



State of Minnesota

**SWIFT**   
Statewide Integrated Financial Tools

**Course Code AP6**  
**Accounts Payable Agency Vendor**  
**Inquiry, Entry and Maintenance**

**User Guide**

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Minnesota Management & Budget  
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[www.mn.gov/mmb/accounting/swift/](http://www.mn.gov/mmb/accounting/swift/)

# AP6 Agency Vendor Inquiry, Entry and Maintenance

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# Agency Vendor Inquiry, Entry and Maintenance

## Course Overview

The Accounts Payable Agency Vendor Inquiry, Entry and Maintenance (AP 6) User Guide is for state agency employees who use SWIFT to search for existing vendors, register new vendors or make changes to existing vendors. The lessons in this course will cover how to search for existing vendors, register new vendors and request vendor maintenance/updates on existing vendors. Maintenance includes any changes to a vendor's name, address(s), Tax Identification Number, contact information, active/inactive status or banking information.

**All updates to SWIFT Vendor files are reviewed and approved or denied by Minnesota Management & Budget's (MMB) Vendor Support Unit.**

This group reviews all new vendor registrations and maintenance/change requests to existing vendors. MMB will NOT approve the following requests without a (current) W-9 from the Vendor.

- New Vendor Registrations
- Changes to a vendors legal name OR doing business as name (DBA)
- Changes in Tax Identification Number
- Requests to re-activate an inactive vendor

If the Vendor Support Unit does not receive a W9 for these requests within 7 days, a request may be denied. Please include the vendor number for changes to existing vendors. W-9's can be emailed to [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us) or faxed to 651-797-1306

## MMB's Vendor Unit Contact Information:

Question/Issue	Contact Information
<b>Bank Change Requests and Direct Deposit Forms</b>	Email: <a href="mailto:EftHelpline.mmb@state.mn.us">EftHelpline.mmb@state.mn.us</a> Fax: 651-797-1305 Phone: 651-201-8106
<b>Stop Payment, Special Handling, Copies of Warrants, Wire Transfers, 1099's, Audit Reports (Payment by Vendor Reports)</b>	Email: <a href="mailto:Syscomp@mmb.state.mn.us">Syscomp@mmb.state.mn.us</a>
<b>Vendor Support: Vendor Names, Addresses, Contact Info, W-9 Forms, Requests, Approvals, and General Vendor Information</b>	Email: <a href="mailto:Vendor.mmbefax@state.mn.us">Vendor.mmbefax@state.mn.us</a> Fax: 651-797-1306
<b>Vendor Payments, Banking Information, and Supplier Portal Issues</b>	Email: <a href="mailto:EftHelpline.mmb@state.mn.us">EftHelpline.mmb@state.mn.us</a> Phone: 651-201-8106
<b>1099 Forms and Questions</b>	Email: <a href="mailto:W9-1099.MMB@state.mn.us">W9-1099.MMB@state.mn.us</a> Phone: 651-201-8201
<b>W-9 Forms Completed</b>	Email: <a href="mailto:Vendor.mmbefax@state.mn.us">Vendor.mmbefax@state.mn.us</a> Fax: 651-757-1306

**The lessons in Agency Vendor Inquiry, Entry and Maintenance include:**

**Lesson 1: Vendor Inquiry**

Before doing business with a vendor, you must first confirm that the vendor is registered in SWIFT. This lesson describes various search methods, inquiries and queries you can use in SWIFT to find the correct Vendor ID.

In SWIFT, vendors are assigned by their Federal Tax Identification Number (TIN) **NOT** by their name or address. A TIN is the vendor's Federal Employer Identification Number OR Social Security Number. Although there are several ways to search for a vendor, it is important to understand that the only way to be certain you have the correct vendor is by searching their TIN in *Review Vendors* inquiry covered in this lesson. You may need to contact the vendor and obtain a current W-9 or have them verbally confirm their Federal Tax Identification Number before you begin your vendor search.

**Lesson 2: Vendor Entry/Registration**

This lesson walks you through the five-step process on how to submit a new vendor request in SWIFT. In addition to the five-steps covered in this lesson, new vendor registrations require a W-9. Most new vendor requests are approved within 2 business days. If it takes three or more business days for your request to be approved, contact Vendor Support (MMB) at: [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us).

**Lesson 3: Vendor Maintenance**

Vendor maintenance refers to updating or changing an existing vendor record. Agency employees can request changes in the SWIFT Admin Portal. Vendors can also request changes to their record through the Supplier Portal. All requests are routed through SWIFT to MMB's Vendor Support Unit for review and approval. This lesson will review typical reasons, scenarios, and instructions on requesting changes or additions to a vendor's file in SWIFT. This includes name, address, location, Tax Identification Number (TIN), contact information, active/inactive status, and banking requests.

## Lesson 1: Vendor Inquiry

### Lesson Overview

Before doing business with a vendor, agency employees must first confirm that the vendor is registered and active in SWIFT. This lesson will provide an overview on several ways to search for vendors in SWIFT. Use one or more of the inquiry and query options that best fit your agency's needs.

#### 1. Review Vendors (Recommended)

Use this screen to look up a *Vendor ID* by Tax Identification Number (TIN). This search method also allows you to search for a vendor by name and address. However, searching by name or address is not as reliable as searching by TIN and can result in selecting the incorrect *Vendor ID*.

#### 2. Querying for a Vendor Doing Business As (DBA) Name

Use this query to search for a *Vendor ID* when you only have the "Doing Business As" (DBA) name. It is a helpful tool for vendors that have multiple "Doing Business As" names operating under the same Tax ID and *Vendor ID*.

#### 3. Querying a Vendor's Location by Vendor ID (Recommended)

Use this query to view a specific vendor number with multiple locations and addresses. This tool is very helpful for vendors with more than one DBA, location, and/or multiple addresses. Vendor location codes are associated to a specific address/DBA name, payment method, and bank account. This query allows you to see the 3-digit location code you need to use for the correct DBA name to default on your purchase order and/or voucher. This query will also show the vendor's legal name, addresses, and whether or not a specific location is set up for Electronic Funds Transfer (EFT).

#### 4. Vendor Information

Use this screen to look up specific vendor addresses, change history, persistence, active status, contact information and important notes or comments regarding the vendor.

After completing this lesson, you should be able to:

- Review Vendors to search for a vendor by Tax Identification Number (TIN), name or address
- Query for a vendor by Doing Business As (DBA) name
- Query a Vendor ID to view the complete name, address, location and payment method details
- Find information about a specific vendor by navigating to their vendor page.

## Use the Vendor’s Tax Identification Number (TIN)

### Topic Overview

A SWIFT vendor ID is assigned for each Tax Identification Number (TIN). A TIN may be a federal employer identification number (FEIN) issued by the IRS to a business or a social security number (SSN) issued by the Social Security Administration to an individual. No two vendors share a TIN, these IDs are specific to the business or individual. To ensure the correct vendor receives payments and related tax documents, the State of Minnesota has one vendor ID per TIN.

There are some vendors in SWIFT with similar names and/or addresses, but different TINs. This similarity can result in the wrong vendor being selected on a purchase order or voucher. It is **critical** that staff search for a vendor by TIN, whenever possible, to verify the correct vendor is selected.

**Common Scenario 1:** ABC Glass & Bumper (0000926780) provided auto glass services for state vehicles. They submitted their invoice upon completion of services. Before creating a voucher, the Accounts Payable (AP) staff person searched for the *Vendor ID* by name. They selected and paid ABC Glass (0000200000). These two vendors have very similar names and addresses. They have different TINs as well as different payment addresses. As a result, the payment was sent to the wrong ABC GLASS and reported to the IRS under an incorrect TIN.

### Implications of not looking up the TIN and paying the wrong vendor:

- The vendor who performed the service did not receive their payment.
- The payment will be reported to the IRS under the incorrect TIN.
- When the vendor realizes the missing payment, this creates work for the Vendor Payments team, the agency staff who issued the payment and the vendor.
- Research is required to determine where the payment went as well as collect additional paperwork required to cancel the incorrect payment.
- The Vendor Payments team will work with agency staff to have the warrant cancelled (or ACH pulled back from the vendor’s bank) and a new voucher created to the correct vendor ID.

Notice how similar these two actual SWIFT vendor records are.

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	SHARE				
Vendor ID:	0000926780				
Vendor Short Name:	ABC GLASS	ABC GLASS-001			
Vendor Name:	ABC GLASS & BUMPER				
Order:	ABC GLASS-001		Remit To:	ABC GLASS-001	
	1234 MAIN ST N			1234 MAIN ST N	
	CENTRAL CITY, MN 55123			CENTRAL CITY, MN 55123	

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	SHARE				
Vendor ID:	0000200000				
Vendor Short Name:	ABC GLASS	ABC GLASS-002			
Vendor Name:	ABC GLASS				
Order:	ABC GLASS-002	Remit To:		ABC GLASS-002	
	1234 MAIN ST			1234 MAIN ST	
	CENTRAL TWP, MN 56264			CENTRAL TWP, MN 56264	

**Common Scenario 2:** Adam Smith’s construction company provided services for a state agency, resulting in an invoice of \$10,000.00. After several months of not receiving a payment, Adam Smith contacted the state agency who said that the payment was issued 6 weeks ago.

Vendor ID:	0000264478				
Vendor Short Name:	SMITH ADAM	SMITH ADAM-001			
Vendor Name:	SMITH ADAM CONSTRUCTION				
Order:	SMITH ADAM-001	Remit To:		SMITH ADAM-001	
	100 COUNTY RD 15			100 COUNTY RD 15	
	MPLS, MN 56461			MPLS, MN 56461	

The AP staff person did not check the TIN or confirm the address. Payment was sent to a different Adam Smith. This Adam Smith is a volunteer helping to drive wounded veterans to doctors’ appointments. He submits mileage requests, which are typically around \$50.00. Adam Smith receives his payment via Electronic Funds Transfer (EFT) to a savings account which he rarely checks. He did not notice the overpayment until the state agency contacted him regarding the erroneous payment.

Vendor ID:	0000352472				
Vendor Short Name:	SMITH ADAM	SMITH ADAM-002			
Vendor Name:	SMITH ADAM				
Order:	SMITH ADAM-002	Remit To:		SMITH ADAM-002	
	100 CEDAR ST			100 CEDAR ST	
	ST PAUL, MN 55155			ST PAUL, MN 55155	

**Implications of NOT looking up the TIN and paying the wrong vendor:**

- Adam Smith’s construction company is small and sometimes has issues with cash flow. It had incurred expenses related to supplies and labor to complete the project. He needed the payment to cover these costs.
- The agency and the SWIFT Vendor Payments team researched where the payment went, which took time.
- The Vendor Payments team worked with the state agency and bank to get the funds returned from the incorrect account. This can take a few days.

- When MMB received the repayment from the bank, the correct vendor finally got paid.
- Adam Smith, the volunteer, received a 1099 stating that he received a \$10,000.00 payment. Adam Smith contacted MMB and had to wait for a corrected 1099 to be issued.

## Review Vendors Inquiry

### Topic Overview

Use the *Review Vendors Inquiry* to search for vendors using multiple criteria, such as TIN, name and address. You can also enter one or more criteria listed below in the search fields.

Search Criteria	Field Description
<b>Set ID</b>	A Set ID allows various state agencies to share the data from a SWIFT data table. In this case, the SetID is a shared list of all vendors for the State of Minnesota. "SHARE" is the default. Do not change it.
<b>Vendor ID</b>	A 10 digit ID assigned by SWIFT to a vendor.
<b>Name</b>	This is the vendor's "Header Name". It could be the vendor's legal name if the vendor has multiple locations or the "Doing Business As" (DBA) name for a single location vendor. This name is the name that is searched by in most modules.
<b>Short Name</b>	This name is the first 10 characters of a vendor's name, followed by a 3-digit system assigned number. The 3-digit number at the end does not represent a location. It represents how many other vendors start with the same 10 characters. For example, there are currently five vendors in SWIFT whose Short Name starts with "SMITH JO". When a new vendor is added (e.g., MITH JOB SEARCH), the Short Name will be SMITH JO-006. It is the sixth vendor in SWIFT that starts with SMITH JO.
<b>Withholding Name</b>	It is the vendor's legal name assigned to their Federal Tax ID Number or Social Security Number. It is used for tax reporting and appears on their 1099.
<b>Classification</b>	<ul style="list-style-type: none"> <li>• <b>Attorney:</b> Indicates that the vendor is an attorney. Never used.</li> <li>• <b>Employee:</b> Automatically assigned to vendors who are MN State Agency Employees</li> <li>• <b>HCM:</b> Third party vendor from SEMA4. Never used.</li> <li>• <b>Outside party:</b> Any vendor that is not a state employee. Default.</li> </ul>
<b>Vendor Status</b>	<ul style="list-style-type: none"> <li>• <b>Approved:</b> Vendor is approved for use by MMB (unless suspended, debarred, or pending inactivation)</li> <li>• <b>Denied:</b> Change request has been rejected by MMB</li> <li>• <b>Inactive:</b> Vendor is not available for use.</li> <li>• <b>To Archive:</b> Not Used. (at this time)</li> <li>• <b>Unapproved:</b> There is a pending change or update that needs to be approved by MMB. Temporarily unavailable for use.</li> </ul>
<b>Type</b>	This field describes the type of goods and/or services provided. Always leave this field blank.



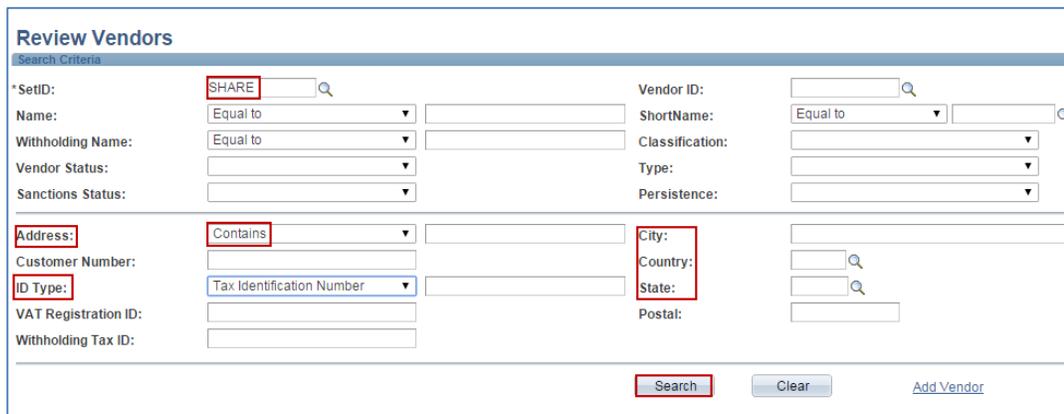
Search Criteria	Field Description
<b>Sanction Status</b>	<p>Financial Sanctions is a process that runs against the Office of Foreign Asset Control (OFAC) system to confirm payments are not sent to individuals or businesses being tracked by this organization.</p> <ul style="list-style-type: none"> <li>• <b>Blocked:</b> The vendor has been found unfit for business with the State of Minnesota</li> <li>• <b>Cleared:</b> The vendor was under investigation but was found fit and can be paid.</li> <li>• <b>Review:</b> The vendor is under investigation.</li> <li>• <b>Valid:</b> The vendor can do business with the State of Minnesota.</li> </ul>
<b>Persistence</b>	<p>This means the continued existence of this record in SWIFT.</p> <ul style="list-style-type: none"> <li>• <b>One-Time:</b> Vendors being paid one-time for a refund or reimbursement claim. One-Time vendors automatically go inactive after one payment is made.</li> <li>• <b>Permanent:</b> Not used by the State of Minnesota</li> <li>• <b>Regular:</b> Regular Persistence vendors remain active after a payment is made. A W9 must be on file for a vendor to have "Regular Persistence."</li> </ul>
<b>Address</b>	<p>Use this field to search for a specific address in SWIFT. Some addresses may be in use by more than one vendor number. It is important to search by Tax Identification Number if you receive multiple results when searching by name or address.</p>
<b>Customer Number</b>	<p>The Accounts Receivable customer number tied to the vendor for the selected SetID. Customers use a different SetID than vendors. As a result, this is not a valid search option.</p>
<b>ID Type</b>	<p>The field you use to search for a Vendor by Tax ID</p> <ul style="list-style-type: none"> <li>• <b>Tax Identification Number (default):</b> 9-Digit Tax Identification Number (TIN) such as a Federal Employer Identification Number (FEIN) or Social Security Number (SSN). Do not include hyphens or spaces.</li> <li>• <b>BEI Identifier:</b> Business Entity Identifier</li> <li>• <b>Central Contract Reg:</b> Central Contractor Registry (CCR). This number is commonly used by the U.S. federal government to track vendors who are registered with them and are considered valid.</li> <li>• <b>DUNS Number:</b> Dun and Bradstreet (DUNS). This 9-digit number is assigned to the business by Dun and Bradstreet.</li> <li>• <b>Minnesota Tax ID:</b> The vendor has a Minnesota Tax ID.</li> <li>• <b>TIN Exempt:</b> Tax Exempt Organization</li> </ul>

### Tips for using the Review Vendors Inquiry

- For best results, search by a vendor's *ID Type* as "Tax Identification Number" (TIN). This includes a "Federal Employer Identification Number" (FEIN) or "Social Security Number: (SSN).
- The *SetID* field must always be populated with "SHARE".
- To search by *State*, the *Country* field must also be populated.
- When searching, use the "Contains" option instead of "Equal To"
- Minimize the address (street) to increase results. For example, you can use "1515 Va" to search for "1515 Valley View Road".
- If you receive multiple search results, click on the **View All** hyperlink
- To narrow your choices, use the CTRL+F keyboard shortcut to search for more criteria within your results. This will search all information on the page for whatever you type into the search field.
- Consider adding this inquiry to your favorites in SWIFT.

### Navigation: Vendors, Vendor Information, Add/Update, Review Vendors

1. On the **Review Vendors** page, enter search criteria in appropriate field (e.g. Name, Address, or ID Type – Tax Identification Number). Click **Search**.



The screenshot shows the 'Review Vendors' search criteria form. Fields are organized into two columns. The left column includes: \*SetID (text input with 'SHARE'), Name (dropdown 'Equal to'), Withholding Name (dropdown 'Equal to'), Vendor Status (dropdown), Sanctions Status (dropdown), Address (dropdown 'Contains'), Customer Number (text input), ID Type (dropdown 'Tax Identification Number'), VAT Registration ID (text input), and Withholding Tax ID (text input). The right column includes: Vendor ID (text input), ShortName (dropdown 'Equal to'), Classification (dropdown), Type (dropdown), Persistence (dropdown), City (text input), Country (text input with search icon), State (text input with search icon), and Postal (text input). At the bottom are 'Search', 'Clear', and 'Add Vendor' buttons.

2. The **Search Results** page displays the main information about a vendor
3. The **Main Information tab**. will display the *Header Name* (Name 1) and *Address* of each *Vendor ID* that matches your search criteria.
  - *Review Vendor* does not show you the DBA name associated with each address. Please use **M\_VENDOR\_INQUIRY** to view more details about a vendor's name, addresses, and locations.
  - The 3 digit number in *Short Name* is not a location code.
  - The *Effective Status* indicates whether the **address** is "Active" or "Inactive". This column does not mean the vendor itself is active.



The screenshot shows the 'Search Results' table with the 'Main Information' tab selected. The table has columns: SetID, Vendor ID, Name 1, ShortName, Address, City, State, Country, and Effective Status. A single row of results is shown.

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000338159	2 SISTERS PCA CHOICE HOME CARE	2 SISTERS -001	500 W HWY 96 #100	SHOREVIEW	MN	USA	Active

- When multiple search results appear, select the **View All** hyperlink.

Search Results									
SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status	
SHARE	0000192836	SMITH CARRIE	SMITH CARR-001	2118 1ST AVE NE	AUSTIN	MN	USA	Active	
SHARE	0000194231	SMITH ROBERT H	SMITH ROBE-002	619 160TH ST	SHERBURN	MN	USA	Active	

- Search for additional information within your search results by using **Ctrl + F**. Hold both keys at the same time. Type your criteria in the search field and SWIFT will highlight everything that matches it on that page.

ORACLE										
									nephew	1 of 10
SHARE	0000198544	SMITH & <b>NEPHEW</b> INC	SMITH & NE-001	11775 STARKEY RD	LARGO	FL	USA	Active	Approved	Outside Party
SHARE	0000198544	SMITH & <b>NEPHEW</b> INC	SMITH & NE-001	75 REMITTANCE DR #6493	CHICAGO	IL	USA	Active	Approved	Outside Party
SHARE	0000198544	SMITH & <b>NEPHEW</b> INC	SMITH & NE-001	1450 BROOKS RD	MEMPHIS	TN	USA	Active	Approved	Outside Party

- The **Additional/Vendor Info** tab shows whether a vendor's *Status* is "Approved" or "Inactive". It also shows whether the vendor's *Persistence* is "Regular" or "One Time".

Search Results									
Main Information	Additional Vendor Info	Audit Information							
Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Vendor	Open For Ordering	Sanctions Status	
Approved	Outside Party	Regular		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid	

- If the *Withholding* box is checked, the vendor may be subject to withholding such as back up withholding, revenue set off or receive payments that are 1099 reportable.
- If the *Open for Ordering* box is checked, the vendor is eligible for state agencies to create purchases orders with this vendor.
- If the *Open for ordering* box is **not** checked and the *Status* field is "Approved", the vendor is pending inactivation. If the vendor is pending inactivation, you will be unable to create a purchase order. For information regarding a pending or inactive vendor, refer to the **Vendor** page. Comments can be found at the bottom of the *Address Tab*

**NOTES:**

- If there are no rows available that meet your search criteria, you may need to request a new vendor from MMB.
- If you are able to find a vendor by name or address but not by Tax ID, contact MMB. A vendor's Tax ID may have changed. MMB will inactivate their old vendor number to prevent payment and contract issues.

## Querying for a Vendor's *Doing Business As* Name (DBA)

### Topic Overview

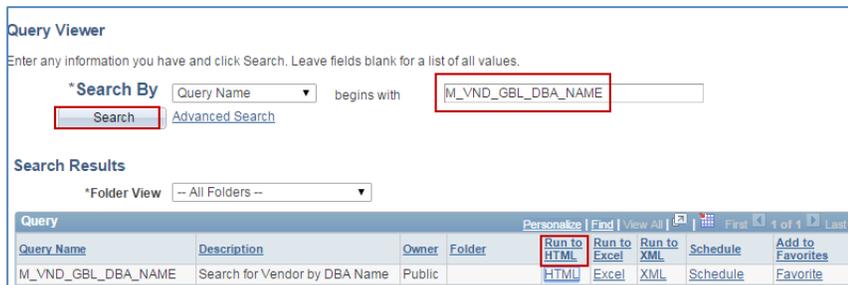
This query allows you to search for a *Vendor ID* when you only have the “Doing Business As” (DBA) name. The DBA name may differ from what appears in the vendor header name which is often their legal /withholding name.

Some companies do business under several different names and addresses, but they share the same *Tax ID Number (TIN)*. The company will have **one** vendor number and multiple locations in SWIFT. In this situation, you may be unable to search for them by name in *Review Vendors*. MMB recommends using this query only if you are unable to search by TIN. After identifying the vendor number, review it using **M\_VENDOR\_INQUIRY** query to find out the correct location code to enter on the purchase order and/or voucher. This location code determines the name and address that will default on your order or voucher.

If the vendor does not appear, you may need to register a new vendor or add an additional address to an existing vendor. If the vendor's *Status* appears as “Inactive”, search for the vendor in the *Vendor* module and review the comments on the address tab. Contact the Vendor group at MMB to determine a correct resolution or a correct *Vendor ID*. Contact MMB at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us) with questions.

**Navigation:** Reporting Tools, Query, Query Viewer

1. On the **Query Viewer** page:
  - Enter query name: **M\_VND\_GBL\_DBA\_NAME**
  - Click **Search**.
  - Select “HTML” link below *Run to HTML*.



Query Viewer

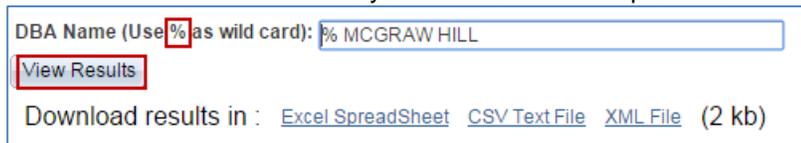
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with: M\_VND\_GBL\_DBA\_NAME

Search Results

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_VND_GBL_DBA_NAME	Search for Vendor by DBA Name	Public		HTML	Excel	XML	Schedule	Favorite

2. On the **Search for Vendor by DBA Name** page, enter vendor's DBA Name in the field.
  - Use the Wildcard symbol “%” before and/or after the name if exact name is not known.
  - Click the **View Results** button.
  - Note the *Vendor ID* as you will need it to complete the next query.



DBA Name (Use % as wild card): % MCGRAW HILL

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

3. On the results page, you will see either an individual vendor or a group of vendors. You can find the vendor's *DBA Name*, *Vendor ID* and *Address*.

	DBA Name	Name 2	Vendor	Addr Seq Num	Eff Date	Email ID	Address 1	Address 2	City	State	Postal Code	Vendor Name 1
1	CTB MCGRAW HILL		0000281643	1	07/08/2014	Swift.Testing@state.mn.us	20 RYAN RANCH ROAD		MONTEREY	CA	93940-5703	CTB MCGRAW HILL
2	CTB MCGRAW HILL		0000281643	2	01/01/1901	Swift.Testing@state.mn.us	PO BOX 2258		CAROL STREAM	IL	60132-2258	CTB MCGRAW HILL
3	GROW NETWORK MCGRAW HILL		0000265039	1	01/01/1901	Swift.Testing@state.mn.us	2 PENN PLAZA 6TH FLOOR		NEW YORK	NY	10121	GROW NETWORK MCGRAW HILL

## Querying for Vendor by Vendor ID

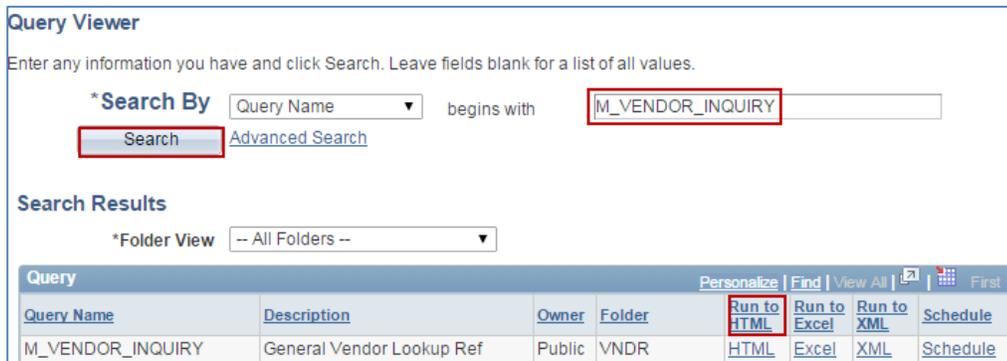
### Topic Overview

The **M\_VENDOR\_INQUIRY** query is designed to show you detailed information about a specific vendor. MMB encourages you to run this query before creating a purchase order or voucher to ensure you determine the correct location. The results of this query will display the DBA name(s), address details, legal name and the payment method for each location. This spreadsheet view lists all locations for the *Vendor ID* entered.

The 3-digit location code determines the payment method and/or bank account for the payment. In creating a purchase order or voucher, **DO NOT** manually change an *Address Sequence Number*. Each location defaults to a specific address or addresses. If you need a different address, use this query to determine which location will default the correct address sequence number.

### Navigation: Reporting Tools, Query, Query Viewer

1. On the **Query View** page, enter the query name **M\_VENDOR\_INQUIRY**
  - Click **Search**
  - Select “HTML” link below the *Run to HTML* column



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By  begins with

[Advanced Search](#)

Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
M_VENDOR_INQUIRY	General Vendor Lookup Ref	Public	VNDR	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>

2. On the **General Vendor Lookup Ref** page, enter the vendor’s 10 digit *Vendor ID*. Click on **View Results**.



Vendor ID:

3. The vendor’s information is displayed.

Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
1 0000809656	Approved	001	CISCO EAGLE INC		CISCO EAGLE INC	Active	1	GENERAL - DALLAS	Yes	No	2120 VALLEY VIEW LANE			DALLAS	NON MINNESOTA	TX	75234	
2 0000809656	Approved	001	CISCO EAGLE INC			Active	2	REMIT - TULSA	No	Yes	DEPT 1225			TULSA	NON MINNESOTA	OK	74182	

- *Vendor ID*: 10 digit Vendor ID
- *Vendor Status*: Approved = Active, Inactive = Purged
- *Vendor Location*: 3 digit Location Code



- *DBA Name*: Name on Location and Address. (This appears on the purchase order and/or payment).
- *WTHHLDG Name*: The vendor's legal name. (This is only used for 1099 reporting and does not print on the payment).
- *Address Sequence Number*: The Address Number linked to a specific Location Code
- *Description*: Address Type/City Name
- *Ordering Address*: General/Physical/Ordering Address for a specific Location Code
- When marked "Yes", this address will appear on the purchase order and the invoicing page of the voucher.
- *Remit Address*: Payment Address, where payment sent for a specific Location Code
  - When "Yes" this address will appear on the Payments page of the Voucher
- *EFT Status*: Payment method for a specific Location Code
  - When "Yes", payments are deposited directly into to this location's bank account
  - When "No" a warrant/check is mailed to the location's Remittance Address

**NOTE:** Some vendors have different banking information for each location.

- Changing the address number on your purchase order and/or voucher does not change the bank account the payment will be deposited into.
- If the remit address on the voucher does not match your invoice, the Location on the voucher may need to be corrected.
- Do not change the address. If the voucher is pulling from a purchase order, contact your Buyer to update the Location on the purchase order.

If the *Vendor Status* is "Approved" and the *Location Status* is "Active", you can do business with this vendor.

If the *Vendor Status* is "Inactive", you will need to determine why. Review the *Comments* on the **Address tab** page.

- Does the *Persistence* equal "One Time" and the *Status* equal "Inactive"? You need to send the W9 to MMB and ask for this vendor to be re-activated.
- Does the *Persistence* equal "Regular" and the *Status* equal "Inactive"? MMB inactivated this *Vendor ID* on purpose. View the comments in the address tab to find out why and what *Vendor ID* to use.
- If there are no comments at the bottom of the **Address Tab** in **Vendor**, contact the MMB Vendor Support group to determine the correct *Vendor ID*.

## Vendor Information

### Topic Overview

Find useful information about an individual vendor from the **Vendor** page.

**Navigation:** Vendors, Vendor Information, Add/Update, Vendor

1. On the **Summary** tab:

Learn about the *Status*, *Persistence*, *Opening for Ordering*, *Withholding* and the *Order* and *Remit to Addresses* of a vendor. You can also view dates that the vendor was created, last modified and the most recent activity date.

Summary	Identifying Information	Address	Contacts	Location
SetID:	SHARE			
Vendor ID:	0000215946			
Vendor Short Name:	AALLWAYS A		AALLWAYS A-001	
Vendor Name:	AALLWAYS ASSOC INC			
<b>Order:</b>	AALLWAYS A-001 5845 HODGSON RD SHOREVIEW, MN 55126		<b>Remit To:</b>	AALLWAYS A-001 5845 HODGSON RD SHOREVIEW, MN 55126
<b>Status:</b>	Approved		<b>Last Modified By:</b>	FIDAV07
<b>Persistence:</b>	Regular		<b>Last modified date:</b>	05/19/2011 7:10PM
<b>Classification:</b>	Outside Party		<b>Created By:</b>	FIDAV07_4_12113
<b>HCM Class:</b>			<b>Created Date/time:</b>	05/19/2011 7:10PM
<b>Open for Ordering:</b>	Yes		<b>Last Activity Date:</b>	08/01/2014
<b>Withholding:</b>	Yes			

- On the **Identifying Information** tab, view the *Vendor's Status*, *Type*, *Persistence* and *Classification*.

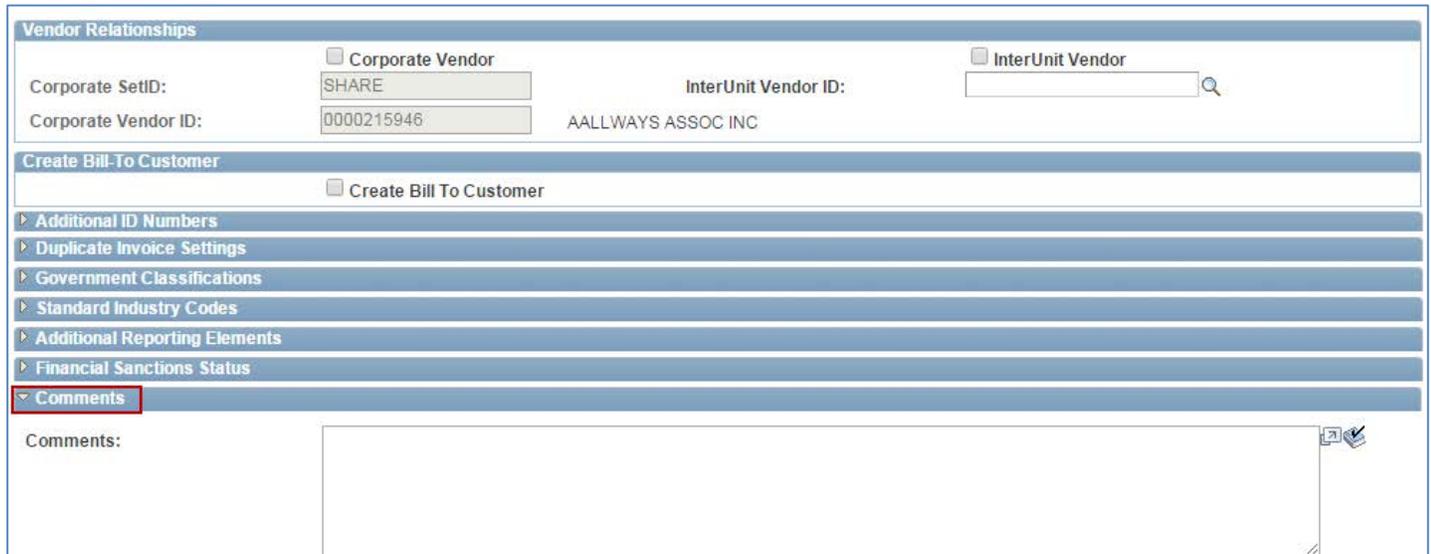
Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	SHARE	*Vendor Name 1:		AALLWAYS ASSOC INC	
Vendor ID:	0000215946	Vendor Name 2:			
*Vendor Short Name:	AALLWAYS A	AALLWAYS A-001	<input checked="" type="checkbox"/> Withholding	<input checked="" type="checkbox"/> Registered	
*Classification:	Outside Party	<input type="button" value="Check for Duplicate"/>	<input checked="" type="checkbox"/> Open For Ordering	W9 Received	06/30/2011
HCM Class:					
*Persistence:	Regular				
*Vendor Status:	Approved				
*Vendor Type	02-Business	Attachments (0)			
		<input type="button" value="Expand All"/>	<input type="button" value="Collapse All"/>		

- If the *Vendor Persistence* is "Regular" and the *Vendor Status* is "Inactive", this vendor was manually inactivated by MMB. If a new *Vendor ID* was assigned, it will be identified in the *Corporate Vendor ID* field.
- If the *Vendor Persistence* is "Regular", the *Vendor Status* is "Active" and the *Open for Ordering* box is *not* checked, this vendor is pending inactivation. If a new *Vendor ID* was assigned, it will be identified in the *Corporate Vendor ID* field.

- If the *Vendor Persistence* is “Regular”, the *Vendor Status* is “Active” and the *Open for Ordering* box is checked, this vendor is approved and available for use on transactions.

Click on the arrow to open a section. Find other information about the vendor if it exists such as:

- **Additional ID Numbers** such as *MN Tax ID* or *DUNS Number* if the vendor has these.
- **Comments** from other agency employees about this vendor.
- **Financial Sanctions Status** related to this vendor.



**Vendor Relationships**

Corporate Vendor       InterUnit Vendor

Corporate SetID: SHARE      InterUnit Vendor ID: [Search]

Corporate Vendor ID: 0000215946      AALLWAYS ASSOC INC

**Create Bill-To Customer**

Create Bill To Customer

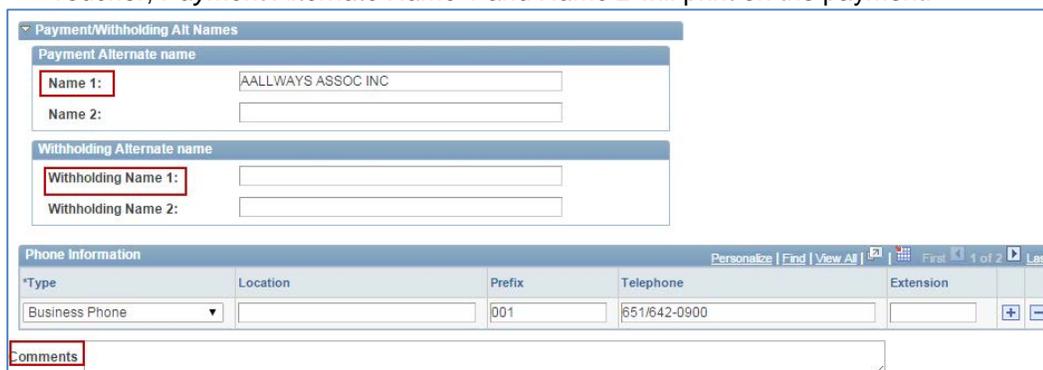
- ▶ Additional ID Numbers
- ▶ Duplicate Invoice Settings
- ▶ Government Classifications
- ▶ Standard Industry Codes
- ▶ Additional Reporting Elements
- ▶ Financial Sanctions Status
- ▼ **Comments**

Comments: [Text Area]

2. On the **Address page**:

Use this page to see if there are comments or updates about this vendor. You can also arrow through each address to view comments about that specific address and its history.

To view a specific address' *Doing Business As* name(s), click on the expand arrow icon under the **Payment/Withholding Alt Names** section. When the *Location Code* for this address number is selected on the voucher, *Payment Alternate Name 1* and *Name 2* will print on the payment.



**Payment/Withholding Alt Names**

**Payment Alternate name**

Name 1: AALLWAYS ASSOC INC

Name 2: [Text Box]

**Withholding Alternate name**

Withholding Name 1: [Text Box]

Withholding Name 2: [Text Box]

**Phone Information**

Type	Location	Prefix	Telephone	Extension
Business Phone	[Text Box]	001	651/642-0900	[Text Box]

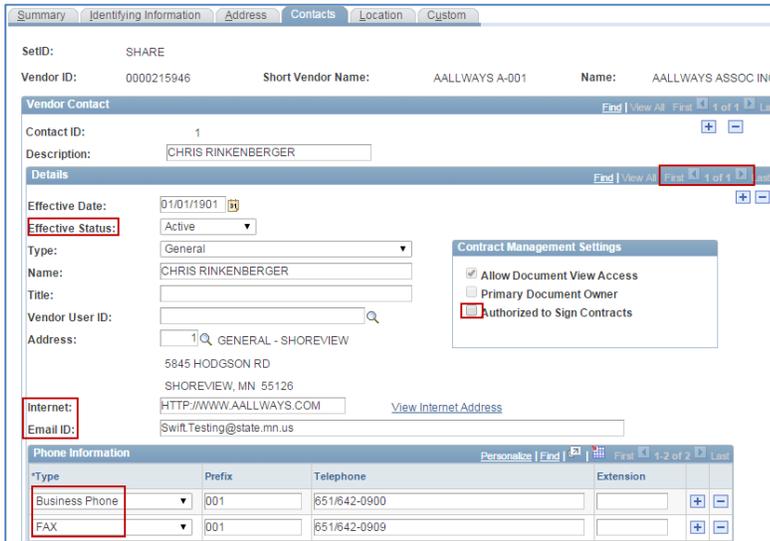
**Comments** [Text Area]

3. On the **Contacts** page:

Find names, phone numbers, email address and additional contact information for the vendor.

- Click on the arrow through multiple contacts (if there are any).

- The **Authorized to Sign Contracts** button allows you to electronically sign contract documents (if you have contract authority). Make sure this button is checked. The *Vendor Type* must be Contract Collaborator and the *Vendor User ID* field must be populated to activate electronic signatures.
- View whether an individual contact is “Active” or “Inactive”.
- Indicates if a vendor contact has created a *User ID* for logging into the **Supplier Portal** to view and update their Vendor information



Summary | Identifying Information | Address | **Contacts** | Location | Custom

SetID: SHARE  
Vendor ID: 0000215946 Short Vendor Name: AALLWAYS A-001 Name: AALLWAYS ASSOC INC

**Vendor Contact** Find | View All First 1 of 1 Last

Contact ID: 1  
Description: CHRIS RINKENBERGER

**Details** Find | View All First 1 of 1 Last

Effective Date: 01/01/1901  
**Effective Status:** Active  
Type: General  
Name: CHRIS RINKENBERGER  
Title:  
Vendor User ID:  
Address: GENERAL - SHOREVIEW  
5845 HODGSON RD  
SHOREVIEW, MN 55126  
Internet: HTTP://WWW.AALLWAYS.COM View Internet Address  
Email ID: Swift.Testing@state.mn.us

**Contract Management Settings**

Allow Document View Access  
 Primary Document Owner  
 Authorized to Sign Contracts

**Phone Information** Personalize | Find First 1-2 of 2 Last

*Type	Prefix	Telephone	Extension
Business Phone	001	651/642-0900	
FAX	001	651/642-0909	

## Lesson Summary:

Now that you have completed this lesson, you should be able to:

- Search for a vendor by Tax Identification Number (TIN), name or address
- Query for a vendor by Doing Business As (DBA) name
- Query a Vendor ID to view the complete name, address, location and payment method details
- Find information about a specific vendor by navigating to their vendor page.

## Lesson 2: Vendor Entry

### Lesson Overview

This lesson walks you through the steps to create a new vendor request in SWIFT.

Before entering a new vendor, follow these guidelines:

- Make sure the vendor is not already registered in SWIFT. Start by searching their Tax ID Number (FEIN or SSN) in **Review Vendors**. If no results, try searching by name, then by address. If nothing matches your search criteria you can begin the registration process.
- If you are able to identify a *Vendor ID* that matches the name and/or address but does not match the Tax ID Number, contact MMB Vendor Support at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us) before beginning a new registration.
- Before a vendor registration can be approved, the agency employee **MUST** send in the vendor's W-9 to MMB.

There is a five step process to requesting a new vendor in SWIFT. The process is also referred to as "Enter" "Create" or "Register" a vendor.

- Step 1: Enter ID Numbers
- Step 2: Enter Primary Address Information
- Step 3: Enter Other Account Information
- Step 4: Enter Additional Addresses
- Step 5: Enter Contact Information

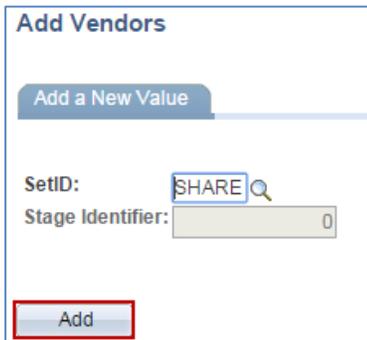
After completing this lesson, you should be able to:

- Use the five step process to create a new vendor
- Enter the appropriate information that is required in each of the steps
- Understand what the required and optional fields are and what they mean.
- Submit a vendor registration for approval.

**To register a vendor, use the Add Vendors page.**

**Navigation:** Vendors, Vendor Information, Add/Update, Create Vendor

The **Add Vendors** page allows you to start the registration process. Keep the *SetID* as “SHARE”. Click **Add**.



**Step 1: Enter ID Numbers**

This step begins with an overview of the **Vendor Registration**. This same information is presented to vendors when they self-register through the Supplier Portal.

**Vendor Registration**  
**STEP 1 OF 5: ID NUMBERS**

Welcome to the Vendor Registration page. This page is used to perform the following;

- 1) Begin the process of registering as a vendor with the State of Minnesota.
- 2) Request a User ID in order to view payments, update your address and contact information, manage purchase orders, view events and bid on events. You may request a User ID if you are already a registered vendor with the State of Minnesota and you know your Swift Vendor ID. If you do not know your Swift Vendor ID, please contact the Minnesota Management and Budget (MMB) Vendor helpline at (651)201-8106 or email [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)
- 3) Retrieve a lost User ID. You must know your Swift Vendor ID in order to retrieve a lost User ID. If you do not remember your Swift Vendor ID, please contact the Minnesota Management and Budget (MMB) Vendor helpline at (651)201-8106 or email [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)

To Begin, enter Vendor Identification information below.

1. Enter *Vendor Identification Information* here. Note: Items that are required are marked with an asterisk (e.g., “\*”). Use **ALL CAPS** for data entry on **Vendor Registration**.

Field	Field Description
* <b>Vendor Name</b>	This is the legal name assigned to the vendor’s Federal Tax Identification Number by the IRS or Social Security Number assigned by the Social Security Administration for individuals. It will become the withholding name in SWIFT. For individuals, enter the last name first. No comma or punctuation is needed. For example, use Last Name First Name Middle Initial.



Field	Field Description
<b>Claim or Refund Vendor</b>	This checkbox is used only for vendors receiving a one-time refund or for payment of a claim. This type of payment does not require a W9 or Tax Identification Number. Once paid, the vendor is automatically inactivated.
<b>TIN Type</b>	Tax Identification Number Type (TIN): <ul style="list-style-type: none"> <li>• Corporation</li> <li>• Federal Employer ID Number (FEIN)</li> <li>• Foreign (Foreign vendors that do NOT have a United States issued Tax Identification Number)</li> <li>• ITIN (Tax Identification Number assigned to foreign individuals working in the U.S. Begins with a 9)</li> <li>• Social Security Number</li> <li>• Tax Exempt Organization</li> </ul>
<b>Your Name</b>	This is the agency employee requesting a Vendor ID. Enter the first name and then last name (e.g., Thomas Wilson).
<b>Your Phone #</b>	The State of Minnesota agency employee's phone number who is inputting this data (e.g., 651-XXX-XXXX).
<b>*TIN</b>	Tax Identification Number (TIN) such as a Federal Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter dashes, slashes or spaces. A TIN will be entered as "XXXXXXXXXX". A TIN is not required for foreign or one-time claim or refund vendors.  If you enter a new vendor with the same TIN as an existing one, SWIFT will not allow you to move forward. <ul style="list-style-type: none"> <li>• Conduct a search in the <b>Review Vendor Inquiry</b> to recheck this number.</li> <li>• See if existing vendor needs to be updated (e.g., new address or contact information).</li> <li>• If you cannot resolve it, contact the Vendor Support team at MMB at <a href="mailto:vendor.mmbefax@state.mn.us">vendor.mmbefax@state.mn.us</a></li> </ul>
<b>DUNS</b>	Dun and Bradstreet (DUNS). This 9-digit number is assigned to the business by Dun and Bradstreet. This field is optional unless you are working with the SWIFT's Grant module.
<b>CCR</b>	Central Contractor Registry (CCR). This number is commonly used by the U.S. federal government to track vendors who are registered with them and are considered valid. This field is optional unless you are working with SWIFT's Grant module. Before assigning a CCR, businesses will need to have a DUNS number.

\*Vendor Name  Name as reported on your tax return

Claim or Refund Vendor

TIN Type

Your Name  Your Phone #

\*TIN  (Federal ID number or SSN)

DUNS

CCR

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.

\* Required Filed

2. Select the **Next** or **Cancel Registration** button. The **Cancel Registration** button appears on the bottom of all five of the **Vendor Registration** pages. You can cancel the registration at any point in this five step process. If you choose to cancel the registration at this step, any information entered is not saved.

## Step 2: Enter Primary Address Information

1. Enter the address information for this vendor.

Field	Field Description
* DBA Name	If the vendor wants their payments to be made to alternate "Doing Business As" (DBA) name, enter it here. The DBA Name will appear on payments and purchase orders. This field defaults with the Vendor Name you entered in Step 1.
Country (Change Country)	<ul style="list-style-type: none"> <li>The default is "United States".</li> <li>If you are registering a foreign vendor, click on the <i>Change Country</i> link and select the correct code before you can proceed. Address fields will <u>not</u> appear until you add the country.</li> </ul>
* Address 1	Enter the General/Physical <i>Address</i> related to the vendor. A street address may be required for Minnesota-based businesses
* City	Enter the vendor's city. This is required.
*County	Enter the county the vendor resides in. *Required for all Minnesota addresses. Select "NON MINNESOTA" for all other out-of-state addresses.
* State	Enter the two letter state abbreviation. You can search for it using the <b>Look Up</b> button.

Field	Field Description
* <b>Postal</b>	Enter the 5 or 9 digit Zip Code (e.g., XXXXX or XXXXX-XXXX).
* <b>Telephone</b>	Enter the vendor's phone number. The phone number format is 651/XXX-XXXX.
* <b>PO Delivery Method</b>	The method that the states uses to deliver a purchase order to the vendor. The options are "Email" or "Mail". If there is no preference, select "Mail." If you select "Email" a box will appear to enter the email address.
<b>Comments</b>	Options of comments for the approver could include: <ul style="list-style-type: none"> <li>• Information for more than one contact for this vendor.</li> <li>• The date and time of that the Vendor's W-9 was faxed.</li> </ul>

2. Select the **Back**, **Next** or **Cancel Registration** button. The **Back** button takes you back to the previous step. You can edit the entries on fields as needed.

**Vendor Registration**  
**STEP 2 OF 5: PRIMARY ADDRESS INFORMATION**

Enter the main Address related information for the Vendor on this page. If your company has multiple site locations, the Primary Address would be the main headquarters.

**Physical Address**

**DBA Name**  If Doing Business as Name (DBA) is different than Legal Name

Country:  [Change Country](#)

---

**Street Address**

City:

State:  Minnesota \*Postal:

County:

\*Telephone  Extension

\*PO Delivery Mthd  \*Email ID

Comments

\* Required Filed

### Step 3: Enter Other Account Information (Optional)

1. Enter additional addresses as necessary.
  - This step is required **only** if the vendor's *Primary Address* is not used for payments (Remit) or purchase orders.
  - If you check the box of one of the address fields and click **Next**, you will need to enter the additional address details in Step 4. Otherwise, you will go directly to Step 5.



2. Select the **Back**, **Next** or **Cancel Registration** button.

Field	Field Description
<b>Invoice Address</b>	This is called the “Remit To” Address. It is where the payment goes. Check this box if the vendor has a Remittance address that is different than the General address entered on the previous step.
<b>Other/Solicitation Address</b>	This is the vendor’s address where purchase orders and solicitations are received. It will appear on the purchase order.

**Vendor Registration**

**STEP 3 OF 5: OTHER ACCOUNT ADDRESSES**

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types). If all addresses are the same, Step 4 will be skipped and you will continue on with step 5.

**Other Account Addresses**

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

**Invoice Address** your company's accounts receivable department (for when you sell goods/services)

**Order/Solicitation Address** address at which Purchase Orders and Solicitations are received

\* Required Filed

### Step 4: Enter Additional Addresses

If either of the check boxes on Step 3 of Vendor Registration were selected, Step 4 will display. If neither check box was selected nor the vendor has no additional addresses, Step 4 will be skipped.

1. Enter the additional addresses based on your selections in Step 3. You can add any comments here. If you realize that the addresses are the same, use the **Back** button and uncheck the boxes.
2. Select the **Back**, **Next** or **Cancel Registration** button.

**Vendor Registration**  
**STEP 4 OF 5: ADDITIONAL ADDRESSES**

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types). If you realize now that they are the same - click the BACK button and uncheck the checkboxes.

**Invoice Address**

Country: United States [Change Country](#)

Street Address: 315 CLEVELAND AVENUE

City: ST. PAUL

State: MN Postal: 55104

County: RAMSEY

Comment Text

**Purchase Order Address**

Country: United States [Change Country](#)

Street Address: PO BOX 542

City: ST. PAUL

State: MN Postal: 55104

County: RAMSEY

Comment Text

\* Required Field

<< Back **Next >>** Cancel Registration

## Step 5: Enter Contact Information

Add key contact information for this vendor.

### 1. MN Tax ID Information

This field displays ONLY when one of the vendor's addresses was in Minnesota. Select a button.

Field	Field Description
<b>MN Tax ID Information</b>	<ul style="list-style-type: none"> <li><b>Have MN Tax ID (Default):</b> The vendor has a MN Tax ID. Enter it here. This is for Minnesota vendors that provide goods/ services or pay sales tax.</li> <li><b>MN Applied For:</b> The vendor has applied but has not received it yet.</li> <li><b>Not Required:</b> The vendor is not required to have a MN Tax ID. Examples include a sole proprietor performing non-taxable services, a nonprofit agency or individuals.</li> </ul>

### 2. Contact Information

This field is for entering the vendor's contact information.

**NOTE:** Do not add your personal information to any fields in this step



Field	Field Description
* <b>Contact Name</b>	The name of the contact person (e.g., Jane Doe, John Smith)
<b>Contact Type</b>	Identifies the role of the contact. "General" is a typical choice.
<b>Contact Title</b>	This is the exact title of the contact as they are known within their organization (e.g., Principal, Owner, Sales Manager or Individual).
* <b>Contact Address</b>	This is the address of the contact. It defaults with <i>General Address 1</i> . If you entered additional addresses in Step 4 the drop down provides a list of address options. <ul style="list-style-type: none"> <li>• General Address</li> <li>• Invoice Address</li> <li>• Order/Solicitation Address</li> </ul>
<b>Email ID</b>	The contact's email address
<b>URL</b>	The contact's website address (if known).

**3. Contact Phone Number**

Field	Field Description
* <b>Phone Type</b>	Identifies the kind of phone. "Main" or "Business" are common for the general phone number.
* <b>Telephone</b>	Use dashes (e.g., 763-XX-XXXX). You can add an extension.
<b>Plus</b>	The <b>Plus</b> sign button allows you to add another phone or fax number.
<b>Minus</b>	The <b>Minus</b> sign button allows you to delete a phone or fax number.

#### 4. Contact Information Field Options

Contact Types	Phone Type
<input type="checkbox"/> Billing Contact	<input type="checkbox"/> Business Phone
<input type="checkbox"/> Contract Collaborator	<input type="checkbox"/> Campus Phone
<input type="checkbox"/> Commercial Paper Contact	<input type="checkbox"/> Cellular Phone
<input type="checkbox"/> External Contact	<input type="checkbox"/> Dormitory Phone
<input checked="" type="checkbox"/> General	<input type="checkbox"/> FAX
<input type="checkbox"/> Internal Corporate Contact	<input type="checkbox"/> Home Phone
<input type="checkbox"/> Line of Credit Contact	<input checked="" type="checkbox"/> Main
<input type="checkbox"/> Executive Management	<input type="checkbox"/> Other
<input type="checkbox"/> Investment Pool Contact	<input type="checkbox"/> Pager 1
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Pager 2
<input type="checkbox"/> Broker	<input type="checkbox"/> Telex
<input type="checkbox"/> Sales Contact	<input type="button" value="Cancel"/>
<input type="checkbox"/> Service Contact	
<input type="checkbox"/> Warehousing/Shipping Contact	
<input type="button" value="Cancel"/>	

- If you decide that you do not have all the information to complete the registration, click the **Cancel Registration** button. The registration cannot be saved. You will need to start a new session if you choose to cancel.
- Click **Finish**.

**Vendor Registration**  
**STEP 5 OF 5: CONTACT INFORMATION**

Please enter Contact Information here as well as Minnesota Tax ID information if any of the addresses you enter are in Minnesota.

**MN Tax ID Information**  
 At least 1 address was MN. Choose an option to the right.  
 Have MN Tax ID  MN Applied for  Not Required

**Contact Information**

Contact Name: JOHNSON MARTINA A  
 Contact Type: General  
 Contact Title: OWNER  
 \*Contact Addr: General Address  
 Email ID: MARTINA.JOHNSON@GMAIL.COM  
 The State may use this email address to contact you.

URLID: \_\_\_\_\_

**Contact Phone Number** Find | View All | First | 1 of 1 | Last

\*Phone Type: Main \*Telephone: 51-645-1111 Ext: \_\_\_\_\_

\* Required Field

### The Vendor Registration Process is Complete.

The registration will be submitted to the MMB Vendor Support team for review and approval. If you have sent the vendor's W-9 to MMB and finished Steps 1-5, you have completed your part of the vendor registration.

### SWIFT Timeline for New Vendor Numbers:

- After MMB has both the W-9 and the completed SWIFT registration, it takes about two business days for a vendor request to be reviewed, approved and assigned a *Vendor ID*. If it takes three or more business days for your request to be approved, contact Vendor File Maintenance (MMB) at: [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us).
- SWIFT runs an automated hourly batch process. This batch process will route the vendor into MMB's approval queue once MMB has both the W-9 and the completed registration.
- No new vendor numbers will be assigned before 8:00 a.m. or after 4:00 p.m. The maximum amount of time it should take to receive a vendor number is three business days.
- Rush requests may be possible. The minimum amount of time it can take to receive a vendor number is three hours after you have completed the vendor registration in SWIFT.
- For a "Rush" request or if you have questions, contact MMB at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us)
- If a request to receive a Vendor ID the same day is made, this request must be completed before 3:00 p.m.
- Upon approval, the vendor will be assigned a 10 digit *Vendor Number*. The agency employee can look up this Vendor Number using the **Review Vendors Inquiry** as described in Lesson 1.
- Agency employees do not receive an automated email when a new vendor number is assigned
- If a vendor self-registers through the **Supplier Portal**, an email is sent to the vendor notifying them they have been approved as a vendor and their 10 digit *Vendor Number*. Vendors who self-register will also get a User ID for the Supplier Portal.
- If a vendor registration request is denied by MMB, SWIFT sends an automated notification email to the user that submitted the request. Denied requests do not receive a vendor number.

### Lesson Summary

Now that you completed this lesson, you should be able to:

- Use the five steps to create a new vendor
- Enter the appropriate information that is required in each of the steps
- Understand what the required and optional fields are and what they mean.
- Assist a new vendor to understand the implications of this information.
- Submit a vendor registration for approval.

## Lesson 3: Vendor Maintenance

### Lesson Overview

This lesson reviews typical reasons for updating a vendor record and how to correctly request an update. Vendor maintenance refers to updating or making changes to an existing vendor record. Some typical reasons for updating a vendor record include:

- Changing an existing address or adding a new vendor one. Examples include updating an existing address, adding/editing a remittance address.
- Changing an existing contact or adding an additional contact.
- Inactivating all or any part of an existing vendor record. Vendors and agencies do not have the ability to inactivate an address or location. If you need to inactivate any part of an existing vendor record, contact MMB.

State agency staff with the vendor maintenance roles in SWIFT can request to make changes in SWIFT. Vendors can also request changes and updates by creating a User ID and logging into the Supplier Portal. All requests submitted in SWIFT are routed to MMB for review and approval.

- If you do not have access to the *Create Vendor*, *Change Vendor Addresses*, or *Change Vendor Contacts* in SWIFT, contact MMB at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us) and request a list of employees within your agency that have these roles.

After completing this lesson, you should be able to:

- Understand the factors impacting vendor account updates
- Edit an Existing Address
  - Change the general/physical address
  - Change the remittance address
- Add a New Address to an Existing Location
  - Add a remittance address
- Request to Add an Additional Location to a Vendor
  - Add Addresses to Vendors with Multiple Locations:
- Add and/or Edit a Vendor's Contact Information
- Request a Name Change on an Existing Vendor
- Request an Inactivation
  - Inactivate an address/location
  - Inactivate a Vendor

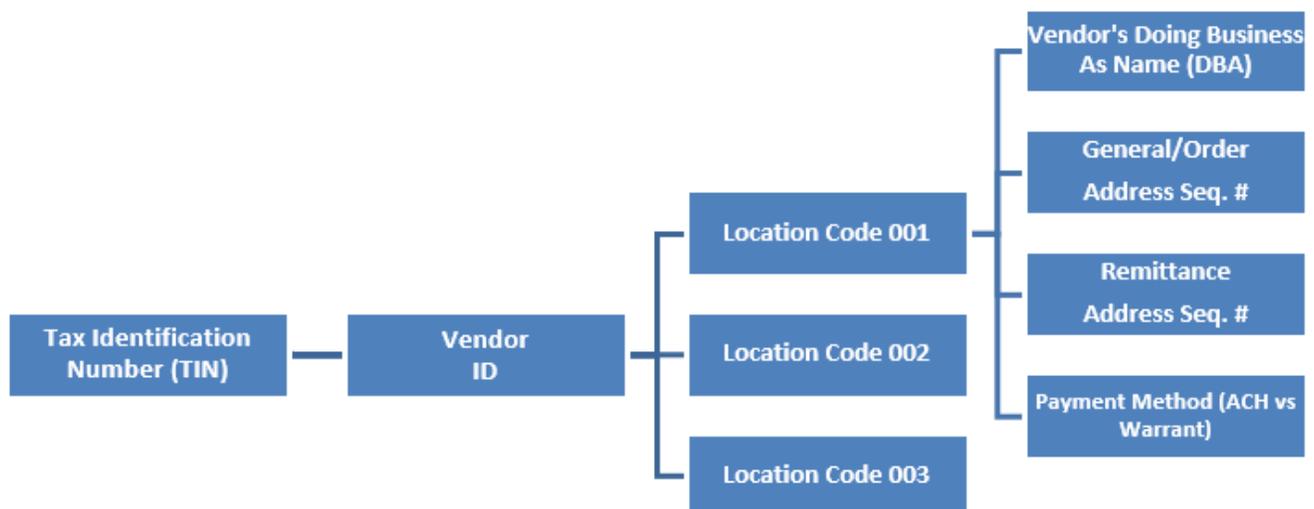
## Factors Impacting Vendor Account Updates

### When to update vendor records

- All vendors must have at least one active address.
- Inactivating a vendor as a whole must be completed by MMB. This usually occurs when a vendor has:
  - Gone out of business
  - Merged
  - Requested a Name Change
  - Changed their Federal Employer Identification Number (FEIN)
  - Has been purchased or bought out by a business with a different Tax Identification Number (TIN).
- A vendor must contact MMB directly in order to purge old Vendor IDs.
- Only MMB can make name changes or inactivate a vendor ID. Both require a W9.

### Sequence of Vendor Account Fields

A *Vendor ID* is assigned for each new tax identification number (TIN) in SWIFT. There is only one *Vendor ID* per TIN. Once the *Vendor ID* is created, vendor *Location* codes are assigned (e.g. 001, 002, 003). The vendor *Location* code is linked to many items including the *General/Ordering Address Sequence Number*, the *Remittance Address Sequence Number*, the payment method for that *Location* code as well as the bank account for vendors receiving ACH payments. Vendors may have multiple doing business as (DBA) names. As a result, they will have multiple *Location* codes. Each *Location* code may have a different address, payment method, and/or bank account tied to it. It is critical the correct location is selected on documents for this reason.



## Requesting Changes to Vendor Addresses

Before requesting any changes to a vendor's address information, make sure you are updating the correct field. Make sure you understand the address type, location codes and address sequence numbers attached to any potential address updates. Also, review when to request an "Edit" or "Add" to Location Code to a vendor record.

### 1. Use the Vendor Inquiry to see all of the information related to a vendor.

- **Navigation:** Reporting Tools, Query, Query Viewer, **M\_VENDOR\_INQUIRY**
- Enter the 10-digit *Vendor ID* and click on **View Results**.
- For example, if a vendor contacts you to update their record, review it to make sure you are updating the correct field.
- View the record of *Vendor ID* "0000895809" as an example of how one vendor can be associated with multiple names and address fields.

Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
1 0000895809	Approved	001	AW DIRECT		ARIENS SPECIALTY BRANDS LLC	Active	1	GENERAL - JANESVILLE	Yes	No	401 S WRIGHT RD			JANESVILLE	NON MINNESOTA	WI	53546	
2 0000895809	Approved	001	AW DIRECT		ARIENS SPECIALTY BRANDS LLC	Active	4	REMIT - CHICAGO	No	Yes	PO BOX 74771			CHICAGO	NON MINNESOTA	IL	60694-4771	
3 0000895809	Approved	002	BEN MEADOWS COMPANY		ARIENS SPECIALTY BRANDS LLC	Active	2	GENERAL - JANESVILLE	Yes	No	401 S WRIGHT RD			JANESVILLE	NON MINNESOTA	WI	53546	Active
4 0000895809	Approved	002	BEN MEADOWS COMPANY		ARIENS SPECIALTY BRANDS LLC	Active	3	REMIT - CHICAGO	No	Yes	PO BOX 74771			CHICAGO	NON MINNESOTA	IL	60694	Active
5 0000895809	Approved	003	GEMPLERS		ARIENS SPECIALTY BRANDS LLC	Active	5	GENERAL - JANESVILLE	Yes	No	PO BOX 5175			JANESVILLE	NON MINNESOTA	WI	53547-5175	
6 0000895809	Approved	003	GEMPLERS		ARIENS SPECIALTY BRANDS LLC	Active	6	REMIT - CHICAGO	No	Yes	PO BOX 74771			CHICAGO	NON MINNESOTA	IL	60694-4771	

### 2. Different Address Types

Field	Field Description
<b>General Address</b>	The address that will reflect on the purchase order. It could be a physical address, where the invoice is coming from, or where the buyer is ordering from.
<b>Physical Address</b>	Where the vendor is physically located.
<b>Ordering/Solicitation Address</b>	Where the vendor orders goods and services and generates invoices.
<b>Remit Address</b>	Where the vendor received payment for goods and services. Also includes the type of payment for that vendor.



### 3. Location Code versus Address Sequence Number

#### *Vendor Location Code:*

- The *Location Code* is used on contracts, purchase orders, vouchers, and payments.
- The *Location Code* determines the payment method and **bank account** if the payment is EFT.
- The *Location Code* will determine what *Address Sequence Number* appears on the purchase order and on the payment/remittance (by default).
  - When the *Ordering Address* and *Remittance Address* are the same, the *Address Sequence Number* description is “General”.
  - A *Location Code* can be linked to a different *Ordering* and *Remittance Address Sequence Number*. If so, the purchase order will display the *Ordering/General Address Sequence Number* and the voucher and payment will display the *Remittance Address Sequence Number*.

Changing the address sequence number on a location will change the address and vendor name that is pulled in. It will not change the bank account the payment is deposited into.

#### *Address Sequence Number*

- *Address Sequence Number* is a number assigned by SWIFT to a specific address. The address sequence numbers are linked to *Location Codes* by the *Vendor Support team*



#### 4. When to Request an “Edit” or “Add” to Location Code to a Vendor Record

#	Typical Scenarios	Agency Actions
1	<b>No Location Code:</b> If you do not see a <i>Location Code</i> that automatically pulls the correct general address, remittance address, and name, the location does not exist.	<b>Add</b> a new <i>Location Code</i> that consists of 1 or 2 addresses. Use the <b>Add a New Address</b> button.
2	<b>Vendor Moved/Retain Remittance Address:</b> The vendor has a “General Address” and a “Remittance Address” and states that they moved and wish to retain the “Remittance Address”	<b>Edit</b> the General Address.
3	<b>Vendor Moved:</b>	<b>Edit</b> the existing address. Do not add a new address.
4	<b>Add a Remittance:</b> You received a letter from a vendor requesting that their payments be remitted to a PO Box. A vendor’s location only lists their General/Physical address.	<b>Add</b> a new remittance address. MMB will link it to the <i>Location code</i> . The purchase order still pulls their General/Physical address. Payments are sent to the Remittance address.
5	<b>Multiple Locations, Address Change Request:</b> A vendor has several different locations and each location has a different DBA name. Each location has a different general address, however each has the same remittance. One of the general/physical addresses has changed.	Make sure you edit the correct address. Use the M_VENDOR_INQUIRY query to determine the address tied to the location. On the Change Vendor Address page, the addresses are listed in sequence number order. Select the address <b>Edit</b> button next to the General address to be updated.
6	<b>Vendor Acquires New DBA:</b> The vendor says they acquired another DBA and needs a new location with the same physical address but a different remittance.	Make sure you get a W9 for the new DBA. <b>Add</b> two new addresses in order: 1. General and 2. Remit. Describe the new DBA in the comments section. MMB will create the new <i>Location code</i> .
7	<b>New Locations with DBA Name Different from Legal Name:</b> A vendor has new locations with a DBA that is not the same name as the legal name.	The vendor is required to submit a new W9, this should be forwarded to MMB. This W9 reflects the vendor’s legal name, TIN, and the new DBA name to add to SWIFT. <b>Add</b> the new addresses in order: 1. General, 2. Remit. MMB will create the new <i>Location code</i> .

## Edit an Existing Vendor's Address

State agency employees can add and/or update a vendor's name and address in SWIFT. Use the **Change Vendor Addresses** page to request vendor name and address changes.

- State agency employees with the authority can request additions or updates to a vendor's address in SWIFT. All address changes are routed for approval to the MMB vendor group. If you have questions, contact MMB at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us)
- **NOTE:** Not all State agency employees have the security access and roles within SWIFT to request new vendors or make changes. Generally, buyers and purchasing staff can do these functions and accounts payment staff cannot.

Vendors can also request changes via the Supplier Portal. Additional information regarding this process can be found on the Vendor Resources page of MMB's website. [www.mn.gov/mmb/accounting/swift/vendor-resources/](http://www.mn.gov/mmb/accounting/swift/vendor-resources/)

### Considerations for using the Change Vendor Addresses Page

- Always use the **Tab** key or **Mouse** to go through the fields.
- **Do not use** the **Enter** key to go through the fields. It will send the request in as blank. If this happens in error, contact MMB's Vendor Support group right away. Do not attempt to make a new request. It may impact this vendor's payments or vendor searches.
- **Make sure you have the correct vendor.** Before you start, confirm that you are changing an address on the correct vendor by searching the TIN in the *Review Vendors* page covered in Lesson 1.
- Typically the *General Address* is the default address for a vendor in SWIFT. It can be their physical address, ordering address, and remittance address.

## Change an Existing Vendor's General/Physical Address

1. Use the **Vendor Inquiry** to make sure you are updating the correct address field.
- **Navigation:** Reporting Tools, Query, Query Viewer, **M\_VENDOR\_INQUIRY**

Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
1 0000193208	Approved	001	INTEGRA TELECOM P			Active	1	GENERAL - PRIOR LAKE	Yes	Yes	PO BOX 299			PRIOR LAKE	SCOTT	MN	55372-0299	Active
2 0000193208	Approved	002	SCOTT RICE TELEPHONE CO INC			Active	3	GENERAL - PORTLAND	Yes	Yes	1201 NE LLOYD BLVD #500	CABS DEPT		PORTLAND	NON MINNESOTA	OR	97232-1208	Active
3 0000193208	Approved	003	INTEGRA TELECOM P	% KAREN JOHNSON	SCOTT RICE TELEPHONE CO INC	Active	4	GENERAL - PORTLAND	Yes	Yes	1201 NE LLOYD BLVD #500			PORTLAND	NON MINNESOTA	OR	97232	Active

2. When you determine the correct address field, navigate to **Change Vendor Addresses** page.
  - **Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Addresses
  - Enter the *Vendor ID* and click on **Search**.

**Change Vendor Addresses**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID: begins with ▼ SHARE

**Vendor ID:** begins with ▼ 0000193208

Name 1: begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. The **Maintain Address/Current Address** page appears for this vendor.

You will see a list of editable, current addresses. You may edit using the **Edit** button. These addresses appear in sequence number order (1st address = Address 1).

Maintain Addresses

**Current Addresses**

INTEGRA TELECOM

Address List				
Description	Address 1	Address 2	Status	
<a href="#">GENERAL - PRIOR LAKE</a>	PO BOX 299		Active	Edit
<a href="#">REMITTANCE - MILWAUKEE</a>	PO BOX 2966		Active	Edit
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500	CABS DEPT	Active	Edit
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500		Active	Edit

4. To update a vendor's physical address follow these directions:
  - Click **Edit** on the address you wish to update.
  - The **Maintain Addresses/Address Information** page appears for this vendor.
  - Update the fields as needed.
  - Click **Save**.

**NOTE:** *Address 1* appears in SWIFT searches. Address lines 2 and 3 do not appear. Make sure the most important information is in *Address 1* (e.g., Street Address versus the Post Office Box).

Field	Field Description
* <b>Address Type</b>	You may need to correct the address type using the drop down menu: <ul style="list-style-type: none"> <li>• General/Physical (Use this if vendor has more than one address)</li> <li>• Human Rights</li> <li>• Ordering/Solicitation</li> <li>• Remittance</li> </ul>
<b>Address 1, 2, 3</b>	Update these fields as needed. For example, you could click in <i>Address Field 2</i> to enter a suite number.
<b>Comments</b>	<b>Comments are required.</b> Describe the change. Include a reason changing an address. Also, add your name, phone number and the date.

**Maintain Addresses**  
**Address Information**

CODA INC

Description: GENERAL - MAHWAH \*Desired Status: Active

**Address Type:** General/Physical

Country: USA United States

Address 1: 30 INDUSTRIAL AVE

Address 2: SUITE 1222

Address 3:

City: MAHWAH

County: NON MINNESOTA Postal: 07430

State: NJ New Jersey

Email ID:

**Comments -include name and phone #:** TAKEN OFF PURGE LIST 4/7/09 JS FEIN STILL THE SAME.

5. Click on **Save** when you finish all of your updates.
  - a. **Caution:** If you accidentally click on **Save** before you have entered all of the information, contact the MMB Vendor Support team. Do not submit another request.
6. After you **Save** the updated address, the **Maintain Address/Save Confirmation** page appears. It tells you that that the save is confirmed. Click on **OK**.

**Maintain Addresses**  
**Save Confirmation**

 The Save was successful.

**OK**

7. The **Maintain Address/Current Addresses** page displays.

The Status now is “Pending”. This status will remain until the vendor record update is approved or denied. An email will be sent to the requestor when MMB approves or denies this request. It may be denied if you do not include your name and phone number in the Comments section.

**Maintain Addresses**

**Current Addresses**

CODA INC

Address List				
Addresses		Address Use		
Description	Address 1	Address 2	Status	
GENERAL - MAHWAH	30 INDUSTRIAL AVE	SUITE 1222	Pending	Edit

***Change the Remittance Address on an Existing Vendor’s Record.***

*Remittance Address* is where the vendor receives payment for goods and services. It also includes the type of payment for that vendor. Changing the *Remittance Address* on a vendor’s record follows the same steps as changing a vendor’s general or physical address.

**Considerations for changing a Remittance Address:**

- Some vendors have multiple remittance addresses and Post Office Boxes.  
Please specify which remittance address and/or Post Office Box needs to be updated.
  - If you are aware that a remittance address is linked to a *Location* that has the same DBA name and *General Address* that appears on an invoice. Describe which *Location* is impacted in *Comments*.
  - If the vendor moves and the current remittance address is no longer valid.
  - If you get an invoice with a new Post Office Box or address, contact the vendor to determine that this address is valid. Also, determine if the old address remains valid as well.
  - ***Always check*** to make sure you are updating the correct field.
1. Use the **Vendor Inquiry** to make sure you are updating the correct field.
    - **Navigation:** Reporting Tools, Query, Query Viewer, ***M\_VENDOR\_INQUIRY***
    - For example, some vendors have multiple DBA names, remit addresses and general addresses.

Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
1 0000895809	Approved	001	AW DIRECT		ARIENS SPECIALTY BRANDS LLC	Active	1	GENERAL - JANESVILLE	Yes	No	401 S WRIGHT RD			JANESVILLE	NON MINNESOTA	WI	53546	
2 0000895809	Approved	001	AW DIRECT		ARIENS SPECIALTY BRANDS LLC	Active	4	REMIT - CHICAGO	No	Yes	PO BOX 74771			CHICAGO	NON MINNESOTA	IL	60694-4771	
3 0000895809	Approved	002	BEN MEADOWS COMPANY		ARIENS SPECIALTY BRANDS LLC	Active	2	GENERAL - JANESVILLE	Yes	No	401 S WRIGHT RD			JANESVILLE	NON MINNESOTA	WI	53546	Active
4 0000895809	Approved	002	BEN MEADOWS COMPANY		ARIENS SPECIALTY BRANDS LLC	Active	3	REMIT - CHICAGO	No	Yes	PO BOX 74771			CHICAGO	NON MINNESOTA	IL	60694	Active
5 0000895809	Approved	003	GEMPLERS		ARIENS SPECIALTY BRANDS LLC	Active	5	GENERAL - JANESVILLE	Yes	No	PO BOX 5175			JANESVILLE	NON MINNESOTA	WI	53547-5175	
6 0000895809	Approved	003	GEMPLERS		ARIENS SPECIALTY BRANDS LLC	Active	6	REMIT - CHICAGO	No	Yes	PO BOX 74771			CHICAGO	NON MINNESOTA	IL	60694-4771	

2. When you determine the correct field, navigate to **Change Vendor Addresses**

- **Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Addresses

3. Enter the *Vendor ID* and click on **Search**.

4. The **Maintain Address/Current Address** page appears for this vendor.

You can see a list of editable, current addresses you may update using the **Edit** button. These addresses appear in sequence number order. The first address added into SWIFT is *Address 1*.

Maintain Addresses

### Current Addresses

INTEGRA TELECOM      P

Address List First 1-4 of 4 Last

Addresses    Address Use

Description	Address 1	Address 2	Status	
<a href="#">GENERAL - PRIOR LAKE</a>	PO BOX 299		Active	<input type="button" value="Edit"/>
<a href="#">REMITTANCE - MILWAUKEE</a>	PO BOX 2966		Active	<input type="button" value="Edit"/>
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500	CABS DEPT	Active	<input type="button" value="Edit"/>
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500		Active	<input type="button" value="Edit"/>

5. To update a vendor's remit address follow these directions:

- Click **Edit** next to the address you wish to update.
- The **Maintain Addresses/Address Information** page appears for this vendor.
- Update the fields as needed.

**NOTE:** Address 1 appears in SWIFT searches. Address lines 2 and 3 do not appear. Make sure the most important information is in Address 1 (e.g., Street Address versus the Post Office Box).

Field	Field Description
* Address Type	You may need to correct the address type using the drop down menu: <ul style="list-style-type: none"> <li>Remittance</li> </ul>
Address 1, 2, 3	Update these fields as needed. For example, you could click on <i>Address Field 2</i> to enter a suite number.
Comments	<b>Comments are required.</b> Describe the change. Include a reason changing an address. Also, add your name, phone number and the date.

Maintain Addresses

### Address Information

0000193208    INTEGRA TELECOM    P

Description: REMITTANCE - MILWAUKEE    \*Desired Status: Active

\*Address Type: Remittance

Address seq num: 2

Country: USA United States

Address 1: PO BOX 2966

Address 2:

Address 3:

City: MILWAUKEE

County: NON MINNESOTA    Postal: 53201-2966

State: WI Wisconsin

Email ID: Swift.Testing@state.mn.us

Comments -include name and phone #    EDITED FOR NEW PO BOX. S. MCCOMB, 651-201-1111, 6/22/15.

Telephone Information    Personalize | Find | First 1 of 1 Last

*Type	Prefix	Phone	Ext	
Business Phone				Add Delete

Date Change Will Take Effect: 06/23/2015 (example: 12/31/2000)

[Return](#)

Save

- Click on **Save** when you finish all of your updates.
- After you save the updated address, the **Maintain Address/Save Confirmation** page appears. It tells you that that the save is confirmed. Click on **OK**.
- Caution:** If you accidentally click on **Save** before you have entered all of the information, contact the MMB Vendor Support team. Do not submit another request.

**Maintain Addresses**

**Save Confirmation**

✓ The Save was successful.

**OK**

7. The **Maintain Address/Current Addresses** page displays.

The *Status* now is “Pending”. This status will remain until the vendor record update is approved or denied. And email will be sent to the requestor when MMB approves or denies this request. It may be denied if you do not include your name and phone number if the *Comments* section.

Maintain Addresses				
<b>Current Addresses</b>				
INTEGRA TELECOM      P				
Address List				
Addresses		Address Use		
Description	Address 1	Address 2	Status	
<a href="#">GENERAL - PRIOR LAKE</a>	PO BOX 299		Active	<input type="button" value="Edit"/>
<a href="#">REMIT - MILWAUKEE</a>	PO BOX 2076		Pending	<input type="button" value="Edit"/>
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500	CABS DEPT	Active	<input type="button" value="Edit"/>
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500		Active	<input type="button" value="Edit"/>

### Add a New Address to an Existing Vendor

State agency employees with authority can add a new address for a vendor in SWIFT. All address changes are routed for approval to the MMB Vendor Support group. If you have questions, contact MMB at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us)

1. State employees can add a new address via the **Change Vendor Addresses** page.
2. Vendors can also request changes via the **Supplier Portal**. Additional information regarding this process can be found on the **Vendor Resources** page on MMB’s website. [www.mn.gov/mmb/accounting/swift/vendor-resources/](http://www.mn.gov/mmb/accounting/swift/vendor-resources/)

#### Considerations for adding a new address to an existing vendor:

- Make sure you do not need to change an existing address.
- Review the difference between the *Location* and *Address Sequence Number* from this Lesson Introduction.
- If you are adding a new General Address, it will create a new separate *Location Code*.
- If you are adding a new Remittance Address, specify which *Location Code* is impacted.

- If there is not a General Address associated with a new Remittance Address, you will need to add two new addresses:
  - The new General Address
  - The new Remittance Address.

MMB will link the two new addresses together by creating a new location.

- **ALWAYS** use the *Comments* section when adding a new address. Include your name, phone number and date of request.

### Use the Change Vendor Addresses page to Add a New Address

1. Use the **Vendor Inquiry** to make sure that this address needs to be added.

- **Navigation:** Reporting Tools, Query, Query Viewer, **M\_VENDOR\_INQUIRY**

Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
1 0000210170	Approved	001	APPLIED ENVIRONMENTAL	SCIENCES INC		Active	1	GENERAL - MPLS	Yes	Yes	8441 WAYZATA BLVD #103			MPLS	HENNEPIN	MN	55426	Active

2. When you determine the vendor requires a new address, navigate to **Change Vendor Addresses** page.
  - **Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Addresses
  - Enter the *Vendor ID* and click on **Search**.

### Change Vendor Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID:

**Vendor ID:**

Name 1:

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

3. The **Maintain Address/Current Address** page appears for this vendor.
  - You can see a list of editable, current addresses.
  - Click on the **Add a New Address** button to enter a new address.

Maintain Addresses

### Current Addresses

3M UNITEK

Address List				
Addresses		Address Use		
Description	Address 1	Address 2	Status	
<a href="#">GENERAL - MONROVIA</a>	2724 S PECK RD		Active	<input type="button" value="Edit"/>
<a href="#">REMITTANCE - LOS ANGELES</a>	FILE #56561		Active	<input type="button" value="Edit"/>
<input type="button" value="Add a New Address"/>				

- The **Maintain Addresses/Address Information** page displays.
  - Add information to these fields, as needed.

Field	Field Description
<b>* Address Type</b>	Select an address type that fits the type of address. <ul style="list-style-type: none"> <li><b>General/Physical</b> (Use this if vendor has more than one address)</li> <li>Human Rights</li> <li>Ordering/Solicitation</li> <li><b>Remittance</b></li> </ul>
<b>Country</b>	Enter "USA" in this field. Or, use the <b>Look up</b> button to find other country codes.
<b>Address 1, 2, 3</b>	Update these fields as needed. For example, you could click on <i>Address Field 2</i> to enter a Suite Number.
<b>City</b>	Enter the name of the city.
<b>County</b>	You can enter the name or search for the County using the <b>Look Up</b> button. The County field is a required field for all vendors with a Minnesota address. For addresses from other states, select "Non Minnesota."
<b>Postal</b>	Enter the 5 or 9 digit Zip Code.
<b>State</b>	Enter the 2 letters representing the state (e.g., "MN" for Minnesota). You can search for it using the Look Up button.
<b>Email ID</b>	Enter the vendor's email address.
<b>Comments</b>	Describe any changes made to the vendor record. You can also include information about the vendor for MMB staff. Vendors with multiple branches may have different DBA names. Include your name and date.

**Maintain Addresses**  
**Address Information**

BOR SON CONST CO

Description: \_\_\_\_\_ \*Desired Status: Active

Address Type: Ordering/Solicitation

Country: USA United States

Address 1: PO Box 2654

Address 2: \_\_\_\_\_

Address 3: \_\_\_\_\_

City: BLOOMINGTON

County: HENNEPIN Postal: 55425

State: MN Minnesota

Email ID: dre3327@q.com

Comments -include name and phone #  
Debra Elliott, added 651-259-3606

- Click on **Save** when you finish your updates.
5. The **Maintain Addresses/Current Addresses** page displays after you save the address information.
- You can see the new address you added to this vendor record.
  - The *Status* now is “Pending”. This status will remain until the vendor record update is approved or denied. Pending addresses cannot be edited until they are approved by MMB.

**Maintain Addresses**  
**Current Addresses**

BOR SON CONST CO

Address List | First | 1-4 of 4 | Last

Description	Address 1	Address 2	Status	
<a href="#">GENERAL - BLOOMINGTON</a>	2001 KILLEBREW DR #400		Active	Edit
<a href="#">REMITTANCE - MPLS</a>	PO BOX 1611		Active	Edit
<a href="#">HUMAN RIGHTS - BLOOMINGTON</a>	2001 KILLEBREW DR #141		Active	Edit
<a href="#">ORDER - BLOOMINGTON</a>	PO BOX 2654		Pending	Edit

### Add a Remittance Address

*Remittance Address* is where the vendor receives payment for goods and services. It also includes the type of payment for that vendor. Adding a new *Remittance Address* on a vendor’s record follows the same steps as adding a new general or physical address to a vendor’s record.

#### Considerations for adding a Remittance Address:

- Make sure you do not need to change an existing Remittance Address.
- Review the difference between the *Location* and *Address Sequence Number* from this Lesson Introduction.

- If you are adding a new Remittance Address to a vendor with multiple locations and/or DBA names, link it to an existing Location in the *Comments* section. For example, enter comment indicating for *Vendor Location* 001, 002 or 003. See the example below.

### Use the Change Vendor Addresses Page to Add a Remittance Address

- Use the **Vendor Inquiry** to make sure you need to add a new remittance address.
  - Navigation:** Reporting Tools, Query, Query Viewer, **M\_VENDOR\_INQUIRY**

Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
1 0000193208	Approved	001	INTEGRA TELECOM P			Active	1	GENERAL - PRIOR LAKE	Yes	Yes	PO BOX 299			PRIOR LAKE	SCOTT	MN	55372-0299	Active
2 0000193208	Approved	002	SCOTT RICE TELEPHONE CO INC			Active	3	GENERAL - PORTLAND	Yes	Yes	1201 NE LLOYD BLVD #500	CABS DEPT		PORTLAND	NON MINNESOTA	OR	97232-1208	Active
3 0000193208	Approved	003	INTEGRA TELECOM P	% KAREN JOHNSON	SCOTT RICE TELEPHONE CO INC	Active	4	GENERAL - PORTLAND	Yes	Yes	1201 NE LLOYD BLVD #500			PORTLAND	NON MINNESOTA	OR	97232	Active

- When you determine you need to add a new remittance address, navigate to **Change Vendor Addresses**
  - Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Addresses
  - Enter the *Vendor ID* and click on **Search**.
  - Click on **Search**.

#### Change Vendor Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID: begins with ▼ SHARE

**Vendor ID:** begins with ▼ 0000193208

Name 1: begins with ▼

Case Sensitive

[Basic Search](#)

- The **Maintain Address/Current Address** page appears for this vendor.
  - You can see a list of editable, current addresses.
  - Click on the **Add a New Address** button to enter a new address.

Maintain Addresses

### Current Addresses

INTEGRA TELECOM

Address List				
Addresses		Address Use		
Description	Address 1	Address 2	Status	
<a href="#">GENERAL - PRIOR LAKE</a>	PO BOX 299		Active	<a href="#">Edit</a>
<a href="#">REMITTANCE - MILWAUKEE</a>	PO BOX 2966		Active	<a href="#">Edit</a>
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500	CABS DEPT	Active	<a href="#">Edit</a>
<a href="#">GENERAL - PORTLAND</a>	1201 NE LLOYD BLVD #500		Active	<a href="#">Edit</a>

[Add a New Address](#)

4. The **Maintain Addresses/Address Information** page displays.

- Update the fields as needed.
- Click on **Save** when you finish your updates.

Field	Field Description
* <b>Address Type</b>	Select <i>Remittance</i> .
<b>Address Seq. Num:</b>	SWIFT automatically added the next number.
<b>Country</b>	Enter "USA" in this field. Or, use the <b>Look up</b> button to find other country codes. When you enter the country code, Address 1, 2 and 3 open up.
<b>Address 1, 2, 3</b>	Update these fields as needed. For example, you could click on <i>Address Field 2</i> to enter a Suite Number.
<b>City</b>	Enter the name of the city.
<b>County</b>	You can enter the name or search for the County using the Look Up button. The County field is a required field for all vendors with a Minnesota address. For addresses from other states, select "Non Minnesota."
<b>Postal</b>	Enter the 5 or 9 digit Zip Code.
<b>State</b>	Enter the 2 letters representing the state (e.g., "MN" for Minnesota). You can search for it using the Look Up button.
<b>Email ID</b>	Enter the email address.
<b>Comments</b>	<b>Required.</b> Describe any changes made to the vendor record. You can also include information about the vendor for MMB staff. Vendors with multiple branches may have different DBA names. Include your name and date.
<b>Telephone Info</b>	Select a <i>Type</i> and add the vendor's number.



## Request to Add an Additional Location to a Vendor

When an agency adds a new address to a vendor record, MMB associates the address to a vendor location. An agency cannot create or add locations. They can “request” a new location by adding a new general address and remittance address (if applicable). This request covers adding an additional location to a vendor with:

- Multiple general/physical addresses
- Multiple remittance addresses
- Multiple “Doing Business As” names

The Vendor *Location Code* is used on contracts, purchase orders, vouchers, and payments.

- It determines the payment method and **bank account** if the payment is EFT.
- It will determine what *Address Sequence Number* appears on the purchase order and on the payment/remittance (by default).
  - A *Location Code* linked to one address sequence number means the address on the purchase order is the same address for the payment (remit).
  - When the *General Address* and *Remittance Address* are the same, the *Address Sequence Number* description is “General”.
  - A location linked to two addresses means the address the invoice is coming from/where we are ordering from is NOT the same address a vendor wants the payment sent to. In this case, the *Location Code* is tied to a “General” address and a “Remittance” address. The General address will pull on the purchase order and the Remittance Address will pull on the voucher/payment.
- Changing the address sequence number on a location will change the address and name that it pulls. It will not change the payment method or bank account it is deposited into.

To request to add an additional location to a vendor, **agency staff must fill in the comments section**. They must provide:

- A reason for the request
- The doing business as (DBA) name for the location
- The agency staff name and phone number.

**Address Information**

0000389406      TESTVENDOR

Description:      \*Desired Status: Active

\*Address Type:      General/Physical

Address seq num:      5

Country:      USA      United States

Address 1:      658 CEDAR ST

Address 2:     

Address 3:     

City:      ST PAUL

County:      RAMSEY      Postat:      55155

State:      MN      Minnesota

Email ID:     

Comments -include name and phone #      GENERAL ADDRESS FOR NEW LOCATION DBA MINNESOTA MANAGEMENT & BUDGET - KIANNA MCBRIDE 651-201-8198 6/17/15

If a vendor requests that their payments are remitted to a different address, MMB will need another address that can be linked to that location.



### Add Addresses to Vendors with Multiple Locations:

When you are working with a vendor with a new location and a DBA that is different from the legal name, **follow these steps in order**.

Step 1: First, **add** the general/physical address.

- Select *Address Type* of “General”.
- **Add** the address information. Include the DBA name and your contact information in the *Comments* section.
- **Save** it.

Step 2: Second, **add** another address and select *Address Type* of “Remittance”.

- **Add** the address information.
- Include the DBA name and your contact information in the *Comments* section.
- **Save** it.

Step 3: MMB will approve both requests and add a new *Location Code* of “004”.

- This links the new *Address Sequence Number 7* (General) to the purchasing fields and sequence number *8* (Remittance) to the voucher/payment fields.

Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
0000197538	Approved	001	LAB SAFETY SUPPLY INC		GHC SPECIALTY BRANDS LLC	Active	1	ORDER - JANESVILLE	Yes	No	401 S WRIGHT RD			JANESVILLE	NON MINNESOTA	WI	53547	Active
0000197538	Approved	001	LAB SAFETY SUPPLY INC		GHC SPECIALTY BRANDS LLC	Active	2	REMITTANCE - JANESVILLE	No	Yes	PO BOX 5004			JANESVILLE	NON MINNESOTA	WI	53547-5004	Active
0000197538	Approved	002	GEMPLERS		GHC SPECIALTY BRANDS LLC	Active	3	GENERAL - JANESVILLE	Yes	No	401 S WRIGHT RD			JANESVILLE	NON MINNESOTA	WI	53547	Active
0000197538	Approved	002	GEMPLERS		GHC SPECIALTY BRANDS LLC	Active	4	REMITTANCE - JANESVILLE	No	Yes	PO BOX 5176			JANESVILLE	NON MINNESOTA	WI	53547-5176	Active
0000197538	Approved	003	HIGHSMITH		GHC SPECIALTY BRANDS LLC	Active	5	GENERAL - JANESVILLE	Yes	No	401 S WRIGHT RD			JANESVILLE	NON MINNESOTA	WI	53547-5210	Active
0000197538	Approved	003	HIGHSMITH		GHC SPECIALTY BRANDS LLC	Active	6	REMITTANCE - JANESVILLE	No	Yes	PO BOX 8010			MADISON	NON MINNESOTA	WI	53708-8010	Active

## Add or edit an existing vendor's contact information

A state agency employee can change a vendor's contact information in SWIFT. An employee can edit an existing contact or add an additional contact via the **Change Vendor Contact** page.

- To edit an existing contact, overwrite or delete the values that are changing or update the status.
- All contact information changes are routed for approval to the MMB vendor group. Contact MMB at [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us) with questions.

The vendor updates their address through the **Supplier Portal**. Additional information regarding this process can be found on the Vendor Resources page of MMB's website. [www.mn.gov/mmb/accounting/swift/vendor-resources/](http://www.mn.gov/mmb/accounting/swift/vendor-resources/)

### *Edit an existing vendor's contact information.*

- **Navigate to the Change Vendor Contact page.**
- **Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Contacts
- On the **Change Vendor Contacts** page, enter the *Vendor ID*.
- **NOTE:** If you search by *Name 1* and get multiple results, search the *Tax Identification Number* in the **Review Vendors** inquiry or contact MMB.
- Verify the **Correct History** box is checked. If you do not have this box, check with your agency security administrator to add this role.
- Click **Search**.

**Change Vendor Contacts**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID: begins with SHARE

**Vendor ID:** contains 209723

Name 1: begins with

**Correct History**  Case Sensitive

[Basic Search](#)

- **Maintain Contacts/Current Contacts** page displays.
- The contact names are hyperlinked. If you click on one, you can view the contract information.
- Click on the **Edit** button to update contact information for this vendor.

Maintain Contacts

### Current Contacts

AALLWAYS ASSOC INC

Current Contacts			
Description	Contact Name	Status	
CHRIS RINKENBERGER	CHRIS RINKENBERGER	Active	<a href="#">Edit</a>

- **Update the fields as needed.**
- *Desired Status:* You can inactivate this contact information by selecting “Inactive.”
- Change the *Effective Date* to the current date.
- *Comments:* Include the reason for the change as well as your name and phone number.
- *Telephone Information:* You can **Add** or **Delete** a phone number. If you add a new phone number, select the *Type of Information* (e.g., “Cellular Phone”).
- Click on **Save** when you finish your updates.

Maintain Contacts

### Contact Information

AALLWAYS ASSOC INC

\*Description: CHRIS RINKENBERGER Desired Status Active ▼

\*Name: CHRIS RINKENBERGER

Email ID: Chris.Rinkenberger@gmail.com

URLID: HTTP://WWW.AALLWAYS.COM

\*Location: GENERAL - SHOREVIEW ▼ External User:

Role: General ▼ Authorized to Sign Contracts:

Effective Date 05/13/2015

Comments include name and phone number Added Cell Phone Number and updated Email ID. Marianne Peterson, 651-259-1234.

Telephone Information				
*Type	Prefix	Phone	Ext	
Business Phone ▼	001	651/642-0900		<a href="#">Add</a> <a href="#">Delete</a>
Cellular Phone ▼		763/923-5555		<span style="border: 1px solid red; padding: 2px;">Add</span> <a href="#">Delete</a>
FAX ▼	001	651/642-0909		<a href="#">Add</a> <a href="#">Delete</a>

[Return to Contact List](#)

Save

- **After you save the updates, several things happen.**
- You will receive a confirmation that the **Save** was successful. Click on **OK**.

**Maintain Contacts**

**Save Confirmation**

✓ The Save was successful.

OK

- The **Maintain Contacts/Current Contacts** record is updated for this vendor.  
The *Status* says “Pending” until it is approved.

Maintain Contacts

**Current Contacts**

AALLWAYS ASSOC INC

Current Contacts		
Description	Contact Name	Status
<a href="#">CHRIS RINKENBERGER</a>	CHRIS RINKENBERGER	Pending

**Add a new contact for a vendor.**

1. **Navigate to the Change Vendor Contacts page.**
  - **Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Contacts
2. Enter the *Vendor ID*.
  - **NOTE:** If you search by *Name 1* and get multiple results, search the *Tax Identification Number* in the **Review Vendors** inquiry or contact MMB.
3. Verify the **Correct History** box is checked. If you do not have this box, check with your agency security administrator to add this role.
4. Click **Search**.

**Change Vendor Contacts**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID: begins with ▼ SHARE

Vendor ID: begins with ▼

Name 1: contains ▼ cisco

Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria



5. **Maintain Contacts/Current Contacts** page displays.
  - The contact names are hyperlinked. If you click on one, you can view the contract information.
6. Click on the **Add a New Contact** button.

Maintain Contacts

### Current Contacts

CISCO SYSTEMS INC      B

Current Contacts				Personalize	Find	Print	Grid	First	1 of 1	Last
Description	Contact Name	Status								
<a href="#">BILL BLECKWEHL</a>	BILL BLECKWEHL	Active								<input type="button" value="Edit"/>



7. On the vendor’s **Maintain Contacts/Contact Information** page, enter information in the fields.

- Click on **Save** when you finish your updates.

Field	Field Description
<b>Description</b>	Enter the contact’s name in this field. This field often displays on contact search pages and will allow users to easily identify the contact in a list.
<b>Desired Status</b>	The <i>Status</i> should be “Active”.
<b>Name</b>	Add the name (e.g., First Name Last Name).
<b>Email</b>	Add contact’s email address.
<b>URL</b>	Add a website if it is appropriate for this new contact.
<b>Location</b>	Click on the <b>Menu</b> button and find a location to select.
<b>Role</b>	Click on the <b>Menu</b> button and find a role that best fits this contact (e.g., Sales, Service, General)
<b>Effective Date</b>	Change to the current date.
<b>Comment</b>	Include the reason for the change as well as your name and phone number.
<b>Telephone Information</b>	Select the <i>Type</i> of phone number (e.g., “Cellular Phone”) and enter the new phone number.

Maintain Contacts

### Contact Information

CISCO SYSTEMS INC      B

\*Description:      SECONDARY      \*Desired Status: Active ▼

\*Name:      BILL BLECKWEHL

Email ID:      Bill.Bleckwehl@ciscosystems.com

URLID:      www.ciscosystems.com

\*Location:      GENERAL - BLOOMINGTON      External User:     

Role:      Sales Contact      Authorized to Sign Contracts:

Effective Date:      05/13/2015

Comments - include name and phone number      ADDED CELL PHONE, MARCUS JONES, 5/13/15

---

Telephone Information      Personalize | Find |  |  | First 1 of 1 Last

*Type	Prefix	Phone	Ext	
Cellular Phone ▼		612-281-3746		<input type="button" value="Add"/> <input type="button" value="Delete"/>

[Return to Contact List](#)

8. After you save the updates, several things happen.

- You will receive a confirmation that the Save was successful. Click on **OK**.

Maintain Contacts

### Save Confirmation

The Save was successful.

- The **Maintain Contacts/Current Contacts** record is updated for this vendor.

The *Status* for the new contact you added says “Pending” until it is approved.

Maintain Contacts

### Current Contacts

CISCO SYSTEMS INC      B

Current Contacts      Personalize   Find   <input type="text"/>   <input type="text"/>   First 1-2 of 2 Last			
Description	Contact Name	Status	
<a href="#">BILL BLECKWEHL</a>	BILL BLECKWEHL	Active	<input type="button" value="Edit"/>
SECONDARY	BILL BLECKWEHL	Pending	<input type="button" value="Edit"/>

## Request a Name Change on an Existing Vendor

The first step to requesting a name change is sending the W9 to MMB. There are two options for requesting a name change.

1. Send an email to [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us) (W9s can also be faxed to 651-797-1306). The email **must** include:
  - A new and current W9
  - Detailed information regarding the name change (reason/explanation)
  - The Vendor number
2. Agencies can request name changes in SWIFT by utilizing the **Change Vendor Addresses** page.

SWIFT and the Supplier Portal do not have a feature that is designated for name changes. There is an option to edit an existing address. Describe the name change in the *Comments* fields. MMB will review your request. If there are no issues with the request, MMB will update the name and approve it.

### Steps for requesting a name change in SWIFT:

- Step 1: Email an updated W9 with the vendor's new name and *Vendor Number* to: [vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us).
- Step 2: Go to the **Change Vendor Address** page.  
**Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Addresses
- Step 3: Enter the *Vendor Number* and click on **Search**.

### Change Vendor Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID:	begins with ▼	SHARE	🔍
<b>Vendor ID:</b>	begins with ▼	0000193208	
Name 1:	begins with ▼		

Case Sensitive

Search
Clear
Basic Search
📄 Save Search Criteria

- Step 4: Edit the first address listed, unless you are requesting a DBA name change for a specific address other than address 1.  
 Since people tend to look at the first address in a list, it is typically the one edited.

Maintain Addresses

### Current Addresses

INTEGRA TELECOM P

**Address List** | First | 1-4 of 4 | Last

Description	Address 1	Address 2	Status	
<b>GENERAL - PRIOR LAKE</b>	PO BOX 299		Active	<b>Edit</b>
REMIT - MILWAUKEE	PO BOX 2076		Pending	Edit
GENERAL - PORTLAND	1201 NE LLOYD BLVD #500	CABS DEPT	Active	Edit
GENERAL - PORTLAND	1201 NE LLOYD BLVD #500		Active	Edit

[Add a New Address](#)

- Step 5: Leave comments describing the name change request. Include your name and phone number. Click on **Save**.

Maintain Addresses

### Address Information

0000193208 INTEGRA TELECOM P

Description: GENERAL - PRIOR LAKE \*Desired Status: Active

\*Address Type: General/Physical

Address seq num: 1

Country: USA United States

Address 1: PO BOX 299

Address 2:

Address 3:

City: PRIOR LAKE

County: SCOTT Postal: 55372-0299

State: MN Minnesota

Email ID: Swift.Testing@state.mn.us

**Comments - include name and phone #** UPDATED W9 SENT. PLEASE CHANGE NAME TO "PREMIER TELECOM". SHELIA MCCOMB, 651-201-1111

**Telephone Information** | Personalize | Find | First | 1-2 of 2 | Last

*Type	Prefix	Phone	Ext		
Business Phone	001	952/447-2172		Add	Delete
FAX	001			Add	Delete

Date Change Will Take Effect: 06/25/2015 (example: 12/31/2000)

[Return](#)

**Save**

\* Required Field

- Step 6: MMB will review your request. Until it is approved, the current address *Status* is "Pending."

Maintain Addresses

**Current Addresses**

INTEGRA TELECOM      P

Address List				
Addresses		Address Use		
Description	Address 1	Address 2	Status	
GENERAL - PRIOR LAKE	PO BOX 299		Pending	<input type="button" value="Edit"/>

Upon approval, you will receive an email notification. The name change will appear in SWIFT about 5 minutes after approval.

## Request an Inactivation

### *Inactivate an address/location*

Before requesting to inactivate an address/location, make sure that the address/location no longer is valid. If the vendor moved to a new location, edit the existing address.

When requesting to inactivate an address or location, you must give a **reason for the inactivation as well as your name and phone number**. There are several ways to request to inactivate an address or location:

1. Email the Vendor Support team: [Vendor.mmbefax@state.mn.us](mailto:Vendor.mmbefax@state.mn.us)
2. Send a fax to the Vendor Support team: Fax: 651-797-1306
3. Use the Change Vendor Address page in SWIFT.

### Requesting an Inactivation using the Change Vendor Address page:

1. **Navigation:** Vendors, Vendor Information, Add/Update, Change Vendor Addresses
2. Enter the *Vendor Number* and click on **Search**.

**Change Vendor Addresses**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: begins with ▼ SHARE

Vendor ID: contains ▼ 212100

Name 1: begins with ▼

Case Sensitive

[Basic Search](#)

3. On the **Maintain Addresses/Current Addresses** page, click the **Edit** button of address you wish to inactivate.

Maintain Addresses

### Current Addresses

CISCO SYSTEMS INC      B

Address List				
Description	Address 1	Address 2	Status	
<a href="#">GENERAL - BLOOMINGTON</a>	7900 INTERNATIONAL PLAZA	#400	Active	<input type="button" value="Edit"/>
<a href="#">REMITTANCE - CHICAGO</a>	BOX 91232	BANK OF AMER	Active	<input type="button" value="Edit"/>
<a href="#">GENERAL - LOS ANGELES</a>	WINGATEWEB LOCKBOX 78127	DEPT 8127	Active	<input type="button" value="Edit"/>
<a href="#">GENERAL - SANTA CLARA</a>	3979 FREEDOM CIRCLE		Active	<input type="button" value="Edit"/>
<a href="#">REMITTANCE - CHICAGO</a>	16720 COLLECTIONS CTR DR		Active	<input type="button" value="Edit"/>

- On the **Maintain Addresses/Address Information** page, describe the reason for requesting an address inactivation in the *Comments* section. Also, add your name and phone number there. Click on **Save**.

Maintain Addresses

### Address Information

0000212100      CISCO SYSTEMS INC      B

Description:      GENERAL - LOS ANGELES      \*Desired Status      Active ▼

\*Address Type:     

Address seq num:      4

Country:       United States

Address 1:     

Address 2:     

Address 3:     

City:     

County:       Postal:     

State:       California

Email ID:     

Comments -include name and phone #     

*Type	Prefix	Phone	Ext	
<input type="text" value="Business Phone"/>		<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Date Change Will Take Effect:       (example: 12/31/2000)

[Return](#)

### Inactivate a Vendor

Before requesting to inactivate a vendor, check to see if this vendor needs an address change instead.

**Typical reasons to consider inactivating a vendor:**

Reason	Action
A vendor with multiple DBAs no longer uses one of its DBAs.	The individual DBA tied to that location can be inactivated.
A vendor sells one of its DBAs.	The DBA's location can be inactivated. A new vendor ID can be created for the new owner, under the new TIN.
A vendor who is a sole proprietor and uses a Social Security Number as its Tax Identification Number begins operating using a federal employer identification number (FEIN).	The vendor record using the SSN can be inactivated as long as there are no outstanding payments. A new vendor ID can be creating using the FEIN.

Whenever there is a request to inactivate a vendor, a **W9 must be sent to MMB**. Typically, the request comes from a vendor. An agency can request an inactivation, depending on the circumstances. However, the W9 must first be sent.

There are several ways to request to inactivate a vendor:

5. Email the Vendor Support team: [Vendor.mmbefax@state.mn.us](mailto:Vendor.mmbefax@state.mn.us)
6. Send a fax to the Vendor Support team: Fax: 651-797-1306

**Lesson Summary**

After completing this lesson, you should now be able to:

- Understand the factors impacting vendor account updates
- Edit an Existing Address
  - Change the general/physical address
  - Change the remittance address
- Add a New Address to an Existing Location
  - Add a remittance address
- Request to Add an Additional Location to a Vendor
  - Add Addresses to Vendors with Multiple Locations:
- Add and/or Edit a Vendor's Contact Information
- Request a Name Change on an Existing Vendor
- Request an Inactivation
  - Inactivate an address/location
  - Inactivate a Vendor



## Course Summary

The Lessons in the Accounts Payable Agency Vendor Inquiry, Entry and Maintenance course include:

- Course Overview
- Vendor Inquiry
- Vendor Entry
- Vendor Maintenance

## Appendix: Key Terms

Term	Term Definition
<b>Address</b>	Specify one or more addresses for the vendor. You can enter multiple addresses for the different sites that a vendor might have.
<b>Address Sequence Number</b>	Specifies the addresses by number. Each time you add a new address, SWIFT adds the next number to the Address Sequence Number field. For example, SWIFT will add “Address 1”, “Address 2” and so on.
<b>Automated Clearing House (ACH)</b>	Automated Clearing House (ACH) is an electronic network for financial transactions in SWIFT. ACH is used interchangeably with EFT.
<b>BEI Identifier</b>	Business Entity Identifier
<b>Central Contract Registry</b>	Central Contractor Registry (CCR). This number is commonly used by the U.S. federal government to track vendors who are registered with them and are considered valid.
<b>Claim or Refund Vendor</b>	This checkbox is used for individuals receiving a one-time claim or refund using a non-taxable object account. Once paid, this kind of vendor is generally inactivated.
<b>Customer Number</b>	This is the number by which the vendor identifies you as a customer.
<b>DBA Name</b>	“Doing Business As” name is a trade name or name the vendor is identified by. This name may be different than the legal name.
<b>DUNS Number</b>	Dun and Bradstreet (DUNS). This 9-digit number is assigned to the business by Dun and Bradstreet.
<b>EFT Status</b>	Electronic Funds Transfer, the electronic communication used to transfer cash from one bank account to another.
<b>Minnesota Tax ID</b>	Minnesota business may be assigned a 7 digit ID.
<b>Name or Name 1</b>	It is the name that appears on the vendor’s tax return. There are 40 character fields allowed. It will become “Name 1” in some of SWIFT’s searches and reports.
<b>Open for Ordering</b>	If this box is checked, the vendor is eligible for state agencies to create orders with this vendor.
<b>Persistence Level</b>	This means the continued existence of this record in SWIFT. <ul style="list-style-type: none"> <li>• <b>One-Time:</b> Select for vendors you know you will use only once. You can enter only one voucher for this vendor, after which the vendor status changes to Inactive automatically.</li> <li>• <b>Permanent:</b> Select for vendors you know your organization will always use, even if not on a frequent basis. You can create an unlimited number of vouchers for this vendor.</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Regular:</b> Select for a vendor only if you don't mind that it is removed from the system once activity for the vendor stops for a designated period. You can create an unlimited number of vouchers for this vendor.</li> </ul>
<b>Remit to Address</b>	Person or place that receives the payment.
<b>Sanction Status</b>	<p>Indicates if any financial sanctions exist.</p> <ul style="list-style-type: none"> <li>• Valid: The vendor can do business with the State.</li> <li>• Review: The vendor is under investigation. SWIFT will not allow a payment.</li> <li>• Blocked: This vendor has been unfit for the State to do business with. It cannot be paid.</li> <li>• Cleared: This vendor was under investigation, but was found fit. It can be paid.</li> </ul>
<b>Set ID</b>	A Set ID allows various state agencies to share the data from a SWIFT data table. In this case, the SetID is a shared list of all vendors for the State of Minnesota. <b>Do not change</b> the default of "SHARE."
<b>Tax Identification #</b>	Tax Identification Number (TIN) such as a Federal ID (FEIN) or Social Security Number (SSN).
<b>TIN Exempt</b>	Tax Exempt Organization
<b>TIN Type</b>	<p>Tax Identification Number Type (TIN):</p> <ul style="list-style-type: none"> <li>• Corporation</li> <li>• Federal Employer ID Number (FEIN)</li> <li>• Foreign (Foreign corporation or organization)</li> <li>• ITIN (International Tax Identification Number)</li> <li>• Social Security Number</li> <li>• Tax Exempt Organization</li> </ul>
<b>Vendor ID</b>	SWIFT identification number for vendor.
<b>Vendor Location</b>	3 digit Location number
<b>Vendor Name</b>	It is the name that appears on the vendor's tax return. There are 40 character fields allowed. It will become "Name 1" in some of SWIFT's searches and reports. For individuals, enter the last name first. No comma is needed (e.g., Johnson Martina). You can create a vendor with the same name as an existing one.
<b>Vendor Status</b>	Approved = Active, Inactive = Purged
<b>W-9 Form</b>	An IRS required form that lists the business' name, address and Tax ID number.
<b>Withholding</b>	The vendor may be subject to withholding such as back up withholding or revenue set off.
<b>Withholding Name</b>	An alternative name for the vendor which is used for payment and tax withholding purposes.