

## Supplier Quick Start Guide

September 1, 2019

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.

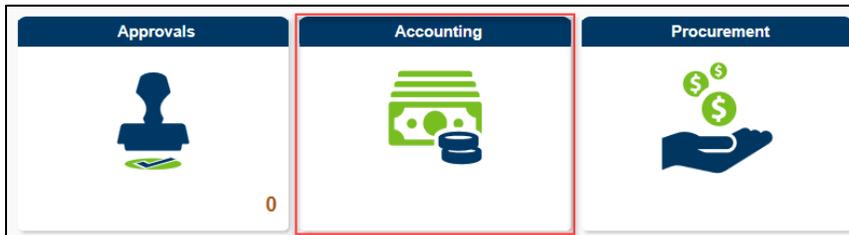
**Note:** There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact the SWIFT Help Desk: [SWIFT.project@state.mn.us](mailto:SWIFT.project@state.mn.us).

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.

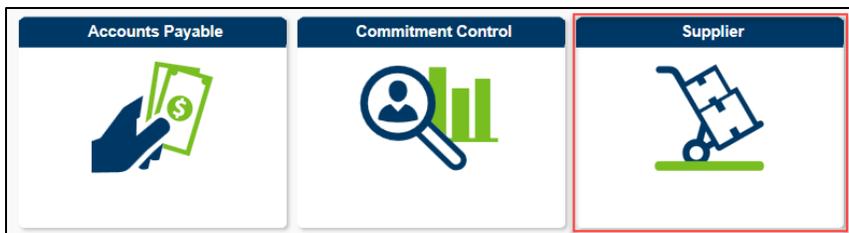
- Step 1: Navigate to the Supplier module.
- Step 2: Select a Supplier page to begin work.

### 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.

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

- 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*.

 Review Suppliers	<h2>Supplier Change Request Selection</h2> <p><b>Select Supplier</b></p> <input data-bbox="873 512 1084 548" type="text" value="*Supplier ID"/> <input data-bbox="1045 512 1084 548" type="button" value="Search"/>
 Supplier Information	
 Register Bidders	
 Supplier Registration	
 <b>Supplier Change Request</b>	
 View History	

No records found.