Notify Bidder to Convert to Supplier

Bidders must register as suppliers before they can take part in purchases, payments, or contracts with the State of Minnesota. If a supplier is registered as a bidder on SWIFT, you can use the Supplier module to notify the bidder contacts that they need to convert from bidder to supplier on the Supplier Portal. Bidders will be able to convert to suppliers only after receiving this notification.

Steps to complete

- Step 1: Search for the Bidder on the Notify Bidder to Convert page.
- Step 2: Send email notification to the bidder to register as a supplier.

Step 1: Search for the Bidder on the Notify Bidder to Convert page.

1. Navigate to the Notify Bidder to Convert 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, Notify Bidder to Convert.</td>
</tr>
</tbody>
</table>

2. In the Taxpayer Identification Number field, enter the bidders TIN.
3. In the Bidder ID field, enter the bidder’s identification number.
4. In the Company Name field, enter the bidder’s name.
5. Press the Search button, and find the bidder in the Search Results below.
Step 2: Send email notification to the bidder to register as a supplier.

1. In the Search Results, check mark the Send E-mail box for the bidder(s) to notify.
2. Press the Notify Bidder(s) button.

SWIFT will send an email notification to the bidder contact(s) with instructions to complete the supplier registration process in the Supplier Portal.