

QUICK REFERENCE GUIDE

Updated November 01, 2019

Add Location Code to Supplier

Add a Location Code to a supplier by adding a General Address. Adding a General Address will automatically create a *Location Code for the supplier*. If the newly added General Address is not yet linked to a Remittance Address, then add a new Remittance Address as well.

Steps to complete

- Step 1: Find the correct Supplier ID and Supplier Location Code.
- Step 2: Add a General/Remittance Address.

Note: Requests to add a Location Code are routed to the Supplier Support Unit for approval. If you have questions about approvals, contact the Supplier Support Unit (vendor.mmbefax@state.mn.us).

Suppliers also may add Location Codes using the Supplier Portal. (See [SWIFT Supplier Resources page](#).)

Step 1: Find the correct Supplier ID and Supplier Location Code.

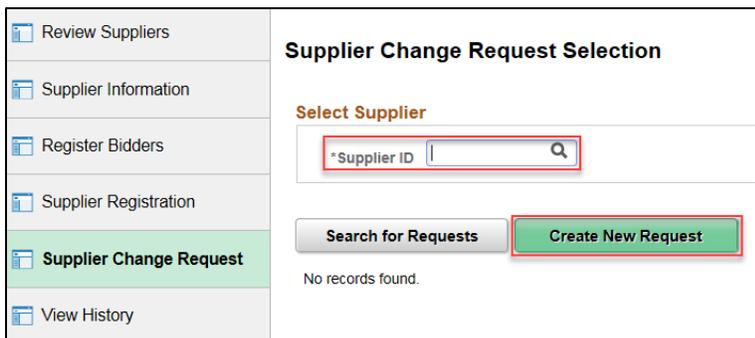
1. Find the Supplier ID. (See [Review Suppliers Inquiry QRG](#) and [Query for DBA Name QRG](#).)
2. Find the Location Code for the supplier. (See [Query for Location Code QRG](#).)

Step 2: Add a General/Remittance Address.

1. Navigate to the *Change Supplier Address* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Change Request.

2. Enter the Supplier ID into the *Supplier ID* field, and press the **Create New Request** button.



3. The *Addresses* screen will display. Press the **Add New Address** button.

The screenshot shows the 'Addresses' screen for 'MINNESOTA MANAGEMENT & BUDGET'. At the top, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. Below the title, there is a note: 'Note: Do not override existing addresses with your new address; as, these requests will be rejected. Instead, add a new address, and, use the comments field to provide details regarding the address(es) that should no longer be considered active.' A table lists the existing address:

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1
			001	1	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET	400 CENTENNIAL OFFICE BLDG

At the bottom left, the 'Add New Address' button is highlighted with a red rectangular box.

2. In the *Address Information* window, enter address information in the following fields:

Field	Field Description
* Address Type	Select the <i>Address Type</i> field from the following drop-down list: <i>General/Physical</i> or <i>Remittance</i> .
* DBA Name 1 DBA Name 2	Enter the DBA Name(s). At least one DBA Name is required.
Country	Enter "USA" into this field if the supplier is based in the U.S. If the supplier is not based in the U.S., select the Look up glass to search for the country code for the supplier.
* Address 1 Address 2 Address 3	Enter the address. At least one address is required. Note: If more than one address, enter the most important information in <i>Address 1</i> , because only <i>Address 1</i> appears in SWIFT searches.
* City	Enter the name of the city.
Postal	Enter the five- or nine-digit Zip Code.
* State	Enter the two-letters abbreviation of the state (MN for Minnesota), or search for it by selecting the Look Up glass.
* Comments	Enter the following comments if requesting to add a General Address: <ul style="list-style-type: none"> • The reason for adding the address. • The legal name and DBA name of the supplier. • Your name and phone number (so the Supplier Support Unit knows who submitted the request). Enter the following comments if requesting to add a Remittance Address: <ul style="list-style-type: none"> • The reason for adding the address. • The legal name and DBA name of the supplier.

Field	Field Description
	<ul style="list-style-type: none"> The General Address as well as the Location Code (e.g., 001, 002, 003, etc.) that the Remittance Address must be linked to. Your name and phone number (so the Supplier Support Unit knows who submitted the request).
Email ID	Enter the supplier's email address.

3. Enter phone and contact information in the following fields:

Field	Field Description
Phone Type	Select the appropriate drop-down option: <i>Business Phone, Cellular Phone, Fax, Home Phone, Main, or Other.</i>
Location	Leave this field blank.
Prefix	Leave this field blank.
Telephone	Enter the telephone (or fax) number.
Extension	Enter the telephone extension, if applicable.

4. To add additional phone and contact information, press the **Add Phone** button, and then enter phone and contact information.

Address Information for MINNESOTA MANAGEMENT & BUDGET

Address Information

*Address Type

DBA Name 1

DBA Name 2

*Country

Address 1

Address 2

Address 3

City

Postal

State

*Comments: Requester name, phone number & reason for request

*Email ID

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
<input type="text" value="Business Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved Changes Take Effect: Approval Date Future Date

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Note: To request the *Address Information* and *Phone Information* take effect at a future date, select the **Future Date** radio button, and enter the *Future Date*. Otherwise, the information will take effect on the present date if the **Approval Date** radio button is selected.

5. Press **OK**.

Address Information for MINNESOTA MANAGEMENT & BUDGET

Address Information

*Address Type

DBA Name 1 MINNESOTA MANAGEMENT & BUDGET

DBA Name 2 MMB

*Country USA United States

Address 1

Address 2

Address 3

City

Postal

State

*Comments: Requester name, phone number & reason for request

*Email ID

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
Business Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Phone

Approved Changes Take Effect: Approval Date Future Date

OK Cancel

6. Press the **Next** button.

Addresses for MINNESOTA MANAGEMENT & BUDGET

(ID: G100000000)

Note: Do not override existing addresses with your new address; as, these requests will be rejected. Instead, add a new address; and, use the comments field to provide details regarding the address(es) that should no longer be considered active.

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1
			001	1	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET	400 CENTENNIAL OFFICE BLDG

Add New Address

Exit Save for Later < Previous **Next** >

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7. The *Submit* screen will display. In the *Email communication* field, enter the email address you want notification sent to regarding the edits.
8. From the *Audit Reason Code* field, select “6 – Location Add/Update” from the drop-down list.
9. In the *Comments* field, enter a description of what address information was added.
10. Check mark the **Confirm Changes** box.
11. Press the **Submit** button.

Addresses Submit

Exit Save for Later < Previous Next >

Review and Submit Changes for MINNESOTA MANAGEMENT & BUDGET
(ID: G100000000)
Please supply a 'Reason Code' from the drop-down list; and include in the comments section any additional details you feel will help to clarify this change request.
Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

*Audit Reason Code

Comments
223 characters remaining

Confirm Changes

Review Withdraw Submit

12. The *Tax Id Validation* window will display. Enter the Supplier's Tax ID Number, and press **OK**.

Tax Id Validation ×

[Help](#)

Enter Tax Id

Tax Id Number

OK Cancel