eSupplier Bidder Instructions-Sports Officials

- Go to http://www.ci.minneapolis.mn.us/finance/procurement/eSupplier
- 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**
      ii. 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 log-in credentials and personal to you.
  b. 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

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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 City's procurement webpage.

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):

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:

Questions marked with a* are required. If you do not fill out a field and attempt to continue, the following message will display:
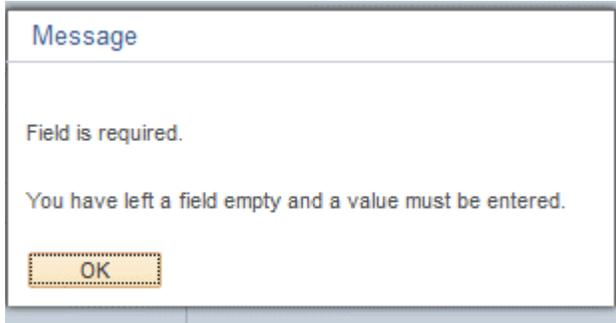
If your organization has already registered as a bidder or is a supplier with the City of Minneapolis, eSupplier will recognize the Tax Identification Number, preventing you from continuing with the registration process.

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

Click **Next** to continue.

Step 3: Addresses

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

Click **Next** to continue.

Step 4: Contacts

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

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:

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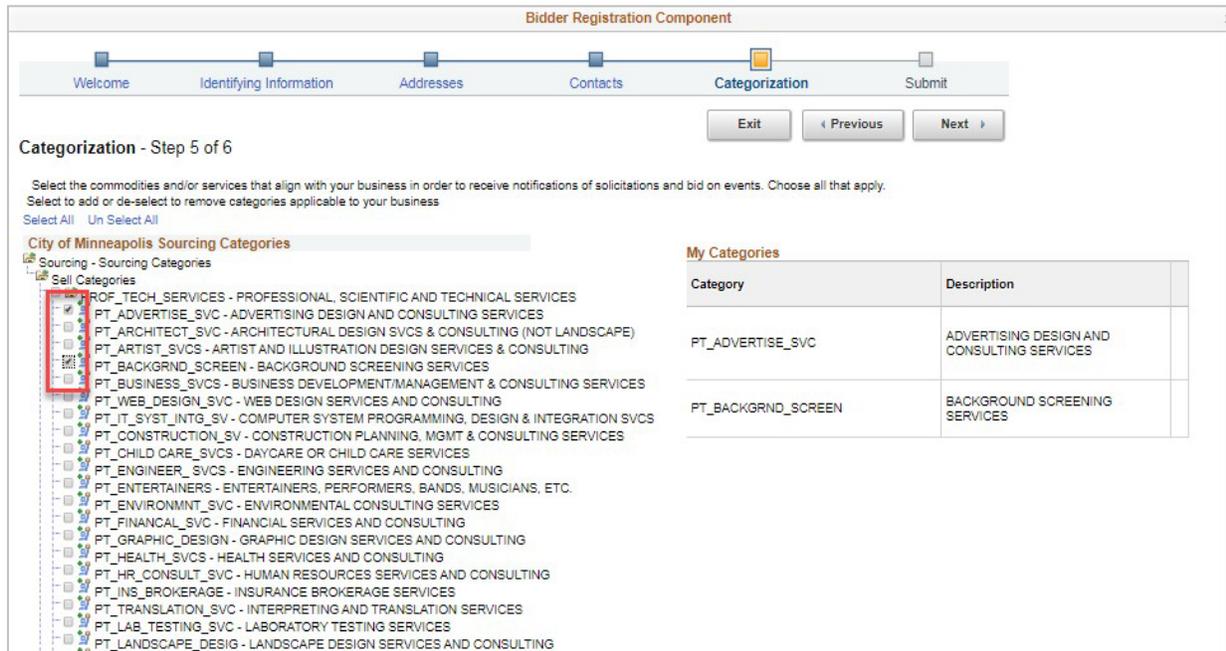
When selected, the category will populate under the "My Categories" Section of this page.

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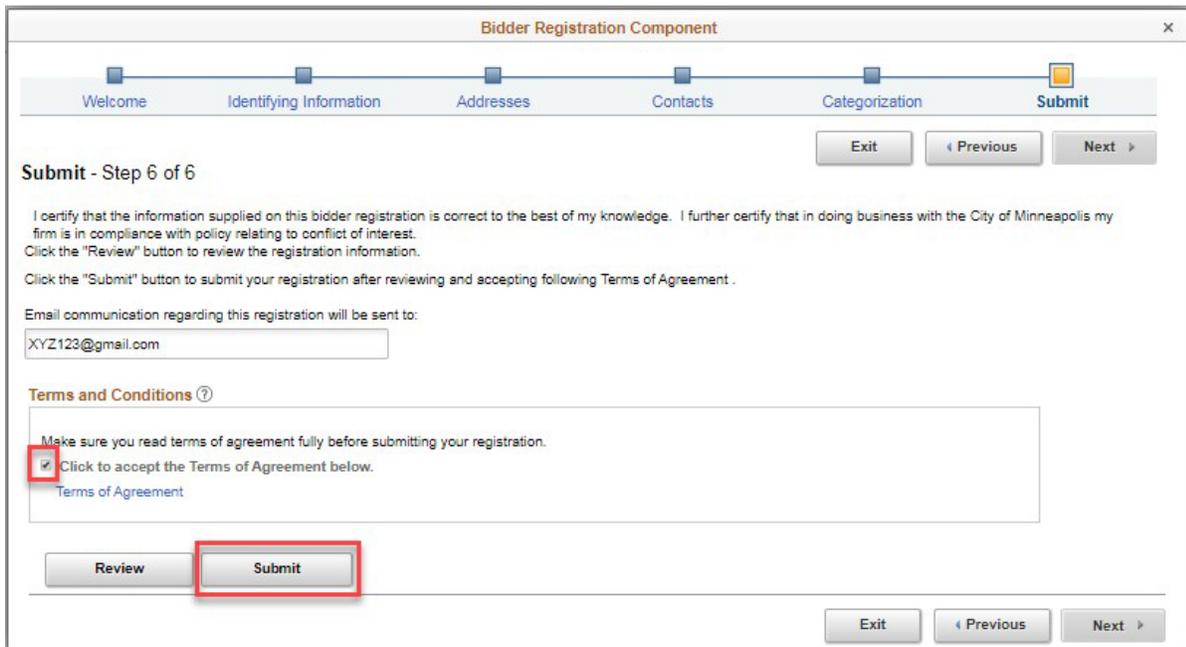
Upon submitting the bidder registration, the contacts entered on the application will receive a confirmation email with an eSupplier password and confirm the user profile ID:
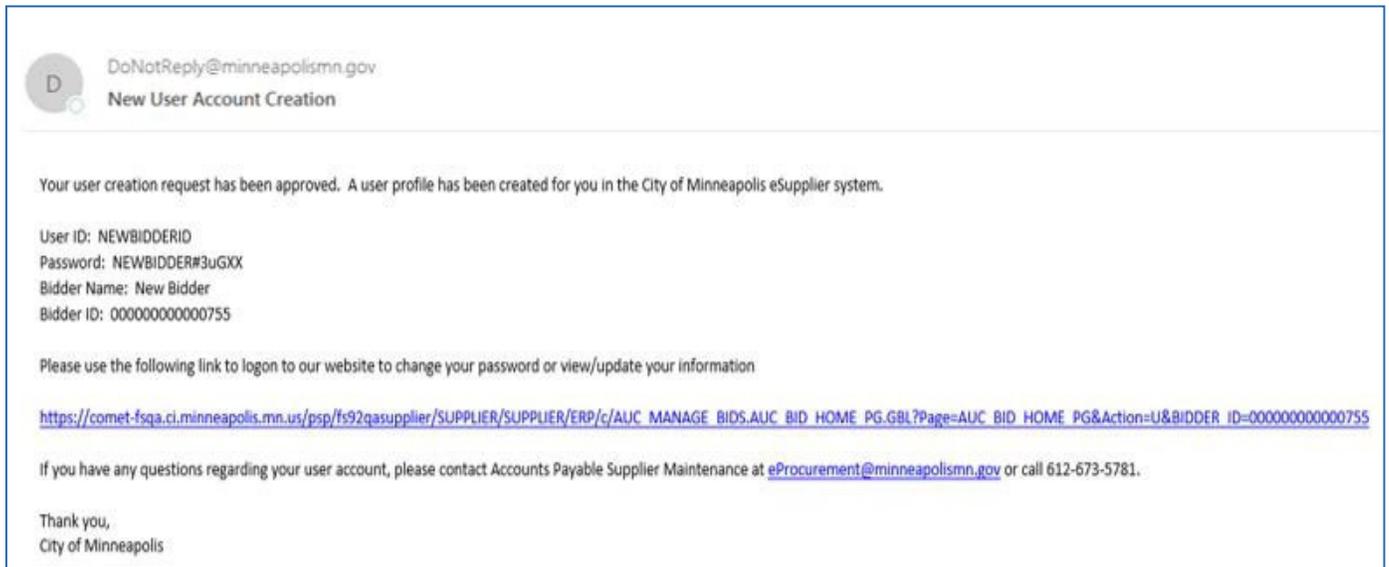
Logging into eSupplier

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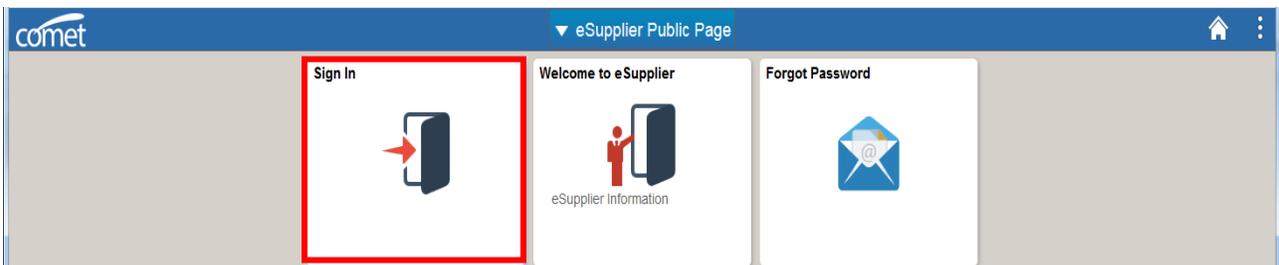
When signing in, Enter your Supplier User ID and 16-digit password into the sign in box:

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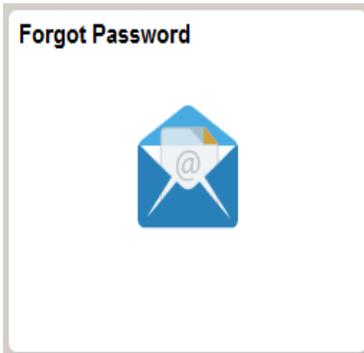
You will need to provide your eSupplier User ID to receive a password reset email. An email will be sent to your Organizations Administrator's Email Address.

Contact Us

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