

## SWIFT Minnesota Supplier Portal Glossary for Grantees

The Minnesota Pollution Control Agency (MPCA) posts information regarding available grant opportunities in the Minnesota Supplier Portal. The Minnesota Supplier Portal is frequently referred to as SWIFT or the SWIFT Supplier Portal.

SWIFT is an acronym for StateWide Integrated Financial Tools and is the PeopleSoft based online financial, procurement, and reporting system used by the State of Minnesota.

The Minnesota Supplier Portal is the public facing portion of SWIFT. It is an access point for Grantees to view available grants (events), to register as a Grantee (Supplier), apply for grants (bid on events), view payment information, and to update user profile information.









Grant proposals and associated documents (Bid Package) can be viewed and downloaded on the Minnesota Supplier Portal without the need for account registration or sign-in. Available grants can be found by selecting the Bidding Opportunities tile on the homepage and reviewing the posted grants (events).

Those interested in applying for grants offered by MPCA must register in the Minnesota Supplier Portal ([mn.gov/supplier](http://mn.gov/supplier)), as all applications are required to be submitted electronically through the portal. New applicants should Register for an Account and complete the “Register as Supplier” process. Applicants should allow up to three business days to complete the registration process. If you are already registered in the SWIFT system as a supplier, you may use your Supplier ID.

### Grantee to SWIFT Supplier Portal Terminology Crosswalk










The following terms and phrases, along with cross-references, are provided for grantees to compare the terminology used in the SWIFT Supplier Portal. The lists are designed to serve as a helpful quick reference and are not intended to be a comprehensive representation.

#### Glossary of General Terms

| Grantee Terminology                              |  | SWIFT Supplier Portal Terminology  |
|--|---|------------------------------------|
| Grantee  |  | Supplier                           |
| Grant Opportunities                              |  | Bidding Opportunities <sup>1</sup> |
| Grant  |  | Event                              |
| Apply for Grant                                  |  | Bid on Event                       |
| Grant ID (typically starts with the numeral two) |  | Event ID                           |
| Grant Description                                |  | Request for Proposal (RFP)         |
| Grant Application and RFP Documents              |  | Bid Package                        |

<sup>1</sup>Bidding Opportunities may also be referred to as an Event, a Solicitation, or an Event Solicitation.

## Supplier Portal (Registering as a Grantee)









| Grantee Terminology                                       |  | SWIFT Supplier Portal Terminology                 |
|---|---|---|
| Register as a Grantee                                     |  | Register for an Account (tile)                    |
| Grantee   |  | Supplier  |
| Register as Grantee                                       |  | Register as Supplier (Register button)            |
| Taxpayer Identification Number <sup>2</sup>               |  | TIN Type (dropdown)                               |
| Grantee <sup>3</sup>                                      |  | Entity Type (dropdown)                            |
| Grantee Legal Name  |  | Legal Name/DBA Name 1                             |
| Grantee Contact Name and Information                      |  | Company Contact (Add Contact button)              |
| Receive Email Notifications of Posted Grants <sup>4</sup> |  | Categorization <sup>4</sup> (Add Selected button) |











<sup>2</sup>Taxpayer Identification Number (TIN) is an umbrella term for the various kinds of taxpayer identification numbers. A TIN is issued either by the Social Security Administration (SSA) or by the Internal Revenue Service (IRS). TINs are nine-digit numbers to identify individuals (Social Security Number "SSN"), corporations, government entities, or other similar entities (Employer Identification Number "EIN"), and other tax paying entries who are not eligible for a Social Security number (Individual Taxpayer Identification Number "ITIN"). The TIN will be permanently associated with the applicant's SWIFT account number, even if the account is in an inactive status.

<sup>3</sup>Grantees should select Government Entity (not Minnesota State Agency) if they are a Tribe, City, County, Towns, Townships, Soil and Water Conservation Districts, Water Management Organizations, Water Districts, Metropolitan Planning Organizations, Regional Development Commissions, or other similar entities.

<sup>4</sup>Grantees can receive email Interest Notifications for new Grant Opportunities directly from SWIFT. The grantee must add the SWIFT Category Code 84101501 (Financial assistance > Development assistance > Development finance > Financial and Insurance Services GRANT, GRANT DEVELOPMENT ASSISTANCE) to their grantee Profile under My Categorizations.

## Supplier Portal (Sign In and Navigate)

| Grantee Terminology                                     |  | SWIFT Supplier Portal Terminology         |
|---|---|---|
| SWIFT Account Number                                    |  | Supplier ID (Ex: 0000123456) <sup>5</sup> |
| User Name <sup>6</sup>                                  |  | User Name (Ex: VN0000123456_12)           |
| Sign In   |  | Sign In (tile)                            |
| Log In (with Multi Factor Authentication <sup>7</sup> ) |  | OracleIdentityCloudService™               |
| Locate Grants   |  | Mange Event/Bids (tile)                   |
| View Grants and Apply for Grants                        |  | View Events and Place Bids (page)         |
| Receive Email Notifications for a Specific Grant        |  | Accept Invitation (button)                |

| <b>Grantee Terminology</b>                      |  | <b>SWIFT Supplier Portal Terminology</b>                 |
|---|---|--|
| Cancel Email Notifications for a Specific Grant |  | Decline Invitation (button)                              |
| View/Download Grant Application                 |  | View/Download Bid Package (button)                       |
| Apply for Grant                                 |  | Bid on Event (button)                                    |
| Apply for Grant (continue)                      |  | Default Bid Quantity ('Yes' button)                      |
| Apply for Grant (line item)                     |  | Your Unit Bid Price (required entry field <sup>8</sup> ) |
| Confirm Required Fields were Updated            |  | Validate Entries (button)                                |
| Confirm Application is Attached                 |  | Confirm Attachment (button)                              |
| Save Application without Submitting             |  | Save for Later (button)                                  |
| Submit Application                              |  | Submit Bid (button)                                      |

<sup>5</sup>Supplier IDs may also be referred to as Vendor IDs. They are 10-digit numbers and include any preceding zeros. This number will be permanently associated with the applicant's legal name, even in an inactive status.

<sup>6</sup>Grantee "User Names" are based on Supplier ID numbers. They are not email addresses. They start with VN, then the Supplier ID, and finally an underscore followed by another number. Ex: VN0000123456\_12. This number will be permanently associated with the user's name, even in an inactive status.

<sup>7</sup>Multi Factor Authentication (MFA) is a security measure that requires users to provide multiple forms of identification to access their SWIFT account. MFA generates a time-sensitive code that may mean receiving a text message with a code, using an authenticator app on your phone to generate a code, or receiving a phone call with a code.

<sup>8</sup>The "Your Unit Bid Price" is a required field and must have a nominal value entered in order to complete the line item and proceed with the application submission process. Enter the value of a penny (\$0.01).

## History and Updates

| <b>Version</b> | <b>Description</b>  | <b>Date</b>      |
|----------------|---------------------|------------------|
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## Document Owner/Contact

Office of State Procurement, SWIFT Team, Acquisitions Mgmt. Spec. Vendor Liaison