Convert from Bidder to Supplier

Sometimes suppliers may accidentally register as bidders on the Supplier Portal. If you registered as a bidder on the Supplier Portal and need to register as a supplier instead, then you will receive an email instructing you to convert your profile from bidder to supplier on the Supplier Portal.

Please note that you will not be able to receive payments and/or purchase orders from the State of Minnesota until you are registered as a supplier.

Steps to complete

- Step 1: Sign in to the Supplier Portal.
- Step 2: Update your profile from bidder to supplier and submit it for approval.

Step 1: Sign in to the Supplier Portal.

1. To complete your bidder to supplier conversion, open the email from the State of Minnesota that says, “Action Required to Complete your Supplier Registration.”
2. In this email, select the URL to open the Minnesota Supplier Portal.
**Note:** You must receive this email for your bidder to supplier conversion to be successful. If you have any questions about this email or need it to be resent, please contact the Vendor Team at the State of Minnesota via email: vendor.mmbefax@state.mn.us.

3. On the **Minnesota Supplier Portal page**, select the **Sign In** tile.

![Sign In tile](image)

4. When the **Sign In** window displays, enter your **User ID** and **Password**.

5. Press the **Sign In** button.

![Sign In window](image)
Step 2: Update your profile from bidder to supplier and submit it for approval.

1. After signing in to the Supplier Portal, select the Manage Profile tile.

2. The Manage Profile page will display. To change your profile from bidder to supplier, select Initiate Bidder Change from the left-menu.
3. On the Welcome page, use the drop-down list to select the type of entity you represent in the Entity Type field.

4. Press the Next button to continue.

5. On the Identifying Information page, make sure the correct name is entered in the Legal Name field.

6. Enter the appropriate information in the Minnesota Tax ID, Additional Name, and URL fields, if applicable.

7. In the Profile Questions asking for the type of contractor, approximate annual sales, and the number of employees, use the Look Up List icon to open and select the appropriate answer.

8. For last question, open the drop-down list and select “Yes” or “No” to answer if there has been an ownership change within the past two years.

   **Note:** If you select “Yes” for this question, you will also need to fill out the Vendor Name Change Request form online: [https://mn.gov/mmb-stat/documents/swift/vendor/supplier-name-change-request-form.pdf](https://mn.gov/mmb-stat/documents/swift/vendor/supplier-name-change-request-form.pdf).

9. Press the Next button to continue.
10. On the Addresses page, review and/or update the DBA Name, Address, and Email ID fields under the Primary Address section to ensure the correct information is entered.
11. If the remittance address differs from the primary address, scroll down to the Other Address section and check mark the Remittance Address, If Difference box. Then, enter the appropriate information in the DBA Name, Address, and Email ID fields for the remittance address.

12. Press the Next button to continue.
13. On the Payment Information page, enter your banking information by check marking the box to enter EFT/Bank Information. Then, fill out the fields in the Payment Preferences and Supplier Banking Information sections.

14. Press the Next button to continue.

15. On the Categorizations page, review the UNSPSC codes and/or update them by adding or deleting codes:
   - To search for a UNSPSC code, enter a description of the commodity and/or service code in the Description fields and/or Category field, and then press the Search button.
   - To add a UNSPSC code, check mark the Selected Flag box next to that code, and then press the Add Selected button.
   - To delete a UNSPSC code, select the Delete icon next to that code.

16. Press the Next button to continue.
17. On the Submit page, enter your email in the Email communication field.
18. Enter your password in the Password field.
19. Select the Terms of Agreement link to open and review the Terms of Agreement.
20. Select the Print link to open up these Terms of Agreement in a printable browser window, and press the Return button to return to the Submit page.
21. Back on the *Submit* page, check mark the *Select to Accept the Terms of Agreement below* box to accept those terms.

22. Press the *Review* button to review all changes to your profile.

23. On the *Review Page*, review the supplier registration information, and select the *Edit* link for any sections that require further changes or updates.

   **Note:** If you select any of the *Edit* links, you will be returned to one of the previous pages (*Identifying Information, Address, Payment Information, Categorization*).
24. When finished reviewing supplier registration information on the Review Page, scroll down and press the Return button to return to the Submit page.

25. Back on the Submit page, press the Submit button to continue.

The Registration Submit Details page will display to confirm successful submission.
You will also receive an automatic email confirming that the submission to convert your profile from bidder to supplier is pending review.

A Bidder-To-Supplier Registration Submission is Pending Review

Details

An Approval has been requested for Registration 0001089107 -- TEST BIDDER.

If you have any further questions regarding your registration process, please contact Minnesota Management & Budget (MMB) Bidder and Supplier Helpline at (651) 201-8106.

This message was automatically generated on 2021-08-06 at 12:59.00.000000. Please do not reply to this email.

Thank you,

State of Minnesota

Within three business days, the State will review your submission and send an email to confirm approval.