

QUICK REFERENCE GUIDE *Reviewing Vendor Payments*

November 23, 2011

Reviewing Vendor Payments in the Supplier Portal

Vendors with a User ID are able to login to the Supplier Portal to view payments. Follow these steps to login and navigate to the Payments page.

1. Access SWIFT by entering <http://supplier.swift.state.mn.us> into the web browser.
2. Enter your [User ID](#) and [Password](#). Click the [Sign In](#) button.

Login

Login here as an existing User.

User ID:

Password:

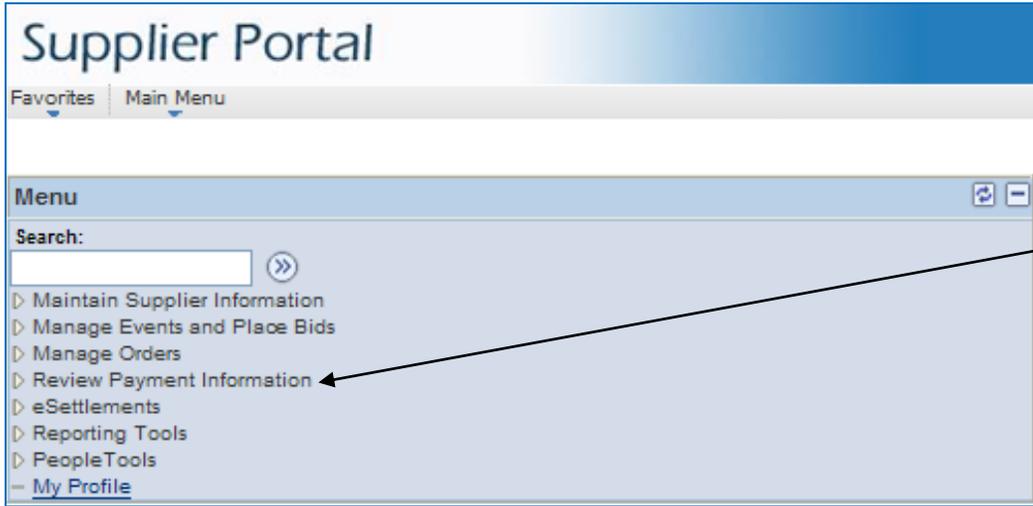
 [Vendor Registration Link](#)
Click here to register as a vendor with the State of Minnesota.

 [I forgot my password](#)
Click here to reset your password

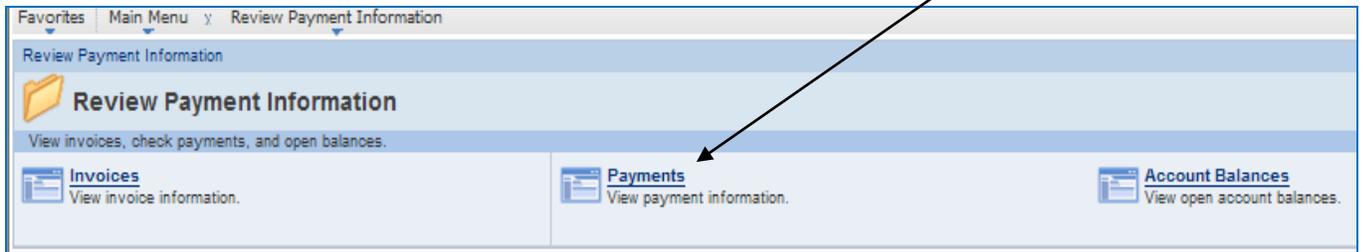
 [Instructions for Training Guide](#)
Click here to open instructions for using the training guide

 [Vendor Step-by-Step Training Guide](#)
Click here to open the step-by-step training guides

3. The homepage is displayed. Using the Menu, Select [Review Payment Information](#).



4. Select [Payments](#) to view the Payments page.



- Enter Payment Search Criteria if known or click [Search](#) to view all Payments by date range.

Verify the date range on the search results; defaults to last 15 days.

Review Payments

Filter Options

TESTVENDOR

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number:

Payment Reference:

From Payment Date:  (example: 12/31/2000) ←

To Payment Date:  (example: 12/31/2000) ←

[Return to Vendor List](#)

- Review List of Payments Made

Review Payments

Payments Made

[Set filter options](#) [Return to Vendor List](#)

Payments Made

Reference	Transaction ID	Payment Date	Amount ▲	Location	Description	Address

- Click [Reference](#) number to view additional invoice details. Additional information includes Payment Date, Invoice ID, State Agency Contact Detail, and Payment Amount.