



Supplier Portal Definitions

Bidder: a company that has registered with the Supplier Portal but has not previously done business with the county

Bidder ID: the identification number assigned to a bidder by the county. The Bidder ID is a 10-digit number that begins with a 'B'.

Category: National Institute of Governmental Purchasing (NIGP) codes. The county uses categories to search for bidders and suppliers to invite to respond to solicitations. For a full list of descriptions to do a keyword search, go to www.hennepin.us/business/work-with-henn-co/supplier-portal and open the Procurement Categories document under the Training materials section.

Ethnicity:

- **American Indian/Alaskan Native:** All persons having origins in any of the original peoples North America, and who maintain tribal affiliation or community attachment.
- **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, the Pacific Islands, including, for example, China, Japan, Korea, Hawaii, Guam, the Philippine Islands and Samoa.
- **Black/African American:** All persons having origins in any of the Black racial groups of Africa.
- **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American descent or other Spanish culture of origin, regardless of race.
- **White/Caucasian:** All persons with origins in any of the original peoples of Europe, North Africa or the Middle East.

Event: a solicitation for commodities or services

NAICS: The North American Industry Classification System (NAICS) is used to classify a business's primary industry. The county uses NAICS codes to search for bidders and suppliers to invite to respond to solicitations. You can search for NAICS codes by keyword on the [NAICS website](#).

Number of full-time or benefit-earning employees: this includes the number of full-time and/or benefit earning employees consistently employed in the entire workforce, including all divisions and subsidiaries

Number of facilities in Hennepin County: The number of business facilities your business has in Hennepin County

Number of employees entering Hennepin County: The number of employees entering Hennepin County in order to conduct business

Publicly held company: a company whose stock is traded on the open market

Small Business Enterprise (SBE): a business that has been certified as a small enterprise by the CERT Program. While certification is not necessary to do business with the county, only small businesses certified by the CERT program can be counted toward the goal for SBE participation in county contracting. For further information about certification, please call 651-266-8900 or visit the [Central Certification Program's website](#).

Supplier: a company that has done business with the county

Supplier ID: the identification number assigned to a supplier by the county. The Supplier ID is a 5-digit number that can be found on check stubs, ACH notifications and purchase orders.

Women-Owned Business: a business whose majority owner is a woman