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.

Steps to complete

- Step 1: Search for the Supplier Information.
- Step 2: Review the Supplier Information tabs.

Step 1: Search for the Supplier Information.

1. Navigate to the Supplier Information page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
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<tr>
<td>Navigation Collection</td>
<td>Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Information.</td>
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</table>

2. In the Supplier ID field, type the supplier’s 10-digit Supplier ID, and press the Search button.

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