

QUICK REFERENCE GUIDE

November 1, 2019

Verify Supplier Information

This guide provides the steps to verify the supplier information, specifically how to find the Address Sequence Number and the corresponding Location Code.

- **Location Code**

Not to be confused with the physical address, the Location Code is the default set of data for a supplier, including address, contact information, and payment and bank account details.

- **Address Sequence Number**

The Address Sequence Number consists of the supplier's address and contact information, which is attached to a Location Code.

When suppliers register for a Supplier ID to do business with the State of Minnesota, they must include contact, banking, remit to address, and order address information. Some suppliers have multiple addresses, contacts and banking information. SWIFT deals with this data using Location Codes.

Location Codes keep track of all this information on SWIFT. All suppliers have at least one Location Code. Some suppliers have more. Always make sure to use the correct Location Code for a supplier on a SWIFT transaction.

To find the correct Location Code for a SWIFT transaction, you will need to use both Location Code and Address Sequence Number. SWIFT requires two different reports to get this information

Steps to complete:

- Step 1: Find the Address Sequence Number using the Review Suppliers inquiry.
- Step 2: Find the Location Code using the Vendor query

Steps to find Verify Supplier Information

Step 1: Find the Address Sequence Number using the Review Suppliers Inquiry.

1. Navigate to the *Review Suppliers* page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance. The Review Suppliers page defaults.

2. In the Review Suppliers inquiry, enter information about the supplier, such as *Supplier ID* or *Name*.

HINT: Use "Contains" in the *Name* search field.

3. Press the **Search** button.

Review Suppliers

Search Criteria

*SetID: SHARE

Name: Contains

Withholding Name: Equal to

Supplier Status: [Dropdown]

Sanctions Status: [Dropdown]

Supplier ID: [Text]

Short Name: Equal to

Classification: [Dropdown]

Type: [Dropdown]

Persistence: [Dropdown]

Address: Equal to

Customer Number: [Text]

ID Type: Tax Identification Number

VAT Registration ID: [Text]

Withholding Tax ID: [Text]

City: [Text]

Country: [Text]

State: [Text]

Postal: [Text]

Bank Account #: [Text]

Max Rows: 300

Search Clear

4. From the **Search Results** section, find the correct supplier. Select the **Actions** link, and press the “Review Supplier Contact” option.

Search Results

1-10 of 53 | View All

Main Information Additional Supplier Info Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status	
<ul style="list-style-type: none"> Actions Maintain Supplier Maintain Supplier Conversation Review Supplier Contact 	SHARE	0000209162	XEROX CORP	M	XEROX CORP-001	2520 PILOT KNOB RD #190	MENDOTA HEIGHTS	MN	USA	Active
		0000209162	XEROX CORP	M	XEROX CORP-001	PO BOX 802597	CHICAGO	IL	USA	Active
		0000209162	XEROX CORP	M	XEROX CORP-001	3000 DES PLAINES RIVER RD	DES PLAINES	IL	USA	Active

5. SWIFT displays the **Supplier Contact** page in a new window. You can see all the contacts for the supplier. If more than one contact is listed, use the arrows to go through them one by one, or select the **View All** link to view all at once.

Supplier Contact

SetID: SHARE

Supplier ID: 0000195167

Short Supplier Name: HERMAN MIL-001

Supplier: HERMAN MILLER INC

Supplier Contact | 1 of 9 | View All

6. After finding the appropriate contact for the supplier, find the *Address Sequence Number*, which appears in the *Address* field in the **Details** section.

Contact ID 8
Description MIKE FARRELL

Details 1 of 1 | View All

Effective Date 01/01/1901
Effective Status Active
Type General
Name MIKE FARRELL
Title
Address **11** GENERAL - DULUTH
2326 W SUPERIOR ST
DULUTH, MN 55806
URLID http:// [View Internet Address](#)
Email ID Swift.Testing@state.mn.us

7. Use this *Address Sequence Number* to find the *Location Code* (see next step).

Step 2: Find the Location Code using the Vendor Inquiry

Navigation Option	Navigation Path
Need Help? Button on a SWIFT page	Need Help? button, Common Utilities, Query Viewer.
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

1. In the *Search By* field, select the “Query Name” option.
2. In the *begins with* field, enter “M_VENDOR_INQUIRY.”
3. Press the **Search** button.
4. From the *Search Results*, select the *HTML* link for M_VENDOR_INQUIRY.

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with M_VENDOR_INQUIRY

Search [Advanced Search](#)

Search Results
*Folder View -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
M_VENDOR_INQUIRY	General Vendor Lookup Ref	Public	VNDR	HTML	Excel	XML	Schedule

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

5. SWIFT displays the Vendor Inquiry in a new page.

M_VENDOR_INQUIRY - General Vendor Lookup Ref

Vendor ID

Row	Supplier ID	Supplier Status	Supplier Location	Address Sequence Number	
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6. In the *Vendor ID* field, enter the *Supplier ID* number, and then press the **View Results** button.

7. SWIFT displays the search results. Under the *Address Sequence Number* column, find the *Address Sequence Number* for the supplier.

8. Find the *Location Code* for the supplier under the *Supplier Location* column.

M_VENDOR_INQUIRY - General Vendor Lookup Ref

Vendor ID

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#)

[View All](#)

Row	Supplier ID	Supplier Status	Supplier Location	Address Sequence Number	DBA Name1
1	0000195167	Approved	001	1	HERMAN MILLER INC P
2	0000195167	Approved	001	2	HERMAN MILLER INC P
3	0000195167	Approved	002	4	HERMAN MILLER INC Z
4	0000195167	Approved	002	5	HERMAN MILLER INC Z
5	0000195167	Approved	003	6	HERMAN MILLER INC P
6	0000195167	Approved	003	7	HERMAN MILLER INC P
7	0000195167	Approved	004	8	HERMAN MILLER INC H
8	0000195167	Approved	004	9	HERMAN MILLER INC H
9	0000195167	Approved	005	2	HERMAN MILLER INC P
10	0000195167	Approved	005	10	HERMAN MILLER INC Z
11	0000195167	Approved	006	11	HERMAN MILLER INC D