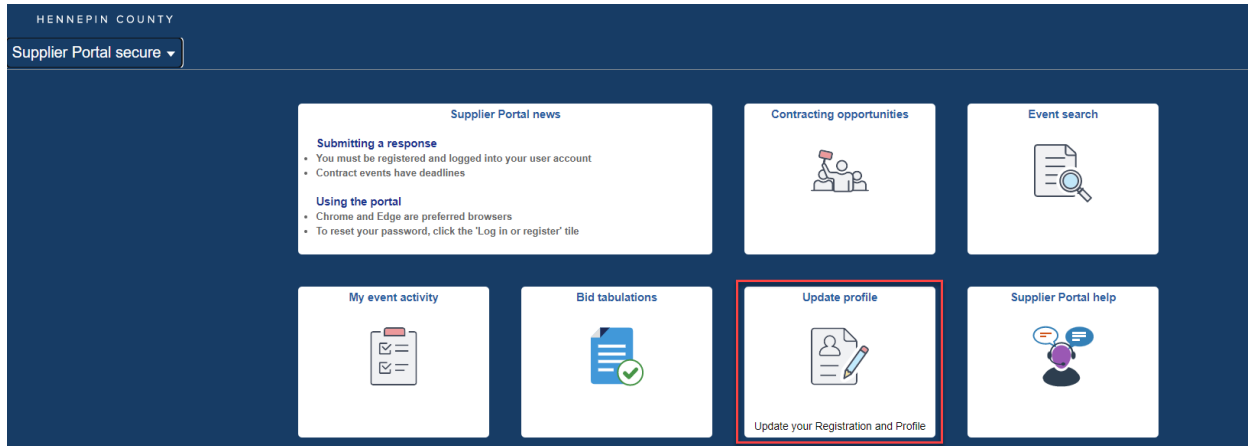


Get invited to contract opportunities

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

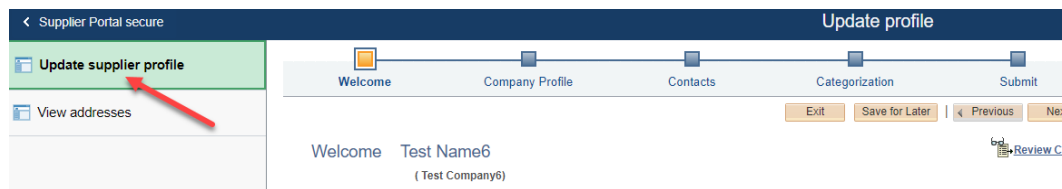
Update the procurement categories and NAICS codes on your profile to help us invite you to contract opportunities your organization may be interested in.

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



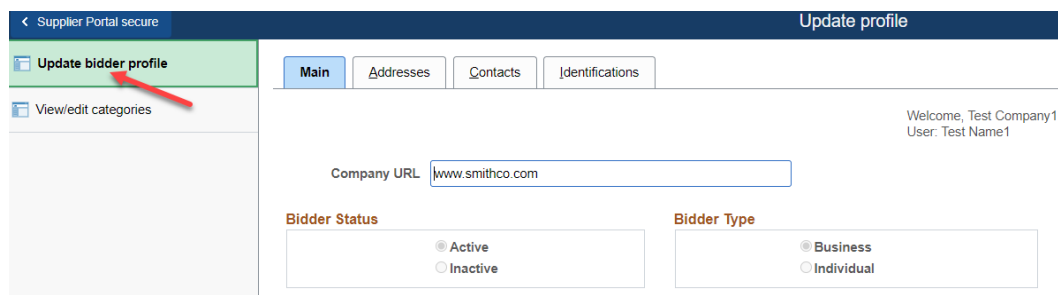
2. Depending on how you are registered, **the next page can display two different ways:**
 - a) If you are a **Supplier**, your screen will look like below.

[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 **Company Profile** tab.

Update supplier profile

View addresses

Welcome Company Profile Contacts Categorization Submit

Exit Save for Later Previous Next

Company Profile for Test Company6 [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 Test Company6

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"/>

Add SIC

2. 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.
 - g. To remove a NAICS code, select the **Remove** checkbox.

3. Select the **Categorization** tab.

Supplier Portal secure Update profile

Update supplier profile

View addresses

Welcome Company Profile Contacts Categorization Submit

Exit Save for Later Previous Next

Welcome Test Name6 [Review Changes](#)
(Test Company6)

Use the "Next" and "Previous" navigation buttons to move between steps. Clicking "Exit" allows you to leave the screen without updating.

Go to the [How to update supplier information document](#) for further instructions on how to review and change your company's information.

Supplier Portal Quick Guide

- 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.*

Supplier Portal secure Update profile

Update supplier profile
View addresses

Welcome Company Profile Contacts **Categorization** Submit

Exit Save for Later Previous Next

Categorization for Test Company6

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.

Category	Description	Status
031	Air condition...	Add
035	Aircraft and ...	Add

Review Changes

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

Update profile

Welcome Company Profile Contacts **Categorization** Submit

Exit Save for Later Previous **Next**

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

Review and Submit Changes for Test Company6

Select an Audit Reason Code from the list and click the Confirm Changes checkbox before submitting your request.

You will receive an email confirmation after submission.
Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:
vendorTEST006@mailinator.com

*Audit Reason Code: Update information

Comments: 254 characters remaining

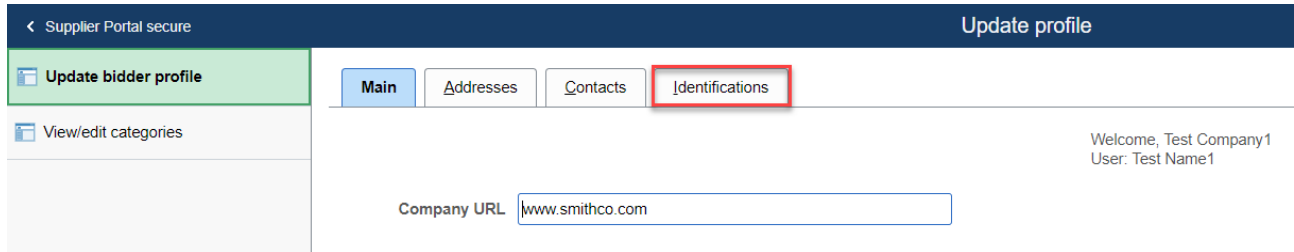
Confirm Changes



Review Withdraw **Submit**

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

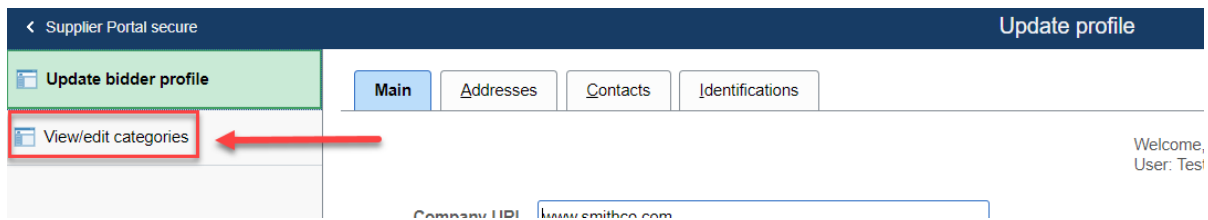
Update bidder profile

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

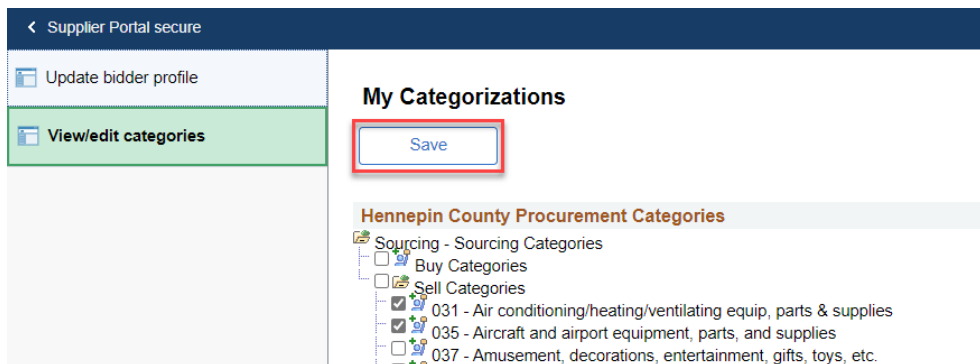


3. In the **Standard Industry Codes** section, enter/update your NAICS code(s). These codes identify the goods or services your company provides and helps us invite you to events you may be interested in.
 - h. Select the **Add SIC Code** button.
 - i. Select the **magnifying glass**  under SIC Code.
 - 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**.

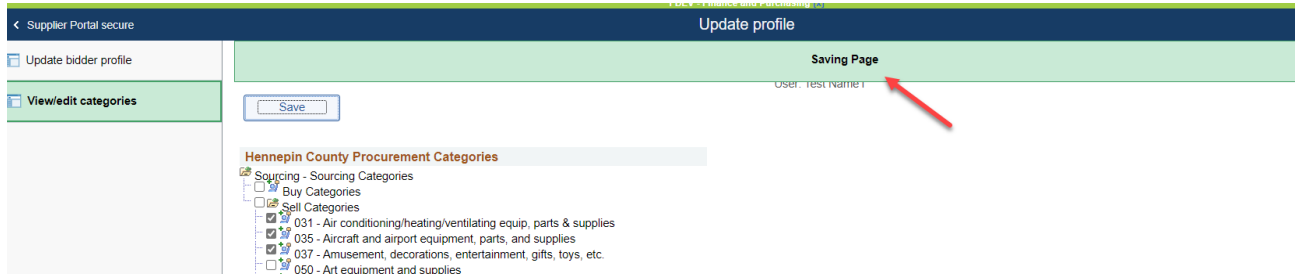


4. Select the check boxes next to the procurement categories that identify the goods or services your organization provides.
5. Select the **Save** button.



Supplier Portal Quick Guide

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



For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email supplierportal@hennepin.us