Supplier Portal Quick Guide

Update your address

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 registered as a Supplier, your screen will look like below.
 <u>Click here</u> for the steps to update your address if you are a supplier.

\leftarrow					
Update profile					
🔚 Update supplier profile 🚽	Welcome	Company Profile	Contacts	Categorization	Submit
Tiew addresses				Exit Save for Later	✓ Previous Next →
	Welcome Susan (Ja	Jackson ckson Companies)			Review Changes

b) If you are registered as a Bidder your screen will look like below.
 <u>Click here</u> for the steps to update your address if you are a bidder.

\leftarrow						
Update profile						
🔚 Update bidder profile 🚽	Main <u>A</u> ddresses <u>C</u> ontacts	<u>I</u> dentifications				
T View/edit categories					Welcome, Acme Indu User: Jane Doe	stries
	Company URL		······································			
	Bidder Status		Bidder Type			
	Active			Business		
	◯ Inactive			OIndividual		

Update supplier profile

1. Select View addresses link.

\leftarrow					
Update profile					
🔚 Update supplier profile					
	Welcome	Company Profile	Contacts	Categorization	Submit
To View addresses				Exit Save for Later	Previous Next >
	Welcome Susan	Jackson			Review Changes
	(Ja	ckson Companies)			

3. Click each link in the **Addresses List** section to view your addresses.

 Supplier Portal secure 		Update	p				
Update supplier profile	Maintain Addresses						
Tiew addresses	Current Addresses Test Company6 - - - - - - - - - - - - -						
	Addresses Agaress Use	Address Type					
	Remit To	Business					
	Order From	Business					

4. A popup box will display with the address information. Click the **X** when you are done reviewing.

			Undate profile			
			Supplier Address			×
Maintain Addresses Current Addresses Test Company6 Click the Address Descriptior To update an address, email Address List IIII Q Addresses Agdres	Maintain Addresses Address Information Test Company6 Description Ren Address Type Bus Country US/ Address 1 123 Address 2 Address 3	nit To iness A United Sta Some Street	ies			-
Description Remit To Order From	City Min County State MN Email ID ven	neapolis Minnes dorTEST006@mai	ota linator.com	Postal 55311	1	
	Telephone Information Type Business Phone	Prefix	Phone	ia a (1-1 of 1 ∨ ▶ ▶ Ext	

5. To update an address, email your current W-9 to supplierportal@hennepin.us.

 Supplier Portal secure 	Up	date prof	file
Update supplier profile	Maintain Addresses		
T View addresses	Current Addresses Test Company6		
	Click the Address Description to view an address. To update an address, email your current W-9 and Supplier ID to supplierportal@hennepin.us.	3	
	Address List	I4	1-2 of 2

For more help: Visit <u>Supplier Portal help</u> Call (612) 543-5412 Email <u>supplierportal@hennepin.us</u>

Update bidder profile

1. Select Addresses.

←											
Update profile											
Update bidder profile		<u>M</u> ain	Addresse	5 <u>C</u> o	ontacts	Identificatio	ons				
View/edit categories	-										
		Address	es				QI	< <	1 of 1 🗸	> >	View All
			☑ Ma □ Bil	iin Addres I To Addr	ss ess		□ Shi □ Inv	p To Addre oice Addre	SS SS		
		Address	s Details								
			Country *Address 1	United S 300 S 6th	tates C	hange Cou	intry]			
			Address 2]			
			Address 3								
			*City	Minneapo	olis						
			County					Postal	55487		
			*State	MN	Q Minnes	ota					
											,
		Add	a New Addres	s		Delete					
		Save	:								

- 3. Edit the addresses as needed, then select **Save**.
- 4. If you need to add a new address, select the **Add a New Address** button. Fill out required fields, then select **Save**.
- 5. The Saving Page message will display and then disappear when done saving.

Supplier Portal secure	Update profile
Update bidder profile	Saving Page
	User: rest warner

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