

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.**

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.

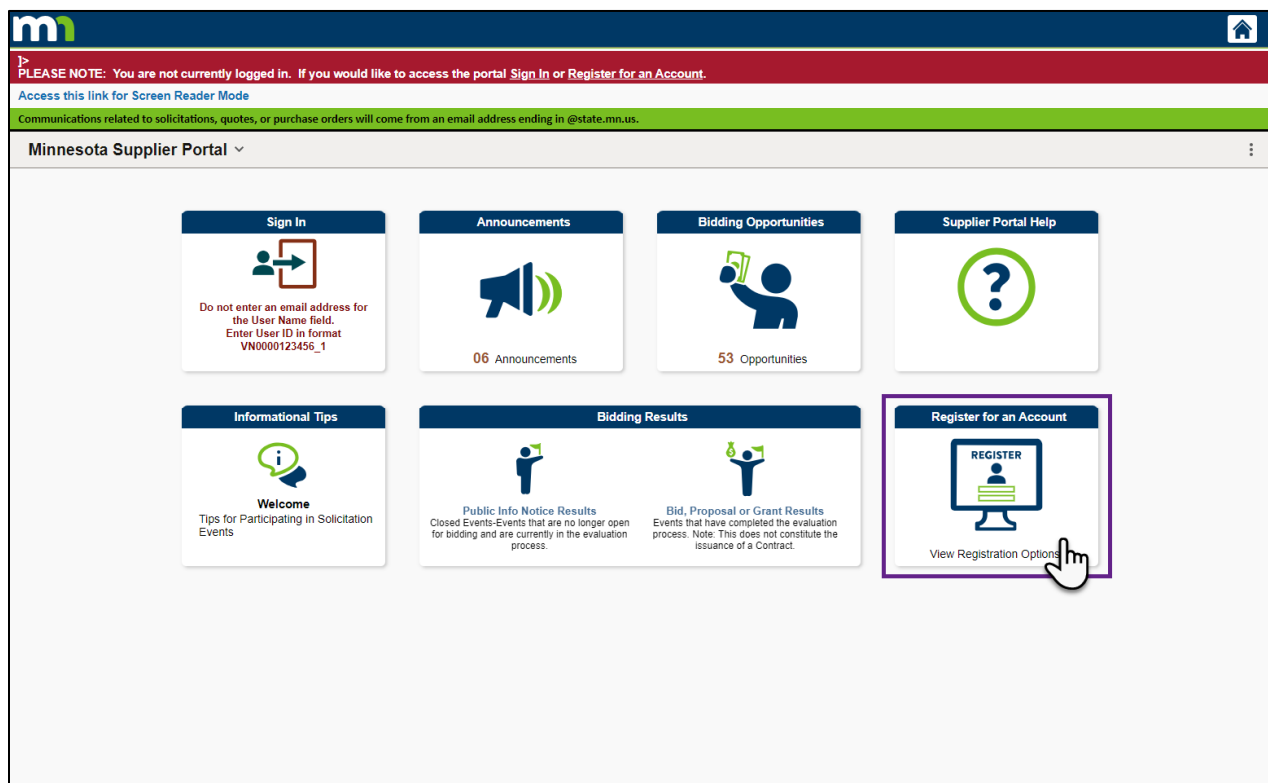
Steps to Complete:

- 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.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

Register as Supplier
Register as a Supplier if you are a Business and need a SWIFT Supplier ID.
More...
[Register now](#)

Register as Individual Payee
Register as an individual Payee if you are not a business, but you need a SWIFT Supplier ID.
More...
[Register now](#)

Register as Bidder
Register as a Bidder if you or your company are not registered with the State and would like to participate in bidding opportunities.
More...
[Register now](#)

Register for a New User ID
Add a User ID
If you need a new User ID to access the Supplier Portal, please contact EFThelpline.mmb@state.mn.us
For existing users, please return to the previous page and sign-in to the State of Minnesota Supplier Portal to add additional users. Select "Manage Profile" and then select the "Add User" option. Enter the required information to send an email invitation to the new user.

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.

Welcome Identifying Information Addresses Contacts Payment Information Submit

Exit < Previous Next >

Welcome - Step 1 of 6

Minnesota Supplier Portal Payee Registration Process (SWIFT)
Upon submission of your registration, please allow 2 business days for approval.
Select the question icons on the registration pages for additional information. If you have any questions, use the 'Contact Us' link to submit question or contact the Minnesota Management and Budget (MMB) Supplier helpline at (651) 201-8106.

Registration

*TIN Type

* Required field

Exit < Previous Next >

4. In the Entity Type field, select the type of legal entity for the bidder.

5. Select the Next button.

Welcome - Step 1 of 6

Minnesota Supplier Portal Payee Registration Process (SWIFT)

Upon submission of your registration, please allow 2 business days for approval.

Select the question icons on the registration pages for additional information. If you have any questions, use the 'Contact Us' link to submit question or contact the Minnesota Management and Budget (MMB) Supplier helpline at (651) 201-8106.

Registration

*TIN Type

*Entity Type

* Required field

Exit < Previous Next >

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.

Identifying Information - Step 2 of 6

All vendors, including individual payees, must provide an SSN, ITIN, or EIN (M.S. 270C.65, subd. 3). This information may be used in the enforcement of federal and state tax laws. Enter your legal name as LASTNAME[SPACE]FIRSTNAME[SPACE]MIDDLENAME(S).

Unique ID & Company Profile

* Social Security Number

* Confirm Social Security Number

* Legal Name (Ex: LAST FIRST MIDDLE)

Contact Us

Exit < Previous Next >

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 <i>Change Country</i> link to select a foreign country. The <i>Address</i> fields will not display until country is selected.
* Address 1	Enter the payee's primary physical <i>address</i> . 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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Addresses - Step 3 of 6

The 'Primary Address' is your physical address. This address will be used for purchase orders/payments, unless a separate 'Remit to' address is provided.
MN addresses require county.
Select the help icon when DBA Name(s) differ from the legal name.

Primary Address

DBA Name 1: LAST FIRST MIDDLE
DBA Name 2:
*Country: USA United States
*Address 1:
Address 2:
Address 3:
*City:
County:
*State:
*Postal:
*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

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.

The Primary Address Line 1 has been updated. (25000,328)

The Primary Address Line 1 value has been changed from:
123 PAYEE STREET
to
123 PAYEE ST
to apply USPS standards.

OK

Step 4: Add Contacts.

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

Contacts - Step 4 of 6

This registration type must have at least one contact. Select the 'Add Contact' button for additional contacts.

Company Contacts

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

Contact Us

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**.

Add Contacts

Contact Information

* First Name ☐ Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

OK Cancel

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.

Contacts - Step 4 of 6

This registration type must have at least one contact. Select the 'Add Contact' button for additional contacts.

Company Contacts

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	PAYEE NAME	123/456-7890	Primary Address

Add Contact

[Contact Us](#)

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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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](#) 

- 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

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*.

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

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.

[Return](#)

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.

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

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](#)

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.

Registration Submit Details

Submitted

✓ Your information has been successfully submitted.


Registration ID:

0001176738

You have successfully submitted a registration request to the State of Minnesota.
The review process may take up to two working days.
An approval confirmation, or denial with an explanation email will be sent.

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

 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.



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.