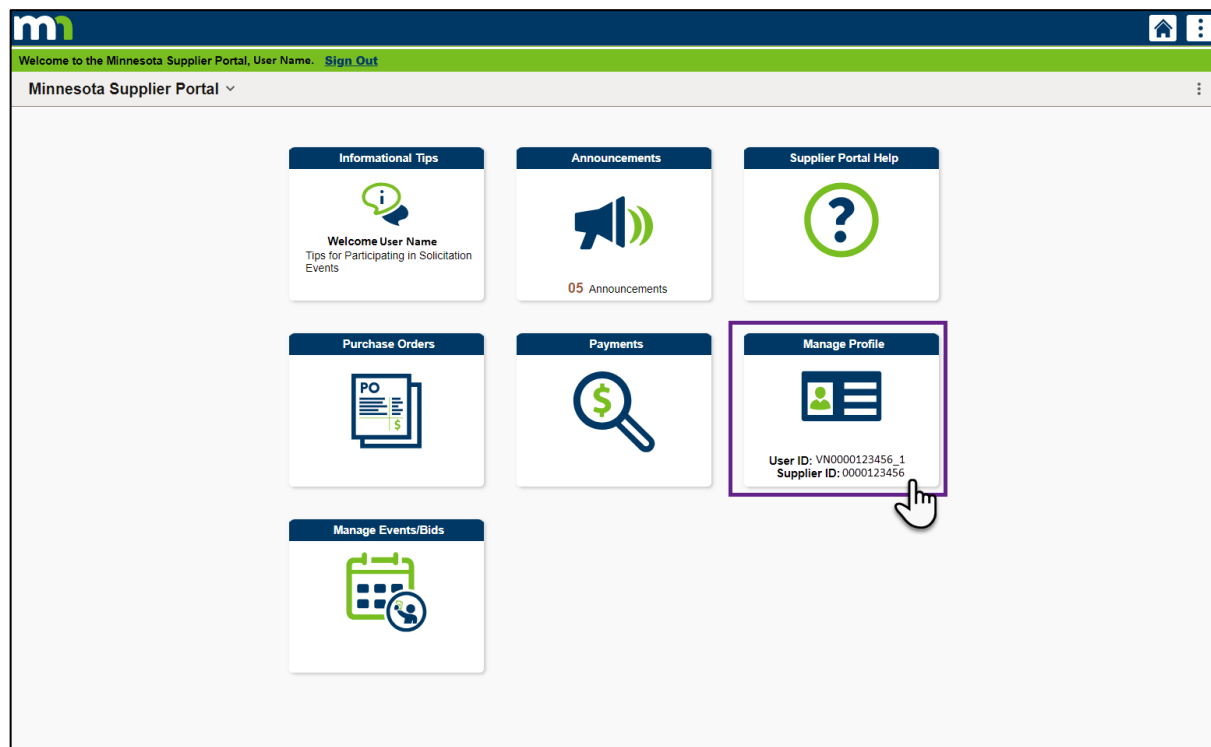
1. To log in to the Supplier Portal, select the **Sign In** tile.



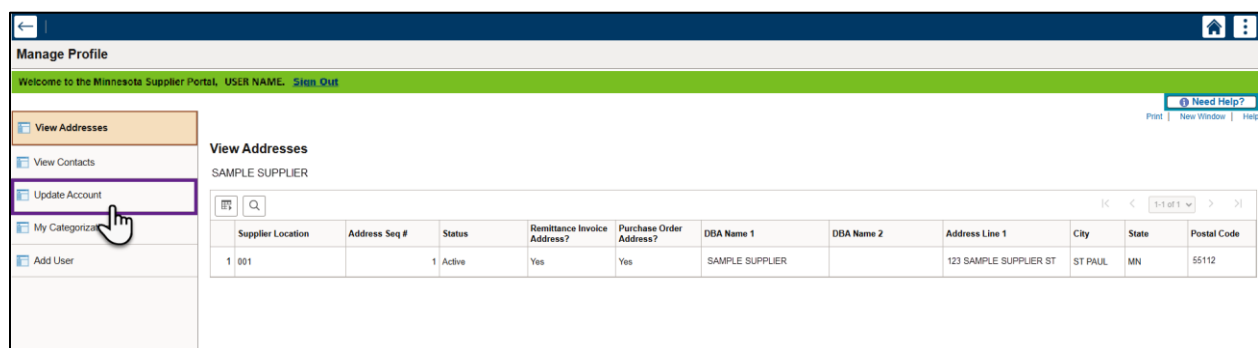
2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
3. Select the **Sign In** button and complete the multifactor 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 *Update Account*.



3. The *Welcome* screen for the *Supplier Change Request* process will display. Select the **Next** button.

(SAMPLE SUPPLIER)

Welcome to the Supplier Portal Change Request Page

Please read the following before you proceed to the next page.

1. Please allow up to 2 business days for your updates to be approved.
2. You will be required to verify your US Taxpayer ID Number to submit your change request.
3. Some updates require additional documentation. If you are requesting an update for any of the following reasons, you will also need to complete a new W-9 and a paper supplier change request form.
 - a. If your Federal Tax ID Number (FEIN/EIN/TIN) has changed or needs to be updated for ANY reason
 - b. If your legal name has changed for any reason
 - c. If your DBA Name has changed or an additional DBA Name needs to be added

These forms can be found at the following links:

<https://mn.gov/mmb-stat/documents/swift/vendor/supplier-name-change-request-form.pdf>

<https://mn.gov/mmb-stat/documents/swift/vendor/substitute-form-w-9.pdf>

If you have any questions, use the 'Contact Us' link to submit questions or contact the Minnesota Management and Budget (MMB) Supplier Maintenance helpline at VendorMMBefax@state.mn.us

[Contact Us](#) [Review Changes](#)

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. Select the **Next** button.

Company Profile for SAMPLE SUPPLIER

Unique ID & Company Profile

*Legal Name

Additional Name

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

▼ Comments

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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 **SAMPLE SUPPLIER**

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 | SAMPLE SUPPLIER | 658 CEDAR ST 4TH FLOOR | ST PAUL |

[Add New Address](#)

[Contact Us](#) [Review Changes](#)

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

Address Information for **SAMPLE SUPPLIER**

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 | | | | |

[Add Phone](#)

Approved Changes Take Effect: ☒ Approval Date ☐ Future Date

[OK](#) [Cancel](#)

3. Select the **Next** button.

Addresses for **SAMPLE SUPPLIER**

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 | SAMPLE SUPPLIER | 658 CEDAR ST 4TH FLOOR | ST PAUL |

[Add New Address](#)

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Step 5: Add/Update Payment Profile

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

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 4TH FLOOR |

*Required Field

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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 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](#)

[OK](#) [Cancel](#)

4. Select the **Next** button.

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 4TH FLOOR |

*Required Field
Contact Us

Step 6: 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.

Categorization for **SAMPLE SUPPLIER**

OPTIONAL: Add categorization codes to receive email notifications when the State of Minnesota is seeking bids for goods or services that your company provides.

If you are an Individual Payee, you may skip this page and select Next.

And/Or

Description:

Category:

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 |

4. Select the **Next** button.

Step 7: Submit Changes to Supplier Information

1. The *Submit* screen will display. In the Email communication field, the supplier's email will be populated in the Email ID field.
2. Specify that reason by writing it in detail in the *Comments* field.
3. Select the **Submit** button.

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