

QUICK REFERENCE GUIDE

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Inactivate Supplier ID

To inactivate a Supplier ID, send a request to the Supplier Support Unit. However, before sending the request, make sure it's the Supplier ID, and not the supplier's address, that needs to be inactivated.

Review the following scenarios to decide whether to inactive the supplier's address or Supplier ID.

Scenario	Inactivate Supplier's Address or Supplier ID?
A supplier with multiple DBAs no longer uses one of its DBAs.	Inactivate Address: Inactivate the one address with the outdated DBA.
A supplier was an individual (sole proprietor) with an SSN. It has recently changed to a business with an FEIN.	Inactivate Supplier ID: Inactivate the Supplier ID with the SSN as long as it has no outstanding payments. Then create a new supplier ID with the FEIN.

Steps to complete

1. Make sure a current W-9 for the supplier was sent to the Supplier Support Unit.
2. Contact the Supplier Support Unit via email (Vendor.mmbefax@state.mn.us).
3. Provide the supplier's information (Supplier ID, Legal Name, DBA Name, Location Code, and address) and the reason for inactivating the Supplier ID.
4. Make sure to include your name and phone number (so the Supplier Support Unit knows who submitted the request to inactivate the Supplier ID).