

Update Supplier Profile and Information

Company Profile, Address, Contacts, Payment Profile, Categorization

Suppliers registered with the State can update their profile and information on the Supplier Portal by making changes to the company profile, address, contacts, payment profile, and categorization codes. Updates are typically approved within two business days.

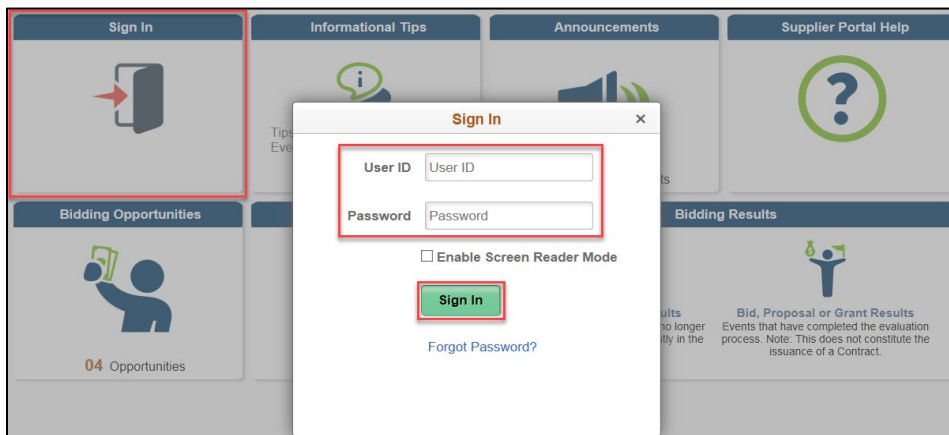
Steps to complete

- Step 1: Log in to the Supplier Portal.
- Step 2: Initiate Supplier Change.
- Step 3: Add/Update Company Profile.
- Step 4: Add/Update Address.
- Step 5: Add/Update Contacts.
- Step 6: Add/Update Payment Profile.
- Step 7: Add/Update Categorization Codes.
- Step 8: Submit Changes to Supplier Information.

Step 1: Log in to the Supplier Portal

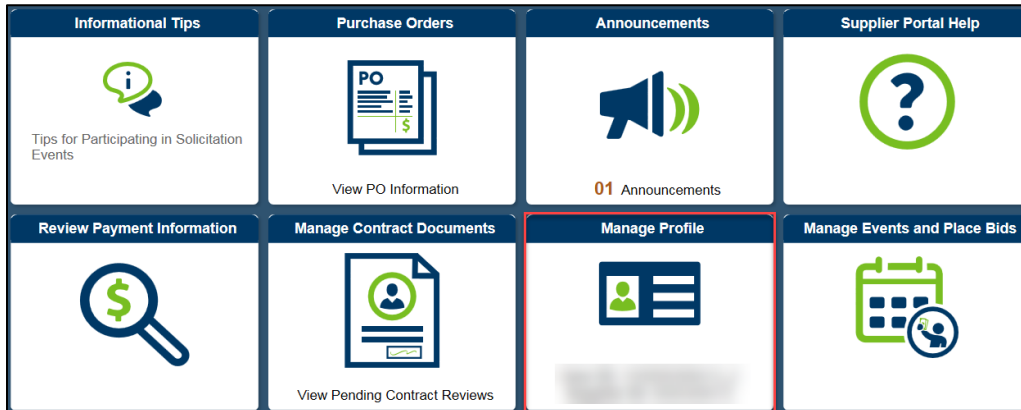
Access the [Supplier Portal](http://mn.gov/supplier) from the following link: <http://mn.gov/supplier>

1. To log in to the Supplier Portal, select the **Sign In** tile.
2. Enter registered supplier information in the *User ID* and *Password* fields.
3. Press the **Sign In** button.

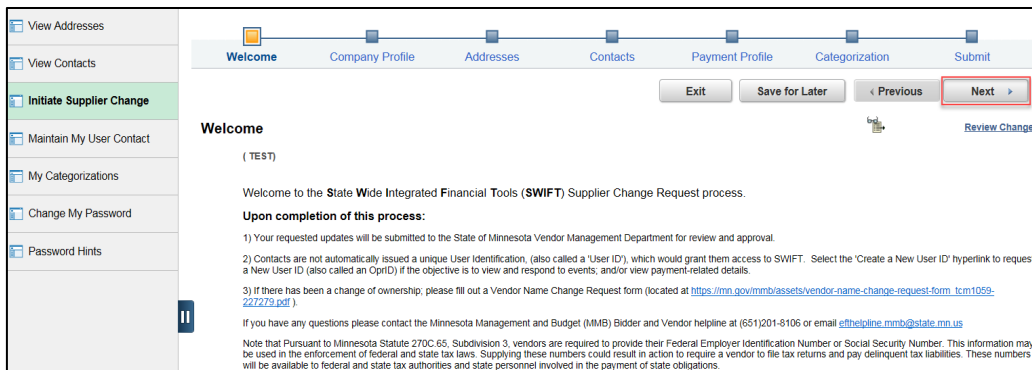


Step 2: Initiate Supplier Change

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



2. On the left-menu, select *Initiate Supplier Change*.
3. The *Welcome* screen for the *Supplier Change Request* process will display. Press the **Next** button.



Step 3: Add/Update Company Profile

1. The *Company Profile* screen will display. Under the *Unique ID & Company Profile*, verify the *Legal Name* is correct, and enter an *Additional Name*, if applicable.
2. Under the *Profile Questions*, press the **Select** button to select an appropriate answer for the first three questions, and select the appropriate radio button (**Yes** or **No**) for the final question.
3. Press the **Next** button.

The screenshot shows the 'Company Profile' form for 'TEST'. The navigation bar includes 'Welcome', 'Company Profile', 'Addresses', 'Contacts', 'Payment Profile', 'Categorization', and 'Submit'. Below the navigation bar are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area is titled 'Company Profile for TEST' and includes a note: 'Please review and update your Profile Questions, as appropriate. Note also, some Profile Question responses are now required for submission of a change request.' The form is divided into sections: 'Unique ID & Company Profile' with fields for '*Legal Name' (TEST) and 'Additional Name'; 'Profile Questions' with sections for '*Type of Contractor', 'What were your company's approximate annual sales for last year?', '*Number of Employees, (Required for MDHR Reporting Purposes)', and '*Has there has been an ownership change within the past two years?'. A large 'EXAMPLE' watermark is overlaid on the form.

Step 4: Add/Update Address

1. The *Address* screen will display. Under the *Address*, select the **pencil** icon to edit the supplier's existing address, or press the **Add New Address** button to add a new address to the supplier.

The screenshot shows the 'Addresses for TEST' screen. The navigation bar includes 'Welcome', 'Company Profile', 'Addresses', 'Contacts', 'Payment Profile', 'Categorization', and 'Submit'. Below the navigation bar are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area is titled 'Addresses for TEST' and includes a note: 'Do not override existing addresses with your new address, as, these requests will be rejected. Instead, add a new address; and, use the comments field to provide details regarding the address(es) that should no longer be considered active.' Below the note is a table with columns: 'Edit Change Action', 'Change Effective Date', 'Supplier Location', 'Address Seq #', 'Remittance/Invoice Address?', 'Purchase Order Address?', 'DBA Name 1', and 'Address Line 1'. The table contains one row with values: '001', '1', 'Yes', 'Yes', 'TEST', and '658 CEDAR ST'. A pencil icon is highlighted in the 'Edit Change Action' column. Below the table is an 'Add New Address' button.

2. Enter the *Address Information* and *Phone Information* for the supplier contact, and press **OK**.

The screenshot shows the 'Address Information for GENERAL - ST PAUL' form. The form is divided into two sections: 'Address Information' and 'Phone Information'. The 'Address Information' section includes fields for 'Description' (GENERAL - ST PAUL), 'Address Type' (GeneralOrdering), 'Address Seq Number' (1), 'DBA Name 1' (TEST), 'Country' (USA), 'Address 1' (658 CEDAR ST), 'Address 2' (400 CENTENNIAL OFFICE BLDG), 'Address 3', 'City' (ST PAUL), 'County' (RAMSEY), 'Postal' (55155), 'State' (MN), and 'Comments: Request name, phone number & reason for request'. The 'Phone Information' section includes fields for 'Phone Type' (Main), 'Location', 'Prefix', 'Telephone' (651/258-3695), 'Extension', and 'Remove'. A large 'EXAMPLE' watermark is overlaid on the form. At the bottom of the form are 'OK' and 'Cancel' buttons.

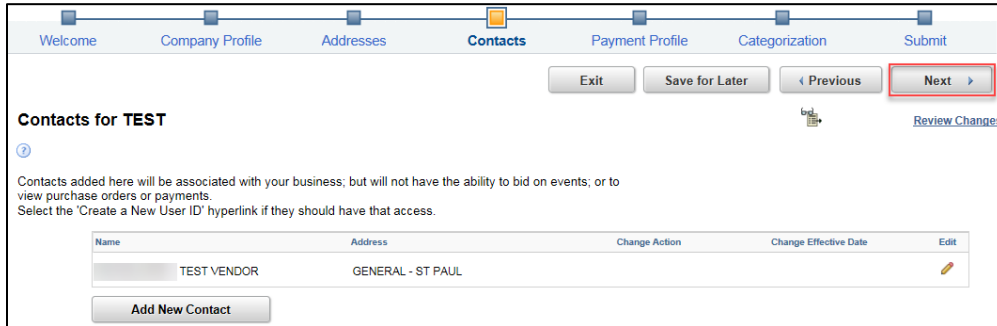
3. Press the **Next** button.

Step 5: Add/Update Contacts

1. The *Contacts* screen will display. Select the **pencil** icon to edit the supplier's existing contact information, or press the **Add New Contact** button to add a new contact to the supplier.

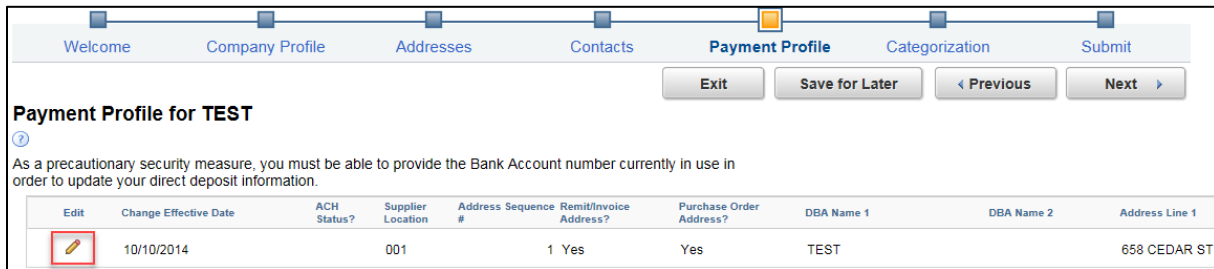
2. Enter the *Contact Information* and *Phone Information* for the supplier contact, and press **OK**.

3. Press the **Next** button.

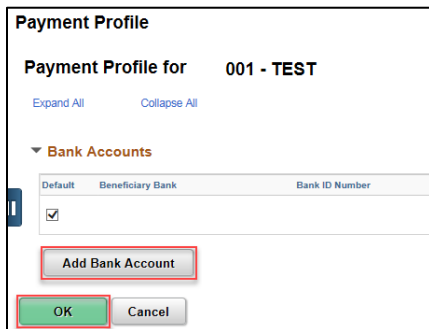


Step 6: Add/Update Payment Profile

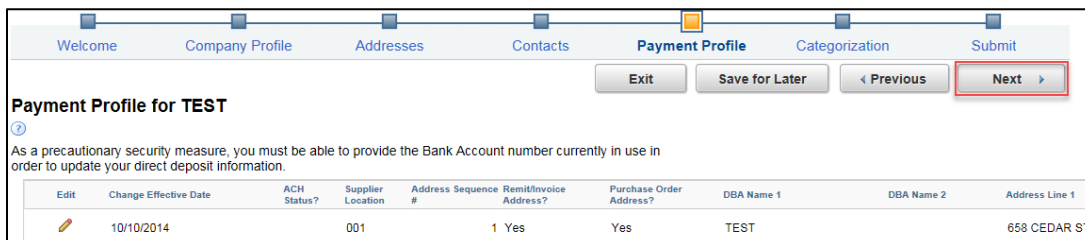
1. The *Payment Profile* screen will display. Select the **pencil** icon to edit the payment profile.



2. Press the **Add Bank Account** button to add or update banking information in the payment profile, and enter required information: Tax ID Number, account information, etc.
3. After updating banking information in the payment profile, press **OK**.



4. Press the **Next** button.



Step 7: Add/Update Categorization Codes

1. The *Categorization* screen will display. To add a UNSPSC Code, enter a keyword in the *Description* field and press the **Search** button.
2. A list of UNSPSC Codes will display as search results. Check mark a box to select the code.
3. Press the **Add Selected** button.

Categorization for TEST
(TEST)

Description And/Or

Category

Search

UNSPSC Codes (Search results)

1-6 of 6 | View All

	Selected Flag	Category	Description
1	<input type="checkbox"/>	70111704	Horticultural counseling services
2	<input type="checkbox"/>	70171604	Water conservation advisory services
3	<input type="checkbox"/>	70171605	Water rights advisory services
4	<input type="checkbox"/>	71160000	Oil and gas well project management services
5	<input type="checkbox"/>	80151600	International trade services
6	<input checked="" type="checkbox"/>	81101516	Energy or utility consulting service

Add Selected **Select All**

4. Press the **Next** button.

Welcome Company Profile Addresses Contacts Payment Profile **Categorization** Submit

Exit Save for Later < Previous **Next >**

Categorization for TEST
(TEST)

Description And/Or

Category

Search

Step 8: Submit Changes to Supplier Information

1. The *Submit* screen will display. Enter the supplier contact's email in the *Email communication* field.
2. From the drop-down list in the *Audit Reason Code* field, select the reason for adding/updating the supplier and contact information in SWIFT (e.g., "4 – Contacts Add/Update").

Optional: Specify that reason by writing it in detail in the *Comments* field.

3. Check mark the *Confirm Changes* box.
4. Press the **Submit** button.

Welcome Company Profile Addresses Contacts Payment Profile Categorization **Submit**

Exit Save for Later < Previous Next >

Review and Submit Changes for TEST

Please supply a 'Reason Code' from the drop-down list; and include in the comments section any additional details you feel will help to clarify this change request. Use the "Review" button to review changed information. Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

*Audit Reason Code 4-Contacts Add/Update

Comments add contact
243 characters remaining

Confirm Changes

Review Withdraw Submit

5. The *Tax Id Validation* screen will display. Enter the tax identification number in the *Tax ID Number* field, and press **OK**.

Tax Id Validation

Enter Tax Id

Tax Id Number

OK Cancel