

## QUICK REFERENCE GUIDE

Updated September 10, 2019

### Edit Supplier's Name

Before requesting a name change for a supplier on SWIFT, always make sure that the Supplier Support Unit has an updated W-9 from the supplier.

#### Steps to complete

- Step 1: Send an updated Supplier Change Request Form to the Supplier Support Unit.
- Step 2: Request the name change for the supplier on SWIFT.

#### Step 1: Send an updated Supplier Change Request form to the Supplier Support Unit.

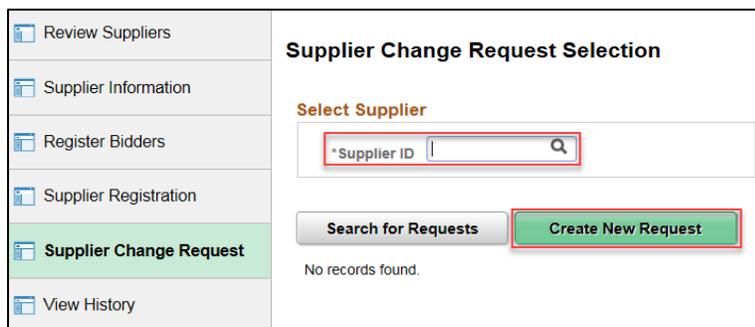
1. Contact the Supplier Support Unit via email ([vendor.mmbefax@state.mn.us](mailto:vendor.mmbefax@state.mn.us)) or fax (651-797-1306) and send the following information:
  - The Supplier ID
  - An updated [Supplier Change Request Form](#)
2. In the email or fax, add an explanation of the name change for the supplier, including what kind of name change it is (e.g., Doing Business As, or DBA, name change).

#### Step 2: Request the name change for the supplier on SWIFT.

1. Navigate to the *Supplier Change Request* 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 **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

4. The *Submit* screen will display. In the *Email communication* field, enter the email address you want notification sent to regarding the edits.
5. From the *Audit Reason Code* field, select “1 – Legal Name or Additional Name Change.”
6. In the *Comments* field, enter the following comments to request the name change:
  - A note stating that a current W-9 was sent to the Supplier Support Unit.
  - A description of the name change (e.g., DBA name change), followed by your name and phone number (so the Supplier Support Unit knows who submitted the request.)
7. Check mark the **Confirm Changes** box.
8. Press the **Submit** button.

**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:   
102 characters remaining

Confirm Changes

9. 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