Learn how to manage your business’ information in eSupplier as a supplier.

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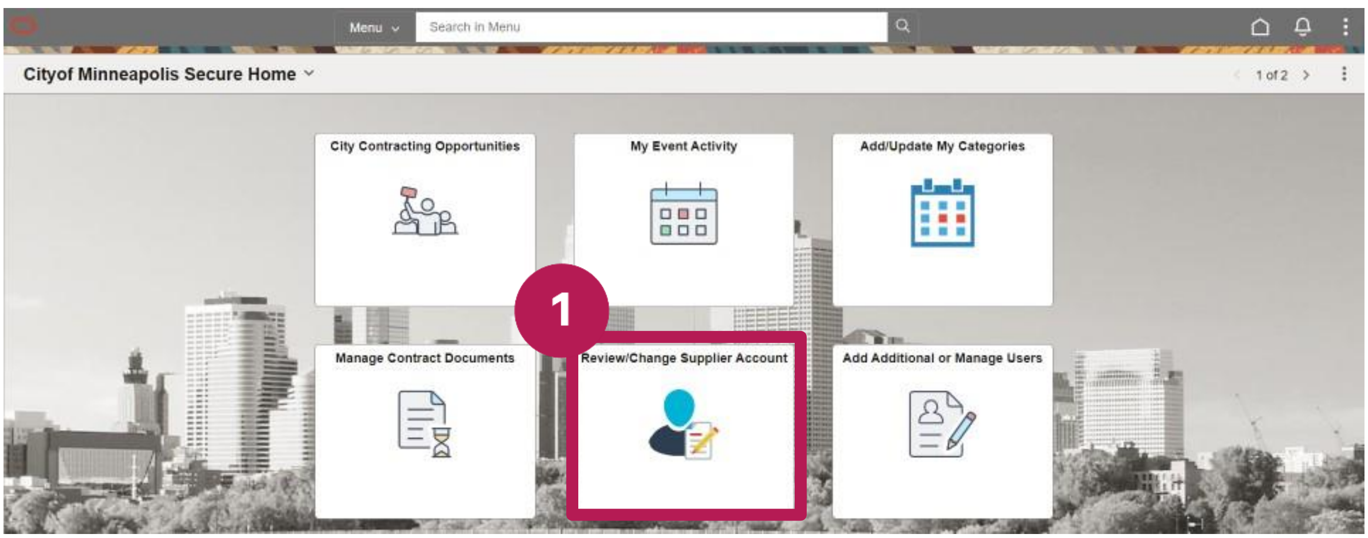
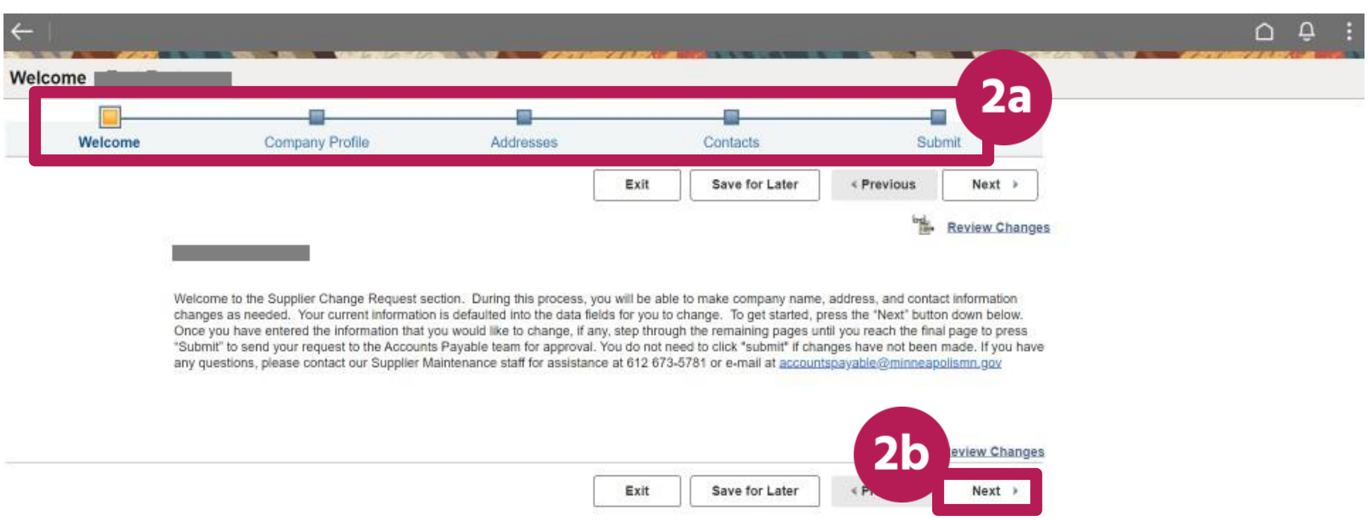
Go to your business’ profile

1. From the Supplier Secure Homepage, select the **Review/Change Supplier Account** tile.



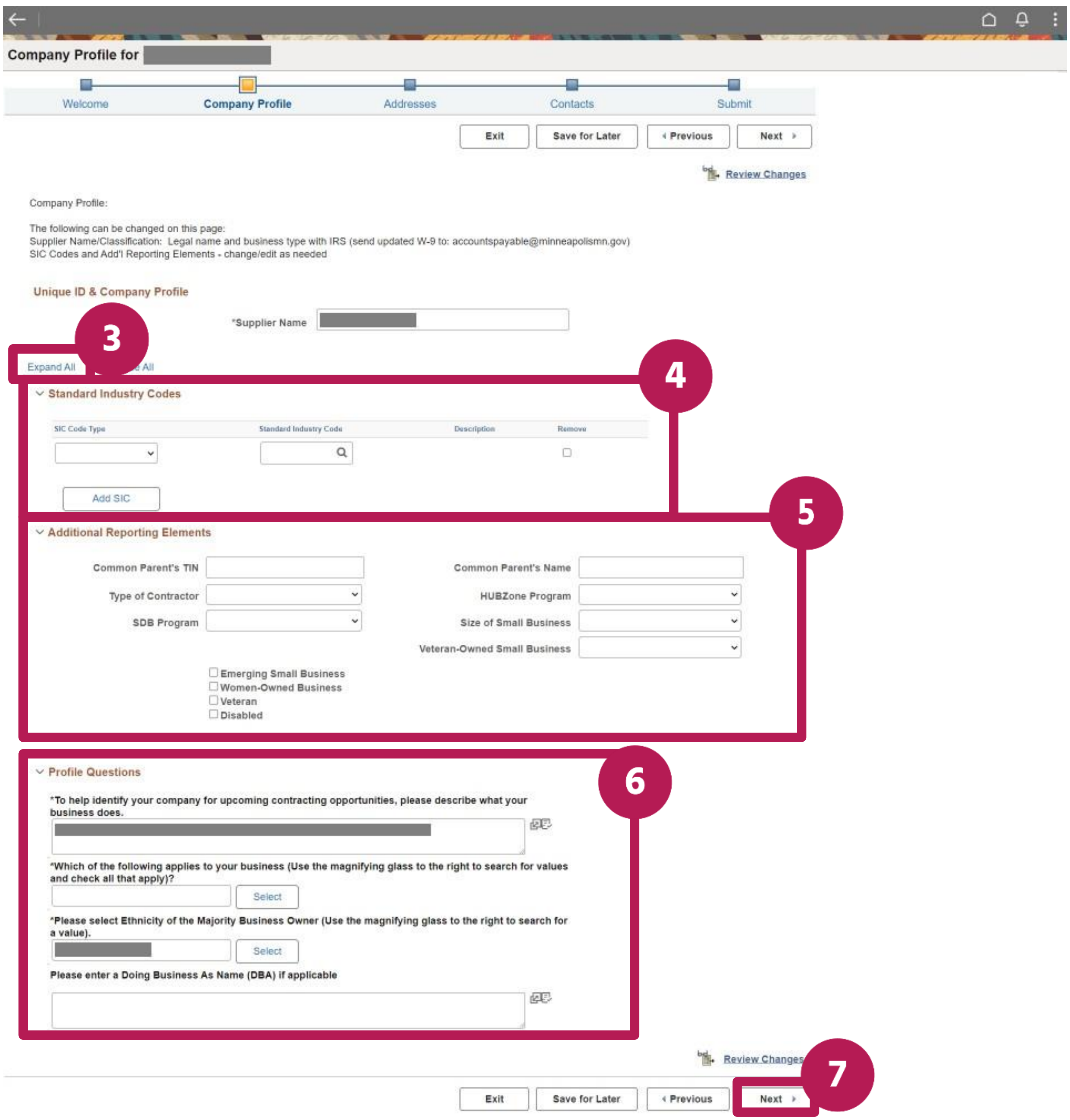
2. To navigate to the different pages, either:
   a. Select the titles in the top navigation.
   b. Or select the **Next** button.



Company Profile

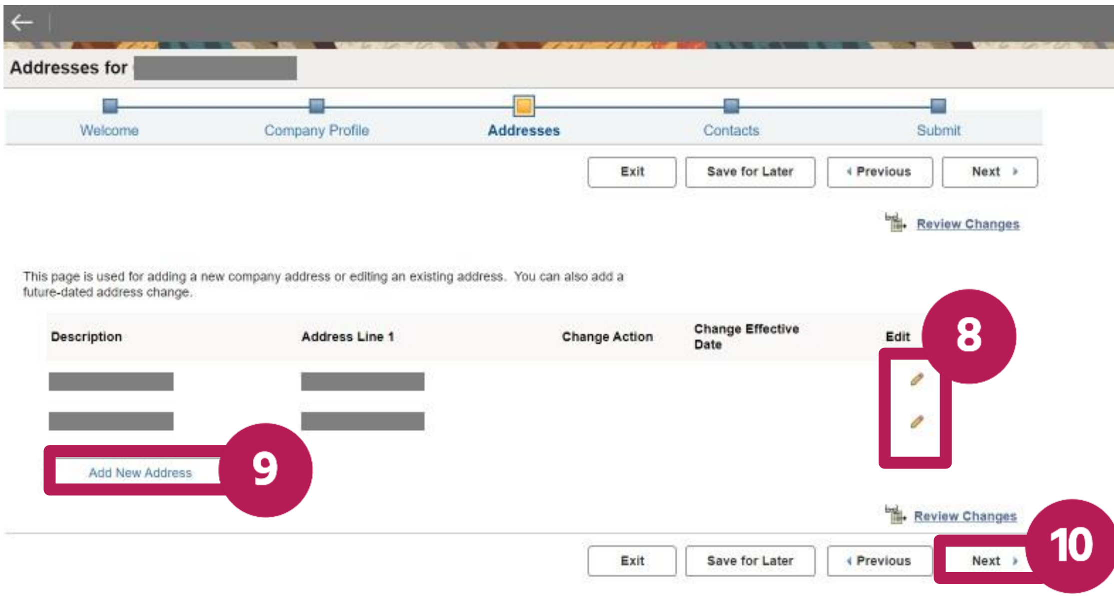
To change your supplier name or classification, you'll need to fill out a W-9 Form and send it to Accounts Payable at accountspayable@minneapolismn.gov.

3. Select the **Expand All** link to see all the parts of your business' profile.
4. In the **Standard Industry Codes** section, if you know your SIC, enter it in the appropriate field.
5. In the **Additional Reporting Elements** section, enter or select the applicable options from the various fields, such as the type of contractor your business is or if you're a woman owned business.
6. In the **Profile Questions** section, enter your responses in the required fields. This includes a request for any certification information, the ethnicity of the business owner, and a description of the services your business provides.
7. Select the **Next** button.



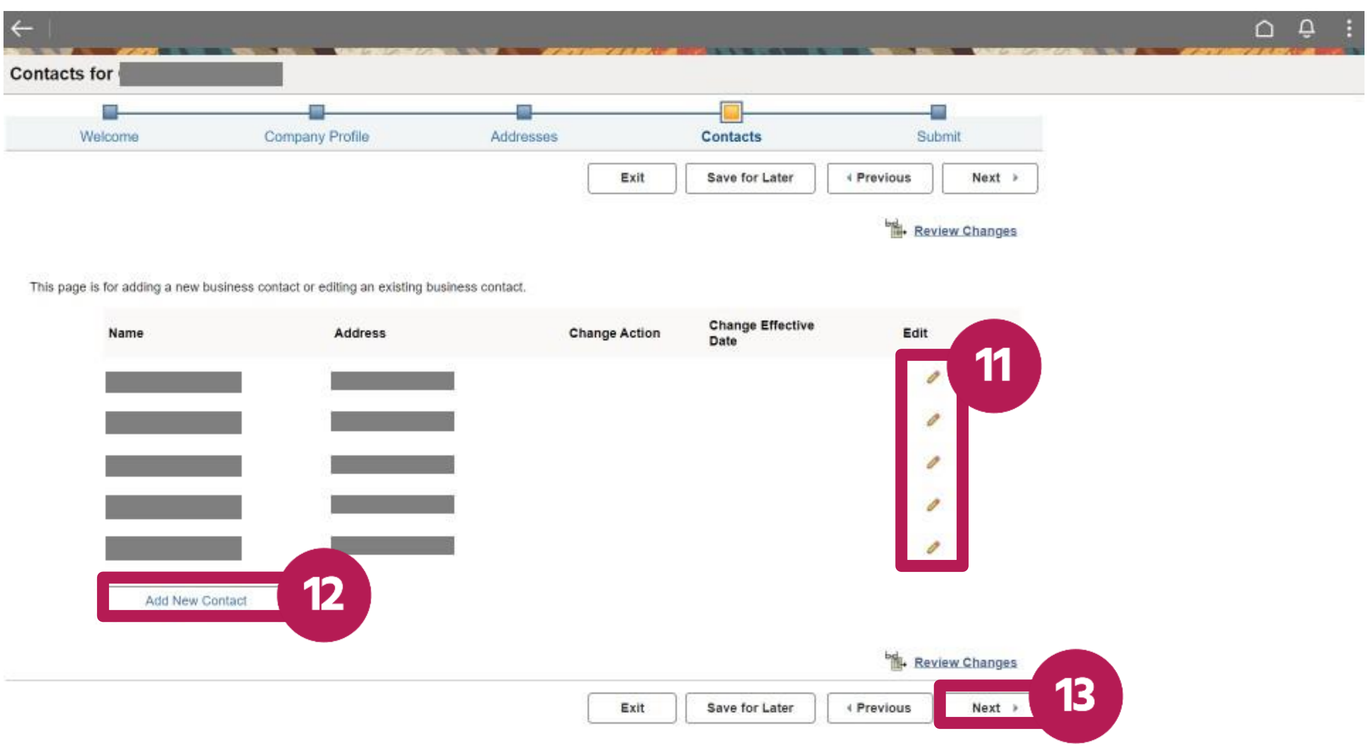
Addresses

8. To edit an address, select the **pencil** icon.
9. To add an address, select the **Add New Address** button.
10. Select the **Next** button.



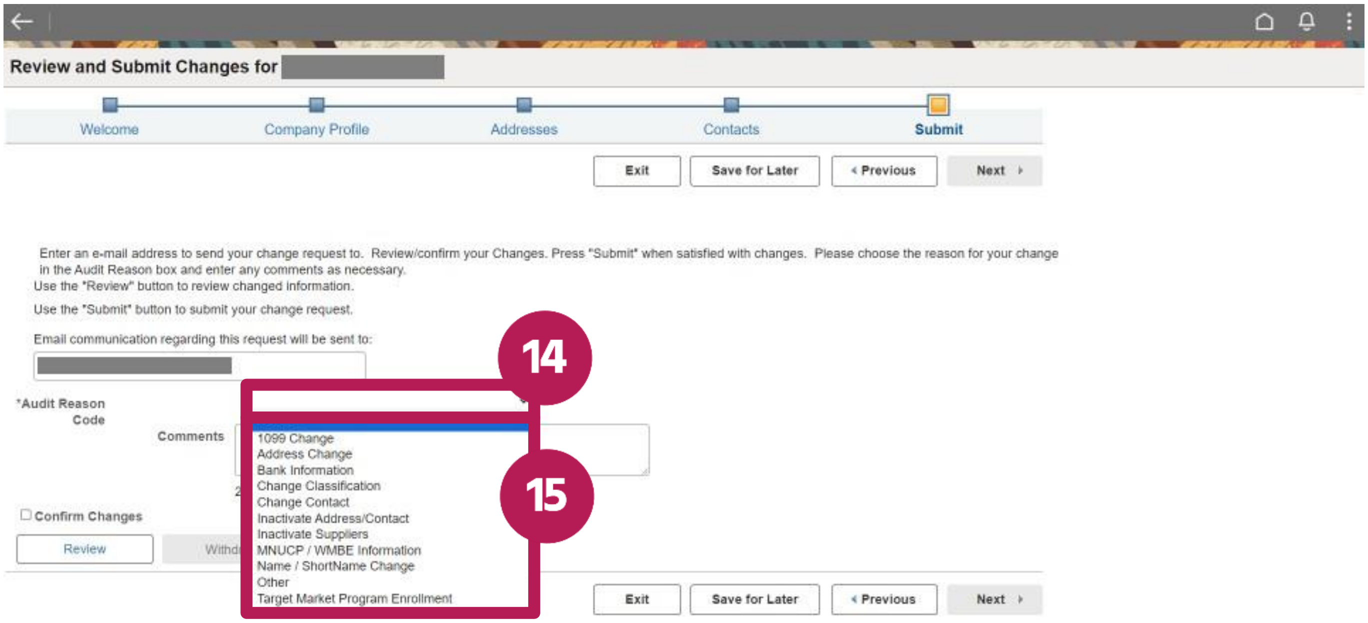
Contacts

11. To edit a contact, select the **pencil** icon.
12. To add a contact, select the **Add New Contact** button.
13. Select the **Next** button.



Submit

14. Select the **Audit Reason Code** field.
15. From the dropdown list, select the type of change that you made to your Supplier account.



16. (Optional) In the **Comments** field, enter your comments.
17. Check that the email address listed is correct. A confirmation email will be sent to this email address.
18. Select the box next to **Confirm Changes**.
19. Select the **Submit** button.
20. A confirmation screen will appear and you'll receive a confirmation email.