



Supplier Portal: Update Company Information


- Go to the Hennepin County Supplier Portal (<https://supplier.hennepin.us>) and log in
- Determine your company type. Look in the top left-hand corner under the Favorites link.
 - If it shows a **Supplier ID** (5-digit number), follow the instructions under **Update Supplier Information**
 - If it shows a **Bidder ID** (10-digit number beginning with a 'B'), follow the instructions under **Update Bidder information**

Update Supplier Information

Complete this if your company type is Supplier

- Click the **View/Update Company Info** menu item
- Click the **Initiate Supplier Change** link
- Click the **Next** button
- Verify/add/change information as needed:

Company Profile

- In the Standard Industry Codes section, enter/update your NAICS code(s). Select US - NAICS Codes from the **SIC Code Type** drop-down, then click the magnifying glass  under **Standard Industry Code**. Change the Description search option to 'Contains' to do a keyword search.* Click the **Add SIC** button to add more NAICS codes. Select the **Remove** checkbox to delete a code.
- Complete/update the Additional Reporting Elements section**
- Under Profile Questions, enter the email address where your company receives purchase orders

Contacts

- Click the **Add New Contact** button to add a company contact. To delete or update a contact, email supplierportal@hennepin.us.

Categorization

- Select the checkbox next to the categories that align with your business. Categories are based on NIGP codes.***

Submit

- Select an **Audit Reason Code** from the drop-down list, select the **Confirm Changes** checkbox, and click the **Submit** button. You will receive a confirmation email.

Update Bidder Information

Complete this if your company type is Bidder

- Click the **View/Update Company Info** menu item

- Click the **My Bidder Profile** link
- Verify/add/change information as needed:

Main

- Complete/update the Additional Information section**
- Click the **Save** button



Addresses

- Click the **Addresses** tab
- Update address(es) as needed (click the arrow > to view additional addresses)
- Click the **Delete** button to delete an address
- Click the **Add a New Address** button to add a new address
 - Select the checkboxes that apply to the new address
 - Enter the address
- Click the **Save** button

Contacts

- Click the **Contacts** tab
- Update contact(s) as needed (click the arrow > to view additional contacts)
- Click the **Save** button

Identifications

- Click the **Identifications** tab
- In the Standard Industry Codes section, enter/update your NAICS code(s). Click the magnifying glass  under **SIC Code**. Change the Description search option to 'Contains' to do a keyword search.* Click the **Add SIC Code** button to add more NAICS codes. Click the  icon to delete a code.
- Click the **Save** button

Categorization

- Click the Hennepin (H) logo in the top left-hand corner to return to the homepage
- Click the **View/Update Company Info** menu item, then the **My Categorizations** link
- Select the checkbox next to the categories that align with your business. Categories are based on NIGP codes.***
- Click the **Save** button

*Visit www.naics.com/search to do a more comprehensive keyword search

**[Definitions of Terms](#)

***[Full list of category descriptions](#)