

QUICK REFERENCE GUIDE

Updated March 1, 2023

Review Supplier Payments in Supplier Portal

Suppliers with a User ID may log in to the Supplier Portal to review payment information.

Access the [Supplier Portal](http://mn.gov/supplier) from the following link: <http://mn.gov/supplier>

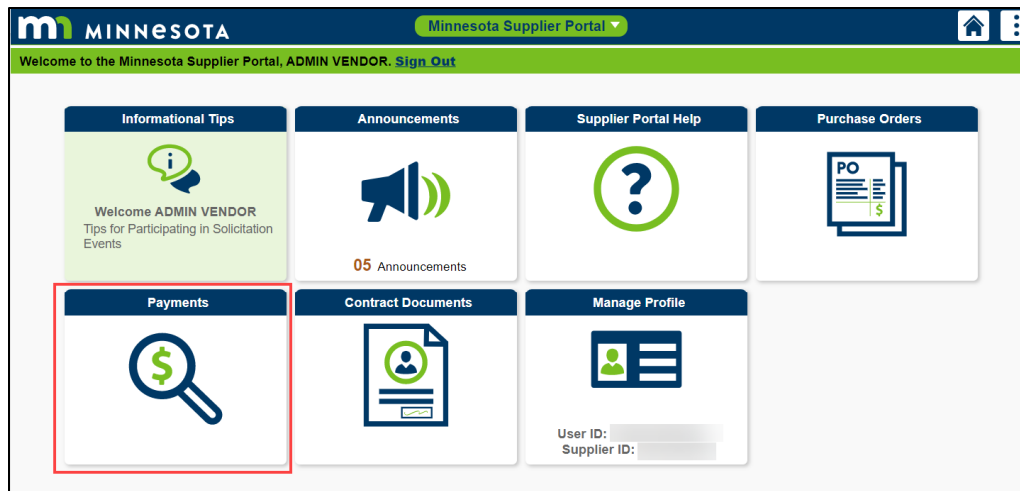
1. To log in to the Supplier Portal, select the **Sign In** tile.



1. Enter the registered supplier information in the *User ID* and *Password* fields. (**Example User ID: VN0000123456_1**).
2. Press the **Sign In** button.

The image shows the login form for the Supplier Portal. At the top, it displays the 'm MINNESOTA' logo and 'State of Minnesota'. Below the logo is a 'Log In' link. The form has two input fields: 'User Name' with the value 'VN0000123456_1' and 'Password' with masked characters. A blue 'Sign In' button is located below the password field. At the bottom of the form, there are links for 'Need help signing in? Click here' and 'Cookie Preferences'.

3. Select the **Payments** tile.

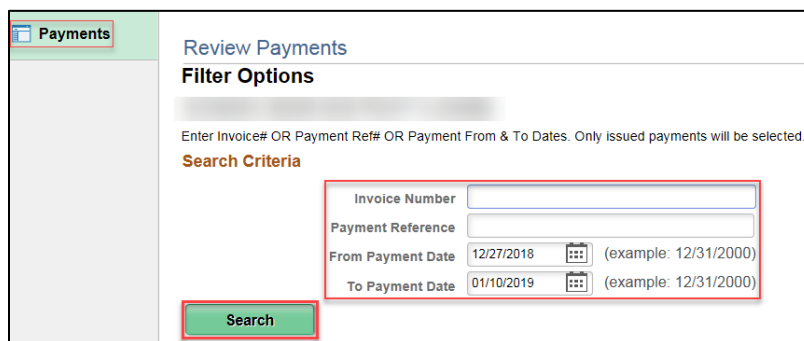


4. Make sure the *Payments* is selected on the left menu. The *Review Payments / Filter Options* page will display to the right.
5. In the *Search Criteria* section, enter any known payment information in the following fields, and then press the **Search** button. It is recommended to search by a date range.

- *Invoice Number*
- *Reference Number*
- *From Payment Date* and *To Payment Date*

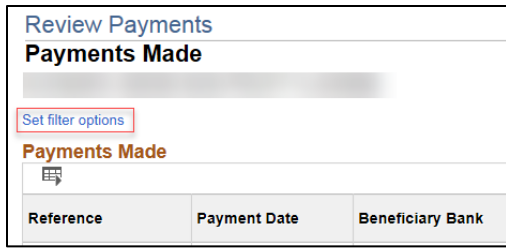
Note: Leaving the *To Payment Date* and *To Payment Date* fields blank will return search results from only the last 15 calendar days.

Otherwise, just press the **Search** button to view all issued payments.

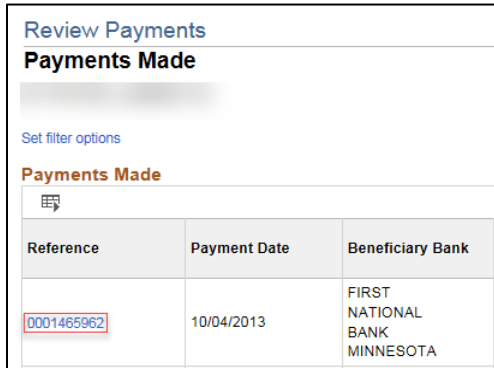


6. The *Review Payments / Payments Made* page will display. Review the list of issued payments below the *Payments Made* section.

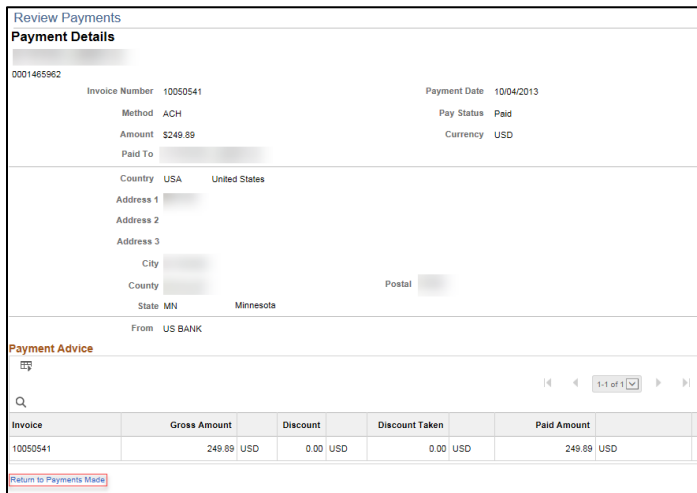
Note: To change the *Search Criteria* section, select the *Set filter options* link.



7. Under the *Reference* column, select the payment reference number to view invoice information.



8. The *Review Payments / Payments Details* page will display. To return to the *Review Payments / Payments Made* page, select the *Return to Payments Made* link.



To Print:

9. Drag your cursor and highlight the information you want to print.
10. Go to **File > Print Preview**.
11. In the Print Preview function, toggle with the settings. Try adjusting to **Landscape** view, **“As Selected on Screen”**, and toggle with the sizing.
12. Then **Print**.