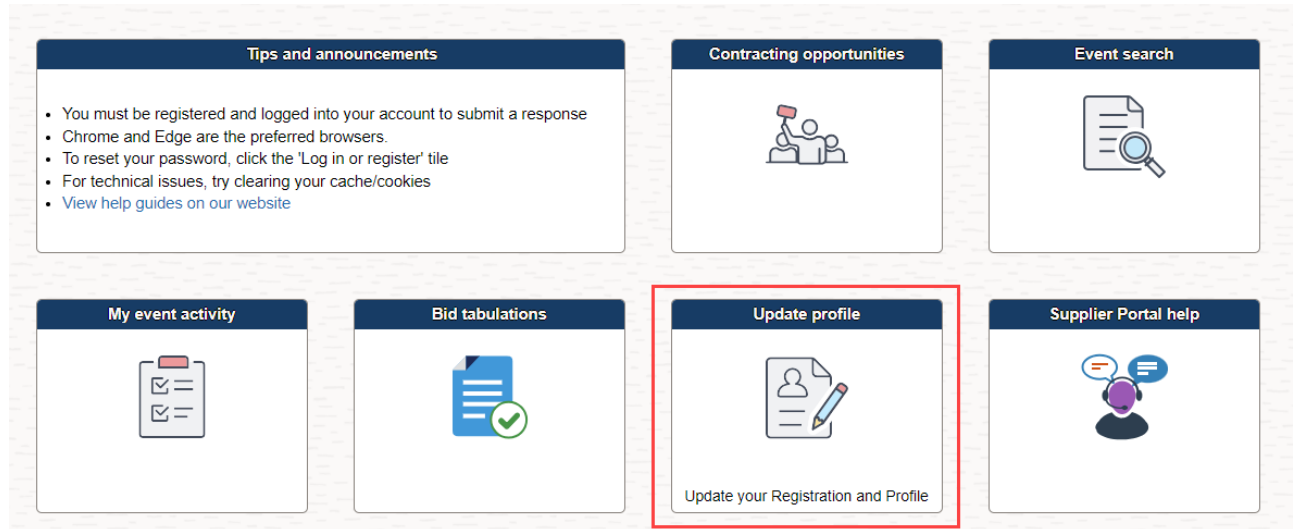


# Update your profile

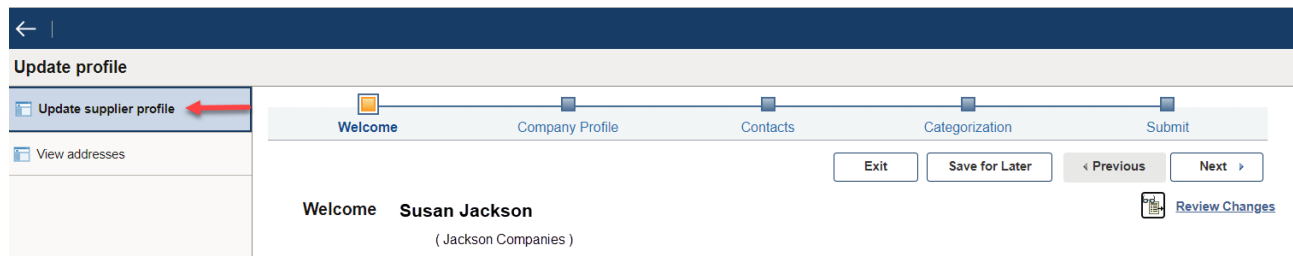
1. Log into the Supplier Portal then select **Update Profile**.



2. Depending on how you are registered, **the page can display two different ways:**

- a) If you are a **Supplier**, your screen will look like below.

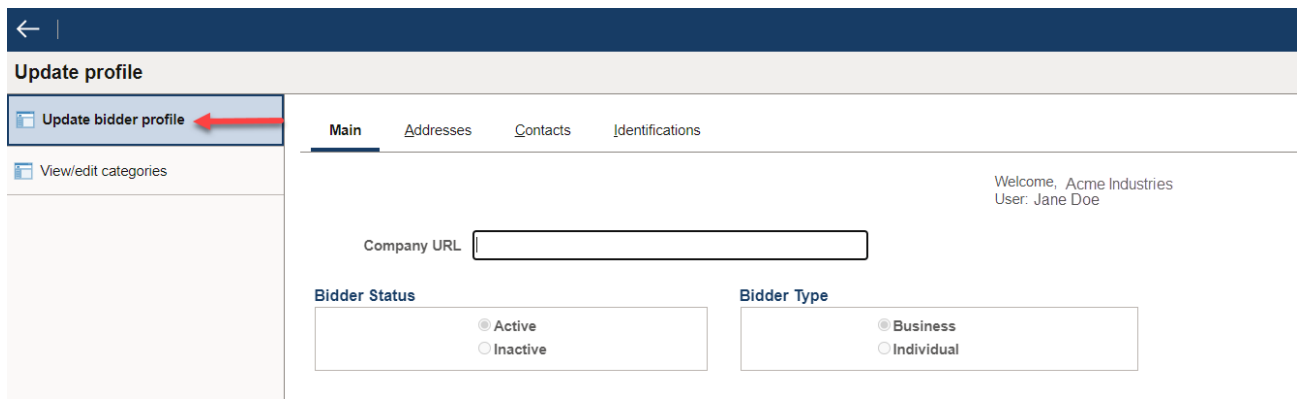
[Click here](#) for the steps to update profile if you are a supplier.



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

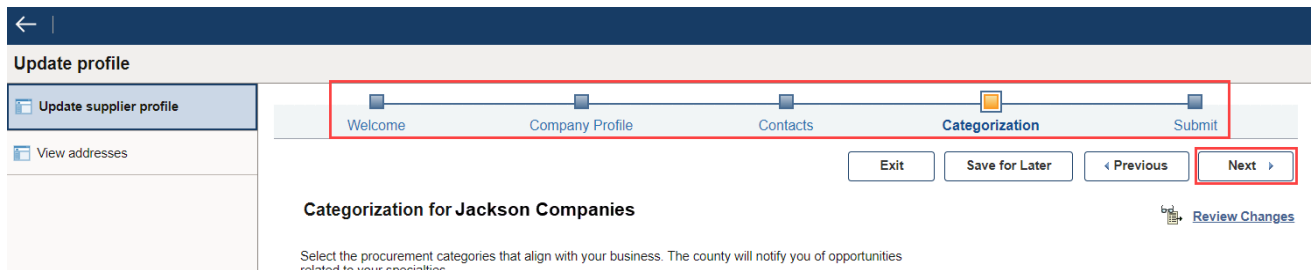
[Click here](#) for the steps to update your profile if you are a bidder.


# Supplier Portal Quick Guide



## Update supplier profile

1. Select each tab and update the fields as needed. On the **Welcome** tab, read the instructions.
2. Select **Next** button to move to the next tab.



3. On the **Company Profile** tab, 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.
  - 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.

# Supplier Portal Quick Guide

Update supplier profile

View addresses

Welcome **Company Profile** Contacts Categorization Submit

Exit Save for Later Previous Next

Company Profile for Test Company6 [Review Changes](#)

Review/update your profile information here. Selecting NAICS codes in the Standard Industry Codes section allows you to be notified of relevant solicitations. If you can't find the appropriate code here, do a keyword search at: [www.naics.com/search/](http://www.naics.com/search/)

Unique ID & Company Profile

\*Supplier Name Test Company6

Expand All Collapse All

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
US - NAICS Codes	11	Agriculture, Forestry, Fishing, and Hunting	<input type="checkbox"/>

Add SIC

- In the **Additional Reporting Elements** section, update your demographic data by selecting an option from the dropdown.
- If you are a certified small business with CERT, check the Small Business Enterprise Certified by CERT program checkbox.

Update supplier profile

View addresses

Welcome **Company Profile** Contacts Categorization Submit

Exit Save for Later Previous Next

Company Profile for Test Company6 [Review Changes](#)

Review/update your profile information here. Selecting NAICS codes in the Standard Industry Codes section allows you to be notified of relevant solicitations. If you can't find the appropriate code here, do a keyword search at: [www.naics.com/search/](http://www.naics.com/search/)

Unique ID & Company Profile

\*Supplier Name Test Company6

Expand All Collapse All

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
US - NAICS Codes	11	Agriculture, Forestry, Fishing, and Hunting	<input type="checkbox"/>

Add SIC

Additional Reporting Elements

Type of Business

Ethnicity of Majority Owner

Number of full-time or benefit earning employees

Gender of Majority Owner

Number of employees entering Hennepin County

Small Business Enterprise certified by CERT Program

Profile Questions

Enter your company's preferred email address for receiving purchase orders.

- In the **Profile Questions** section, update or add the email address for receiving purchase orders from the county.

# Supplier Portal Quick Guide

Number of employees entering Hennepin County [A] Less than 2 employees ▾  
 Small Business Enterprise certified by CERT Program

▼ Profile Questions

Enter your company's preferred email address for receiving purchase orders.

7. Select **Next** button to move to the next tab.

8. On the **Contacts** tab edit or add new contacts.

Update profile

Update supplier profile  
View addresses

Welcome Company Profile **Contacts** Categorization Submit

Exit Save for Later | Previous Next

Review Changes

Contacts for Test Company6

Adding a new contact does not grant access to the Supplier Portal.  
To update or remove an existing contact, email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).

Name	Address	Change Action	Change Effective Date	Edit
Test Name6	Remit To			
Jane Doe		Add	01/30/2023	

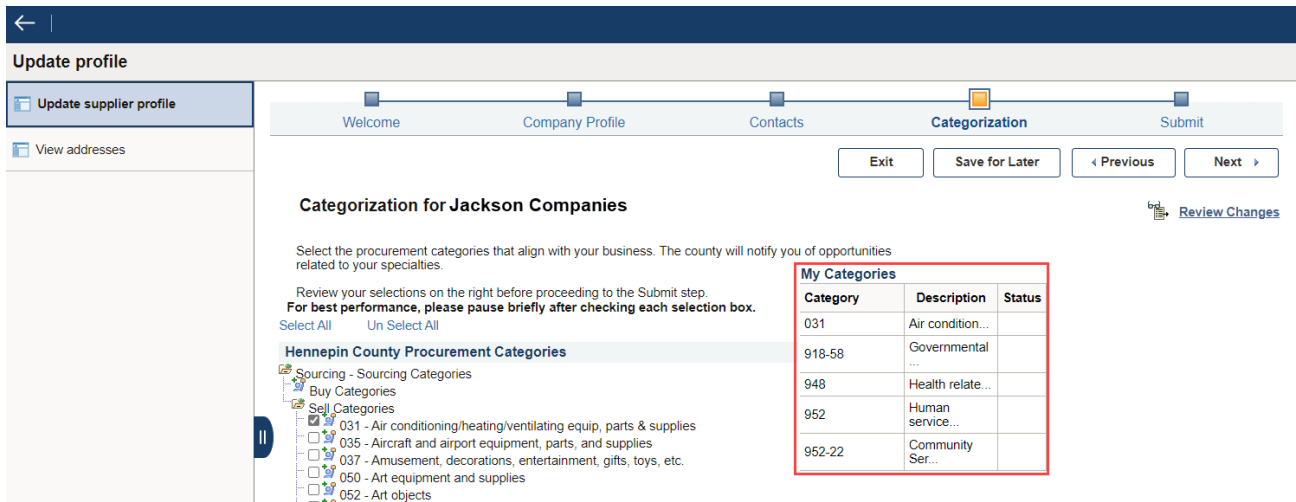
Add New Contact

9. Select **Next** button to move to the next tab.

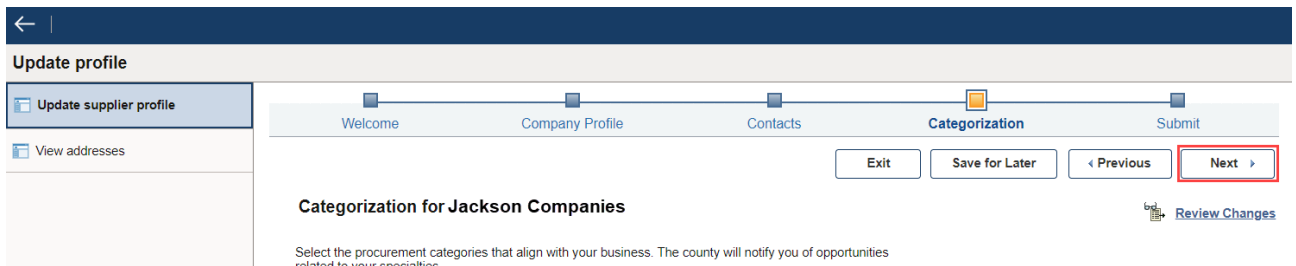
10. On the **Categorization** tab, select the check boxes next to the procurement categories that identify the goods or services your organization provides.

*Note: as you check the boxes, you should see your selections show up on the right.*

# Supplier Portal Quick Guide



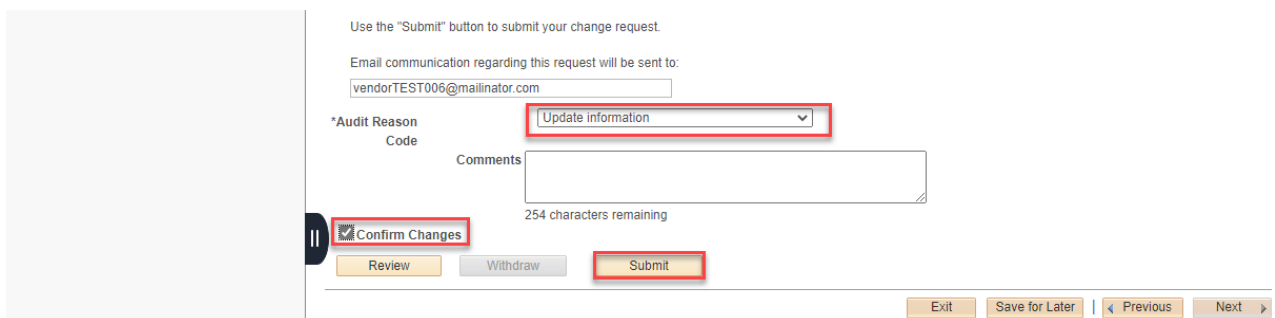
11. Select the **Next** button.



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

13. Select the **Confirm Changes** checkbox.

14. Select **Submit** button.



# Supplier Portal Quick Guide

**For more help:**

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

## Update Bidder Profile

1. Select each tab and update the fields as needed.

Update profile

Update bidder profile

View/edit categories

Main Addresses Contacts Identifications

Welcome, User:

Company URL

**Bidder Status**

Active  
 Inactive

**Bidder Type**

Business  
 Individual

2. On the **Main** tab, complete and update the fields in the **Additional Information** section.
3. Select **Save** button.

Main Addresses Contacts Identifications

Welcome, Test Company1  
User: Test Name1

Company URL

**Bidder Status**

Active  
 Inactive

**Bidder Type**

Business  
 Individual

**Additional Information**

Type of Business

Ethnicity of Majority Owner

Number of full-time or benefit earning employees


Number of employees entering Hennepin County

Gender of Majority Owner

Small Business Enterprise certified by CERT Program

Save

# Supplier Portal Quick Guide

4. Select the **Addresses** tab.
5. Update address(es) as needed.
6. Select the arrow  to view each address.
7. Select the **Delete** button to delete an address.
8. Select the **Add a New Address** button to add a new address.
  - i. Select the checkboxes that apply to the new address.
  - ii. Enter the address.

[Main](#)   **[Addresses](#)**   [Contacts](#)   [Identifications](#)

---

**Addresses**  | < << 1 of 1 >> > | View All

**Main Address**    **Ship To Address**  
 **Bill To Address**    **Invoice Address**

**Address Details**

Country United States [Change Country](#)

\*Address 1

Address 2

Address 3


\*City

County  Postal

\*State   Minnesota

[Add a New Address](#)   [Delete](#)

[Save](#)

9. Select the **Save** button.
10. Select the **Contacts** tab
11. Update contact(s) as needed (click the arrow  to view each contact)
12. Select the **Save** button



# Supplier Portal Quick Guide

[Main](#) | [Addresses](#) | **[Contacts](#)** | [Identifications](#)

## User Information

|  |  | 1 of 34

First Name	<input type="text" value="Jane"/>		
Last Name	<input type="text" value="Doe"/>		
Title	<input type="text"/>		
Email ID	<input type="text"/>		
Telephone	<input type="text" value="555/555-5555"/>	Ext	<input type="text"/>
Fax	<input type="text"/>		
*Address	<input type="text" value="1"/> <input type="text" value="Main Address"/>		
User ID	<input type="text"/>		

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

13. Select the **Identifications** tab
14. 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 .

# Supplier Portal Quick Guide

## Standard Industry Codes

SIC Code Type	SIC Code	Description	
1 US - NAICS Codes	6114 <input type="text"/>	Business Schools and Computer and Management Training	<input type="button" value="Delete"/>
2 US - NAICS Codes	61143 <input type="text"/>	Professional and Management Development Training	<input type="button" value="Delete"/>

15. Scroll down to the bottom of the page
16. If you have not previously attached your W9, attached it to the W9 question by clicking the paper clip icon.
17. Enter the email address you want to receive purchase orders.
18. Select the **Save** button.

### Profile Questions

Attach your company's W-9 form.

No attachments

Enter your company's preferred email address for receiving purchase orders.

19. Select the **View/edit categories** link.

### Update profile

**Main** | Addresses | Contacts | Identifications

Welcome, Acme Industries  
User: Jane Doe

Company URL

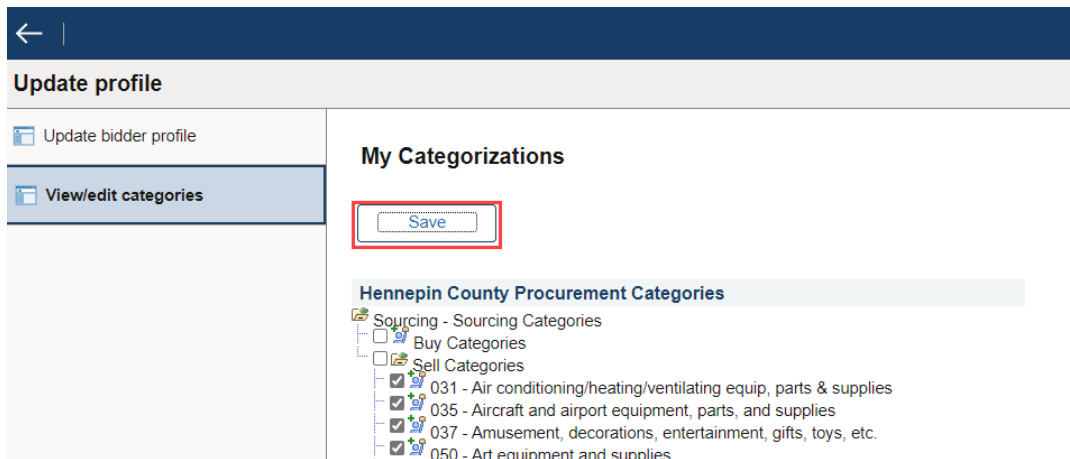
**Bidder Status**  Active  Inactive

**Bidder Type**  Business  Individual

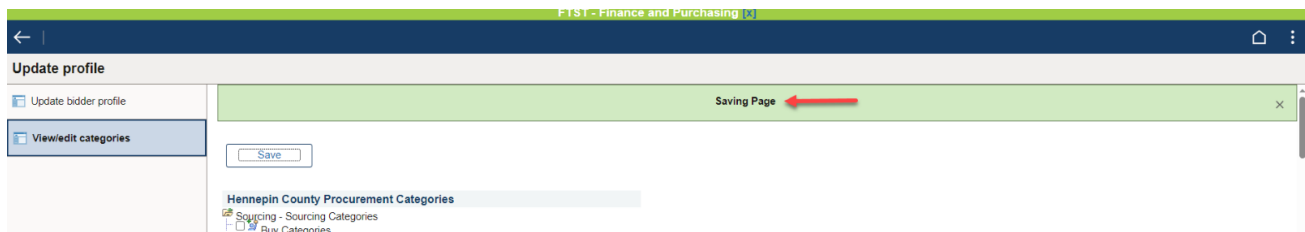
20. Select the check boxes next to the procurement categories that identify the goods or services your organization provides. This helps us invite you to contract opportunities you may be interested in.

# Supplier Portal Quick Guide

21. Select the **Save** button.



22. The **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](mailto:supplierportal@hennepin.us)