

# Vendor Support and Contacts

Vendors can access the Minnesota Management & Budget website at <http://www.mmb.state.mn.us/> to access support and contact information.

## Vendor Resources

Click on the **Vendor Resources** hyperlink to view Vendor Registration & Payment Questions information.

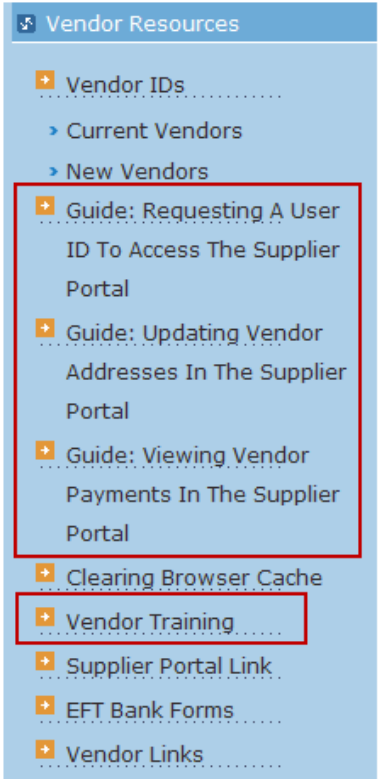


### Vendor Registration & Payment Questions

A new accounting and procurement system, called Statewide Integrated Financial Tools (SWIFT), was implemented by the state of Minnesota on July 1, 2011. Vendors will interact with the state through the new Supplier portal, which is part of SWIFT. The Supplier portal consolidates the state's vendor registration function and provides vendors with new options. Review the Vendor Resources in the right menu before you begin the registration process.

Every company and organization doing business with the state is considered a vendor. In order to receive or view payments or invoices, every vendor, whether current, new or prospective, will need to register online with the state of Minnesota. Vendors can also update contact and address information in the Supplier portal. To register in the new Supplier portal every vendor needs a vendor ID number.

- › Current vendors who had a vendor ID number with the state prior to July 1, 2011, have been reassigned new IDs. See the Current Vendor link in the right menu.
- › New vendors will be assigned a new vendor ID when they go through the registration process in the Supplier portal.
- › Once you have your vendor ID, you may register in SWIFT. To register, go to the Supplier portal at <http://supplier.swift.state.mn.us> and click on "Vendor Registration Link."
- › When you register, you will be assigned a user ID and password. (Follow the Step-by-Step instructions in the right menu.)
- › Keep your new State of Minnesota vendor number, user ID and password in a secure place where you can find it easily. You will need this information for accessing the Supplier portal.



This page provides them with three useful job aids relating to the Supplier Portal. It also has links to Vendor Training and the Supplier Portal.

## Vendor Payments

Click on the **Vendor Payments** hyperlink for information on the old “Payments on the Web” system and directions to register and log into SWIFT through the Supplier Portal.



### Welcome to the Minnesota Management & Budget (MMB) Vendor Payment Website

#### Vendors to be Impacted by New State of Minnesota Financial and Procurement System

On July 1, 2011, the State of Minnesota is implementing a new financial and procurement system, Statewide Integrated Financial Tools (SWIFT) that will affect how vendors interact with the State. The current Payments on the Web (POTW) will continue to be available for several months, allowing vendors to view payments from the old system or link to SWIFT. Vendors may have to view payments in both systems for several months.

Existing vendors will be converted to SWIFT, however, they will need to request a new User ID to access the SWIFT e-Supplier portal to view payment information. To request a new User ID:

Go to <http://supplier.swift.state.mn.us>

At the Supplier Portal - leave the User ID and Password boxes blank.

Click on the 'Vendor Registration Link'

Enter your Vendor Name, TIN Type & Federal Tax ID and click next

Enter your SWIFT Vendor ID and click 'find' (To find your SWIFT Vendor ID - go to

<http://www.swift.state.mn.us/vendors> and enter your vendor number.)

If a user ID exists it will be displayed

Click on the 'Create new user' button and follow the steps to create a new user Password.

An email will be sent to you with your new User ID and password.

Questions regarding this can be sent to [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us)

Vendors requesting changes to existing bank information, must continue to submit forms to MMB; current vendors who want to set up new EFTs must make their request through MMB. Bank forms are available on MMB website.

Website address is: <http://www.mmb.state.mn.us/swift-forms>

## Supplier Portal

The Supplier Portal can be accessed through links on the Vendor Resources or Vendor Payments pages. It can also be accessed directly by entering the URL <http://supplier.swift.state.mn.us>.

**Supplier Portal**

Home | S

Favorites | Main Menu

**Login**

Login here as an existing User.

User ID:

Password:

[Sign In](#)

[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.

[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

**Supplier Portal Announcements**

Vendors with questions about responding to a specific event, solicitation, bid or proposal opportunity or needing to register in the supplier portal so they can bid on an event, may contact the MN Dept. of Administration, Materials Management Division at 651/201-8100, extension 8.

**IMPORTANT!** Vendors who receive their payments ACH are accustomed to seeing the payment number formatted as AP000333444, starting 01/26/2012 the payment ID will show in the following format: 0000333555. If there is a question about the payment and the vendor contacts a state agency or the EFT helpline.mmb@state.mn.us, please use this number to identify the payment.

If you are a returning Vendor and you do not have a User ID then be sure to obtain a User ID by clicking Vendor Registration link located in the Login section. Be sure to provide your Vendor Name, TIN Type and your Federal ID number or SSN!

If you are having issues when attempting to view attachments, check to see if your Pop-Up Blocker is turned on. Pop-Up Blocker must be off in order to view attachments.

Users who are using the Safari or IE9 internet browsers have experienced problems when attempting to Register.

If you experience a problem trying to view a page or any data, please clear your browser cache.

**Events**

**YOU MUST BE REGISTERED as a vendor to participate in these events or to receive notice of any addenda issued.**

**Solicitations**

**NOTICE - This is not the official announcements page. Not all solicitations are provided.** [Click here for a current listing of solicitation announcements.](#)

**Sell Events**

Event Name	Business Unit	Event ID
Thief River Falls Impound Lot	T7901	2000000594
Repair and maintenance for 2 MSOP UPS	U5501	2000000601

The Supplier Portal includes:

- The log on fields to access the Portal.
- A link for vendors who have forgotten or do not have their password.
- Links for Solicitations and Sell Events.

## Vendor Contacts

Vendors who have questions about the Supplier Portal, logging on, or banking information can contact MMB/SWIFT by using the following information. This table is found by navigating to

MMB > Vendor Resources > Vendor Links > Vendor Contacts or going directly to

<http://www.mmb.state.mn.us/vendor-contact>

Vendor Question Topics	Who to Contact	How to Contact
Vendors with questions about electronic fund transfers and vendor payments. <b>(EFT/ACH)</b> payments.	<b>MN Management &amp; Budget</b> vendor files/payments	<b>651-201-8106</b> <a href="mailto:efthelpline.mmb@state.mn.us">efthelpline.mmb@state.mn.us</a>
Vendor questions regarding <b>1099 or W9</b> issues only	<b>MN Management &amp; Budget</b> vendor files/payments	<b>651-201-8201</b>
Vendors with questions about responding to a specific <b>event, solicitation, bid or proposal</b> opportunity. Vendors needing to <b>register</b> in the supplier portal so they can bid on an event. These can be urgent calls.	<b>MN Dept. of Administration</b> Materials Management Div.	<b>651-201-8100, option 1</b>
General vendor information on Supplier Portal registration process – forms, payments.	<b>MN Management &amp; Budget</b> vendor files/payments	<a href="http://www.mmb.state.mn.us/vendorresources">www.mmb.state.mn.us/vendorresources</a>

Vendor banking is a centralized function handled by MMB. The File Maintenance team will need the last four digits of the banking account number and routing number in order to provide assistance in researching payment.

MnDOT users do not have access to vendor banking information.

Vendors needing to register in the Supplier Portal to respond to an Solicitation or Sell Event should call the phone number provided. These are considered high priority calls.