

## QUICK REFERENCE GUIDE

### *Vendors Requesting a User ID*

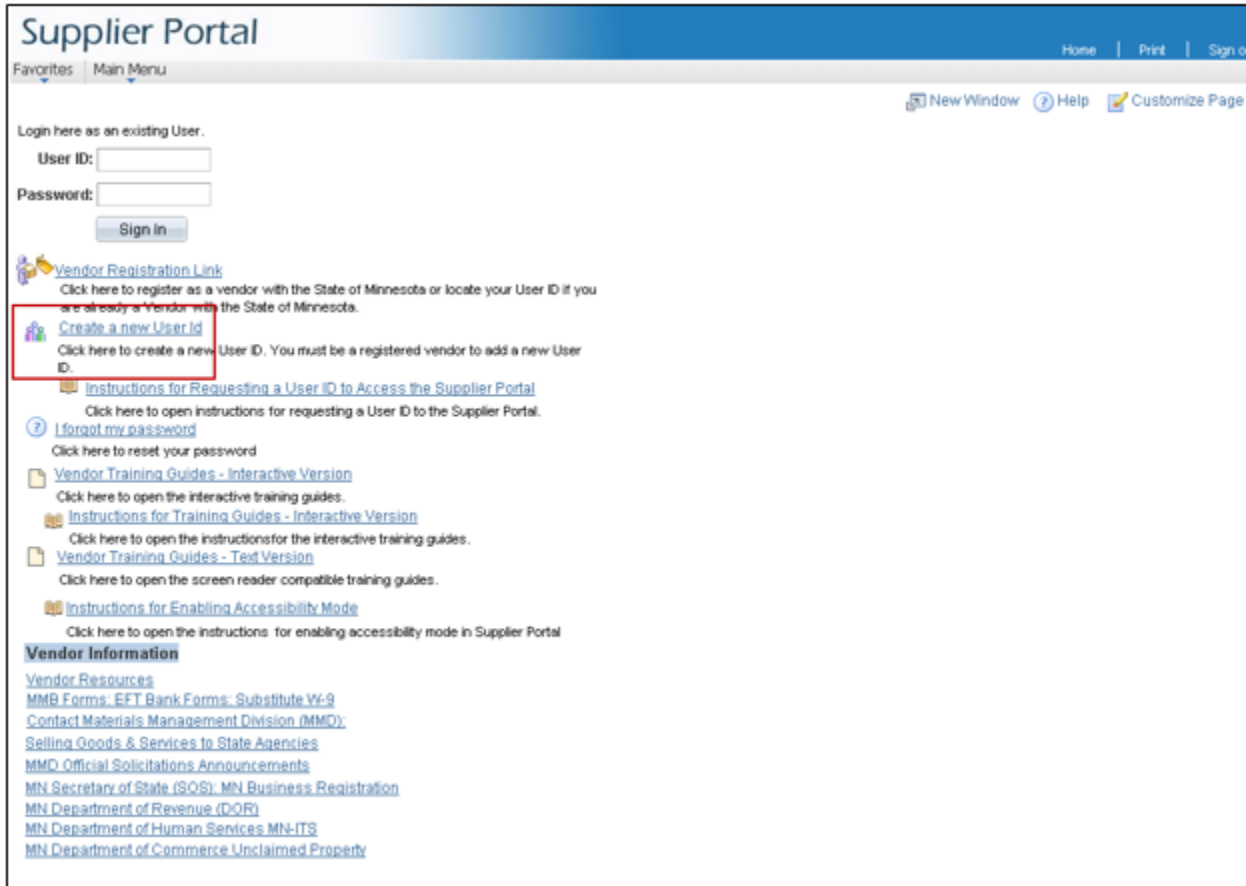
*Revised May21, 2013, November 23, 2011*

## **Vendors MUST have a User ID and Password in order to access and navigate the Supplier Portal.**

Individual users at the vendor must each have a **unique User ID**.

To look up existing User IDs and to request new User IDs, first access the Supplier Portal online at <http://supplier.swift.state.mn.us>.

1. Click the *Create a new User ID* link located under the **Sign In** button.



2. The *Vendor Registration Step 1 of 9: ID Numbers* page is displayed.
3. Enter your company's name as it appears on your tax return in the *Vendor Name* field.
4. Select the TIN (Taxpayer Identification Number) Type of your company by clicking the dropdown list.

5. Enter your company's Tax Identification Number (TIN) into the TIN field. This is the 9-digit number assigned to your company when you registered with the Federal Government OR enter your social security number, if you are an individual.

**Note:** The DUNS and CCR numbers are not required fields.

6. Click the **Next** button.

**Supplier Portal**  
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**Vendor Registration**  
**STEP 1 OF 9: ID NUMBERS**

Welcome to the Vendor Registration page. This page is used to perform the following:

- 1) Begin the process of registering as a vendor with the State of Minnesota.
- 2) Request a User ID in order to view payments, update your address and contact information, manage purchase orders, view events and bid on events. You may request a User ID if you are already a registered vendor with the State of Minnesota and you know your Swift Vendor ID. If you do not know your Swift Vendor ID, please contact the Minnesota Management and Budget (MMB) Vendor helpline at (651)201-8106 or email [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)
- 3) Retrieve a lost User ID. You must know your Swift Vendor ID in order to retrieve a lost User ID. If you do not remember your Swift Vendor ID, please contact the Minnesota Management and Budget (MMB) Vendor helpline at (651)201-8106 or email [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)

To Begin, enter Vendor Identification information below.

\*Vendor Name  Name as reported on your tax return

\*TIN Type

\*TIN  (Federal ID number or SSN)

DUNS

CCR

Pursuant to Minnesota Statute 270C.65, Subdivision 3, vendors are required to provide their Federal Employer Identification Number or Social Security Number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require a vendor to file tax returns and pay delinquent tax liabilities. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

\* Required Field

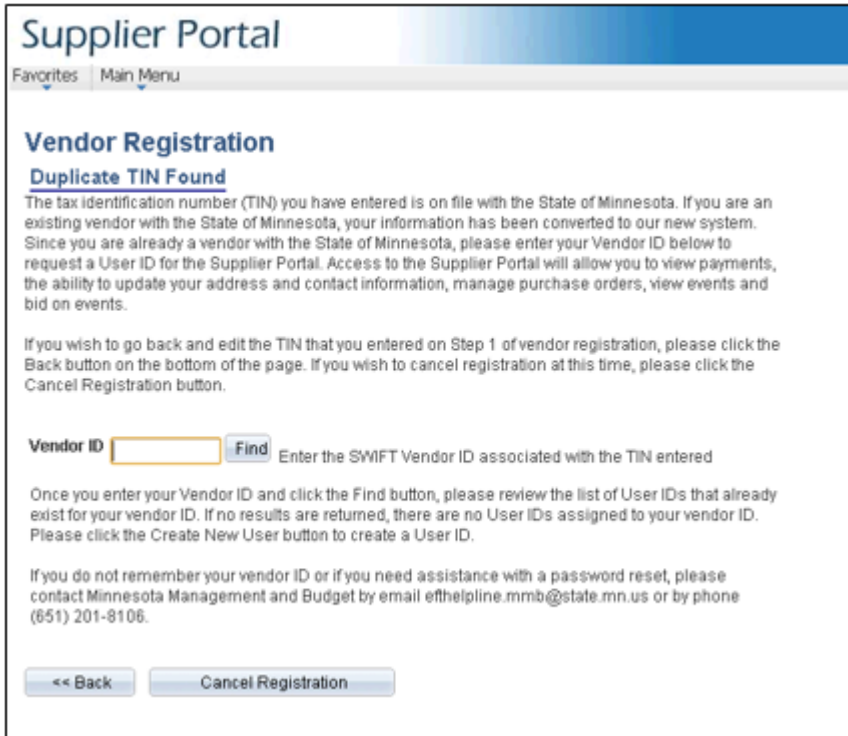
7. The *Duplicate TIN Found* page is displayed. Use this page to determine if User IDs already exist for your company.

**Note:** The *Duplicate TIN Found* page is displayed **only** for companies already approved as a vendor with the State. If the *Duplicate TIN Found* page does not display, then either the wrong TIN was entered or your company is not currently approved as a Vendor with the State.

8. Enter your SWIFT Vendor ID in the *Vendor ID* field.

**Note:** If you do not know your SWIFT Vendor ID, please contact the **Minnesota Management and Budget (MMB) helpline at (651) 201-8106** or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us) to request it. Please include your full business name and address in your request.

9. Click the **Find** button to check for User IDs already associated with your company.



- 10. SWIFT displays a list of existing vendor User IDs. If the list contains no names, then there are no existing users.

**Supplier Portal**

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**Vendor Registration**

**Duplicate TIN Found**

The tax identification number (TIN) you have entered is on file with the State of Minnesota. If you are an existing vendor with the State of Minnesota, your information has been converted to our new system. Since you are already a vendor with the State of Minnesota, please enter your Vendor ID below to request a User ID for the Supplier Portal. Access to the Supplier Portal will allow you to view payments, the ability to update your address and contact information, manage purchase orders, view events and bid on events.

If you wish to go back and edit the TIN that you entered on Step 1 of vendor registration, please click the Back button on the bottom of the page. If you wish to cancel registration at this time, please click the Cancel Registration button.

Vendor ID   Enter the SWIFT Vendor ID associated with the TIN entered

Once you enter your Vendor ID and click the Find button, please review the list of User IDs that already exist for your vendor ID. If no results are returned, there are no User IDs assigned to your vendor ID. Please click the Create New User button to create a User ID.

If you do not remember your vendor ID or if you need assistance with a password reset, please contact Minnesota Management and Budget by email [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us) or by phone (651) 201-8106.

Current Vendor Users		
User ID	VN0000389406_1	Description Contract Collaborator
User ID	VN0000389406_2	Description Deborah Martin
User ID	VN0000389406_3	Description Ruben Neely
User ID	VN0000389406_4	Description AR Group

11. If you wish to use one of the existing User IDs and don't know the password, click the *Home* link at the top right of the page and then click *I forgot my password*.

**Supplier Portal**

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Login here as an existing User.

User ID:

Password:

[Vendor Registration Link](#)  
Click here to register as a vendor with the State of Minnesota or locate your User ID if you are already a Vendor with the State of Minnesota.

[Create a new User ID](#)  
Click here to create a new User ID. You must be a registered vendor to add a new User ID.

[Instructions for Requesting a User ID to Access the Supplier Portal](#)  
Click here to open instructions for requesting a User ID to the Supplier Portal.

[I forgot my password](#)  
Click here to reset your password.

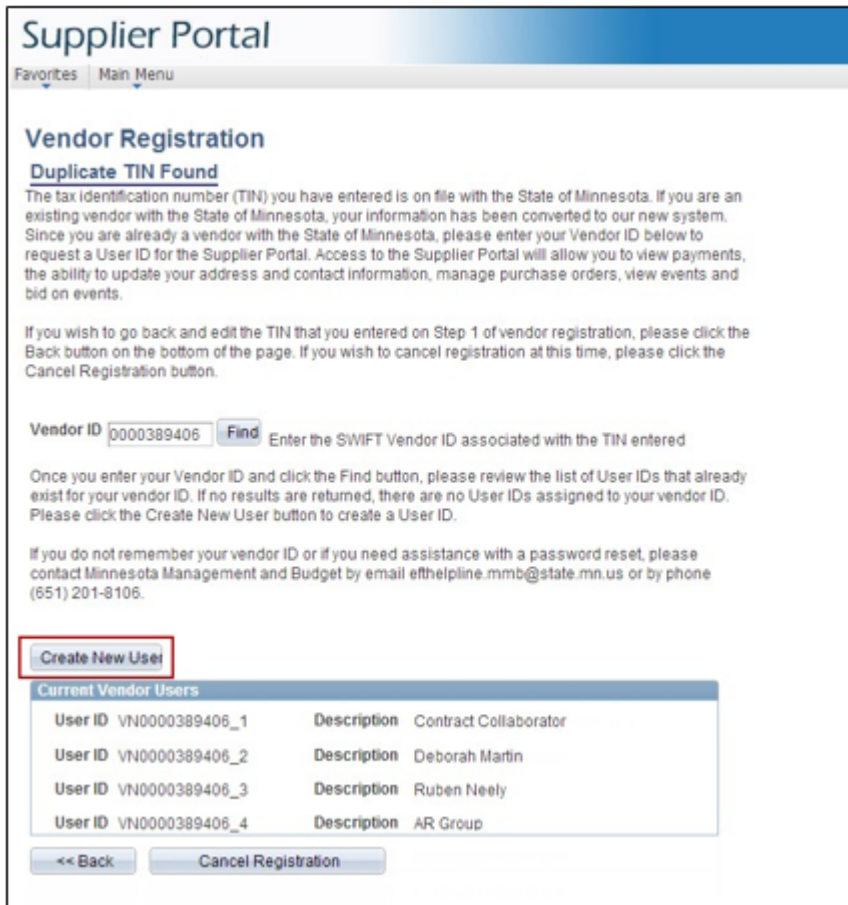
[Vendor Training Guides - Interactive Version](#)  
Click here to open the interactive training guides.

[Instructions for Training Guides - Interactive Version](#)  
Click here to open the instructions for the interactive training guides.

[Vendor Training Guides - Text Version](#)  
Click here to open the screen reader compatible training guides.

[Instructions for Enabling Accessibility Mode](#)  
Click here to open the instructions for enabling accessibility mode in Supplier Portal.

12. If the list does not contain the User ID you need, click the **Create New User** button.



13. SWIFT displays the *Step 9 of 9: Password Information* page.
14. Enter the following User Profile information.
  - a. **Password** – Must be 8 characters in length and contain a number and special character.
  - b. **Confirm Password** – Re-enter your password
  - c. **Send to Email ID** – SWIFT sends an email with your new User ID to this email address. This is also the email address used for future notifications to this user.
  - d. **Hint Question** – Select a question by clicking the *Look up Hint Question* dropdown list.
  - e. **Hint Response** – Provide the answer to the Hint Question you selected.
  - f. **Contact Name** – This identifies the user associated with this ID. It can be an individual user name, a title, “Contract Coordinator,” or a group, e.g., “AR Team.”
15. Click the **Finish** button once you have provided the User Profile information.

Supplier Portal

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### Vendor Registration

#### STEP 9 OF 9: PASSWORD INFORMATION

Please enter your User Profile information that will become active when you are approved as a Vendor. If approved, the State will send an email with your Swift User ID to the email address provided here. The email will only be used to send you your Swift User ID. The Hint Question and Response will be used if you forget your password in the future.

**Logon Information**

\*Password

\*Confirm Password

\*Contact Name (for additional User)

Password Requirements

- Password length must be a minimum of 8 characters
- Must use at least 1 special character (Example - period, asterisk, underscore or dash).
- Must use at least 1 number.

\*Send to Email ID

If approved, the State will send an email with your Swift User ID to the email address provided here. The email will only be used to send you your Swift User ID.

\*Hint Question

\*Hint Response

\* Required Field

16. SWIFT displays a confirmation message indicating that you have completed the registration process for a new User ID. An email is sent to the email address you entered in Step 14 above with your new User ID. Follow the instructions on the email to access the Supplier Portal.

Supplier Portal

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### VENDOR REGISTRATION COMPLETED

Congratulations! You will be receiving an email shortly with your user ID so that you can log into SWIFT and view your information.