

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.

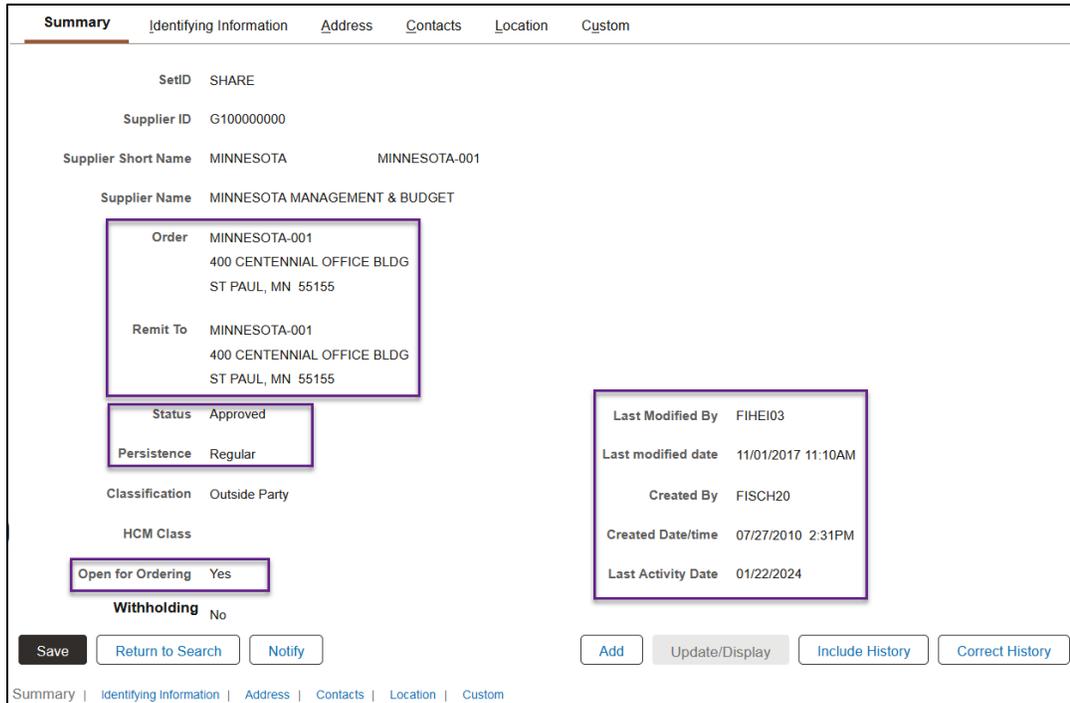
2. In the *Supplier ID* field, type the supplier’s 10-digit Supplier ID, and select the **Search** button.
3. Look for the supplier under *Search Results*, and select the *Supplier ID*.

The screenshot shows the 'Supplier Information' page with search criteria set to 'Supplier ID begins with G10'. The search results table shows one result for SetID 'SHARE' with Supplier ID 'G100000000'.

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
SHARE	G100000000	Regular	MINNESOTA-001	(blank)	MINNESOTA MANAGEMENT & BUDGET

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.*



Summary | Identifying Information | Address | Contacts | Location | Custom

SetID SHARE

Supplier ID G100000000

Supplier Short Name MINNESOTA MINNESOTA-001

Supplier Name MINNESOTA MANAGEMENT & BUDGET

Order MINNESOTA-001
400 CENTENNIAL OFFICE BLDG
ST PAUL, MN 55155

Remit To MINNESOTA-001
400 CENTENNIAL OFFICE BLDG
ST PAUL, MN 55155

Status Approved

Persistence Regular

Classification Outside Party

HCM Class

Open for Ordering Yes

Withholding No

Last Modified By FIHEI03

Last modified date 11/01/2017 11:10AM

Created By FISCH20

Created Date/time 07/27/2010 2:31PM

Last Activity Date 01/22/2024

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

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.

- 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.

Summary Identifying Information **Address** Contacts Location Custom

SetID SHARE [Supplier Address Search](#)

Supplier ID G10000000 Short Supplier Name MINNESOTA-001 Supplier MINNESOTA MANAGEMENT & BUDGET

Supplier Address [Search] | < > 1 of 3 | View All

Address ID 1 [+ -]

Description GENERAL - ST PAUL

Details [Search] | < > 1 of 1 | View All

Effective Date 07/27/2011 Effective Status Active [+ -]

Country USA [Search] United States

* Address 1 400 CENTENNIAL OFFICE BLDG

Address 2 658 CEDAR ST

Address 3

* City ST PAUL

Country [Search] * Postal 55155

* State MN [Search] Minnesota

Email ID Swift_Testing@state.mn.us

> **Payment/Withholding Alt Names**

Comment Text [Text Area]

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.

- 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).

Identifying Information

SetID: SHARE
Supplier ID: G100000000
*Supplier Short Name: MINNESOTA (MINNESOTA-001)
*Classification: Outside Party
HCM Class: [Dropdown]
*Persistence: Regular
Supplier Status: Approved
*Supplier Type: 03-State Agency

*Supplier Name: MINNESOTA MANAGEMENT & BUDGET
Additional Name: MMB
Withholding: []
Registered: []
Open For Ordering: [x]
W9 Date: 05/10/2013
*Supplier Audit: Default
Supplier Audit: [x]
Template ID: SWIFT

Supplier Relationships

Corporate Supplier: []
Corporate SetID: SHARE
Corporate Supplier ID: G100000000
InterUnit Supplier: []
InterUnit Supplier ID: [Search]
Supplier 360

Create Bill-To Customer

Create Bill To Customer: []

> Supplier Rating
> Supplier Logo

Additional ID Numbers

Customer SetID: SHARE [Search]
Customer ID: [Search]
Our Customer Number: [Search]
ISO and SEPA Information

> Duplicate Invoice Settings
> Government Classifications
> Standard Industry Codes
> Additional Reporting Elements
> Financial Sanctions Status

Comments & Attachments

Comments: [Text Area]

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

- 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.

Government Classifications

EEO Certification Date: [Calendar]
HUB Zone: []

Government Sources

*Certification Source: EPC [Search] Equal Pay Certification

Government Classifications

Effective Date: 01/01/1901 [Calendar]
Certificate Begin Date: 01/01/1901 [Calendar]
Government Classification: E [Search] Exempt
Certification Number: [Search]
Certificate Expiration: 12/13/2099 [Calendar]

- 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** (Legal name).

Summary Identifying Information **Address** Contacts Location Custom

SetID SHARE [Supplier Address Search](#)

Supplier ID G100000000 Short Supplier Name MINNESOTA-001 Supp

Supplier Address

Address ID 1

Description GENERAL - ST PAUL

Details

Effective Date 07/27/2011 Effective Status Active

Country USA United States

* Address 1 400 CENTENNIAL OFFICE BLDG

Address 2 658 CEDAR ST

Address 3

* City ST PAUL

Country * Postal 55155

* State MN Minnesota

Email ID Swift.Testing@state.mn.us

Payment/Withholding Alt Names

Payment Alternate name

Name 1 MINNESOTA MANAGEMENT & BUDGET

Name 2

Withholding Alternate name

Withholding Name 1

Withholding Name 2

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.