

## QUICK REFERENCE GUIDE

Updated November 01, 2019

### Inactivate Supplier Address

Make a request to inactivate a supplier's address on SWIFT when the supplier goes out of business or provides a new [Substitute Form W-9](#) for the following situations:

- The supplier's name has changed.
- The supplier's FEIN has changed.
- The supplier has merged with or was purchased by another business with a different TIN.

#### Steps to complete

- Option 1: Contact the Supplier Support Unit to submit the request.
- Option 2: Submit the request on SWIFT via the address change request.

#### Option 1: Contact the Supplier Support Unit to submit the request.

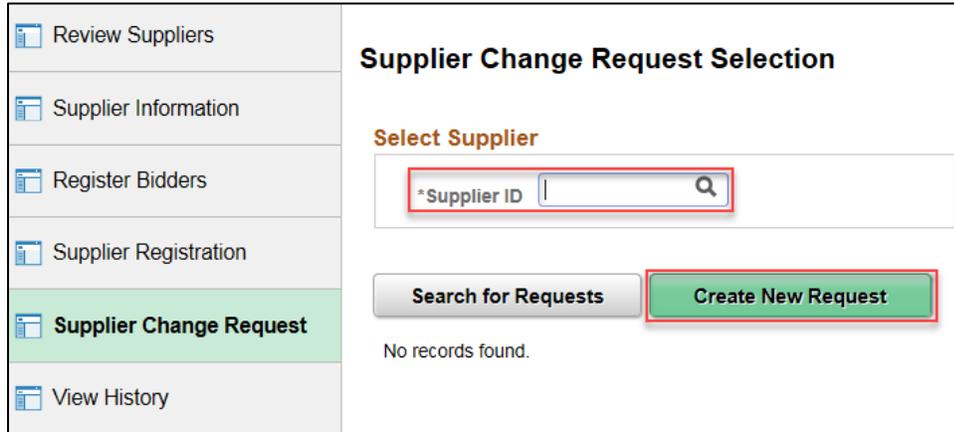
1. Contact the Supplier Support Unit via email ([Vendor.mmbefax@state.mn.us](mailto:Vendor.mmbefax@state.mn.us)).
2. Provide the supplier's information (Supplier ID, Legal Name, DBA Name, Location Code, and address) and the reason for inactivating the address.
3. Make sure to include your name and phone number (so the Supplier Support Unit knows who submitted the request to inactivate the supplier's address).

#### Option 2: Submit the request on SWIFT via the address change request.

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.



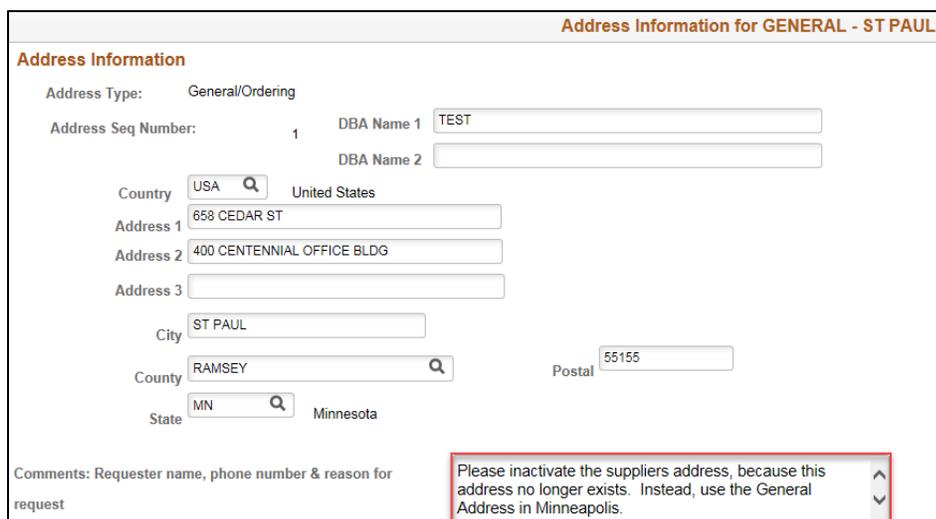
3. The *Addresses* screen will display. Select the **Edit** icon.



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	TEST	658 CEDAR ST

4. The *Address Information* window will display. In the *Comments* field, enter the following information:

- That the supplier's address must be inactivated, and the reason for inactivating the address.
- Your name and phone number (so the Supplier Support Unit knows who submitted the request).



Address Information for GENERAL - ST PAUL

Address Type: General/Ordering

Address Seq Number: 1 DBA Name 1: TEST DBA Name 2:

Country: USA United States

Address 1: 658 CEDAR ST

Address 2: 400 CENTENNIAL OFFICE BLDG

Address 3:

City: ST PAUL

County: RAMSEY Postal: 55155

State: MN Minnesota

Comments: Requester name, phone number & reason for request

Please inactivate the suppliers address, because this address no longer exists. Instead, use the General Address in Minneapolis.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

**Note:** To request that the supplier’s address be inactivated at a future date, select the **Future Date** radio button, and enter the *Future Date*. Otherwise, the request to inactivate the supplier’s address will take effect on the present date if the **Approval Date** radio button is selected.

5. Press **OK**, and then press the **Next** button.

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	TEST	658 CEDAR ST

6. The *Submit* screen will display. Enter the email address you want notification sent to regarding the edits in the *Email communication* field.
7. From the *Audit Reason Code* field, select “3-Address Add/Update” from the drop-down list.
8. In the *Comments* field, add a note that you made a request to inactivate the supplier’s address.
9. Check mark the **Confirm Changes** box.
10. Press the **Submit** button.

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