Get invited to contract opportunities
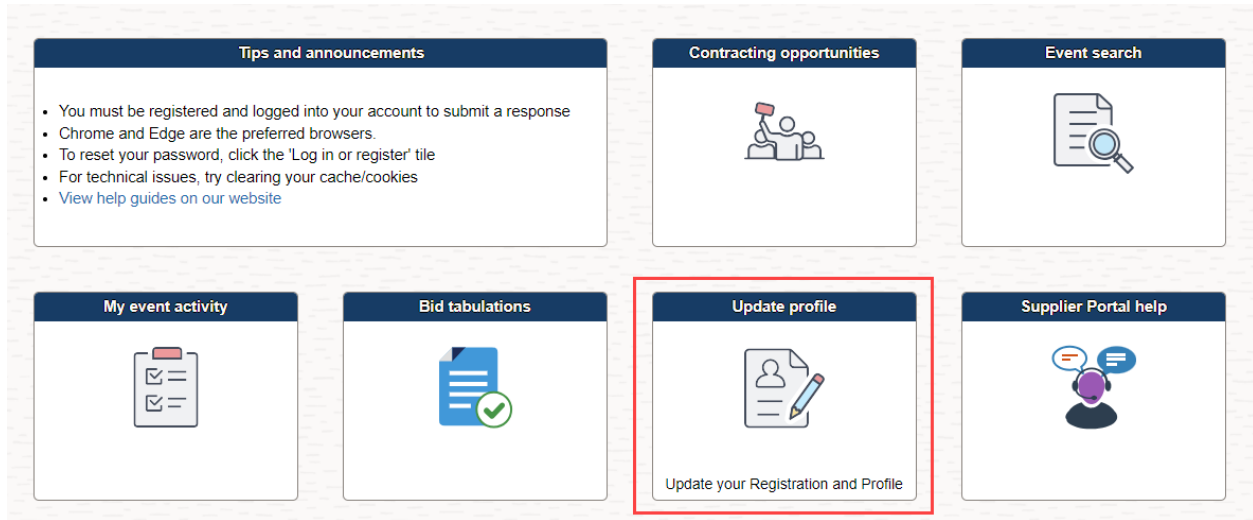
Procurement categories and NAICS codes are a way for vendors to identify the goods or services they provide.

Update the procurement categories and NAICS codes on your profile to help us invite you to contract opportunities your organization may be interested in.
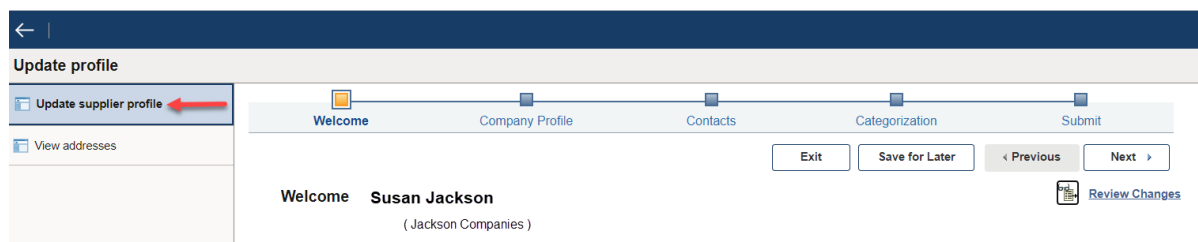
1. Log into the Supplier Portal then select **Update profile**.

2. Depending on how you are registered, **the next page can display two different ways**:
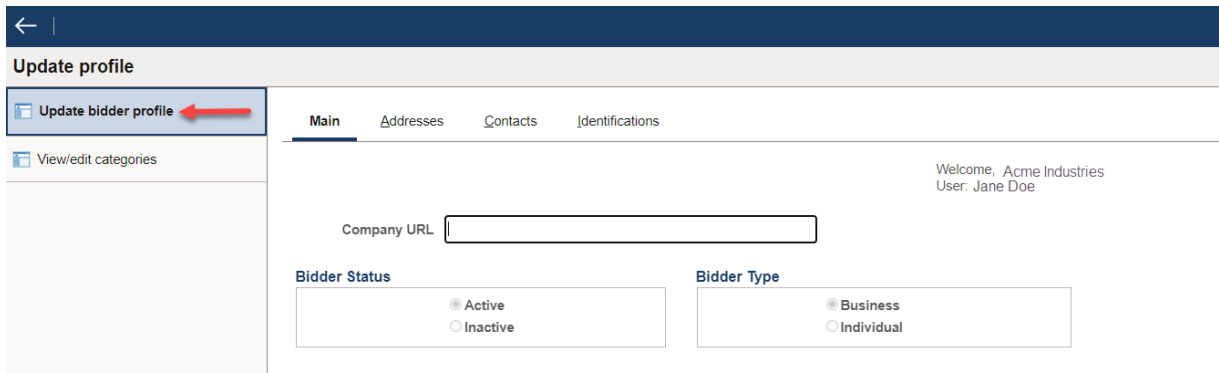   a) If you are a Supplier, your screen will look like below.
      Click here for the steps to update your procurement categories if you are a supplier.

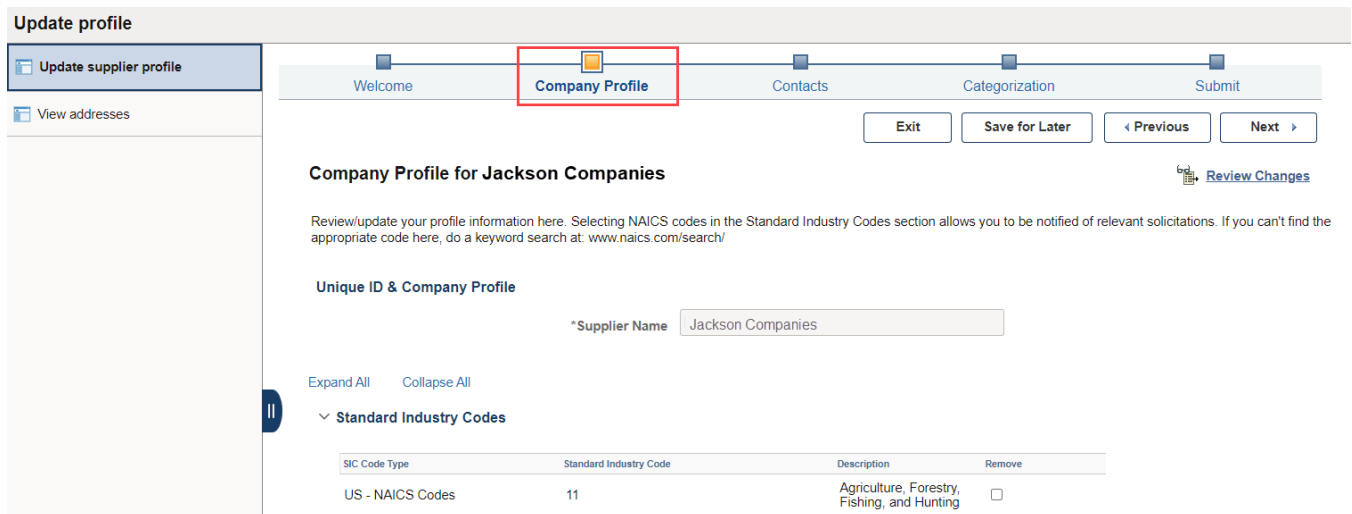   b) If you are a Bidder your screen will look like below.
      Click here for the steps to update your procurement categories if you are a bidder.

Update supplier profile

1. Select the **Company Profile** tab.

2. In the **Standard Industry Codes** section, enter/update your NAICS code(s).
   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.

3. Select the **Categorization** tab.

4. 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.*

5. When you are done selecting procurement categories, select the **Next** button.

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

7. Select the **Confirm Changes** checkbox.
8. Select **Submit** button.

Review and Submit Changes for Test Company6

Select an Audit Reason Code from the list and click the Confirm Changes checkbox before submitting your request.

You will receive an email confirmation after submission.
Use the "Review" button to review changed information.

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

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

Update bidder profile

1. Select **Update bidder profile**.
2. Select the **Identifications** tab.

3. 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.
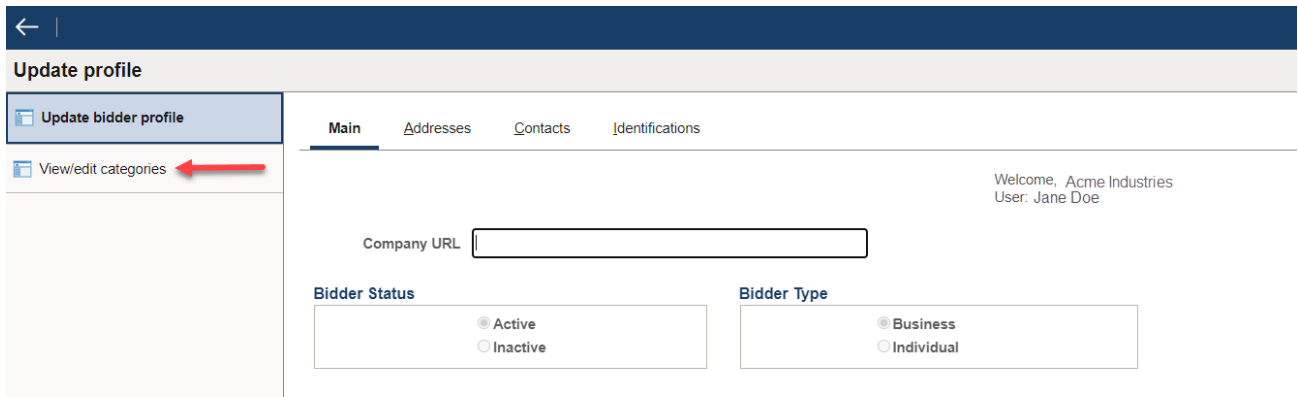

    h. Select the **Add SIC Code** button.
    i. Select the **magnifying glass** 🔍 under SIC Code.
    j. Change the **Description** search option to 'Contains'.
    k. Enter a keyword and select the **Search** button.
    l. Select the **NAICS** code you would like to add to your profile.
    m. Repeat this process to add more NAICS codes.
    n. To remove a NAICS code, select the trash icon 🗑.

4. Select **View/Edit Categories**.
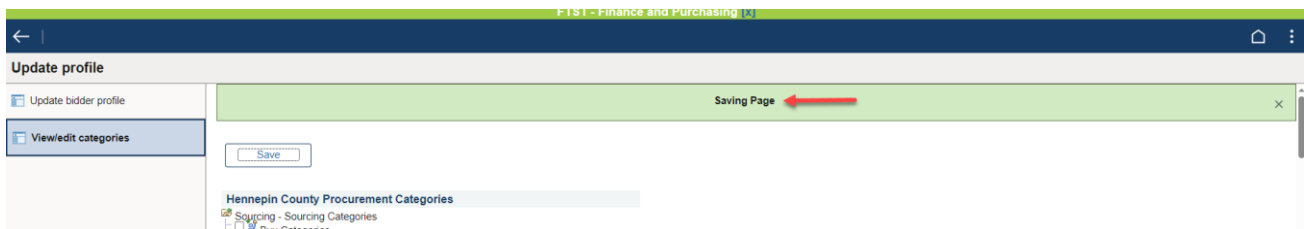
4. Select the check boxes next to the procurement categories that identify the goods or services your organization provides.
5. Select the **Save** button.
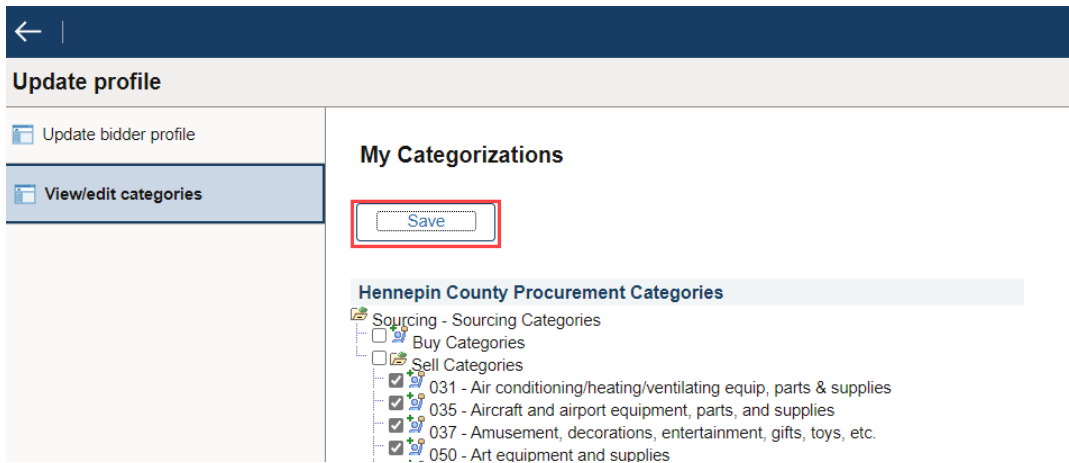
6. **Saving page** message will display at the top of the page and disappear when done saving.

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