Starting in December 2019, there will be changes to SWIFT. While the new version will have a new look and feel, this upgrade will not affect how most processes are completed in SWIFT.

Note: There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. Questions? Contact the SWIFT Help Desk: SWIFT.project@state.mn.us.

This guide will explain how to navigate to the Supplier module and pages, which allow you to register suppliers and bidders and perform maintenance on their information in SWIFT.

- Step 1: Navigate to the Supplier module.
- Step 2: Select a Supplier page to begin work.

Step 1: Navigate to the Supplier module.

1. From the Homepage, select the Accounting tile.

2. Select the Supplier tile to open the Supplier module.

3. Select the Supplier Maintenance tile to open Supplier pages.
The Review Suppliers page will display by default.

Step 2: Select a Supplier page to begin work.

1. Options to access different Supplier pages will display in the left-menu. Depending on what work you need to complete, select a page to open it in the work area to the right.

2. **Register a Supplier**: To begin registering a supplier, select Supplier Registration.

3. **Register a Bidder**: To begin registering a bidder, select Register Bidders.
4. **Request changes to Supplier info**: To request changes to supplier information (e.g., address), select *Supplier Change Request*. 

![Supplier Change Request Selection](image)