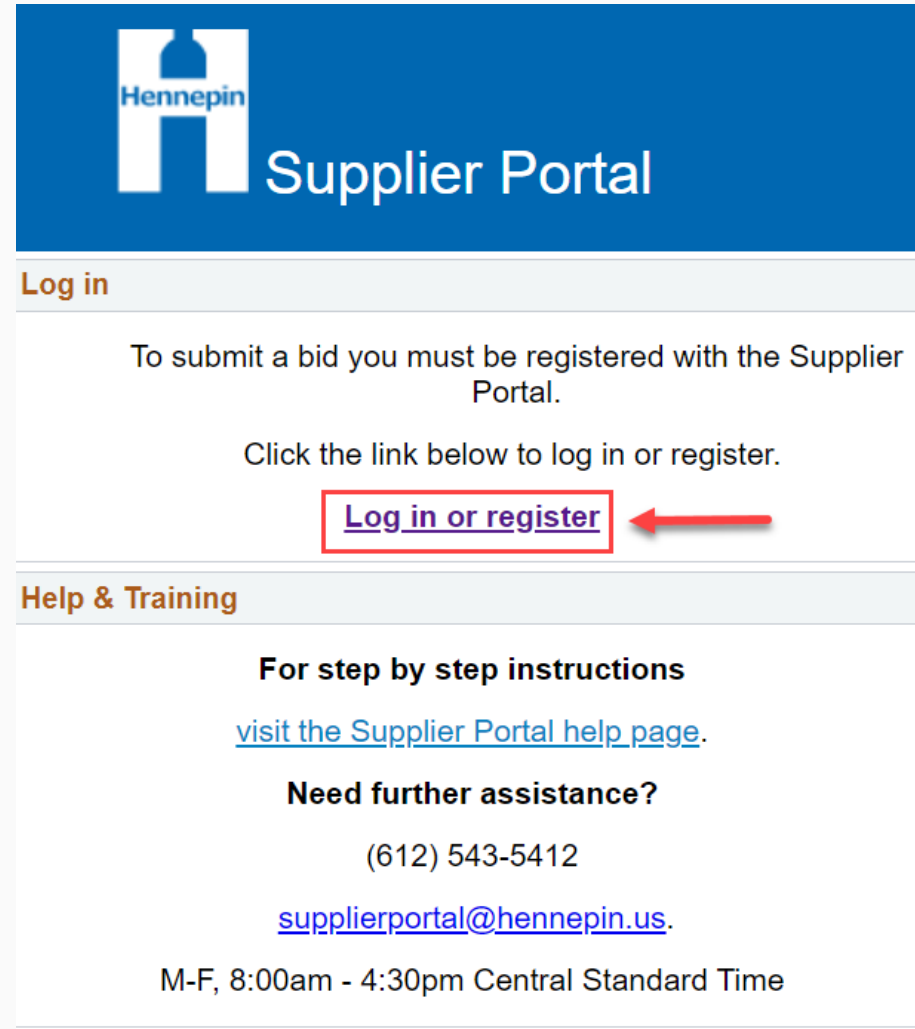


Hennepin County Supplier Portal: How to Register

On the [Supplier Portal](#), click the 'Log in or register' link



Hennepin Supplier Portal

Log in

To submit a bid you must be registered with the Supplier Portal.

Click the link below to log in or register.

[Log in or register](#)

Help & Training

For step by step instructions
[visit the Supplier Portal help page.](#)

Need further assistance?
(612) 543-5412
supplierportal@hennepin.us
M-F, 8:00am - 4:30pm Central Standard Time



Click the 'Sign up now' button

Sign in

You will have access to Hennepin County services and tools.

Email Address

Password [Forgot your password?](#)

Sign in

Don't have an account?

Sign up now

Enter email address, click the 'Send verification code' button

Create a Hennepin County account

Verification is necessary. Please click Send button.

Email*

Send verification code

[Cancel](#)

Go to your email inbox, find the verification email and copy the verification code

The verification code expires in 5 minutes.

Verify your email address

Thanks for verifying your testing123@mailinator.com account!

Your code is: **123456**

Sincerely,
Hennepin County B2C

This message was sent from an unmonitored email address.
Please do not reply to this message.

HENNEPIN COUNTY
MINNESOTA

Back on the account page, paste the verification code. Click the 'Verify code' button

HENNEPIN COUNTY
MINNESOTA

Create a Hennepin County account

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address*

Verification code*

Verify code


[Send new code](#)

Enter your password and name information then click the 'Create' button

Create a Hennepin County account

E-mail address verified. You can now continue.

Email*

Password* 

Confirm password*

First name*

Last name*

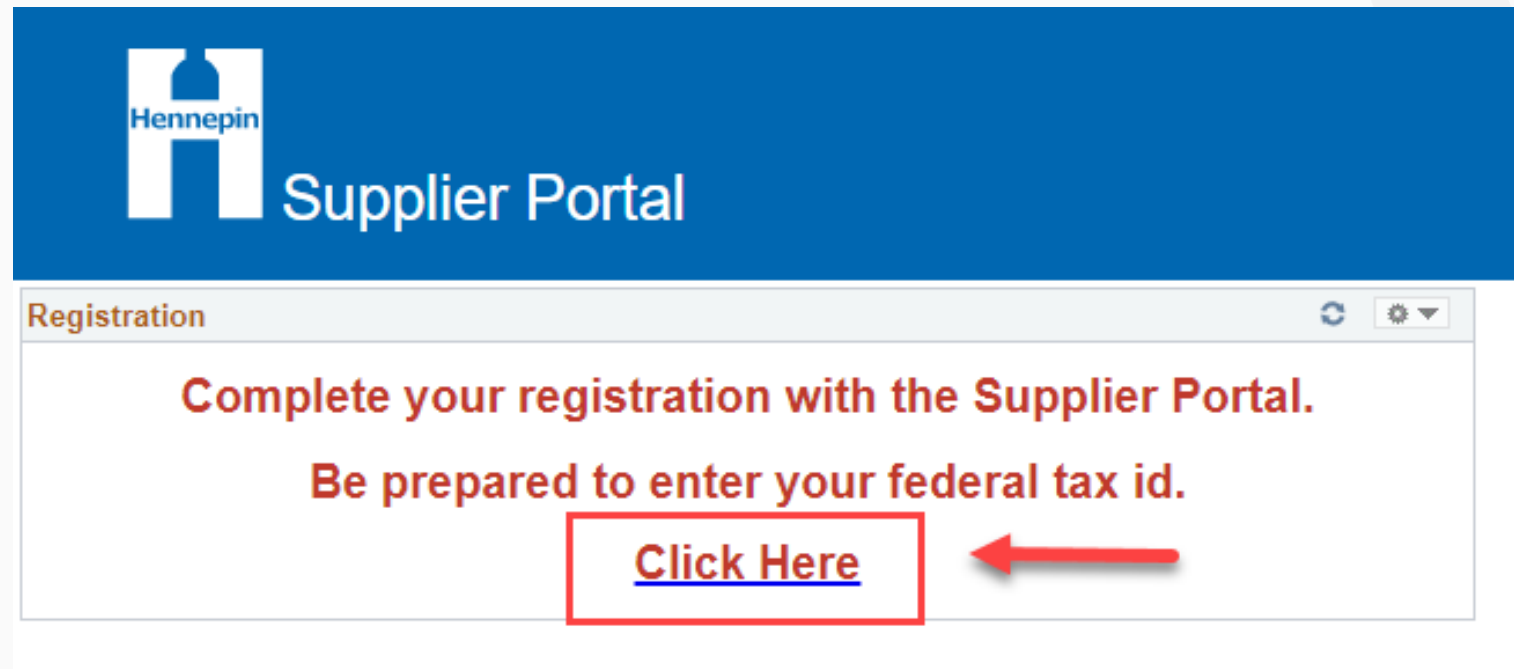
Create

Password Requirements:

Minimum 8 characters and maximum 16 characters.
You must have at least 3 of the following: uppercase, lowercase, number, symbol.

Continue your registration by clicking the 'Click Here' link

If you had an account in our old system, you will be signed into the Supplier Portal and can submit a bid. Skip to [page 23](#).
If you are new to the Supplier Portal, continue with the step below.



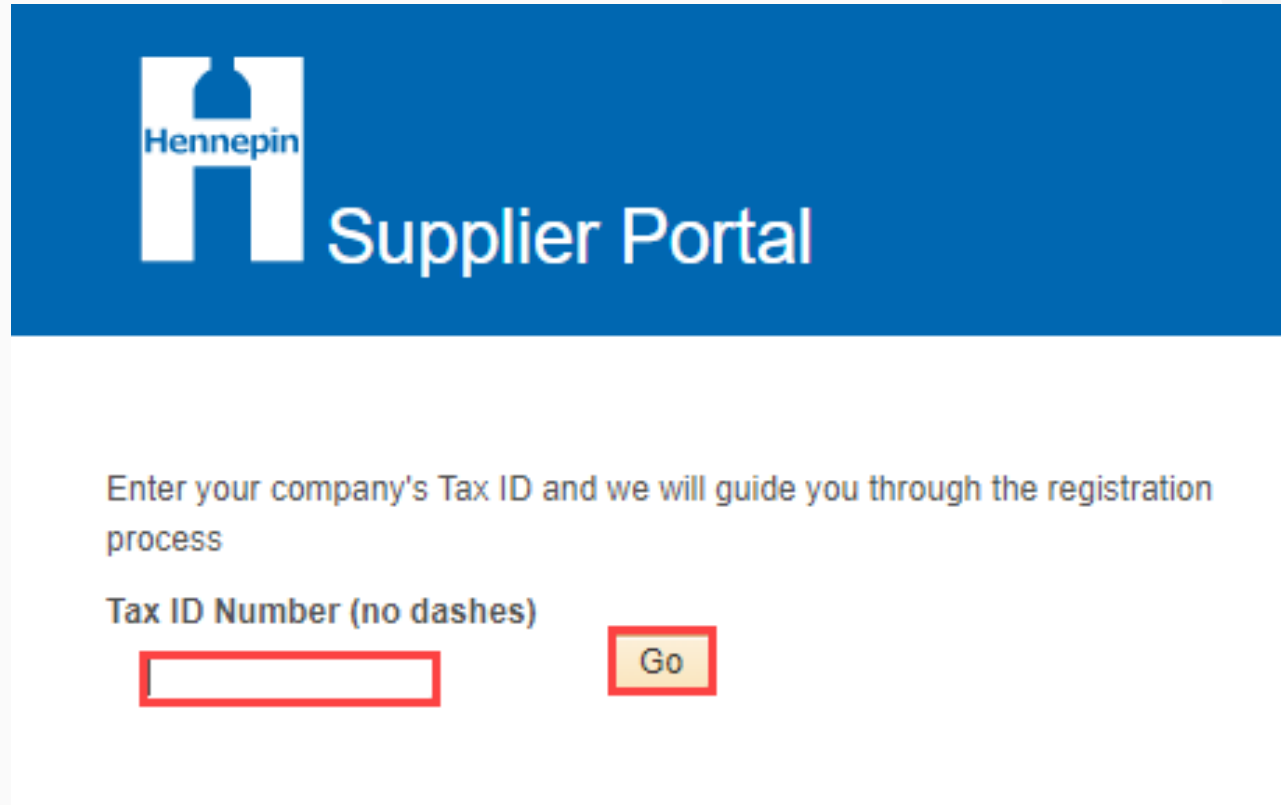
Hennepin Supplier Portal

Registration


Complete your registration with the Supplier Portal.
Be prepared to enter your federal tax id.

[Click Here](#)

Enter your company's tax id and click the 'Go' button



The screenshot shows the Hennepin Supplier Portal registration page. At the top, there is a blue header with the Hennepin logo and the text "Supplier Portal". Below the header, there is a white box containing the following text: "Enter your company's Tax ID and we will guide you through the registration process". Underneath this text, there is a label "Tax ID Number (no dashes)" followed by a red-outlined input field and a yellow "Go" button, both also outlined in red.

 **Supplier Portal**

Enter your company's Tax ID and we will guide you through the registration process

Tax ID Number (no dashes)

There are two different registration forms. Based on your tax id, the system will direct you to the New User or New Bidder registration form.

New user:

- Previously done business with the county **or**
- Someone in your organization has already registered with the Supplier Portal

New bidder:

- Haven't previously done business and
- Someone in your organization has not already registered with the Supplier Portal

If you are a **new user**, the registration page will look like this:

If your screen looks different, you are a new bidder. Skip to [page 14](#).

1. Enter your telephone number
2. Click 'Agree to Terms' checkbox
3. Click the 'OK' button on the popup
4. Click the 'Submit' button

Hennepin Supplier Portal

Select the 'Supplier' option if your company has previously done business with the county; otherwise, select the 'Bidder' option. If you don't know your Bidder or Supplier ID, call 612-543-5412 or email your federal Tax ID number to supplierportal@hennepin.us.

Go to the [How to register as a new user](#) document for further instructions on the registration process.

Company Type

Bidder
 Supplier

Supplier List

*Supplier ID	*Tax ID Number (no dashes)
1234567	

Contact Information ?

* First Name: Jane
* Last Name: Doe
Title: _____
Email ID: testing123@mailinator.com
1 * Telephone: 555/555-5555 Ext: _____
Fax Number: _____
Contact Type: _____

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

2 Agree to Terms

Terms of Agreement

4

Message

After clicking the Submit button you will be redirected to the Sign In page.

Once there, sign in with your email address and password to start using the Supplier Portal.

3



Sign in with the email and password you just created:

Sign in

You will have access to Hennepin County services and tools.

Email Address

Password [Forgot your password?](#)

Sign in

Don't have an account?

You are signed into the Supplier Portal and can submit a bid

Skip to [page 24](#).

Hennepin Supplier Portal

Supplier ID: 123456 | Name: Hennepin County

Navigation: Search for Events, Manage Events, View/Update Company Info, Website Terms and Conditions

My Events

Event Name	Type of Opportunity	End Date/Time	Bid Status
9-2 Close event	Commodities/Goods	09/30/2021 04:19 PM	Invited
9-2 Standard Public Commodity Bid	Commodities/Goods	09/30/2021 01:15 PM	Invited
9-2b-Standard Public Commodity Bid	Commodities/Goods	09/30/2021 03:48 PM	Invited
9-7 RFP Test	Professional Services	10/05/2021 01:40 PM	Invited
CFP-CFB8	Commodities/Goods	10/06/2021 02:06 PM	Invited
FFB-FFB2	Facility Construction	10/06/2021 02:07 PM	Invited
FFQ-CFB26	Facility Construction	10/06/2021 02:09 PM	Invited
HFI-CFB243	Human Services/Public Health	10/06/2021 02:15 PM	Invited
HFP-CFB11	Human Services/Public Health	10/06/2021 02:16 PM	Invited
HFQ-GFP3	Human Services/Public Health	10/06/2021 02:18 PM	Invited
NFB-NFB1	General Services	10/06/2021 02:20 PM	Invited
NFI-PFI1	General Services	10/06/2021 02:21 PM	Invited
NFQ-PFP139	General Services	10/06/2021 02:28 PM	Invited
PFI-PFP143	Professional Services	10/06/2021 02:29 PM	Invited

Help & Training

For step by step instructions visit the [Supplier Portal help page](#).

Need further assistance?
(612) 543-5412
supplierportal@hennepin.us
M-F, 8:00am - 4:30pm Central Standard Time

Announcements

Complete list of opportunities
Events listed here don't represent all solicitations. For a complete list, visit [current contract opportunities](#).

Bid tabulations
To view bid tabulations for public goods and general services events, select the appropriate event under the Bid Tabulations section, then click the 'View Documents' link.

Events

Event Name	Type of Opportunity	End Date/Time
9-2 Close event	Commodities/Goods	09/30/2021 04:19 PM CDT
9-2 Standard Public Commodity Bid	Commodities/Goods	09/30/2021 01:15 PM CDT
9-2b-Standard Public Commodity Bid	Commodities/Goods	09/30/2021 03:48 PM CDT
9-7 Grant RFP	Grant/Loan Application	10/05/2021 02:28 PM CDT
9-7 RFP Test	Professional Services	10/05/2021 01:40 PM CDT
CFP-CFB8	Commodities/Goods	10/06/2021 02:06 PM CDT
FFB-FFB2	Facility Construction	10/06/2021 02:07 PM CDT
FFQ-CFB26	Facility Construction	10/06/2021 02:09 PM CDT



If you are a **new bidder**, the registration page looks like this:

Welcome - Step 1 of 7

Click the question mark icon in each section for more information. For further instructions, go to the [How to register as a bidder document](#).

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

Select an activity below: ?

What type of entity do you represent?

Business

Individual **Select type of entity and click the Next button**

Exit | Previous **Next**

New Bidder-Identifying Information

Welcome **Identifying Information** Addresses Contacts Payment Information Categorization

Exit | Previous **Next**

Identifying Information - Step 2 of 7

All fields marked with an asterisk (*) are required.

Entering NAICS codes in the Standard Industry Codes section will allow you to be notified of opportunities related to your business.

Unique ID & Company Profile ?

* Tax Identification Number

* Entity Name

http://URL [Open URL](#)

Profile Questions ?

Attach your company's W-9 form. [Add Attachment](#)

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

Standard Industry Codes ?

US - NAICS Codes	Description
<input type="text"/>	

[Add SIC Code](#)

Additional Reporting Elements ?

Continue to fill out the registration fields on each step



New Bidder-Identifying Information (continued)

Additional Reporting Elements ?

Type of Business	A) Publicly held company	▼
Ethnicity of Majority Owner	American Indian/Alaskan Native	▼
Number of full-time or benefit earning employees	A) Less than 31	▼
Number of facilities in Hennepin County	B) 1 or more facilities	▼
Number of employees entering Hennepin County	B) 2 or more employees	▼

Please check all that apply:

- Small Business Enterprise certified by CERT Program
- Women-Owned Business

Continue to fill out the registration fields on each step

Comments ?

Exit | Previous **Next**

* Required field



New Bidder-Addresses

Welcome Identifying Information **Addresses** Contacts Payment Information Categorization

Exit | Previous Next

Addresses - Step 3 of 7

Enter your company's primary address here. If your business receives payments at an address that is different from the primary address, click the 'Invoice Address' checkbox and enter that address there.

Primary Address ?

* Country USA United States

Address 1

Address 2

Address 3

City Continue to fill out the registration fields on each step

County Postal

State

Email ID

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Invoice Address
Address from which you send invoice

Exit | Previous Next



New Bidder-Contacts

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization

Exit | Previous Next

Contacts - Step 4 of 7

Provide your contact information.

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

* Required field

Add Contacts

Contact Information ?

Description

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

OK Cancel

Next

Continue to fill out the registration fields on each step

New Bidder-Payment Information

The screenshot displays a multi-step web form. At the top, a progress bar contains seven steps: 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Categorization'. The 'Payment Information' step is highlighted with a blue square and a blue oval. Below the progress bar are three buttons: 'Exit', 'Previous', and 'Next'. The main content area is titled 'Payment Information - Step 5 of 7' and contains the following text: 'Click the Withholding box below if you are subject to 1099 reporting. DO NOT check the box if you are a government entity, a tax exempt organization, or a corporation that does not provide medical services or billing/collection for medical services.' Below this text is a section titled 'Payment Preferences' with a help icon. A checkbox labeled 'Withholding Required' is present and is currently unchecked. At the bottom right of the form, there are three buttons: 'Exit', 'Previous', and 'Next'. The 'Next' button is highlighted with a red border. A '*Required Field' label is located at the bottom left of the form.

Welcome Identifying Information Addresses Contacts **Payment Information** Categorization

Exit | Previous Next

Payment Information - Step 5 of 7

Click the Withholding box below if you are subject to 1099 reporting. DO NOT check the box if you are a government entity, a tax exempt organization, or a corporation that does not provide medical services or billing/collection for medical services.

Payment Preferences ?

Withholding Required

Exit | Previous **Next**

*Required Field

New Bidder-Categorization

Categorization - Step 6 of 7

Select the procurement categories that align with your business. The county will notify you of opportunities related to your specialties.

Pause between selections and review categories on the right side of the screen before proceeding to the next step.

Select to add or de-select to remove categories applicable to your business

[Select All](#) | [Un Select All](#)

Hennepin County Procurement Categories

- Sourcing - Sourcing 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
 - 052 - Art objects
 -

My Categories	
Category	Description

Select categories of goods/services you provide

New Bidder-Submit

Hennepin Supplier Portal

Identifying Information | Addresses | Contacts | Payment Information | Categorization | **Submit**

Exit | Previous | Next

Submit - Step 7 of 7

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Terms and Conditions ?

1 Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

3

Review | **Submit**

Exit | Previous | Next

Message

After clicking the Submit button you will be redirected to the Sign In page.

Once there, sign in with your email address and password to start using the Supplier Portal.

2 **OK**

Sign in with the email and password you just created:

Sign in

You will have access to Hennepin County services and tools.

Email Address

Password [Forgot your password?](#)

Sign in

Don't have an account?

You are signed into the Supplier Portal and can submit a bid

The screenshot displays the Hennepin Supplier Portal interface. At the top, the Hennepin logo and 'Supplier Portal' text are visible, along with 'Home Sign Out' links. Below the header, there are navigation options for 'Favorites' and 'Main Menu'. A 'Bidder ID' field shows 'Test Company'. The main content area is divided into several sections:

- Search and Management Tools:** Includes buttons for 'Search for Events', 'Manage Events', 'View/Update Company Info', and 'Website Terms and Conditions'.
- My Events:** A table with columns for 'Event Name', 'Type of Opportunity', 'End Date/Time', and 'Bid Status'. It contains one entry: 'FTST-Standard Public Commodity Bid' with 'Commodities/Goods' as the opportunity type and '05/04/2022 08:21 AM CDT' as the end date.
- Help & Training:** Provides instructions on how to find step-by-step guides, contact support at (612) 543-5412 or supplierportal@hennepin.us, and notes the portal is available M-F, 8:00am - 4:30pm Central Standard Time.
- Announcements:** Includes a 'Complete List of Solicitations' link and a section on 'Bid tabulations' for public commodities and non-professional services events.



Help & Training

- [Supplier Portal help page](#)

Text guide on [how to bid on an event](#)

[Video on how to bid](#)

- Supplier Portal Support

(612) 543-5412

supplierportal@hennepin.us

Monday-Friday, 8:00am - 4:30pm Central Standard Time