

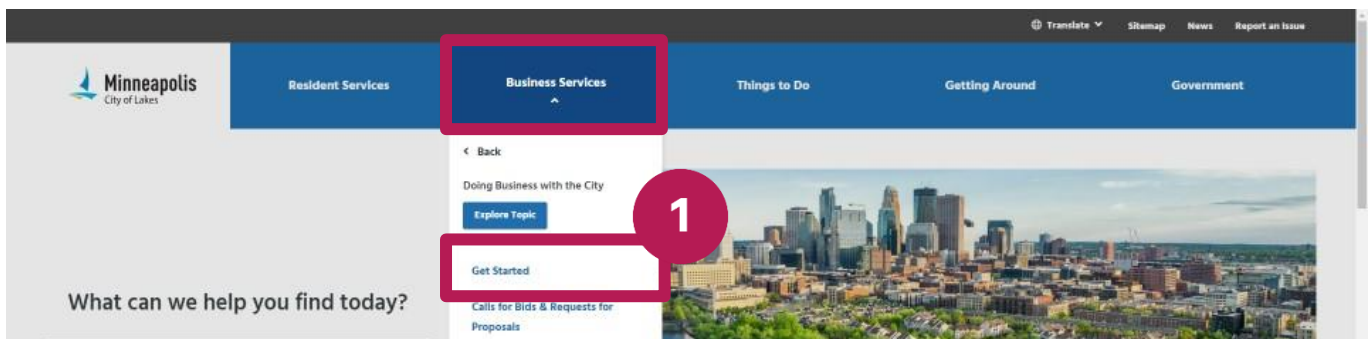
Before you can do business with the City of Minneapolis, you must first register in eSupplier.

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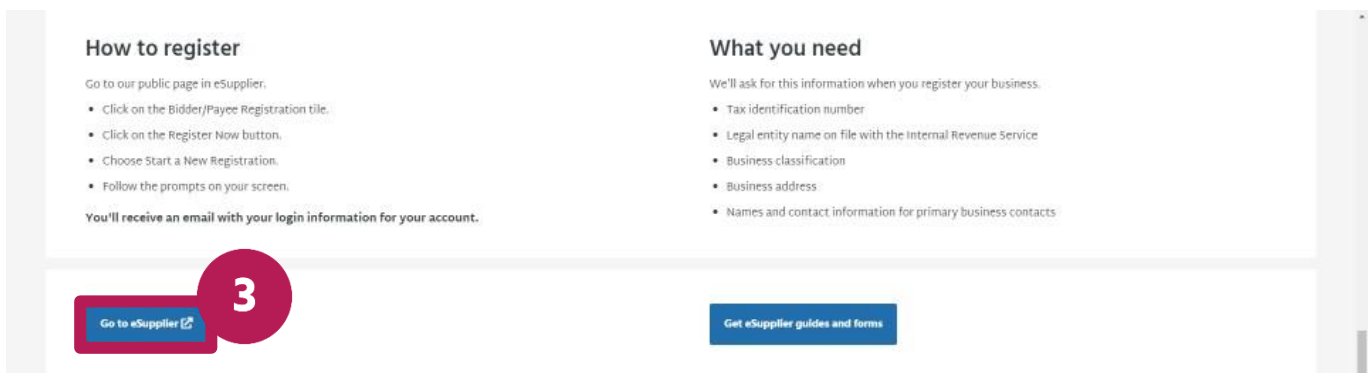
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## Welcome

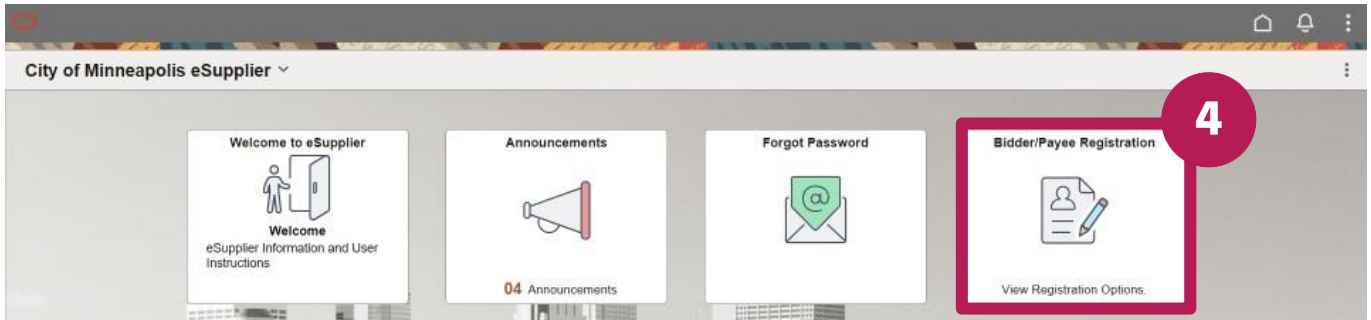
1. On the City of Minneapolis website, [go to the Get Started page](#).



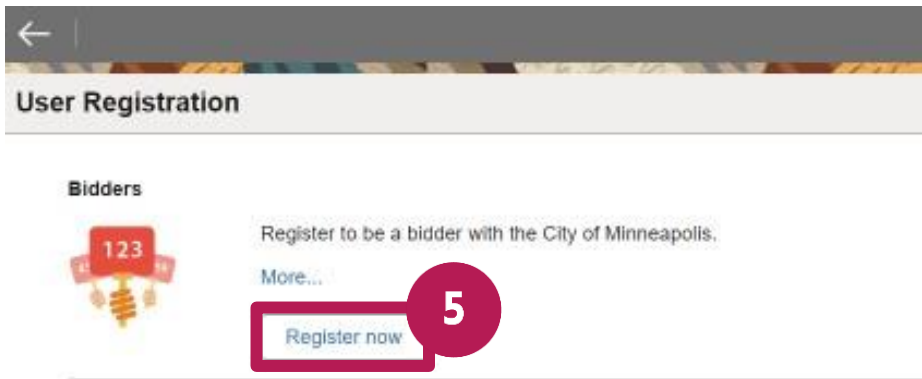
2. Review the information on the page.
3. Select the **Go to eSupplier** button.



4. Select the **Bidder/Payee Registration** tile.

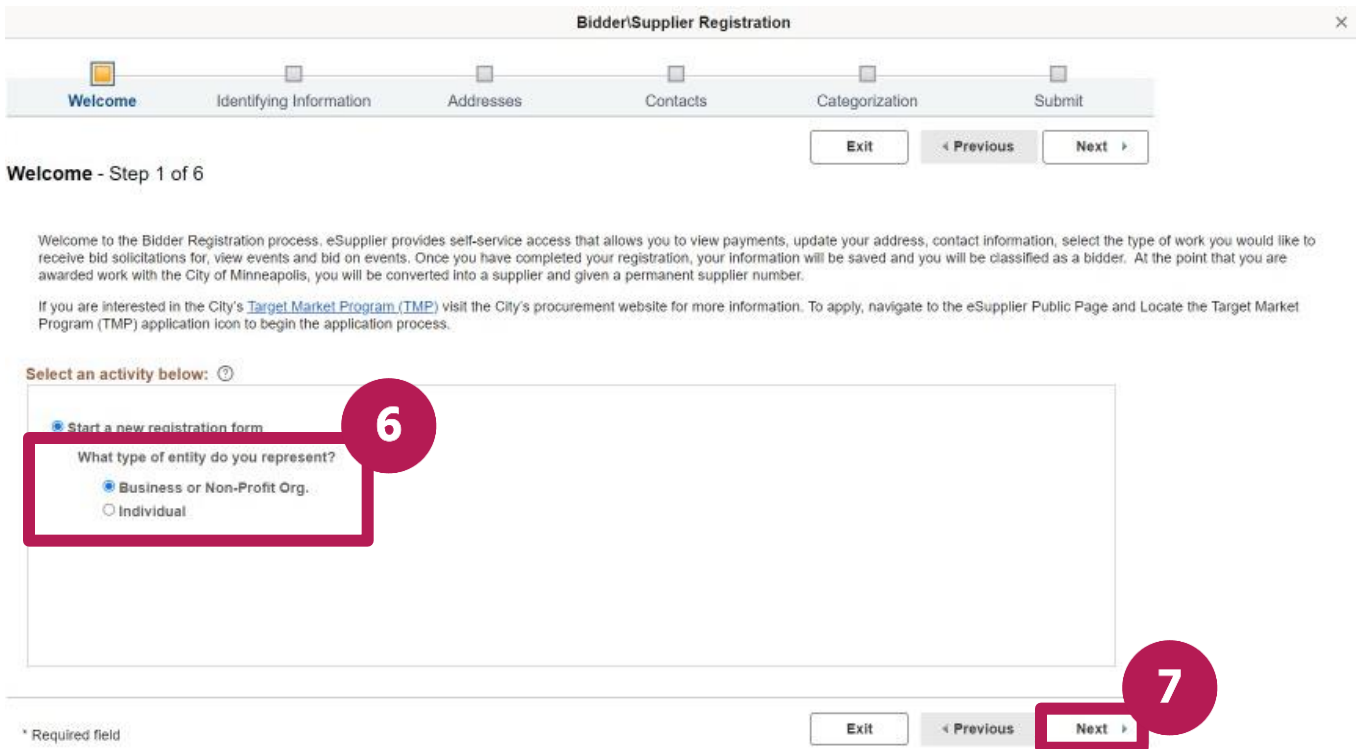


5. Select the **Register now** button.



6. Select whether you're a business or an individual.

7. Select the **Next** button.



## Identifying information

**Note:** If there is an error in your entries, you will see them in red at the top of the screen.

8. In the **ID Number** field, enter your Social Security Number (SSN), EIN, or TIN. Do not include any dashes (-).
9. In the **Entity Name** field, enter your business name or the individual name that is associated with the number you entered in the ID Number field.
10. (Optional) In the **Website** field, enter the URL to your website.
11. In the **Business Type Classification** field, select the dropdown arrow and select the appropriate option from the dropdown list.
12. In the **Profile Questions** section, review the questions and enter your responses in the appropriate fields.
  - a. Select the magnifying glass to view a list of options.
13. Select the **Next** button.

**Bidder/Supplier Registration**

Welcome Identifying Information Addresses Contacts Categorization Submit

Exit < Previous Next >

### Identifying Information - Step 2 of 6

Please start with providing your Tax ID Number and Legal Entity name filed with the IRS (For Individuals/Sole Proprietors, this will be your name and SSN) along with your Business Classification. The fields marked with an \* are required.

Unique ID & Company Profile ⓘ

\*ID Number: TIN, SSN or EIN **8**

\* Entity Name **9**

Website **10**

Business Type Classification **11**

**12**

### Profile Questions ⓘ

\* To help identify your company for upcoming contracting opportunities, please describe what your business does.

\* Which of the following applies to your business (Use the magnifying glass to the right to search for values and check all that

\* Please select Ethnicity of the Majority Business Owner (Use the magnifying glass to the right to search for a value).

Please enter a Doing Business As Name (DBA) if applicable

Comments ⓘ

\* Required field

Exit < Previous **Next >** **13**

## Addresses

14. Enter your business' primary address, including the city, postal zip code, and state.
15. Enter your email address.
16. (Optional) If your business has more than one address, select the box next to the address type that you need to enter.
17. Select the **Next** button.

**Bidder/Supplier Registration**

Welcome Identifying Information **Addresses** Contacts Categorization Submit

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**Addresses - Step 3 of 6**

Please provide your primary business address along with any additional business addresses that you may have.

**Primary Address**

\* Country USA United States

Address 1

Address 2

Address 3

City

County Postal

State

Email Address

**Other Addresses**

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

Bill To Address  
Address for remitting payment

Ship To Customer  
Address for shipping goods/service

Invoice Address  
Address from which you send invoice

Exit Previous Next

## Contacts

There needs to be at least one contact added.

18. Select the **Add Contact** button.

**Bidder/Supplier Registration**

Welcome Identifying Information Addresses **Contacts** Categorization Submit

Exit Previous Next

**Contacts - Step 4 of 6**

Please provide your business contacts and identify the type of contact.

**Company Contacts**

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

\* Required field

Exit Previous Next

19. Enter the person's contact information, including first name, last name, email address, phone number, and contact type.
20. In the **Create eSupplier User ID** field, enter the user ID you would like to use to login to eSupplier.
21. Select the **OK** button.

**Add Contacts**

**Contact Information**

Description

\* First Name  Primary Contact

\* Last Name

Title

\*Email Address

\* Telephone Ext

Fax Number

Contact Type

**User Profile Information**

\* Create eSupplier User ID

Description

Language Code English

Time Zone

Currency Code US Dollar

OK Cancel

22. To add another contact, select the **Add Contact** button.
23. Select the **Next** button.

**Bidder/Supplier Registration**

Welcome Identifying Information Addresses **Contacts** Categorization Submit

Exit < Previous Next >

**Contacts - Step 4 of 6**

Please provide your business contacts and identify the type of contact.

**Company Contacts**

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>			Primary Address

Add Contact

\* Required field

Exit < Previous Next >

## Categorization

24. Select the boxes next to the sourcing categories that are applicable to your business. You'll receive notifications of solicitations and bids on events that are relevant to the categories that you select.
25. A list of the categories that you choose will appear on the right.
26. Select the **Next** button.

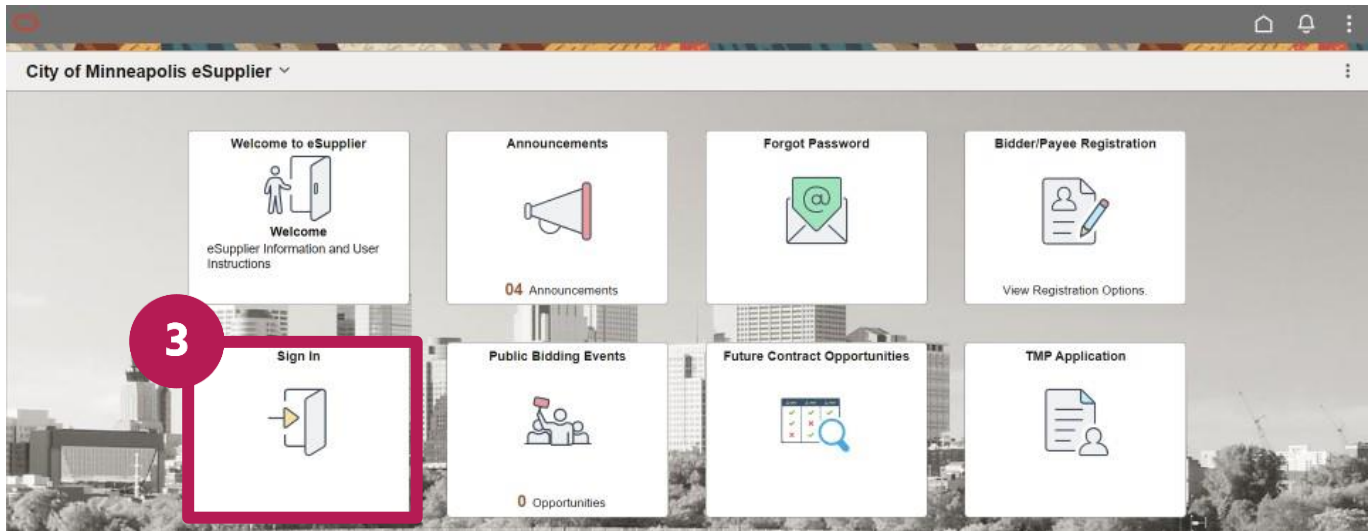
## Submit

27. Confirm that your email address is correct.
28. Check the box to accept the Terms of Agreement
29. Select the **Submit** button.

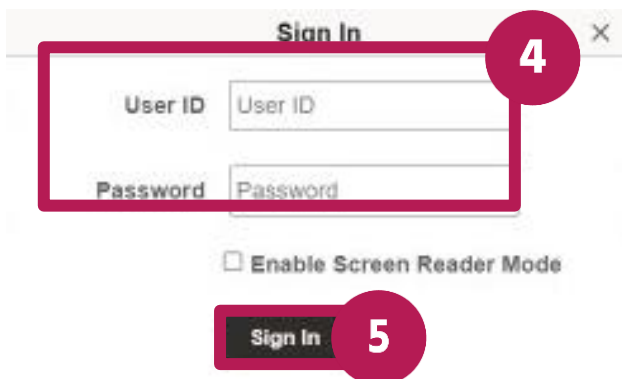
30. After you've successfully submitted your registration, a confirmation message will appear.

## Change your password

1. After your request has been approved, you will receive an email that contains your User ID and a temporary password.
2. Select the link in the email to go to the eSupplier page.
3. Select the **Sign In** tile.



4. Enter your User ID and temporary password.
5. Select the **Sign In** button.



6. You'll see a message letting you know that your password has expired. Select the **Click here to change your password** link.

Minneapolis  
comet

Your password has expired.

[Click here to change your password.](#)

7. In the **New Password** field, enter your new password.
8. Enter your new password again.
9. Select the **Change Password** button.

The screenshot shows a web form titled "Change Password" with a "Test1" tab. The form includes fields for "User ID", "Description", "\*Current Password", "\*New Password", and "\*Confirm Password". A "Change Password" button is located below the form. Three red callout boxes with white numbers are overlaid on the form: callout 7 points to the "\*Current Password" field, callout 8 points to the "\*New Password" field, and callout 9 points to the "Change Password" button. Below the form, there is a list of password requirements: "The City's password requirements are:", "Must be at least 15-character length", "Must contain at least one UPPER CASE letter and at least one lower case letter", and "Must contain at least one number and one special character (e.g. @, #, \$, %, \*), spaces not allowed."

10. Select the **Yes** button.

The screenshot shows a confirmation dialog box with the text "Your password has successfully been changed, Continue to Homepage?". Below the text are two buttons: "Yes" and "No". A red callout box with the number 10 is overlaid on the "Yes" button.