

## QUICK REFERENCE GUIDE

### *Vendor Authorization to Approve and Sign Contract Documents*

*Revised April 30, 2013; December 31, 2012*

A vendor doing business with the state of Minnesota may authorize users within their organization to sign electronic contract documents on behalf of the organization. Each authorized signer **must** be assigned a **unique Vendor User ID by the state**.

Company officers may NOW authorize an “**existing vendor contact**” or a “**new vendor contact**” to sign contract documents.

**Note:** If you are authorizing a **new** vendor contact, that individual **MUST** have a **UNIQUE**

Vendor User ID associated with their name and User Profile information.

Click the link below for instructions on how to request a new Vendor User ID:

[Quick Reference Guide - Requesting a new Vendor User ID](#)

After completing the registration process, you receive a confirmation email, which includes the authorized user’s **unique Vendor User ID**. You **must** then log into the **Supplier Portal** and create a new contact record for this User. You can then designate this **unique Vendor User ID** as “**authorized to sign contract documents.**”

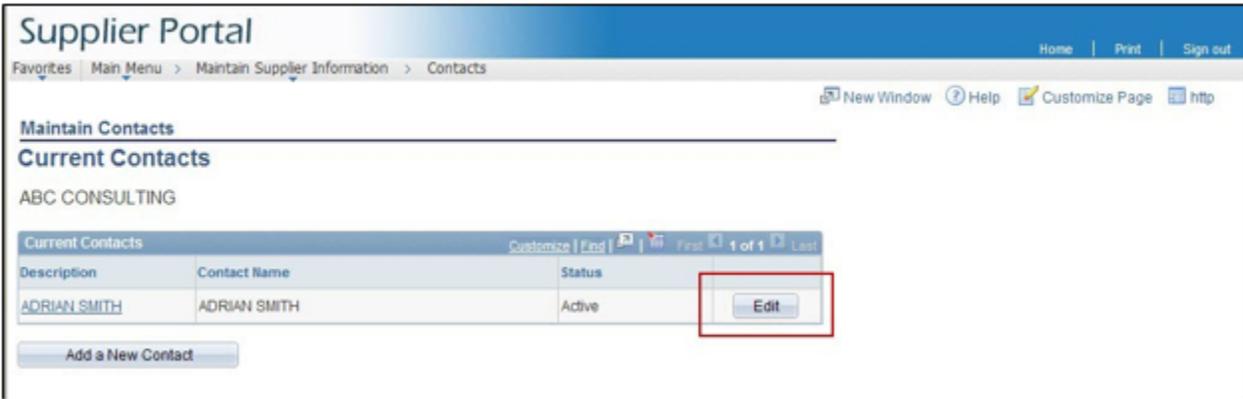
Follow the steps below to:

1. Authorize “existing vendor contacts,” who already have authorized **unique Vendor User IDs**, to review and sign contracts, or
2. Authorize a “new vendor contact,” with a **new, unique Vendor User ID**, to review and sign contracts.

**Note:** You **must** follow these steps for **each** authorized signer. Be sure that the **User Profile** information for the signer matches the details associated with the **Vendor User ID** being authorized. **Remember**, if you are adding a new vendor contact, you **MUST first** request a **unique Vendor User ID** for that contact before authorizing the contact to review and sign contract documents.

## Authorize Existing Vendor Contact to Sign Contract Documents

1. Log in to the Supplier Portal at <http://supplier.swift.state.mn.us>
2. Access the *Contact Information* page via:  
*Main Menu, Maintain Supplier Information, Contacts*
3. Click the **Edit** button associated with the contact you are authorizing. There may be multiple existing contacts.



4. Enter or select the following information:
  - o **Email ID** – Validate or enter the contact’s email address.  
**Note:** This is the email address that the state uses to notify this contact that there is a contract to review and sign.
  - o **External User** – Use the magnifying glass to search for and select the **Vendor User ID** that will be associated with the contact.

**Note:** Be sure you are entering the **Vendor User ID** associated with the contact whose information appears on this page.

If you are submitting a request on behalf of another contact at the organization, enter or select THAT contact’s User ID. **Do NOT enter your own User ID.**

- o **Authorized to Sign Contracts** – Select the checkbox to authorize the contact to sign contract documents.
5. Click the **Save** button.

**Supplier Portal**  
Home | Print | Sign out

Favorites | Main Menu > Maintain Supplier Information > Contacts

New Window | Help | Customize Page | http

**Maintain Contacts**

**Contact Information**

ABC CONSULTING

\*Description: ADRIAN SMITH \*Desired Status: Active

\*Name: ADRIAN SMITH

Email ID: ADRIAN\_SMITH@ABCCONSULTING.COM

URL: http://

\*Location: GENERAL - MINNEAPOLIS External User: VN0000833947\_1

Role: General Authorized to Sign Contracts:

Effective Date: 12/26/2012

Comments - include name and phone number

Telephone Information

Type	Prefix	Phone	Ext
Business Phone		612/555-5555	

Return to Contact List

Save

\* Required Field

The request is sent to the state for approval. Upon approval, the contact receives an email notification and is authorized to review and sign contract documents.

## Authorize New Vendor Contact to Sign Contract Documents – New Vendor User ID must first be created

1. Log in to the Supplier Portal at <http://supplier.swift.state.mn.us/>
2. Access the *Contact Information* page via:  
*Main Menu>Maintain Supplier Information>Contacts*
3. Click the **Add a New Contact** button.

**Supplier Portal**  
Home | Print | Sign out

Favorites | Main Menu > Maintain Supplier Information > Contacts

New Window | Help | Customize Page | http

**Maintain Contacts**

**Current Contacts**

ABC CONSULTING

Current Contacts

Description	Contact Name	Status
ADRIAN SMITH	ADRIAN SMITH	Active

Edit

Add a New Contact

4. Enter or select the following information:
  - o **Description** – Contact name or contact role
  - o **Name** – Contact name
  - o **Email ID** – Email address for the new contact  
**Note:** You must enter an email address in the *Email ID* field. This is the email address that the state will use to notify this contact that there is a contract to review and sign.
  - o **Location** – Select applicable vendor location from the dropdown list.

- **Role** – Select “General” from the dropdown list.
- **External User** – Use the magnifying glass to search for and select the new Vendor User ID that will be associated with the new contact.

**Note:** Be sure you are entering the **Vendor User ID** associated with the contact whose information appears on this page.

If you are submitting a request on behalf of another contact at the organization, enter or select THAT contact’s User ID. **Do NOT enter your own User ID.**

- **Authorized to Sign Contracts** – Select the checkbox to authorize the contact to sign contract documents.
5. Click the **Save** button.

The screenshot shows the 'Supplier Portal' interface for 'Maintain Contacts'. The contact is for 'ABC CONSULTING'. The form fields are as follows:

- \*Description: Bruce Dickinson
- \*Name: Bruce Dickinson
- Email ID: Bruce\_Dickinson@abiconsulting.com
- \*Desired Status: Active
- \*Location: GENERAL - MINNEAPOLIS
- Role: General
- External User: VN0000833947\_2
- Authorized to Sign Contracts:
- Effective Date: 12/26/2012
- Comments - include name and phone number: (empty)

Below the form is a 'Telephone Information' table with one row for 'Business Phone'. At the bottom left, there is a 'Return to Contact List' link and a 'Save' button.

The request is sent to the state for approval. Upon approval, the contact receives an email notification and is authorized to sign contract documents.

**Note:** Each individual who is authorized to review and sign contract documents **must** have a **unique Vendor User ID and Contact record**. This ensures that contract documents are sent to the correct vendor contact.