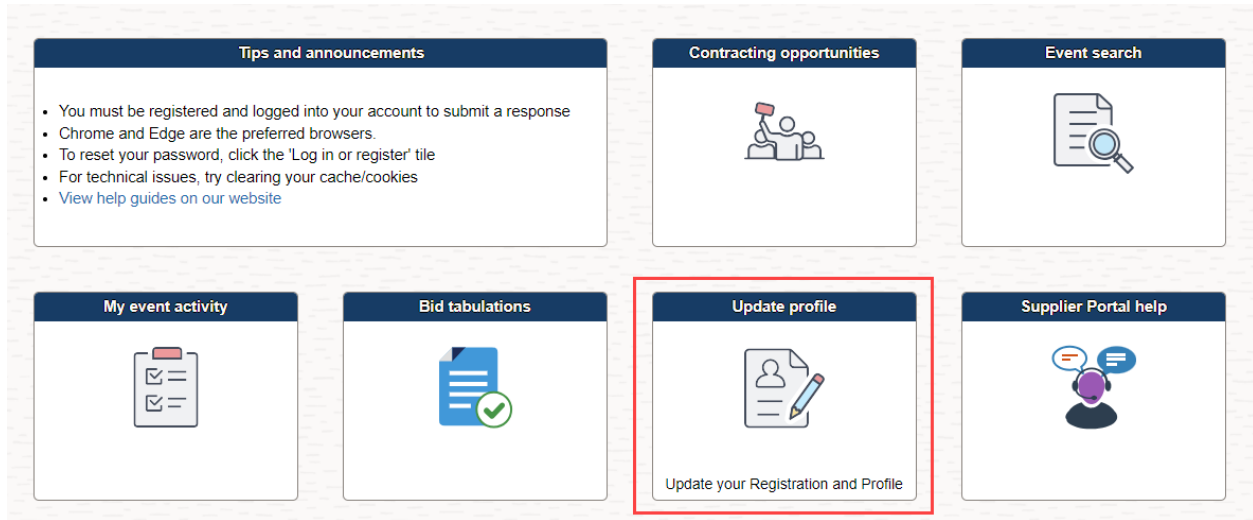


Get invited to contract opportunities

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.

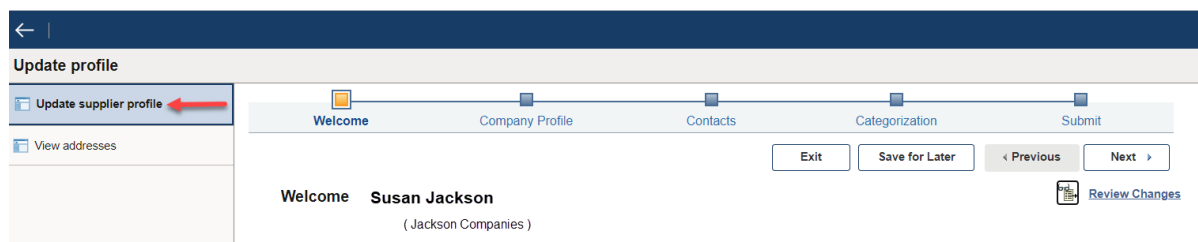
1. Log into the Supplier Portal then select **Update profile**.



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.

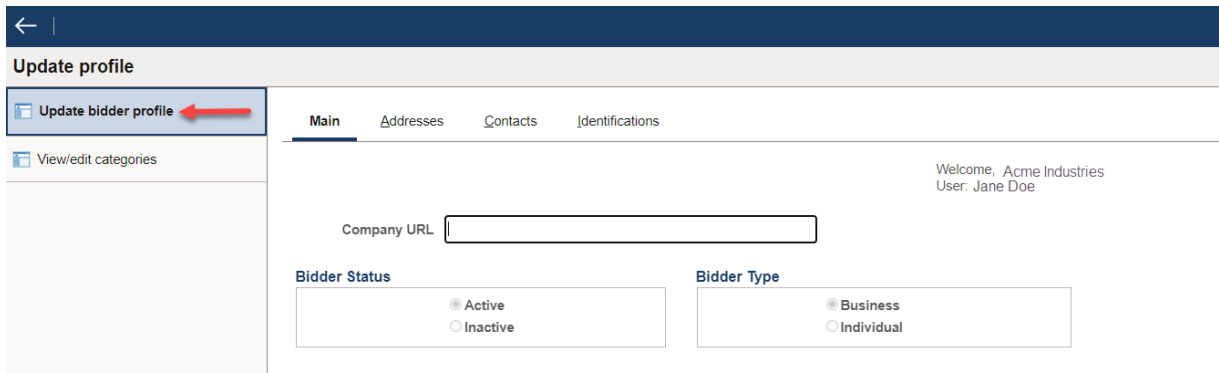
[Click here](#) for the steps to update your procurement categories if you are a supplier.



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

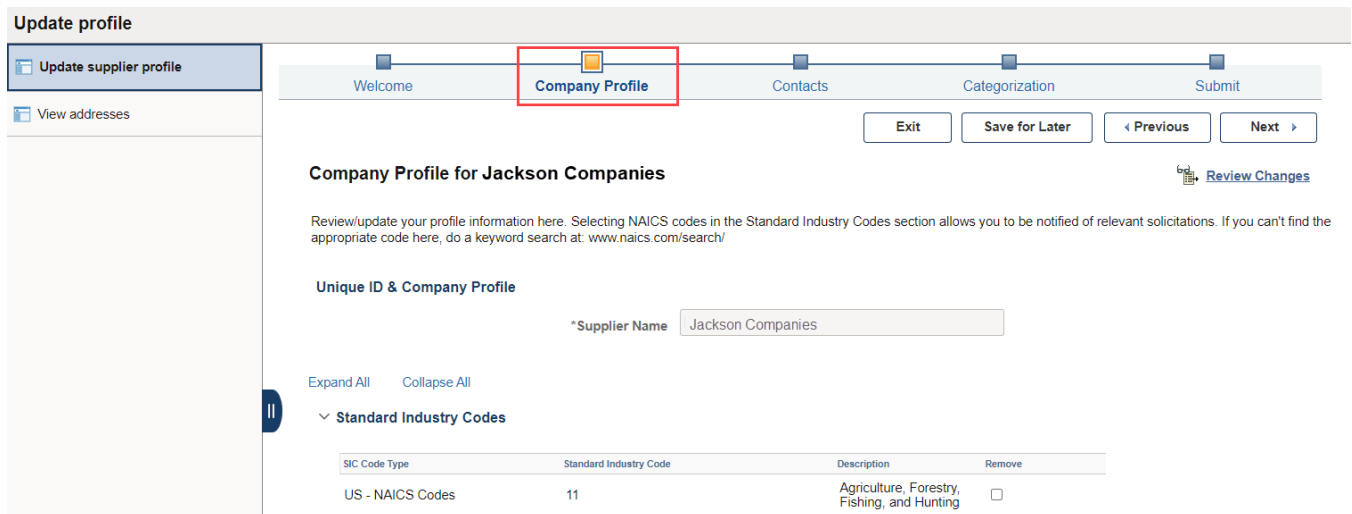
[Click here](#) for the steps to update your procurement categories if you are a bidder.


Supplier Portal Quick Guide



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.

Supplier Portal Quick Guide

Update profile

Update supplier profile | View addresses

Welcome | Company Profile | Contacts | **Categorization** | Submit

Exit | Save for Later | < Previous | Next >

Categorization for Jackson Companies

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

Review your selections on the right before proceeding to the Submit step.
For best performance, please pause briefly after checking each selection box.

Select All | Un Select All

Hennepin County Procurement Categories

- Sourcing - Sourcing Categories
- Buy 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

Category	Description	Status
031	Air condition...	
918-58	Governmental ...	
948	Health relate...	
952	Human service...	
952-22	Community Ser...	

[Review Changes](#)

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.*

Update profile

Update supplier profile | View addresses

Welcome | Company Profile | Contacts | **Categorization** | Submit

Exit | Save for Later | < Previous | Next >

Categorization for Jackson Companies

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

Review your selections on the right before proceeding to the Submit step.
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Hennepin County Procurement Categories

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Category	Description	Status
031	Air condition...	
918-58	Governmental ...	
948	Health relate...	
952	Human service...	
952-22	Community Ser...	

[Review Changes](#)

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

Update profile

Update supplier profile | View addresses

Welcome | Company Profile | Contacts | **Categorization** | Submit

Exit | Save for Later | < Previous | **Next** >

Categorization for Jackson Companies

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

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

Supplier Portal Quick Guide

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

Comments
254 characters remaining

Confirm Changes

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.

The screenshot shows the 'Update profile' page with the 'Identifications' tab selected. The page includes a navigation bar with 'Main', 'Addresses', 'Contacts', and 'Identifications'. A sidebar on the left contains 'Update bidder profile' and 'View/edit categories'. The main content area has a 'Company URL' input field, a 'Bidder Status' section with 'Active' and 'Inactive' radio buttons, and a 'Bidder Type' section with 'Business' and 'Individual' radio buttons. A welcome message 'Welcome, Acme Industries User: Jane Doe' is visible in the top right.

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.

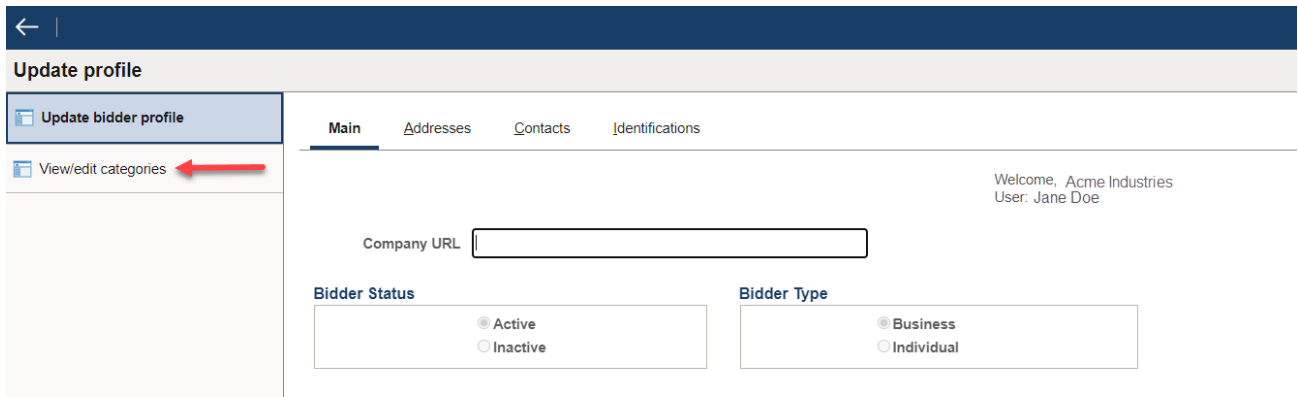
The screenshot shows the 'Standard Industry Codes' section. It features a search bar with a magnifying glass icon and a dropdown menu showing '1-1 of 1'. Below the search bar is a table with the following data:

SIC Code Type	SIC Code	Description	
1 US - NAICS Codes	11	Agriculture, Forestry, Fishing, and Hunting	

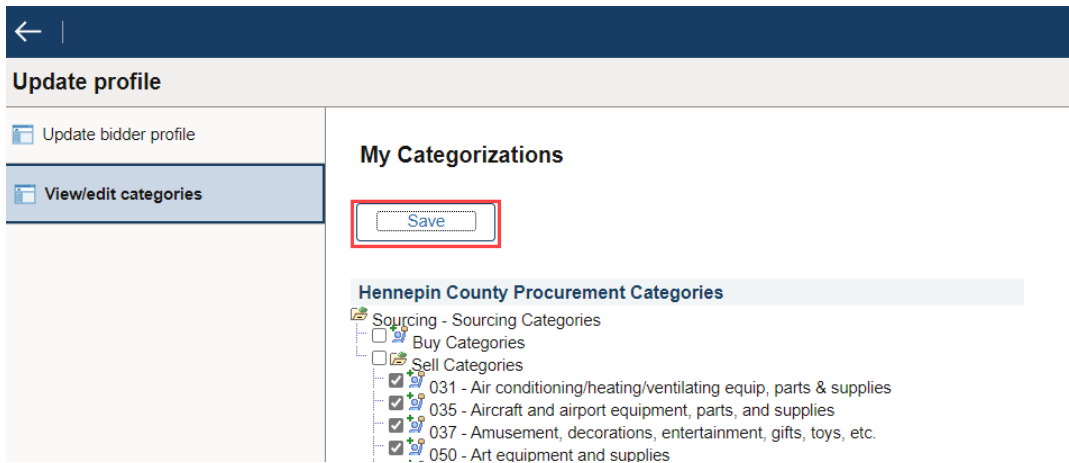
Below the table is an 'Add SIC Code' button.

- 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**.

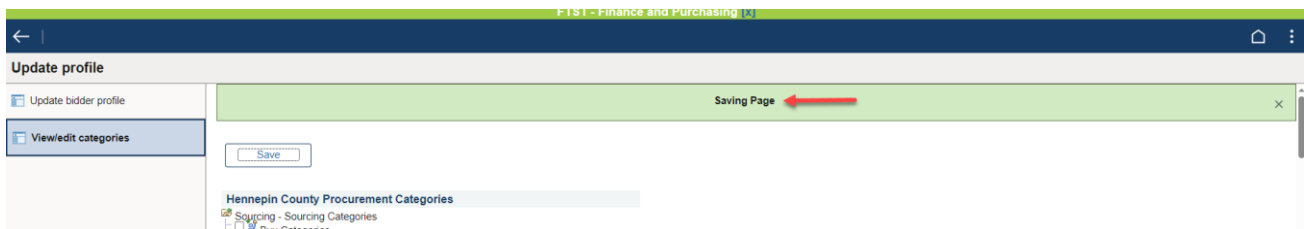
Supplier Portal Quick Guide



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.



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