

## QUICK REFERENCE GUIDE

Updated March 1, 2023

### View Purchase Orders

Suppliers can view Purchase Orders (POs) on SWIFT through the Supplier Portal.

#### Steps to complete

- Step 1: Log in to the Supplier Portal.
- Step 2: View PO Information.
- Step 3: Download PO Information.
- Step 4: View PO Details.

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

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.
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. Press the **Sign In** button.



# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

**m MINNESOTA**  
State of Minnesota  
Log In

User Name  
VN0000123456\_1

Password  
.....

**Sign In**

Need help signing in? [Click here](#)

[Cookie Preferences](#)

## Step 2: View PO Information

1. Select the **Purchase Orders** tile.

<b>Informational Tips</b>  Tips for Participating in Solicitation Events	<b>Purchase Orders</b>  View PO Information	<b>Announcements</b>  01 Announcements	<b>Supplier Portal Help</b> 
<b>Review Payment Information</b> 	<b>Manage Contract Documents</b>  View Pending Contract Reviews	<b>Manage Profile</b>  User ID: VN0001011397_5 Supplier ID: 0001011397	<b>Manage Events and Place Bids</b> 

2. When the *Purchase Orders* page displays, select the *Filter Items* icon.

**SCENARIO**

[Download PO Information](#)

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The *Filters* screen will display. Enter the PO identification number in the *From PO ID* field.  
**Note:** If you are not sure what to enter, select the **Look Up** glass icon for selectable options. Press the **Reset** button to clear the field and start over.
- Optional:* Enter relevant PO information in the other search fields, if needed.
- Press the **Done** button.

- Search results will display on the *Purchase Orders* page. To sort the results, select the **Sort** icon.
- From the *Sort* drop-down list, select a sorting option, and press the **X**.

Agency Name	Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency
Transportation Department	Transportation Department 3000124204	ST PETER LUMBER CO	05/16/2013	Compl	05/16/2013 2:38:49PM		3.75 USD
Transportation Department	Transportation Department 3000127079	ST PETER LUMBER CO	06/05/2013	Compl	06/05/2013 11:56:44AM		14.19 USD
Transportation Department	Transportation Department 3000121118	ST PETER LUMBER CO	04/30/2013	Compl	04/30/2013 8:54:53AM		25.32 USD
Transportation Department	Transportation Department 3000191504	ST PETER LUMBER CO	06/30/2014	Compl	06/30/2014 11:51:46AM		100.77 USD
Human Services Department		ST PETER LUMBER CO					1,603.13

- Review the following fields to view PO information.

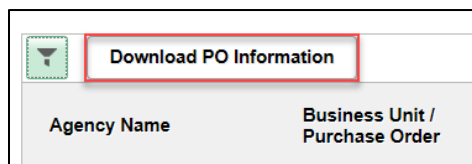
Field	Field Description
<b>Agency Name</b>	The State agency that issued the PO.
<b>Business Unit / Purchase Order</b>	The Business Unit and Purchase Order number.
<b>Supplier Location</b>	The location of the supplier.

Field	Field Description
<b>PO Date</b>	The date of the PO.
<b>PO Status</b>	The status of the PO (e.g., Dispatched, Pending, or Canceled).
<b>Last Dispatched Date / Time</b>	The date/time of the PO was dispatched. (If the PO includes a change order, the date/time will be when the change order was dispatched.)
<b>Buyer</b>	The name of the buyer.
<b>PO Total Amount / Currency</b>	The amount of the PO and in what currency.
<b>Payment Terms</b>	The PO's payment terms (e.g., Net 30 for payments to external suppliers, Net 0 for payments for interagency payments).
<b>Actions</b>	Select the downward arrow icon to view a PO document.
<b>PO Details</b>	Select the rightward arrow icon to view PO details.

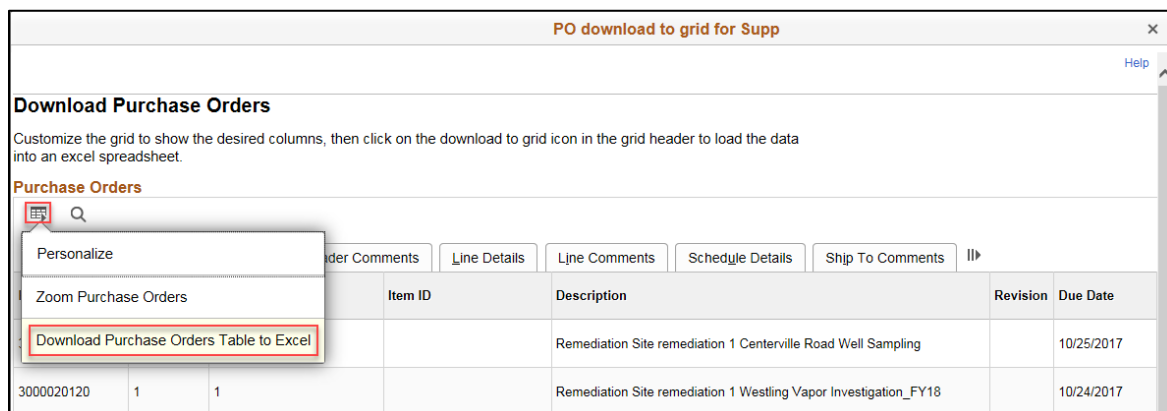
Agency Name	Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Actions	PO Details
Pollution Control Agency	Pollution Control Agency 3000020125	AMEC FOSTER WHEELER ENVIRONMEN	10/25/2017	Dispatched	10/19/2017 6:59:04AM		3,533.35 USD	Net 30		

## Download PO Information

1. To download the PO information in Excel, press the **Download PO Information** button.



2. The *PO download to grid for Supplier* window will display. Select the *Grid Action Menu* icon. From the drop-down list, select "Download Purchase Orders Table to Excel."



3. A message box will display. Press **Open**.



4. A spreadsheet will open with all the downloaded PO information in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PO Number	Line	Schedule	Item ID	Description	Revision	Due Date	PO Qty	UOM	Price	Merchandise Amount	Freight/Tax/Misc.	Currency
2	3000020125	1	1		Remediation Site remediation 1 Centerville Road Well Sampling		10/25/2017	1	EA	3533.35	3533.35	0	USD
3	3000020120	1	1		Remediation Site remediation 1 Westling Vapor Investigation_FY18		10/24/2017	1	EA	18295.55	18295.55	0	USD
4	3000020066	1	1		Remediation Site remediation 1 Former Rapids Cleaner_Soil Gas Investigation_FY18		10/17/2017	1	EA	6673.1	6673.1	0	USD
5	3000381721	1	1		Phase I Investigation - Sandstone - 2018		10/9/2017	1	EA	38138.54	38138.54	0	USD

## View PO Details

1. Back on the *Purchase Orders* page, select the **PO Details** arrow to view PO details.

Agency Name	Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Actions	PO Details
Human Services Department	Human Services Department 3000031593	ST PETER LUMBER CO	08/15/2014	Compl	08/15/2014 2:40:58PM		1,603.13 USD	Net 30		>

2. The *Review Purchase Orders* screen will display. Toward the top, you may view *Purchase Order Details* and *Purchase Order Total* amounts.

Purchase Order Details	
PO Number	3000020125
Purchase Order Date	10/25/2017
PO Status	Dispatched
Last Dispatch	10/19/17 6:59:04AM
Buyer	
Billing Location	R32F400000
Payment Terms	Net 30
Purchase Order Total	
Merchandise Amount	3,533.35
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>3,533.35 USD</b>

3. Scroll down to the *Purchase Order Lines* section to view line data in the *Line Information* tab:

Field	Field Description
<b>Line</b>	The purchase order line number for the line.
<b>Status</b>	The line status (e.g., Active, Closed, Hold, or Canceled).
<b>Item ID</b>	The Minnesota line item identification number.
<b>Description</b>	The description of the line item.

Field	Field Description
Quantity	The amount of the line item.
Merchandise Amt	The price of the line item.

Line	Status	Item ID	Description	Quantity	Merchandise Amt
1	Closed		BUILDING SUPPLIES for items not available from Grainger contact	1.0000 LO	1,500.00 USD

4. Select the *Extension* tab to view the *Part Number Extension*.

Line	Status	Item ID	Part Number Extension
1	Closed		

5. Select the *Line Details* tab to view the manufacturer information:

Field	Field Description
Freight/Tax/Misc.	Information on freight, tax, or miscellaneous charges.
Manufacturer ID	Identification number of the manufacturer.
Description	Manufacturer's description of the line item.
Manufacturer's Item ID	Manufacturer's internal item identification number.
Category ID	Category code.

Line	Status	Item ID	Freight/Tax/Misc.	Manufacturer ID	Description	Manufacturer's Item ID	Category ID
1	Closed		103.13				00199

6. Select the *Contract Info* tab to view the contract information:

Field	Field Description
Contract ID	Contract identification number.

Field	Field Description
<b>Contract Version</b>	Draft or revision of the contract.
<b>Contract Line Nbr</b>	Line number for each products/service on a contract.
<b>Category Line Number</b>	Line number for the category agreement.
<b>Release Number</b>	Transaction number for the contract.

**Purchase Order Lines**

1-1 of 1 | View All

Line	Status	Item ID	Contract ID	Contract Version	Contract Line Nbr	Category Line Number	Release Number
1	Closed						

7. Scroll down to the *Invoice List* section to view the invoice information for the PO:

Field	Field Description
<b>Invoice</b>	The invoice number.
<b>Invoice Date</b>	The date of the invoice.
<b>Amount</b>	The amount of the invoice.
<b>Due Date</b>	The date the invoice is due.
<b>Appr Stat</b>	The approval status of the invoice.
<b>Voucher</b>	The voucher number.

**Invoice List**

1-5 of 5 | View All

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
10064038	01/23/2015	417.75 USD	01/23/2015	Approved	01504062
10063189 MSOP 12/01/14	12/01/2014	36.25 USD	12/01/2014	Approved	01427303
10062597 MSOP 11/06/14	11/06/2014	106.65 USD	11/06/2014	Approved	01395477
10062535 MSOP 11/04/14	11/04/2014	133.52 USD	11/04/2014	Approved	01395479
10060939 MSOP 09/16/14	09/16/2014	51.03 USD	09/16/2014	Approved	01347279

**Note:** If there are no invoices for the PO, a message will display below the *Invoice List*:

“No Invoices Found.”

8. Select an *Invoice* number to view invoice and payment details for the PO.

**Invoice List**

1-5 of 5 | View All

Invoice	Invoice Date	Amount		Due Date	Appr Stat	Voucher
10064038	01/23/2015	417.75	USD	01/23/2015	Approved	01504062
10063189 MSOP 12/01/14	12/01/2014	36.25	USD	12/01/2014	Approved	01427303
10062597 MSOP 11/06/14	11/06/2014	106.65	USD	11/06/2014	Approved	01395477
10062535 MSOP 11/04/14	11/04/2014	133.52	USD	11/04/2014	Approved	01395479
10060939 MSOP 09/16/14	09/16/2014	51.03	USD	09/16/2014	Approved	01347279

9. The *Invoice Details* screen will display, which shows *Invoice Lines* and *Payment Schedule* details. Select the *Return to Purchase Order Details* link to return to *Purchase Order Details*.

**Review Purchase Orders**

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**Invoice Details**

Invoice Number 10064038 Invoice Date 01/23/2015  
Gross Invoice Amount \$417.750 Due Date 01/23/2015

**Invoice Lines**

1-1 of 1 | View All

Item ID	Description	Statistic Amount		Unit Price	Merchandise Amount	
	BUILDING SUPPLIES for items		LO	417.75000	\$417.75	USD

**Payment Schedule**

1-1 of 1 | View All

Scheduled to Pay	Payment	Amount	Discount	Method	Status	On Hold	Withd Hold
02/10/2015	0002385754	\$417.75	USD	\$0.00	ACH	Paid	No

[Return to Purchase Order Details](#)

10. Close the *Review Purchase Orders* screen to return to the *Purchase Order* page.

**Review Purchase Orders**

Help | [ ]

**Purchase Order Details**

PO Number 3000031593 Purchase Order Date 08/15/2014  
PO Status Complete Last Dispatch 08/15/14 2:40:58PM  
Buyer [REDACTED]

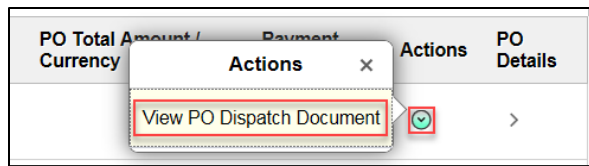
Billing Location H55200MPAY  
Payment Terms Net 30

**Purchase Order Total**

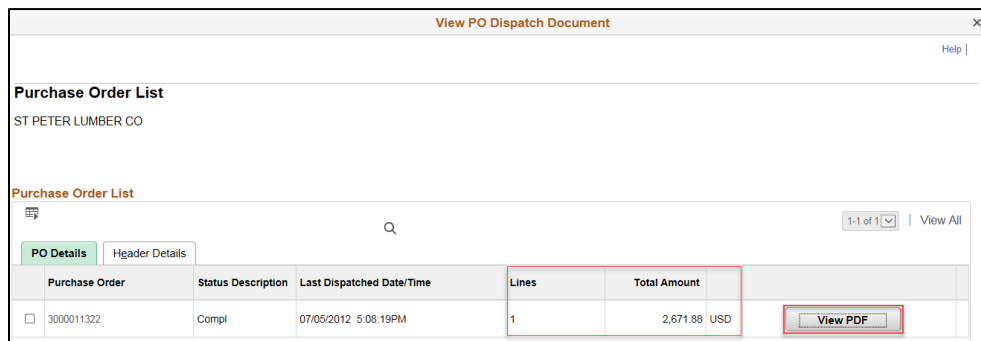
Merchandise Amount	1,500.00
Freight/Tax/Misc.	103.13
<b>Total Amount</b>	<b>1,603.13 USD</b>

11. To view a PO document, select the downward arrow under the *Actions* column, and then select "View PO Dispatch Document."



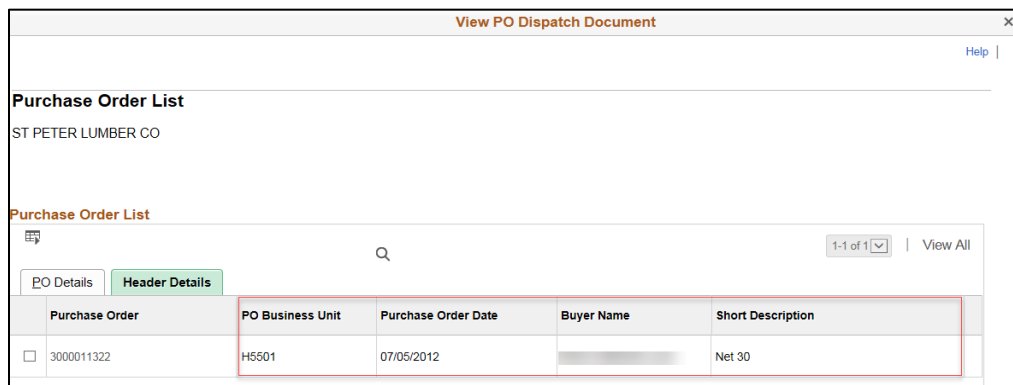


12. The *View PO Dispatch Document* screen will display. Look at the *PO Details* tab to see the number of lines on the PO and the Total Amount (merchandise amount plus adjusted amount).
13. To generate a separate document for viewing this PO information, press the **View PDF** button.  
A PDF of the PO will display in another browser tab or window.



14. Select the *Header Details* tab to see the following additional details:

Field	Field Description
<b>Business Unit</b>	The number representing the State agency that created the PO.
<b>Purchase Order Date</b>	The date the PO was created.
<b>Buyer Name</b>	The name of the buyer referenced on the PO.
<b>Short Description</b>	The PO's payment terms (e.g., Net 30 for payments to external suppliers, Net 0 for payments for interagency payments).



15. Close the *View PO Dispatch Document* screen to return to the *Purchase Order* page.