

Please go to this website:

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

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Login

Login here as an existing User.

User ID:

Password:

[Vendor Registration Link](#) 

Click here to register as a vendor with the State of Minnesota.

[I forgot my password](#)

Click here to reset your password

[Instructions for Training Guide](#)

Click here to open instructions for using the training guide

[Vendor Step-by-Step Training Guide](#)

Click here to open the step-by-step training guides

Events

YOU MUST BE REGISTERED as a vendor to participate in these events or to receive notice of any addenda issued.

Solicitations

NOTICE - This is not the official announcements page. Not all solicitations are provided. [Click here for a current listing of solicitation announcements.](#)

Sell Events

Events	Customize	Find	First	1-2 of 2	Last
Salt shed paving					
Catering for SSB Staff Meeting					

[See all of my events](#)

Bid Tabulation

[Search Event Bid Tabulation Results](#)

Vendor Information

[Contact MN Management & Budget \(MMB\); Vendor Registration & Payment Information](#)

[MMB Forms; EFT Bank Forms; Substitute W-9](#)

[Contact Materials Management Division \(MMD\); Selling Goods & Services to State Agencies](#)

[MMD Official Solicitations Announcements](#)

[MN Secretary of State \(SOS\); MN Business Registration](#)

[MN Department of Revenue \(DOR\)](#)

[MN Department of Human Services MN-HTS](#)

[MN Department of Commerce Unclaimed Property](#)

Click the Vendor Registration Link

Vendor Registration

STEP 1 OF 9: ID NUMBERS

Enter Vendor Identification Information on this page. Adding a DUNS number and a CCR number are optional.

* Required Field

*Vendor Name Name as reported on your tax return

*TIN Type 

*TIN (Federal ID number or SSN)

DUNS

CCR

Pursuant to Minnesota Statute 270C.65, Subdivision 3, vendors are required to provide their Federal Employer Identification Number or Social Security Number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require a vendor to file tax returns and pay delinquent tax liabilities. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state 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

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

Physical Address	
DBA Name	<input type="text"/> If Doing Business as Name (DBA) is different than Legal Name
Country:	United States Change Country
*Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
*City:	<input type="text"/>
County:	<input type="text"/>
*State:	<input type="text" value="MN"/> Minnesota <input type="text"/>
*Postal:	<input type="text"/>
*Telephone	<input type="text"/> Extension <input type="text"/>
*PO Delivery Mthd	<input type="text" value="Email"/> *Email ID <input type="text"/>
Comments	<input type="text"/>

* 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

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

Other Account Addresses

Check boxes below to indicate addresses that are different from your Primary Address:

- Invoice Address** your company's accounts receivable department (for when you sell goods/services)
- Order/Solicitation Address** address at which Purchase Orders and Solicitations are received

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Next >>

Cancel Registration

* Required Field

Step 3
Click the Next button

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


MN Tax ID Information

At least 1 address was MN.
Choose an option to the right.

Have MN Tax ID MN Applied for Not Required

Contact Information

*Contact Name

Contact Type 

Contact Title

*Contact Addr

Email ID

URL

Contact Phone Number

[Find](#) | [View All](#) | [First](#) [Last](#)

*Phone Type  *Telephone Ext

* 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

Vendor Registration

STEP 6 OF 9: CHOOSE PRODUCT CODES

Please select the commodity and/or service codes that will be a part of your purchasing strategy with the State of Minnesota

Check here if you do NOT wish to register as a supplier of goods or services with the state. This will skip the selection of product codes and also skip Step 7, Registered Business Information

Commodity/Service Descriptions: And/Or

UNSPSC Code:

UNSPSC Codes (Search results) Find View All First 1 of 1 Last			
	Select	Category	Description
1	<input type="checkbox"/>		

Your Codes Customize Find View All First 1 of 1 Last		
	Category	Description
1		

* Required Field

Step 6

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

Vendor Registration

STEP 8 OF 9: EFT INFORMATION

Please enter your banking information on this page

* Required Field

Check here to enter EFT/Bank information. If you prefer to receive payment by check, proceed to the next page.

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Next >>

Cancel Registration

* Required Field

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

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

Logon Information	
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
*Send to Email ID	<input type="text"/>
*Hint Question	<input type="text"/>
*Hint Response	<input type="text"/>

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Finish

Cancel Registration

* 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

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.