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**RE: MOVERS - SAMII Supplier Set Up**

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**From** Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>

**Date** Thu 9/18/2025 7:57 AM

**To** Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>; DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>

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

Sorry for any confusion, but the link to the Soil & Water Conservation Program email box in original email from yesterday does not work. Please use this email link:

[Soil&WaterConservationProgram@swcd.mo.gov](mailto:Soil&WaterConservationProgram@swcd.mo.gov)

*Soil and Water Conservation Program*

Missouri Geological Survey

Missouri Department of Natural Resources

Phone: 573-751-4932

Find us on the web at [dnr.mo.gov](http://dnr.mo.gov)

*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>

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**From:** Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>

**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: [Soil&WaterConservationProgram@swcd.mo.gov](mailto:Soil&WaterConservationProgram@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,

**Diane Matthews**, Fiscal & Admin Specialist  
Soil and Water Conservation Program  
Missouri Geological Survey  
Missouri Department of Natural Resources  
Phone: 573-751-1449  
Find us on the web at [dnr.mo.gov](http://dnr.mo.gov).



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