Update Bidder Profile and Information

Company Address, Contacts, and Categorization Codes

Bidders registered with the State of Minnesota can update their information on the Supplier Portal by making changes to the company address, contacts, 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: Update Contacts.
- 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 registered bidder information in the User ID and Password fields.
3. Press the Sign In button.
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.

   ![Primary Address Image]

   • 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.

   ![Remittance Address Image]
2. When finished making changes to the company address, press the **Next** button.

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

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**Step 4: Add/Update Contacts.**

1. The **Contacts** page will display next, where you can edit information for existing contacts or add information for a new contact.
To edit information for an existing contact, select the contact name. When the Add Contact page displays, edit the fields for the contact information, and then press the OK button.

**Note:** If this contact is the primary contact, make sure to check mark the Primary Contact box before pressing the OK button.

To add a new contact, press the Add Contact button. When the Add Contacts page displays, enter the new contact information, and then press the OK button.

2. When finished making changes to the contact information, press the Next button.
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, press the Search button.

2. A list of UNSPSC Codes will display in the search results. Check mark a box to select a code, and press 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 add or changing the UNSPSC codes, press the Next button.
Step 6: Submit Changes to Bidder Information.

1. The Submit page will display. In the Email communication field, enter the bidder contact’s email.

2. In the Password field, enter a password. This password requires at least eight characters, including at least one number and one special character.

3. Check mark the Terms of Agreement box. To read the full terms of agreement, select the Terms of Agreement link below.

4. To review any changes, press the Review button.

5. To submit the changes, press the Submit button.

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