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.

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<tr>
<th>Navigation Options</th>
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<td>Navigation Collection</td>
<td>Accounting, Supplier, Supplier Maintenance. The Review Suppliers page defaults.</td>
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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.

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

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.

6. After finding the appropriate contact for the supplier, find the **Address Sequence Number**, which appears in the **Address** field in the **Details** section.
7. Use this Address Sequence Number to find the Location Code (see next step).

**Step 2: Find the Location Code using the Vendor Inquiry**

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<thead>
<tr>
<th>Navigation Option</th>
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<td>NavBar</td>
<td>Navigator, SWIFT, Reporting Tools, Query, Query Viewer.</td>
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</table>

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

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.