

## QUICK REFERENCE GUIDE

Updated February 20, 2024

### Update Bidder Profile and Information

#### Company Address, Contacts, 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, contacts, and categorization codes. Updates are typically approved within two business days.

##### Steps to Complete:

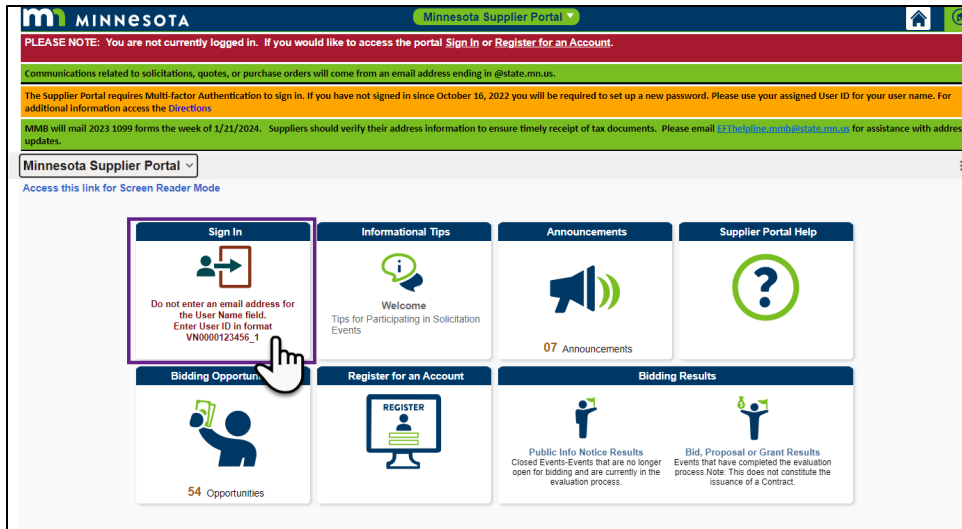
- Step 1: Log in to the Supplier Portal.
- Step 2: Initiate Bidder Change.
- Step 3: Update Company Address.
- Step 4: Update Contacts.
- Step 5: Update Categorization Codes.
- Step 6: Submit Changes to Bidder Information.

#### Step 1: Log in to the Supplier Portal.

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

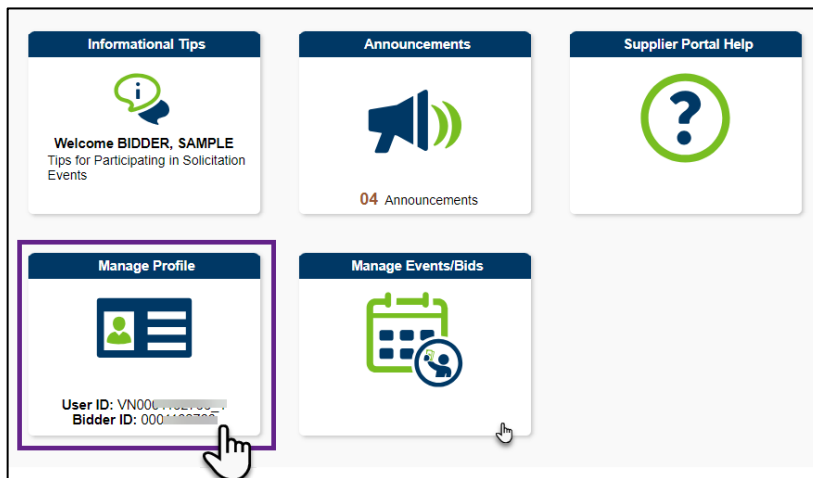
1. To log in to the Supplier Portal, select the **Sign In** tile.
2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456\_1).**
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](#).

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

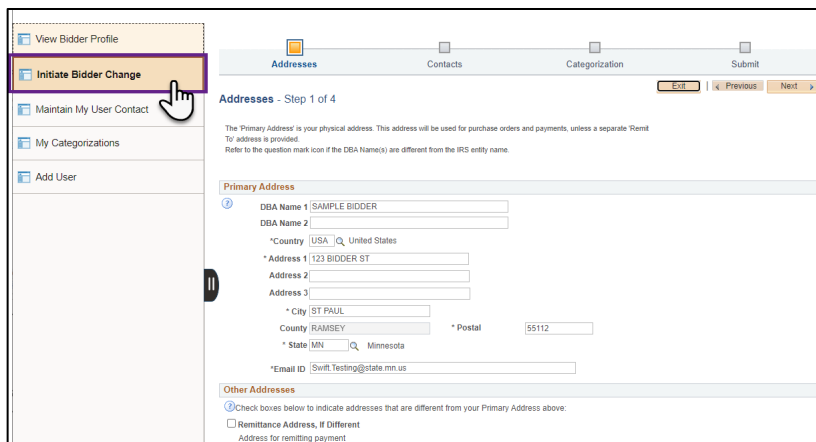


## Step 2: Initiate Bidder Change.

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.

Addresses - Step 1 of 4

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided.  
Refer to the question mark icon if the DBA Name(s) are different from the IRS entity name.

**Primary Address**

DBA Name 1 SAMPLE BIDDER  
DBA Name 2  
\*Country USA United States  
\*Address 1 123 BIDDER ST  
Address 2  
Address 3  
\*City ST PAUL  
County RAMSEY \*Postal 55112  
\*State MN Minnesota  
\*Email ID Swift.Testing@state.mn.us

**Other Addresses**

Check boxes below to indicate addresses that are different from your Primary Address above:

Remittance Address, If Different  
Address for remitting payment

- 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.

**Other Addresses**

Check boxes below to indicate addresses that are different from your Primary Address above:

Remittance Address, If Different

Address for remitting payment

DBA Name 1 SAMPLE BIDDER  
DBA Name 2  
\*Country USA United States  
\*Address 1  
Address 2  
Address 3  
\*City  
County \*Postal  
\*State  
\*Email ID

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.

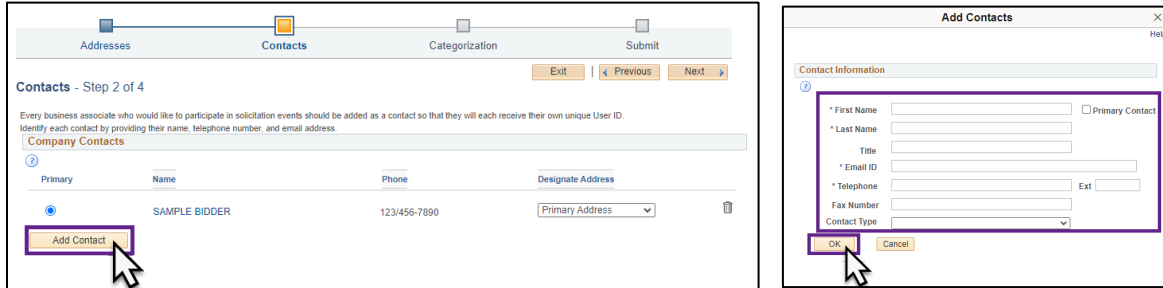
## Step 4: Add/Update Contacts.

1. The *Contacts* page will display next, where you can edit information for existing contacts or add information for a new contact.

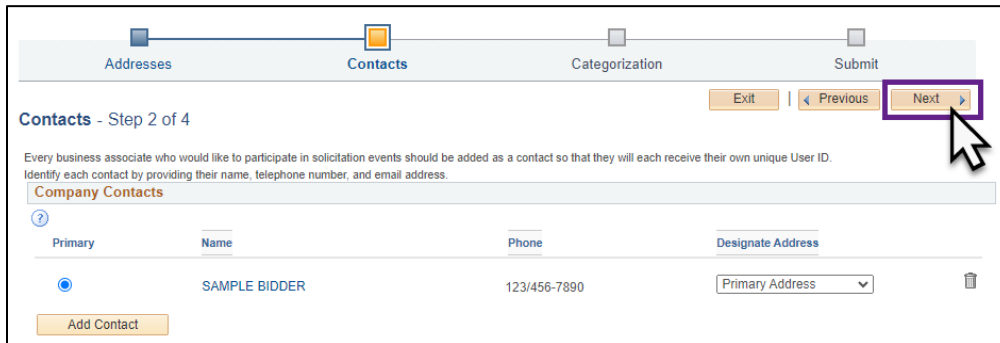
- To edit information for an existing contact, select the contact name. When the *Add Contact* page displays, edit the fields for the contact information, and then select the **OK** button.

**Note:** If this contact is the primary contact, make sure to check mark the **Primary Contact** box before selecting the **OK** button.

- To add a new contact, select the **Add Contact** button. When the *Add Contacts* page displays, enter the new contact information, and then select the **OK** button.

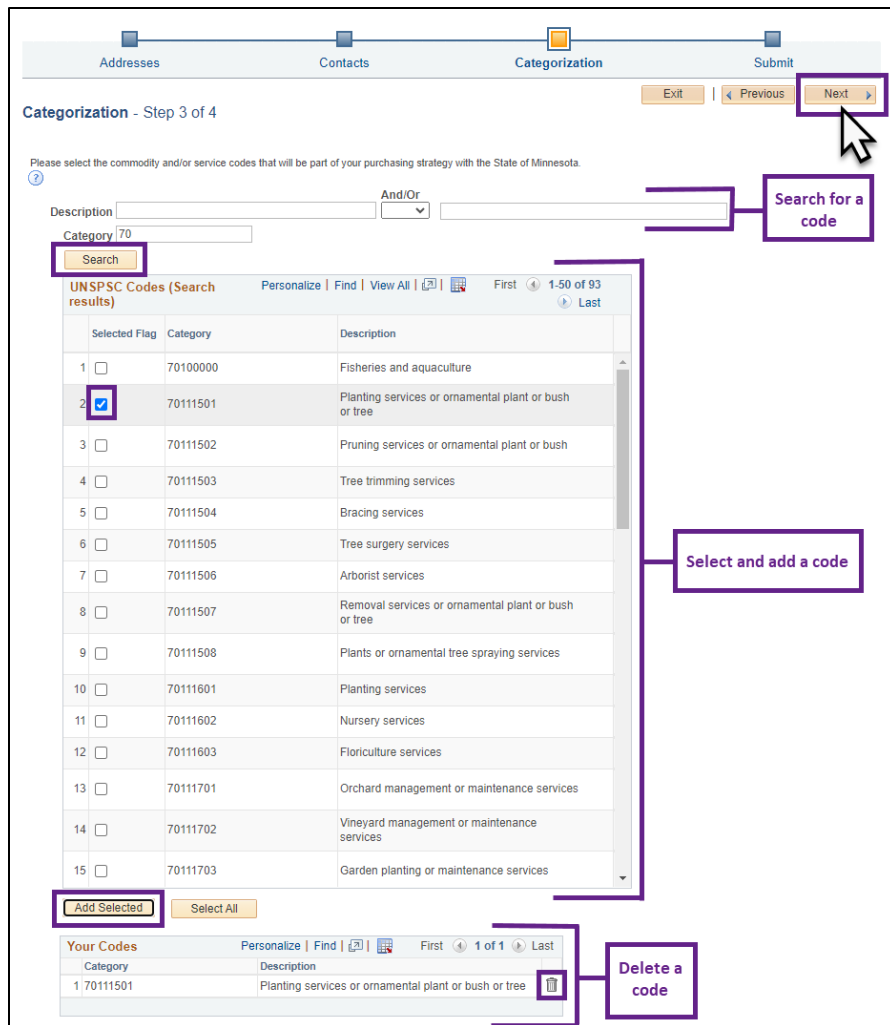


2. When finished making changes to the contact information, select the **Next** button.



## 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, enter the bidder contact's email.
2. In the *Password* field, enter a password. This password requires at least eight characters, including at least one number and one special character.
3. Check mark the **Terms of Agreement** box. To read the full terms of agreement, select the *Terms of Agreement* link below.
4. To review any changes, select the **Review** button.
5. To submit the changes, select the **Submit** button.

Addresses Contacts Categorization **Submit**

Submit - Step 4 of 4

Exit | Previous Next

Select the "Review" button to review the registration information.  
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:  
\*Email ID

Please provide password for re-access in case we should need more information from you to complete the registration process.  
\*Password

**Password Requirements**  
Password length should be a minimum of 8 characters  
Must use at least 1 special character (Example - Period)  
Must use at least 1 number

**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

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

## Registration Submit Details

**Submitted**

✓ Your information has been successfully submitted.

Registration ID:  
[Blurred ID]

Your Bidder Registration request has been successfully submitted.  
Contacts will receive, by email, a temporary password and login instructions.  
**Note:** When changes are made to an existing bidder account, only newly added contacts will receive emails with login instructions.

If you have any questions, contact the Minnesota Management and Budget (MMB) Supplier and Bidder helpline at (651)201-8106.