

## QUICK REFERENCE GUIDE

### *Changing Vendor Addresses*

November 23, 201

#### **Changing Vendor Addresses in Supplier Portal**

Vendors with a User ID are able to login to the Supplier Portal to add or change addresses. Follow these steps to login and navigate to the Addresses 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.  
User IDs look like the following: VN#####\_# (ex: VN0000389406\_1)



The screenshot shows a 'Login' form with the following elements:

- Text: 'Login here as an existing User.'
- Input field: 'User ID:'
- Input field: 'Password:'
- Button: 'Sign In.'
- Link: 'Vendor Registration Link' with a person icon. Text below: 'Click here to register as a vendor with the State of Minnesota.'
- Link: 'I forgot my password' with a question mark icon. Text below: 'Click here to reset your password.'
- Link: 'Instructions for Training Guide' with a document icon. Text below: 'Click here to open instructions for using the training guide.'
- Link: 'Vendor Step-by-Step Training Guide' with a document icon. Text below: 'Click here to open the step-by-step training guides.'

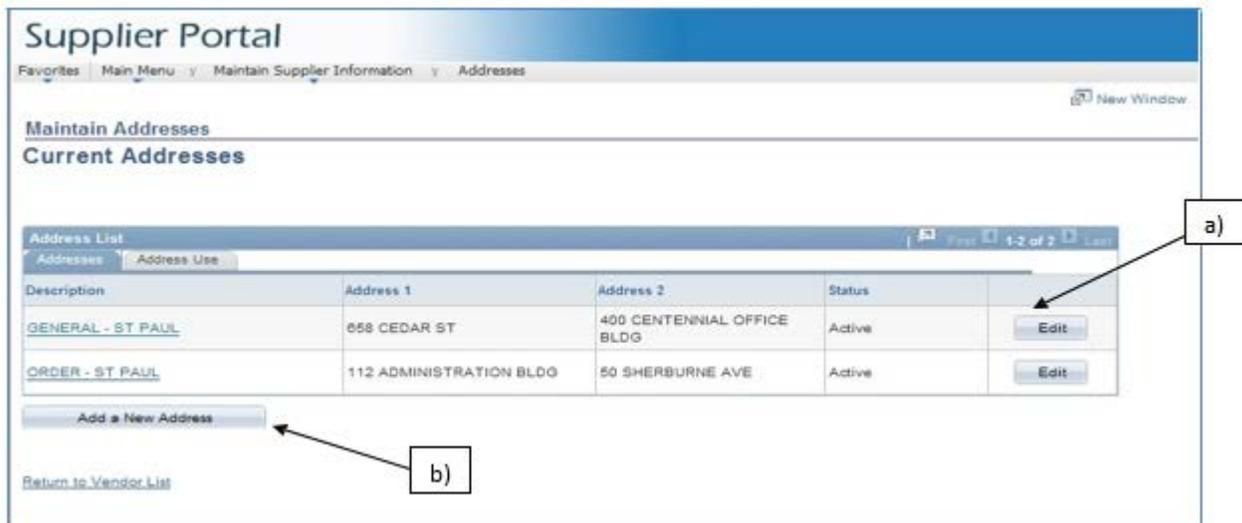
3. The Home page is displayed. Using the Menu, select **Maintain Supplier Information**.



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



5. a) Select the **Edit** button next to the address that requires a change.  
b) Select the **Add a New Address** button to add a new address or location.



6. a) If changing an existing address, delete the incorrect information from the page or overwrite with the correct information.

If the existing address is no longer active, change the **Desired Status** to Inactive.

- b) If adding a new address, add the **Address Type, Country** and fill in the address fields.

Supplier Portal

Favorites | Main Menu | Maintain Supplier Information | Addresses

Description: GENERAL - ST PAUL \*Desired Status: Active

\*Address Type: General/Physical

Country: USA United States

Address 1: 658 CEDAR ST

Address 2: 400 CENTENNIAL OFFICE BLDG

Address 3:

City: ST PAUL

County: RAMSEY Postal: 55155

State: MN Minnesota

Email ID:

Comments -include name and phone #

Type	Prefix	Phone	Ext.	
Main		651/258-3695		Add Delete

Date Change Will Take Effect: 09/20/2011 (example: 12/31/2000)

Return

Save

7. Click **Save** to save address changes or to submit the new address.
8. You will receive an email confirming your address change. The email is sent once the address is approved, within 2 business days.