

QUICK REFERENCE GUIDE

Updated March 1, 2023

Convert from Bidder to Supplier

Sometimes suppliers may accidentally register as bidders on the Supplier Portal. If you registered as a bidder on the Supplier Portal and need to register as a supplier instead, then 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.

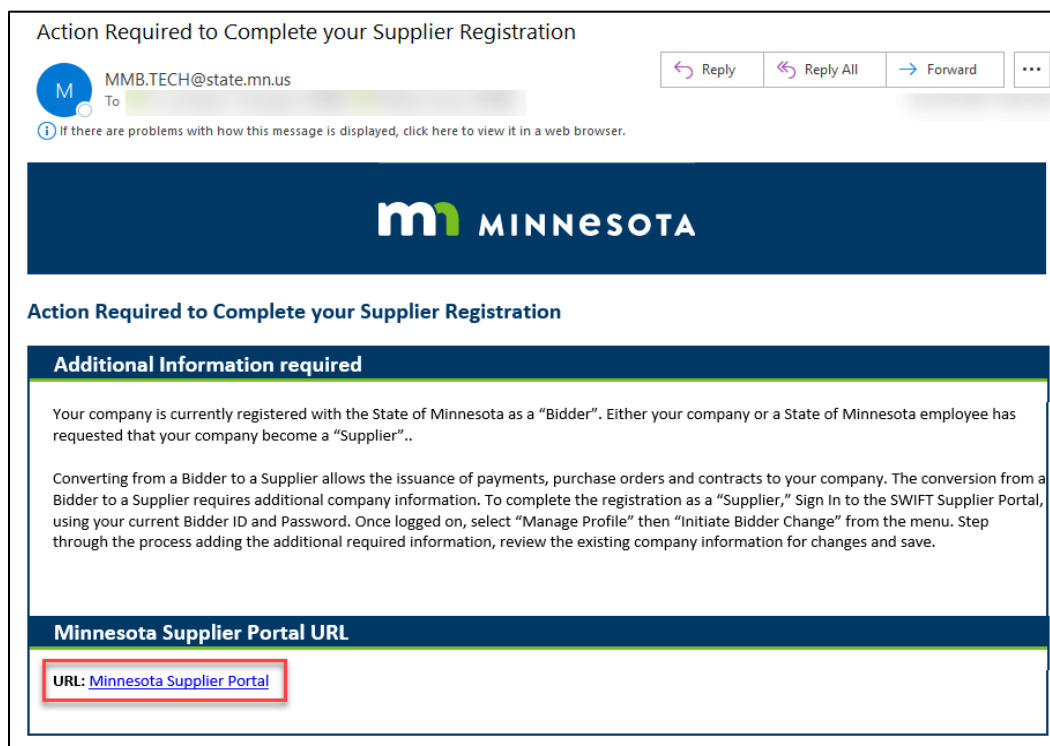
Steps to complete

- 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."

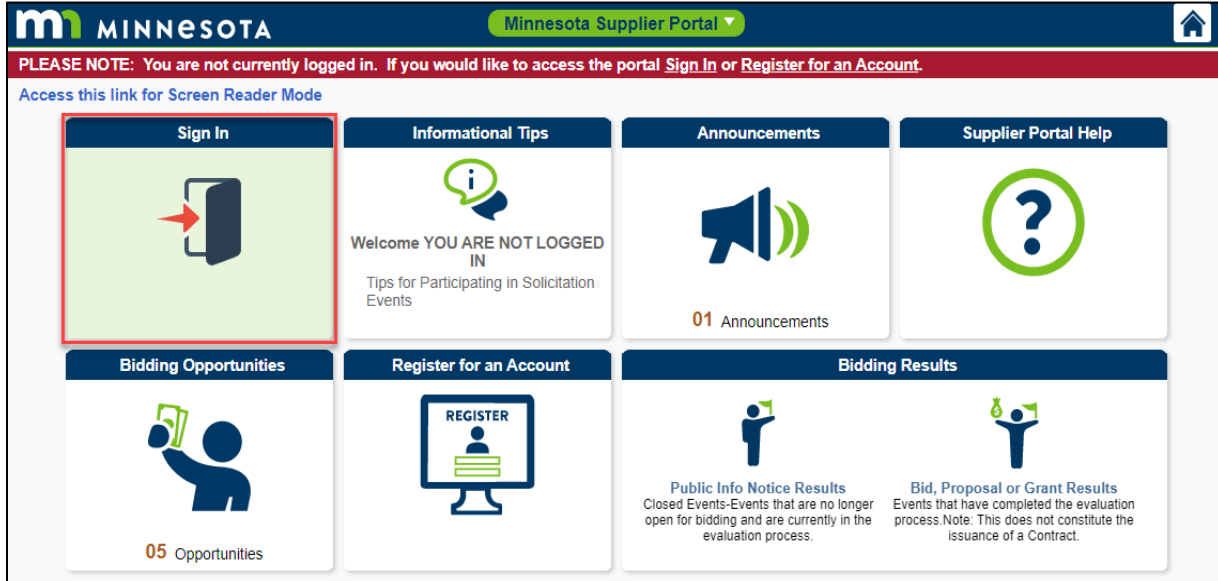
In this email, select the URL to open the Minnesota Supplier Portal (<http://mn.gov/supplier>)



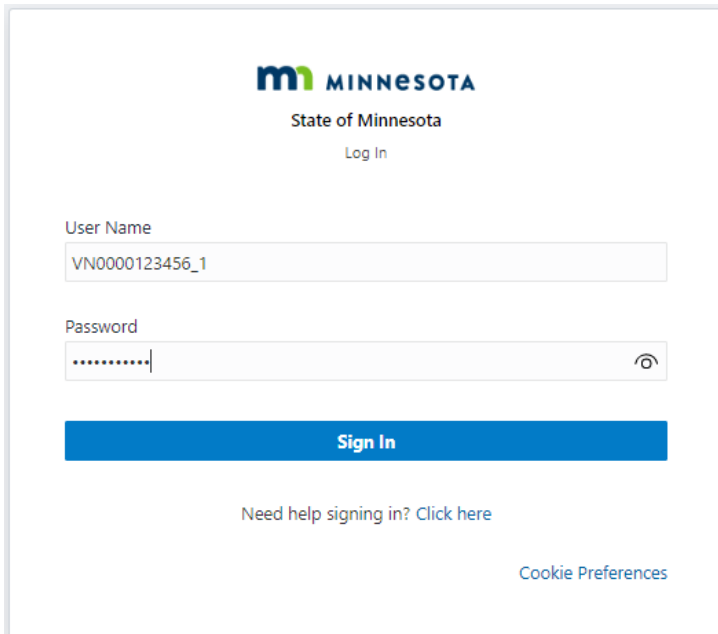
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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 Vendor Team at the State of Minnesota via email: vendor.mmbefax@state.mn.us.

2. On the *Minnesota Supplier Portal* page, select the **Sign In** tile.

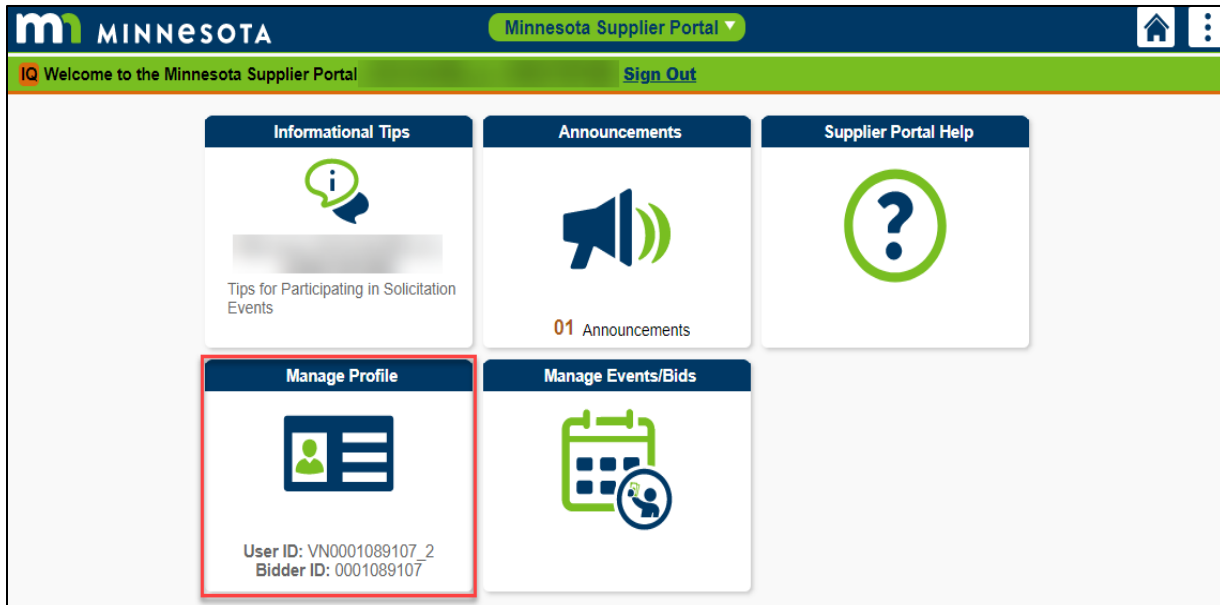


3. When the *Sign In* window displays, enter your *User ID* and *Password*.
4. Press the **Sign In** button.

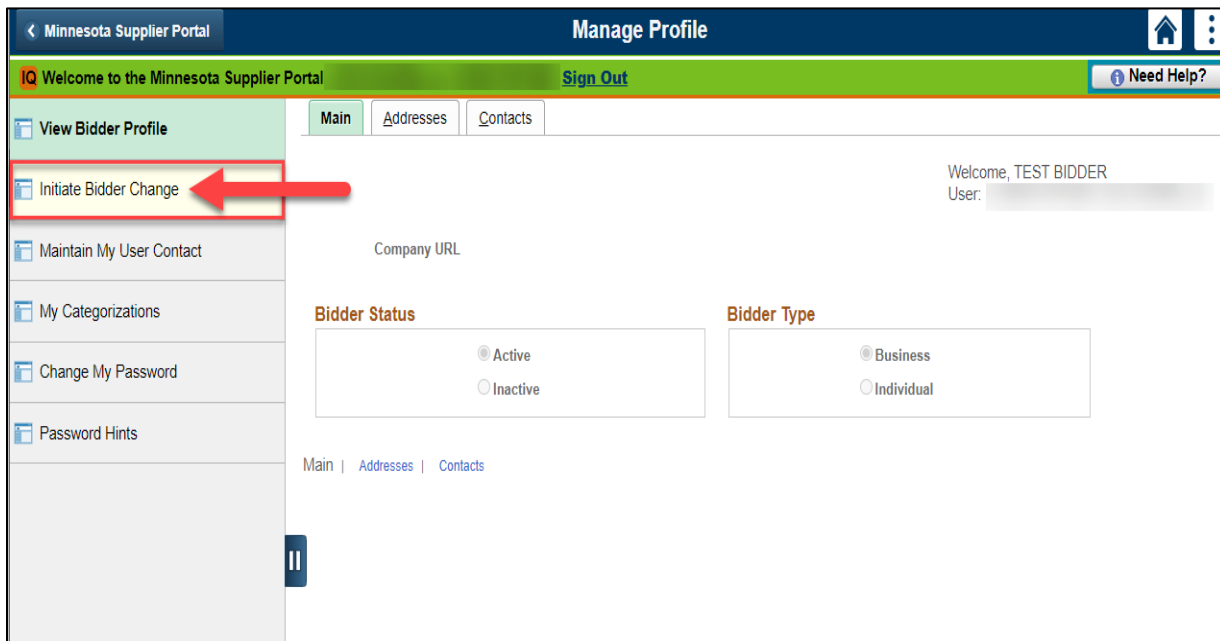


Step 2: Update your profile from bidder to supplier and submit it for approval.

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



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



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

Welcome - Step 1 of 6

Minnesota Portal Bidder-To-Supplier Registration process

Upon approval of your registration submission:

1. You will be issued a Supplier ID, which will be associated with your 'Bidder ID'.
2. Each of your contacts will also be associated with your new Supplier ID.

For help, **select the question mark icons** found in that area of the registration. If you still have questions, use the 'Contact Us' option, or contact the Minnesota Management and Budget (MMB) Supplier and Bidder helpline at (651)201-8106. To begin the registration process, select your federal tax classification and taxpayer identification type from the drop-down menu options, and select 'Next'.

Select an activity below:

What type of entity do you represent?

*Entity Type

*TIN Type

Contact Us

* Required field

Exit | Previous Next

5. On the *Identifying Information* page, make sure the correct name is entered in the *Legal Name* field.
6. Enter the appropriate information in the *Minnesota Tax ID*, *Additional Name*, and *URL* fields, if applicable.
7. 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.
8. 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.

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. Press the **Next** button to continue.

Welcome Identifying Information Addresses Payment Information Categorization Submit

Exit | Previous Next

Identifying Information - Step 2 of 6

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 [text input]
* Confirm Tax Identification Number [text input]
Minnesota Tax ID [text input]
* Legal Name TEST BIDDER [text input]
Additional Name [text input]
http://URL [text input] [Open URL](#)

Profile Questions

* Type of Contractor [dropdown]
What were your company's approximate annual sales for last year? [text input]
* Number of Employees, (Required for MDHR Reporting Purposes) [text input]
* Has there has been an ownership change within the past two years? If Yes; please fill out a Vendor Name Change Request form [dropdown]

Contact Us

Exit | Previous Next

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

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 if the DBA Name(s) are different from the IRS entity name.

Primary Address

DBA Name 1 TEST BIDDER [text input]
DBA Name 2 [text input]
*Country USA United States [dropdown]
* Address 1 123 SMITH ST [text input]
Address 2 [text input]
Address 3 [text input]
* City ST PAUL [text input]
County RAMSEY [text input] * Postal 55155 [text input]
* State MN Minnesota [dropdown]
*Email ID [text input]

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 TEST BIDDER

DBA Name 2

*Country USA United States

* Address 1

Address 2

Address 3

* City

County * Postal

* State

*Email ID

12. Press 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 TEST BIDDER

DBA Name 2

*Country USA United States

* Address 1 123 SMITH ST

Address 2

Address 3

* City ST PAUL

County RAMSEY * Postal 55155

* State MN Minnesota

*Email ID

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

Exit | Previous **Next**

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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. Press 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

Exit | Previous **Next**

*Required Field

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 press the **Search** button.
- To add a UNSPSC code, check mark the *Selected Flag* box next to that code, and then press the **Add Selected** button.
- To delete a UNSPSC code, select the **Delete** icon next to that code.

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

Categorization - Step 5 of 6

Please confirm the commodity and/or service codes that will be part of your purchasing strategy with the State of Minnesota.

Description And/Or

Category

Search ← Search for a code

Selected Flag	Category	Description
1 <input type="checkbox"/>	70111704	Horticultural counseling services
2 <input type="checkbox"/>	70171604	Water conservation advisory services
3 <input type="checkbox"/>	70171605	Water rights advisory services
4 <input type="checkbox"/>	71160000	Oil and gas well project management services
5 <input checked="" type="checkbox"/>	80101500	Business and corporate management consultation services
6 <input type="checkbox"/>	80151600	International trade services
7 <input type="checkbox"/>	81101516	Energy or utility consulting service
8 <input type="checkbox"/>	91101901	Color consultant
9 <input type="checkbox"/>	91101903	Wardrobe consultant

Add Selected ← Add a code

Category	Description
1 80101500	Business and corporate management consultation services

Delete a code

[Contact Us](#)

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.

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

Exit Previous Next

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:

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

Contact Us

Exit Previous Next

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

Terms of Agreement

Print

Note that Pursuant to Minnesota Statute 270C.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.

Note that Pursuant to Minnesota Statute 16C.08 Subdivision 2, the following applies to all contracts for professional or technical services:
(1) no contract shall be entered into if a current state agency employee is able and available to perform the services called for by the contract;
(2) unless otherwise authorized by law, a competitive proposal process shall be used to acquire professional or technical services. A competitive bidding process shall not be utilized to acquire professional or technical services;
(3) agencies shall assign specific agency personnel to manage each contract;
(4) agencies shall not allow a contractor to begin work before the contract is fully executed unless an exception under section 16C.05, subdivision 2a, has been granted by the commissioner and funds are fully encumbered;
(5) a contract shall not establish an employment relationship between the state or the agency and any persons performing under the contract;

PRIVACY ACT NOTICE

Internal Revenue code Section 6109 requires you to furnish your correct taxpayer identification number to payers who must file information returns with IRS. IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. Payers must generally withhold 28% of taxable interest and certain other payments to a payee who does not furnish a TIN to a payer.

Under penalties of perjuries, I certify that the legal name and the IRS taxpayer identification number submitted with this form matches my IRS taxpayer filing information.

Return

21. Back on the *Submit* page, check mark the **Select to Accept the Terms of Agreement** below box to accept those terms.
22. Press the **Review** button to review all changes to your profile.

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 press the **Return** button to return to the *Submit* page.

The screenshot shows two sections: "Phone Information" and "Supplier URL Information".

Phone Information

Type	Prefix	Telephone	Ext
Business Phone			

Supplier URL Information

URLID	Description
1	

A "Return" button is located at the bottom left of the form, highlighted with a red box.

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

The screenshot shows the "Submit" page with a progress bar at the top. The "Submit" step is highlighted with a yellow square.

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:

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](#)

[Contact Us](#)

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

Registration Submit Details

Submitted

Your information has been successfully submitted.

Registration ID:
0001089107

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.

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

 SWIFT_DO-NOT-REPLY@state.mn.us
To [Redacted]

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

[i](#) If there are problems with how this message is displayed, click here to view it in a web browser.



A Bidder-To-Supplier Registration Submission is Pending Review

Details

An Approval has been requested for Registration 0001089107 -- TEST BIDDER.

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 2021-08-06 at 12.59.00.000000. Please do not reply to this email.

Thank you,

State of Minnesota

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