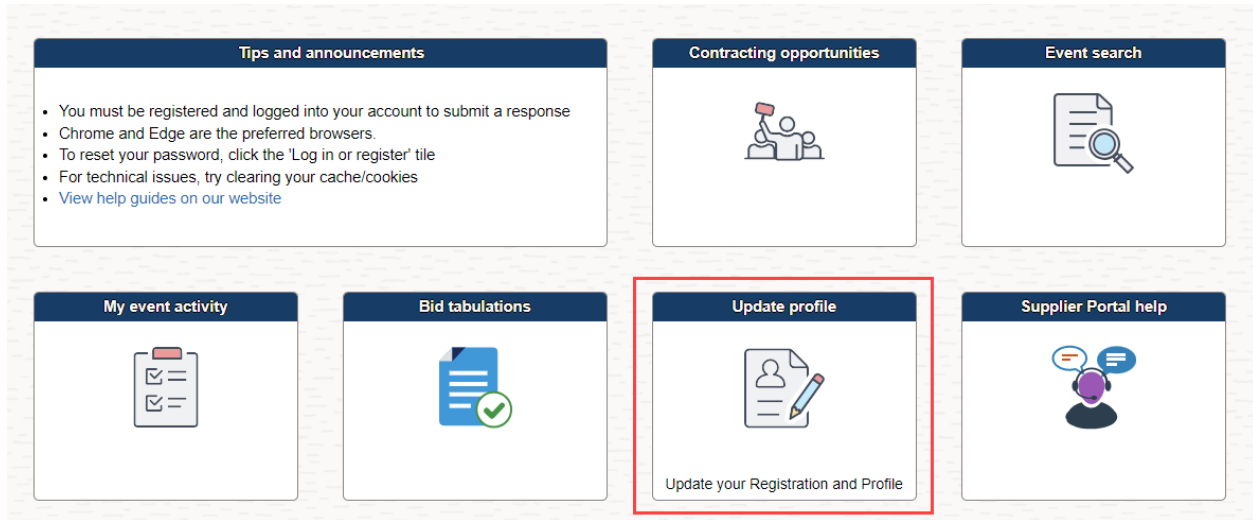


# Get invited to contract opportunities

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.

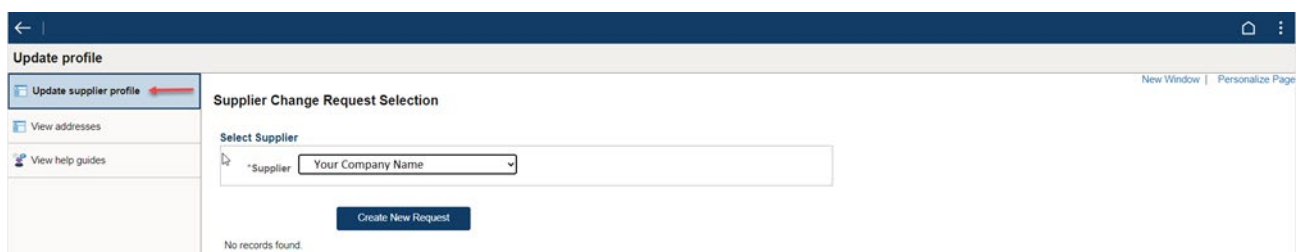
1. Log into the Supplier Portal then select **Update profile**.



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 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

## Update supplier profile

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

Update profile

Update supplier profile

View addresses

View help guides

Supplier Change Request Selection

Select Supplier

\*Supplier Your Company Name

Create New Request

No records found.

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

Update profile

Update supplier profile

View addresses

Welcome Company Profile Contacts Categorization Submit

Exit Save for Later Previous Next

Company Profile for Jackson Companies

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/](http://www.naics.com/search/)

Unique ID & Company Profile

\*Supplier Name Jackson Companies

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"/>

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.

The screenshot shows the 'Categorization' tab selected in the top navigation bar. The left sidebar contains 'Update supplier profile' and 'View addresses'. The main content area is titled 'Categorization for Jackson Companies'. It includes instructions to select procurement categories and a 'My Categories' table. The 'Hennepin County Procurement Categories' list on the left has several items checked, including '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', and '052 - Art objects'.

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

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.*

This screenshot is similar to the previous one but highlights the 'My Categories' table with a red border. The table shows the same categories as before, but now the 'Status' column is visible for each row, indicating the selection status of each category.

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

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

# Supplier Portal Quick Guide

- 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.

**For more help:**  
Visit [Supplier Portal help](#)  
Call (612) 543-5412  
Email [supplierportal@hennepin.us](mailto: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	<input type="text"/> 11 <input type="button" value="Q"/>	Agriculture, Forestry, Fishing, and Hunting	<input type="button" value="🗑️"/>

- 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

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

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

Update profile

Update bidder profile

View/edit categories

My Categorizations

Save

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

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

Update profile

Update bidder profile

View/edit categories

Save

Hennepin County Procurement Categories

Sourcing - Sourcing Categories

Buy Categories

Saving Page

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