

SWIFT Minnesota Supplier Portal Glossary for Vendors

The Minnesota Department of Administration, along with other state agencies, post current solicitation opportunities for goods and services 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 vendors to view available good and services solicitations (events), to register as a Supplier, bid on events, view payment information, and to update user profile information.








Current solicitations and associated documents (Bid Package) can be viewed on the Minnesota Supplier Portal and downloaded without the need for account registration or sign-in. Available solicitations can be found by selecting the Bidding Opportunities tile on the homepage and reviewing the event details.



Those interested in bidding on posted solicitations must register in the Minnesota Supplier Portal (mn.gov/supplier), as all bids are required to be submitted electronically through the portal. New vendors should Register for an Account and complete the “Register as Supplier” process. Vendors should allow up to three (3) 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.

SWIFT Supplier Portal Terminology Crosswalk

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

Glossary of General Terms

Vendor Terminology		SWIFT Supplier Portal Terminology
Supplier Portal		SWIFT
Vendor		Supplier ¹
Goods and Services Acquisition Postings		Bidding Opportunities ²
Posting Number		Event ID (typically starts with the numeral
Event Description		Request for Bid (RFB) or Proposal (RFP)
RFB or RFP Documents		Bid Package










Vendor Terminology		SWIFT Supplier Portal Terminology
Provide Pricing		Bid on Event ³

¹Supplier may also be referred to as a Responder or Contractor.

²Bidding Opportunities may also be referred to as an Event, a Solicitation, or an Event Solicitation.

³Bid of Event may also be referred to as Respond to an Event.

Supplier Portal (Registering as a Supplier)






Vendor Terminology		SWIFT Supplier Portal Terminology
Vendor		Supplier
Register as a Supplier		Register for an Account (tile)
Register as Supplier		Register as Supplier (Register button)
Taxpayer Identification Number ⁴		TIN Type (dropdown list)
Business Type ⁵		Entity Type (dropdown list)
Vendor Legal Name		Legal Name/DBA Name 1
Vendor Contact Name and Information		Company Contact (Add Contact button)
Receive Email Notifications of Posted Events ⁶		Categorization ⁴ (Add Selected button)














⁴Taxpayer 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.

⁵Suppliers should select the correct business Entity Type from the dropdown.

⁶Suppliers can receive email notifications regarding new bid opportunities directly from SWIFT by adding relevant SWIFT Category Codes to their supplier profile under the My Categorizations.

Supplier Portal (Sign In and Navigate)

Vendor Terminology		SWIFT Supplier Portal Terminology
SWIFT Account Number		Supplier ID (Ex: 0000123456) ⁷
User Name ⁸		User Name (Ex: VN0000123456_12)
Sign In		Sign In (tile)
Log In (with Multi Factor Authentication ⁹)		OracleIdentityCloudService™

Vendor Terminology		SWIFT Supplier Portal Terminology
Locate Bid Opportunities		Mange Event/Bids (tile)
View and Apply for Bid Opportunities		View Events and Place Bids (page)
Receive Email Notifications for a Specific Event		Accept Invitation (button)
Cancel Email Notifications for a Specific Event		Decline Invitation (button)
View/Download		View/Download Bid Package (link)
Respond to an Event		Bid on Event (button)
Respond to an Event (continue)		Default Bid Quantity (Yes' button)
Respond to an Event (line item)		Your Unit Bid Price (required entry field ¹⁰)
Confirm Required Fields were Updated		Validate Entries (button)
Confirm Bid Documents are Attached		Confirm Attachment (button)
Save Bid Entry without Submitting		Save for Later (button)
Submit Bid Pricing		Submit Bid (button)

⁷Supplier 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.

⁸Grantee “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.

⁹Multi 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.

¹⁰The “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

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Document Owner/Contact

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