

## 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'.

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.

Event: online posting/invitation to submit a response to a contract opportunity

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](#).

Company type:

- Publicly held company: a company whose stock is traded on the open market
- Non-profit entity: A group organized under state law group for purposes other than generating profit and in which no part of the organization's income is distributed to its members, directors, or officers.
- Government entity: any agency, instrumentality, or entity affiliated with federal, state or local government, including public schools

Ethnicity of Majority Owner:

- Native American: 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: All persons having origins in any of the Black racial groups of Africa.
- Hispanic/Latino: All persons of Mexican, Puerto Rican, Cuban, Central or South American descent or other Spanish culture of origin, regardless of race.
- Caucasian: All persons with origins in any of the original peoples of Europe, North Africa or the Middle East.

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.

Gender of Majority Owner:

- Male: A company that is at least fifty-one (51) percent owned by one or more men, and has its management and daily business operations controlled by one or more men who own it.
- Female: A company that is at least fifty-one (51) percent owned by one or more women, and has its management and daily business operations controlled by one or more women who own it.
- Non-Conforming: A company that is at least fifty-one (51) percent owned by one or more people that identify as gender non-conforming, and has its management and daily business operations controlled by one or more people who identify as gender non-conforming who own it.

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

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](#).

Category: National Institute of Governmental Purchasing (NIGP) codes. The county uses NIGP categories to search for bidders and suppliers to invite to solicitations. Use the [list of categories and descriptions](#) to view and search categories.

**For more help:**

Visit [Supplier Portal help](#)

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