

Instructions for registering as a State Supplier

In order for the state to process reimbursements and send payment, Council members must be in the state system as a “Supplier”.

To register for a Supplier ID, please go to <http://mn.gov/supplier> > Register for an Account > Register as a Supplier (Do not register as a Bidder).

The TIN will be your social security number.

Please complete the 7 steps and Submit the registration. Please allow up to 48 business hours for your registration to be reviewed. You will receive a confirmation email when approved – please await this final approval email to notify agencies of your new 10-digit Supplier ID.

The following link provides additional instructions for completing the supplier registration: <https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-register-as-supplier.pdf>

*When answering the Company Profile questions on Step 2, please DO NOT type anything into the field (this will cause to you error out). Leave the field completely blank/empty. Instead, click magnify glass icon to choose your response from a populated list.

For assistance:

Helpline 651-201-8106

OR

efhelpline.mmb@state.mn.us