



# City of Minneapolis eSupplier Bidder Registration Guide

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# eSupplier Bidder Registration Guide

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## eSupplier Portal Overview

The City of Minneapolis’ eSupplier portal provides current and prospective Suppliers with the self-service ability to review and change profile information, respond online to solicitations, and view transactional information. When navigating to the eSupplier public homepage, Bidders and Suppliers can view City of Minneapolis Announcements, Welcome Assistance, Events, or request a password reset via the “Forgot Password” icon:



## Registering as a Bidder

If your organization has not done business with the City of Minneapolis yet, you can register as a Bidder. This will allow you to view City solicitations and RFP opportunities, as well as bid on them electronically through the eSupplier portal. For assistance with bidding on events, see the eSupplier Bidding and eSignature Guide, located on the [City's procurement webpage](#).

To register as a bidder, click on the "Bidder Registration" icon located on the public eSupplier Public Homepage (screen shot of Homepage is above). You will be taken through a series of questions requesting organizational information that will assist the City with ensuring your organization is identified correctly for future solicitation events.

The screenshot shows a web application window titled "User Registration" with a sub-section "Bidder Registration Component". At the top, there is a progress bar with six steps: "Welcome", "Identifying Information", "Addresses", "Contacts", "Categorization", and "Submit". The "Welcome" step is currently active. Below the progress bar, there are navigation buttons: "Exit", "< Previous", and "Next >". The "Next >" button is highlighted with a red box. The main content area is titled "Welcome - Step 1 of 6" and contains a welcome message: "Welcome to Bidder Registration. This system provides self-service access and allows you to view payments, update your address, contact information, view purchase orders, select the type of work you would like to receive bid solicitations for, view events and bid on events. This process combines our current supplier application and the [Target Market Program \(TMP\)](#) enrollment form. The information you provide during the bidder registration process will be reviewed to determine eligibility for the Target Market Program. Once you have completed the registration, your information will be saved and you will be classified as a bidder. At the point that you are awarded work with the City of Minneapolis, you will be converted into a supplier and given a permanent supplier number." Below this message, there is a section titled "Select an activity below: ?" with three radio button options: "Start a new registration form", "Continue from where you left", and "What type of entity do you represent?". Under "What type of entity do you represent?", there are two sub-options: "Business" (selected) and "Individual". At the bottom of the form, there is a legend for "\* Required field" and another set of navigation buttons: "Exit", "< Previous", and "Next >".

In the image above, there are a series of questions your organization will be asked throughout the registration process. Click the "Next" button to move onto the next set of questions. Questions marked with a\* are required.

**Identifying Information:** Enter high level organization information, such as tax identification number, organization name, and general profile questions. If your organization has already registered as a bidder, or is currently a supplier with the City of Minneapolis, the system will generate an error if the tax identification number is already in the system. If you receive an error and need assistance, contact the eSupplier system administrator within your organization, or contact the City at: [eProcurement@minneapolismn.gov](mailto:eProcurement@minneapolismn.gov) for assistance.

**Address Information:** Provide your organizations primary address and any additional addresses, where the ship-to, or billing may differ.

**Contacts:** When adding contacts, a user ID must also be created that will be used for logging into the eSupplier profile. You can create user ID's for anyone interested in logging into the eSupplier portal on behalf of your organization. The system will then send a new account email to all contacts that have been setup.

**Categorization:** A list of categories will display. Select all that pertain to your organization. Your categorization will assist us with properly identifying your organization for future events.

To select one or more categories, simply click the checkbox next to a category name that's specific to your organization. The City has structured the categories of services and goods into these areas:

- Professional and Technical Services
- Construction Services
- Other Services
- Goods and Supplies
- Items for rent

You can select all the categories within the above areas by selecting the checkbox area, or select individual categories within each area. When you select a category, the value will display to the right of your category page:

**Bidder Registration Component**

Welcome Identifying Information Addresses Contacts **Categorization** Submit

Exit < Previous Next >

### Categorization - Step 5 of 6

Select the commodities and/or services that align with your business in order to receive notifications of solicitations and bid on events. Choose all that apply.  
Select to add or de-select to remove categories applicable to your business

Select All Un Select All

#### City of Minneapolis Sourcing Categories

Sourcing - Sourcing Categories

Sell Categories

- PROF\_TECH\_SERVICES - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES
- PT\_ADVERTISE\_SVC - ADVERTISING DESIGN AND CONSULTING SERVICES
- PT\_ARCHITECT\_SVC - ARCHITECTURAL DESIGN SVCS & CONSULTING (NOT LANDSCAPE)
- PT\_ARTIST\_SVCS - ARTIST AND ILLUSTRATION DESIGN SERVICES & CONSULTING
- PT\_BACKGRND\_SCREEN - BACKGROUND SCREENING SERVICES
- PT\_BUSINESS\_SVCS - BUSINESS DEVELOPMENT/MANAGEMENT & CONSULTING SERVICES
- PT\_WEB\_DESIGN\_SVC - WEB DESIGN SERVICES AND CONSULTING
- PT\_IT\_SYST\_INTG\_SV - COMPUTER SYSTEM PROGRAMMING, DESIGN & INTEGRATION SVCS
- PT\_CONSTRUCTION\_SV - CONSTRUCTION PLANNING, MGMT & CONSULTING SERVICES
- PT\_CHILD\_CARE\_SVCS - DAYCARE OR CHILD CARE SERVICES

#### My Categories

Category	Description
PT_ADVERTISE_SVC	ADVERTISING DESIGN AND CONSULTING SERVICES

Upon submitting the bidder registration, those who have been setup with a new user ID will receive a confirmation email to the email address entered during registration that will provide an eSupplier password and confirm the user profile ID:

DoNotReply@minneapolismn.gov  
New User Account Creation

Your user creation request has been approved. A user profile has been created for you in the City of Minneapolis eSupplier system.

User ID: NEWBIDDERID  
Password: NEWBIDDER#3uGXX  
Bidder Name: New Bidder  
Bidder ID: 000000000000755

Please use the following link to logon to our website to change your password or view/update your information

[https://comet-fsqa.ci.minneapolis.mn.us/psp/fs92qasupplier/SUPPLIER/SUPPLIER/ERP/c/AUC\\_MANAGE\\_BIDS.AUC\\_BID\\_HOME\\_PG.GBL?Page=AUC\\_BID\\_HOME\\_PG&Action=U&BIDDER\\_ID=000000000000755](https://comet-fsqa.ci.minneapolis.mn.us/psp/fs92qasupplier/SUPPLIER/SUPPLIER/ERP/c/AUC_MANAGE_BIDS.AUC_BID_HOME_PG.GBL?Page=AUC_BID_HOME_PG&Action=U&BIDDER_ID=000000000000755)

If you have any questions regarding your user account, please contact Accounts Payable Supplier Maintenance at [eProcurement@minneapolismn.gov](mailto:eProcurement@minneapolismn.gov) or call 612-673-5781.

Thank you,  
City of Minneapolis

## Logging into eSupplier

After submitting your organization’s bidder registration, you can return to the eSupplier public homepage or use the URL from the new account email to access the sign-in icon.



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

A screenshot of the 'Sign In' form. The form is titled 'Sign In' and has a close button (X) in the top right corner. It contains two input fields: 'User ID' and 'Password'. Below the input fields is a checkbox labeled 'Enable Accessibility Mode'. At the bottom of the form is a green 'Sign In' button.

**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:

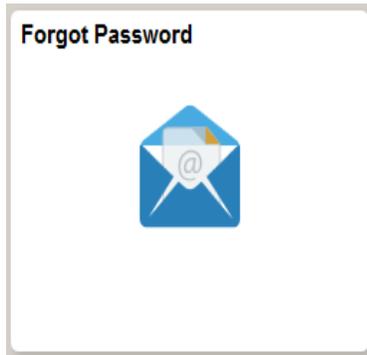


City of Minneapolis Password Requirements:

- 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.

You can also use the “forgot password” icon from the homepage to get a password reset. You will need to know your User ID for the password reset email to be sent.



## Contact Us

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