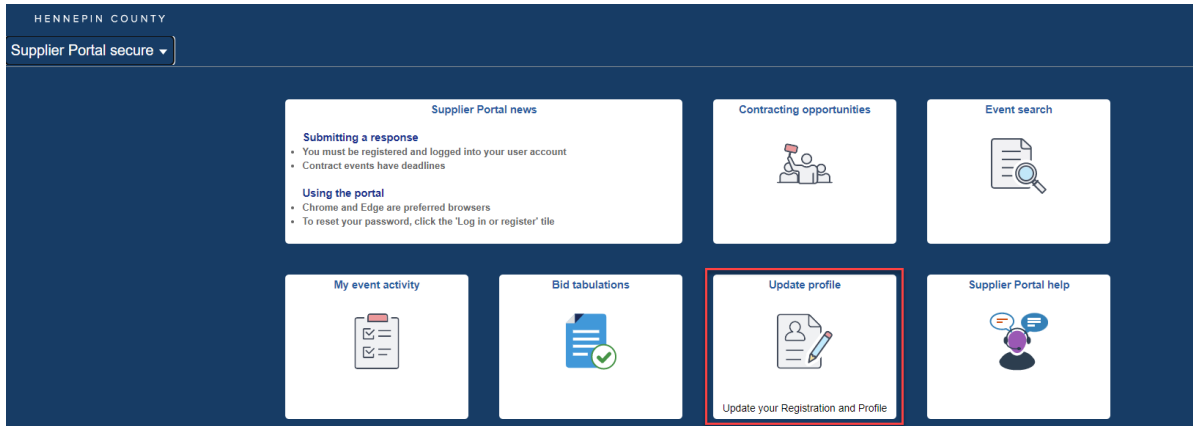


# Update your profile

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



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

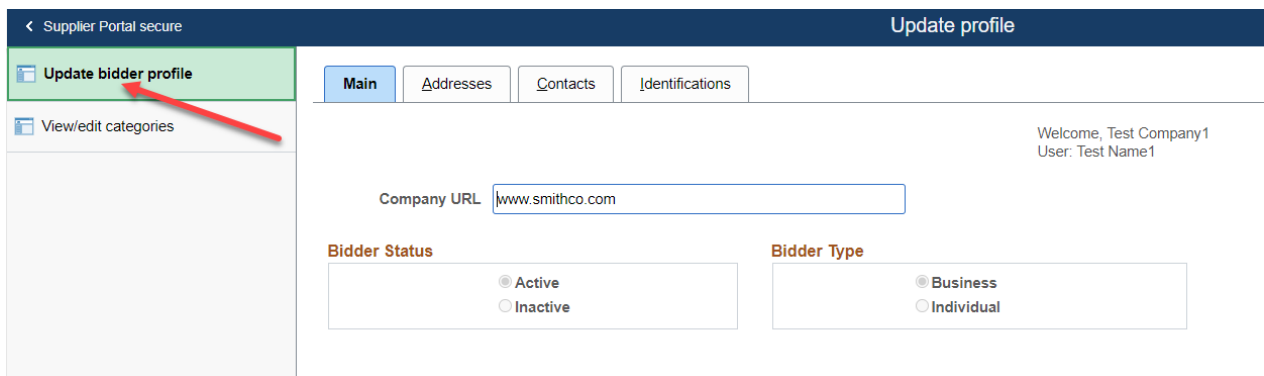
- a) If you are a **Supplier**, your screen will look like below.

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



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

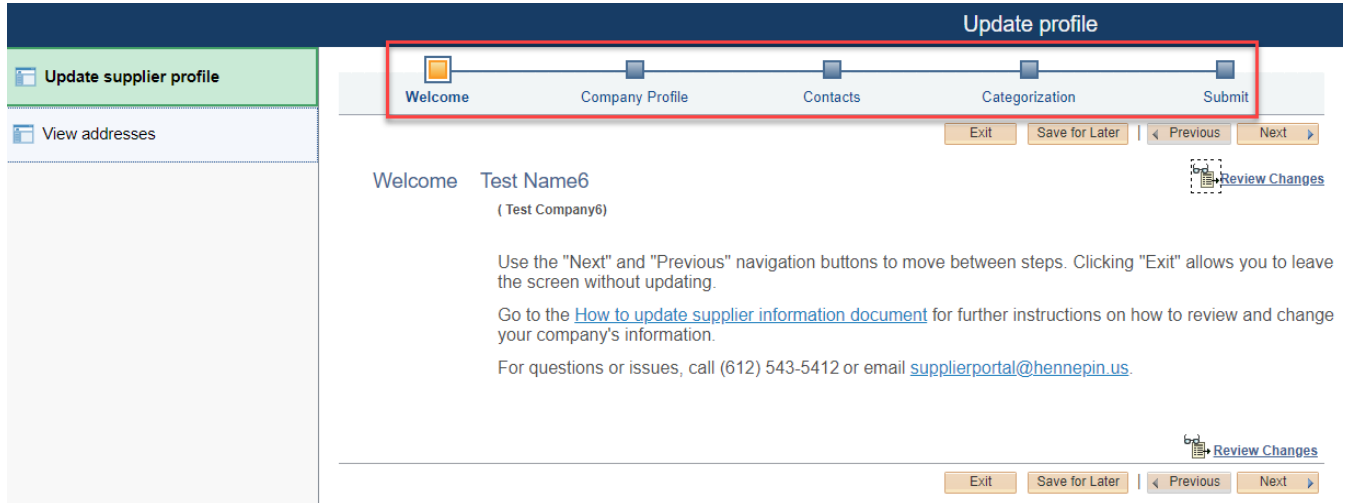
[Click here](#) for the steps to update your profile if you are a bidder.



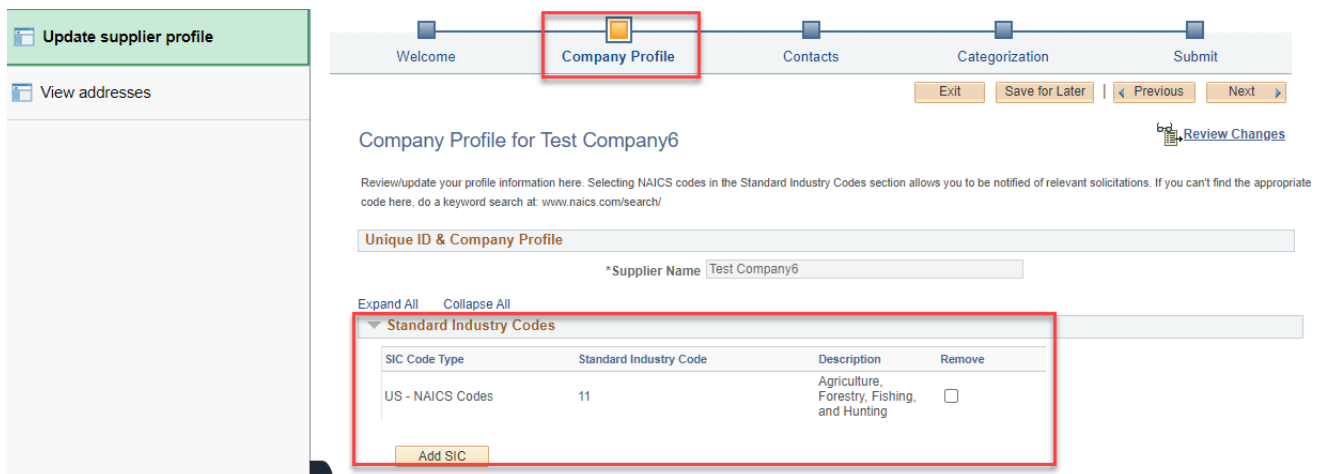
# Supplier Portal Quick Guide

## Update supplier profile

1. Select each tab and update the fields as needed. On the **Welcome** tab, read the instructions.
2. Select **Next** button to move to the next tab.



3. On the **Company Profile** tab, 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.
  - 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.



# Supplier Portal Quick Guide

- In the **Additional Reporting Elements** section, update your demographic data by selecting an option from the dropdown.
- If you are a certified small business with CERT, check the Small Business Enterprise Certified by CERT program checkbox.

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

#### Unique ID & Company Profile

\*Supplier Name

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

##### Additional Reporting Elements

Type of Business

Ethnicity of Majority Owner

Number of full-time or benefit earning employees

Gender of Majority Owner

Number of employees entering Hennepin County

Small Business Enterprise certified by CERT Program

##### Profile Questions

Enter your company's preferred email address for receiving purchase orders.

- In the **Profile Questions** section, update or add the email address for receiving purchase orders from the county.

Number of employees entering Hennepin County

Small Business Enterprise certified by CERT Program

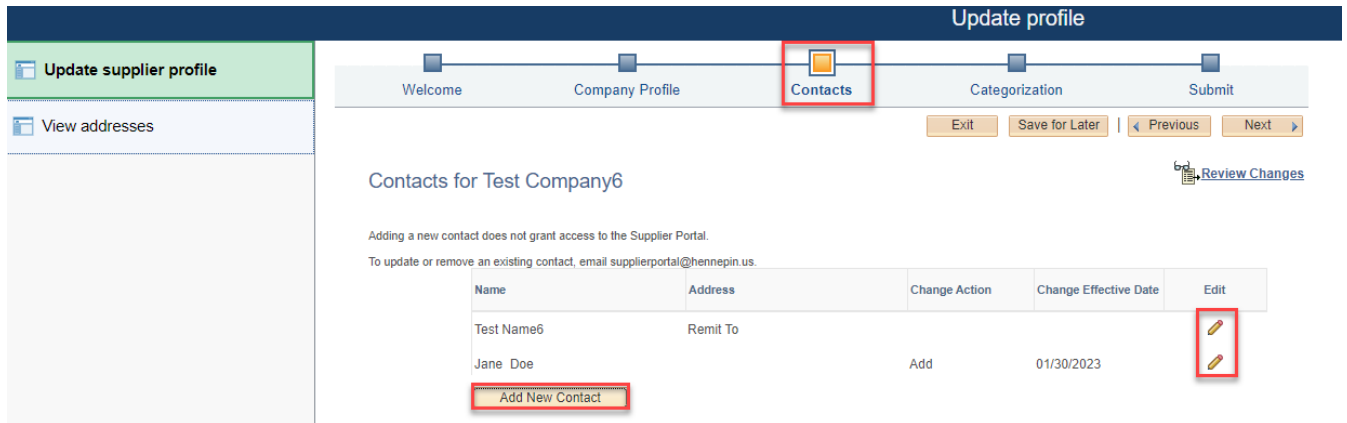
##### Profile Questions

Enter your company's preferred email address for receiving purchase orders.

- Select **Next** button to move to the next tab.

# Supplier Portal Quick Guide

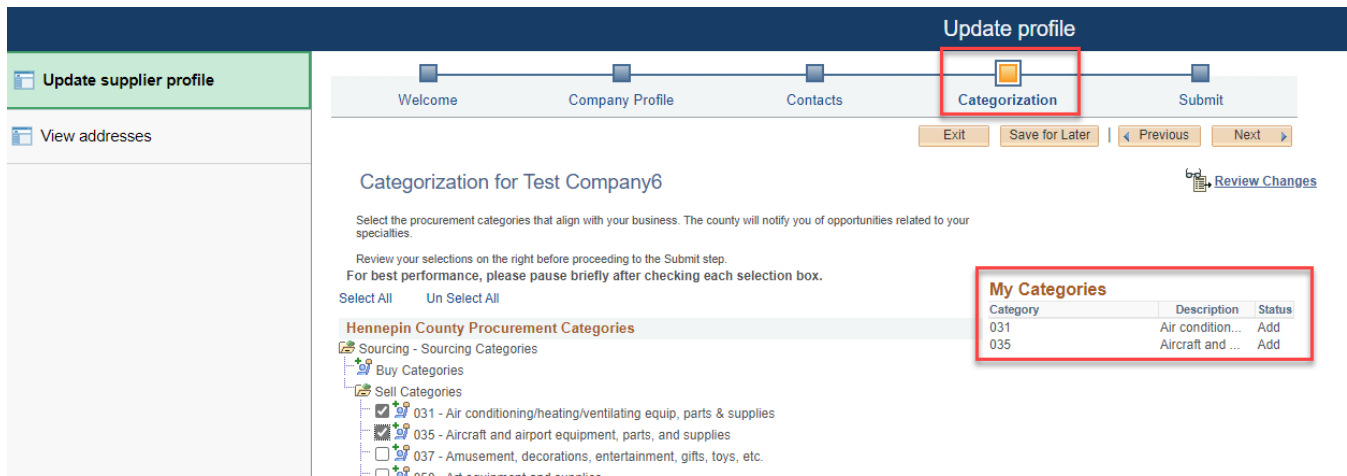
- On the **Contacts** tab edit or add new contacts.



- Select **Next** button to move to the next tab.

- On the **Categorization** tab, 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.*



- Select the **Next** button.

# Supplier Portal Quick Guide

12. On the **Submit** tab, select the dropdown for **Audit Reason Code** and enter **Update Information**. This identifies why you are updating your profile.

13. Select the **Confirm Changes** checkbox.

14. Select **Submit** button.

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

Exit Save for Later Previous Next

## For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

## Update Bidder Profile

1. Select each tab and update the fields as needed.

Supplier Portal secure Update profile

Update bidder profile Main Addresses Contacts Identifications

View/edit categories

Welcome, Test Company1  
User: Test Name1

Company URL

**Bidder Status**  Active  Inactive

**Bidder Type**  Business  Individual

**Additional Information**

2. On the **Main** tab, complete and update the fields in the **Additional Information** section.
3. Select **Save** button.

Main Addresses Contacts Identifications

Welcome, Test Company1  
User: Test Name1

Company URL

**Bidder Status**  Active  Inactive

**Bidder Type**  Business  Individual

**Additional Information**

Type of Business

Ethnicity of Majority Owner


Number of full-time or benefit earning employees

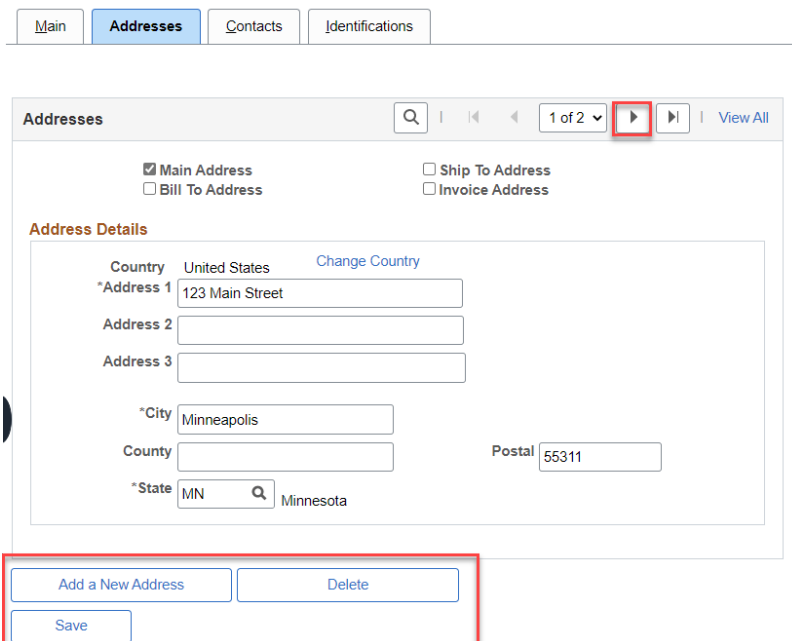
Number of employees entering Hennepin County

Gender of Majority Owner

Small Business Enterprise certified by CERT Program

# Supplier Portal Quick Guide


4. Select the **Addresses** tab.
5. Update address(es) as needed.
6. Select the arrow  to view each address.
7. Select the **Delete** button to delete an address.
8. Select the **Add a New Address** button to add a new address.
  - i. Select the checkboxes that apply to the new address.
  - ii. Enter the address.

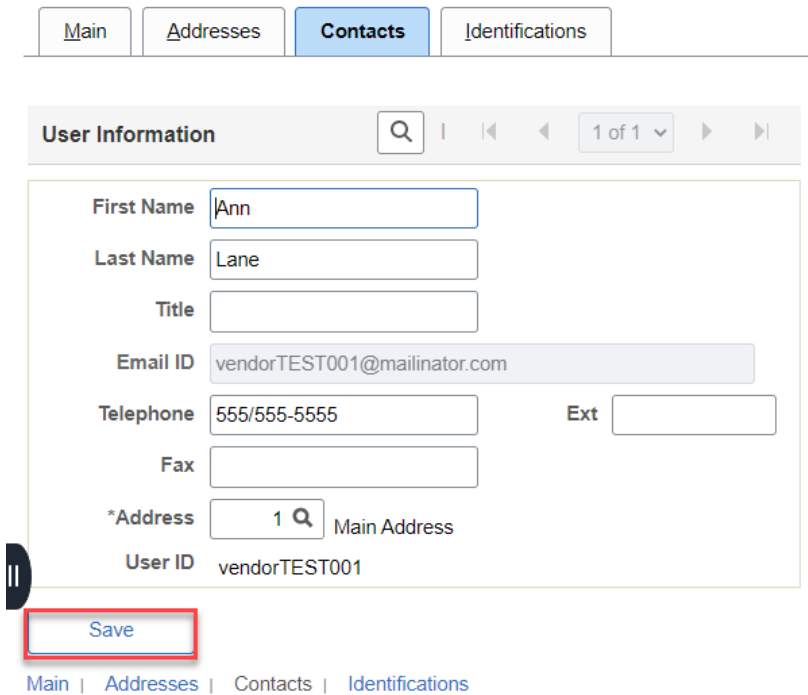


The screenshot shows the 'Addresses' tab selected in a navigation bar. Below the navigation bar, there is a search bar and a list of addresses. The first address is selected, and its details are shown in a form. The form includes fields for Country (United States), \*Address 1 (123 Main Street), Address 2, Address 3, \*City (Minneapolis), County, Postal (55311), and \*State (MN). The 'Add a New Address', 'Delete', and 'Save' buttons are highlighted with a red box.

9. Select the **Save** button.

# Supplier Portal Quick Guide



10. Select the **Contacts** tab
11. Update contact(s) as needed (click the arrow  to view each contact)
12. Select the **Save** button

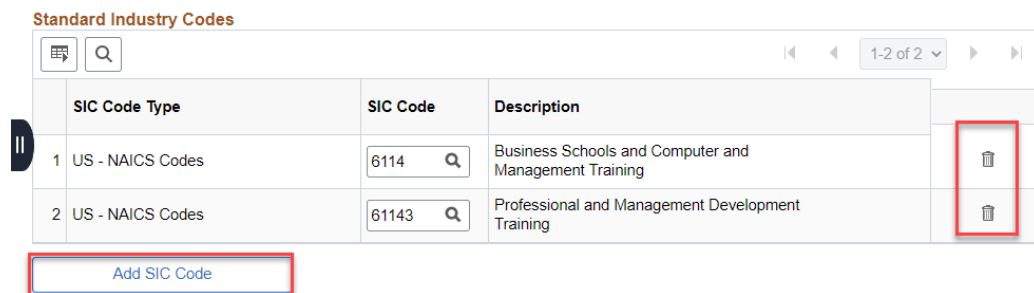


The screenshot shows the 'Contacts' tab in the Supplier Portal. The 'User Information' section contains the following fields:





- First Name:
- Last Name:
- Title:
- Email ID:
- Telephone:  Ext:
- Fax:
- \*Address:
- User ID: vendorTEST001

A red box highlights the 'Save' button at the bottom left of the form. Below the form, the breadcrumb navigation shows: Main | Addresses | Contacts | Identifications.

13. Select the **Identifications** tab
14. 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 .



The screenshot shows the 'Standard Industry Codes' section. The table below has the following data:

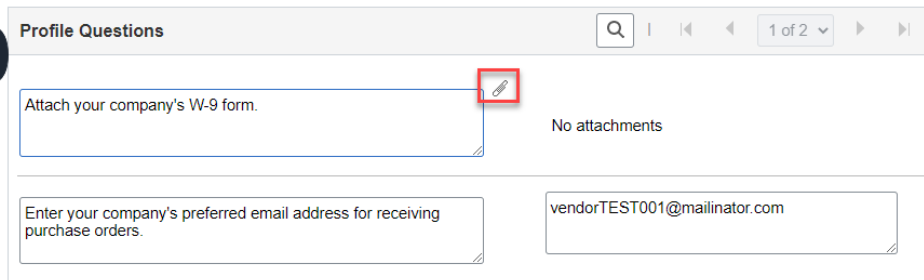
SIC Code Type	SIC Code	Description	
1 US - NAICS Codes	<input type="text" value="6114"/> 	Business Schools and Computer and Management Training	
2 US - NAICS Codes	<input type="text" value="61143"/> 	Professional and Management Development Training	

A red box highlights the 'Add SIC Code' button at the bottom left. Another red box highlights the trash icons in the rightmost column of the table.



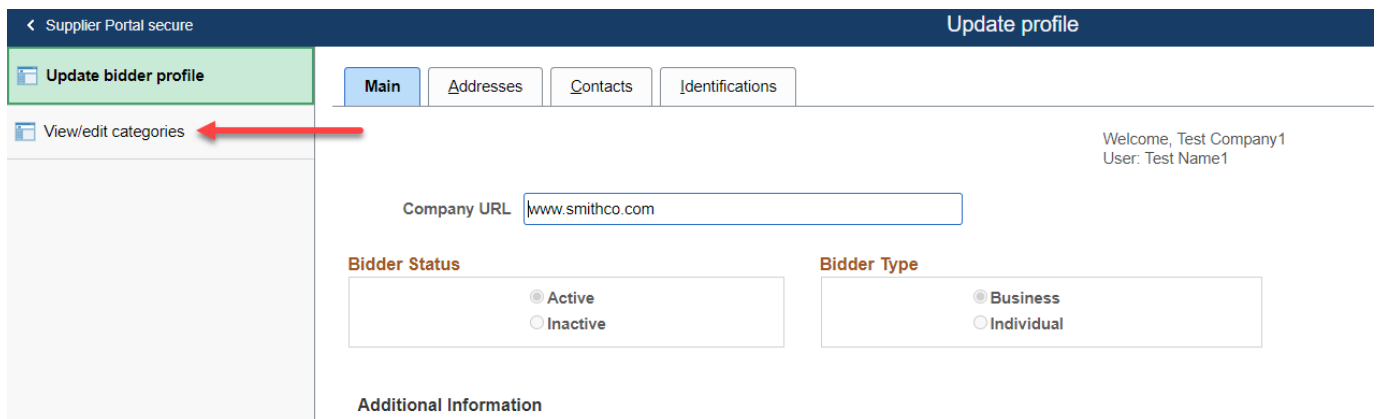
# Supplier Portal Quick Guide

15. Scroll down to the bottom of the page
16. If you have not previously attached your W9, attached it to the W9 question by clicking the paper clip icon.
17. Enter the email address you want to receive purchase orders.
18. Select the **Save** button.



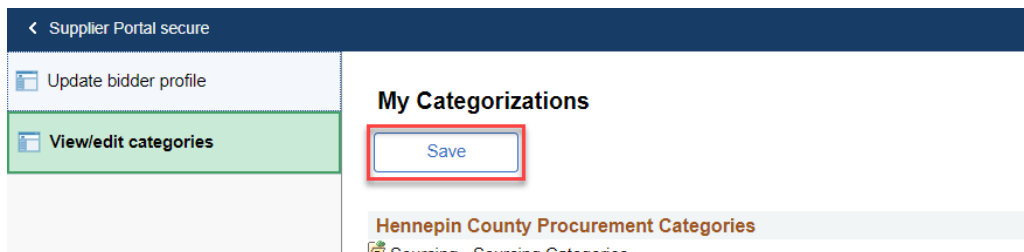
**Save**

19. Select the **View/edit categories** link.



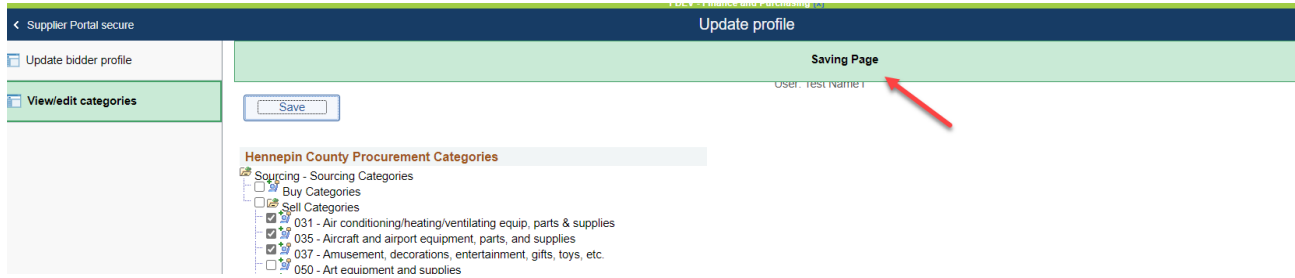
20. Select the check boxes next to the procurement categories that identify the goods or services your organization provides. This helps us invite you to contract opportunities you may be interested in.

21. Select the **Save** button.



# Supplier Portal Quick Guide

22. The **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](mailto:supplierportal@hennepin.us)