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).
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.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Change Request.</td>
</tr>
</tbody>
</table>
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.

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).
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.

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.