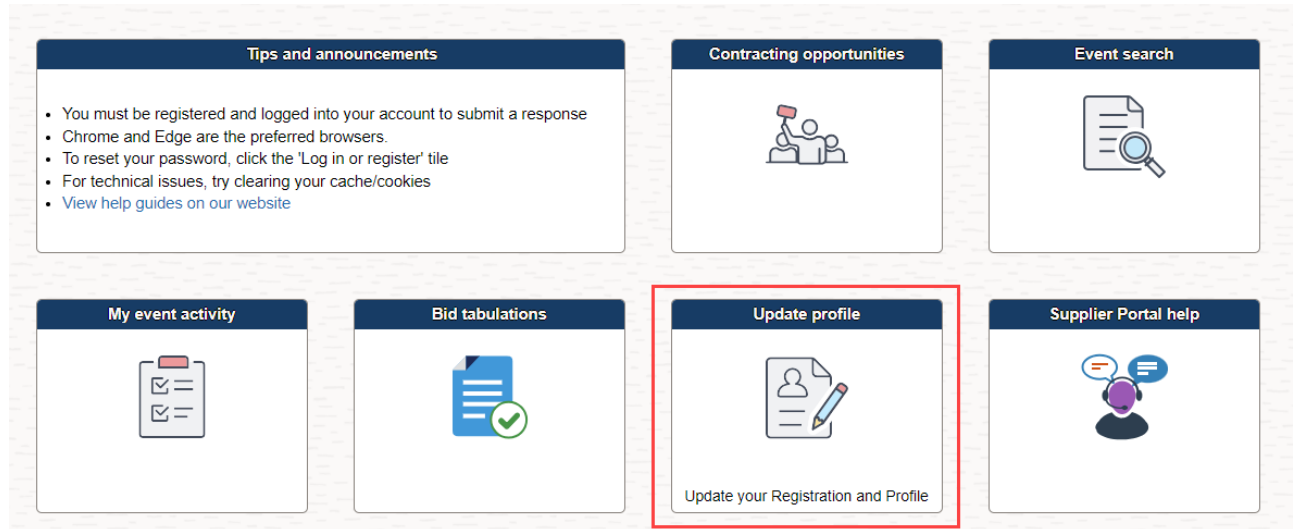


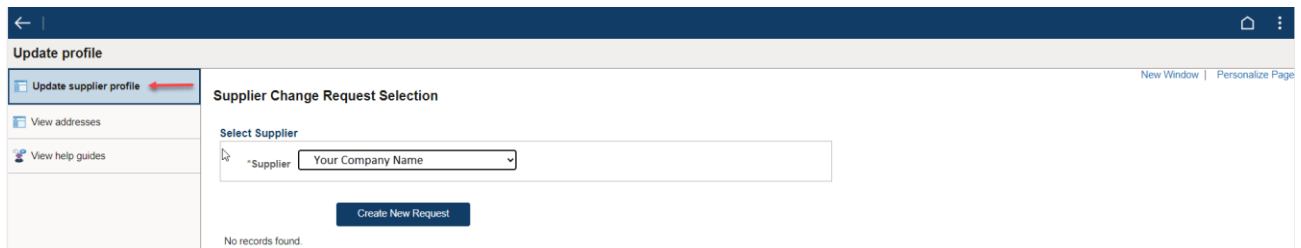
Update your profile

1. Log into the Supplier Portal then select **Update profile**.

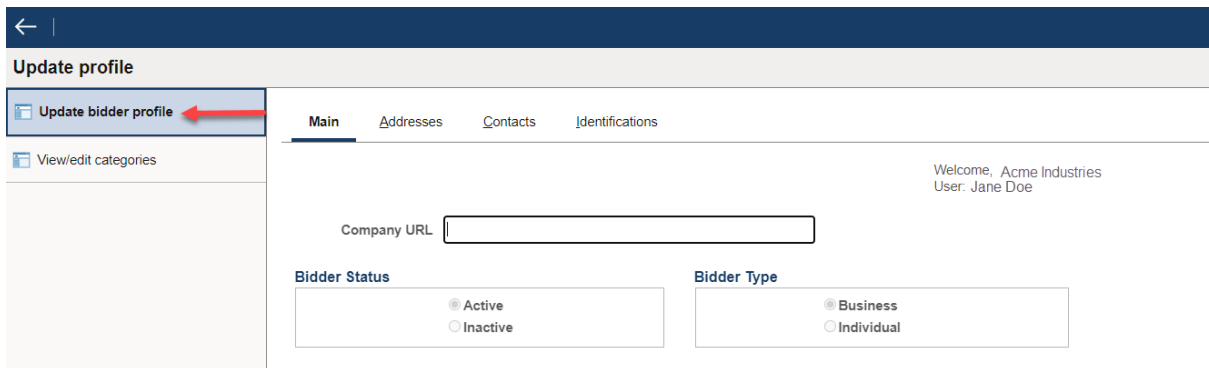


2. Depending on how you are registered, **the page can display two different ways:**

- a. If you are a **Supplier**, your screen will look like below.
[Click here](#) for the steps to update profile if you are a supplier.

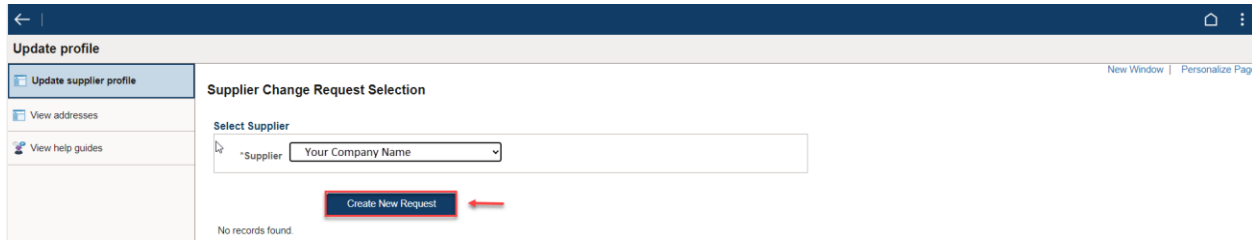


- b. If you are a **Bidder** your screen will look like below.
[Click here](#) for the steps to update your profile if you are a bidder.

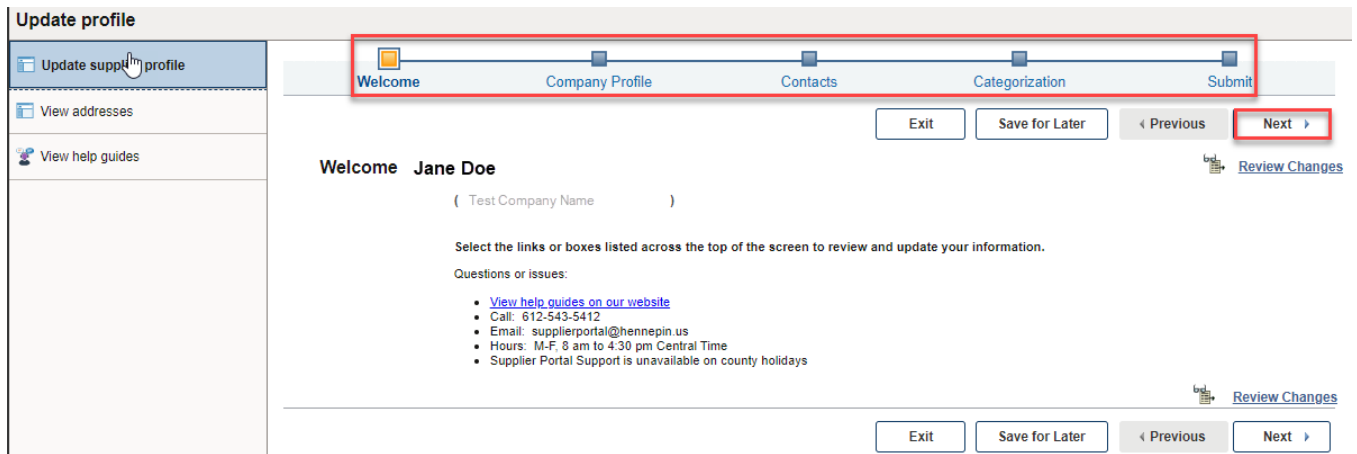


Update supplier profile

1. Select the **Create New Request** button



2. On the **Welcome** tab, read the instructions.
3. Select **Next** button to move to the next tab.



4. On the **Company Profile** tab, in the **Standard Industry Codes** section, enter/update your NAICS code(s). *These codes identify the goods or services your company provides and helps us invite you to events you may be interested in.*

Supplier Portal Quick Guide

Update profile

Update supplier profile
View addresses
View help guides

Welcome **Company Profile** Contacts Categorization Submit

Exit Save for Later < Previous Next >

Company Profile for

[Review Changes](#)

Review/update your profile information here. Selecting NAICS codes in the Standard Industry Codes section allows you to be notified of relevant solicitations. If you can't find the appropriate code here, do a keyword search at: www.naics.com/search/


Unique ID & Company Profile

*Supplier Name

[Expand All](#) [Collapse All](#)

▼ **Standard Industry Codes**

SIC Code Type	Standard Industry Code	Description	Remove
US - NAICS Codes	11	Agriculture, Forestry, Fishing, and Hunting	<input type="checkbox"/>
US - NAICS Codes	11111	Soybean Farming	<input type="checkbox"/>
US - NAICS Codes	11114	Wheat Farming	<input type="checkbox"/>
US - NAICS Code ▼	<input type="text" value="1111"/> <input type="button" value="Q"/>	Oilseed and Grain Farming	<input type="checkbox"/>

- Select the **Add SIC** button.
- For SIC Code Type, select **US – NAICS Codes**
- Select the **magnifying glass**  under SIC Code.

Supplier Portal Quick Guide

- d. Click the **Advanced Lookup** link.

Look Up Standard Industry Code

Search by: Standard Industry Code begins with

Search Cancel **Advanced Lookup**

Search Results

Only the first 300 results can be displayed.

- e. Change the **Description** search option to 'Contains'.

Look Up Standard Industry Code

SIC Code Type US - NAICS Codes

Standard Industry Code begins with

Description **contains**

- f. Enter a keyword in the search box and select the **Search** button.
- g. Select the **NAICS** code you would like to add to your profile.
- h. Repeat this process to add more NAICS codes.
- i. To remove a NAICS code, select the **Remove** checkbox.

In the **Additional Reporting Elements** section, update your demographic data by selecting an option from the dropdown.

Note that if you select D) Other for Type of Business, two more required fields will appear and need to be answered. If you do not want to answer the demographic questions, select Choose not to answer.

Update profile

Update supplier profile View addresses View help guides

Welcome **Company Profile** Contacts Categorization Submit

Exit Save for Later Previous Next

Company Profile for Hennepin County [Review Changes](#)

Review/update your profile information here. Selecting NAICS codes in the Standard Industry Codes section allows you to be notified of relevant solicitations. If you can't find the appropriate code here, do a keyword search at: www.naics.com/search/

Unique ID & Company Profile

*Supplier Name Hennepin County

Expand All Collapse All

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
US - NAICS Codes	11	Agriculture, Forestry, Fishing, and Hunting	<input type="checkbox"/>
US - NAICS Codes	11111	Soybean Farming	<input type="checkbox"/>
US - NAICS Codes	111130	Dry Pea and Bean Farming	<input type="checkbox"/>
US - NAICS Codes	11114	Wheat Farming	<input type="checkbox"/>

Add SIC

Additional Reporting Elements

*Type of Business A) Publicly held company

Supplier Portal Quick Guide

- In the **Profile Questions** section, update or add the email address for receiving purchase orders from the county.

▼ Profile Questions

Enter your company's preferred email address for receiving purchase orders.

- Select **Next** button to move to the next tab.
- On the **Contacts** tab edit or add new contacts.

The screenshot shows the 'Update profile' interface with the 'Contacts' tab selected. The breadcrumb navigation includes 'Welcome', 'Company Profile', 'Contacts', 'Categorization', and 'Submit'. The 'Contacts' tab is highlighted with a red box. Below the navigation, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area is titled 'Contacts for Test Company Name' and includes a 'Review Changes' link. A note states: 'Adding a new contact does not grant access to the Supplier Portal. To update or remove an existing contact, email supplierportal@hennepin.us.' Below this is a table with columns: Name, Address, Change Action, Change Effective Date, and Edit. The table contains one entry: Jane Doe, Order from. The 'Edit' column for this entry has a red box around an edit icon. Below the table is an 'Add New Contact' button, also highlighted with a red box.

- Select **Next** button to move to the next tab.
- On the **Categorization** tab, select the check boxes next to the procurement categories that identify the goods or services your organization provides.
Note: as you check the boxes, you should see your selections show up on the right.

The screenshot shows the 'Update profile' interface with the 'Categorization' tab selected. The breadcrumb navigation includes 'Welcome', 'Company Profile', 'Contacts', 'Categorization', and 'Submit'. The 'Categorization' tab is highlighted with a red box. Below the navigation, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area is titled 'Categorization for Test Company Name' and includes a 'Review Changes' link. A note states: 'Select the procurement categories that align with your business. The county will notify you of opportunities related to your specialties. Review your selections on the right before proceeding to the Submit step. For best performance, please pause briefly after checking each selection box. Select All Un Select All'. Below this is a section for 'Hennepin County Procurement Categories' with a tree view of categories. A 'My Categories' table is shown on the right, with columns: Category, Description, and Status. The table contains one entry: 031, Air condition..., Add. The 'My Categories' table is highlighted with a red box.

Supplier Portal Quick Guide

10. Select the **Next** button.

The screenshot shows the 'Update profile' interface. A navigation bar at the top includes 'Welcome', 'Company Profile', 'Contacts', 'Categorization' (highlighted with a red box), and 'Submit'. Below the navigation bar are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next' (highlighted with a red box). The main content area is titled 'Categorization for Test Company Name' and includes instructions to select procurement categories. A table titled 'My Categories' is visible, with one entry: '031 - Air conditioning/heating/ventilating equip, parts & supplies'. A tree view on the left shows 'Hennepin County Procurement Categories' with sub-categories like 'Sourcing - Sourcing Categories', 'Buy Categories', and 'Sell Categories'.

12. On the **Submit** tab, select the dropdown for **Audit Reason Code** and enter **Update Information**. This identifies why you are updating your profile.

13. Select the **Confirm Changes** checkbox.

14. Select **Submit** button.

The screenshot shows the 'Submit' step of the 'Update profile' process. It includes instructions to use the 'Submit' button and that email communication will be sent to 'vendorTEST006@mailinator.com'. The 'Audit Reason Code' dropdown is set to 'Update information' (highlighted with a red box). Below it is a 'Comments' text area with a '254 characters remaining' indicator. A 'Confirm Changes' checkbox is checked (highlighted with a red box). At the bottom, there are buttons for 'Review', 'Withdraw', and 'Submit' (highlighted with a red box). A navigation bar at the very bottom includes 'Exit', 'Save for Later', 'Previous', and 'Next' buttons.

For more help:
Visit [Supplier Portal help](#)
Call (612) 543-5412
Email supplierportal@hennepin.us

Update Bidder Profile

1. Select each tab and update the fields as needed.


The screenshot shows the 'Update profile' interface. On the left, there is a sidebar with 'Update bidder profile' and 'View/edit categories'. The main content area has a header 'Update profile' and a navigation bar with tabs: 'Main', 'Addresses', 'Contacts', and 'Identifications'. The 'Main' tab is selected and highlighted with a red box. Below the navigation bar, there is a 'Welcome, User:' message. The 'Company URL' field is highlighted with a red box. Below it, there are two sections: 'Bidder Status' with radio buttons for 'Active' and 'Inactive', and 'Bidder Type' with radio buttons for 'Business' and 'Individual'.

2. On the **Main** tab, complete and update the fields.
Note that if you select D) Other for Type of Business, two more required fields will appear and need to be answered. If you do not want to answer the demographic questions, select Choose not to answer.

The screenshot shows the 'Update profile' interface with the 'Main' tab selected. The 'Company URL' field is highlighted with a red box. Below it, there are two sections: 'Bidder Status' with radio buttons for 'Active' and 'Inactive', and 'Bidder Type' with radio buttons for 'Business' and 'Individual'. Below these, there is an 'Additional Information' section with a dropdown menu labeled '*Type of Business' and a 'Select one' option, which is also highlighted with a red box. At the bottom left, there is a 'Save' button. At the bottom, there is a breadcrumb trail: 'Main | Addresses | Contacts | Identifications'.

3. Select the **Save** button.

Supplier Portal Quick Guide

4. Select the **Addresses** tab.
5. Update address(es) as needed.
6. Select the arrow  to view each address.
7. Select the **Delete** button to delete an address.
8. Select the **Add a New Address** button to add a new address.
 - a. Select the checkboxes that apply to the new address.
 - b. Enter the address.

[Main](#) **[Addresses](#)** [Contacts](#) [Identifications](#)

Addresses | < << 1 of 1 >> > | View All

Main Address **Ship To Address**
 Bill To Address **Invoice Address**

Address Details

Country United States [Change Country](#)

*Address 1

Address 2

Address 3


*City

County Postal

*State Minnesota

9. Select the **Save** button.
10. Select the **Contacts** tab

Supplier Portal Quick Guide



- Update contact(s) phone numbers as needed (click the arrow  to view each contact)
Note: To update other information or remove an existing contact, email supplierportal@hennepin.us.
- Select the **Save** button

[Main](#) | [Addresses](#) | **[Contacts](#)** | [Identifications](#)

User Information | 5 of 37

First Name	<input type="text" value="Jane"/>		
Last Name	<input type="text" value="Doe"/>		
Title	<input type="text"/>		
Email ID	<input type="text"/>		
Telephone	<input type="text" value="555/555-5555"/>	Ext	<input type="text"/>
Fax	<input type="text"/>		
*Address	<input type="text" value="1"/> <input type="button" value="Q"/>	Main Address	
User ID	<input type="text"/>		

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

- Select the **Identifications** tab
- In the **Standard Industry Codes** section, enter/update your NAICS code(s). *These codes identify the goods or services your company provides and helps us invite you to events you may be interested in.*
 - Select the **Add SIC Code** button.
 - Select the **magnifying glass**  under SIC Code.
 - Change the **Description** search option to 'Contains'.
 - Enter a keyword and select the **Search** button.
 - Select the **NAICS** code you would like to add to your profile.
 - Repeat this process to add more NAICS codes.
 - To remove a NAICS code, select the trash icon .

Supplier Portal Quick Guide

Standard Industry Codes

SIC Code Type	SIC Code	Description	
1 US - NAICS Codes	6114 <input type="text"/>	Business Schools and Computer and Management Training	<input type="button" value="Delete"/>
2 US - NAICS Codes	61143 <input type="text"/>	Professional and Management Development Training	<input type="button" value="Delete"/>

15. Scroll down to the bottom of the page

16. If you have not previously attached your W9, attached it to the W9 question by clicking the paper clip icon.

17. Enter the email address you want to receive purchase orders.

18. Select the **Save** button.

Profile Questions

Attach your company's W-9 form.

No attachments

Enter your company's preferred email address for receiving purchase orders.

19. Select the **View/edit categories** link.

Update profile

-
- ←
-

Main | [Addresses](#) | [Contacts](#) | [Identifications](#)

Welcome, User:

Company URL

Bidder Status

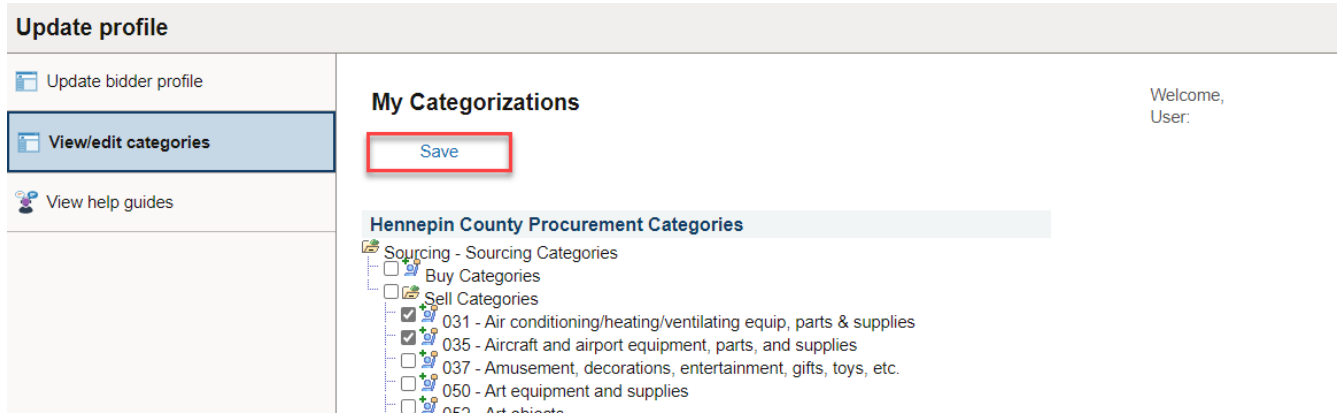
Active
 Inactive

Bidder Type

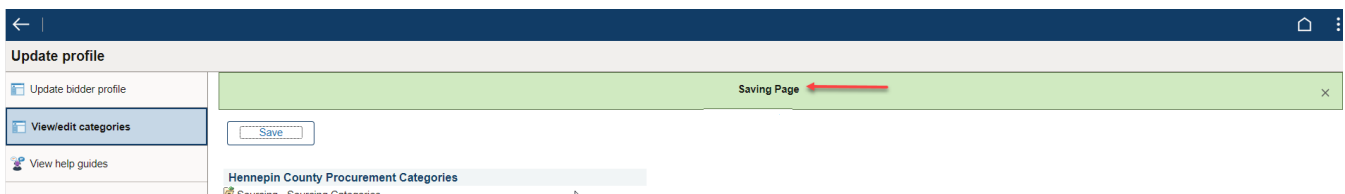
Business
 Individual

Supplier Portal Quick Guide

20. Select the check boxes next to the procurement categories that identify the goods or services your organization provides. This helps us invite you to contract opportunities you may be interested in.
21. Select the **Save** button.



22. The **Saving Page** message will display at the top of the page and disappear when done saving.



For more help:
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Email supplierportal@hennepin.us