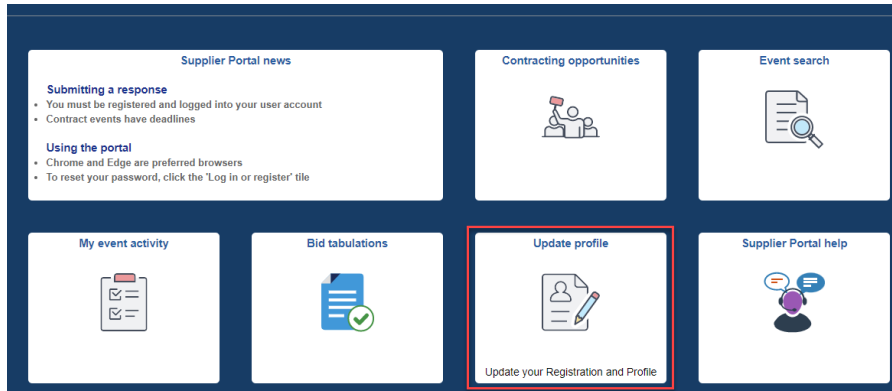


# Update your address

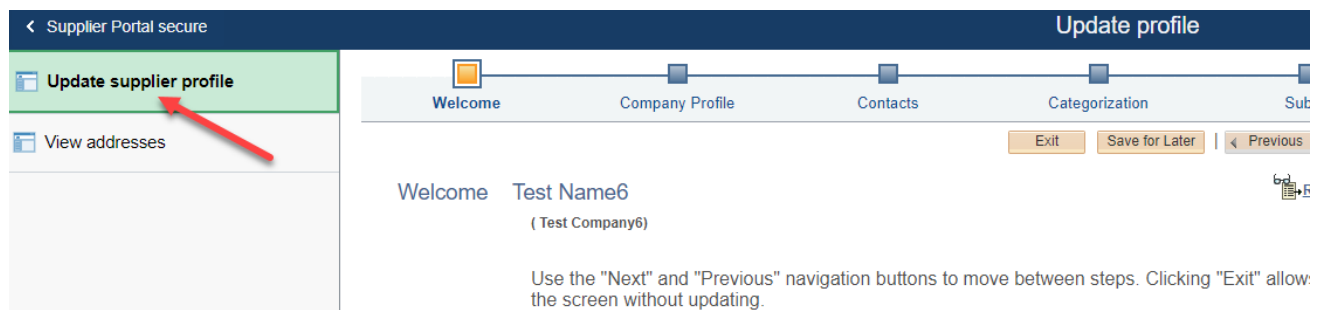
1. Log into the Supplier Portal then select **Update Profile**.



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

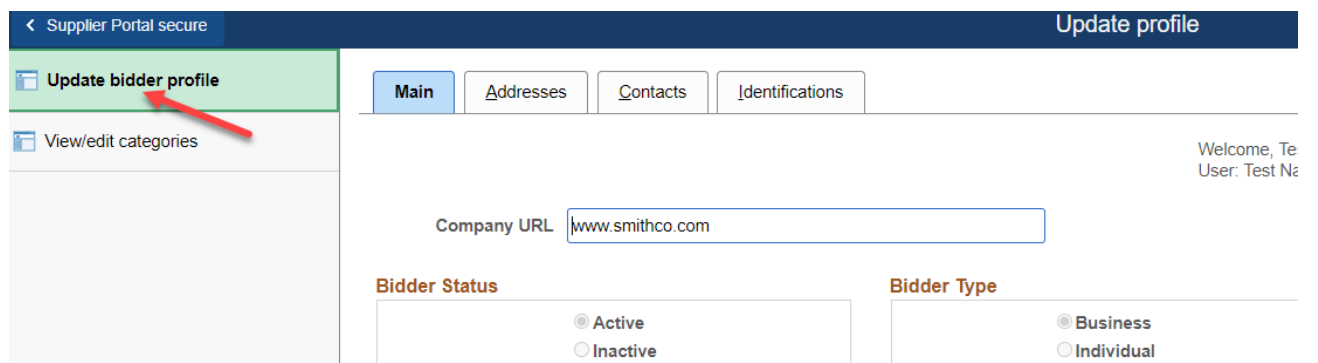
- a) If you are registered as a Supplier, your screen will look like below.

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



- b) If you are registered as a Bidder your screen will look like below.

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



# Update supplier profile

1. Select **View addresses** link.

Supplier Portal secure Update profile

Update supplier profile

View addresses

Welcome Company Profile Contacts Categorization Submit

Exit Save for Later Previous

Welcome Test Name6  
(Test Company6) Review

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

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

For questions or issues, call (612) 543-5412 or email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).

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

Supplier Portal secure Update p

Update supplier profile

View addresses

Maintain Addresses

**Current Addresses**

Test Company6

-

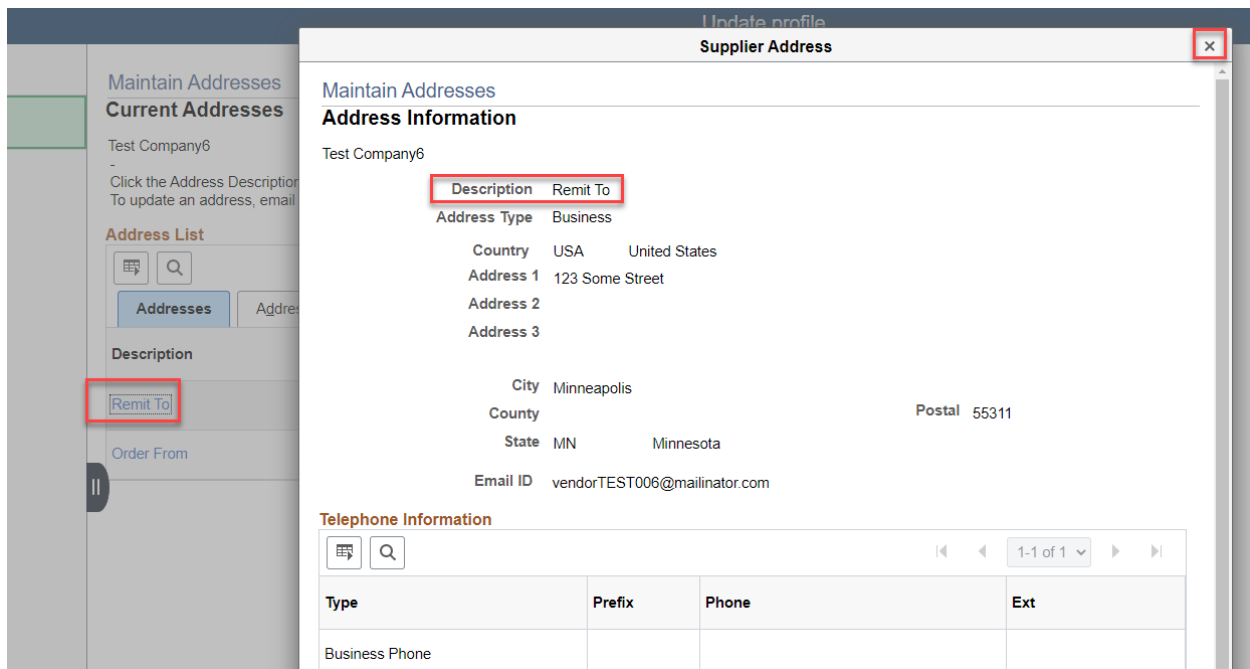
Click the Address Description to view an address.  
To update an address, email your current W-9 and Supplier ID to [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).

**Address List**

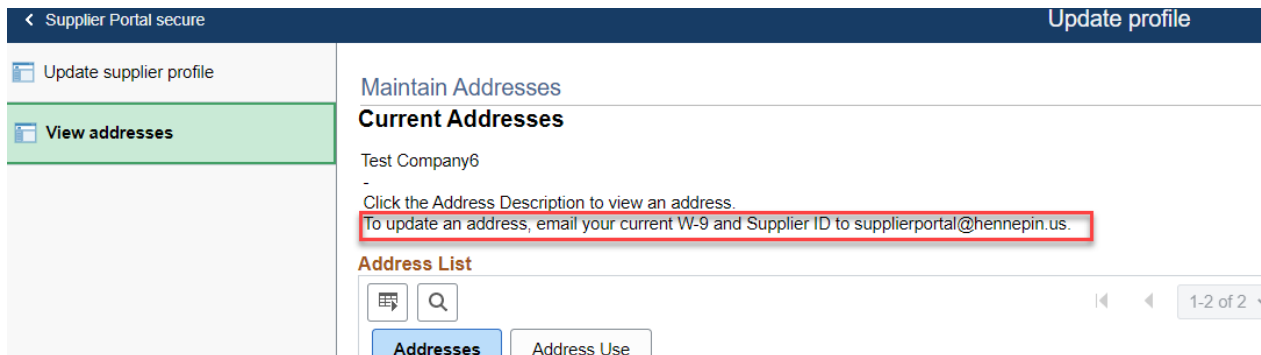
Addresses Address Use

Description	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.



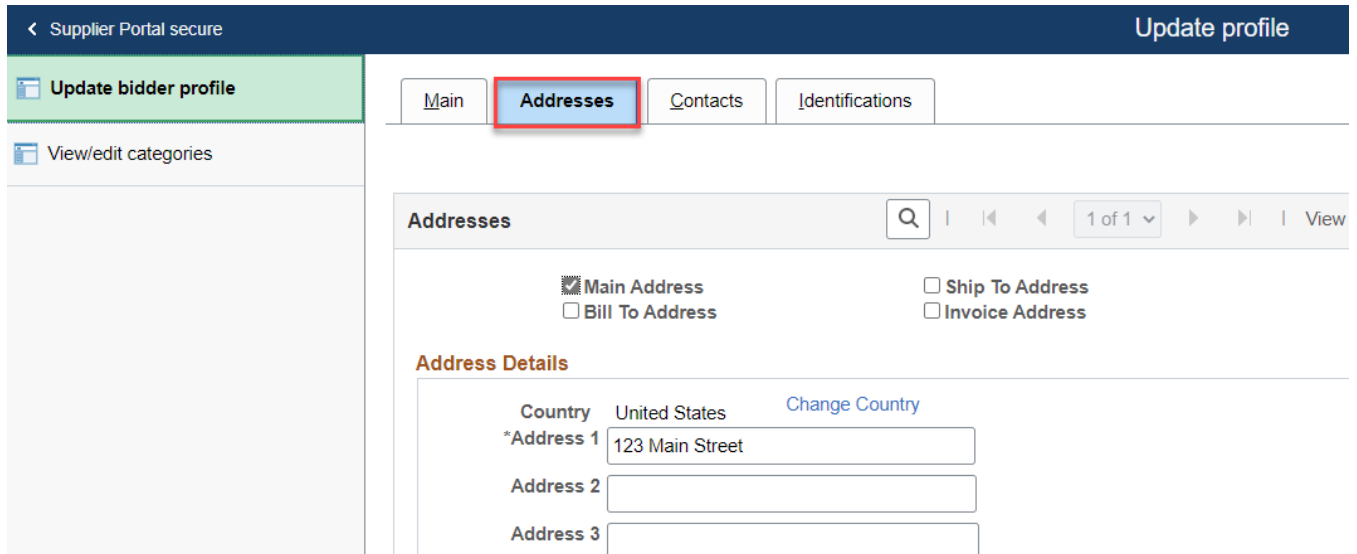
5. To update an address, email your current W-9 to [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).



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

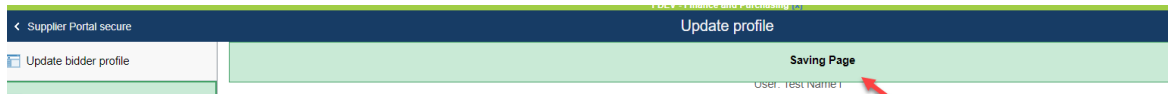
# Update bidder profile

1. Select **Addresses**.



The screenshot shows the 'Update bidder profile' interface. The left sidebar contains 'Update bidder profile' and 'View/edit categories'. The top navigation bar includes 'Supplier Portal secure' and 'Update profile'. Below the navigation bar are tabs for 'Main', 'Addresses', 'Contacts', and 'Identifications', with 'Addresses' highlighted in red. The main content area is titled 'Addresses' and includes a search bar, pagination (1 of 1), and a 'View' button. There are four checkboxes: 'Main Address' (checked), 'Bill To Address', 'Ship To Address', and 'Invoice Address'. Below this is the 'Address Details' section with a 'Country' dropdown set to 'United States' and a 'Change Country' link. Three address fields are visible: '\*Address 1' containing '123 Main Street', 'Address 2', and 'Address 3'.

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.



The screenshot shows a green banner at the top of the page with the text 'Saving Page' and 'User: Test Name' below it. A red arrow points to the 'User: Test Name' text.

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