SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated August 29, 2024

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.**

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Register as Payee

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

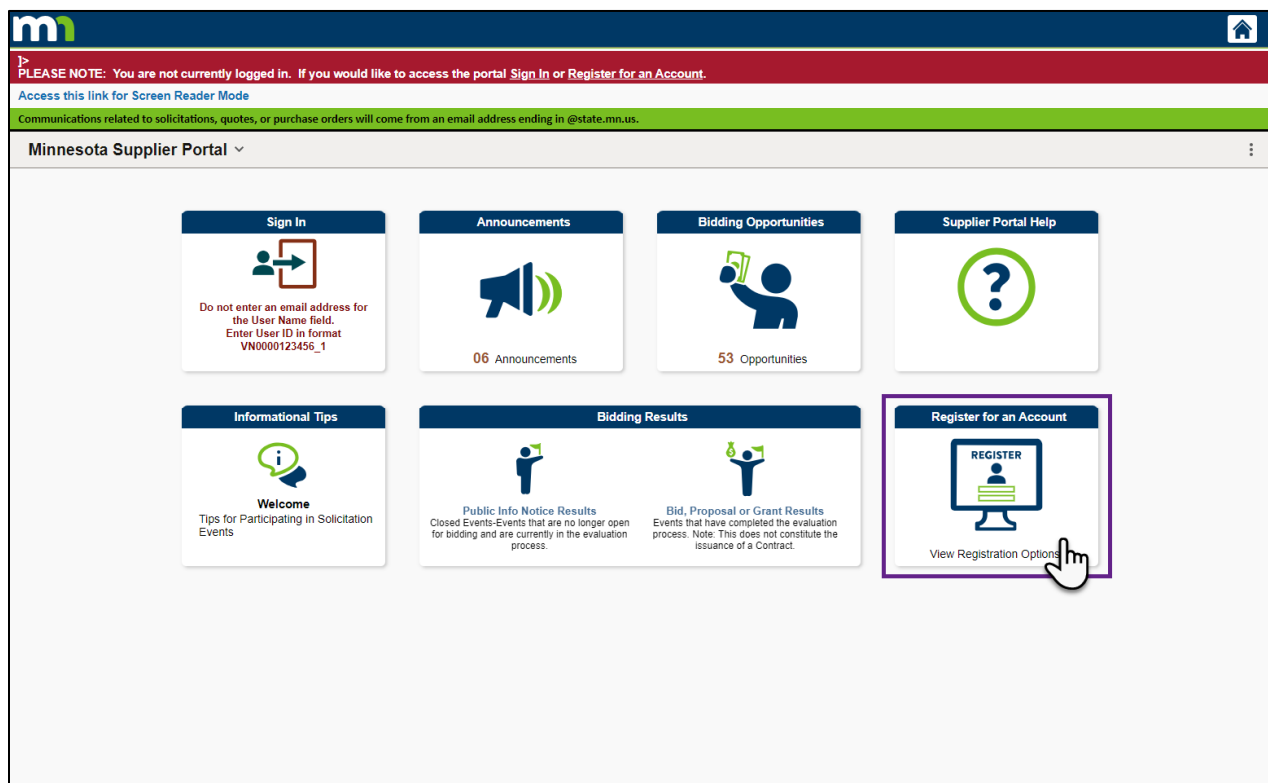To submit a new supplier request, complete the following seven-step process.

Steps to Complete:

- Step 1: Open the Supplier Portal and enter Entity and Tax Identification Number (TIN) Type.
- Step 2: Enter Identifying Information.
- Step 3: Enter Address Information.
- Step 4: Enter Contacts.
- Step 5: Enter Payment Information.
- Step 6: Submit for Approval.

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. 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.

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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 **(Change Country)**	This field will default with "USA." 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*. A street address may be required for Minnesota-based businesses. (**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. Select "NON MINNESOTA" for out-of-state addresses. **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). 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.

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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.**

Review Page

Supplier Registration Info

Registration ID	
Entered on	09/16/2024
* Legal Name (Ex: LAST FIRST MIDDLE)	LAST FIRST MIDDLE
URL	

Identification Classification

Social Security Number	*****1234

Address Information

* Primary Address	
Description	Main Address
Country	United States

Supplier URL Information

	URLID	Description
1		

[Return]

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

Welcome	Identifying Information	Addresses	Contacts	Payment Information	**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 the Terms of Agreement.

Email communication regarding this registration will be sent to:

*Email ID   SAMPLEPAYEE@EMAIL.COM

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]

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*.

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.