eSupplier Login and Account Information Guide

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Logging into eSupplier

The City of Minneapolis eSupplier portal provides Organizations with self-service ability to view City solicitations and RFP opportunities, submit bids electronically and manage their organization information.

On the eSupplier Public Page, Organizations can view City of Minneapolis announcements, welcome information and instructions, Contracting Opportunities, or submit a Target Market Program (TMP) Application:
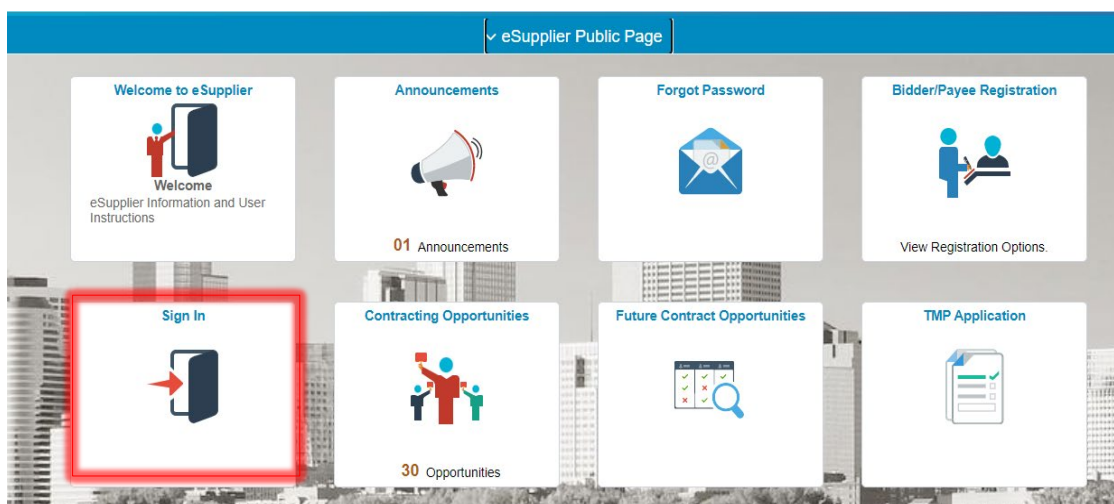
Locate and select the Sign In icon to login to your Organization's eSupplier account.

eSupplier Home Page Navigation

After signing into eSupplier, the Secure Home Page specific to your Organization displays. To navigate back to the Supplier Public Page, select the drop-down arrow icon at the top of the page:
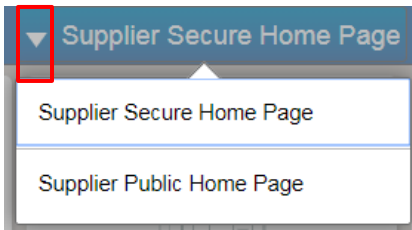
The Home icon returns users back to the Supplier Secure Home Page. Select the Action List Icon to sign out:


Reviewing and Managing Organization Information

See below for Bidder and Supplier instructions on maintaining Organization information.

For Bidders

Bidders are Suppliers that have not done business with the City of Minneapolis before but have gone through the Bidder Registration process and are interested in Contracting Opportunities with the City.

To manage your Bidder Profile, locate the My Bidder/Payee Profile Icon from your Secure Homepage:
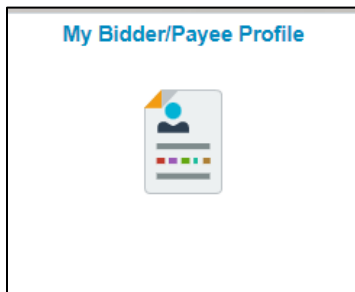

Select Save after making changes to any Organization Information.

For Suppliers

Organizations that have been awarded a contract or have already done business with the City of Minneapolis are Suppliers. If a Bidder has been awarded a contract, they are then converted to a Supplier.

To manage your Supplier Profile, locate the Review/Change Supplier Account Icon from your Secure Homepage:
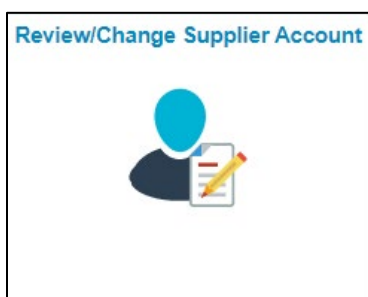
The Review & Change Supplier Request page includes:

Company Profile - Use the Expand All feature to enter the following Information:
- Changes to Supplier Name or Classification 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, such as the type of contractor your organization is, or if you're a woman owned entity.
- Profile Questions - eSupplier will require these to be filled out if left empty. These include a request for any certification information, the Business Owner Ethnicity, and a description of your business' services.

Addresses
- Review the addresses that are listed for your company to ensure that they are accurate. Select "Add New Address" to create a new address.

Contacts
- Review the contact information that is listed to ensure that it is accurate. Select Add New Contact to create a new contact.
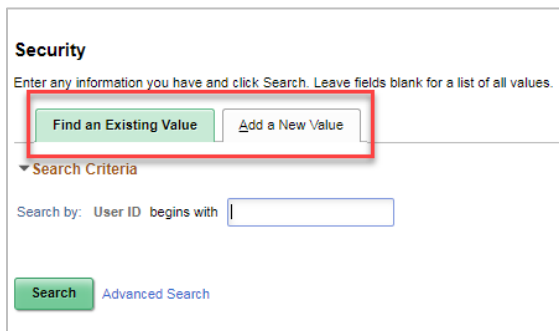
Submit
- If you make a change to your Supplier account details, you will be required to submit the change for review. Upon submission, enter an email address for a confirmation email to be sent to along with an audit reason for the change. The City of Minneapolis may need to contact you for further information.

To add or review eSupplier users on behalf of your Organization, select the Add Additional or Manage Users Icon from your homepage:

You will be taken to the "Find an existing value" tab to review any existing Users. Go to the "Add a new Value" tab to add a new User ID on behalf of your Organization:

The Setup User Page Displays:

The User Setup Page includes:

Login Information
- Supply the User's email address and desired password.

User Roles
- Select the Add a User Role button. All available roles have been selected above. Each have a brief description of the access provided.

Add a Supplier
- Select the Add a Supplier Button. Only your Organization's Supplier ID can be selected.

Save when finished adding a new user.

Categories

Locate the Add/Update My Categories icon from the Secure Homepage:

Add/Update My Categories

Review or select the categories that pertain to your organization. Selected categories ensure you are notified about 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

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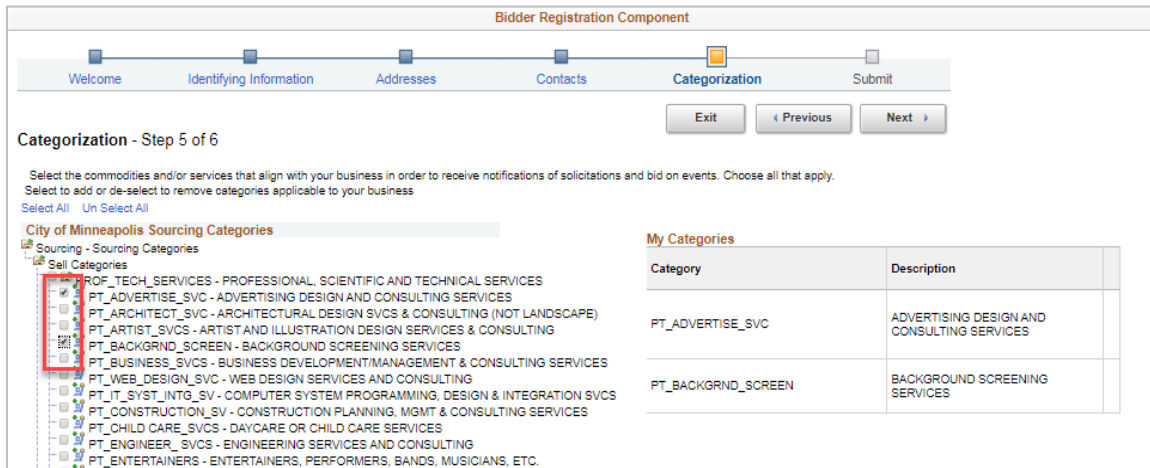

When selected, the category will populate under the "My Categories" Section of this page.

Select Save when Complete.

Accounting Information – Purchase Orders, Approved Invoices and Payments

Suppliers will see additional icons on the secure homepage that provide accounting information between their Organization and the City, such as Payment History, or Purchase Orders:
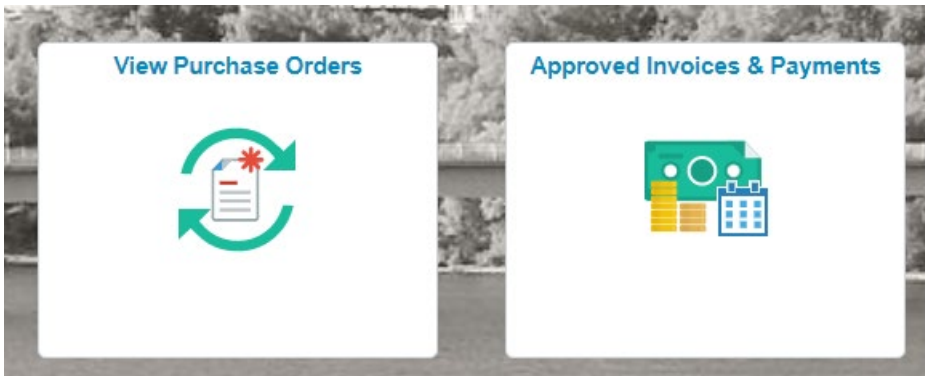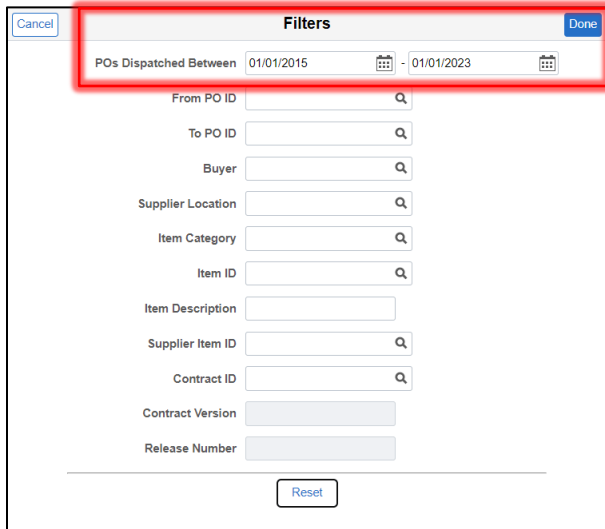
Purchase Orders (PO) - You can view unauthorized open or closed purchase orders for your organization here.
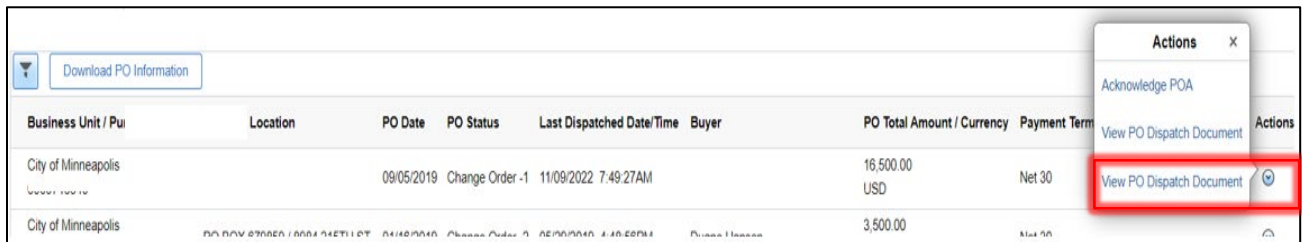
Use the filter icon to search for City POs dispatched over three months ago:
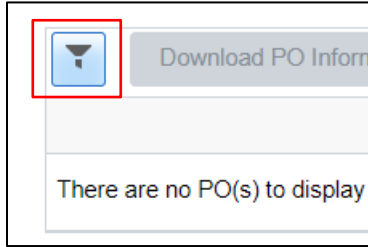
Provide a date range and select done:

To obtain an unauthorized copy of a Purchase Order, select the drop down action of View PO Dispatch Document:
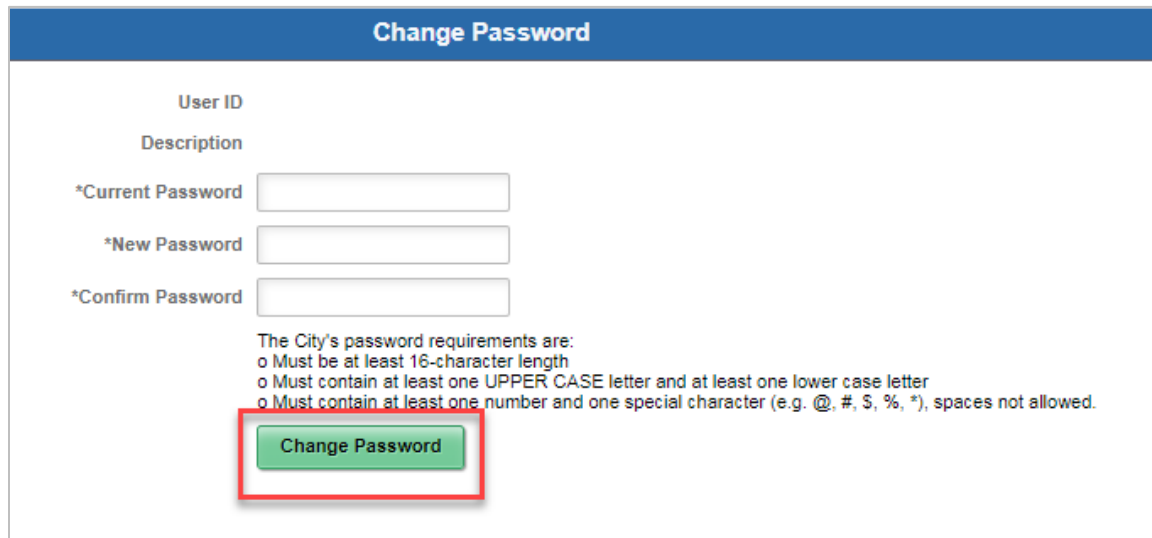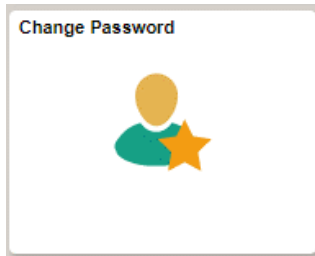

Approved Invoiced and Payments

- Approved Invoices: View posted invoices for your organization by entering the invoice number given to the City in the Invoice ID field or use other search fields using the magnifying glass symbol, or date range. Select Search.

- Pending Payments: View current account balances that have been posted for payment, but not yet paid.

- Payments: View payments made by the City of Minneapolis by payment date range, or other search fields using the magnifying glass symbol. Select Search.
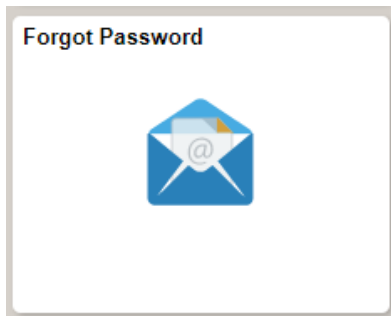
Password Assistance

Users can change their eSupplier password through the change password icon from the secure eSupplier page:

Enter your existing password and new password twice to change password:

Select the Forgot Password icon for password assistance:

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