

QUICK REFERENCE GUIDE

August 29, 2024

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.

Supplier Information

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

SetID: [dropdown] SHARE [lookup]

Supplier ID: [text] G10

Persistence: [dropdown]

Short Supplier Name: [text] [lookup]

Our Customer Number: [text] [lookup]

Supplier Name: [text] [lookup]

Financial Sanctions Status: [dropdown]

^ Show fewer options

☐ Case Sensitive ☐ Include History

Search Clear Save Search

Search Results

1 rows - SetID "SHARE" Supplier ID "G10"

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	
SHARE	G100000000	Regular	MINNESOTA-001	(blank)	MINNESOTA MANAGEMENT & BUDGET	>

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*.

Summary	Identifying Information	Address	Contacts	Location
SetID	SHARE			
Supplier ID	G100000000			
Supplier Short Name	MINNESOTA	MINNESOTA-001		
Supplier Name	MINNESOTA MANAGEMENT & BUDGET			
Order	MINNESOTA-001 400 CENTENNIAL OFFICE BLDG ST PAUL, MN 55155			
Remit To	MINNESOTA-001 400 CENTENNIAL OFFICE BLDG ST PAUL, MN 55155			
Status	Approved			
Persistence	Regular			
Classification	Outside Party			
HCM Class				
Open for Ordering	Yes			
Withholding	No			
<div> <div>Save</div> <div>Return to Search</div> <div>Notify</div> </div> <div> <div>Update/Display</div> <div>Include History</div> </div>				
Summary Identifying Information Address Contacts Location				

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.

The screenshot displays the SWIFT Statewide Integrated Financial Tools interface. At the top, there are tabs for Summary, Identifying Information, Address, Contacts, and Location. The Address tab is selected. Below the tabs, there is a header section with fields for SetID (SHARE), Supplier ID (G100000000), Short Supplier Name (MINNESOTA-001), and Supplier (MINNESOTA MANAGEMENT & BUDGET). Below this, there is a section for Supplier Address with a search bar and a list of addresses. The first address is selected, showing Address ID 1 and Description GENERAL - ST PAUL. Below this, there is a section for Details with a search bar and a list of details. The details include 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 (ST PAUL), City (ST PAUL), County (MN, Minnesota), and Postal (55155). At the bottom, there is a section for Payment/Withholding Alt Names with a Comment Text field highlighted by a red box.

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).

Summary **Identifying Information** Address Contacts Location

SetID SHARE Supplier Name MINNESOTA MANAGEMENT & BUDGET

Supplier ID G100000000 Additional Name MMB

Supplier Short Name MINNESOTA MINNESOTA-001 ☐ Withholding ☐ Registered

Classification Outside Party ☒ Open For Ordering W9 Date 05/10/2013

HCM Class

Persistence Regular Supplier Audit Default

Supplier Status Approved ☒ Supplier Audit Template ID SWIFT

Supplier Type 03-State Agency Attachments (0)

Supplier Relationships

☐ Corporate Supplier ☐ InterUnit Supplier

Corporate SetID SHARE InterUnit Supplier ID

Corporate Supplier ID G100000000 Supplier 360

MINNESOTA MANAGEMENT & BUDGET

Create Bill-To Customer

☐ Create Bill To Customer

> Supplier Rating

> Supplier Logo

> Additional ID Numbers

Customer SetID SHARE Customer ID Our Customer Number

ISO and SEPA Information

> Duplicate Invoice Settings

> Government Classifications

> Standard Industry Codes

> Additional Reporting Elements

> Financial Sanctions Status

> Comments & Attachments

Comments

Summary | Identifying Information | Address | Contacts | Location

Note: If the supplier's TIN changed, the new *Supplier ID* will appear in the *Corporate Supplier ID* field.

- 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.

Government Classifications

EEO Certification Date ☐ HUB Zone

Government Sources | < > 1 of 2 View All

Certification Source EPC Equal Pay Certification

Government Classifications | < > 1 of 1 View All

Effective Date 01/01/1901 Certification Number

Certificate Begin Date 01/01/1901 Certificate Expiration 12/13/2099

Government Classification E Exempt

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** (Legal name).

Summary | Identifying Information | **Address** | Contacts | Location

SetID SHARE

Supplier Address Search

Supplier ID G100000000

Short Supplier Name MINNESOTA-001

Supplier MINNESOTA MANAGEMENT & BUDGET

Supplier Address

Address ID 1

Description GENERAL - ST PAUL

Details

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

Payment Alternate name

Name 1 MINNESOTA MANAGEMENT & BUDGET

Name 2

Withholding Alternate name

Withholding Name 1

Withholding Name 2

Comment Text

Phone Information

1-1 of 2

View All

Type	Location	Prefix	Telephone	Extension
Business Phone			651/259-3728	

Save

Return to Search

Notify

Update/Display

Include History

Summary | Identifying Information | Address | Contacts | Location

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.

Page | 5 – Quick Reference Guide