

For the vendor to submit address changes through the Supplier Portal:

1. To set up a User ID to access the Supplier Portal, go to <http://mn.gov/supplier> > **Register for an Account > Register for a User ID.**
 - a. If you do not know your Supplier ID or need a password reset, please email the EFT Helpline: efthelpline.mmb@state.mn.us or call 651-201-8106. We will need your Federal Tax ID to locate your account.
 - b. Please find additional instruction at the following link for setting up the User ID: <https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-request-user-id-and-password.pdf>
2. Once logged in, navigate to “Manage Profile” > “Initiate Supplier Change” > Then click the “Addresses” tab and EDIT (pencil icon) the address that you wish to change. Please provide a brief reason in the Comments field (i.e. new address, moved, etc.). Then, go to the “Submit” tab to submit this request for approval. You will be prompted to provide your Federal Tax ID (enter with no dashes).
 - a. Please find additional instruction at the following link to make an address change (see pages 3&4): <https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-update-supplier-profile.pdf>
 - b. Please await a confirmation email notifying you that this change has been approved – if you do not receive a confirmation email after 2 business days, please email inquiries to vendor.mmbefax@state.mn.us and provide your “Supplier Change Request ID” or SCR ID (received upon submitting address change).
 - c. For multiple address changes, please submit EACH request separately for faster and more efficient processing.
 - d. If you get prompted with an error to answer the Company Profile questions upon submitting, you will need to answer the questions under the Company Profile tab. When answering, please DON’T type anything into the field. Leave the field completely blank/empty. Instead, click on the “select” or eyeglass icon to choose your response. Once all questions have been answered, proceed to the submit page to submit this request.