
How to register as a supplier to sell seeds and cones to the State Forest Nursery

If you plan to sell seeds and cones to the State Forest Nursery, you must register as a supplier with the State of Minnesota.

- **Registration Type:** Choose **Supplier** when you register. Do not register as a Payee or Bidder. This registration is required for the state to issue your receipt and process your payment.
- **Timeline:** It typically takes up to two business days for the state to review and activate your account.
- **1099 Forms:** During registration, you may see references to 1099 forms. Because the Nursery is purchasing **goods** (seeds and cones) rather than services, the State **does not issue 1099 forms** for these transactions.
- **Income Tax:** While you will not receive a 1099 from the State, please note that this does not necessarily mean the income is tax-free. You are still responsible for reporting any income earned from these sales on your personal tax returns as required by law.
- **Sales Tax:** Sales of seeds and cones to the Nursery are exempt from sales tax under the Agricultural Production Exemption. At the time of delivery, the State will provide you with a copy of **Form ST3 (Certificate of Exemption)** along with your receipt.

Keep Your ID: You only need to register as a supplier once. Save your **Supplier ID** to use for future collections. For questions regarding the registration portal, contact the MMB help desk at vendor.mmbefax@state.mn.us.

Steps to register as a Supplier

Step 1: Start registration

1. Go to <http://mn.gov/supplier>
2. Select "Register for an Account".
3. Press the "Register Now" button next to "Register as a Supplier".

4. Choose your Tax Identification Number (TIN) Type and Entity Type, then press Next. Most people use their Social Security Number for the TIN type and choose Individual Sole Proprietor as their Entity Type.

Step 2: Enter identifying information

- Enter your Tax Identification Number (TIN) and confirm it.
- Enter your Legal Name.
- You may leave the Minnesota Tax ID field blank if you do not have one.

Step 3: Enter address information

- Provide your name, email, and physical address, including city, county, state, and zip code.
- If you need payment sent to another address, check the box to enter a separate remittance address.

Step 4: Add a contact

- Enter the name, email, and phone number for the primary contact on the account.
- Mark the contact as Primary.

Step 5: Enter payment information

- To receive payment via direct deposit, check the EFT/Direct Deposit box.
- Enter your bank information including routing and account numbers.
- Enter your email and check the “Enable Email Payment Advice” box to receive payment notifications.
- If you would prefer to be mailed a paper check, you can continue without entering banking information.

Step 6: Category codes (optional)

This step is optional for seed/cone sellers. You may skip this section or select “Tree and shrub seeds and cuttings.”

Step 7: Submit for approval

- Review all information before submitting.
- Read and accept the Terms and Conditions.
- Submit the registration.
- Save your Registration ID.

- You will receive a confirmation email once submitted.
- Allow up to two business days for approval. You will then receive your Supplier ID.

For questions about the approval process, contact the Supplier Support Unit at vendor.mmbefax@state.mn.us or 651-201-8106. Include your Registration ID in the message if available.