

QUICK REFERENCE GUIDE

Updated November 01, 2019

Review Suppliers Inquiry

Use the Review Suppliers Inquiry to search for a Supplier ID by withholding TIN.

Steps to complete

- Step 1: Search for the Supplier on the *Review Suppliers* page.
- Step 2: Review Main and Additional Information for the Supplier.

Step 1: Search for the Supplier on the *Review Suppliers* page.

1. Navigate to the *Review Suppliers* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance. The <i>Review Suppliers</i> page will display by default.

2. On the *Review Suppliers* page, enter information into the following fields.

Note: The *SetID* field and the *ID Type* field are required.

Field	Field Descriptions
* Set ID	The identifier that lets State agencies share SWIFT data. In this case, the SetID is a shared list of all suppliers for the State of Minnesota, so the field will default to SHARE. Do not change this value.
Supplier ID	The 10-digit ID assigned by SWIFT to the supplier.
Name	The supplier's Header Name, which could be the legal name (if the supplier has multiple addresses) or the DBA name (if the supplier has one location).
Short Name	The first 10 characters of a supplier's name, followed by a three-digit number assigned by the SWIFT. The last three digits show how many suppliers start with the same 10 characters. For example, if five suppliers start with SMITH JO, then when a new supplier is added with the same name, the last three digits will be 006, because it is the sixth supplier in SWIFT that starts with SMITH JO.

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Field	Field Descriptions
Withholding Name	The supplier's legal name assigned to the TIN (as displayed on 1099 forms).
Classification	The type of supplier: <ul style="list-style-type: none"> • Attorney: Suppliers who are attorneys. This classification is never used. • Employee: Suppliers who are MN State Agency Employees. • HCM: Third-party supplier from SEMA4. This classification is never used. • Outside Party: Any supplier who is not a State employee.
Supplier Status	The current status of the supplier: <ul style="list-style-type: none"> • Approved: The supplier has been approved by MMB. • Denied: Request for the supplier has been rejected by MMB. • Inactive: The supplier is not available for use. • To be Archived: The supplier has been archived on SWIFT. • Unapproved: This option is never used.
Type	The type of goods and/or services provided. Always leave this field blank.
Persistence	A record that shows if the supplier's status in SWIFT will remain active: <ul style="list-style-type: none"> • One Time: The supplier will be paid one time for a refund or reimbursement, and then its status will automatically go to inactive after that payment. • Permanent: Not used by the State of Minnesota. • Regular: The supplier will remain active after a payment. (A W-9 must be sent to the Supplier Support Unit for a supplier to have Regular Persistence.)
Address, City, Country, State, Postal	The supplier's full address. The same address may be used by more than one supplier. Search by TIN if there are multiple search results for a supplier's address. (See ID Type .)
Customer Number	The Accounts Receivable number for a customer, which is tied to the supplier for the selected SetID. Since customers use a different SetID than suppliers, this field is not a valid search option. Do not use this field.
Withholding Tax ID	The supplier's withholding TIN.

3. Press the **Search** button. *Search Results* will display matching supplier information.

Review Suppliers

Search Criteria

*SetID <input type="text" value="SHARE"/> <input type="button" value="Q"/> Name <input type="text"/> Equal to <input type="button" value="v"/> Withholding Name <input type="text"/> Equal to <input type="button" value="v"/> Supplier Status <input type="text"/> <input type="button" value="v"/> Sanctions Status <input type="text"/> <input type="button" value="v"/>	Supplier ID <input type="text"/> <input type="button" value="Q"/> Short Name <input type="text"/> Equal to <input type="button" value="v"/> Classification <input type="text"/> <input type="button" value="v"/> Type <input type="text"/> <input type="button" value="v"/> Persistence <input type="text"/> <input type="button" value="v"/>
Address <input type="text"/> Equal to <input type="button" value="v"/> Customer Number <input type="text"/> ID Type <input type="text"/> Tax Identification Number <input type="button" value="v"/> VAT Registration ID <input type="text"/> Withholding Tax ID <input type="text"/>	City <input type="text"/> Country <input type="text"/> <input type="button" value="Q"/> State <input type="text"/> <input type="button" value="Q"/> Postal <input type="text"/> Bank Account # <input type="text"/>

Max Rows

Search Results

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
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Step 2: Review Main and Additional Information for the Supplier.

1. Under *Search Results*, review the following information on the *Main Information* tab.

Field	Field Descriptions
Supplier ID	The supplier's 10-digit ID.
Supplier Name	The Header name or supplier's legal name.
ShortName	The first 10 characters of supplier name, followed by three digits.
Address, City, State, & Country	The supplier's full address. (To search using the <i>State</i> field, the <i>Country</i> field also must be populated.)
Effective Status	If the supplier's address is Active (not if supplier itself is active).

Search Results

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
▼ Actions	SHARE						MN	USA	Active

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2. Under *Search Results*, select the *Additional Supplier Info* tab to review the following information.

Field	Field Descriptions
Status	The current status of supplier – Approved or Inactive.
Classification	The type of supplier – Employee or Outside Party.
Persistence	The record of supplier’s status – Regular or One Time.
Withholding	If this box is checked, supplier is subject to withholding, such as back up withholding, revenue setoff, or received payments that are 1099 reportable.
Open For Ordering	If this box is checked, State agencies may create purchase orders for supplier.

Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Supplier	Open For Ordering	Sanctions Status
Approved	Outside Party	Regular		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

Note: If the **Open For Ordering** box is not checked and the *Effective Status* field says *Approved*, the supplier is pending inactivation, and State agencies cannot create purchase orders for the supplier.