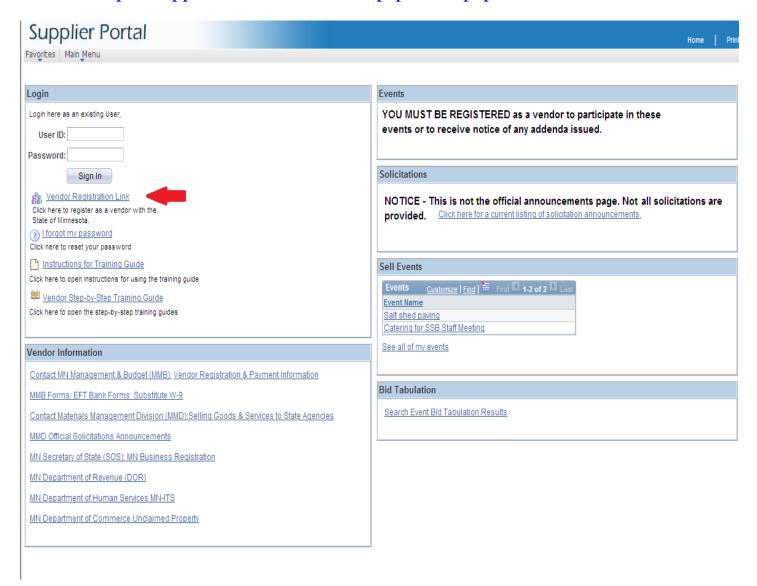
Please go to this website:

https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/



Click the Vendor Registration Link

Supplier I	Portal
avorites Main Menu	
Vendor Regi	stration
STEP 1 OF 9	: ID NUMBERS
Enter Vendor Identificoptional.	cation Information on this page. Adding a DUNS number and a CCR number are
* Required Field	
*Vendor Name	Name as reported on your tax return
*TIN Type	
*TIN	(Federal ID number or SSN)
DUNS	
CCR	
Federal Employer used in the enforce in action to require	sota Statute 270C.65, Subdivision 3, vendors are required to provide their Identification Number or Social Security Number. This information may be ement of federal and state tax laws. Supplying these numbers could result a vendor to file tax returns and pay delinquent tax liabilities. These vailable to federal and state tax authorities and state personnel involved in ite obligations.
	Next >> Cancel Registration
* Required Field	

Step 1

Vendor Name: Enter your name in this format- Last Name, First Name MI TIN Type: Click the magnifying glass and choose S for Social Security Number TIN: Enter your social security number without dashes

Click the Next button

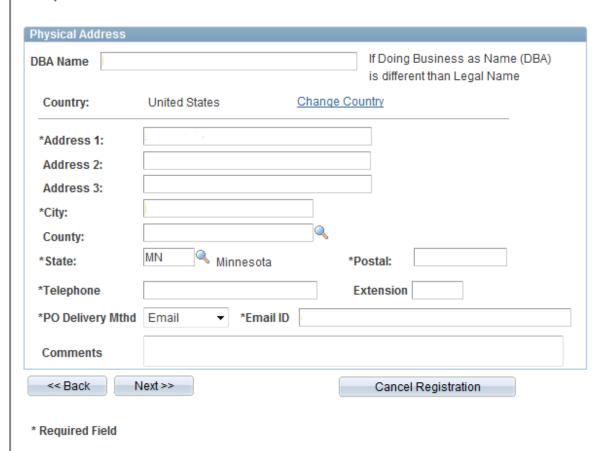
Favorites Main Menu

Vendor Registration

STEP 2 OF 9: PRIMARY ADDRESS INFORMATION

Enter the main Address related information for the Vendor on this page. If your company has multiple site locations, the Primary Address would be the main headquarters.

* Required Field



Step 2

Address 1: Enter your street address (this is where a check will be mailed)

City: Enter your city County: Enter your county State: Enter your state Postal: Enter your zip code

Telephone: Enter your main phone number

PO Delivery Mthd: Choose email

Email ID: Enter your primary email address

Click the Next button

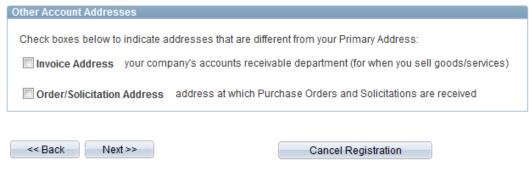
Favorites Main Menu

Vendor Registration

STEP 3 OF 9: OTHER ACCOUNT ADDRESSES

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types). If all addresses are the same, Step 4 will be skipped and you will continue on with step 5.

* Required Field



* Required Field

Step 3 Click the Next button

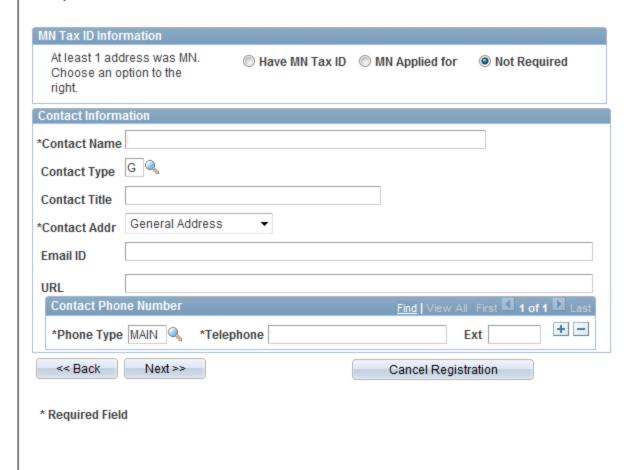
Favorites Main Menu

Vendor Registration

STEP 5 OF 9: CONTACT INFORMATION

Please enter Contact Information here as well as Minnesota Tax ID information if any of the addresses you entered were MN. Additional phone numbers can be added (the '+') or deleted (the '-').

* Required Field



Step 5

MN Tax ID Information: Click Not Required

Contact Name: Enter your name in this format- Last Name, First Name MI

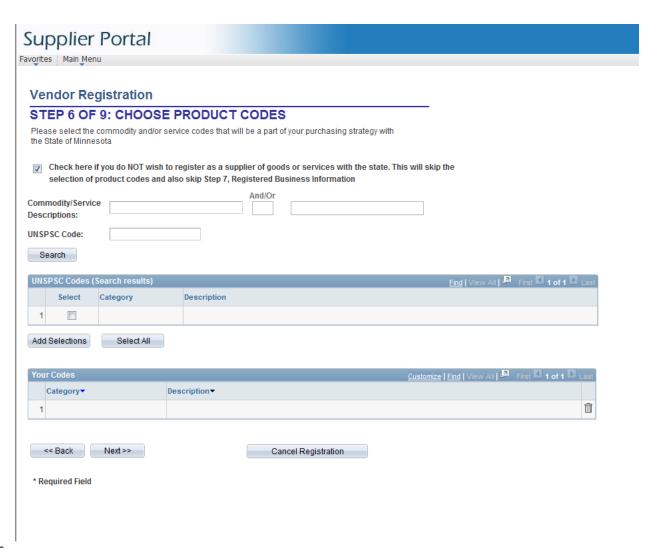
Contact Type: Click the magnifying glass and choose G

Contact Addr: Choose General Address

Phone Type: Click the magnifying glass and choose MAIN

Telephone: Enter your main phone number

Click the Next button



Step 6

Check the box for Check here if you do NOT wish to register as a supplier of goods or services.

Step 8

If you would like to set up direct deposit to your checking accounting, check the box and click next

If you would like a check sent to your mailing address click the Next button

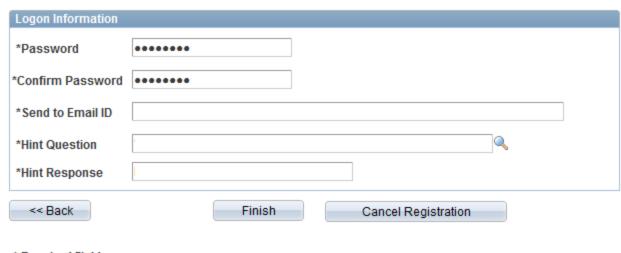
Favorites Main Menu

Vendor Registration

STEP 9 OF 9: PASSWORD INFORMATION

Please enter your User Profile information that will become active when you are approved as a Vendor. The Hint Question and Response will be used if you forget your password in the future.

* Required Field



* Required Field

Step 9

Password: Create a password and write it down for your records

Confirm Password: Retype your password

Send to Email ID: Enter your primary email address

Hint Question: Choose a hint question Hint Response: Answer the hint question

Click Finish

Favorites Main Menu

VENDOR REGISTRATION COMPLETED

Congratulations! You have successfully completed the Vendor Registration process. The information is being reviewed. Upon final approval, you will be receiving an email with further instructions for logging in and using the system. Click the Home link to return to the main page.