

Supplier Registration Process

As of February 2019, all suppliers interested in doing business with the City must now register in eSupplier portal through Bidder Registration. The Bidder Registration process replaces the former process of submitting a paper application to get set up as a supplier and obtain a supplier ID number. We also have combined the TMP enrollment process into the Bidder Registration form on the eSupplier portal.

A bidder is an entity/business who has not been setup or paid by the City before. A supplier is an entity/business that has gone through the application process and has already been issued a supplier ID number. A bidder will remain a bidder until they are awarded work with the City of Minneapolis.

To Bidders:

To register, go to <http://www.minneapolismn.gov/finance/procurement/eSupplier> and click on the box that says Use the Portal. You will be brought to the eSupplier public page where you will see a tile called Bidder Registration. Answer all the required questions. During the Bidder Registration process, you will create a User ID which will stay as your User ID through all your work in eSupplier. A password will be sent to you via email.

IMPORTANT – DO NOT COMPLETE BIDDER REGISTRATION IF YOU ALREADY ARE A SUPPLIER WITH THE CITY. YOU WILL RECEIVE A MESSAGE THAT YOUR FEDERAL ID EXISTS IN THE SYSTEM IF YOU TRY THIS. If you are not sure if you are a supplier, please contact eProcurement@minneapolismn.gov to confirm. You may be asked for your Tax ID number to verify.

Once we are made aware that you have been awarded work with the City, we will request a W-9 Form from you as well as offer you an option to be paid by ACH payment and then we will convert your Bidder ID into a Supplier ID. The Supplier ID should then be what you include on all your invoices that you send to submitinvoices@minneapolismn.gov

To Suppliers:

IMPORTANT – DO NOT COMPLETE BIDDER REGISTRATION IF YOU ALREADY ARE A SUPPLIER WITH THE CITY. YOU WILL RECEIVE A MESSAGE THAT YOUR FEDERAL ID EXISTS IN THE SYSTEM IF YOU TRY THIS. Once you are a supplier, to make changes to your addresses or contacts, please use the eSupplier portal Review/Change Supplier Information tile. Please include your supplier ID on all invoices. If you are unsure of your ID number, please email eProcurement@minneapolismn.gov.

To City Staff:

If you get a request from a potential supplier on how to get registered with the City, please direct them to <http://www.minneapolismn.gov/finance/procurement/eSupplier> and click on the box that says Use

the Portal to bring them to Bidder Registration. We will no longer be accepting and manually entering paper or emailed applications for most of our suppliers.

For those of you setting up Non-Procurement Contracts and awarding to a bidder, please notify accountspayable@minneapolismn.gov with your request to convert your bidder to a supplier at the time that you are ready to award the event. Please include the Bidder ID and the Bidder Name so that we can identify them in Comet.

Exceptions to registering through Bidder Registration:

Due to the nature of the work, these types of service-related suppliers do not need to register through Bidder Registration:

- Work Comp and Tort suppliers
- Payroll suppliers
- Youth Coordinating Board suppliers
- Park Board Sporting Officials
- CPED Real Estate Suppliers and Title Companies
- CPED Loan Disbursements
- CPED Neighborhood Organizations
- MPD Under-Age Shoppers
- Suppliers setup for Revenue Contracts
- All existing suppliers with the City of Minneapolis

For these situations only, please have the supplier complete the supplier application and W9 Form and return to you. Then send the application and W-9 to accountspayable@minneapolismn.gov. The supplier will be set up in Comet and the supplier ID # will be sent to you via email.

Questions about Bidder Registration can be emailed to eProcurement@minneapolismn.gov