

## QUICK REFERENCE GUIDE

Updated August 29, 2024

### Do I Register as a Bidder or Supplier or Payee?

Using the correct registration process is important to conducting business with the State of Minnesota. Choosing the incorrect option may delay the processing of your registration and result in missing out on a bidding opportunity or delaying of a payment and purchasing transactions.

- **Register as a Supplier** – Use this option to register with the State of Minnesota if you have been in contact with someone in the State and will be receiving a payment. Or, if you have been asked to register to receive a contract or purchase order from the State. The Supplier registration process collects the needed information for issuance of payments and purchasing documents. 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](mailto:efthelpline.mmb@state.mn.us)**
- **Register as a Payee** – Use this option to register with the State of Minnesota if you are an individual Payee (not a business), but you need a SWIFT Supplier ID to receive a payment from the State of Minnesota. The Payee 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 Payee can be emailed to the MMB Supplier Help Line at [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)**
- **Register as a Bidder** – Use this option to register with the State of Minnesota if you are interested in quickly bidding on a solicitation event available on the Supplier Portal. Registering as a bidder requires minimal information to be entered and does not require State review before allowing you to submit a bid. Registering as a bidder will allow you to select commodities or services (categories) you have an interest in providing to the State of Minnesota and you will receive email notifications when the selected categories are available for bidding. **Note:** if your company has been selected for an award, you will receive an email notification asking you to register as a Supplier. You will need to provide additional information, subject to verification by the State of Minnesota, to fully register your Bidder ID as a Supplier ID **before** you will be issued a purchase order or contract. This process typically takes two days for review and account activation before the purchase order or contract can be processed. **Questions on registering as a Bidder can be emailed to the Office of State Procurement at [osphelp.line@state.mn.us](mailto:osphelp.line@state.mn.us).**

## Register as Supplier

Suppliers can self-register with the State by submitting a request on the Supplier Portal.

To submit a new supplier request, complete the following seven-step process.

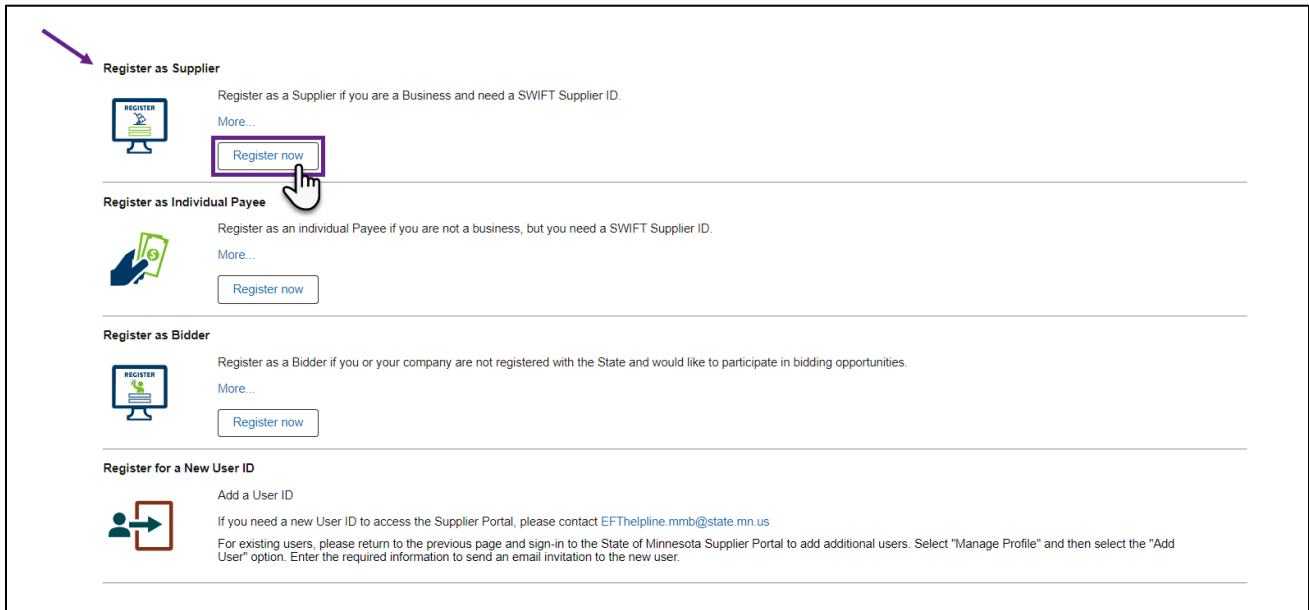
### Steps to Complete:

- Step 1: Open the Supplier Portal and enter Entity and Tax Identification Number (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.
2. In the **Register as Supplier** section, select the **Register now** button.



The screenshot shows the 'Register as Supplier' section of the Supplier Portal. A purple arrow points to the 'Register as Supplier' heading. A purple box highlights the 'Register now' button, and a hand cursor icon is positioned over it. The page includes four registration options: 'Register as Supplier', 'Register as Individual Payee', 'Register as Bidder', and 'Register for a New User ID'. Each option has a 'More...' link and a 'Register now' button. The 'Register as Supplier' section includes a description: 'Register as a Supplier if you are a Business and need a SWIFT Supplier ID.' The 'Register for a New User ID' section includes a description: 'Add a User ID. If you need a new User ID to access the Supplier Portal, please contact EFThelpdesk.mmb@state.mn.us. For existing users, please return to the previous page and sign-in to the State of Minnesota Supplier Portal to add additional users. Select "Manage Profile" and then select the "Add User" option. Enter the required information to send an email invitation to the new user.'

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

3. On the *Welcome screen (Step 1 of 7)*, in the TIN Type field select the Tax Identification Number to start the registration process for the supplier.

Welcome - Step 1 of 7

**Minnesota Supplier Portal Supplier Registration Process (SWIFT)**

Upon submission of your Supplier registration, please allow 2 business days for approval.

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

**Registration**

\*TIN Type

\* Required field

Exit < Previous Next >

4. In the *Entity Type* field, select the type of legal entity for the supplier.

5. Select the **Next** button.

Welcome - Step 1 of 7

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**Registration**

\*TIN Type

\*Entity Type

\* Required field

Exit < Previous Next >

## 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
<b>* Tax Identification Number</b>	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.
<b>* Confirm Tax Identification Number</b>	Reenter the tax identification number.
<b>Minnesota Tax ID</b>	Enter the Minnesota Tax Identification Number to identify suppliers that pay the Minnesota Sales Tax
<b>* Legal Name</b>	Enter the legal name.
<b>Additional Name</b>	Enter an additional name for the supplier.
<b>http://URL</b>	Enter the supplier's website.

2. Select the **Next** button.

Welcome Identifying Information Addresses Contacts Payment Information Categorization Submit

Exit Previous **Next**

### Identifying Information - Step 2 of 7

All vendors, including individual payees, must provide an SSN, ITIN, or EIN (M.S. 270C.65, subd. 3). This information may be used in the enforcement of federal and state tax laws.

#### Unique ID & Company Profile

\* Tax Identification Number

\* Confirm Tax Identification Number

Minnesota Tax ID

\* Legal Name

Additional Name

http://URL  [Open URL](#)

[Contact Us](#)

## 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
* <b>DBA Name 1</b>	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.
<b>DBA Name 2</b>	Enter an additional DBA name for the supplier, if applicable.
<b>Country</b> <b>(Change Country)</b>	This field will default with "USA." If registering a foreign supplier, click the <i>Change Country</i> link to select a foreign country. The <i>Address</i> fields will not display until country is selected.
* <b>Address 1</b>	Enter the supplier's primary physical <i>address</i> . A street address may be required for Minnesota-based businesses. <b>(NOTE:</b> Add apartment or suite number here and after street name, e.g., #XXXX)
<b>Address 2</b>	Enter an additional address for the supplier, if applicable.
<b>Address 3</b>	Enter another additional address for the supplier, if applicable.
* <b>City</b>	Enter the city where the supplier resides.
* <b>County</b>	Enter the county where the supplier resides. Select "NON MINNESOTA" for out-of-state addresses. <b>NOTE:</b> You may need to enter the State before you enter the County.
* <b>State</b>	Enter the two-letter state abbreviation (e.g., MN for Minnesota). If needed, search for it using the <b>Look Up</b> icon.
* <b>Postal</b>	Enter the five- or nine-digit zip code (use format: XXXXX or XXXXX-XXXX).
* <b>Email ID</b>	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.

3. Select the **Next** button.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Addresses - Step 3 of 7

The "Primary Address" is your physical address. This address will be used for purchase orders/payments, unless a separate "Remit To" address is provided.  
MN addresses require county.  
Select the help icon when DBA Name(s) differ from the legal name.

**Primary Address**

DBA Name 1 SAMPLE SUPPLIER  
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

[Contact Us](#)

**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. Select **OK** to continue.

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

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

OK

## Step 4: Add Contacts.

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

Contacts - Step 4 of 7

Every business associate who needs a User ID to access your file in the Supplier Portal should be added as a contact. They will each receive their own unique User ID.  
Identify each contact by providing their name, telephone number, and email address.

**Company Contacts**

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

Add Contact

[Contact Us](#)

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

Field	Field Description
<b>* First Name</b>	Enter the first name of the contact.
<b>* Last Name</b>	Enter the last name of the contact.
<b>Title</b>	Enter the job title of the contact.
<b>* Email ID</b>	Enter the contact's email address.
<b>* Telephone &amp; Ext</b>	Enter the contact's telephone number and extension, if applicable.
<b>Fax Number</b>	Enter the contact's fax number.
<b>Contact Type</b>	From the drop-down list, select the type of contact that's most applicable.
<b>Primary Contact</b>	Check mark this box if the contact is the primary one for the supplier.

- Select **OK**.

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

## 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. Select 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 (Direct Deposit), provide your banking information.  
 If you want to be notified of EFT (Direct Deposit) payments, check 'Enable Email Payment Advice'.

☒ Click here to enter EFT (Direct Deposit)/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

[Contact Us](#)

## 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. In the *Description* field, enter a description of what goods/services the supplier offers, and select the **Search** button.
2. A list of *UNSPSC Codes* will display. Check mark all category codes that apply.
3. Select the **Add Selected** button. The category code will be added to *Your Codes*.
4. Select the **Next** button.



# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Categoryization - Step 6 of 7

Categoryization codes are used to identify the type(s) of goods and/or services you provide.

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

Description: Food

Category: Search

UNSPSC Codes (Search results)

Category	Selected Flag	Description
1 10121600	<input type="checkbox"/>	Bird and fowl food
2 10121700	<input type="checkbox"/>	Fish food
3 10121800	<input type="checkbox"/>	Dog and cat food
4 10121900	<input type="checkbox"/>	Rodent food
5 10122000	<input type="checkbox"/>	Reptile food
6 10122100	<input type="checkbox"/>	Miscellaneous animal food
7 11141700	<input type="checkbox"/>	Food and tobacco waste and scrap
8 12170000	<input type="checkbox"/>	Colorants
9 23181500	<input type="checkbox"/>	Food preparation machinery
10 23181600	<input type="checkbox"/>	Food cutting machinery
11 23181700	<input type="checkbox"/>	Food cooking and smoking machinery
12 24121800	<input type="checkbox"/>	Packaging cans
13 47131800	<input type="checkbox"/>	Cleaning and disinfecting solutions
14 48101500	<input type="checkbox"/>	Cooking and warming equipment
15 48101600	<input checked="" type="checkbox"/>	Food preparation equipment
16 48101700	<input type="checkbox"/>	Food and beverage dispensing equipment

Add Selected Select All

Your Codes

Category	Description
1 48101600	Food preparation equipment

Contact Us

## Step 7: Submit for approval.

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

Submit - Step 7 of 7

Thank you for your interest in doing business with the State of Minnesota.

This submission will be subject to a formal review process, which includes a TIN match with the IRS. Please allow at least two business days for the approval process.

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

Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement.

Email communication regarding this registration will be sent to:

\*Email ID: SAMPLESUPPLIER@EMAIL.COM

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](#)

Review Submit

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The *Review Page* window will display. Select the **Edit** icons to change any of the information entered for the Supplier, and then select the **Return** button when finished. **Do not select the Back button on your computer. Selecting the back button may result in losing your data.**

**Review Page**

**Supplier Registration Info**

Registration ID	
Entered on	09/25/2024
* Legal Name	SAMPLE SUPPLIER
URL	

**Identification Classification**

Tax Identification Number	*****6789
Minnesota Tax ID	

**Self Categorization**

93131600	Food and nutrition policy plan
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**Address Information**

* Primary Address	Main Address
Description	USA
Country Code	

**Phone Information**

Type	Prefix	Telephone	Ext
Business Phone		123/456-7890	

**Supplier URL Information**

	URLID	Description
1		

[Return](#)

- Select the *Terms of Agreement* link to open the *Terms of Agreement*.

Welcome Identifying Information Addresses Contacts Payment Information Categorization **Submit**

**Submit - Step 7 of 7**

Exit < Previous Next >

Thank you for your interest in doing business with the State of Minnesota. This submission will be subject to a formal review process, which includes a TIN match with the IRS. Please allow at least two business days for the approval process. Select the "Review" button to review the registration information.

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\*Email ID SAMPLESUPPLIER@EMAIL.COM

**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](#)

Review Submit

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

Terms of Agreement

Print

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.

Note that Pursuant to Minnesota Statute 16C.08 Subdivision 2, the following applies to all contracts for professional or technical services:


- (1) no contract shall be entered into if a current state agency employee is able and available to perform the services called for by the contract;
- (2) unless otherwise authorized by law, a competitive proposal process shall be used to acquire professional or technical services. A competitive bidding process shall not be utilized to acquire professional or technical services;
- (3) agencies shall assign specific agency personnel to manage each contract;
- (4) agencies shall not allow a contractor to begin work before the contract is fully executed unless an exception under section 16C.05, subdivision 2a, has been granted by the commissioner and funds are fully encumbered;
- (5) a contract shall not establish an employment relationship between the state or the agency and any persons

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 penalties of perjuries, I certify that the legal name and the IRS taxpayer identification number submitted with this form matches my IRS taxpayer filing information.

Return



5. The supplier's email previously entered in the Contacts screen will be populated in the Email ID field.
6. Check mark the **Terms and Conditions** box.
7. Select the **Submit** button.

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

# SWIFT

STATEWIDE INTEGRATED  
FINANCIAL TOOLS

**Submit - Step 7 of 7**

Thank you for your interest in doing business with the State of Minnesota. This submission will be subject to a formal review process, which includes a TIN match with the IRS. Please allow at least two business days for the approval process. Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement.

**Email communication regarding this registration will be sent to:**

\*Email ID

**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](#)

8. 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**

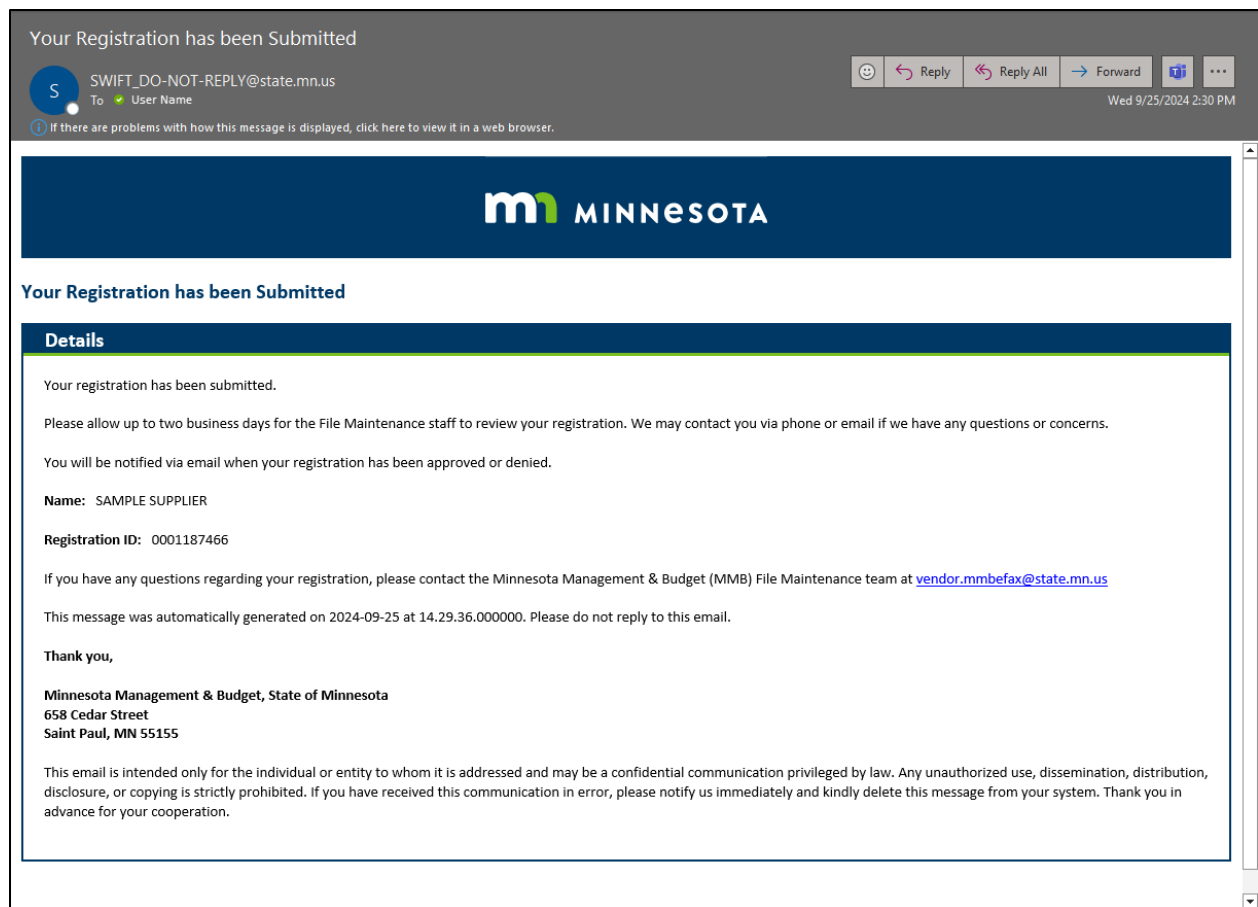
**Submitted**

✓ Your information has been successfully submitted.

Registration ID:  
0001187466

**You have successfully submitted a registration request to the State of Minnesota.**  
The review process may take up to two working days.  
An approval confirmation, or denial with an explanation email will be sent.

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



9. Wait up to three days for the approval process to be completed.
10. For questions about the approval process, please contact the Supplier Support Unit ([vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us)), using the *Registration ID* as a reference.