eSupplier Bidder Instructions-Sports Officials

- Go to <u>http://www.ci.minneapolis.mn.us/finance/procurement/eSupplier</u>
- Follow instructions on site under "portal instructions", or use attached instructions
- Click "use the portal"
- Click "bidder registration"

Notes-

- Step 1- Select "Individual"
- Step 2- "Entity Name" is **YOUR NAME**
 - a. Answer questions
 - i. To help identify your company for upcoming contracting opportunities, please describe what your business does? **SPORTS OFFICIAL**
 - Which of the following applies to your business (Use the magnifying glass to the right to search for values and check all that apply)? Click magnifying glass and select desired response. Most would select "none of the above"
 - iii. Please select Ethnicity of the Majority Business Owner (Use the magnifying glass to the right to search for a value). Click magnifying glass and select desired response
 - iv. Please enter a Doing Business As Name (DBA) if applicable. **SKIP**
- Step 3- Enter address, select next
- Step 4- Add **YOURSELF** as a contact, and select "primary contact"
 - a. Create eSupplier ID (one that you will remember)
- Step 5- Under Categories select- **PT_RECREATIONAL_TRNG**
- An email will be sent to you with your **BIDDER ID (not eSupplier ID which you created)**.
 - a. The **BIDDER ID** is for the City of Minneapolis, while the eSupplier ID is for your login credentials and personal to you.
 - Send Jim Rask your BIDDER ID, Completed W-9 form, and direct deposit
 form (recommended) and Independent Contract Agreement.

Contact- Jim Rask

jrask@minneapolisparks.org

612-719-8035 (Cell)





City of Minneapolis eSupplier Bidder Registration Guide

January 2020



eSupplier Bidder Registration Guide

To jump to an area within the User Guide, click on the topic in the Table of Contents

Table of Contents

Bidder Registration Overview	2
Registering as a Bidder	2
Step 1: Welcome - Start the Application Form	3
Step 2: Identifying Information	3
Step 3: Addresses	4
Step 4: Contacts	5
Step 5: Categories	5
Step 6: Submit	6
Logging into eSupplier	7
Contact Us	8

Bidder Registration Overview

Register as a Bidder with the City of Minneapolis if your Organization has not done business with us. Bidders can view City solicitations and RFP opportunities, and submit bids electronically through the eSupplier portal. Additional Training Guides can be found on the <u>City's procurement webpage</u>.

Registering as a Bidder

Start the Bidder Registration Process by clicking on the **Bidder Registration** icon from the eSupplier Public Page:



Click **Register** on the following page to continue.

Step 1: Welcome - Start the Application Form

Start the Registration Process by selecting the type of entity (Business or Individual):

Bidder Registration Component							
Welcome	Identifying Information	Addresses	Contacts	Categorization	Submit		
NU 2010				Exit < Pr	evious Next >		
elcome - Step 1 d	of 6						
type of work you would you will be classified a number. If you are interested in and Locate the Target	I like to receive bid solicitations for, as a bidder. At the point that you are the City's <u>Target Market Program (T</u> Market Program (TMP) application i	view events and bid on even awarded work with the City (MP) visit the City's procure con to begin the application	nts. Once you have complete of Minneapolis, you will be o ment website for more inform	ad your registration, your informat converted into a supplier and give nation. To apply, navigate to the e	Supplier Public Page		
Select an activity be	low: ⑦						
Start a new regis	stration form						
What type of er	ntity do you represent?						
Business	and Not for Profit						
Individua	I						
◎ Continue from w	rhere you left						
* Required field				Exit < Pr	evious Next >		

You can cancel the application process at any point by clicking the Exit button or X icon. Click **Next** to continue.

Step 2: Identifying Information

Enter your Organization's information. Profile questions with a magnifying glass allow you to search for values:

		Bidder Registra	ation Component		
Welcome	Identifying Information	Addresses	Contacts	Categorization	Submit
				Exit Previo	Next
entifying Informa	ation - Step 2 of 6				
ease start with providing usiness Classification. 1	g your Tax ID Number and Legal Entit The fields marked with an * are requir	y name filed with the IRS (ed.	For Individuals/Sole Proprie	tors, this will be your name and SSN	l) along with your
nique ID & Company	Profile ⑦				
*ID	Number: TIN, SSN or EIN				
	* Entity Name			Add Attacr	iment
	Website			Open URL	
Busines	s Type Classification		¥		
rofile Questions (2)					
* To help identify your contracting opportunit what your business do	company for upcoming ies, please describe ses.				
* Which of the followin business (Use the ma right to search for value	g applies to your gnifying glass to the ues and check all		2		
* Please select Ethnic Business Owner (Use the right to search for	ity of the Majority the magnifying glass to a value).		C	λ	
Please enter a Doing (DBA) If Applicable	Business As Name			æ	
comments @					
lequired field				Exit	us Next)

Questions marked with a* are required. If you do not fill out a field and attempt to continue, the following message will display:



If your organization has already registered as a bidder or is a supplier with the City of Minneapolis, eSupplier will recognize the Tax Identification Number, preventing you from continuing with the registration process.

Contact the eSupplier system administrator within your organization or contact the City at: <u>eProcurement@minneapolismn.gov</u> for assistance.

Click Next to continue.

Step 3: Addresses

Enter your Organization's primary address and any additional addresses:

		Bidder Regi	stration Component		×
Welcome	Identifying Information	Addresses	Contacts	Categorization	Submit
				Exit Previ	Next
Addresses - Step 3	3 of 6				
Please provide your prim	ary business address along with a	ny additional business add	resses that you might have.		
Primary Address 🕐					
* Country	USA Q United States				
Address 1					
Address	2				
Address 3	3				
City					
County		Postal			
State	e Q				
Email Address					
Other Addresses (2)					
Check hoves below t	to indicate addresses that are differ	ent from your Primery Add	ress above:		
		ent nom your rinnery ride			
Bill To Address					
Address for remitting	g payment				
Ship To Customer					
Address for shipping	g goods/service				
Invoice Address					
Address from which	you send INVOICE				
				Exit	evious Next >

Click Next to continue.

Step 4: Contacts

Add any contacts form your Organization that will use the eSupplier system:

			Bidder Registration Con	nponent		3
Welcome	Identifying Information	Addresses	Contacts	Categorization	Submit	
Contacts - Step 4 c	of 6			Exit Prev	ious Next >	
Please provide your busin	ness contacts and identify the type of	contact.				
Company Contacts	0					
You have not added	any contact information to your applie	cation. Click "Add Contact"	button to add new contact info	rmation.		
Add Contact						
* Required field				Exit	vious Next >	

You can create a Contact and User ID for anyone within your Organization. eSupplier will send a new account email to all contacts that have been setup, along with the requested eSupplier User ID and Password:

	Add Contacts	
Contact Information (?)		
* First Name		Primary Conta
* Last Name		
Title		
*Email Address		
* Telephone		Ext
10 Mar 10		
Fax Number		10
Fax Number Contact Type		T
Fax Number Contact Type Jser Profile Information * Create eSupplier User ID User ID Description	n @	•
Fax Number Contact Type Jser Profile Information * Create e Supplier User ID Description Language Code	n ⑦ English	•
Fax Number Contact Type Jser Profile Information * Create e Supplier User ID User ID Description Language Code Time Zone	n ⑦	•

Click **OK** and then **Next** to continue.

Step 5: Categories

Select all Categories that pertain to your organization by checking the box(s) on the left-hand side. These selected categories will ensure you are notified about future contracting opportunities.

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

Click any of the box(s) on the left-hand side of a category's name:

			Bidder Registration Co	mponent		
Malaomo	Identifying Information	Addresses	Contento	Catagorization		
vveicome	identifying information	Addresses	Contacts	Categorization	Submit	
				Exit Pr	evious Next >	
ategorization - S	tep 5 of 6					
Select the commodities Select to add or de-select Select All Un Select All City of Minneapolis S	and/or services that align with your b t to remove categories applicable to Sourcing Categories	usiness in order to receive your business	notifications of solicitations ar	My Categories	at apply.	
Sourcing - Sourcing C	stegories			My Categories		
Sell Categories			SERVICES	Category	Description	
PT_ADVER PT_ARCHIT PT_ARTIST	TISE_SVC - ADVERTISING DESIGN "ECT_SVC - ARCHITECTURAL DES _SVCS - ARTIST AND ILLUSTRATIC RND_SCREEN - BACKGROUND SC	AND CONSULTING SERV IGN SVCS & CONSULTING IN DESIGN SERVICES & C REENING SERVICES	ICES 3 (NOT LANDSCAPE) CONSULTING	PT_ADVERTISE_SVC	ADVERTISING DESIG	N AND ES
PT_BUSINE PT_WEB_D PT_IT_SYS	SS_SVCS - BUSINESS DEVELOPN ESIGN_SVC - WEB DESIGN SERVI T_INTG_SV - COMPUTER SYSTEM RUCTION_SV - CONSTRUCTION P	EN I MANAGEMENT & CC CES AND CONSULTING PROGRAMMING, DESIGN LANNING, MGMT & CONS	NSULTING SERVICES	PT_BACKGRND_SCREEN	BACKGROUND SCREE SERVICES	ENING
	CARE_SVCS - DAYCARE OR CHILD ER_SVCS - ENGINEERING SERVI TAINERS - ENTERTAINERS, PERFC DNMNT_SVC - ENVIRONMENTAL CO ALL SVC - ENANCIAL SERVICES A	CARE SERVICES CES AND CONSULTING RMERS, BANDS, MUSICI, DNSULTING SERVICES ND CONSULTING	ANS, ETC.			
PT_GRAPH	IC_DESIGN - GRAPHIC DESIGN SE I_SVCS - HEALTH SERVICES AND	RVICES AND CONSULTIN	IG			
PT_HR_CO	NSULT_SVC - HUMAN RESOURCE OKERAGE - INSURANCE BROKER	S SERVICES AND CONSU AGE SERVICES	LTING			
PT_TRANS	LATION_SVC - INTERPRETING AND	TRANSLATION SERVICE	S			
	STING_SVC - LABORATORY TEST	ING SERVICES	II TING			

When selected, the category will populate under the "My Categories" Section of this page.

Click Next to continue.

Step 6: Submit

Review the application and click to accept the terms of agreement. Once marked, a **Submit** button will appear:

		Bidder Registr	ation Component		
Welcome	Identifying Information	Addresses	Contacts	Categorization	Submit
				Exit	Previous Next
ubmit - Step 6 of 6					
lick the "Review" button to lick the "Submit" button to	 review the registration information submit your registration after review rding this registration will be sent to: 	wing and accepting followin	g Terms of Agreement .		
(12 120 ggmail.com					
ferms and Conditions	0				
Make sure you read tern	ns of agreement fully before submitt	ing your registration.			
Click to accept the T	Ferms of Agreement below.				
Destination	Submit				
Review					

Upon submitting the bidder registration, the contacts entered on the application will receive a confirmation email with an eSupplier password and confirm the user profile ID:



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.

comet		▼ eSupplier Public Page		4	:
	Sign In	Welcome to eSupplier	Forgot Password		
	-	eSupplier Information			

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

		1.	and the second se
		Sign In	×
	User ID	User ID	
Ev€	Password	Password	
		Enable Accessibility Sign In	r Mode

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 provide your eSupplier User ID to receive a password reset email. An email will be sent to your Organizations Administrator's Email Address.

Contact Us

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