City of Minneapolis eSupplier Login and Account Information Guide

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eSupplier Login and Account Information Guide

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eSupplier Portal Overview

The City of Minneapolis' eSupplier portal provides current and potential Suppliers with self-service ability to review and change profile information, respond online to solicitations, and view transactional information. When navigating to the eSupplier Public Page, Suppliers can view City of Minneapolis Announcements, Welcome Assistance, Events, or request a password reset via the "Forgot Password" icon:
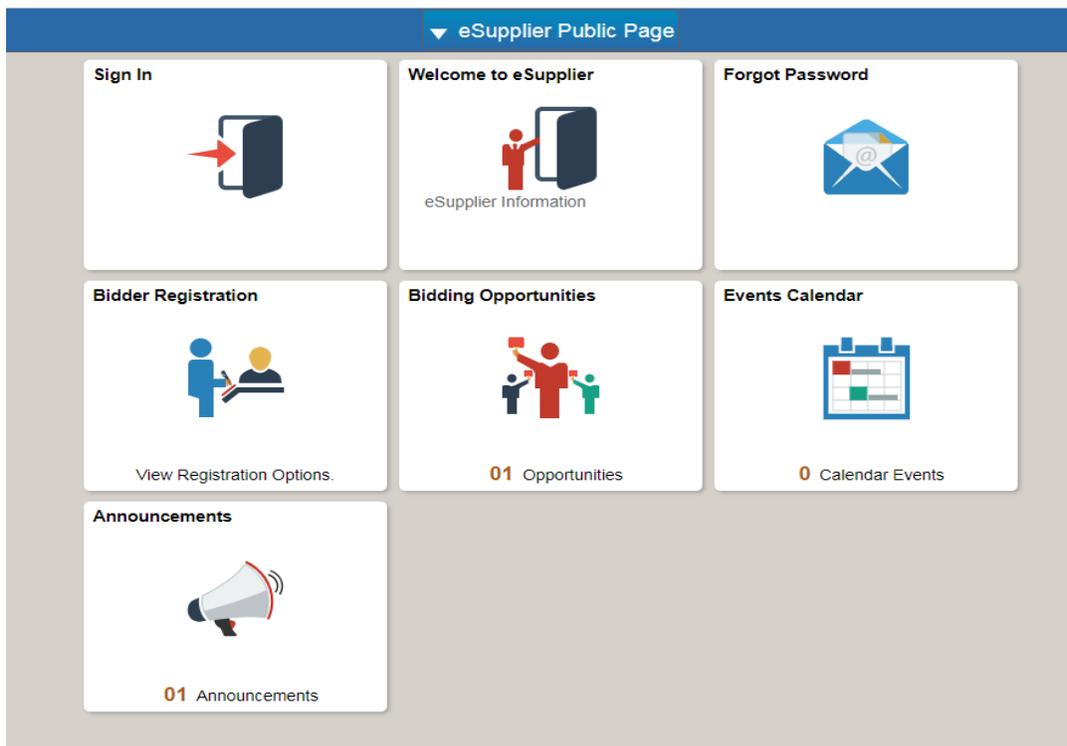
Logging into eSupplier

To sign into eSupplier, click the "Sign In" icon from the eSupplier Public Page. If you have already done business with the City of Minneapolis, you should have received an email providing you with a user ID and password. If you are a new bidder, you will receive a "new account creation" email with this information.

You can use the "forgot password" icon from the Public Page to get a password reset, however you will need to know your User ID for the password reset email to be sent. If at any point you need further assistance, contact us at: Phone: 612 673-2311 or e-mail: eProcurement@minneapolismn.gov

When signing in, Enter your Supplier User ID and 16-digit password into the sign in box:

Note** If you are required to change your password, the eSupplier Portal will prompt you to change it and display the following screen. Supply your "current" password and create a new 16-digit password:


City of Minneapolis Password Requirements:

- Must be 16-character length
- Must contain at least one UPPER CASE letter and at least one lower case letter
- Must contain at least one number and one special character (e.g. @, #, $, %, *) excluding spaces.

Once your password is reset, you will be brought back to the sign in page.

eSupplier Home Page Navigation

Once you are logged in, you will be taken to a Supplier Secure Home Page that will provide you with your organization's Supplier details. You still have the option to navigate back to the Supplier Public Page, where you signed into eSupplier, by selecting the drop-down arrow icon at the top of the page:
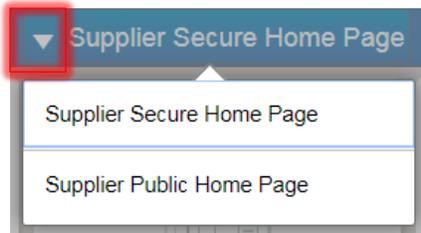

click the "Home" icon on the top right hand of your screen at any point to bring you back to your Home Page:

Supplier Account Information

Depending on if you've done business with the City of Minneapolis, the icons that display on your Supplier Secure Home Page may display differently. Bidders that have not had payment transactions, will be able to review bidding opportunities, their organization's bidding profile, and select/modify the categories associated with their organization. Suppliers that have done business with the City will also have these icons on their Home Page.
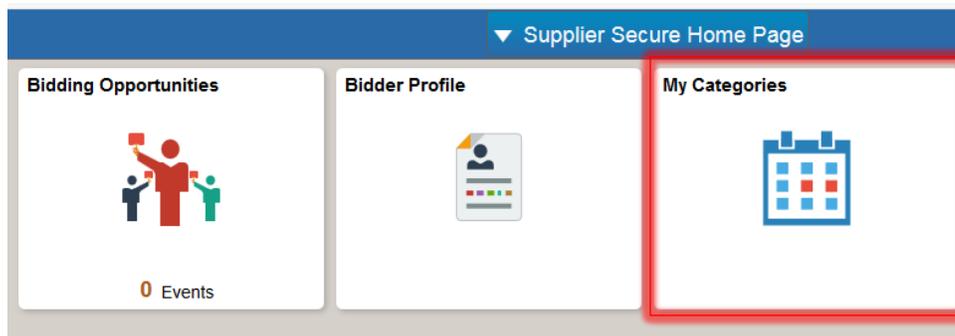
To review or modify the categories associated with your organization, simply click the "My Categories" icon from your Secure Home Page (see above). All City solicitation categories will display and any that have been selected for your organization, will be marked with a check. You can add or change these at any point by seecting/deselecting – click the **save** button at the bottom of the categories page to save any changes.

For assistance with bidding opportunities, use the eSupplier Bidding and eSignature guide located on the City's Procurement Website.

Once you've done business with the City of Minneapois, your Supplier Secure Home Page will display additional account information. Below is a list of each additional icon listed on the Supplier Secure Home Page and what will display when clicked:
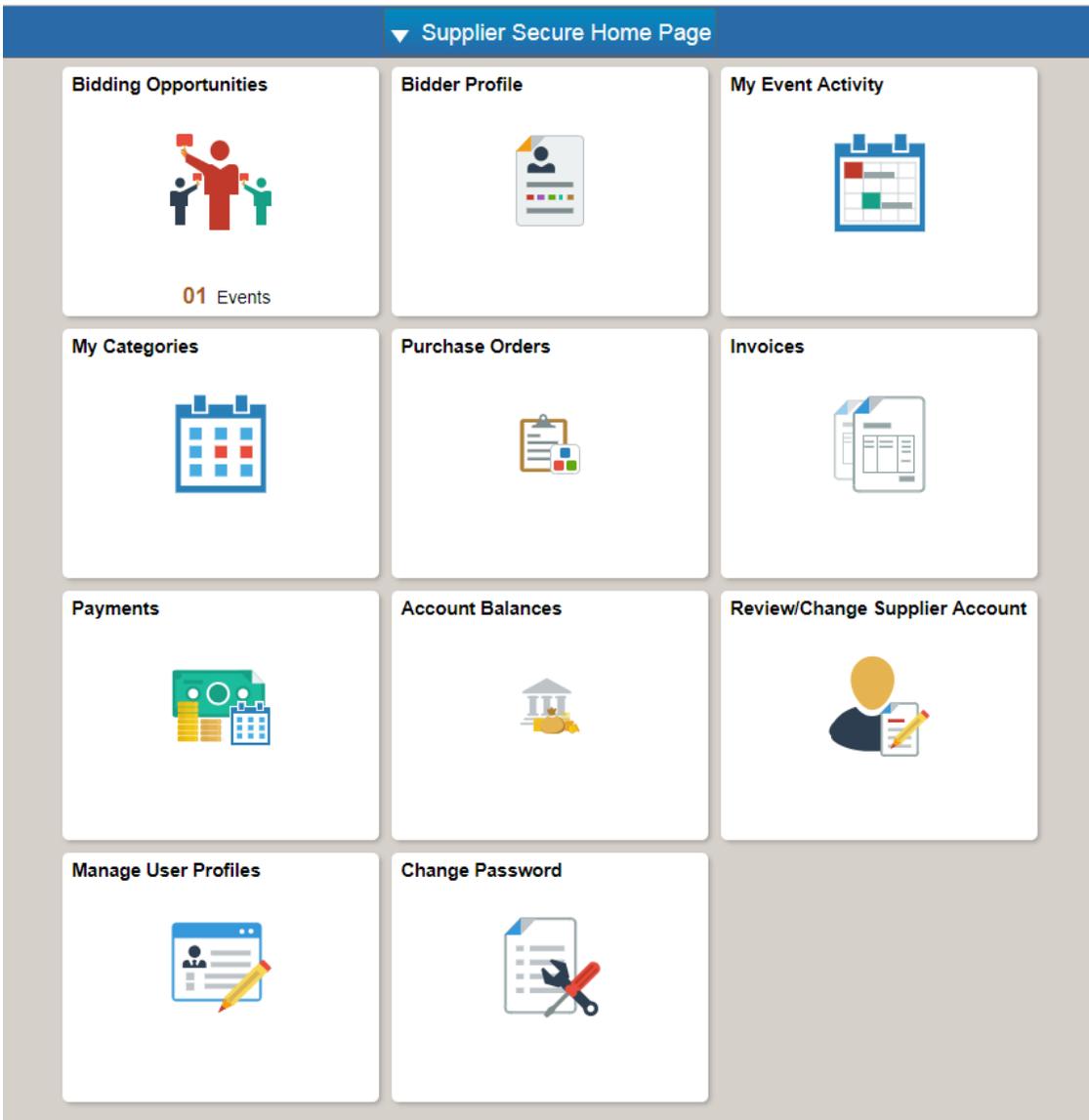
Purchase Orders (PO) - You can view any unauthorized open or closed purchase orders for your organization here. Search by the specific purchase order number (10-digits with leading zeroes) or Purchase Order date range. The magnifying glass symbol can also assist with your search. You are able to drill-down into the PO by clicking on the PO Number to find out detailed information. There is a 10 second delay when viewing the PDF version of a PO.

Invoices - You can view any posted invoices for your organization. If you know the specific invoice number (typed exactly as written on your invoice), you can enter the number in the Invoice ID field or else search using the magnifying glass symbol. You are able to drill-down into the Invoice by clicking on the Invoice Number to find out detailed information such as the related Purchase Order Number and Payment Information.

Payments - You can view any past payments for your company. If you know the specific payment ID number (10-digits with 4 leading zeroes), you can enter the number in the Payment ID field or else search by payment date range, or use the magnifying glass symbol. You are able to drill-down into the Payment by clicking on the Payment ID Number to find out detailed information.

Account Balances - You can view your current Account Balance based on invoices that have been posted for payment, but not yet paid.

Review/Change Supplier Account - Please ensure your company's details are up to date. These are the areas of the Review & Change Supplier Request page:

Company Profile
- Supplier Name and Classification are the legal name and business type as recorded by the IRS. Changes here require an updated W-9 Form sent to accountspayable@minneapolismn.gov
- Standard Industry Codes (SIC) - If you know your SIC, please enter them as applicable.
- Additional Reporting Elements - choose applicable data from data fields.

Addresses
- Review the addresses that are listed for your company to ensure that they are accurate. Press "Add New Address" to create a new address. You can create a future address change if desired.

Contacts
- Review the contact information that is listed to ensure that it is accurate. Press "Add New Contact" to create a new contact.

Submit
- If you make a change to your Supplier account details, you will be required to submit the change for review. Upon submission, enter an email address for a confirmation email to be sent to along with an audit reason for the change. The City of Minneapolis may need to contact you for further information.

Change Password – You can change your current password at any point by clicking this icon. You will then need to input your current password and confirm your new password twice. Upon submission, you will be logged out of eSupplier and brought back to the eSupplier Public Home Page where you can sign in with your new password.

Bidder Profile – This icon displays high-level organization information, such as addresses and contacts, already found within the "Review/Modify Account" tile. If you do not wish to setup a new user with access to your organizations transactions (via the User Profile time, further explained below), you can add new contacts to your organization, that will only be given bidding access on behalf of your organization.

User Profiles – Setup new user profiles for your organziation as well as review/inactivate existing ones. When adding a new user, or modifying one, these options are available:

	** FIELD INSTRUCTIONS **

Supplier Secure Home Page

Setup User

Logon Information

User ID NEWUSER

Description _____

(Examples: Fred Smith, AP Department or Buyer)

☐ Account Locked Out?

(Click here to disable the access to the system for this user)

Operator Password (Encrypted) _____

Confirm Password _____

*E-mail Address _____

Language Code English ▼

Field	Instruction
	Enter desired User ID for Loging In. If the ID is taken, a notice will appear
	Enter Name of New User
	This can be checked if a user should be locked out of eSupplier
	Enter a 16-Digit Password
	Email Address is Required

User Roles   Personalize | 🔲 | 📑   First ◀ 1 of 1 ▶ Last

Role Name	Description	

Add a User Role

Add Any or All User Roles available for selection for the new user to allow them to bid and/or see your organization's account information

Supplier Access   Personalize | 🔲 | 📑   First ◀ 1 of 1 ▶ Last

Supplier	

Add a Supplier

Save   Return to Search List

Click here to register the Supplier ID associated with your organization

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Contact Us

If at any point you need further assistance, contact us at: Phone: 612 673-2311 or e-mail: eProcurement@minneapolismn.gov