

QUICK REFERENCE GUIDE

Updated August 29, 2024

Update Supplier Profile and Information Company Profile, Address, Payment Profile, Categorization

Suppliers registered with the State of Minnesota can update their profile and information on the Supplier Portal by making changes to the company profile, address, payment profile, and categorization codes. Updates are typically approved within two business days.

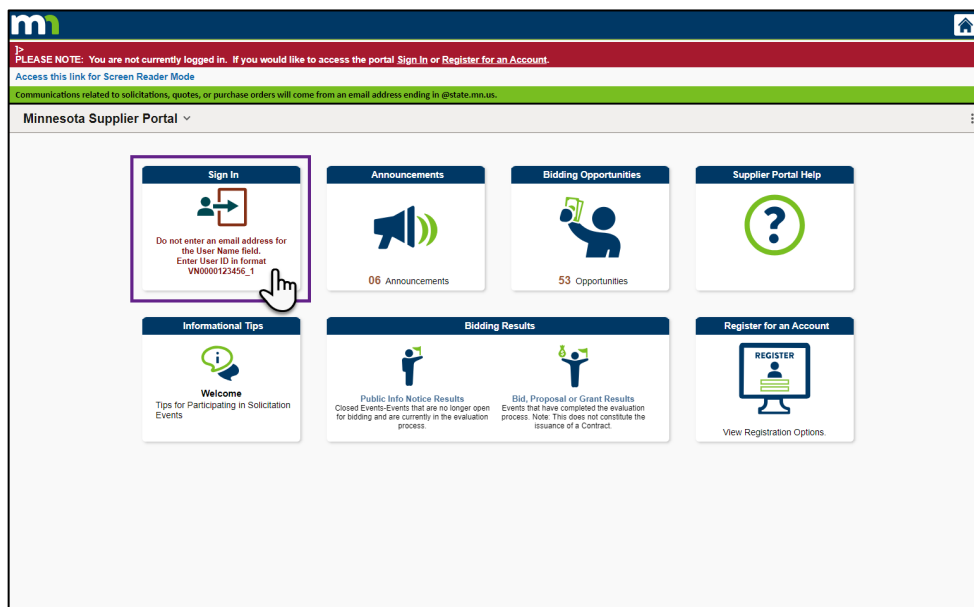
Steps to Complete:

- 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 Payment Profile.
- Step 6: Add/Update Categorization Codes.
- Step 7: 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.

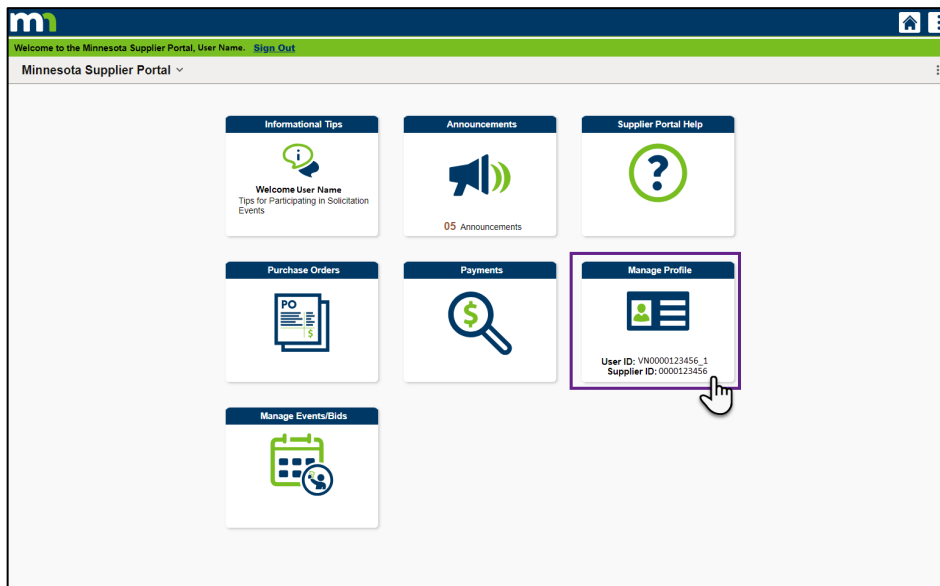


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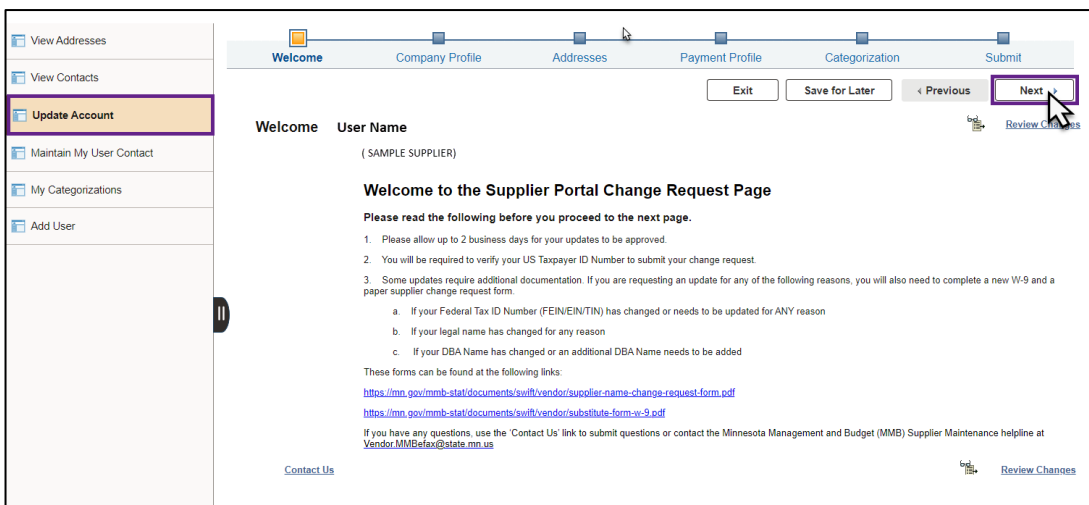
2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).

Step 2: Initiate Supplier Change

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



2. On the left-menu, select *Update Account*.
3. The *Welcome* screen for the *Supplier Change Request* process will display. Select 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. Select the **Next** button.

The screenshot shows the 'Company Profile' screen for 'SAMPLE SUPPLIER'. At the top, there is a navigation bar with tabs: Welcome, Company Profile (active), Addresses, Payment Profile, Categorization, and Submit. Below the navigation bar are buttons: Exit, Save for Later, < Previous, and Next > (highlighted with a red box and a mouse cursor). The main content area is titled 'Company Profile for SAMPLE SUPPLIER' and includes a 'Unique ID & Company Profile' section with a help icon (?). It contains two input fields: '*Legal Name' (containing 'SAMPLE SUPPLIER') and 'Additional Name'. Below these are 'Expand All' and 'Collapse All' links. A 'Comments' section with a dropdown arrow and a text area is also present. At the bottom, there are 'Contact Us' and 'Review Changes' links.

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 select the **Add New Address** button to add a new address to the supplier.

The screenshot shows the 'Addresses' screen for 'SAMPLE SUPPLIER'. At the top, there is a navigation bar with tabs: Welcome, Company Profile, Addresses (active), Payment Profile, Categorization, and Submit. Below the navigation bar are buttons: Exit, Save for Later, < Previous, and Next >. The main content area is titled 'Addresses for SAMPLE SUPPLIER' and includes a help icon (?). Below the title is instructional text: 'Select EDIT (pencil icon) to update an existing address. Select ADD A NEW ADDRESS to add an additional address. Note: You must specify which location new remittances should be added to. Submit a separate request for each address you ADD or EDIT.' Below this is a table with columns: Edit, Change Action, Change Effective Date, Supplier Location, Address Seq #, Remittance/Invoice Address?, Purchase Order Address?, DBA Name 1, Address Line 1, and City. The table contains one row with a pencil icon in the 'Edit' column (highlighted with a red box and a mouse cursor). Below the table is an 'Add New Address' button (highlighted with a red box and a mouse cursor). At the bottom, there are 'Contact Us' and 'Review Changes' links.

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1	City
			001	1	Yes	Yes	SAMPLE SUPPLIER	658 CEDAR ST 4TH FLOOR	ST PAUL

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2. Enter the *Address Information* and *Phone Information* for the supplier contact and select **OK**.

Address Information for SAMPLE SUPPLIER

Address Information

*Address Type: General/Ordering

DBA Name 1: SAMPLE SUPPLIER

DBA Name 2:

*Country: USA United States

*Address 1: 50 SHERBURNE AVE

Address 2:

Address 3:

*City: ST PAUL

County: RAMSEY * Postal: 55155

*State: MN Minnesota

*Comments: Requester name, phone number & reason for request

*Email ID: samplesupplier@email.com

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
Business Phone				

Add Phone

Approved Changes Take Effect: Approval Date Future Date

OK Cancel

3. Select the **Next** button.

Welcome Company Profile **Addresses** Payment Profile Categorization Submit

Exit Save for Later < Previous **Next >**

Addresses for SAMPLE SUPPLIER

Select EDIT (pencil icon) to update an existing address.
Select ADD A NEW ADDRESS to add an additional address.
Note: You must specify which location new remittances should be added to.
Submit a separate request for each address you ADD or EDIT.

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1	City
			001	1	Yes	Yes	SAMPLE SUPPLIER	658 CEDAR ST 4TH FLOOR	ST PAUL

Add New Address

Contact Us

Step 5: Add/Update Payment Profile

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

Payment Profile for SAMPLE SUPPLIER

As a security measure you must be able to provide the Bank Account number currently in use in order to make updates to direct deposit information.

Edit	Change Effective Date	ACH Status?	Supplier Location	Address Sequence #	Remit/Invoice Address?	Purchase Order Address?	DBA Name 1	DBA Name 2	Address Line 1
	12/19/2023	None	001	1	Yes	Yes	SAMPLE SUPPLIER		658 CEDAR ST 4TH FLOOR

2. Select 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, select **OK**.

Payment Profile for 001 - SAMPLE SUPPLIER

Expand All Collapse All

Payment Notification Preferences

Enable Email Payment Advice

Email ID

Location Comments

Comment

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #
<input checked="" type="checkbox"/>					

Add Bank Account

OK Cancel

4. Select the **Next** button.

Payment Profile for SAMPLE SUPPLIER

As a security measure you must be able to provide the Bank Account number currently in use in order to make updates to direct deposit information.

Edit	Change Effective Date	ACH Status?	Supplier Location	Address Sequence #	Remit/Invoice Address?	Purchase Order Address?	DBA Name 1	DBA Name 2	Address Line 1
	12/19/2023	None	001	1	Yes	Yes	SAMPLE SUPPLIER		658 CEDAR ST 4TH FLOOR

Step 6: Add/Update Categorization Codes

1. The *Categorization* screen will display. To add a *UNSPSC* code, enter a keyword in the *Description* field and select the **Search** button.
2. A list of *UNSPSC* codes will display as search results. Check mark a box to select the code.
3. Select the **Add Selected** button.

Welcome Company Profile Addresses Payment Profile **Categorization** Submit

Exit Save for Later < Previous Next >

Categorization for SAMPLE SUPPLIER

OPTIONAL: Add categorization codes to receive email notifications when the State of Minnesota is seeking bids for goods or services that your company provides.

If you are an Individual Payee, you may skip this page and select Next.

Description: trees And/Or:
Category:
Search

UNSPSC Codes (Search results)

	Selected Flag	Category	Description
1	<input type="checkbox"/>	10161500	Trees and shrubs
2	<input type="checkbox"/>	70141800	Crop planting and cultivation
3	<input checked="" type="checkbox"/>	72102902	Landscaping services
4	<input type="checkbox"/>	72141504	Timber removal service

Add Selected Select All

4. Select the **Next** button.

Welcome Company Profile Addresses Payment Profile **Categorization** Submit

Exit Save for Later < Previous **Next** >

Categorization for SAMPLE SUPPLIER

OPTIONAL: Add categorization codes to receive email notifications when the State of Minnesota is seeking bids for goods or services that your company provides.

If you are an Individual Payee, you may skip this page and select Next.

Description: And/Or:
Category:
Search

Step 7: Submit Changes to Supplier Information

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

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- Specify that reason by writing it in detail in the *Comments* field.
- Select the **Submit** button.

Welcome Company Profile Addresses Payment Profile Categorization **Submit**

Exit Save for Later < Previous Next >

Review and Submit Changes for SAMPLE SUPPLIER

Comments are required. Please explain what you have updated and the reason for those changes. We also recommend adding your name and phone number in case a file maintenance staff needs to contact you.
Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

*Email ID SAMPLESUPPLIER@EMAIL.COM

*Comments

254 characters remaining

Review Submit

Contact Us

- The *Tax Id Validation* screen will display. Enter the tax identification number in the *Tax ID Number* field and select **OK**.

Tax Id Validation

Enter Tax Id

Tax Id Number

OK Cancel