

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.

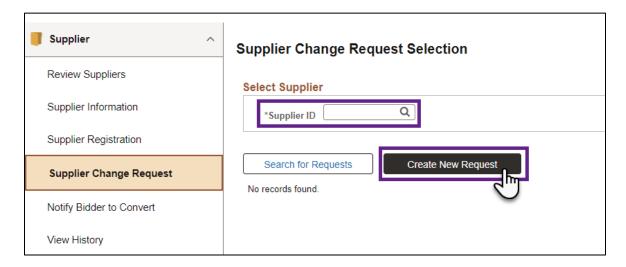
- 1. Contact the Supplier Support Unit via email (weight:vendor.mmbefax@state.mn.us) or fax (651-797-1306) and send the following information:
 - The Supplier ID
 - An updated <u>Supplier Change Request Form</u>
- 2. In the email or fax, add an explanation of the name change for the supplier, including 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.

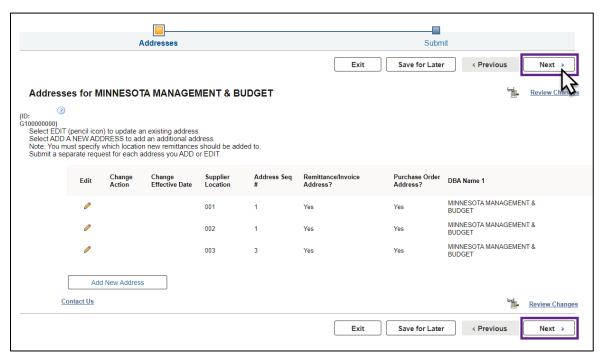
2. Enter the Supplier ID into the Supplier ID field and select the Create New Request button.



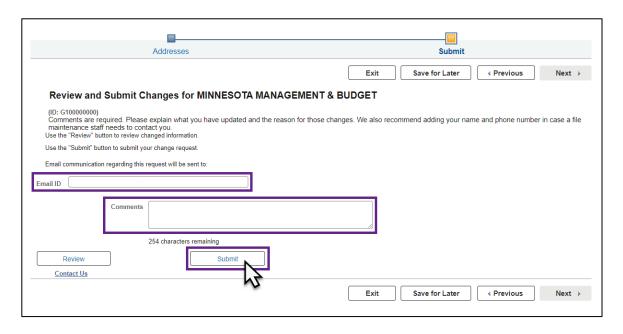
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3. The *Addresses* screen will display. Select the **Next** button.



- 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.



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

