SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

# QUICK REFERENCE GUIDE

Updated September 14, 2025

## Do I Register as a Bidder or Supplier or Payee?

Using the correct registration process is important to conducting business with the State of Minnesota. Choosing the incorrect option may delay the processing of your registration and result in missing out on a bidding opportunity or delaying of a payment and purchasing transactions.

- **Register as a Supplier** – Use this option to register with the State of Minnesota if you have been in contact with someone in the State and will be receiving a payment. Or, if you have been asked to register to receive a contract or purchase order from the State. The Supplier registration process collects the needed information for issuance of payments and purchasing documents. This process typically requires two days for review and activation of your account.
  **Questions on registering as a Supplier can be emailed to the MMB Supplier Help Line at efthelpline.mmb@state.mn.us**

- **Register as a Payee –** Use this option to register with the State of Minnesota if you are an individual Payee (not a business), but you need a SWIFT Supplier ID to receive a payment from the State of Minnesota. The Payee registration process collects the needed information for issuance of payments. This process typically requires two days for review and activation of your account.
  **Questions on registering as a Payee can be emailed to the MMB Supplier Help Line at efthelpline.mmb@state.mn.us**

- **Register as a Bidder** – Use this option to register with the State of Minnesota if you are interested in quickly bidding on a solicitation event available on the Supplier Portal. Registering as a bidder requires minimal information to be entered and does not require State review before allowing you to submit a bid. Registering as a bidder will allow you to select commodities or services (categories) you have an interest in providing to the State of Minnesota and you will receive email notifications when the selected categories are available for bidding.
  **Note:** if your company has been selected for an award, you will receive an email notification asking you to register as a Supplier. You will need to provide additional information, subject to verification by the State of Minnesota, to fully register your Bidder ID as a Supplier ID **before** you will be issued a purchase order or contract. This process typically takes two days for review and account activation before the purchase order or contract can be processed.
  **Questions on registering as a Bidder can be emailed to the Office of State Procurement at osphelp.line@state.mn.us.**

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

# Register as Payee

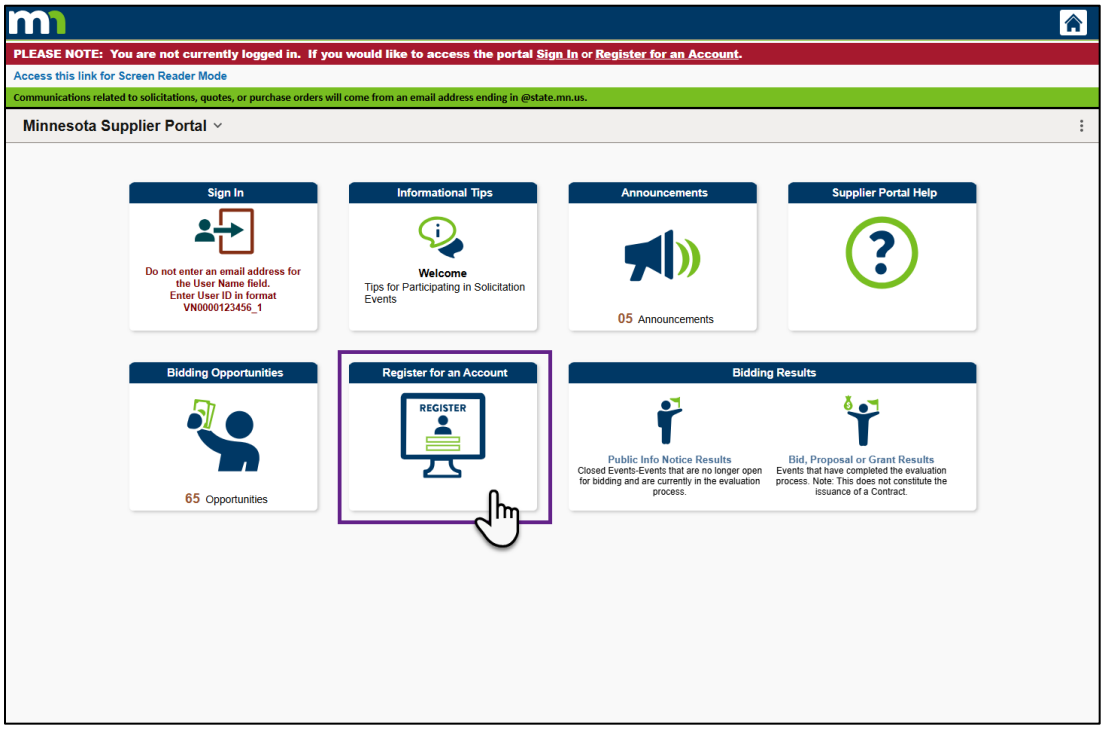
Payees can self-register with the State by submitting a request on the Supplier Portal.

To submit a new supplier request, complete the following seven-step process.

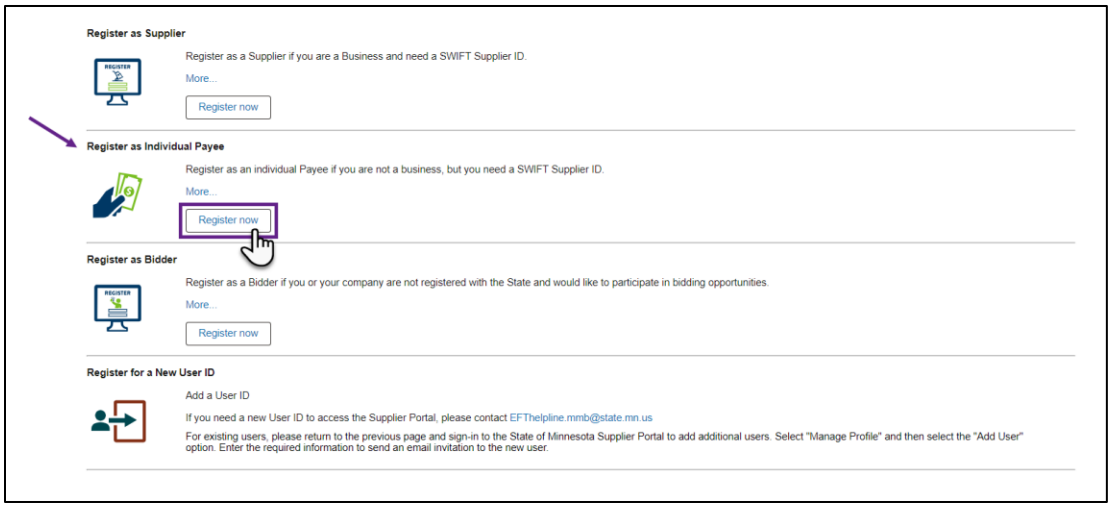
## Step 1: Open the Supplier Portal and enter Entity and TIN Type.

Access the Supplier Portal from the following link: http://mn.gov/supplier

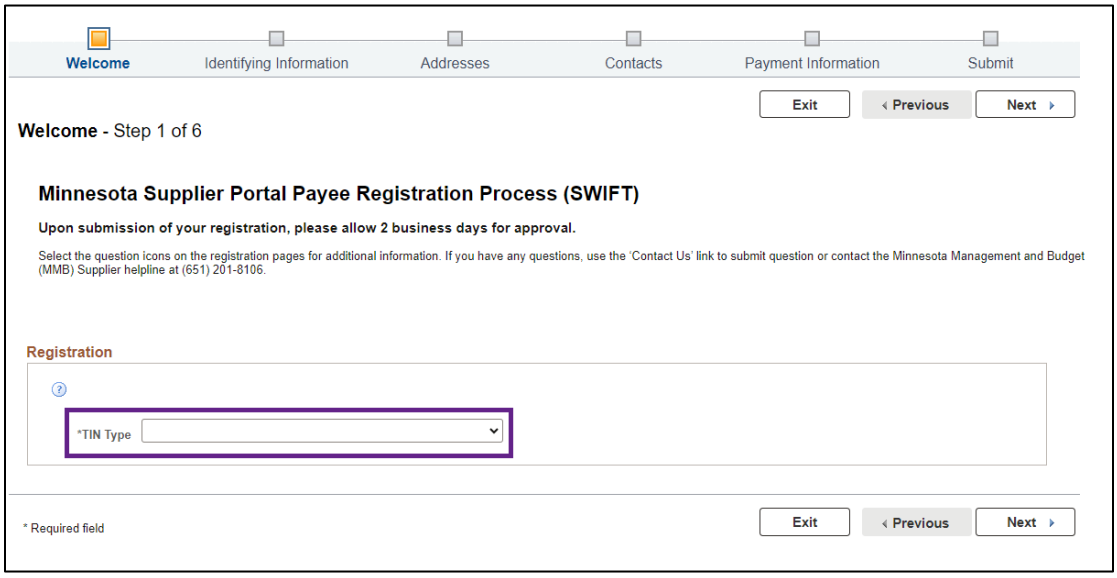
1. Select the **Register for an Account** tile to begin registration.



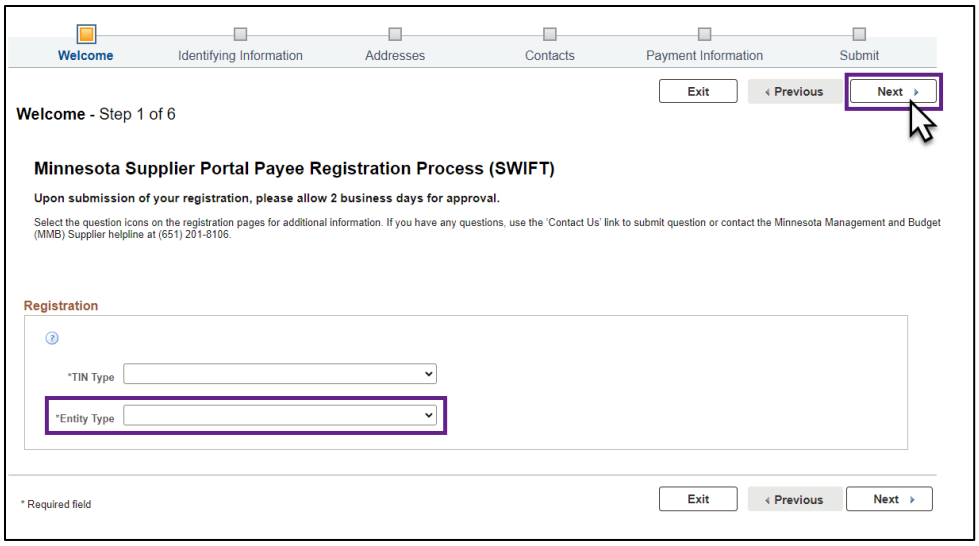

2. In the **Register as Payee** section, select the **Register now** button.




3. On the *Welcome screen (Step 1 of 6)*, in the TIN Type field select the Tax Identification Number to start the registration process for the payee.




4. In the Entity Type field, select the type of legal entity for the bidder.
5. Select the Next button.

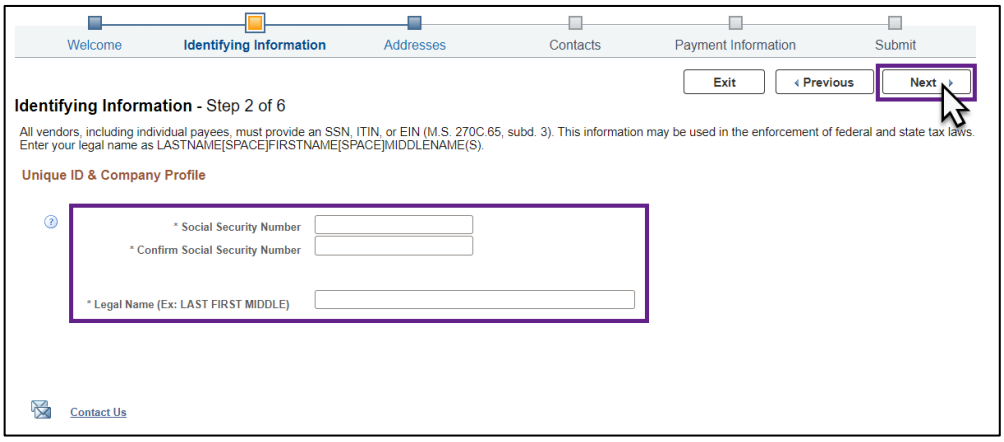



## Step 2: Enter Identifying Information.

1. The *Identifying Information* screen will display *(Step 2 of 6)*. Enter the payee's information in the following fields. Required fields are marked with an asterisk (*****).

| Field | Field Description |
|---|---|
| *** Social Security Number** | Enter the Social Security Number (SSN). Do not enter the SSN with dashes, slashes, or spaces.<br><br>If you enter a new payee with the same SSN as an existing one, SWIFT will not allow you to continue registration. |
| *** Confirm Social Security Number** | Reenter the social security number. |
| *** Legal Name** | Enter the legal name (LAST FIRST MIDDLE). |

2. Select the **Next** button.



## Step 3: Enter Address Information.

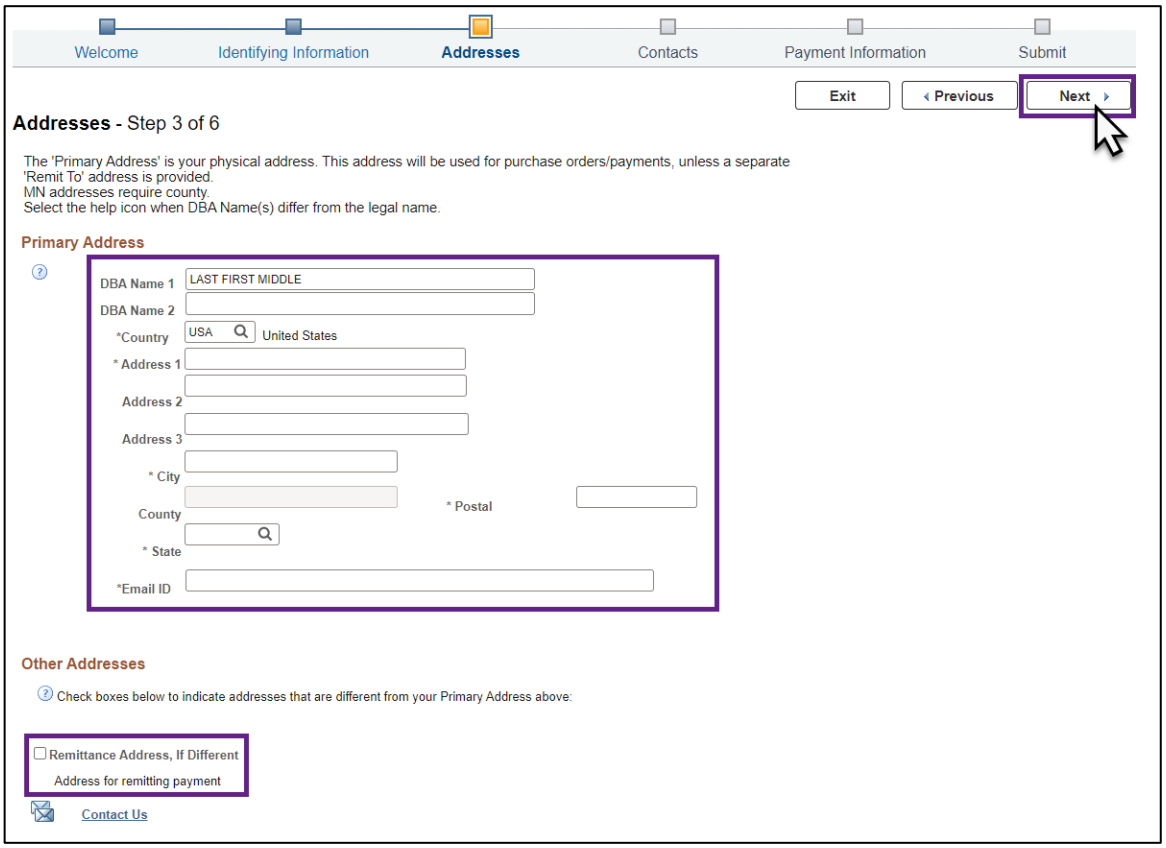
1. The *Address* screen will display (*Step 3 of 6*). Enter the payee's primary address information in the following fields.

| Field | Field Description |
|---|---|
| *** DBA Name 1** | This field defaults with the payee's Legal Name. However, if the payee wants payments made to a "Doing Business As" (DBA) name, enter it here. |
| **DBA Name 2** | Enter an additional DBA name for the supplier, if applicable. |
| **Country**<br>**(Change Country)** | This field will default with "USA."<br>If registering a foreign supplier, click the *Change Country* link to select a foreign country. The *Address* fields will not display until country is selected. |
| *** Address 1** | Enter the payee's primary physical *address*.<br>A street address may be required for Minnesota-based businesses.<br>(**NOTE:** Add apartment or suite number here and after street name, e.g., #XXXX) |
| **Address 2** | Enter an additional address for the payee, if applicable. |
| **Address 3** | Enter another additional address for the payee, if applicable. |
| *** City** | Enter the city where the payee resides. |
| *** County** | Enter the county where the payee resides.<br>Select "NON MINNESOTA" for out-of-state addresses.<br>**NOTE**: You may need to enter the State before you enter the County. |
| *** State** | Enter the two-letter state abbreviation (e.g., MN for Minnesota).<br>If needed, search for it using the **Look Up** icon. |
| *** Postal** | Enter the five- or nine-digit zip code (use format: XXXXX or XXXXX-XXXX). |
| *** Email ID** | Enter the payee's email. |

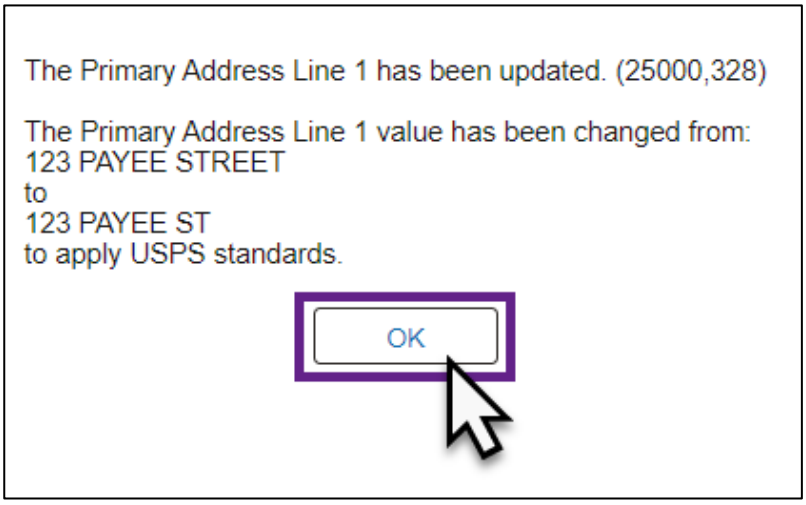
2. If the payee has a Remittance and/or Invoice Address different from the Primary Address, check mark the **Remittance Address** box and/or the **Invoice Address** box, and enter address information in the fields below.

   If both addresses are the same as the Primary Address, do not check mark these boxes.

3. Select the **Next** button.

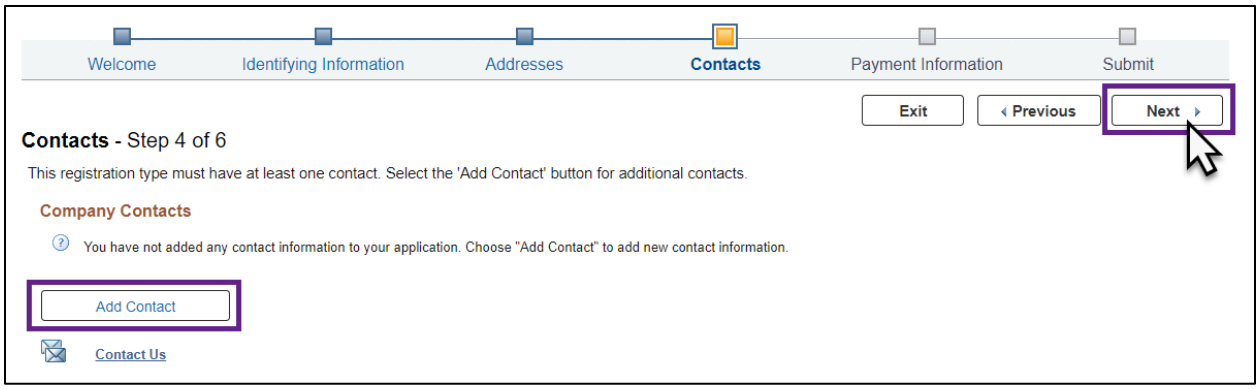



**Note**: When needed, SWIFT will automatically update the Address Lines to conform to USPS standards and abbreviations (e.g., it will change "STREET" to "ST"). When this occurs, a message box will display. Select **OK** to continue.




## Step 4: Add Contacts.

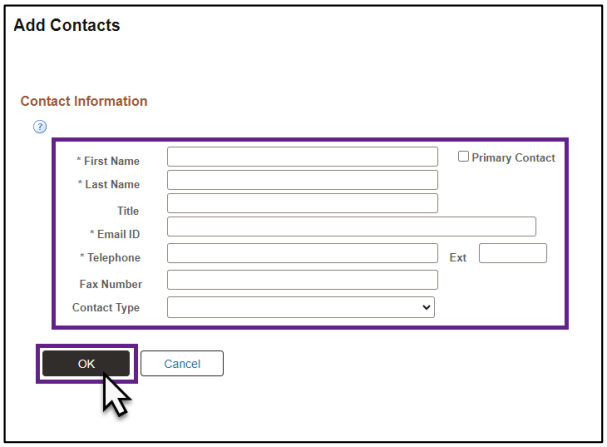
1. The *Contacts* screen will display (*Step 4 of 6*). Select the **Add Contact** button.



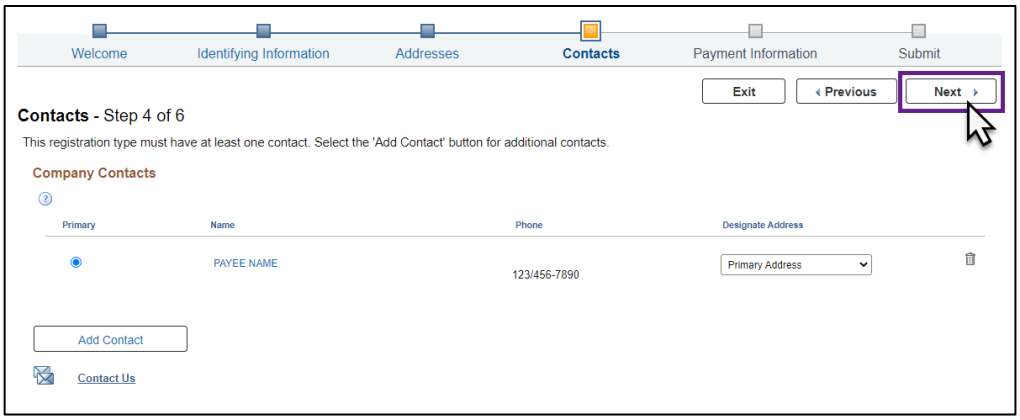

2. The *Add Contacts* screen will display. Enter information about the contact for the payee.

| Field | Field Description |
|---|---|
| *** First Name** | Enter the first name of the contact. |
| *** Last Name** | Enter the last name of the contact. |
| **Title** | Enter the job title of the contact. |
| *** Email ID** | Enter the contact's email address. |
| *** Telephone & Ext** | Enter the contact's telephone number and extension, if applicable. |
| **Fax Number** | Enter the contact's fax number. |
| **Contact Type** | From the drop-down list, select the type of contact that's most applicable. |
| **Primary Contact** | Check mark this box if the contact is the primary one for the supplier. |

3. Select **OK**.

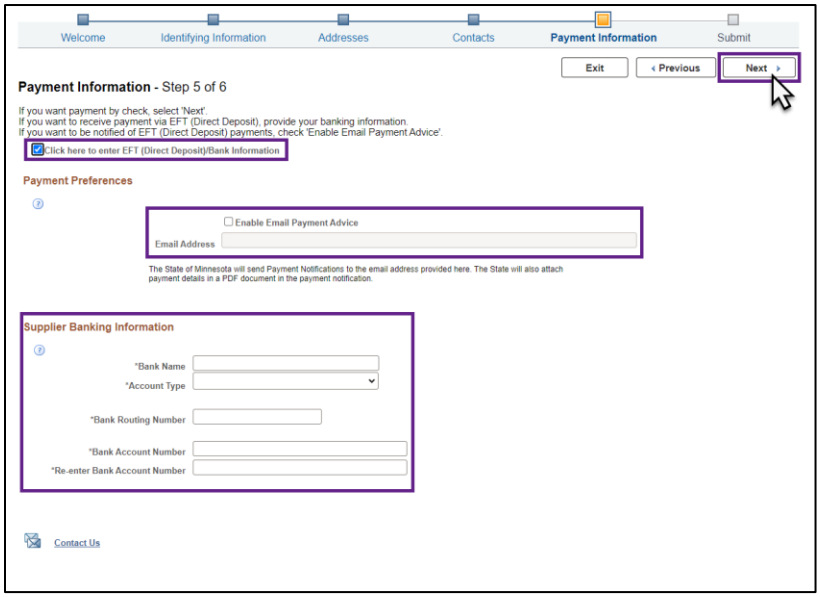



4. The contact will now be added to the *Contact* screen under the *Company Contacts* section. Select the **Add Contact** to add another contact. If finished, select the **Next** button.



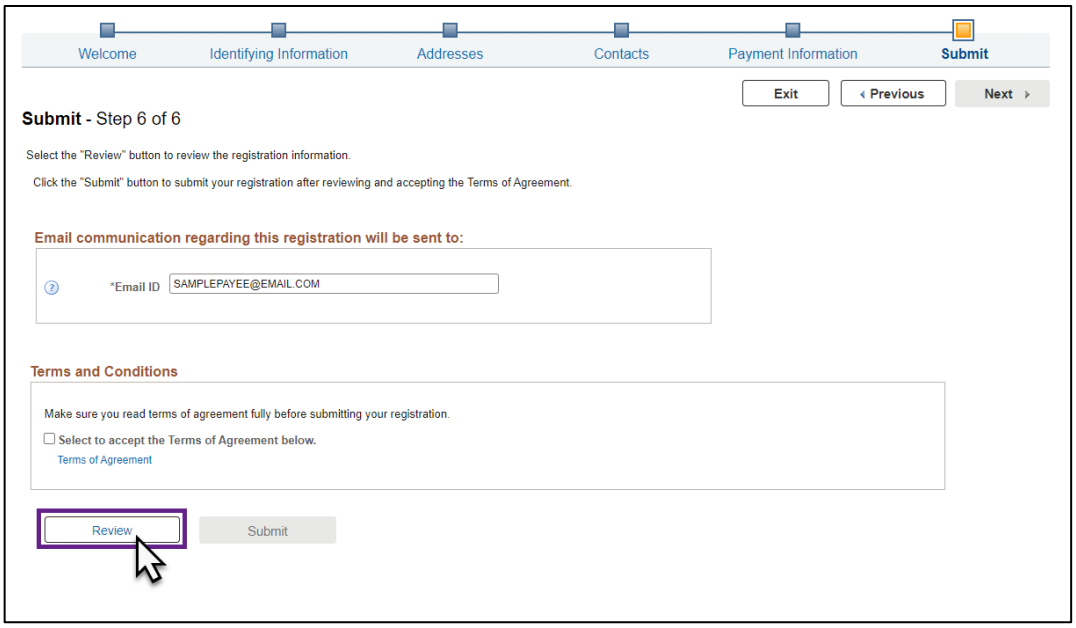

## Step 5: Enter Payment Information.

1. The *Payment Information* screen will display (*Step 5 of 6*). To receive payments via electronic funds transfer, check mark the box that says, **Click here to enter EFT/Bank Information**.
2. To receive Payment Notifications via email, enter email information in *Payment Preferences*.
3. Enter banking information in *Supplier Banking Information* section. Provide the Bank Name, Account Type, Bank Routing Number and the Bank Account Number twice. Confirm the information entered is accurate.
4. Select the **Next** button.

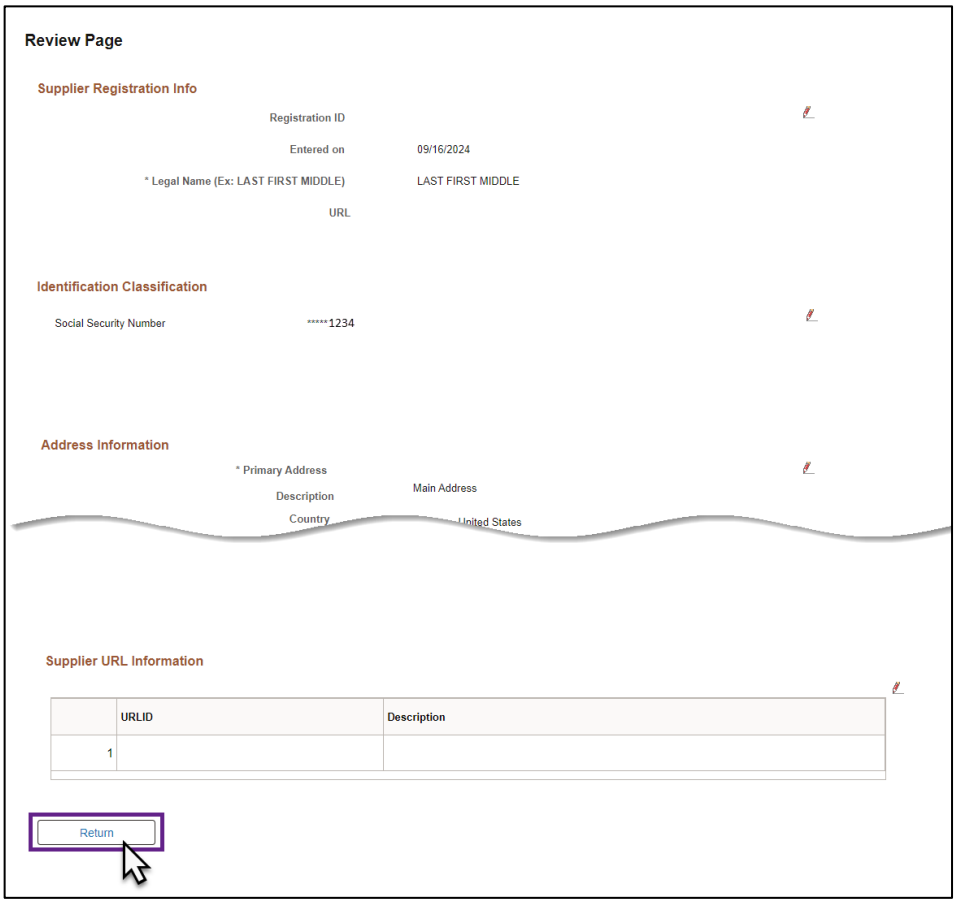



## Step 6: Submit for approval.

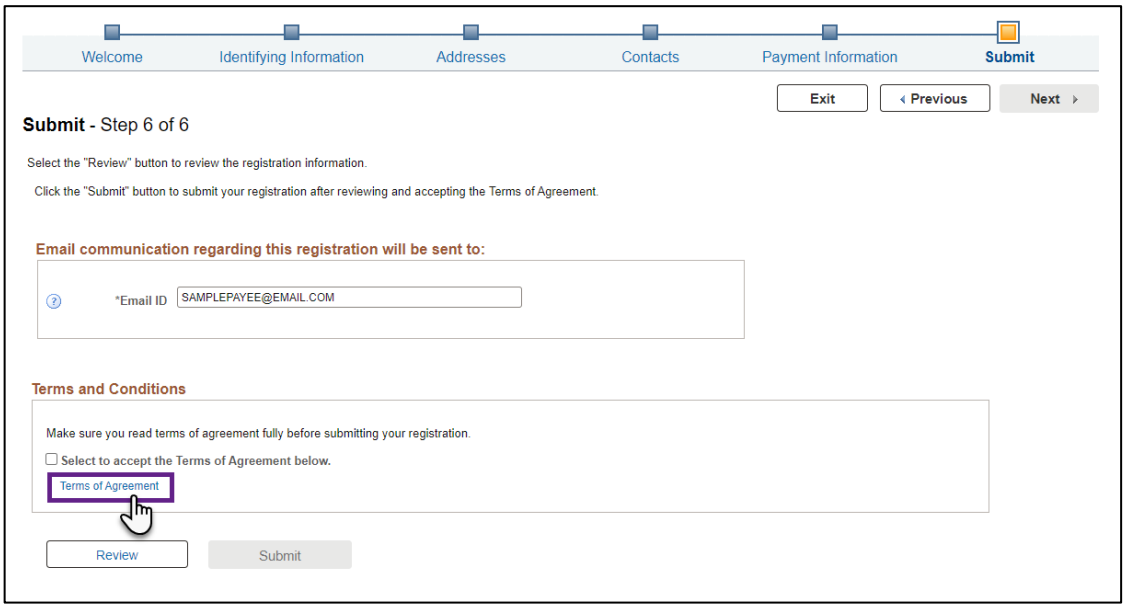
1. The *Submit* screen will display (*Step 6 of 6*). Select the **Review** button to review supplier information before submitting it for approval.



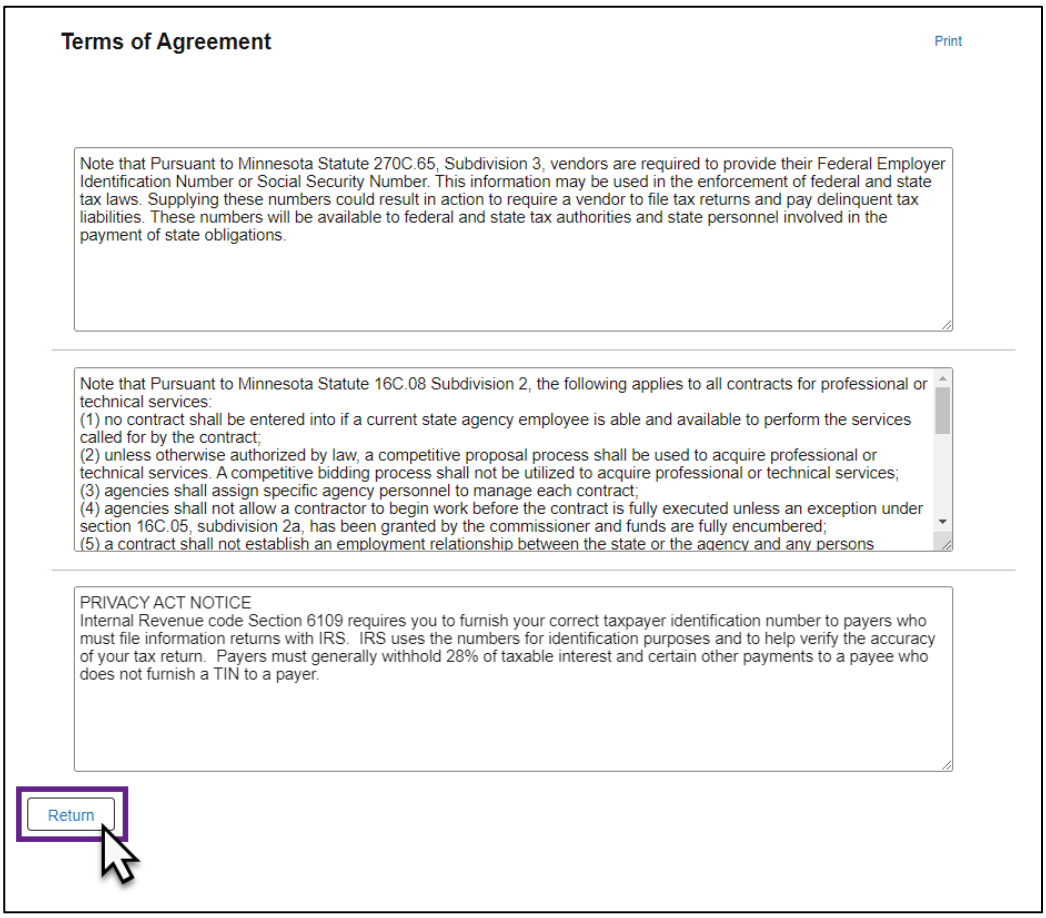

2. The *Review Page* window will display. Select the **Edit** icons to change any of the information entered for the Supplier, and then select the **Return** button when finished. **Do not select the Back button on your computer. Selecting the back button may result in losing your data.**



3. Select the *Terms of Agreement* link to open the *Terms of Agreement*.

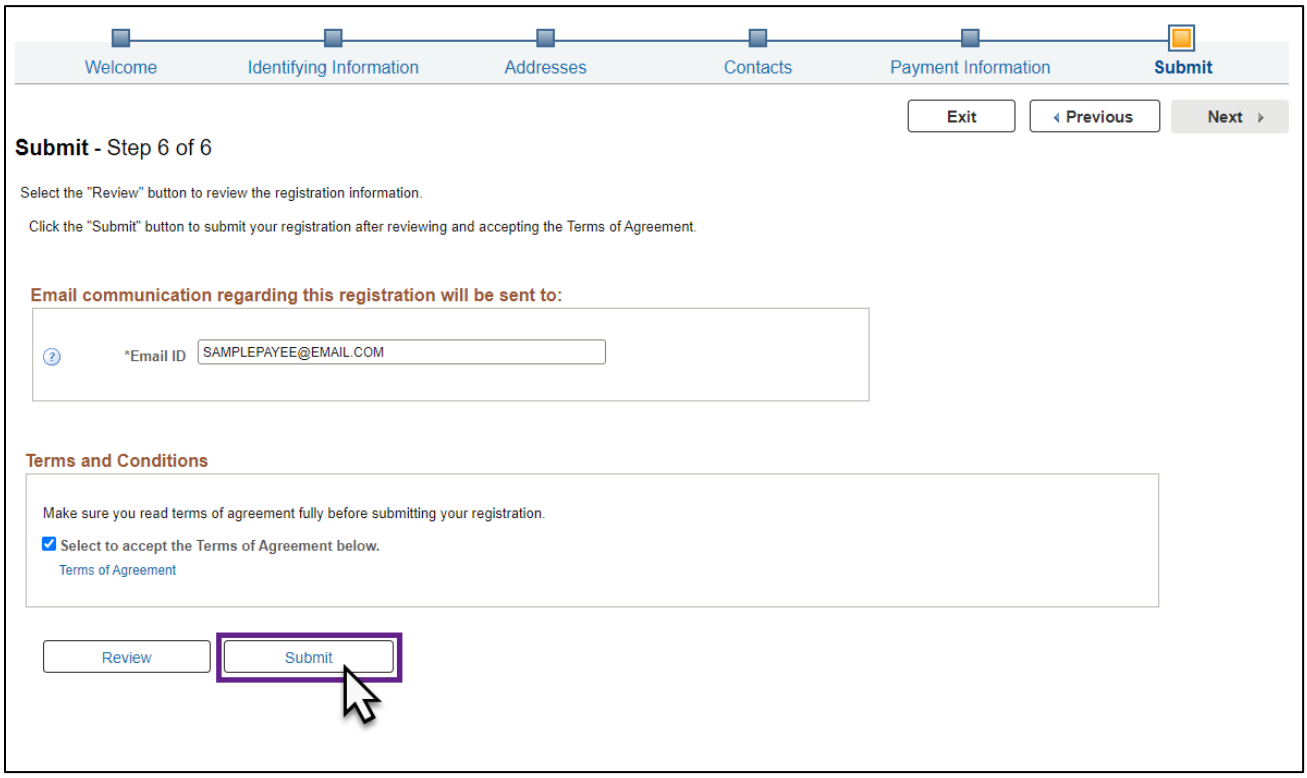



4. Select the **Return** button when finished reading the *Terms of Agreement*.

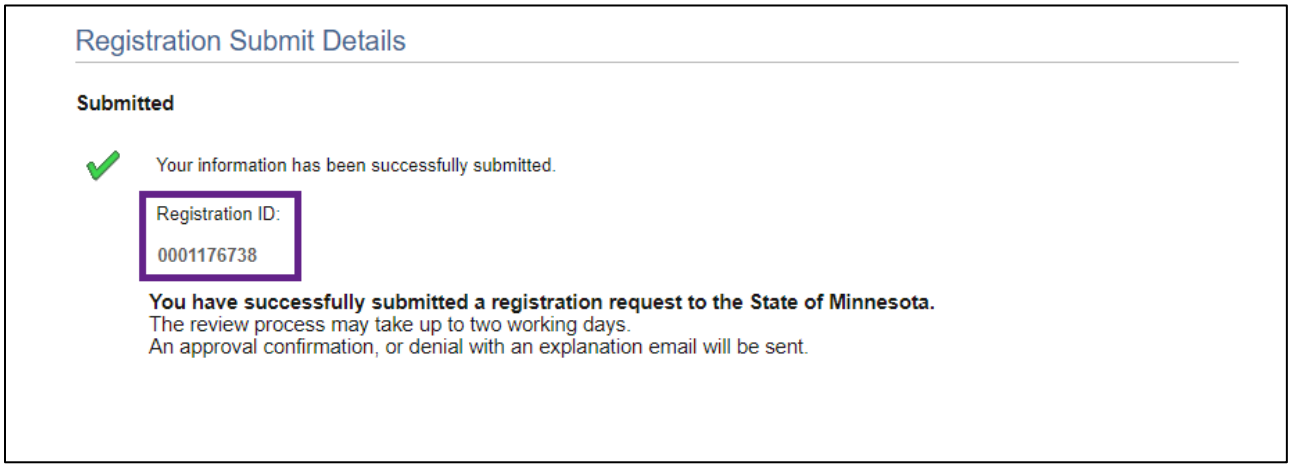


5. The bidder's email previously entered in the Contacts screen will be populated in the Email ID field.
6. Check mark the **Terms and Conditions** box.
7. Select the **Submit** button.

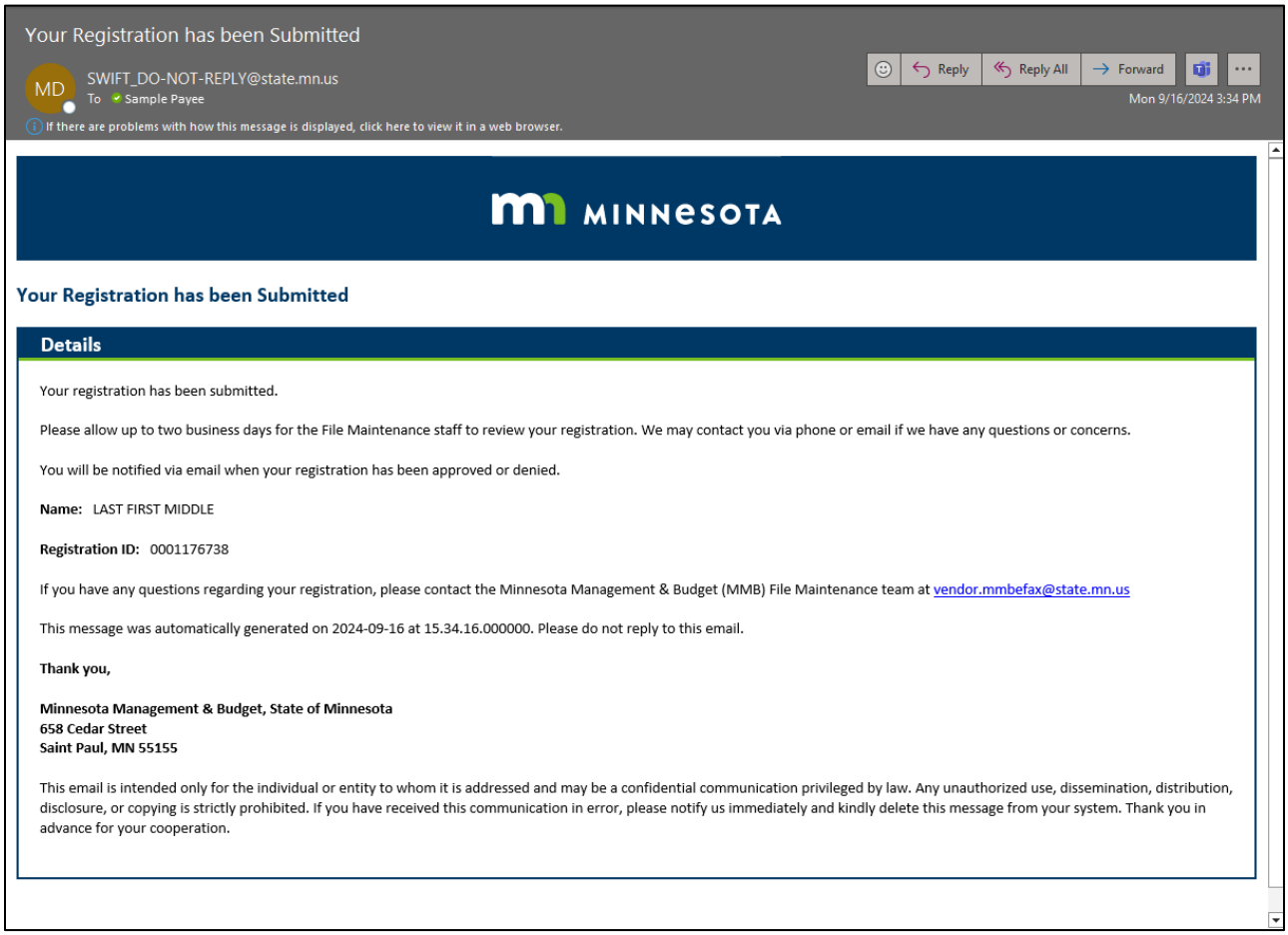
   **Note**: The **Submit** button will not be available until the **Terms and Conditions** box is check marked.




8. The *Registration Submit Details* screen will display to confirm you submitted a supplier registration request in SWIFT. Make sure the *Registration ID* appears below.



**Note**: The payee will receive email notification providing confirmation of the submitted registration request as well as the *Registration ID*.



Your Registration has been Submitted

MD SWIFT_DO-NOT-REPLY@state.mn.us
To Sample Payee

Reply | Reply All | Forward

Mon 9/16/2024 3:34 PM

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

MINNESOTA

**Your Registration has been Submitted**

**Details**

Your registration has been submitted.

Please allow up to two business days for the File Maintenance staff to review your registration. We may contact you via phone or email if we have any questions or concerns.

You will be notified via email when your registration has been approved or denied.

**Name:** LAST FIRST MIDDLE

**Registration ID:** 0001176738

If you have any questions regarding your registration, please contact the Minnesota Management & Budget (MMB) File Maintenance team at vendor.mmbefax@state.mn.us

This message was automatically generated on 2024-09-16 at 15.34.16.000000. Please do not reply to this email.

**Thank you,**

**Minnesota Management & Budget, State of Minnesota**
**658 Cedar Street**
**Saint Paul, MN 55155**

This email is intended only for the individual or entity to whom it is addressed and may be a confidential communication privileged by law. Any unauthorized use, dissemination, distribution, disclosure, or copying is strictly prohibited. If you have received this communication in error, please notify us immediately and kindly delete this message from your system. Thank you in advance for your cooperation.

9. Wait up to three days for the approval process to be completed.
10. For questions about the approval process, please contact the Supplier Support Unit (vendor.mmbefax@state.mn.us), using the *Registration ID* as a reference.