

QUICK REFERENCE GUIDE

August 29, 2024

Edit Supplier's Name

Before requesting a name change for a supplier on SWIFT, always make sure that the Supplier Support Unit has an updated W-9 from the supplier.

Step 1: Send an updated Supplier Change Request form to the Supplier Support Unit.

1. Contact the Supplier Support Unit via email (vendor.mmbefax@state.mn.us) or fax (651-797-1306) and send the following information:
 - The Supplier ID
 - An updated [Supplier Change Request Form](#)
2. In the email or fax, add an explanation of the name change for the supplier, including what kind of name change it is (e.g., Doing Business As, or DBA, name change).

Step 2: Request the name change for the supplier on SWIFT.

1. Navigate to the *Supplier Change Request* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Change Request.

2. Enter the Supplier ID into the *Supplier ID* field and select the **Create New Request** button.

Supplier Change Request Selection

Select Supplier

*Supplier ID

No records found.

3. The *Addresses* screen will display. Select the **Next** button.

Addresses for MINNESOTA MANAGEMENT & BUDGET

(ID: G100000000)
 Select EDIT (pencil icon) to update an existing address.
 Select ADD A NEW ADDRESS to add an additional address.
 Note: You must specify which location new remittances should be added to.
 Submit a separate request for each address you ADD or EDIT.

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1
			001	1	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET
			002	1	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET
			003	3	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET

[Add New Address](#)

[Contact Us](#)

[Review Changes](#)

Next

4. The *Submit* screen will display. In the *Email communication* field, enter the email address you want notification sent to regarding the edits.

5. In the *Comments* field, enter the following comments to request the name change:

- A note stating that a current W-9 was sent to the Supplier Support Unit.
- A description of the name change (e.g., DBA name change), followed by your name and phone number (so the Supplier Support Unit knows who submitted the request.)

6. Select the **Submit** button.

Review and Submit Changes for MINNESOTA MANAGEMENT & BUDGET

(ID: G100000000)
 Comments are required. Please explain what you have updated and the reason for those changes. We also recommend adding your name and phone number in case a file maintenance staff needs to contact you.
 Use the "Review" button to review changed information.
 Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

Email ID

Comments

254 characters remaining

[Review](#) **Submit**

[Contact Us](#)

[Review Changes](#)

Submit

7. The *Tax Id Validation* window will display. Enter the Supplier's Tax ID Number and select **OK**.

Tax Id Validation ×

[Help](#)

Enter Tax Id

Tax Id Number

OK