

QUICK REFERENCE GUIDE

Reviewing Vendor Payments

November 23, 2011

Reviewing Vendor Payments in the Supplier Portal

Vendors with a User ID are able to login to the Supplier Portal to view payments. Follow these steps to login and navigate to the Payments page.

1. Access SWIFT by entering <http://supplier.swift.state.mn.us> into the web browser.
2. Enter your **User ID** and **Password**. Click the **Sign In** button.



The screenshot shows a login form titled "Login". It includes a heading "Login here as an existing User." followed by two input fields: "User ID:" and "Password:". Below the fields is a "Sign In" button. Underneath the button are several links: "Vendor Registration Link" (with a person icon), "I forgot my password" (with a question mark icon), and "Instructions for Training Guide" (with a document icon). Each link is accompanied by a short instruction text.

3. The homepage is displayed. Using the Menu, Select **Review Payment Information**.



4. Select **Payments** to view the Payments page.



5. Enter Payment Search Criteria if known or click **Search** to view all Payments by date range.

Verify the date range on the search results; defaults to last 15 days.

Review Payments

Filter Options

TESTVENDOR

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number:

Payment Reference:

From Payment Date: 09/01/2011 (example: 12/31/2000) ←

To Payment Date: 09/15/2011 (example: 12/31/2000) ←

[Return to Vendor List](#)

6. Review List of Payments Made

Review Payments

Payments Made

[Set filter options](#) [Return to Vendor List](#)

Reference	Transaction ID	Payment Date	Amount▲	Location	Description	Address

Click **Reference** number to view additional invoice details. Additional information includes Payment Date, Invoice ID, State Agency Contact Detail, and Payment Amount.