SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

August 3, 2026

Verify Supplier Location Code and Address Sequence Number

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

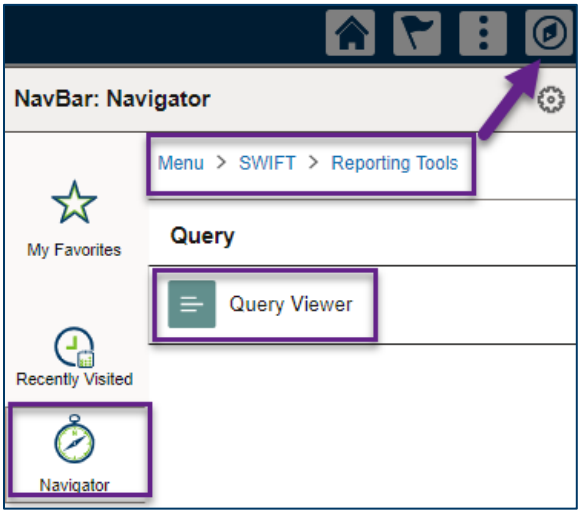
Steps to verify supplier information

Step 1: Find the Location Code and Address Sequence Number using the Vendor Inquiry

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

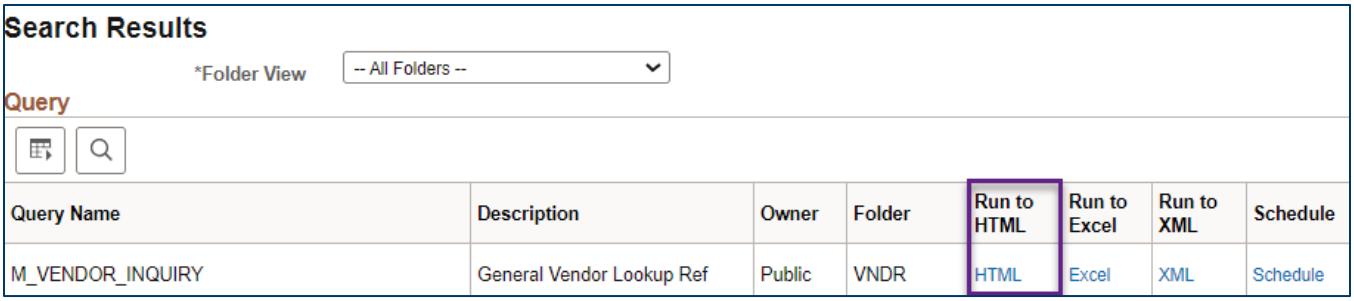
Navigation Options	Navigation Path
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

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



2. SWIFT opens the Query Viewer.
    a. In the Search By field, select the "Query Name" option.
    b. In the "begins with" field, enter "M_VENDOR_INQUIRY."
    c. Press the **Search** button.

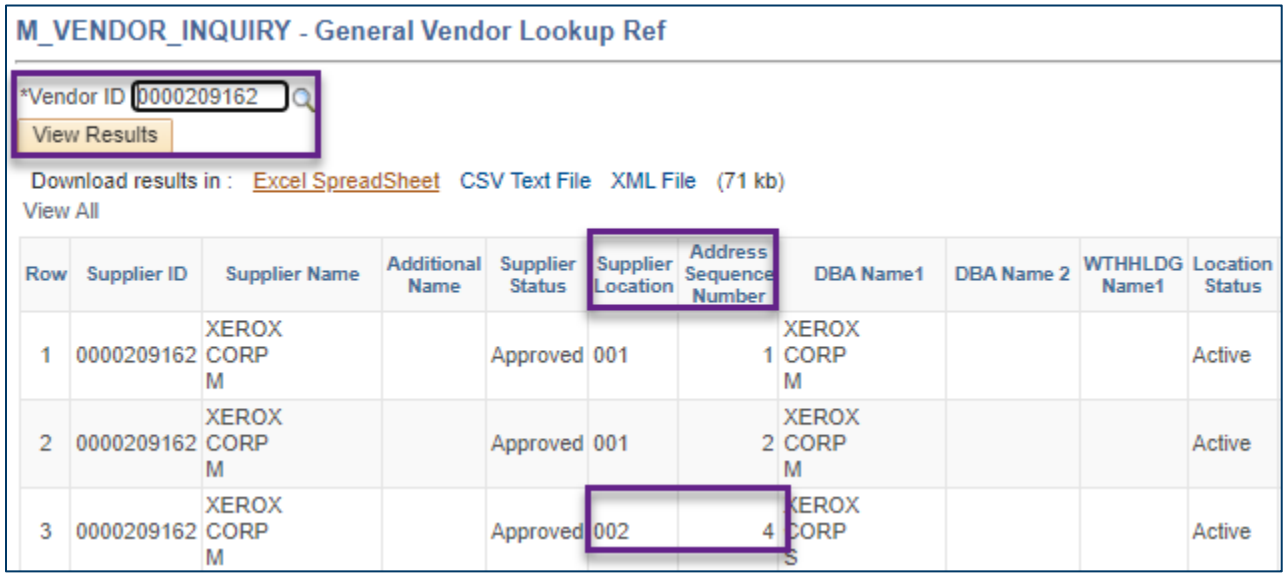
    d. From the Search Results, select the **HTML** link for M_VENDOR_INQUIRY.



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. Find the **Location Code** for the supplier under the Supplier Location column.
   b. Find the Address Sequence Number for the supplier under the **Address Sequence Number** column.



M_VENDOR_INQUIRY - General Vendor Lookup Ref

*Vendor ID 0000209162

View Results

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 S			Active

In this example, the Supplier Location/Location Code is “002” and the Address Sequence Number is “4.”