Overview of Changes in Supplier

September 1, 2019

This overview contains information about changes you will see from the SWIFT Limited Upgrade to access Supplier module and pages. Changes include:

- “Vendors” now known as “Suppliers”
- Access the Supplier pages
- Steps to register suppliers and bidders
- Supplier Change Requests

While the update to SWIFT will have a new look and feel, this upgrade will not affect how most processes are completed.

**Note:** There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact the SWIFT Help Desk: SWIFT.project@state.mn.us.

“Vendors” now known as “Suppliers”

In the SWIFT Limited Upgrade, vendors will now be known as suppliers.

**Access the Supplier pages**

To access to Supplier pages in the new version of SWIFT, use the tile-based navigation as follows:

1. From the **Homepage**, select the **Accounting** tile.

   ![](image1.png)

2. Select the **Supplier** tile to open the **Supplier** module.

   ![](image2.png)
3. Select the **Supplier Maintenance** tile to open Supplier pages.

4. Options to access different Supplier pages will display in the left-menu. The **Review Suppliers** page will display by default. To open a different page in the work area to the right, select the page from the left-menu.

For example, to begin registering a supplier, select **Supplier Registration**.
Steps to Register Suppliers and Bidders

To register a Supplier, select **Supplier Registration**.

To register a Bidder, select **Register Bidders**.

Notice that both the Supplier and Bidder Registration pages will have fewer steps on the new version of SWIFT.

- The previous version of these pages had five steps (ID Information, Primary Address Information, Other Account Addresses, Additional Addresses, and Contact Information).
- The upgraded version will have only four steps (Welcome, Identifying Information, Addresses, and Submit).
Supplier Change Requests

To make changes to a Supplier’s address, select *Supplier Change Request*.

To make changes to the Supplier’s address, select the Edit button.