

QUICK REFERENCE GUIDE

Updated January 23, 2025

Update Bidder Profile and Information

Company Address and Categorization Codes

Bidders registered with the State of Minnesota can update their information on the State of Minnesota Supplier Portal by making changes to the company address and categorization codes. Updates are typically approved within two business days.

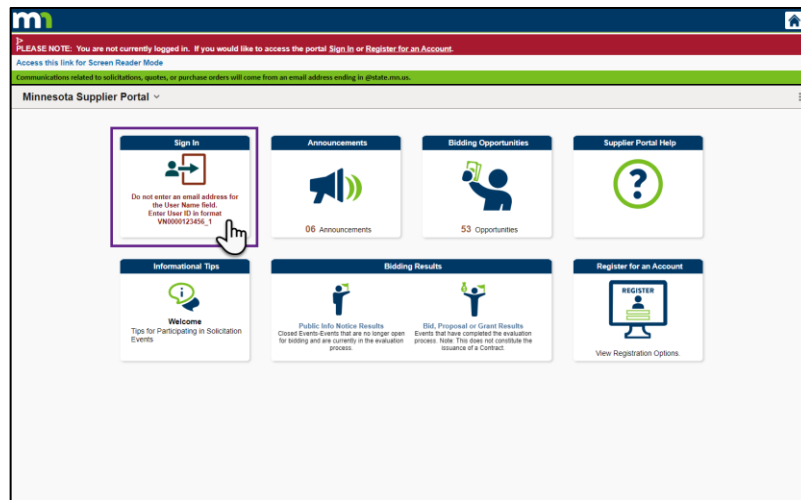
Steps to Complete:

- Step 1: Log in to the Supplier Portal.
- Step 2: Initiate Bidder Change.
- Step 3: Update Company Address.
- Step 4: Contacts Page.
- Step 5: Update Categorization Codes.
- Step 6: Submit Changes to Bidder Information.

Step 1: Log in to the Supplier Portal.

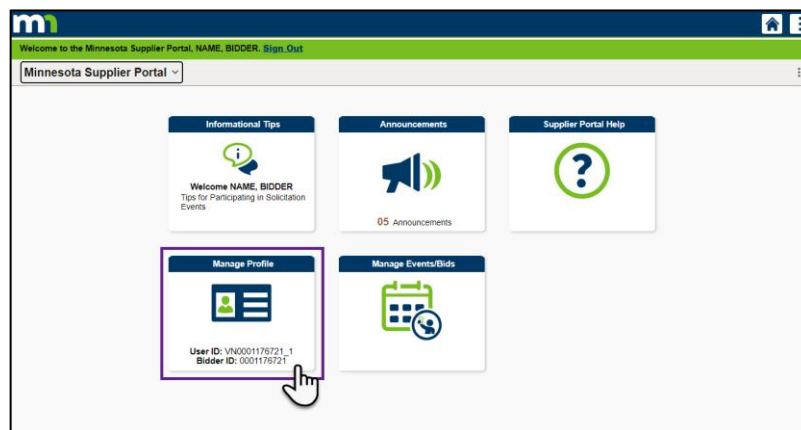
Access the Supplier Portal from the following link: <http://mn.gov/supplier>.

1. To log in to the Supplier Portal, select the **Sign In** tile.
2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).



Step 2: Initiate Bidder Change.

1. Select the **Manage Profile** tile.



2. The *Manage Profile* page will display. From the left-menu, select *Initiate Bidder Change*.

Step 3: Update Company Address.

1. The *Address* page for the *Initiate Bidder Change* process will display to the work area in the right, where you can make changes to the company address.
 - To change the physical address, enter the information in the *Primary Address* fields.

Addresses - Step 1 of 4

The 'Primary Address' is your physical address. This address will be used for purchase orders/payments, unless a separate 'Remit To' address is provided.
MN addresses require county.
Select the help icon when DBA Name(s) differ from the legal name.

Primary Address

DBA Name 1: SAMPLE BIDDER
DBA Name 2:
*Country: USA United States
* Address 1: 123 SAMPLE BIDDER ST
Address 2:
Address 3:
* City: ST PAUL
County: RAMSEY * Postal: 55112
* State: MN Minnesota
*Email ID: SAMPLEBIDDER@EMAIL.COM

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Remittance Address, If Different
Address for remitting payment

[Contact Us](#)

- To change the remittance address (if different from the primary address), check mark the **Remittance Address, If Different** box, and enter the information in the *Other Address* fields.

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☒ Remittance Address, If Different

Address for remitting payment

DBA Name 1: SAMPLE BIDDER
DBA Name 2:
*Country: USA United States
* Address 1:
Address 2:
Address 3:
* City:
County: * Postal:
* State:
*Email ID:

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- When finished making changes to the company address, select the **Next** button.

NOTE: You can find this button either toward the top right or toward the bottom left.

Addresses - Step 1 of 4

The "Primary Address" is your physical address. This address will be used for purchase orders/payments, unless a separate "Remit" To address is provided.
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 *Country: USA United States
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 DBA Name 2:
 *Country: USA United States
 *Address 1:
 Address 2:
 Address 3:
 *City:
 *Postal:
 Country: *State:
 *Email ID:

Contact Us

Exit < Previous **Next >**

Step 4: Add/Update Users/Contacts.

- To add/update Users/Contacts, contact the EFT Helpline at efthelpline.mmb@state.mn.us or by phone at 651.201.8106. Select the **Next** button.

Contacts - Step 2 of 4

Every business associate who would like to participate in solicitation events should be added as a contact so that they will each receive their own unique User ID.
 Identify each contact by providing their name, telephone number, and email address.

Company Contacts

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	BIDDER NAME	123/456-7890	Primary Address

Add Contact

Contact Us

* Required field

Exit < Previous **Next >**

Step 5: Update Categorization Codes

1. The *Categorization* page will display next. To add a new United Nations Standard Product and Services (UNSPSC) Code, use the *Description* and *Category* fields to search for the code.
 - First, enter a keyword in the *Description* field(s). There are two *Description* fields, so you can enter up to two keywords using both fields by selecting the “And/Or” option from the drop-down list.
 - Next, enter the *UNSPSC* code in the *Category* field (if known). To use this field, you do not need to enter the entire code, but you do need to enter at least the first two digits.
 - Then, select the **Search** button.
2. A list of *UNSPSC* codes will display in the search results. Check mark a box to select a code, and select the **Add Selected** button. The code will now appear in the *Your Codes* section below.
3. If you need to delete any category codes, select the **Delete** icon (trash can icon) for that code in the *Your Codes* section.
4. When adding or changing the *UNSPSC* codes, select the **Next** button.

Categorization - Step 3 of 4

Categorization codes are used to identify the type(s) of goods and/or services you provide.
Add categorization codes to receive email notifications when the State of Minnesota is seeking bids for goods or services that your company provides.

Description And/Or **Search for a code**

Search

UNSPSC Codes (Search results)

Selected Flag	Category	Description
<input type="checkbox"/>	70100000	Fisheries and aquaculture
<input checked="" type="checkbox"/>	70111501	Planting services or ornamental plant or bush or tree
<input type="checkbox"/>	70111502	Pruning services or ornamental plant or bush
<input type="checkbox"/>	70111503	Tree trimming services
<input type="checkbox"/>	70111504	Bracing services
<input type="checkbox"/>	70111505	Tree surgery services
<input type="checkbox"/>	70111506	Arborist services
<input type="checkbox"/>	70111507	Removal services or ornamental plant or bush or tree
<input type="checkbox"/>	70111508	Plants or ornamental tree spraying services
<input type="checkbox"/>	70111601	Planting services
<input type="checkbox"/>	70111602	Nursery services
<input type="checkbox"/>	70111603	Floriculture services
<input type="checkbox"/>	70111701	Orchard management or maintenance services
<input type="checkbox"/>	70111702	Vineyard management or maintenance services
<input type="checkbox"/>	70111703	Garden planting or maintenance services
<input type="checkbox"/>	70111704	Horticultural counseling services

Add Selected **Select All**

Your Codes

Category	Description	Delete a code
1 70111501	Planting services or ornamental plant or bush or tree	

Next

Step 6: Submit Changes to Bidder Information.

1. The *Submit* page will display. In the *Email communication* field, the bidder's email will be populated in the Email ID field.
2. Check mark the **Terms of Agreement** box. To read the full terms of agreement, select the *Terms of Agreement* link below.
3. To review any changes, select the **Review** button.
4. To submit the changes, select the **Submit** button.

Submit - Step 4 of 4

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement.

Email communication regarding this registration will be sent to:

*Email ID

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

☒ Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

The *Registration Submit Details* page will display, which will confirm that the bidder registration request has been successfully submitted.

Registration Submit Details

Submitted

✓ Your information has been successfully submitted.

Registration ID:
0001176721

Your Bidder Registration request has been successfully submitted.

Note: When changes are made to an existing bidder account, only newly added contacts will receive emails with login instructions.

If you have any questions, contact the Minnesota Management and Budget (MMB) Supplier and Bidder helpline at (651)201-8106.