

QUICK REFERENCE GUIDE

Updated June 04, 2021

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.

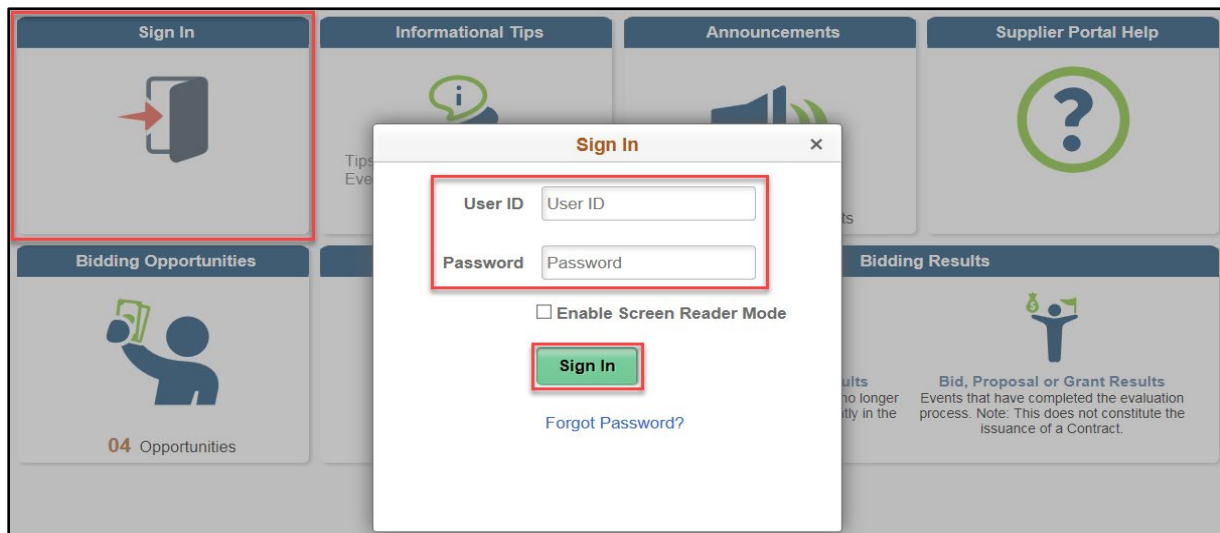
Steps to complete

- 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.

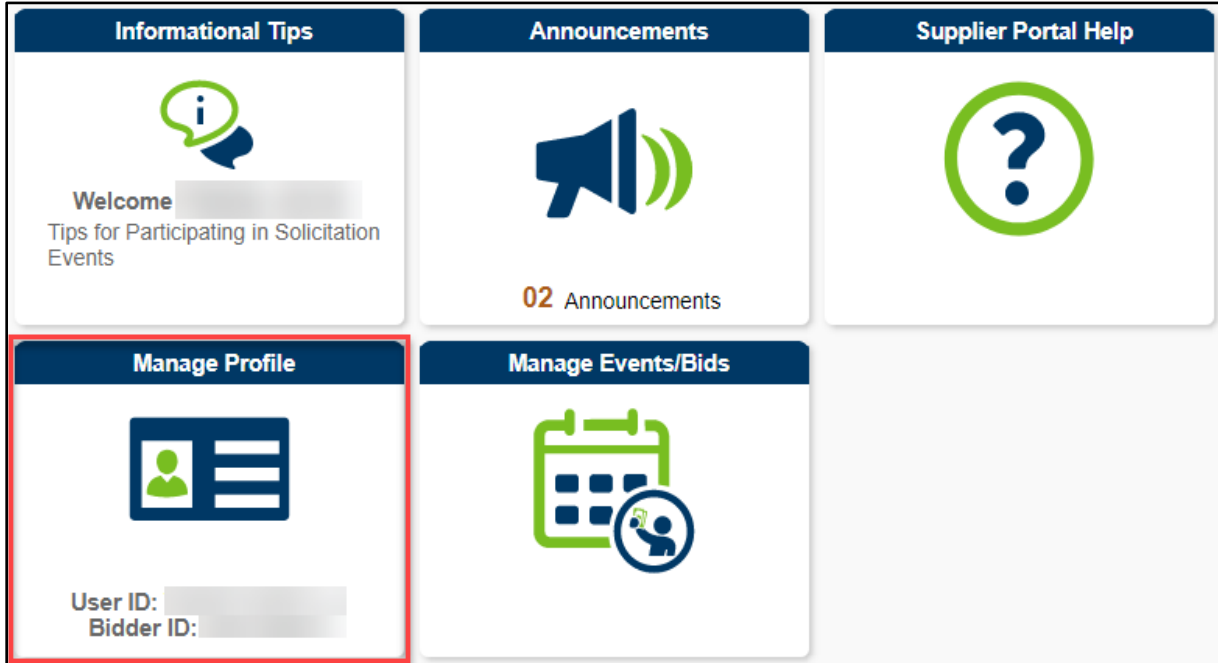
Access the [Supplier Portal](http://mn.gov/supplier) from the following link: <http://mn.gov/supplier>.

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.

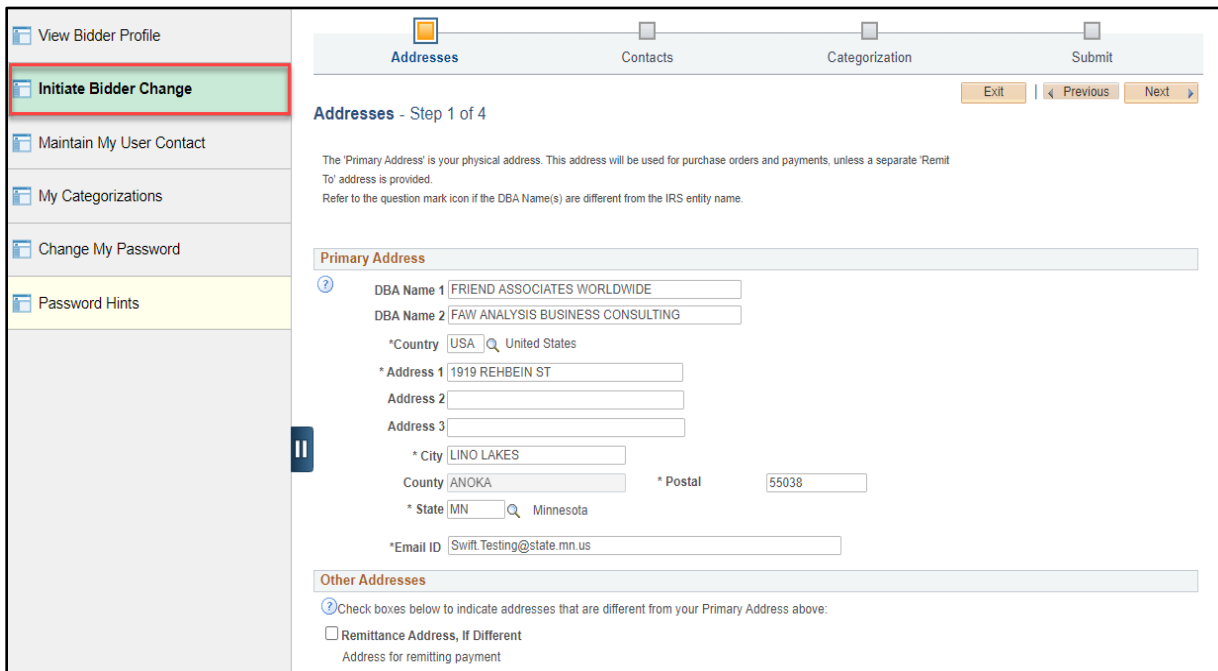


Step 2: Initiate Bidder Change.

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.

Addresses - Step 1 of 4

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided.
Refer to the question mark icon if the DBA Name(s) are different from the IRS entity name.

Primary Address

DBA Name 1 FRIEND ASSOCIATES WORLDWIDE
DBA Name 2 FAW ANALYSIS BUSINESS CONSULTING
*Country USA United States
* Address 1 1919 REHBEIN ST
Address 2
Address 3
* City LINO LAKES
County ANOKA * Postal 55038
* State MN Minnesota
*Email ID Swift.Testing@state.mn.us

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:
 Remittance Address, If Different
Address for remitting payment

- 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 FRIEND ASSOCIATES WORLDWIDE
DBA Name 2 FAW ANALYSIS BUSINESS CONSULTING
*Country USA United States
* Address 1
Address 2
Address 3
* City
County * Postal
* State
*Email ID

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.

Addresses - Step 1 of 4

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided.
Refer to the question mark icon if the DBA Name(s) are different from the IRS entity name.

Primary Address

DBA Name 1: FRIEND ASSOCIATES WORLDWIDE
DBA Name 2: FAW ANALYSIS BUSINESS CONSULTING
*Country: USA | United States
*Address 1: 1919 REHBEIN ST
Address 2:
Address 3:
* City: LIND LAKES
County: ANOKA | * Postal: 55038
* State: MN | Minnesota
*Email ID: Swift.Testing@state.mn.us

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: FRIEND ASSOCIATES WORLDWIDE
DBA Name 2: FAW ANALYSIS BUSINESS CONSULTING
*Country: USA | United States
*Address 1:
Address 2:
Address 3:
* City:
County: | * Postal:
* State:
*Email ID:
[Contact Us](#)

Navigation: Exit | Previous | **Next**

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.

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 type="radio"/>	KEVIN FRIEND	651/560-0038	Primary Address	

Add Contact

Navigation: Exit | Previous | Next

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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.

The screenshot shows two panels. The left panel, titled 'Contacts - Step 2 of 4', displays a table with one contact: KEVIN FRIEND, phone number 651/560-0038, and a 'Designate Address' dropdown set to 'Primary Address'. The 'Add Contact' button is highlighted. The right panel, titled 'Add Contact', shows the 'Contact Information' form with fields for First Name (KEVIN), Last Name (FRIEND), Title, Email ID (Swift.Testing@state.mn.us), Telephone (651/560-0038), Fax Number, and Contact Type (Executive Management). The 'Primary Contact' checkbox is checked, and the 'OK' button is highlighted.

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.

The screenshot shows two panels. The left panel, titled 'Contacts - Step 2 of 4', displays a table with one contact: KEVIN FRIEND, phone number 651/560-0038, and a 'Designate Address' dropdown set to 'Primary Address'. The 'Add Contact' button is highlighted. The right panel, titled 'Add Contacts', shows the 'Contact Information' form with empty fields for First Name, Last Name, Title, Email ID, Telephone, Fax Number, and Contact Type. The 'Primary Contact' checkbox is unchecked, and the 'OK' button is highlighted.

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

The screenshot shows the 'Contacts - Step 2 of 4' page. The table contains one contact: KEVIN FRIEND, phone number 651/560-0038, and a 'Designate Address' dropdown set to 'Primary Address'. The 'Add Contact' button is visible. The 'Next' button in the navigation bar is highlighted.

Step 5: Update Categorization Codes

- 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.
- 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.
- If you need to delete any category codes, select the **Delete** icon (trash can icon) for that code in the *Your Codes* section.
- When add or changing the UNSPSC codes, press the **Next** button.

The screenshot shows the 'Categorization - Step 3 of 4' interface. At the top, there are navigation tabs for 'Addresses', 'Contacts', 'Categorization', and 'Submit'. Below the tabs are 'Exit', 'Previous', and 'Next' buttons. The main heading is 'Categorization - Step 3 of 4'. A message reads: 'Please select the commodity and/or service codes that will be part of your purchasing strategy with the State of Minnesota.' Below this is a search form with 'Description' and 'Category' fields, an 'And/Or' dropdown, and a 'Search' button. A red box highlights the search form with the callout 'Search for a code'. Below the search form is a table of 'UNSPSC Codes (Search results)'. The table has columns for 'Selected Flag', 'Category', and 'Description'. The first row is selected, and a red box highlights the 'Add Selected' button with the callout 'Select and add a code'. Below the table is a 'Your Codes' section with a table containing one row: '1 70111501 Planting services or ornamental plant or bush or tree'. A red box highlights the trash icon next to this row with the callout 'Delete a code'.

Search for a code

Selected Flag	Category	Description
<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

Select and add a code

Category	Description
1 70111501	Planting services or ornamental plant or bush or tree

Delete a code

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.

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 following Terms of Agreement .

Email communication regarding this registration will be sent to:

Please provide password for re-access in case we should need more information from you to complete the registration process.

*Password

Password Requirements
Password length should be a minimum of 8 characters
Must use at least 1 special character (Example - Period)
Must use at least 1 number

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:
[Blurred ID]

Your Bidder Registration request has been successfully submitted.
Contacts will receive, by email, a temporary password and login instructions.

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.