SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE
Updated November 01, 2019

Register Supplier

The Accounts Payable Supplier module lets State agency employees register suppliers and bidders on SWIFT. To register a supplier, submit a supplier registration request.

Note: To complete a supplier registration request, make sure supplier has provided a current W-9 form. Supplier registration requests are typically approved within three business days. For questions about the approval process, contact the Supplier Support Unit (vendor.mmbefax@state.mn.us).

Steps to complete

- Step 1: Enter Entity and TIN Type, as provided on the supplier's W-9.
- Step 2: Enter Identifying Information for the supplier.
- Step 3: Enter Address Information for the supplier.
- Step 4: Submit the supplier registration request for approval.

Step 1: Enter Entity and TIN Type, as provided on the Supplier's W-9.

1. Navigate to the *Supplier Registration* page to initiate the supplier registration request.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Registration.

2. The *Supplier Registration* page will display. On the *Welcome* screen (*Step 1 of 4*), select the **Start a new registration form** radio button to start the registration process for the supplier.

3. In the *Entity Type* field, select what type of legal entity the Supplier is (e.g., Individual Sole Proprietor, LLC, S Corporation, etc.).

    Hint: Review Step 1 of the Supplier's Substitute Form W-9 to verify the Supplier's legal entity type.

4. In the *TIN Type* field, select what type of Tax Identification Number the supplier has (e.g., SSN, FEIN).

5. Press the **Next** button.

Note: If you already started the supplier registration request, select the **Continue from where you left** radio button, and enter the *Registration ID* to continue from where you last left off in the process.

Step 2: Enter Identifying Information for the supplier.

1. The *Identifying Information* screen will display (*Step 2 of 4*). Enter the identification information for the supplier in the following fields. Required fields are marked with an asterisk (*****).

Field	Field Description
* Tax Identification Number	Enter the Tax Identification Number, such as the Federal Employer Identification Number (FEIN) or Social Security Number (SSN). Do not enter the TIN with dashes, slashes, or spaces.

Field	Field Description
	TINs are not required for one-time claim or refund suppliers. If you enter a new supplier with the same TIN as an existing one, SWIFT will not allow you to continue registration.
* Confirm Tax Identification Number	Reenter the tax identification number.
Minnesota Tax ID	Enter the Minnesota Tax Identification Number to identify suppliers that pay the Minnesota Sales Tax. This number is not required for out-of-state suppliers.
* Legal Name	Enter the legal name.
* Add Attachment	Select this link to add an attachment of the W-9 form. When the *Add Attachment* screen displays, press the **Upload** button to upload the W-9 form. When finished, press the **Return** button.
Additional Name	Enter an additional name for the supplier, if applicable.
http:/URL	Enter the supplier's website.

2. Press the **Next** button.

Step 3: Enter Address Information for the supplier.

1. The *Address* screen will display (*Step 3 of 4*). Enter the supplier's primary address information in the following fields.

Field	Field Description
* DBA Name 1	This field defaults with the Supplier's Legal Name. However, if the supplier wants payments made to a "Doing Business As" (DBA) name, enter it here.
DBA Name 2	Enter an additional DBA name for the supplier, if applicable.
Country **(Change Country)**	This field will default with "USA."

Field	Field Description
	If registering a foreign supplier, select the *Change Country* link to select a foreign country. The *Address* fields will not display the country is selected.
* Address 1	Enter the supplier's primary physical address. (**NOTE:** if apartment or suite number needed enter here also after street name, e.g, #XXXX)
Address 2	Enter additional address information for the supplier, if applicable.
Address 3	Enter additional address information for the supplier, if applicable.
* City	Enter the city where the supplier resides.
* County	Enter the county where the supplier resides, if in Minnesota. The *County* field won't be available for suppliers in other states.
* State	Enter the two-letter state abbreviation (e.g., MN for Minnesota). If needed, search for it using the **Look Up** icon.
* Postal	Enter the five- or nine-digit zip code (use format: XXXXX or XXXXX-XXXX).
* Email ID	Enter the supplier's email.

2. Check mark the **Remittance Address** box if the supplier has a Remittance Address different from the Primary Address, and then enter the remittance address information in the fields below.

   If the Remittance Address is the same as the Primary Address, do not check mark this box.

3. Press the **Next** button.

Note: SWIFT automatically updates Address Lines to conform to standard abbreviations (e.g., it will change "STREET" to "ST"). When this occurs, a message box will display. Press **Yes** to continue.

Step 4: Submit the supplier registration request for approval.

1. The *Submit* screen will display (*Step 4 of 4*). In the *Email communication* field, enter the email address you want notification sent to when the supplier registration process is complete. Please refer to the Substitute Form W-9 and use the email address provided in the section 3.

2. Check mark the **Terms and Conditions** box.

3. Press the **Review** button to review supplier information before submitting it for approval.

4. The *Review Page* window will display. Select the **Edit** icons to change any information

5. Press the **Return** button when finished.

6. Select the *Terms of Agreement* link to open the *Terms of Agreement*, and press the **Return** button when finished reading.

7. Press the **Submit** button.

Note: The **Submit** button will not be available until the **Terms and Conditions** box is check marked.

8. The *Registration Submit Details* screen will display to confirm you submitted a supplier registration request in SWIFT. Make sure the *Registration ID* appears below.

Registration Submit Details

Submitted

✔ You have successfully submitted your registration.

Your registration ID:
0001011519

Note: The supplier will receive email notification providing confirmation of the submitted supplier registration request as well as the *Registration ID*. However, this does not yet mean the supplier is registered in SWIFT, because the request must be approved.

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Your Registration Form Has Been Submitted

Details

Your supplier registration form has been submitted for approval.

Registration ID: 0001011519

If you have any further questions regarding your registration process, please contact MN Management & Budget at (651) 201-8106, or email efthelpline@state.mn.us, or vendor.mmbefax@state.mn.us - fax: 651-797-1306.

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Thank you

State of Minnesota

9. Wait up to three days for the approval process to be completed.

10. For questions about the approval process, please contact the Supplier Support Unit (vendor.mmbefax@state.mn.us), using the *Registration ID* as a reference.