STATE VENDOR REGISTRATION PROCESS

All purchasing activities will require the vendor to be an approved vendor with the State of Minnesota. If a vendor has not been set up in the states system, they will have to use the self-registration system, located at: www.mn.gov/mmb/accounting/swift/vendor-resources/.

- Visit http://supplier.swift.state.mn.us
- Click on "Vendor Registration Link"
  ***NOTE: Use all capital letters and no punctuations for vendor registration.

STEP ONE
- Vendor Name: Last name first/ then First name /then Middle - for personal names/spell out business name as much as possible and put acronyms after title if initials are used interchangeably with full name. Use comments section to elaborate.
- Tin Type: For individuals generally use Social Security Number, if incorporated business use Corporation, if S Corp or partnership or other use Federal Employer ID Number, if a Non-Profit use Tax Exempt Organization, if foreign DO NOT USE THIS PORTAL!!! We will continue to process these through the Business office as well as one-time vendors as they are both exceptions to this process. If you're not sure about TIN line--don't use it.
- TIN: key in your number here… a social security number or a Federal Tax id #.
- Next >> button.

STEP TWO
- Dba Name: Leave blank if the same as "Vendor Name" above. If it is different than "Vendor Name", be sure to enter the name. This is the name that will show up on your warrant (check).
- Street Address: The street address needs to be a physical address for most cities in MN…not a PO Box only (unless it is a rural area). If it is an apartment or a suite #...just use a # (e.g. #104 instead of apartment 104 or suite 104).
- City: self-explanatory.
- State: Can key initials or use pull-down option.
- Postal: zip (TIP: Check USPS.com to get correct zip with extra digits).
- County: Can use pull-down option.
- Telephone: Use a 10 digit phone number or fill in with 9's if there is no associated phone number.
- PO Delivery: MAIL (always).
- Comments: Put comments here about NAME to use or anything unique that may help Minnesota Management & Budget offices (MMB) set up your vendor number properly.
- <<Back or Next>> button.

STEP THREE
- Click on "Invoice Address" if you need to add a separate remit address (to add a PO Box to a larger-sized city in MN) or for any other different remit address or order address.
- If there is no separate address to be entered click on <<Back or Next>> button.

STEP FOUR
- Contact Name: First name first, then last name -- the contact person at your company or the individual person's name on line "Vendor Name".
- Contact Type: General.
- Email ID: If you have one.
- URL ID: If there is one.
- Phone Type: Pull-down option Main or Fax or cell.
- Telephone: 10 digits.
- Extension: if there is one.
- Select "+ or –" if you need to add another line for adding fax number key the plus sign and new phone type and telephone information. If you need to delete a line key the – button.
- Click <<Back or Next>>.

STEP FIVE
- Check the corresponding box if you do NOT wish to register as a supplier of goods or services with the State. This will skip the selection of product codes and also skip Step six, "Registered Business Information".

STEP SIX
- Check the corresponding box only if you want to set up payments from the State Treasury account as automatic payments or Electronic Funds Transfers directly to your bank account within the US only.
- Leave blank if you prefer payment by check.
- Click <<Back or Next>>.

STEP SEVEN
- Key-in your password information.
- Click <<Back, Finish Registration or Cancel Registration>>.
- Go back if you think you may have made any errors. You can "Cancel Registration" or you can hit Finish to get the process started.
- It generally takes about 3 days to generate a new vendor number.

If you have any questions you can email vendor.mmbefax@state.mn