

## Introduction

Vendor Search provides the ability to search for a SWIFT vendor on the web using several different search criteria options such as the vendor’s legal (location) name, Doing Business As (DBA) name, location Id tax identification number and vendor status. A combination of these fields can be entered. When your search is complete, a list of the results that match the criteria entered will display. The query can be run wide-open with no search criteria entered and will return a list of all vendors.

The vendor file data is maintained by Minnesota Management and Budget (MMB) on the Statewide Integrated Financial Tools (SWIFT) system. Approved vendor information is downloaded from SWIFT to ISRS on Monday - Friday nights. Then is sent to Marketplace approximately a half hour later.

## How to Access the Product

First access [Minnesota State Employee Home](#) by logging in with your Star ID and password, you will land on the Employee Home screen.

The Vendor Search option is available through both the ISRS Accounting application and the ISRS Purchasing application. The option will appear in the Administrative Application list, based on the security granted for that application.

Select **Purchasing**

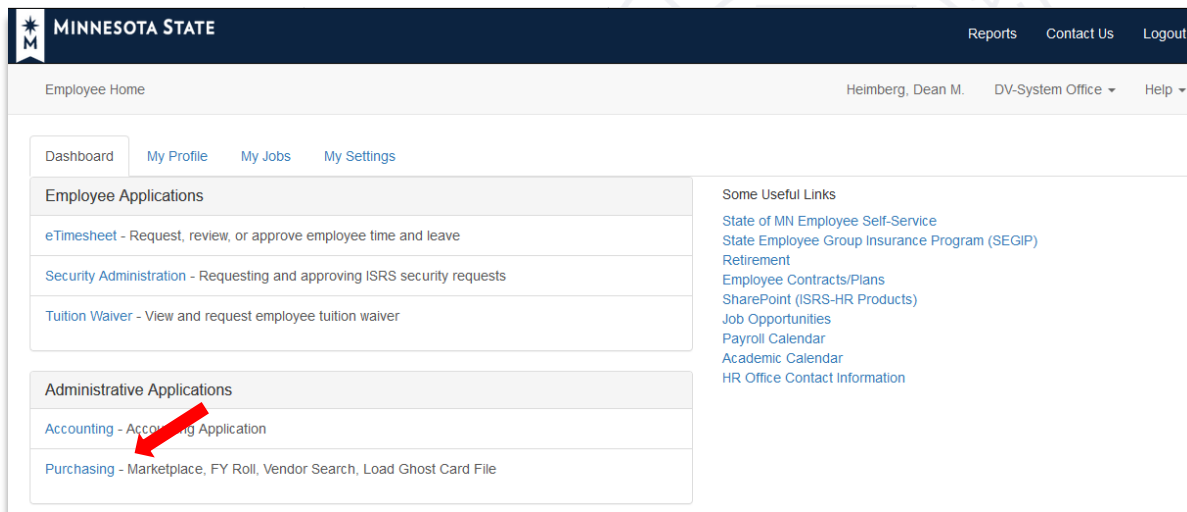


Figure 1 – Minnesota State Employee Home

If **Accounting** this brings you to the ISRS Accounting home page

Under Queries select Vendor Search

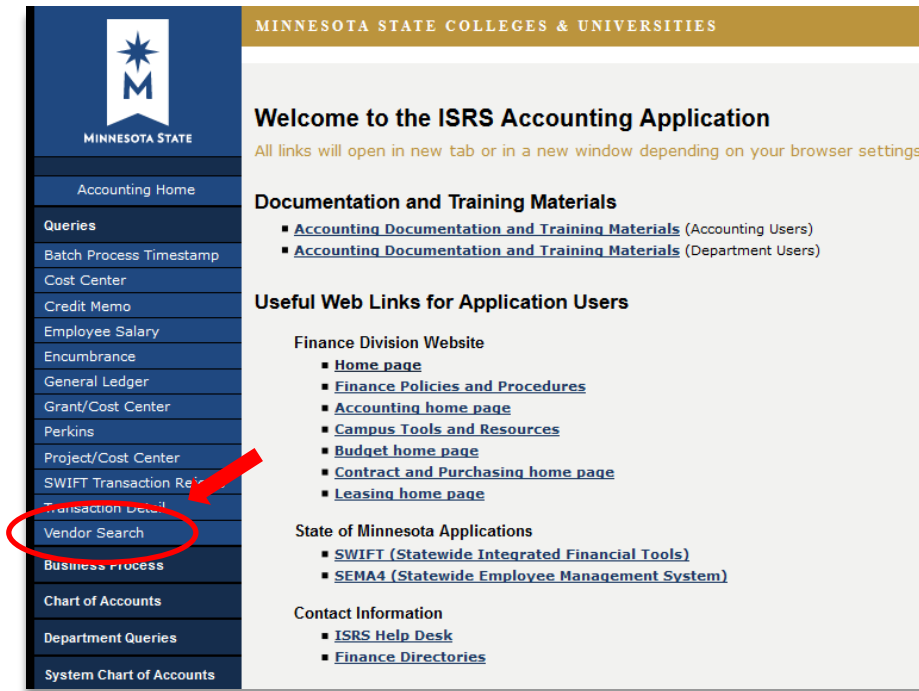


Figure 2 – Vendor Search Option in ISRS Web Accounting

If **Purchasing** this brings you to the Minnesota State Purchasing Home Page. Several web links are provided with useful business and ISRS information to best assist staff to do their job.

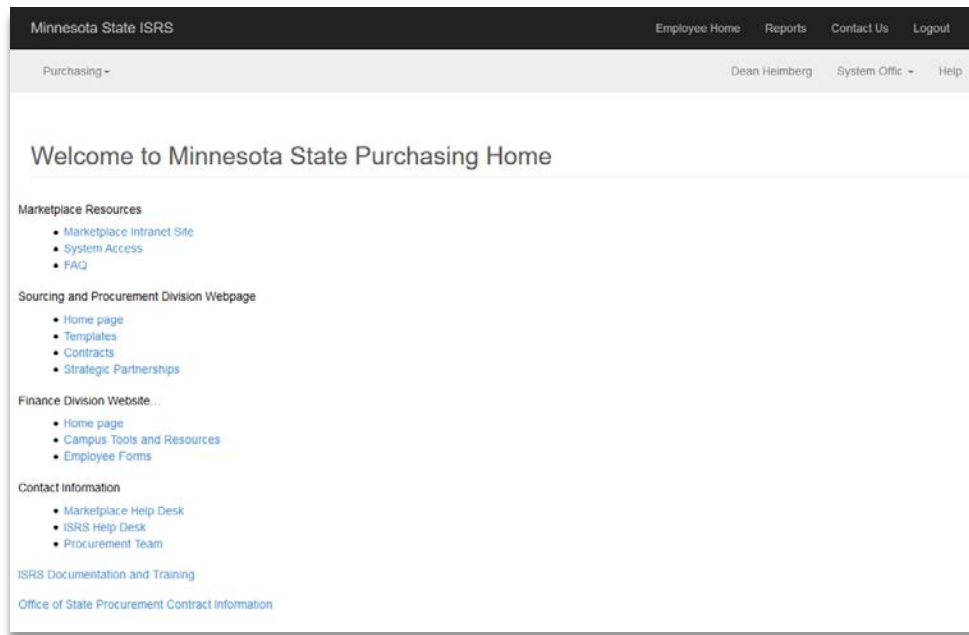


Figure 3 – Minnesota State Purchasing Home Page

In the upper left corner select the Purchasing dropdown

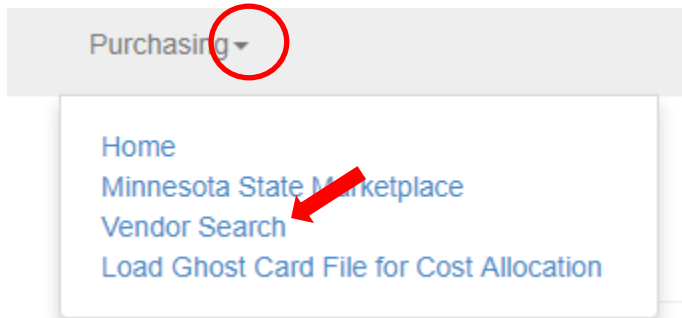


Figure 4 – Purchasing Application Options

Select **Vendor Search**

## Search Criteria

Enter criteria in one or more of the following fields to narrow results and select [Search]. If no results are found the message will be given “Our search returned no results. Please revise and try again.”

A wildcard is automatically implied at the beginning and end of the criteria entered in each of the searchable fields.

A screenshot of the "Vendor Search" page. The title "Vendor Search" is at the top. Below it are several input fields: "Vendor or DBA Name" (a single wide field), "Vendor ID" (containing "0000204781"), "Location" (containing "001"), and "End Location Range" (containing "999"). Below these are "Tax ID Number" and "Postal Code" (both single wide fields). At the bottom left are "Search" and "Clear" buttons. At the bottom right is a link for "Advanced Search".

Figure 5 - Vendor Search Page

- **Vendor or DBA Name** - Enter a full or partial vendor or DBA name (a wildcard is assumed before and after what is entered). The field is not case-sensitive and will also auto-populated based on what is entered.
- **Vendor ID** – Enter a full or partial vendor id up to ten characters. If only one character is entered such as a '2' all locations with a '2' in it anywhere will be returned.
- **Location** - Enter a full or partial location or begin location if searching for a range. If only one character is entered such as a '2' all locations with a '2' in it anywhere will be returned.
- **End Location Range** – This field will be greyed out until the Location field is filled in. Enter a range of vendor location Ids for the vendor you are searching for. If both the Start and End fields are filled in, the system will treat the data as numbers. For example - if the user fills in 2 in the start field and 5 in the end field, the system would return all vendor locations from 002 through 005. (Leading zeros are assumed in this example.)
- **Tax ID Number** - Enter the Federal Tax Identification number, the Minnesota State Tax Identification number or the Social Security Number of the vendor you are searching for. If searching by this field the number will not display in the results.
- **Postal Code** - Enter the zip code of the vendor you are searching for.

## Advance Search

Select [Advance Search](#) for additional searchable fields

The screenshot shows a search interface with the following elements:

- Address:** A text input field.
- Vendor status:** A dropdown menu.
- Business Type:** A dropdown menu with an "Add another business type" button below it.
- Vendor Type:** A dropdown menu with an "Add another vendor type" button below it.
- Search:** A blue button.
- Clear:** A white button with a grey border.
- Advanced Search:** A blue link.

Figure 6 – Advance Search Options

- **Address** - This will search on Address 1, Address 2, and Address 3 fields.
- **Vendor Status** – Enter a Vendor Status or use the dropdown to select from a list of valid vendor statuses. EXAMPLES: A - Approved; D - Deleted from MAPS/SWIFT; I - Inactive
- **Business Type** - Enter the Business Type code or use the dropdown to select a valid business type codes. EXAMPLES: 1-Manufacturer; 2-Retailer; W-State Agency
- **Vendor Type** - Enter the Vendor Type or use the dropdown to select from a list of valid vendor type codes. EXAMPLES: 01-Individual; 02-Business

## Screen Buttons

The following information is included on this report:

Field Name	Description
Search	When a user is on vendor search and clicks the “Search” button, the button should disable until the search is loaded.
Clear	Clear button clears the search criteria but does not clear the search results.
Advanced Search	Lists additional searchable fields
Add another business type	Select to add additional business type to the search
Add another vendor type	Select to add additional vendor type to the search

## Vendor Query Search Results

Search results will display a list of matching records.

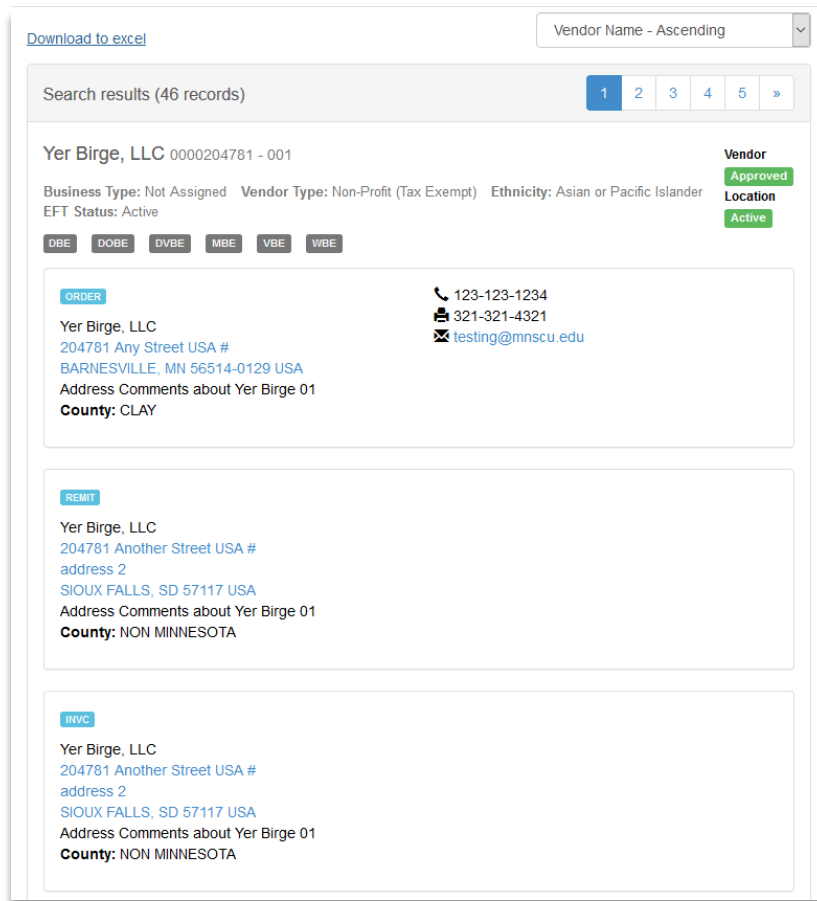


Figure 7 – Vendor Search Results

These results include the following fields:

Field Name	Description
Download to excel	Select to download the results to Excel. If there are more than 500 results and the user attempts to download that combination to Excel an error message will display “Download maximum exceeded! Click CANCEL and reduce the result set” or OK to only download the first 500 matching vendors
Sort by	Use the dropdown to select from the following options: <ul style="list-style-type: none"> <li>Vendor Name – Ascending (default)</li> <li>Vendor Name – Descending</li> <li>Vendor ID – Ascending</li> <li>Vendor ID – Descending</li> </ul>
Search results	Lists the number of total records returned. The first 10 will display on the page
Pagination	If greater than 10 results, there is the option at the top and bottom of the page to move to the next 10 or skip to another page up to 5 pages at a time
Vendor Legal Name	Displays the vendor legal name in the heading

Vendor ID	Displays the SWIFT vendor id
Location	Displays the SWIFT vendor location id
Business Type	Displays Business Type if on file
Tax ID Code	Displays Tax ID Code Type if on file. Note if S-Corp or C-Corp 'Corporation' will display
Vendor Type	Displays Vendor Type if on file
Ethnicity	Displays Ethnicity if on file
Disadvantaged Business Enterprise	Displays DBE if on file. Hover over field to view text description
Disability-Owned Business Enterprise	Displays DOBE if on file. Hover over field to view text description
Disabled Veteran-Owned Business Enterprise	Displays DVBE if on file. Hover over field to view text description
Small Business Enterprise	Displays SBE if on file. Hover over field to view text description
Minority-Owned Business Enterprise	Displays MBE if on file. Hover over field to view text description
Veteran-Owned Business Enterprise	Displays VBE if on file. Hover over field to view text description
Women-Owned Business Enterprise	Displays WBE if on file. Hover over field to view text description
EFT Status	Will display if Active
Vendor Status	Displays the vendor status: <ul style="list-style-type: none"> <li>▪ Approved (green)</li> <li>▪ Deleted from MAPS/SWIFT (red)</li> <li>▪ Inactive (orange)</li> </ul>
Location Status	Displays the location status: <ul style="list-style-type: none"> <li>▪ Active (green)</li> <li>▪ Inactive (gray)</li> </ul>
Address Type	Displays the vendor's address in the following sort order: <ul style="list-style-type: none"> <li>▪ ORDER</li> <li>▪ REMIT</li> <li>▪ INVC</li> </ul> <p>Clicking on the address will open it up in Google maps</p>
Vendor Legal Name or DBA Name if on file	Displays the vendor's legal name or the DBA name if on file
Address	Displays Address 1, 2, and 3
City/State/Zip	Displays the vendor city, state and zip code
Country	Displays the vendor country
County	Displays the vendor county if on file
Business Telephone Number	Displays the contact's phone number if on file Format: 999-9999 or 999-999-9999 unless the number is greater than 7 or 10 in that case the number will display in its entirety

	without any dashes. The field will be followed by the phone extension if on file (it will begin with the letter x followed by the ext number)
Toll Free	Displays the vendor's toll free number if on file (format 999-999-9999) Format: 999-9999 or 999-999-9999 but if greater than 7 or 10 numbers the number will display in its entirety without any dashes. The field will be followed by the phone extension if on file (it will begin with the letter x followed by the ext number)
Fax Nbr	Displays the vendor's fax number if on file (format 999-999-9999)
Email	Displays the vendor's email address if on file

## Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal:  
<https://servicedesk.minnstate.edu/>

*Minnesota State is an affirmative action, equal opportunity employer and educator.*