SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Review Supplier Information

To find specific details about a supplier, review supplier information on the *Supplier Information* page.

The *Supplier Information* **page lets you search for** specific details about a supplier, such as active status, persistence, address, contact information, notes or comments.

Step 1: Search for the Supplier Information.

1. Navigate to the *Supplier Information* page.

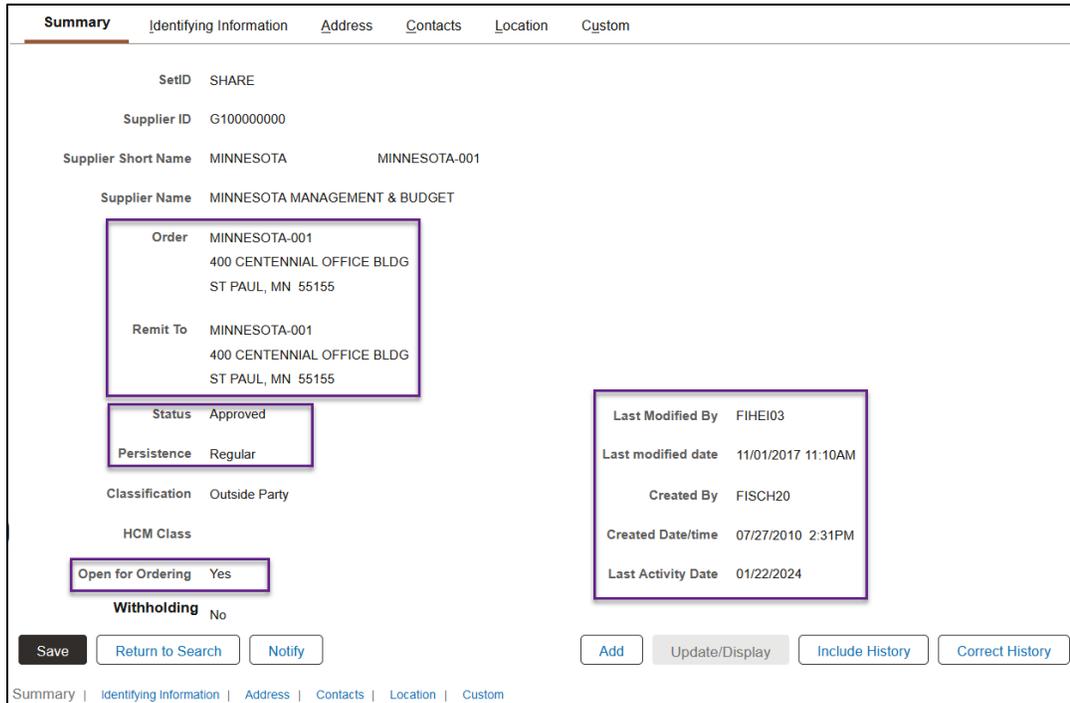| Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Information.

2. In the *Supplier ID* field, type the supplier's 10-digit Supplier ID, and select the **Search** button.

3. Look for the supplier under *Search Results*, and select the *Supplier ID*.

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Step 2: Review the Supplier Information tabs.

1. Review the *Summary* tab to find the following supplier details: *Order* address, *Remit To* address, *Status*, *Persistence*, *Open for Ordering*, *Last Modified By*, *Last modified date*, *Created By*, *Created Date/time*, and *Last Activity Date*.

2. On the **Summary** tab, make sure the supplier is approved to do business with the State.

   - Supplier is "Approved" if these fields read as follows:
     - *Status* = Approved
     - *Persistence* = Regular or One Time
     - *Open for Ordering* = Yes
   - Supplier is "Pending Inactivation" if the fields read as follows:
     - *Status* = Active
     - *Persistence* = Regular
     - *Open for Ordering* = No
   - Supplier is "Inactive" if the fields read as follows::
     - *Status* = Inactive
     - *Persistence* = Regular or One Time

   Note: If the Status reads "To Archive," then the supplier may not be used.

3. If the *supplier* is Inactive, select the *Address* tab to verify and look for comments about the supplier's status in the *Comment Text* field.

4. If no comments are in the *Comment Text* field, email the Supplier Support Unit (vendor.mmbefax@state.mn.us) and ask for verification about whether or not the supplier has been inactivated.

Note: If the supplier has been inactivated but needs to be reactivated, the Supplier Support Unit must have a current W-9 from the supplier.

5. Select the ***Identifying Information* tab to find** *Supplier Type* (Business, State Agency, Government, etc.), ***Additional ID Numbers* (**MN Tax ID *or* DUNS Number), and ***Comments* (special notes about the supplier).**

Note: If the supplier's TIN changed, the new *Supplier ID* will appear in the *Corporate Supplier ID* field.

6. You can find out a supplier's Human Rights and/or Equal Pay Certifications from the Minnesota Department of Human Rights on the *Government Classifications* section.

7. Select the *Address* **tab**, and then **select** the *Payment/Withholding Alt Names* arrow icon to find the *Payment Alternative name* **(**DBA name) and the *Withholding Alt name* **(L**egal name).

Note: Payment Alternate Names appear on payments to the supplier; Withholding Names appear on the supplier's 1099 Form.

8. Select the **Contacts** tab to find contact information for the supplier:

- *Supplier Contact*: *Contact ID* number and *Description* of the supplier contact.
- *Details*: *Effective Date*, *Effective Status* (Active or Inactive), and *Type* of supplier.
- *Phone Information*: *Business Phone* and/or *FAX* number for the supplier.