



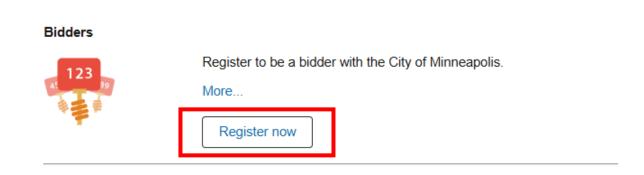
City of Minneapolis eSupplier Bidder Registration Guide

January 2020

eSupplier Bidder Instructions – Sports Officials

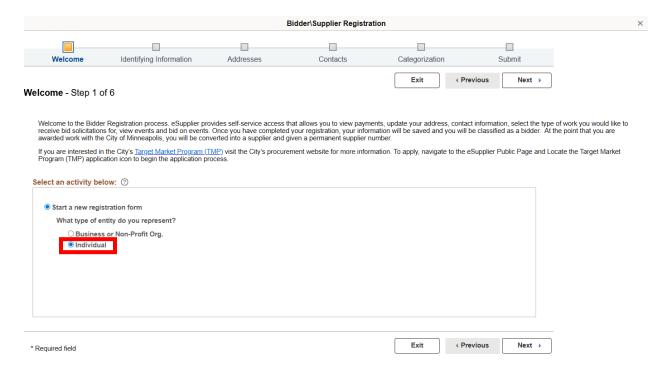
- How to reach the eSupplier portal: https://comet-fs.ci.minneapolis.mn.us/psc/supplier/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL.SCP_PUB_REG_CMP_FL.GBL
- Select "Register Now."

User Registration



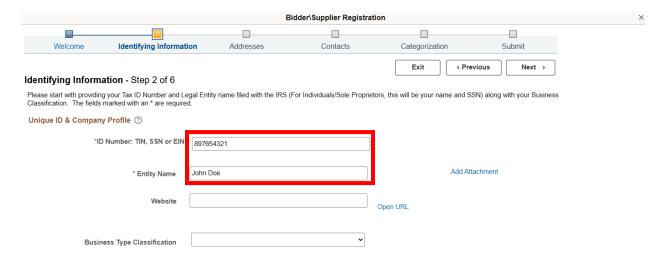
Step 1: Welcome

Select "Individual."



Step 2: Identifying Information

- Enter in your Social Security Number (SSN) under "ID Number."
- Enter in your first and last name under "Entity Name."

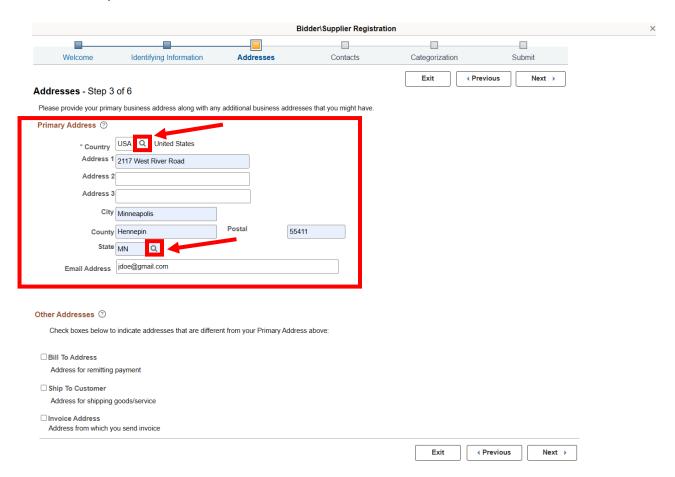


- Question 1: Enter in "Sports Official."
- Question 2: Select "None of the Above."
- Question 3: Either select an ethnicity or "Prefer not to Answer or N/A."



Step 3: Addresses

• Complete the fields below.

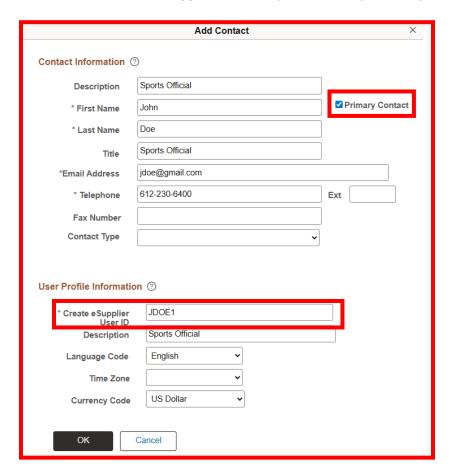


Step 4: Contacts

• Select "Add Contact."

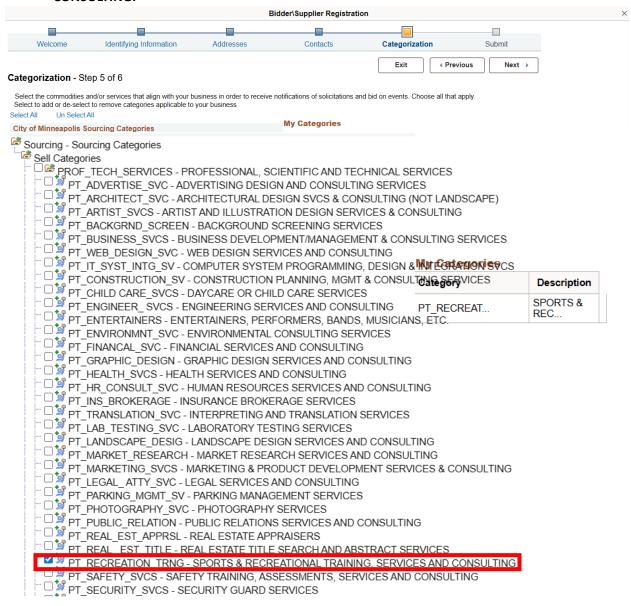


- Select "Primary Contact."
- Complete the fields below. To clarify, this is your personal information.
- Under "Create eSupplier User ID," please create your own personal User ID for your login.



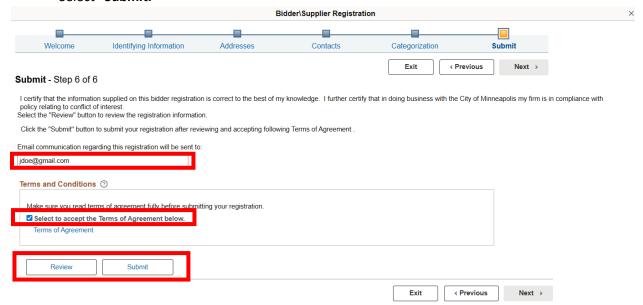
Step 5: Categorization

 Select "PT_RECREATION_TRNG – SPORTS & RECREATIONAL TRAINING, SERVICES AND CONSULTING."



Step 6: Submit

- Please make sure your primary email address is listed below.
- Select "Select to accept the Terms of Agreement below."
- Select "Review."
- Select "Submit."



Final Step

- Once you select **"Submit,"** you will immediately receive see your Bidder ID number in the portal and via email.
- Please submit the following information to <u>accountspayable@minneapolismn.gov</u>.
 - Bidder ID Number: 0000020189
 - o W-9 Form
 - o ACH Form
- Accounts Payable will respond via email once they convert your bidder number to a Supplier Number (Vendor ID).
- For questions, please email <u>accountspayable@minneapolismn.gov</u> for assistance.

<u>DO NOT SUBMIT</u> these forms to Officials Assigner, Jim Rask. This information needs to go directly to the city of Minneapolis.

Thank you!