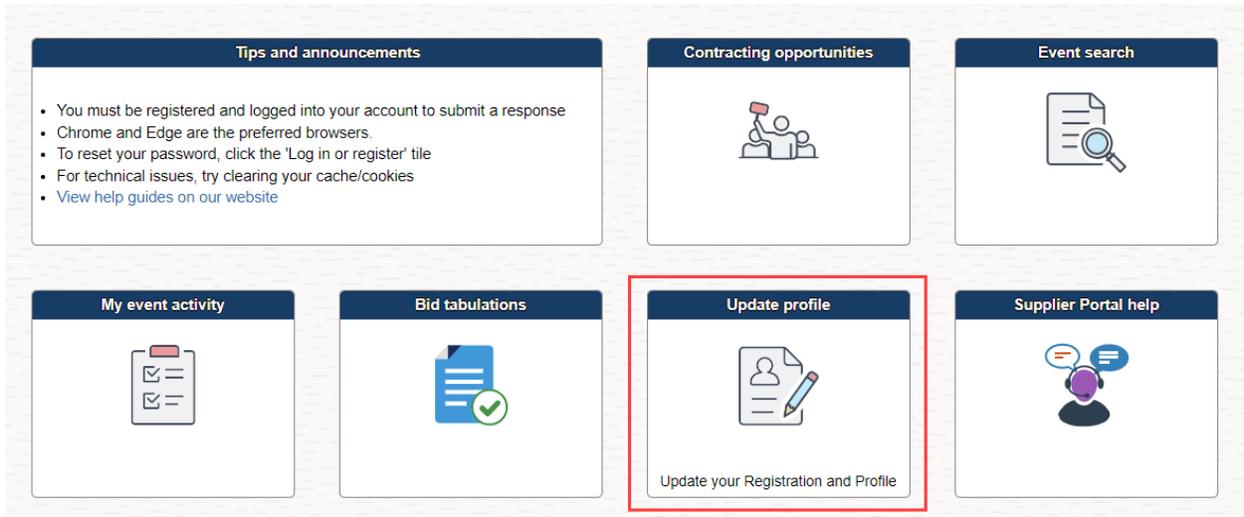


Get invited to contract opportunities

Procurement categories and [NAICS codes](#) are a way for vendors to identify the goods or services they provide.

Update the procurement categories and NAICS codes on your profile to help us invite you to contract opportunities your organization may be interested in.

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



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

a) If you are a **Supplier**, your screen will look like below.

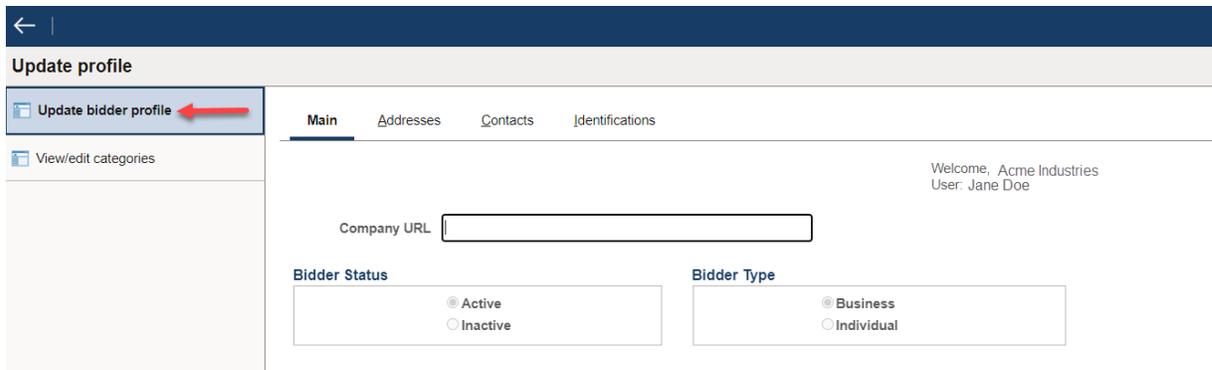
[Click here](#) for the steps to update your procurement categories if you are a supplier.



b) If you are a **Bidder** your screen will look like below.

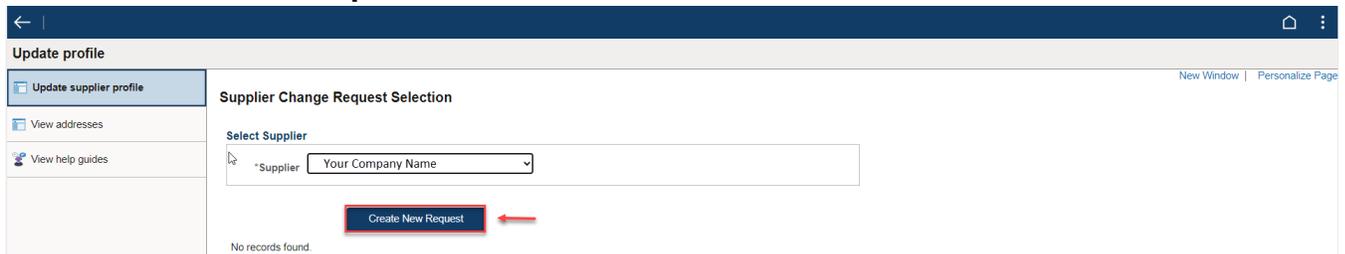
[Click here](#) for the steps to update your procurement categories if you are a bidder.

Supplier Portal Quick Guide

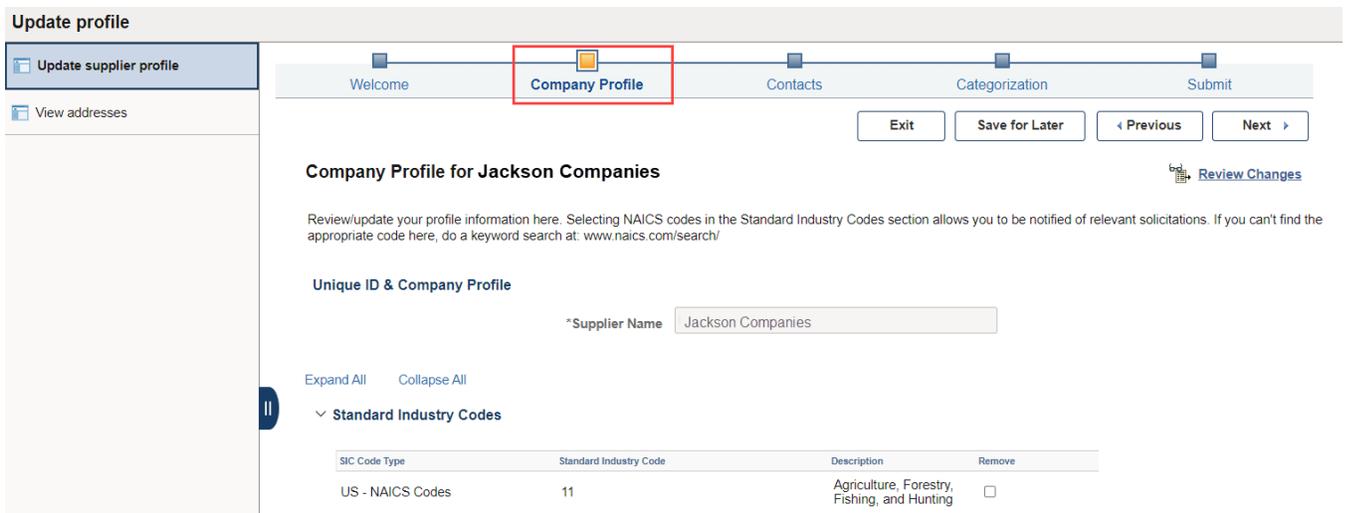


Update supplier profile

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



2. Select the **Company Profile** tab.



3. In the **Standard Industry Codes** section, enter/update your NAICS code(s).
 - a. Select the **Add SIC Code** button.
 - b. Select the **magnifying glass** under SIC Code.
 - c. Change the **Description** search option to 'Contains'.
 - d. Enter a keyword and select the **Search** button.
 - e. Select the **NAICS** code you would like to add to your profile.
 - f. Repeat this process to add more NAICS codes.

Supplier Portal Quick Guide

g. To remove a NAICS code, select the **Remove** checkbox.

4. Select the **Categorization** tab.

Update profile

Update supplier profile | View addresses

Welcome | Company Profile | Contacts | **Categorization** | Submit

Exit | Save for Later | < Previous | Next >

Categorization for Jackson Companies

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

Hennepin County Procurement Categories

- Sourcing - Sourcing Categories
- Buy Categories
- Sell Categories
 - 031 - Air conditioning/heating/ventilating equip, parts & supplies
 - 035 - Aircraft and airport equipment, parts, and supplies
 - 037 - Amusement, decorations, entertainment, gifts, toys, etc.
 - 050 - Art equipment and supplies
 - 052 - Art objects

Category	Description	Status
031	Air condition...	
918-58	Governmental ...	
948	Health relate...	
952	Human service...	
952-22	Community Ser...	

[Review Changes](#)

5. 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.*

Update profile

Update supplier profile | View addresses

Welcome | Company Profile | Contacts | **Categorization** | Submit

Exit | Save for Later | < Previous | Next >

Categorization for Jackson Companies

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

Hennepin County Procurement Categories

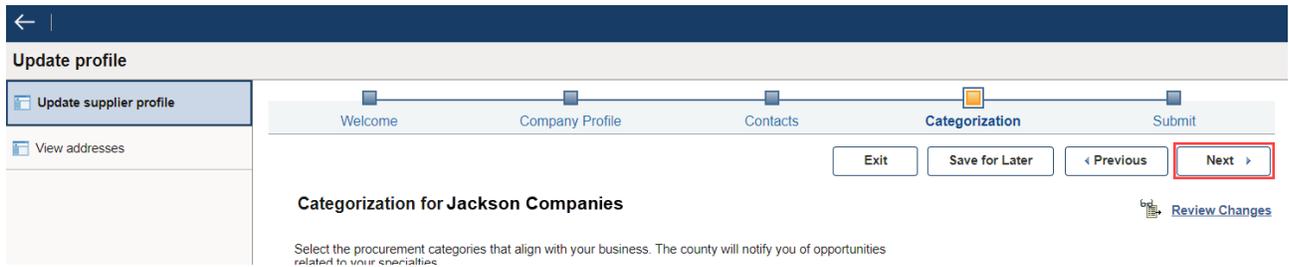
- Sourcing - Sourcing Categories
- Buy Categories
- Sell Categories
 - 031 - Air conditioning/heating/ventilating equip, parts & supplies
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Category	Description	Status
031	Air condition...	
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952-22	Community Ser...	

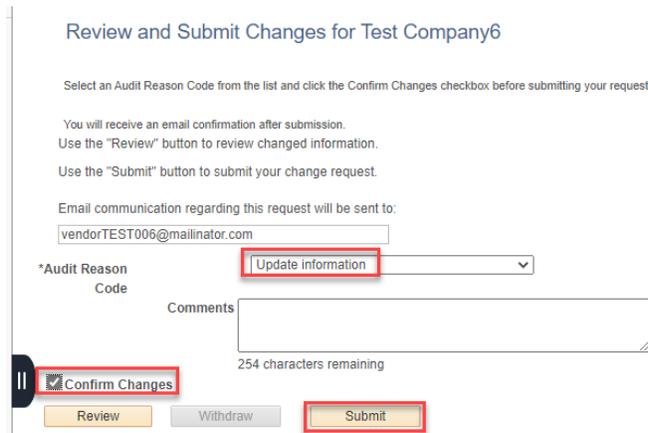
[Review Changes](#)

5. When you are done selecting procurement categories, select the **Next** button.

Supplier Portal Quick Guide



6. On the **Submit** page, select the dropdown for **Audit Reason Code** and enter **Update Information**. This identifies why you are updating your profile.
7. Select the **Confirm Changes** checkbox.
8. Select **Submit** button.



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

Update bidder profile

1. Select **Update bidder profile**.
2. Select the **Identifications** tab.

Update profile

← |

Update bidder profile

View/edit categories

Main Addresses Contacts **Identifications**

Welcome, Acme Industries
User: Jane Doe

Company URL

Bidder Status

Active
 Inactive

Bidder Type

Business
 Individual

3. 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.

Standard Industry Codes

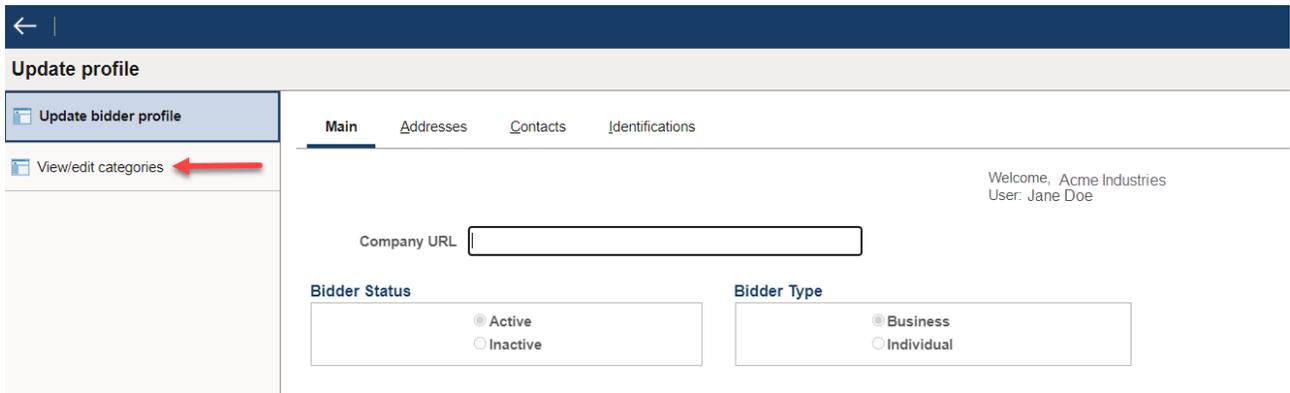
1-1 of 1

SIC Code Type	SIC Code	Description
1 US - NAICS Codes	11 <input type="text"/>	Agriculture, Forestry, Fishing, and Hunting

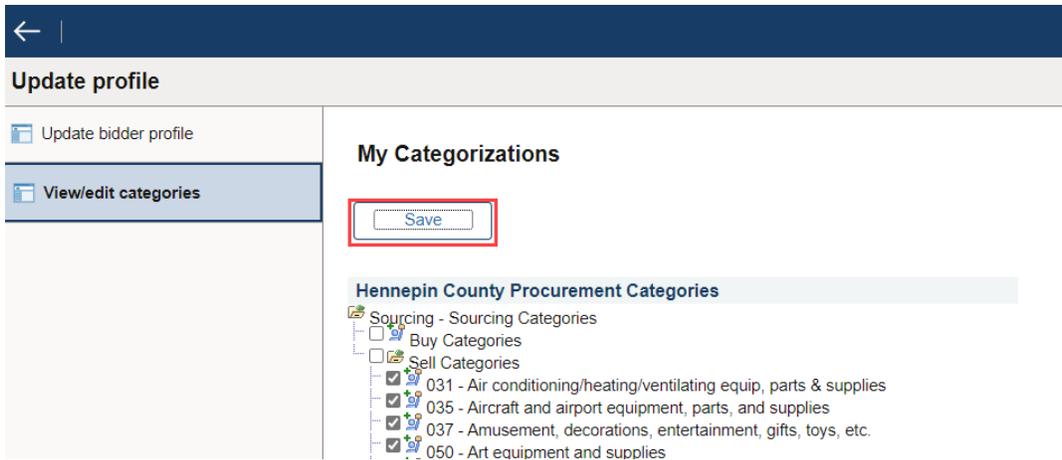
[Add SIC Code](#)

- h. Select the **Add SIC Code** button.
 - i. Select the **magnifying glass** under SIC Code.
 - j. Change the **Description** search option to 'Contains'.
 - k. Enter a keyword and select the **Search** button.
 - l. Select the **NAICS** code you would like to add to your profile.
 - m. Repeat this process to add more NAICS codes.
 - n. To remove a NAICS code, select the trash icon .
4. Select **View/Edit Categories**.

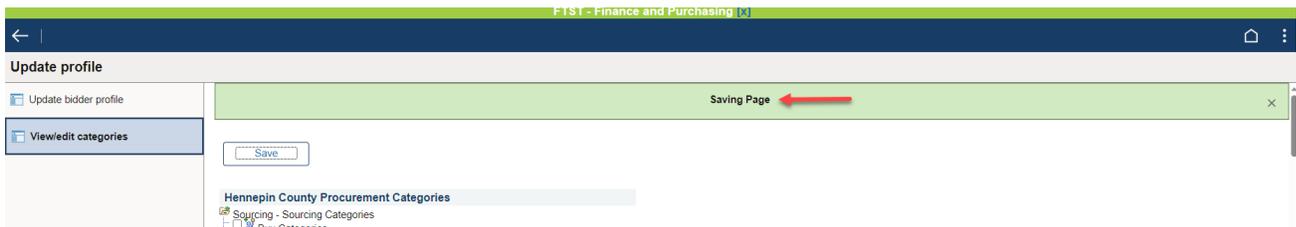
Supplier Portal Quick Guide



4. Select the check boxes next to the procurement categories that identify the goods or services your organization provides.
5. Select the **Save** button.



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



For more help:
Visit [Supplier Portal help](#)
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Email supplierportal@hennepin.us