

QUICK REFERENCE GUIDE

Updated February 20, 2024

Convert from Bidder to Supplier

Sometimes suppliers may accidentally register as bidders on the State of Minnesota Supplier Portal. If you registered as a bidder on the Supplier Portal and need to register as a supplier instead, contact the EFT Helpline at 651-201-8106 or via email at efthelpline.mmb@state.mn.us. You will receive an email instructing you to convert your profile from bidder to supplier on the Supplier Portal.

Please note that you will not be able to receive payments and/or purchase orders from the State of Minnesota until you are registered as a supplier.

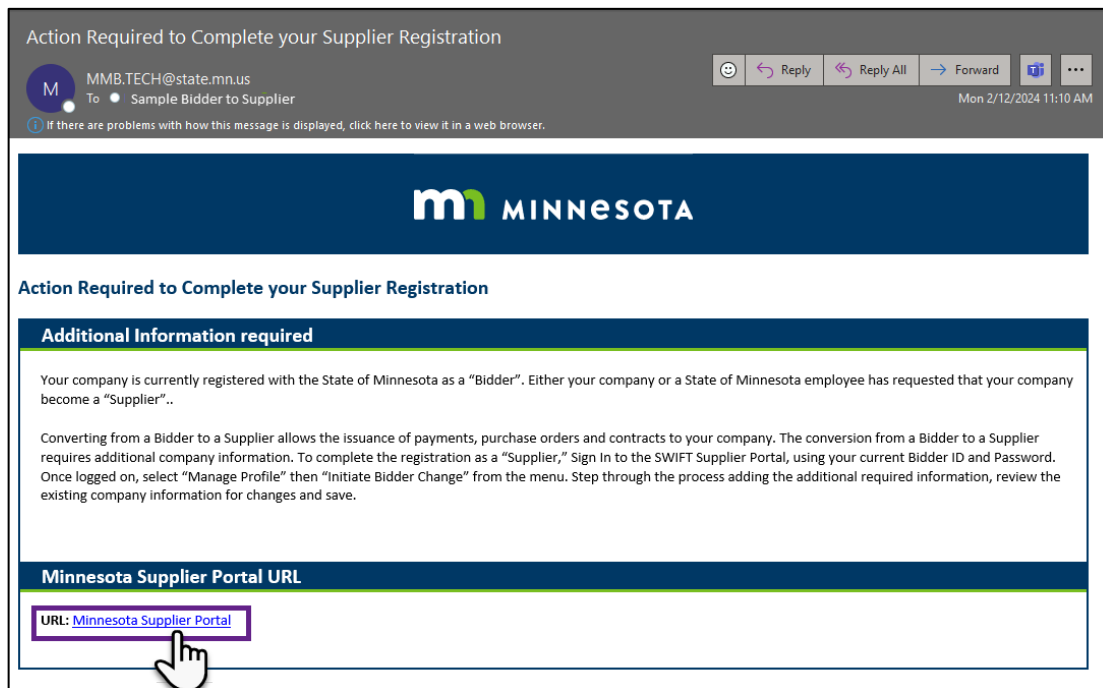
Steps to Complete:

- Step 1: Sign In to the Supplier Portal.
- Step 2: Update your profile from bidder to supplier and submit it for approval.

Step 1: Sign In to the Supplier Portal.

1. To complete your bidder to supplier conversion, open the email from the State of Minnesota that says, "Action Required to Complete your Supplier Registration."

In this email, select the URL to open the Minnesota Supplier Portal (<http://mn.gov/supplier>).



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

NOTE: You must receive this email for your bidder to supplier conversion to be successful. If you have any questions about this email or need it to be resent, please contact the EFT Helpline at 651-201-8106 or via email at efthelpline.mmb@state.mn.us.

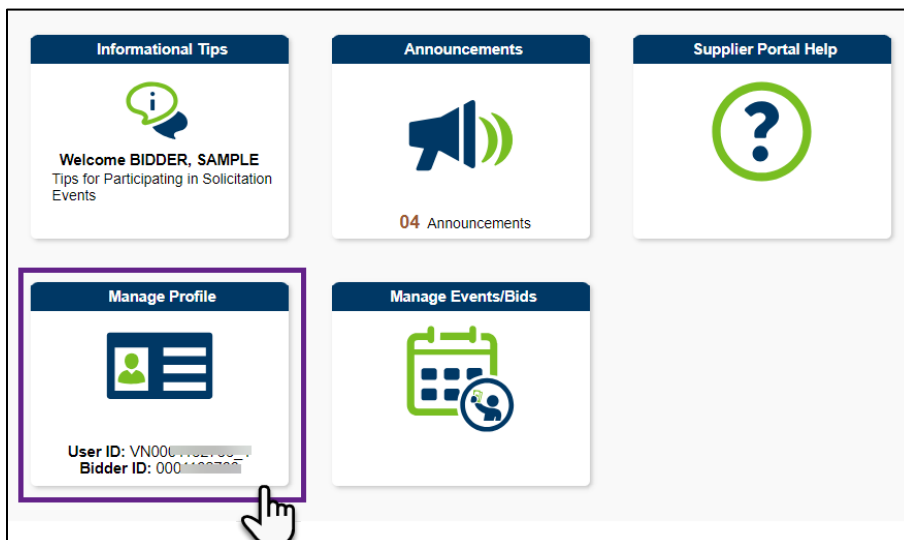
2. To log in to the Supplier Portal, select the **Sign In** tile.



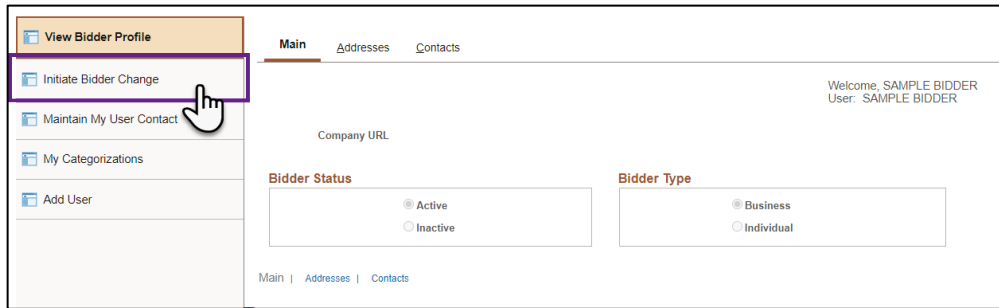
3. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
4. Select the **Sign In** button and complete the multifactor authentication process. For help please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).

Step 2: Update your profile from bidder to supplier and submit it for approval.

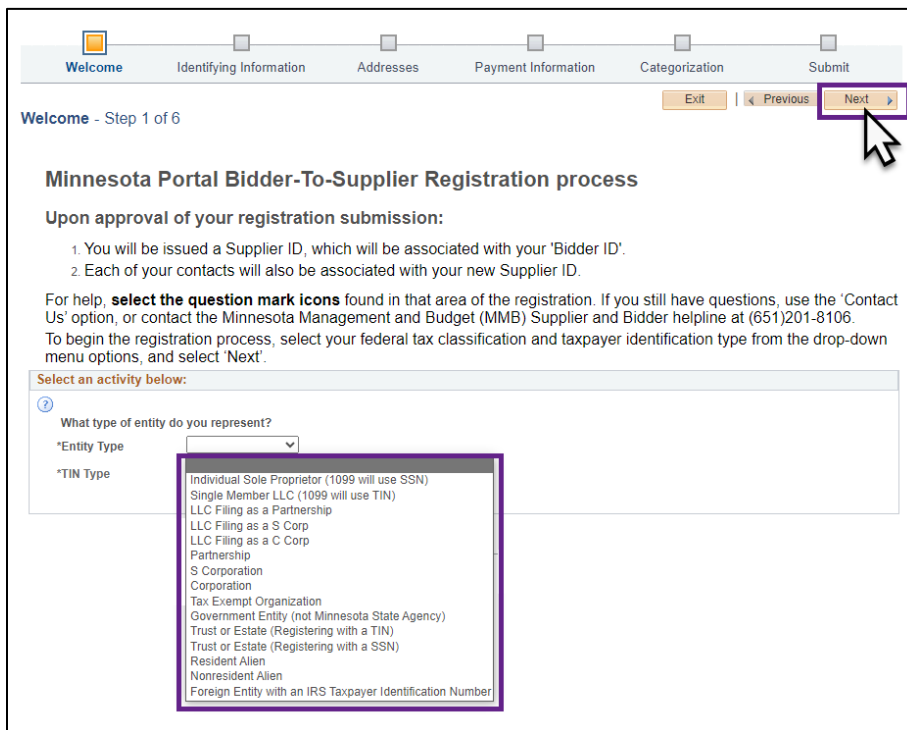
1. After signing into the Supplier Portal, select the **Manage Profile** tile.



- The *Manage Profile* page will display. To change your profile from bidder to supplier, select *Initiate Bidder Change* from the left-menu.



- On the *Welcome* page, use the drop-down list to select the type of entity you represent in the *Entity Type* field.
- Select the **Next** button to continue.



- On the *Identifying Information* page, make sure the correct name is entered in the *Legal Name* field.
- Enter the appropriate information in the *Minnesota Tax ID*, *Additional Name*, and *URL* fields, if applicable.
- In the *Profile Questions* asking for the type of contractor, approximate annual sales, and the number of employees, use the **Look Up List** icon to open and select the appropriate answer.
- For last question, open the drop-down list and select “Yes” or “No” to answer if there has been an ownership change within the past two years.

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NOTE: If you select “Yes” for this question, you will also need to fill out the Vendor Name Change Request form online: <https://mn.gov/mmb-stat/documents/swift/vendor/supplier-name-change-request-form.pdf>.

9. Select the **Next** button to continue.

Welcome Identifying Information Addresses Payment Information Categorization Submit

Identifying Information - Step 2 of 6

Exit Previous Next

Businesses are required to provide a TIN/FEIN so the State can confirm your entity is not already established in our system as a Bidder or Supplier. Please enter the legal name of your business exactly as it appears on the IRS tax filing paperwork.

Unique ID & Company Profile

* Tax Identification Number *****

* Confirm Tax Identification Number *****

Minnesota Tax ID

* Legal Name SAMPLE BIDDER TO SUPPLIER

Additional Name

http://URL Open URL

Profile Questions

* Type of Contractor

What were your company's approximate annual sales for last year?

* Number of Employees, (Required for MDHR Reporting Purposes)

* Has there been an ownership change within the past two years? If Yes, please fill out a Vendor Name Change Request form

Contact Us

10. On the *Addresses* page, review and/or update the *DBA Name*, *Address*, and *Email ID* fields under the *Primary Address* section to ensure the correct information is entered.

Welcome Identifying Information Addresses Payment Information Categorization Submit

Addresses - Step 3 of 6

Exit Previous Next

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided. Refer to the question mark icon if the DBA Name(s) are different from the IRS entity name.

Primary Address

DBA Name 1 SAMPLE BIDDER TO SUPPLIER

DBA Name 2

*Country USA United States

* Address 1 123 BIDDER ST

Address 2

Address 3

* City ST PAUL

County RAMSEY * Postal 55112

* State MN Minnesota

*Email ID Swift.Testing@state.mn.us

11. If the remittance address differs from the primary address, scroll down to the *Other Address* section and check mark the **Remittance Address, If Difference** box. Then, enter the appropriate information in the *DBA Name, Address, and Email ID* fields for the remittance address.

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

Remittance Address, If Different

Address for remitting payment

DBA Name 1 SAMPLE BIDDER TO SUPPLIER

DBA Name 2

*Country USA United States

* Address 1

Address 2

Address 3

* City

County * Postal

* State

*Email ID

12. Select the **Next** button to continue.

Welcome Identifying Information **Addresses** Payment Information Categorization Submit

Exit Previous **Next**

Addresses - Step 3 of 6

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided.
Refer to the question mark icon is the DBA Name(s) are different from the IRS entity name.

Primary Address

DBA Name 1 SAMPLE BIDDER TO SUPPLIER

DBA Name 2

*Country USA United States

* Address 1 123 BIDDER ST

Address 2

Address 3

* City ST PAUL

County RAMSEY * Postal 55112

* State MN Minnesota

*Email ID Swift.Testing@state.mn.us

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

Remittance Address, If Different

Address for remitting payment

Contact Us

13. On the *Payment Information* page, enter your banking information by check marking the box to enter EFT/Bank Information. Then, fill out the fields in the Payment Preferences and Supplier Banking Information sections.

14. Select the **Next** button to continue.

Welcome Identifying Information Addresses **Payment Information** Categorization Submit

Exit Previous **Next**

Payment Information - Step 4 of 6

If you prefer payment by check, select 'Next'.
If you wish to receive payment via EFT, please provide your banking information.
If you wish to be notified of EFT payments, check 'enable Email Payment Advice', and provide your email address.

[Click here to enter EFT/Bank Information](#)

Payment Preferences

Enable Email Payment Advice
Email Address: _____

The State of Minnesota will send Payment Notifications to the email address provided here.
The State will also attach payment details in a PDF document in the payment notification.

Supplier Banking Information

*Bank Name: _____
*Account Type: _____
*Bank Routing Number: _____
*Bank Account Number: _____
*Re-enter Bank Account Number: _____

[Contact Us](#)

15. On the *Categorizations* page, review the *UNSPSC* codes and/or update them by adding or deleting codes:

- To search for a *UNSPSC* code, enter a description of the commodity and/or service code in the *Description* fields and/or *Category* field, and then select the **Search** button.
- To add a *UNSPSC* code, check mark the *Selected Flag* box next to that code, and then select the **Add Selected** button.
- To delete a *UNSPSC* code, select the **Delete** icon next to that code.

16. Select the **Next** button to continue.

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Category

Search

UNSPSC Codes (Search results)

Selected Flag	Category	Description
<input type="checkbox"/>	10152000	Tree and shrub seeds and cuttings
<input type="checkbox"/>	10161500	Trees and shrubs
<input type="checkbox"/>	22101533	Treedozers
<input type="checkbox"/>	30121800	Landscape architecture materials
<input checked="" type="checkbox"/>	70111501	Planting services or ornamental plant or bush or tree
<input type="checkbox"/>	70111502	Pruning services or ornamental plant or bush
<input type="checkbox"/>	70111503	Tree trimming services
<input type="checkbox"/>	70111504	Bracing services
<input type="checkbox"/>	70111505	Tree surgery services
<input type="checkbox"/>	70111506	Arborist services
<input type="checkbox"/>	70111507	Removal services or ornamental plant or bush or tree
<input type="checkbox"/>	70111508	Plants or ornamental tree spaving services
<input type="checkbox"/>	70111601	Planting services
<input type="checkbox"/>	70111602	Nursery services
<input type="checkbox"/>	70111603	Floriculture services

Add Selected

Your Codes

Category	Description
1 70111501	Planting services or ornamental plant or bush or tree

17. On the *Submit* page, enter your email in the *Email communication* field.
18. Enter your password in the *Password* field.
19. Select the *Terms of Agreement* link to open and review the **Terms of Agreement**.

Submit - Step 6 of 6

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Email communication regarding this registration will be sent to:

*Email ID

Please provide password for re-access in case we should need more information from you to complete the registration process.

*Password

Password Requirements
Password length should be a minimum of 8 characters
Must use at least 1 special character (Example - Period)
Must use at least 1 number

Terms and Conditions

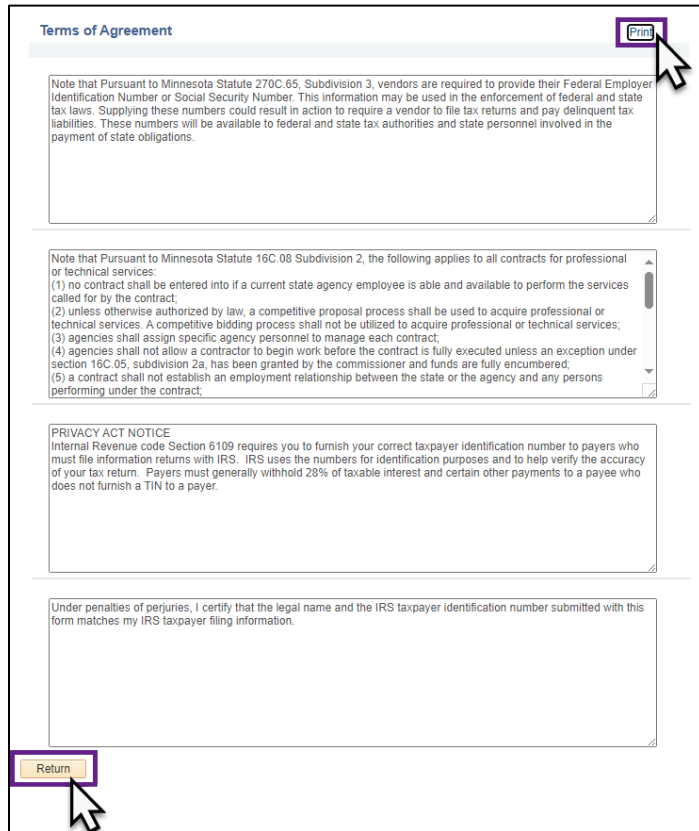
Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

Terms of Agreement

Review Submit

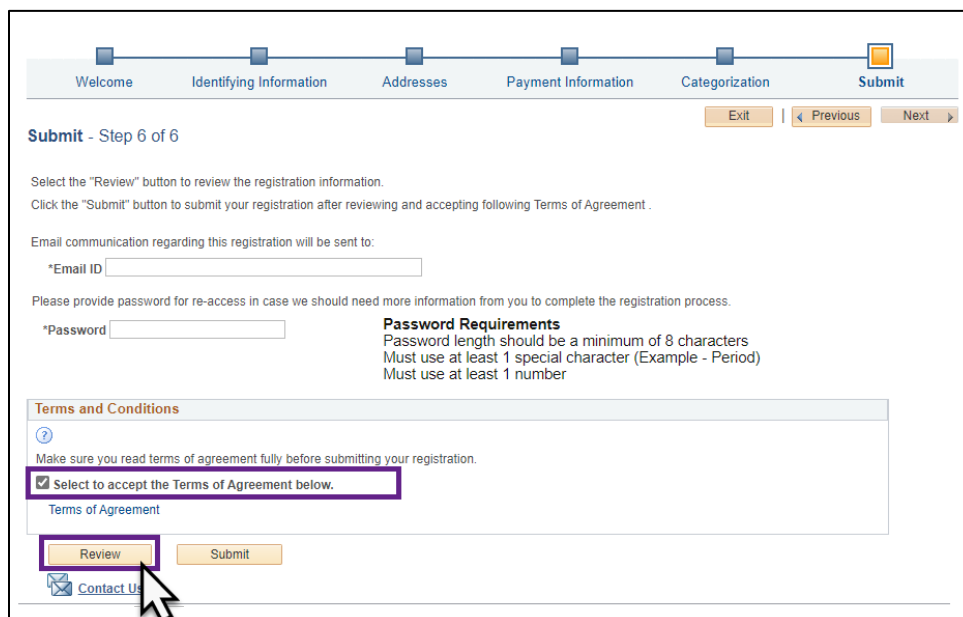
20. Select the *Print* link to open the **Terms of Agreement** in a printable browser window, and select the **Return** button to return to the *Submit* page.



The screenshot shows a web page titled "Terms of Agreement". At the top right, there is a "Print" button highlighted with a purple box and a mouse cursor. The page contains several text blocks: a note about Minnesota Statute 270C.65, a note about Minnesota Statute 16C.08, a "PRIVACY ACT NOTICE" section, and a certification statement. At the bottom left, there is a "Return" button highlighted with a purple box and a mouse cursor.

21. Back on the *Submit* page, check mark the **Select to Accept the Terms of Agreement below** box to accept those terms.

22. Select the **Review** button to review all changes to your profile.



The screenshot shows the "Submit - Step 6 of 6" page. At the top, there is a progress bar with steps: Welcome, Identifying Information, Addresses, Payment Information, Categorization, and Submit. Below the progress bar are "Exit", "Previous", and "Next" buttons. The main content area includes instructions to review registration information and click "Submit". There is a field for "Email ID" and a "Password" field with "Password Requirements" listed below it. A "Terms and Conditions" section contains a checkbox labeled "Select to accept the Terms of Agreement below." which is checked and highlighted with a purple box. Below this is a "Terms of Agreement" text area. At the bottom, there are "Review" and "Submit" buttons, with the "Review" button highlighted by a purple box and a mouse cursor. A "Contact Us" link is also visible at the bottom left.

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23. On the *Review Page*, review the supplier registration information, and select the *Edit* link for any sections that require further changes or updates.

Note: If you select any of the *Edit* links, you will be returned to one of the previous pages (*Identifying Information, Address, Payment Information, Categorization*).

24. When finished reviewing supplier registration information on the *Review Page*, scroll down and select the **Return** button to return to the *Submit* page.

The screenshot shows the 'Review Page' with several sections: 'Supplier Registration Info' (Registration ID: 0001162766, Entered on: 02/05/2024, Legal Name: SAMPLE BIDDER TO SUPPLIER, URL), 'Identification Classification' (Tax Identification Number: ****7890, Minnesota Tax ID), 'Profile Questions' (Type of Contractor: Service, Annual sales: 100,000 - 499,999, Employees: 1 - 39, Ownership change: No), and 'Supplier URL Information' (URLID: 1, Description). A purple box highlights the 'Return' button at the bottom left. A purple arrow labeled 'Edit Link' points to the edit icons in the 'Supplier Registration Info', 'Identification Classification', and 'Profile Questions' sections.

25. Back on the *Submit* page, select the **Submit** button to continue.

The screenshot shows the 'Submit' page, which is Step 6 of 6. It features a progress bar at the top with steps: Welcome, Identifying Information, Addresses, Payment Information, Categorization, and Submit. Below the progress bar are 'Exit', 'Previous', and 'Next' buttons. The main content area includes instructions to select 'Review' or 'Submit', an email ID field, a password field, and 'Password Requirements' (minimum 8 characters, at least 1 special character, at least 1 number). There is a 'Terms and Conditions' section with a checkbox for 'Select to accept the Terms of Agreement below.' At the bottom, there are 'Review' and 'Submit' buttons, with a purple box highlighting the 'Submit' button and a mouse cursor pointing to it.

26. The *Registration Submit Details* page will display to confirm successful submission.

Registration Submit Details

Submitted

✓ Your information has been successfully submitted.

Registration ID:
0001162766

You have successfully submitted a Supplier Registration request to the State of Minnesota. The supplier activation process may take up to two working days for review and approval, at which time all of the information associated with your Bidder ID will be converted to a Supplier ID. Your user ID's will not change. The solicitation award process may take days, in some cases weeks, to complete the award. Please contact the buyer listed on the solicitation event should you have any questions.


27. You will also receive an automatic email confirming that the submission to convert your profile from bidder to supplier is pending review.

A Bidder-To-Supplier Registration Submission is Pending Review

MD SWIFT_DO-NOT-REPLY@state.mn.us
To Sample Bidder to Supplier
Mon 2/12/2024 12:11 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

You don't often get email from swift_do-not-reply@state.mn.us. [Learn why this is important](#)



A Bidder-To-Supplier Registration Submission is Pending Review

Details

An Approval has been requested for Registration 0001162766 -- SAMPLE BIDDER TO SUPPLIER.

If you have any further questions regarding your registration process, please contact Minnesota Management & Budget (MMB) Bidder and Supplier Helpline at (651) 201-8106.

This message was automatically generated on 2024-02-12 at 12.10.56.000000. Please do not reply to this email.

Thank you,
State of Minnesota

28. Within three business days, the State will review your submission and send an email to confirm approval.



Your Recent Supplier Registration

Details

Your supplier registration application, Registration ID [REDACTED] has been approved.

Supplier Name: [REDACTED]

Supplier ID: [REDACTED]

If you have any questions or feedback regarding your Request ID, please contact MN Management & Budget at (651) 201-8106.

This message was automatically generated on [REDACTED]. Please do not reply to this email.

Thank you,
State of Minnesota