

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.

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: Review Supplier Inquiry for the Address Sequence Number and Vendor Inquiry for the Location Code.

Overview of Supplier Information

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.

Steps to verify supplier information

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

1. Navigate to the **Review Supplier** inquiry.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance. The Review Suppliers inquiry defaults.

2. In the Review Suppliers inquiry, enter information about the supplier such as the Supplier ID or Name.
 - a. **HINT:** Use “Contains” in the Name search field.
 - b. Press the **Search** button.

Review Suppliers

Search Criteria

*SetID: SHARE

Name: Contains (dropdown) xerox

Supplier ID: [input]

Short Name: Equal to (dropdown)

Withholding Name: Equal to (dropdown)

Classification: [dropdown]

Supplier Status: [dropdown]

Type: [dropdown]

Sanctions Status: [dropdown]

Persistence: [dropdown]

Address: Equal to (dropdown)

City: [input]

Customer Number: [input]

Country: [input]

ID Type: Tax Identification Number (dropdown)

State: [input]

VAT Registration ID: [input]

Postal: [input]

Withholding Tax ID: [input]

Bank Account #: [input]

Max Rows: 300

Search (highlighted) Clear

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

Search Results

Main Information Additional Supplier Info Audit Information

	Supplier ID	Supplier Name	Short Name	Address	City
Maintain Supplier	0000209162	XEROX CORP	M	2520 PILOT KNOB RD #190	MENDOTA HEIGHTS
Review Supplier Contact (highlighted)	0000209162	XEROX CORP	M	PO BOX 802555	CHICAGO

Actions (highlighted)

4. SWIFT displays the Supplier Contact page in a separate 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: 0000209162 Short Supplier Name: XEROX CORP-001 Supplier: XEROX CORP M

Supplier Contact [input] | << < 1 of 9 > >> | **View All** (highlighted)

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

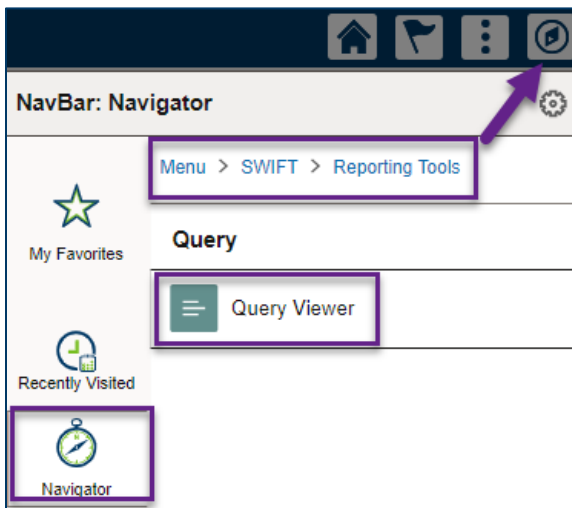
Details		Q		<	<	1 of 1	>	>		View All
Effective Date	01/01/1901									
Effective Status	Active									
Type	General									
Name	ERIC FISHER									
Title										
Address	4	GENERAL - ST PETERSBURG								
	800 CARILLON PKWY									
	ST PETERSBURG, FL 33716									

- This Address Sequence Number is “4.” Use this Address Sequence Number to find the Location Code in the next step.

Step 2: Find the Location Code using the Vendor Inquiry

- Navigate to the **Vendor Inquiry** from the Query Viewer.

Navigation Options	Navigation Path
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.
Need Help? Button From an application page within a SWIFT module	Need Help? button, Common Utilities, Query Viewer.



- SWIFT opens the Query Viewer.
 - In the Search By field, select the “Query Name” option.
 - In the “begins with” field, enter “M_VENDOR_INQUIRY.”
 - Press the **Search** button.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

- d. From the Search Results, select the **HTML** link for M_VENDOR_INQUIRY.

Search Results

*Folder View

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

3. SWIFT displays the Vendor Inquiry in a new page.
 - a. In the Vendor ID field, enter the **Supplier ID** number
 - b. Then, press the **View Results** button.
4. SWIFT displays the search results.
 - a. Under the **Address Sequence Number** column, find the Address Sequence Number for the supplier.
 - b. 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](#) (71 kb)

View All

Row	Supplier ID	Supplier Name	Additional Name	Supplier Status	Supplier Location	Address Sequence Number	DBA Name1	DBA Name 2	WTHHLDG Name1	Location Status
1	0000209162	XEROX CORP M		Approved	001	1	XEROX CORP M			Active
2	0000209162	XEROX CORP M		Approved	001	2	XEROX CORP M			Active
3	0000209162	XEROX CORP M		Approved	002	4	XEROX CORP M			Active

In this example, the Supplier Location is "002" and the Address Sequence Number is "4."