

From: [Soil & Water Conservation Program](#)
To: [DNR Soils and Water Conservation Districts staff](#)
Cc: [DNR.MGS SWC.Staff](#)
Subject: MOVERS - SAMII Supplier Set Up
Date: Tuesday, March 3, 2026 9:33:35 AM
Attachments: [image002.png](#)
[image006.png](#)

REMINDER: The SAM II vendor is now called a supplier in MOVERS. The supplier name and TIN in MOVERS must match the individual or organization being paid. The supplier name is different than the user name. The user name is generated by the contact name in MOVERS.

Using a Social Security Number (SSN) as the Tax TIN for Trust/LLC:

If you have a landowner that is using their SSN as the TIN for their Trust and/or LLC, they must register under the name of the person who the SSN belongs to as the Parent Company. Then register the Trust/LLC as "Doing business as". They will leave the TIN blank on the Trust/LLC registration.

From the Instructions:

In the **Supplier field, enter the Legal Name of the entity/individual. The system will **not** allow duplicative names. The Legal Name must match, excluding punctuation, the entity/individual name on record with the IRS for your Tax Identification Number. Two separate registrations will need to be completed if you have a Parent/Headquarters and a Doing Business As (DBA). The Parent/Headquarters will need to be registered first, followed by any DBA's. **Ensure your registration information matches the information on your W-9.****

Please do not send any supplier inquiries or issues with MoSWIMS directly to the Office of Administration (OA). If OA receives these types of emails, they are forwarding to the Program office. Please send to the program email address:

Soil&WaterConservationProgram@swcd.mo.gov

See instructions below on submitting request for suppliers to be set up in SAMII.

- If the supplier is at a green checkmark status for vendor in MoSWIMS for 2 days and still a red minus for EFT status, please email the Program office to let us know. The Program office will prompt OA to research the EFT status.
- If the supplier is at a yellow triangle for EFT status, this means they are in the pre-note process and will take 10 business days to become active. Neither the Program office or OA can expedite the pre-note process once it has started.

If a supplier has changed their bank account information and/or their address in MOVERS, the Program office needs to be notified in order to alert OA that a change needs to be made in SAMII.

- If the bank account information has changed, please send an email to the Program office letting us know the supplier name along with the last 4 of the old bank account, the last 4 of the new bank account, and the bank names on each of these accounts.
- If the address has changed, please send an email to the Program office letting us know the old address and the new address.

Please let your District Coordinator know if you have any questions.

MoDNR Soil and Water Conservation Program

573-751-4932 | dnr.mo.gov



Please take a few minutes to complete our [Customer Satisfaction Survey](#). Thank you

From: Soil & Water Conservation Program
Sent: Wednesday, September 17, 2025 8:15 AM

To: DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>

Cc: DNR.MGS SWC Staff <dnr.swcstaff@dnr.mo.gov>

Subject: MOVERS - SAMII Supplier Set Up

During the program's recent quarterly update and at Area Meetings, updates were given about managing landowners (suppliers) registered in MOVERS and getting them setup in SAMII for payment in FY26. Since then, program staff have seen an increase volume in requests to setup suppliers in SAMII. To manage the workflow the Program Office is receiving for suppliers to be set up in SAMII, we have established the following guidelines that needs to be followed when submitting a request for assistance.

The request will be sent to the program email address:SoilandWaterConservationProgram@swcd.mo.gov

The Subject line needs to contain MOVERS and the supplier's name. For example: MOVERS – John Doe (replacing John Doe with the supplier's name)

In the Body of email include: Supplier's name and, if available, the supplier number or email confirmation from MOVERS.

The supplier's name must be EXACTLY how it was entered into MOVERS. The search in MOVERS only allows for an exact match.

Please only provide one supplier per email. DO NOT send a list of suppliers in one email. This will help with searching through email for a supplier if an issue arises later. Only send the supplier name once no matter the number of contracts for the supplier.

After the Program Office researches the supplier to verify they are not in SAMII but are registered in MOVERS, the person submitting the request will receive an email that the information has been sent to OA notifying them to enter the supplier into SAMII. Once receiving the email back from the program office, please monitor MoSWIMS over the next **30 days** to allow OA time to process the request and manually add the supplier to SAMII. There will not be another email from the program office once the supplier is setup in SAMII since this can be monitored in MoSWIMS. If there has not been a change in the MoSWIMS status after 30 days, please reply back to the email that was sent to you saying the request was sent to OA and ask us to follow up.

As another reminder, if the landowner is currently showing in MoSWIMS as an active vendor and active or pending EFT, there is not anything that needs to be done at this time with that landowner to receive payment.

Thanks,

Soil and Water Conservation Program

Missouri Geological Survey

Missouri Department of Natural Resources

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.