

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.

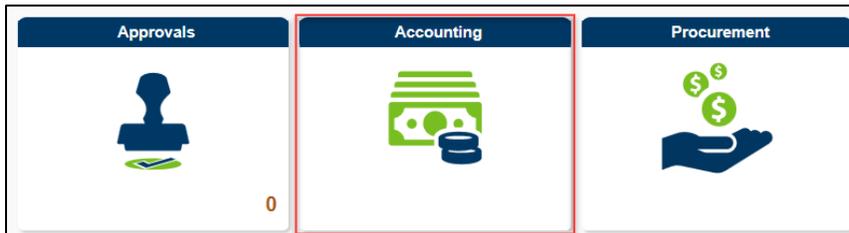
“Vendors” now known as “Suppliers”

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

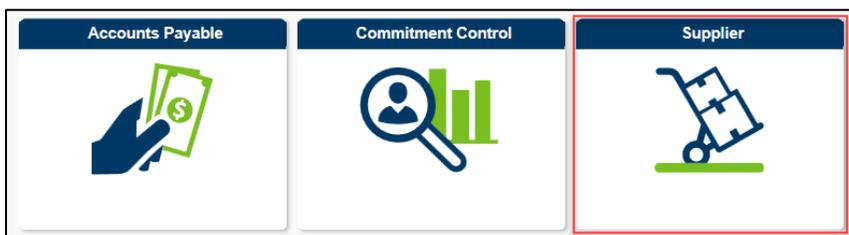
Access the Supplier pages

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.



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

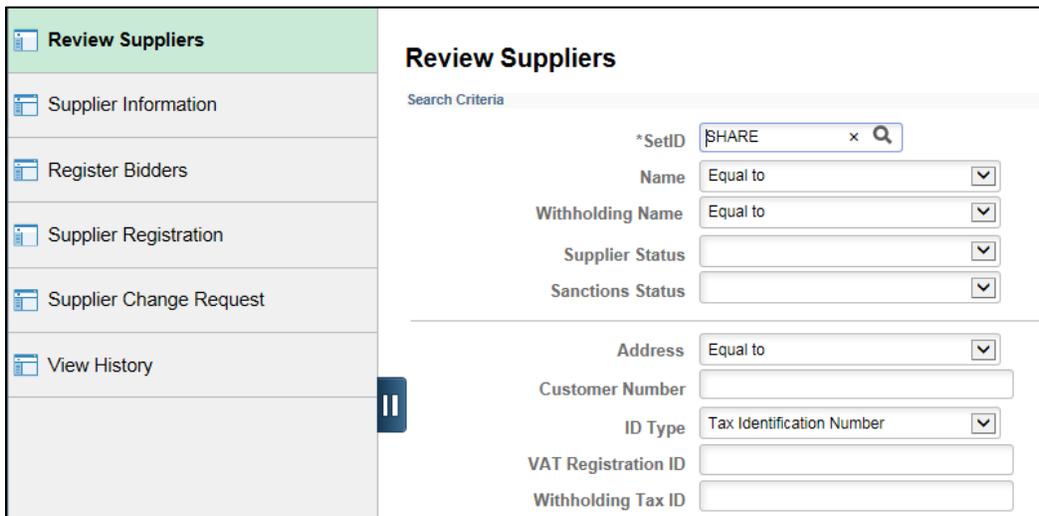


SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

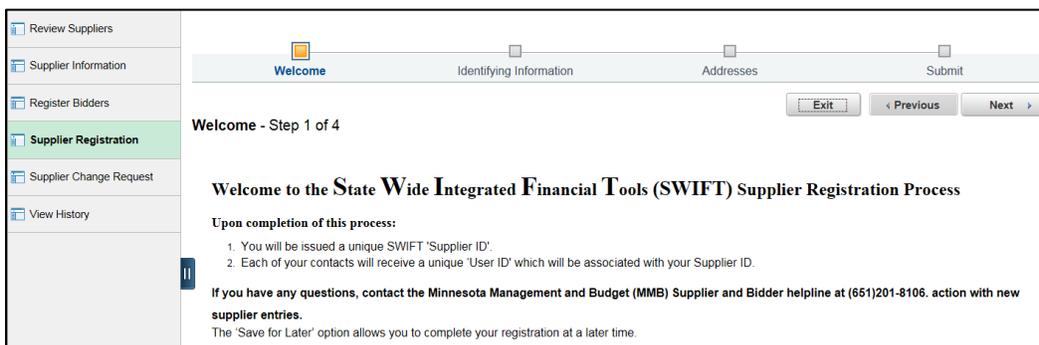
3. Select the **Supplier Maintenance** tile to open Supplier pages.



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*.

Welcome - Step 1 of 4

State Wide Integrated Financial Tools (SWIFT) Supplier Registration

Upon completion of this process:

- 1) The Supplier will be issued a unique SWIFT 'Supplier ID'; also known as a 'Vendor ID'.
- 2) Personal or business-related information will be recorded and associated with this ID.
- 3) Each registered contact will receive a unique User Identification (also referred to as a 'User ID' or 'OprID'); and systematically assigned a password; which they will be required to reset upon initial access to the system.
- 4) They will also be set up with access to view and bid on events. Their Supplier ID and OprID will be used to track bidding activity.

We encourage you to select the '?' icons on the registration pages, as they provide additional information. If you still have questions, use the 'Contact Us' option to initiate this process, or contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106.

The Supplier will receive an email with the following text included in the body of the message:

Note that Pursuant to Minnesota Statute 279C.65, Subdivision 3, vendors are required to provide their Federal Employer Identification Number or Social Security Number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require a vendor to file tax returns and pay delinquent tax liabilities. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

To begin the registration process, select the type of entity, and the respective Taxpayer Identification Number - aligning these selections with the IRS filing status details provided by the Supplier-Requestor. Then select 'Next'.

Note: If you have used the 'Save for Later' option, please select the 'Continue from where you left' radio button at the bottom of the page, enter your registration ID, and then select the arrow to the right of your Registration ID to resume the registration process.

Select an activity below:

Start a new registration form

What type of entity do you represent?

*Entity Type

*TIN Type

Continue from where you left

To register a Bidder, select *Register Bidders*.

Welcome - Step 1 of 4

Bidder-To-Supplier Registration

This registration process is only applicable if a Bidder needs to be converted to a Supplier for payment processing.

For help specific to that area of the registration process, select the nearby question mark icon.

If you still have questions; use the 'Contact Us' option, or contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106.

To begin the registration process, select the 'Continue from where you left' radio button, enter the Registration ID that was provided when you attempted to register this Bidder as a Supplier; and, then select 'Next'.

Select an activity below:

Start a new registration form

What type of entity do you represent?

*Entity Type

*TIN Type

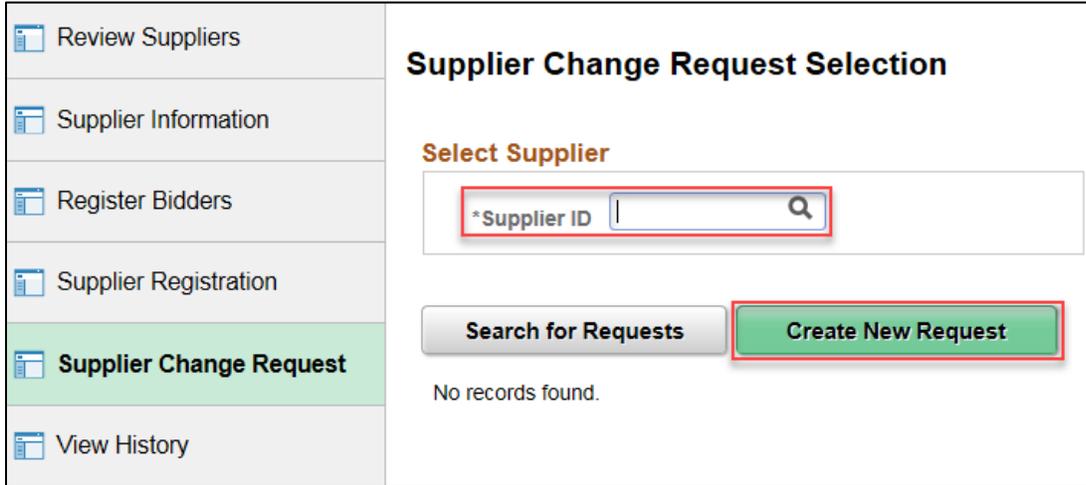
Continue from where you left

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

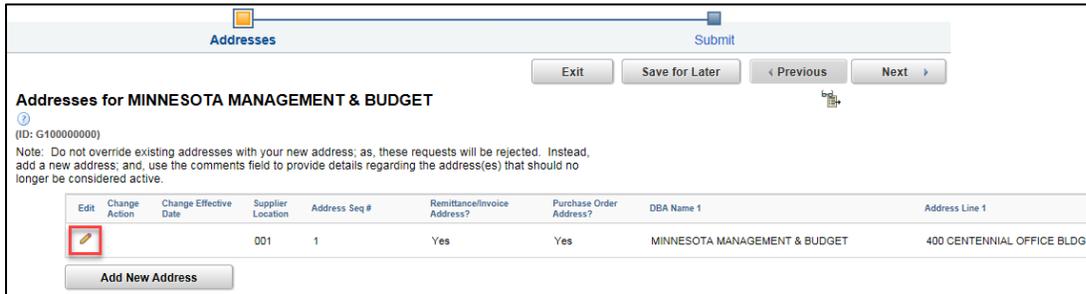
- The previous version of these pages had five steps (ID Information, Primary Address Information, Other Account Addresses, Additional Addresses, and Contact Information).
- The upgraded version will have only four steps (Welcome, Identifying Information, Addresses, and Submit).

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.



Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1
			001	1	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET	400 CENTENNIAL OFFICE BLDG