

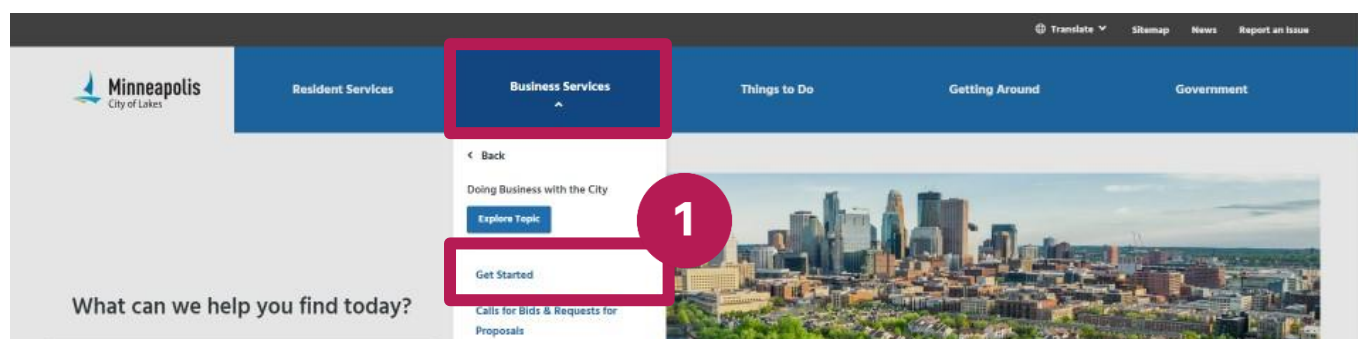
Before you can do business with the City of Minneapolis, you must first register in eSupplier.

Table of Contents

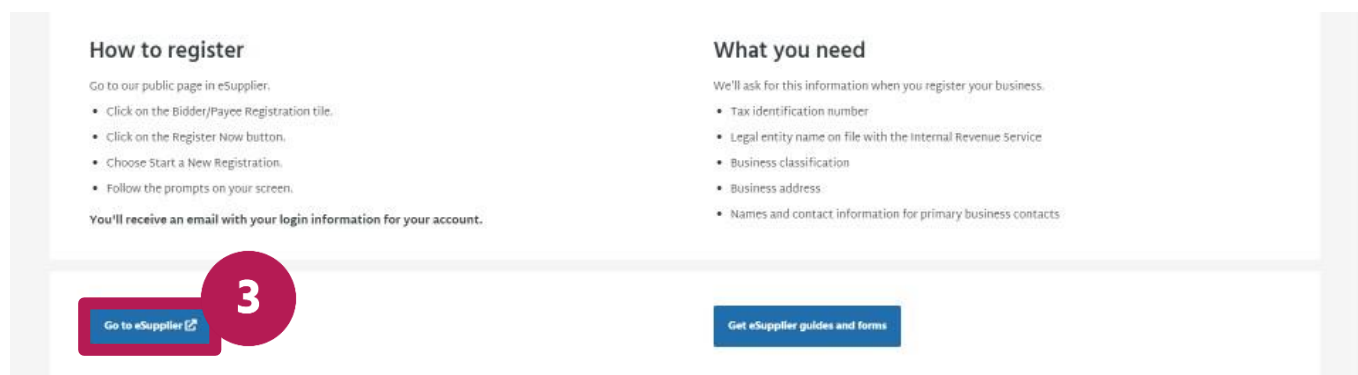
Welcome	1
Identifying information	3
Addresses	4
Contacts	4
Categorization	6
Submit	6
Change your password	7

Welcome

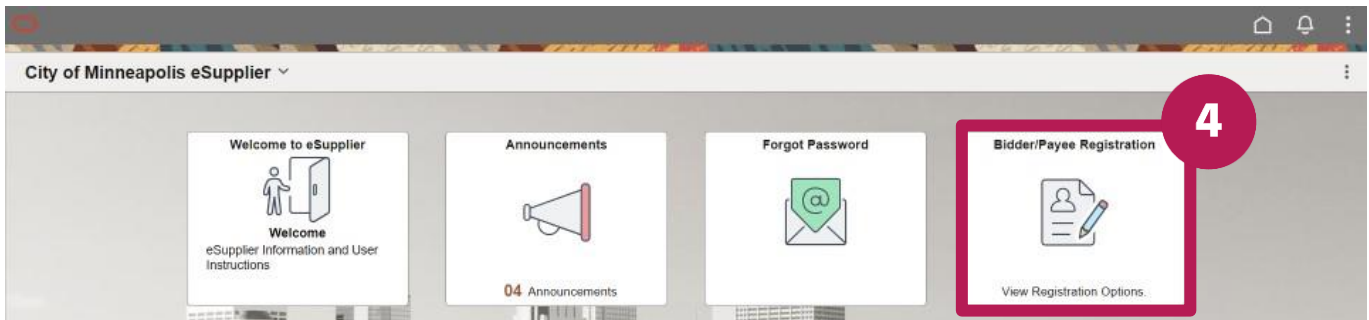
1. On the City of Minneapolis website, [go to the Get Started page](#).



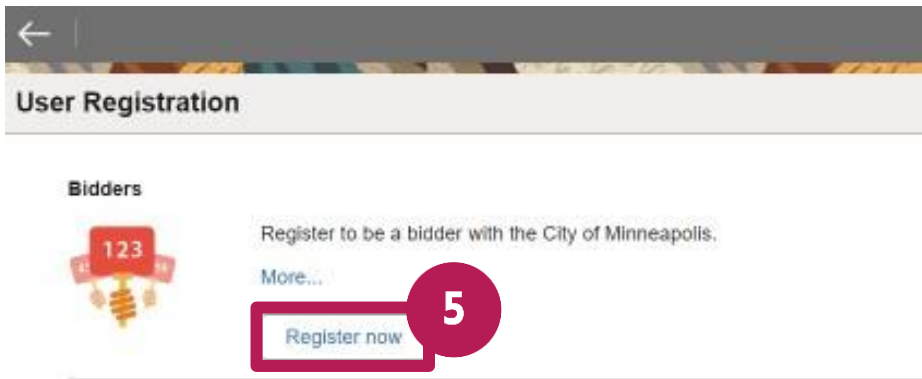
2. Review the information on the page.
3. Select the **Go to eSupplier** button.



4. Select the **Bidder/Payee Registration** tile.



5. Select the **Register now** button.



6. Select whether you're a business or an individual.

7. Select the **Next** button.

Identifying information

Note: If there is an error in your entries, you will see them in red at the top of the screen.

8. In the **ID Number** field, enter your Social Security Number (SSN), EIN, or TIN. Do not include any dashes (-).
9. In the **Entity Name** field, enter your business name or the individual name that is associated with the number you entered in the ID Number field.
10. (Optional) In the **Website** field, enter the URL to your website.
11. In the **Business Type Classification** field, select the dropdown arrow and select the appropriate option from the dropdown list.
12. In the **Profile Questions** section, review the questions and enter your responses in the appropriate fields.
 - a. Select the magnifying glass to view a list of options.
13. Select the **Next** button.

Bidder/Supplier Registration

Welcome | **Identifying Information** | Addresses | Contacts | Categorization | Submit

Exit | < Previous | Next >

Identifying Information - Step 2 of 6

Please start with providing your Tax ID Number and Legal Entity name filed with the IRS (For Individuals/Sole Proprietors, this will be your name and SSN) along with your Business Classification. The fields marked with an * are required.

Unique ID & Company Profile

* ID Number: TIN, SSN or EIN

* Entity Name

Website

Business Type Classification

Profile Questions

* To help identify your company for upcoming contracting opportunities, please describe what your business does.

* Which of the following applies to your business (Use the magnifying glass to the right to search for values and check all that)

* Please select Ethnicity of the Majority Business Owner (Use the magnifying glass to the right to search for a value).

Please enter a Doing Business As Name (DBA) if applicable

Comments

* Required field

Exit | < Previous | **Next >**

Addresses

14. Enter your business' primary address, including the city, postal zip code, and state.
15. Enter your email address.
16. (Optional) If your business has more than one address, select the box next to the address type that you need to enter.
17. Select the **Next** button.

The screenshot shows the 'Addresses - Step 3 of 6' form. At the top, a progress bar indicates the current step. The form is titled 'Addresses - Step 3 of 6' and includes a sub-header 'Please provide your primary business address along with any additional business addresses that you may have.' The form is divided into two main sections: 'Primary Address' and 'Other Addresses'. The 'Primary Address' section contains fields for Country (USA), Address 1, Address 2, Address 3, City, County, Postal, and State. The 'Other Addresses' section contains checkboxes for 'Bill To Address', 'Ship To Customer', and 'Invoice Address'. The 'Next' button is highlighted with a red box and a red circle with the number 17. The 'Email Address' field is highlighted with a red box and a red circle with the number 15. The 'Primary Address' section is highlighted with a red box and a red circle with the number 14. The 'Other Addresses' section is highlighted with a red box and a red circle with the number 16.

Contacts

- There needs to be at least one contact added.
18. Select the **Add Contact** button.

The screenshot shows the 'Contacts - Step 4 of 6' form. At the top, a progress bar indicates the current step. The form is titled 'Contacts - Step 4 of 6' and includes a sub-header 'Please provide your business contacts and identify the type of contact.' The form is divided into two main sections: 'Company Contacts' and 'Add Contact'. The 'Company Contacts' section contains a message: 'You have not added any contact information to your application. Choose "Add Contact" to add new contact information.' The 'Add Contact' button is highlighted with a red box and a red circle with the number 14. The 'Next' button is highlighted with a red box and a red circle with the number 17. The 'Email Address' field is highlighted with a red box and a red circle with the number 15.

19. Enter the person's contact information, including first name, last name, email address, phone number, and contact type.
20. In the **Create eSupplier User ID** field, enter the user ID you would like to use to login to eSupplier.
21. Select the **OK** button.

Add Contacts

Contact Information

Description

* First Name

* Last Name

Title

*Email Address

* Telephone

Ext

Fax Number

Contact Type

User Profile Information

* Create eSupplier User ID

Description

Language Code

Time Zone

Currency Code

OK

Cancel

22. To add another contact, select the **Add Contact** button.
23. Select the **Next** button.

Bidder/Supplier Registration

Welcome Identifying Information Addresses **Contacts** Categorization Submit

Exit < Previous Next >

Contacts - Step 4 of 6

Please provide your business contacts and identify the type of contact.

Company Contacts

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>			Primary Address

Add Contact

* Required field

Exit < Previous Next >

Categorization

24. Select the boxes next to the sourcing categories that are applicable to your business. You'll receive notifications of solicitations and bids on events that are relevant to the categories that you select.
25. A list of the categories that you choose will appear on the right.
26. Select the **Next** button.

Bidder/Supplier Registration

Welcome Identifying Information Addresses Contacts **Categorization** Submit

Exit < Previous **Next >**

Categorization - Step 5 of 6

Select the commodities and/or services that align with your business to receive notifications of solicitations and bid on events that apply. Select to add or de-select to remove categories applicable to your business.

Select All Un Select All

City of Minneapolis Sourcing Categories

Sourcing - Sourcing Categories

Sell Categories

- PROF_TECH_SERVICES - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES
- PT_ADVERTISE_SVC - ADVERTISING DESIGN AND CONSULTING SERVICES
- PT_ARCHITECT_SVC - ARCHITECTURAL DESIGN SVCS & CONSULTING SERVICES
- PT_ARTIST_SVCS - ARTIST AND ILLUSTRATION DESIGN SERVICES & CONSULTING
- PT_BACKGRND_SCREEN - BACKGROUND SCREENING SERVICES
- PT_BUSINESS_SVCS - BUSINESS DEVELOPMENT/MANAGEMENT & CONSULTING SERVICES
- PT_WEB_DESIGN_SVC - WEB DESIGN SERVICES AND CONSULTING
- PT_IT_SYST_INTG_SV - COMPUTER SYSTEM PROGRAMMING, DESIGN & INTEGRATION SVCS
- PT_CONSTRUCTION_SV - CONSTRUCTION PLANNING, MGMT & CONSULTING SERVICES

My Categories

Category	Description
PT_ADVERTISE...	ADVERTISING ...
PT_ARCHITE...	ARCHITECTURA...
PT_ARTIST...	ARTIST AND I...

Submit

27. Confirm that your email address is correct.
28. Check the box to accept the Terms of Agreement
29. Select the **Submit** button.

Bidder/Supplier Registration

Welcome Identifying Information Addresses Contacts Categorization **Submit**

Exit < Previous **Next >**

Submit - Step 6 of 6

I certify that the information supplied on this bidder registration is correct to the best of my knowledge. I further certify that in doing business with the City of Minneapolis my firm is in compliance with policy relating to conflict of interest. Select the "Review" button to review the registration information. Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Email communication regarding this registration will be sent to:

Terms and Conditions

☐ Select to accept the Terms of Agreement below.

Terms of Agreement

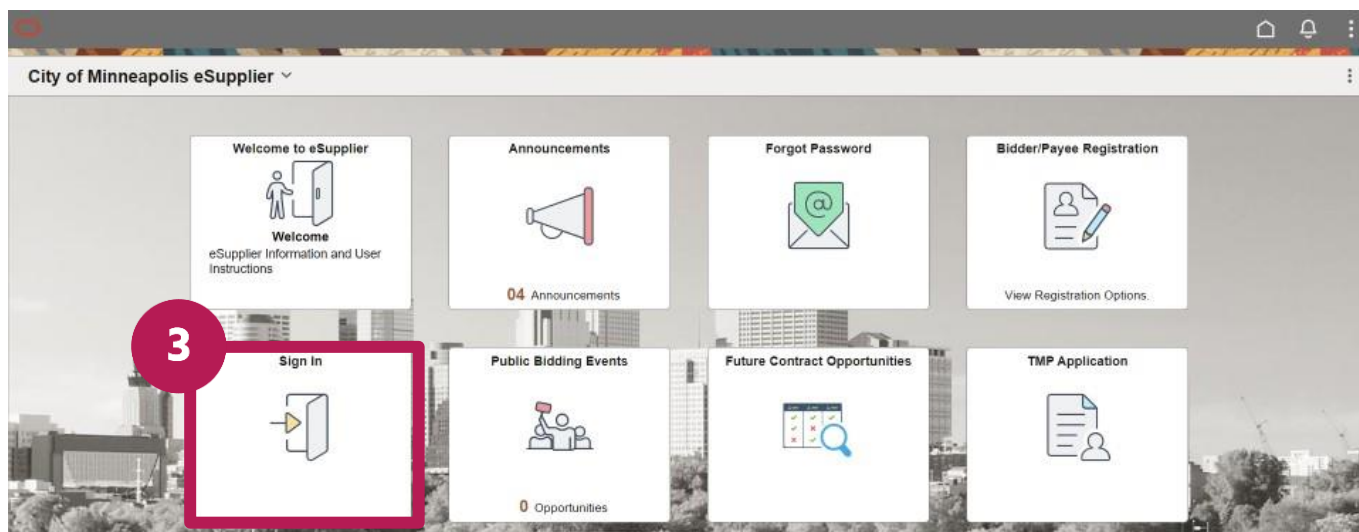
Review **Submit**

Exit < Previous **Next >**

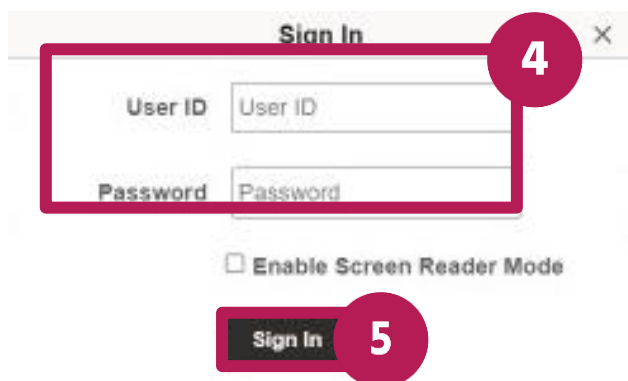
30. After you've successfully submitted your registration, a confirmation message will appear.

Change your password

1. After your request has been approved, you will receive an email that contains your User ID and a temporary password.
2. Select the link in the email to go to the eSupplier page.
3. Select the **Sign In** tile.



4. Enter your User ID and temporary password.
5. Select the **Sign In** button.



6. You'll see a message letting you know that your password has expired. Select the **Click here to change your password** link.



Your password has expired.

[Click here to change your password.](#)

7. In the **New Password** field, enter your new password.
8. Enter your new password again.
9. Select the **Change Password** button.

The screenshot shows a 'Change Password' form. At the top, there is a header bar with 'Test1' on the right. Below the header, the form has fields for 'User ID' and 'Description'. The main section contains three password fields: '*Current Password' (with masked characters), '*New Password', and '*Confirm Password'. A red box highlights the '*New Password' and '*Confirm Password' fields, with a red circle containing the number '8' next to it. A red circle containing the number '7' is next to the '*Current Password' field. A red circle containing the number '9' is next to the 'Change Password' button. Below the password fields, there is a text block explaining the password requirements: 'The City's password requirements are: Must be at least 16-character length; Must contain at least one UPPER CASE letter and at least one lower case letter; Must contain at least one number and one special character (e.g. @, #, \$, %, *), spaces not allowed.'

10. Select the **Yes** button.

The screenshot shows a confirmation dialog box with the text 'Your password has successfully been changed, Continue to Homepage?'. Below the text are two buttons: 'Yes' and 'No'. A red box highlights the 'Yes' button, with a red circle containing the number '10' next to it.