Update Supplier Profile and Information

Company Profile, Address, Contacts, Payment Profile, Categorization

Suppliers registered with the State can update their profile and information on the Supplier Portal by making changes to the company profile, address, contacts, payment profile, 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 Supplier Change.
- Step 3: Add/Update Company Profile.
- Step 4: Add/Update Address.
- Step 5: Add/Update Contacts.
- Step 6: Add/Update Payment Profile.
- Step 7: Add/Update Categorization Codes.
- Step 8: Submit Changes to Supplier 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 registered supplier information in the User ID and Password fields.
3. Press the Sign In button.
Step 2: Initiate Supplier Change

1. Select the Manage Profile tile.

2. On the left-menu, select Initiate Supplier Change.

3. The Welcome screen for the Supplier Change Request process will display. Press the Next button.

Step 3: Add/Update Company Profile

1. The Company Profile screen will display. Under the Unique ID & Company Profile, verify the Legal Name is correct, and enter an Additional Name, if applicable.

2. Under the Profile Questions, press the Select button to select an appropriate answer for the first three questions, and select the appropriate radio button (Yes or No) for the final question.

3. Press the Next button.
Step 4: Add/Update Address

1. The Address screen will display. Under the Address, select the pencil icon to edit the supplier’s existing address, or press the Add New Address button to add a new address to the supplier.

2. Enter the Address Information and Phone Information for the supplier contact, and press OK.
3. Press the **Next** button.

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**Step 5: Add/Update Contacts**

1. The **Contacts** screen will display. Select the **pencil** icon to edit the supplier’s existing contact information, or press the **Add New Contact** button to add a new contact to the supplier.

2. Enter the **Contact Information** and **Phone Information** for the supplier contact, and press **OK**.
3. Press the **Next** button.

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**Step 6: Add/Update Payment Profile**

1. The *Payment Profile* screen will display. Select the **pencil** icon to edit the payment profile.

2. Press the **Add Bank Account** button to add or update banking information in the payment profile, and enter required information: Tax ID Number, account information, etc.

3. After updating banking information in the payment profile, press **OK**.

4. Press the **Next** button.
Step 7: Add/Update Categorization Codes

1. The Categorization screen will display. To add a UNSPSC Code, enter a keyword in the Description field and press the Search button.

2. A list of UNSPSC Codes will display as search results. Check mark a box to select the code.

3. Press the Add Selected button.

4. Press the Next button.

Step 8: Submit Changes to Supplier Information

1. The Submit screen will display. Enter the supplier contact’s email in the Email communication field.

2. From the drop-down list in the Audit Reason Code field, select the reason for adding/updating the supplier and contact information in SWIFT (e.g., “4 – Contacts Add/Update”).
Optional: Specify that reason by writing it in detail in the Comments field.

3. Check mark the Confirm Changes box.

4. Press the Submit button.

5. The Tax Id Validation screen will display. Enter the tax identification number in the Tax ID Number field, and press OK.