

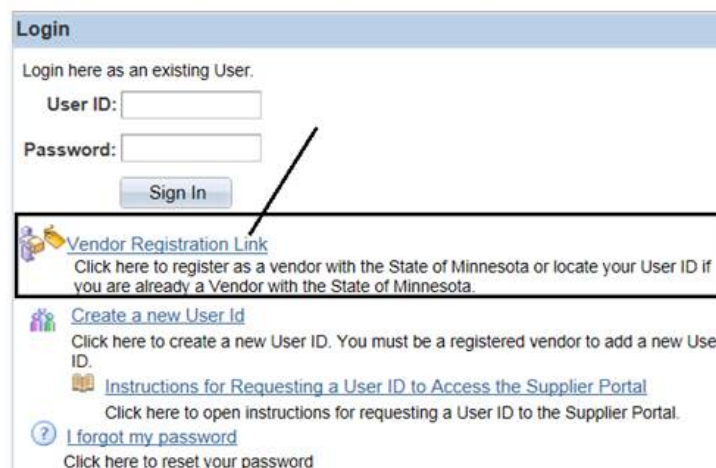
How to Register as a Vendor

ALL NON-EMPLOYEES NEED TO REGISTER AS A VENDOR IN ORDER TO BE REIMBURSED FOR THEIR TRAVELING EXPENSES

→ <http://supplier.swift.state.mn.us>

New registration (register for a vendor number):

- Brand new committee/advisory members who have never been reimbursed from the State of MN (any state agency) will need to register for a vendor number. This will provide them their own user ID and password to log into the vendor portal website to review their past reimbursements, update their address and/or name if it changes.
 - Choose the “Vendor Registration Link”
 - They will need their Social Security Number (SSN) and physical home mailing address to enter in the system. **Please DO NOT enter employer address - this will delay any reimbursements.**



The screenshot shows a 'Login' section with fields for 'User ID' and 'Password', and a 'Sign In' button. Below this is a 'Vendor Registration Link' section, which is highlighted with a black box and a line pointing to it from the text above. The 'Vendor Registration Link' section contains the following text: 'Click here to register as a vendor with the State of Minnesota or locate your User ID if you are already a Vendor with the State of Minnesota.' Below this are three other links: 'Create a new User id' (with a subtext: 'Click here to create a new User ID. You must be a registered vendor to add a new User ID.'), 'Instructions for Requesting a User ID to Access the Supplier Portal' (with a subtext: 'Click here to open instructions for requesting a User ID to the Supplier Portal.'), and 'I forgot my password' (with a subtext: 'Click here to reset your password').

- Once they register they will receive a response back in 1-2 business days with their 10 digit vendor number (that has 4 leading zeros).
- **Once the vendor ID is available, please contact Liz Arita at liz.arita@state.mn.us and provide the new 10-digit number.**

Existing users:

- If they do not know their vendor number or they are not sure if they are in the state’s vendor system they can also use the “Vendor Registration Link” to check if they are in the vendor portal.
- Individuals who have been reimbursed by the State of MN before and have a vendor number but have never registered online for a User Id, should choose “Create a new User Id”