



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

Bidders



Register to be a bidder with the City of Minneapolis.

[More...](#)

[Register now](#)

Step 1: Welcome

- Select “Individual.”

Bidder/Supplier Registration ×

Welcome

Identifying Information

Addresses

Contacts

Categorization

Submit

Exit < Previous Next >

Welcome - Step 1 of 6

Welcome to the Bidder Registration process. eSupplier provides self-service access that allows you to view payments, update your address, contact information, select the type of work you would like to receive bid solicitations for, view events and bid on events. Once you have completed your registration, your information will be saved and you will be classified as a bidder. At the point that you are awarded work with the City of Minneapolis, you will be converted into a supplier and given a permanent supplier number.

If you are interested in the City's [Target Market Program \(TMP\)](#) visit the City's procurement website for more information. To apply, navigate to the eSupplier Public Page and Locate the Target Market Program (TMP) application icon to begin the application process.

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☐ Business or Non-Profit Org.

☒ Individual

Exit < Previous Next >

* Required field

Step 2: Identifying Information

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

Bidder/Supplier Registration

Welcome Identifying Information Addresses Contacts Categorization Submit

Exit Previous Next

Identifying Information - Step 2 of 6

Please start with providing your Tax ID Number and Legal Entity name filed with the IRS (For Individuals/Sole Proprietors, this will be your name and SSN) along with your Business Classification. The fields marked with an * are required.

Unique ID & Company Profile

*ID Number: TIN, SSN or EIN 897654321

* Entity Name John Doe Add Attachment

Website Open URL

Business Type Classification

- 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.”

Profile Questions

* 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)? None of the Above

* Please select Ethnicity of the Majority Business Owner (Use the magnifying glass to the right to search for a value). Prefer not to Answer or N/A

Please enter a Doing Business As Name (DBA) if applicable

Step 3: Addresses

- Complete the fields below.

Bidder/Supplier Registration

Welcome

Identifying Information

Addresses

Contacts

Categorization

Submit

ExitPreviousNext

Addresses - Step 3 of 6

Please provide your primary business address along with any additional business addresses that you might have.

Primary Address

CountryUSAUnited States

Address 12117 West River Road

Address 2

Address 3

CityMinneapolis

CountyHennepinPostal55411

StateMNMN

Email Addressjdoe@gmail.com

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Bill To Address

Address for remitting payment

☐ Ship To Customer

Address for shipping goods/service

☐ Invoice Address

Address from which you send invoice

ExitPreviousNext

Step 4: Contacts

- Select **"Add Contact."**

Bidder/Supplier Registration

Welcome Identifying Information Addresses **Contacts** Categorization Submit

Exit < Previous Next >

Contacts - Step 4 of 6

Please provide your business contacts and identify the type of contact.

Company Contacts ⓘ

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

* Required field

Exit < Previous Next >

- 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.

Add Contact

Contact Information ⓘ

Description Sports Official

* First Name John ☒ Primary Contact

* Last Name Doe

Title Sports Official

*Email Address jdoe@gmail.com

* Telephone 612-230-6400 Ext

Fax Number

Contact Type

User Profile Information ⓘ

* Create eSupplier User ID JDOE1

Description Sports Official

Language Code English

Time Zone

Currency Code US Dollar

OK Cancel

Step 5: Categorization

- Select “PT_RECREATION_TRNG – SPORTS & RECREATIONAL TRAINING, SERVICES AND CONSULTING.”

X
Bidder/Supplier Registration

Welcome
Identifying Information
Addresses
Contacts
Categorization
Submit

Exit
◀ Previous
Next ▶

Categorization - Step 5 of 6

Select the commodities and/or services that align with your business in order to receive notifications of solicitations and bid on events. Choose all that apply.
 Select to add or de-select to remove categories applicable to your business

[Select All](#) [Un Select All](#)

City of Minneapolis Sourcing Categories
My Categories

Sourcing - Sourcing Categories

Sell Categories

- ☐ PROF_TECH_SERVICES - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES
- ☐ PT_ADVERTISE_SVC - ADVERTISING DESIGN AND CONSULTING SERVICES
- ☐ PT_ARCHITECT_SVC - ARCHITECTURAL DESIGN SVCS & CONSULTING (NOT LANDSCAPE)
- ☐ PT_ARTIST_SVCS - ARTIST AND ILLUSTRATION DESIGN SERVICES & CONSULTING
- ☐ PT_BACKGRND_SCREEN - BACKGROUND SCREENING SERVICES
- ☐ PT_BUSINESS_SVCS - BUSINESS DEVELOPMENT/MANAGEMENT & CONSULTING SERVICES
- ☐ PT_WEB_DESIGN_SVC - WEB DESIGN SERVICES AND CONSULTING
- ☐ PT_IT_SYST_INTG_SV - COMPUTER SYSTEM PROGRAMMING, DESIGN & INTEGRATION SVCS
- ☐ PT_CONSTRUCTION_SV - CONSTRUCTION PLANNING, MGMT & CONSULTING SERVICES
- ☐ PT_CHILD_CARE_SVCS - DAYCARE OR CHILD CARE SERVICES
- ☐ PT_ENGINEER_SVCS - ENGINEERING SERVICES AND CONSULTING
- ☐ PT_ENTERTAINERS - ENTERTAINERS, PERFORMERS, BANDS, MUSICIANS, ETC.
- ☐ PT_ENVIRONMNT_SVC - ENVIRONMENTAL CONSULTING SERVICES
- ☐ PT_FINANCAL_SVC - FINANCIAL SERVICES AND CONSULTING
- ☐ PT_GRAPHIC_DESIGN - GRAPHIC DESIGN SERVICES AND CONSULTING
- ☐ PT_HEALTH_SVCS - HEALTH SERVICES AND CONSULTING
- ☐ PT_HR_CONSULT_SVC - HUMAN RESOURCES SERVICES AND CONSULTING
- ☐ PT_INS_BROKERAGE - INSURANCE BROKERAGE SERVICES
- ☐ PT_TRANSLATION_SVC - INTERPRETING AND TRANSLATION SERVICES
- ☐ PT_LAB_TESTING_SVC - LABORATORY TESTING SERVICES
- ☐ PT_LANDSCAPE_DESIG - LANDSCAPE DESIGN SERVICES AND CONSULTING
- ☐ PT_MARKET_RESEARCH - MARKET RESEARCH SERVICES AND CONSULTING
- ☐ PT_MARKETING_SVCS - MARKETING & PRODUCT DEVELOPMENT SERVICES & CONSULTING
- ☐ PT_LEGAL_ATTY_SVC - LEGAL SERVICES AND CONSULTING
- ☐ PT_PARKING_MGMT_SV - PARKING MANAGEMENT SERVICES
- ☐ PT_PHOTOGRAPHY_SVC - PHOTOGRAPHY SERVICES
- ☐ PT_PUBLIC_RELATION - PUBLIC RELATIONS SERVICES AND CONSULTING
- ☐ PT_REAL_EST_APPRSL - REAL ESTATE APPRAISERS
- ☐ PT_REAL_EST_TITLE - REAL ESTATE TITLE SEARCH AND ABSTRACT SERVICES
- ☒ PT_RECREATION_TRNG - SPORTS & RECREATIONAL TRAINING, SERVICES AND CONSULTING
- ☐ PT_SAFETY_SVCS - SAFETY TRAINING, ASSESSMENTS, SERVICES AND CONSULTING
- ☐ PT_SECURITY_SVCS - SECURITY GUARD SERVICES

My Categories

| Category | Description |
|---------------|-----------------|
| PT_RECREAT... | SPORTS & REC... |

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.”**

Bidder/Supplier Registration

Welcome Identifying Information Addresses Contacts Categorization **Submit**

Exit < Previous Next >

Submit - Step 6 of 6

I certify that the information supplied on this bidder registration is correct to the best of my knowledge. I further certify that in doing business with the City of Minneapolis my firm is in compliance with policy relating to conflict of interest.
Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☒ **Select to accept the Terms of Agreement below.**
[Terms of Agreement](#)

Exit < Previous Next >

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 accountspayable@minneapolismn.gov.
 - Bidder ID Number: 0000020189
 - [W-9 Form](#)
 - [ACH Form](#)
- Accounts Payable will respond via email once they convert your bidder number to a Supplier Number (Vendor ID).
- For questions, please email accountspayable@minneapolismn.gov for assistance.

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

Thank you!