SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated September 14, 2025

Update Bidder Profile and Information

Company Address and Categorization Codes

Bidders registered with the State of Minnesota can update their information on the State of Minnesota Supplier Portal by making changes to the company address and categorization codes. Updates are typically approved within two business days.
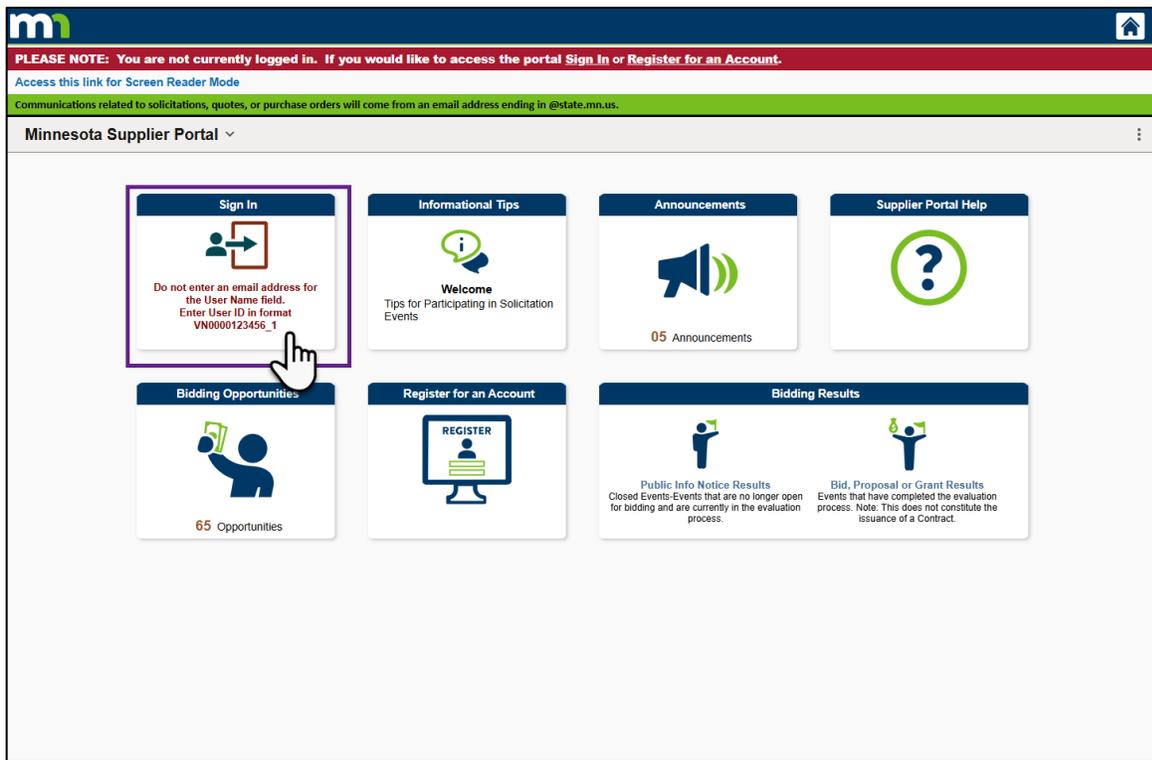
Steps to Complete:

- Step 1: Log in to the Supplier Portal.
- Step 2: Initiate Bidder Change.
- Step 3: Update Company Address.
- Step 4: Contacts Page.
- Step 5: Update Categorization Codes.
- Step 6: Submit Changes to Bidder Information.
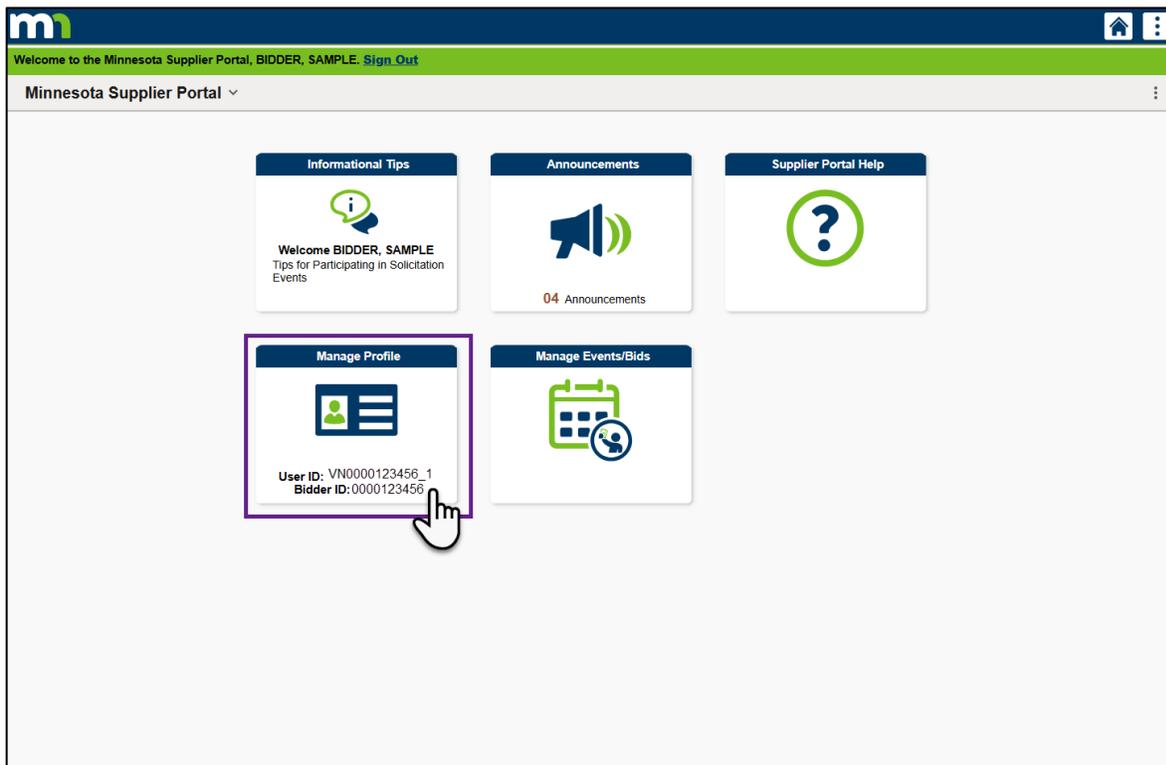
Step 1: Log in to the Supplier Portal

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

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

2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**

3. Select the **Sign In** button and complete the multifactor authentication process. For help please refer to the **SWIFT Supplier Portal Multi Factor Authentication Reference Guide**.

Step 2: Initiate Bidder Change

1. Select the **Manage Profile** tile.

2. The *Manage Profile* page will display. From the left-menu, select *Initiate Bidder Change*.

Step 3: Update Company Address

1. The *Address* page for the *Initiate Bidder Change* process will display to the work area in the right, where you can make changes to the company address.

- To change the physical address, enter the information in the *Primary Address* fields.

- To change the remittance address (if different from the primary address), check mark the **Remittance Address, If Different** box, and enter the information in the *Other Address* fields.

2. When finished making changes to the company address, select the **Next** button.

   NOTE: You can find this button either toward the top right or toward the bottom left.

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Step 4: Add/Update Users/Contacts

1. To add/update Users/Contacts, contact the EFT Helpline at efthelpline.mmb@state.mn.us or by phone at 651.201.8106. Select the **Next** button.

Step 5: Update Categorization Codes

1. The *Categorization* page will display next. To add a new United Nations Standard Product and Services (UNSPSC) Code, use the *Description* and *Category* fields to search for the code.

   - First, enter a keyword in the *Description* field(s). There are two *Description* fields, so you can enter up to two keywords using both fields by selecting the "And/Or" option from the drop-down list.

   - Next, enter the *UNSPSC* code in the *Category* field (if known). To use this field, you do not need to enter the entire code, but you do need to enter at least the first two digits.

   - Then, select the **Search** button.

2. A list of *UNSPSC* codes will display in the search results. Check mark a box to select a code, and select the **Add Selected** button. The code will now appear in the *Your Codes* section below.

3. If you need to delete any category codes, select the **Delete** icon (trash can icon) for that code in the *Your Codes* section.

4. When adding or changing the *UNSPSC* codes, select the **Next** button.

Step 6: Submit Changes to Bidder Information

1. The *Submit* page will display. In the *Email communication* field, the bidder's email will be populated in the Email ID field.

2. Check mark the **Terms of Agreement** box. To read the full terms of agreement, select the *Terms of Agreement* link below.

3. To review any changes, select the **Review** button.

4. To submit the changes, select the **Submit** button.

The *Registration Submit Details* page will display, which will confirm that the bidder registration request has been successfully submitted.