Convert from Bidder to Supplier that has been Awarded an Event

After you register as a bidder, bid on an event, and receive an email for the event award, you will need to convert your profile in the Supplier Portal from bidder to supplier in order to continue with the event and receive payment. If you are a bidder that has been awarded an event, make sure to complete the steps in this guide to register as a supplier in the Supplier Portal.

Steps to complete

- Step 1: Open the event award email and sign in to the Supplier Portal.
- Step 2: Update your profile from bidder to supplier and submit it for approval.

Step 1: Open the event award email and sign in to the Supplier Portal.

1. When you receive an email from the State of Minnesota that says, “You are Tentatively Selected for the Event Award,” review the registration instructions, and select the Event URL to open the Supplier Portal.

You are Tentatively Selected for the Event Award

Bid, Proposal, or Grant Opportunity Event Details

As a registered “Bidder,” your company has been tentatively awarded this Event. In order for the award to be processed your company MUST register as a “Supplier.”

To register as a “Supplier,” Sign in to the SWIFT Supplier Portal, using your current Bidder ID and Password. Once logged on, select the “Manage Profile” tile, then select “Initiate Bidder Change” from the menu. Step through the process adding the additional required information, review the existing company information for changes and save.

Bid, Proposal, or Grant Opportunity Event ID: 200009974-1

Description: test for bidder

Event URL

Review this Bid, Proposal, or Grant Opportunity Event
Note: You also can access the Supplier Portal from this link: http://mn.gov/supplier.

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.

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](https://mn.gov/mmb-stat/documents/swift/vendor/supplier-name-change-request-form.pdf).

9. Press the Next button to continue.
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.
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.

12. Press the Next button to continue.
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.

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.
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.
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.
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.

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

The Registration Submit Details page will display to confirm successful submission.
You will also receive an automatic email confirming that the submission to convert your profile from bidder to supplier is pending review.

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