

Vendor Registration Instructions

All vendors doing business with the State of Minnesota must register within the Statewide Integrated Financial Tools (SWIFT) system with the department of Minnesota Management and Budget (see MnDOT's Guide to Bidding, pages 3-4, <http://www.dot.state.mn.us/bidlet/misfiles/pdf/bidguide.pdf>).

SWIFT will create a ten digit vendor ID number (0000______). Registration can be made at the MMB Supplier Portal:

https://supplier.swift.state.mn.us/psp/fmssupap_1/SUPPLIER/ERP/c/PORTAL_COMPONENTS_AU.AUC_LOGIN.GBL

Be sure to use your full legal name when registering.

Once you obtain your SWIFT ID number, contact MnDOT's Office of Construction and Innovative Contracting (OCIC) and the Office of State Aid for Local Transportation (SALT) to be added to MnDOT's Trns*port database and the SALT Project Tracking list. You must provide the following information:

Full Legal Company Name (as used in SWIFT)

Address

Phone

Contact Name

SWIFT Vendor ID Number

Department contacts:

OCIC

Amanedia.Dear@state.mn.us

SALT

Rick.Kostohryz@state.mn.us

You are now ready to bid state aid projects.

If you plan to bid MnDOT projects, please refer to MnDOT's Guide to Bidding for additional requirements.