Review Supplier Information

To find specific details about a supplier, review supplier information on the *Supplier Information* page.
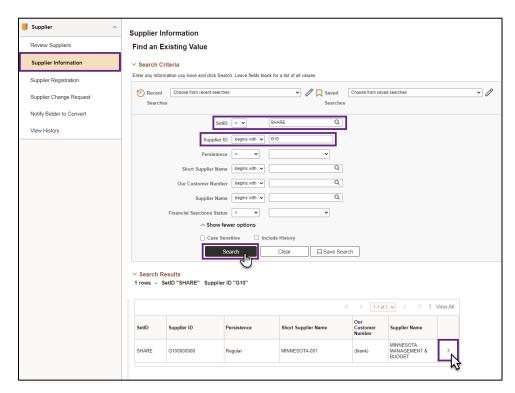
The *Supplier Information* **page lets you search for** specific details about a supplier, such as active status, persistence, address, contact information, notes or comments.

Step 1: Search for the Supplier Information.

1. Navigate to the *Supplier Information* page.

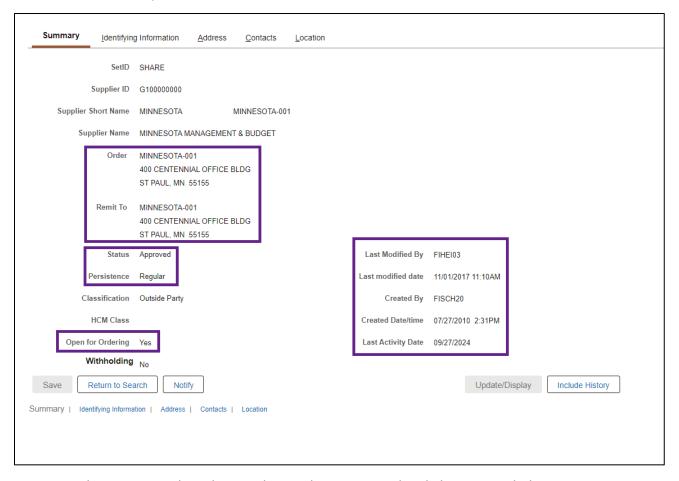| Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Information.

2. In the *SetID* field type or select SHARE from the look up.

3. In the *Supplier ID* field, type the supplier's 10-digit Supplier ID, and select the **Search** button.

4. Look for the supplier under *Search Results* and select the *Drill in* button.

Step 2: Review the Supplier Information tabs.

1. Review the *Summary* tab to find the following supplier details: *Order* address, *Remit To* address, *Status*, *Persistence*, *Open for Ordering*, *Last Modified By*, *Last modified date*, *Created By*, *Created Date/time*, and *Last Activity Date*.
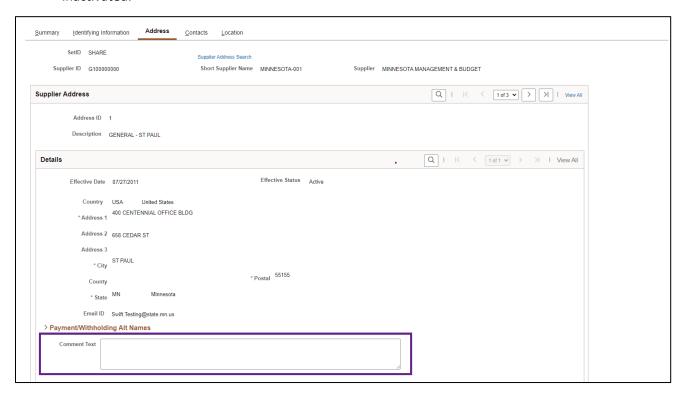

2. On the ***Summary*** tab, make sure the supplier is approved to do business with the State.

- Supplier is "Approved" if these fields read as follows:
  - *Status* = Approved
  - *Persistence* = Regular or One Time
  - *Open for Ordering* = Yes
- Supplier is "Pending Inactivation" if the fields read as follows:
  - *Status* = Active
  - *Persistence* = Regular
  - *Open for Ordering* = No
- Supplier is "Inactive" if the fields read as follows:
  - *Status* = Inactive
  - *Persistence* = Regular or One Time

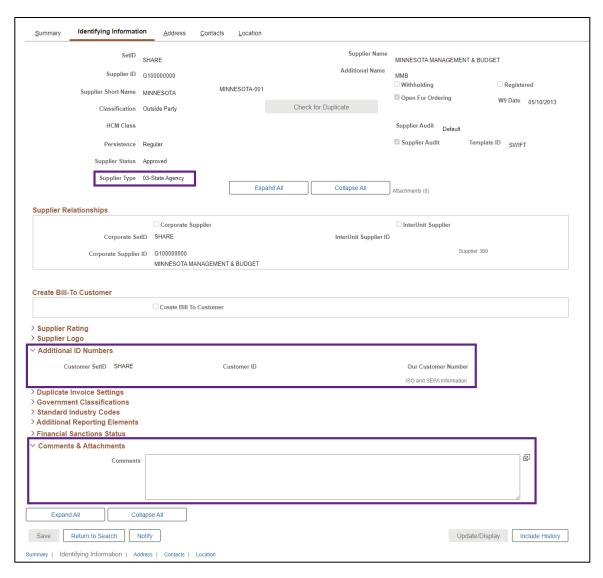**Note**: If the Status reads "To Archive," then the supplier may not be used.

3. If the *supplier* is Inactive, select the *Address* tab to verify and look for comments about the supplier's status in the *Comment Text* field.

4. If no comments are in the *Comment Text* field, email the Supplier Support Unit (vendor.mmbefax@state.mn.us) and ask for verification about whether or not the supplier has been inactivated.

Summary	Identifying Information	**Address**	Contacts	Location

SetID   SHARE
Supplier ID   G100000000   Short Supplier Name   MINNESOTA-001   Supplier   MINNESOTA MANAGEMENT & BUDGET
Supplier Address Search

Supplier Address   🔍 | |< < [1 of 3 ▾] > >| | View All

Address ID   1

Description   GENERAL - ST PAUL

Details   . 🔍 | |< < [1 of 1 ▾] > >| | View All

Effective Date   07/27/2011   Effective Status   Active

Country   USA   United States
* Address 1   400 CENTENNIAL OFFICE BLDG

Address 2   658 CEDAR ST

Address 3

* City   ST PAUL

County   * Postal   55155

* State   MN   Minnesota

Email ID   Swift.Testing@state.mn.us

> Payment/Withholding Alt Names

Comment Text   [   ]

Note: If the supplier has been inactivated but needs to be reactivated, the Supplier Support Unit must have a current W-9 from the supplier.

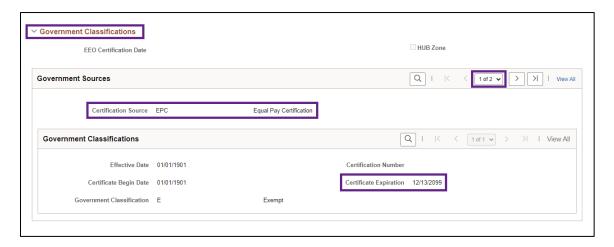5. Select the ***Identifying Information* tab to find** *Supplier Type* (Business, State Agency, Government, etc.), ***Additional ID Numbers* (**MN Tax ID *or* DUNS Number), and ***Comments* (special notes about the supplier).**
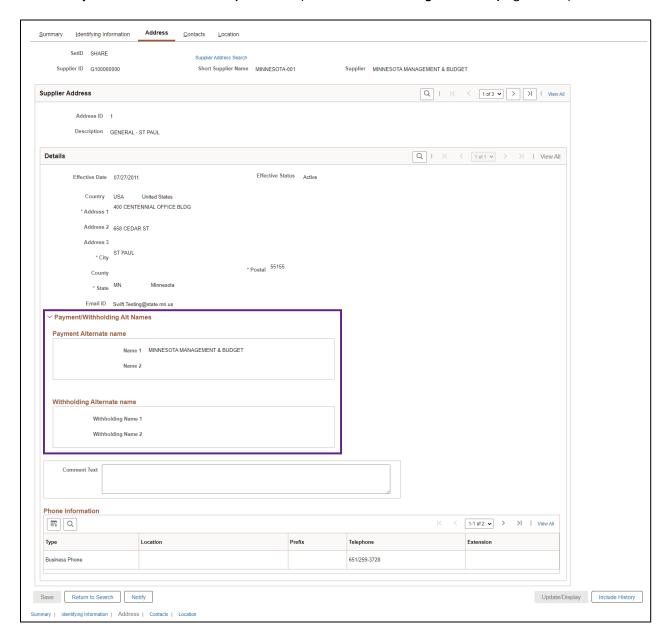
Note: If the supplier's TIN changed, the new *Supplier ID* will appear in the *Corporate Supplier ID* field.

6. You can find out a supplier's Human Rights and/or Equal Pay Certifications from the Minnesota Department of Human Rights on the *Government Classifications* section.

7. Select the *Address tab*, and then **select** the *Payment/Withholding Alt Names* arrow icon to find the *Payment Alternative name* (DBA name) and the *Withholding Alt name* (**L**egal name).

Note: Payment Alternate Names appear on payments to the supplier; Withholding Names appear on the supplier's 1099 Form.

8. Select the *Contacts* tab to find contact information for the supplier:

- *Supplier Contact*: *Contact ID* number and *Description* of the supplier contact.
- *Details*: *Effective Date*, *Effective Status* (Active or Inactive), and *Type* of supplier.
- *Phone Information*: *Business Phone* and/or *FAX* number for the supplier.