

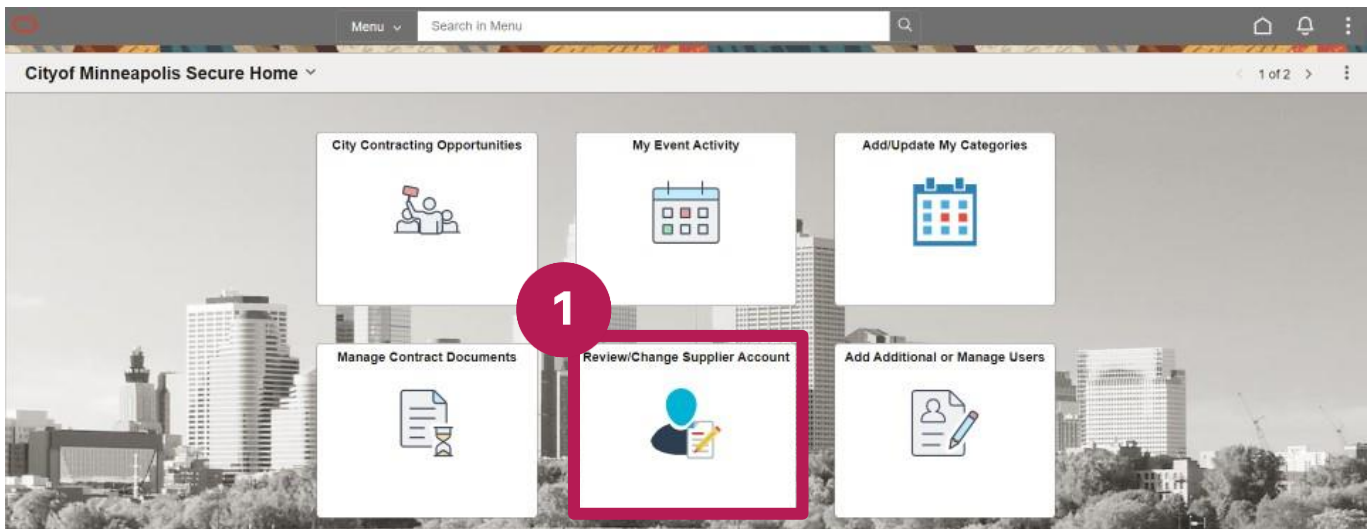
Learn how to manage your business’ information in eSupplier as a supplier.

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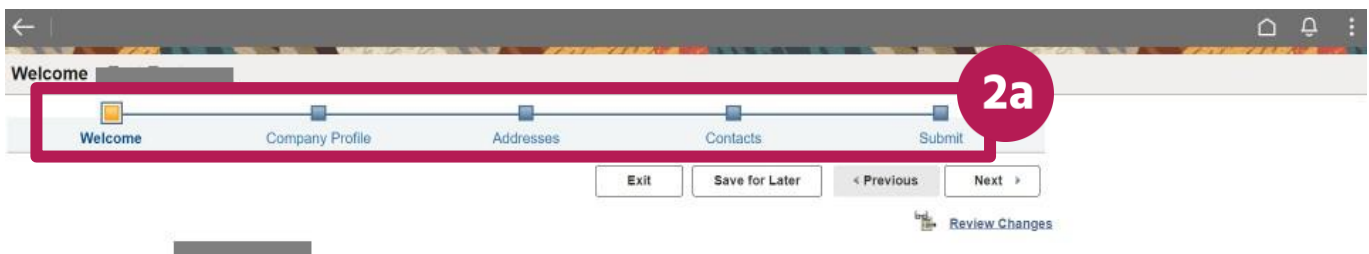
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## Go to your business’ profile

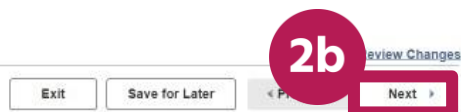
1. From the Supplier Secure Homepage, select the **Review/Change Supplier Account** tile.



2. To navigate to the different pages, either:
  - a. Select the titles in the top navigation.
  - b. Or select the **Next** button.



Welcome to the Supplier Change Request section. During this process, you will be able to make company name, address, and contact information changes as needed. Your current information is defaulted into the data fields for you to change. To get started, press the "Next" button down below. Once you have entered the information that you would like to change, if any, step through the remaining pages until you reach the final page to press "Submit" to send your request to the Accounts Payable team for approval. You do not need to click "submit" if changes have not been made. If you have any questions, please contact our Supplier Maintenance staff for assistance at 612 673-5781 or e-mail at [accountspayable@minneapolismn.gov](mailto:accountspayable@minneapolismn.gov)



## Company Profile

To change your supplier name or classification, you'll need to fill out a W-9 Form and send it to Accounts Payable at [accountspayable@minneapolismn.gov](mailto:accountspayable@minneapolismn.gov).

3. Select the **Expand All** link to see all the parts of your business' profile.
4. In the **Standard Industry Codes** section, if you know your SIC, enter it in the appropriate field.
5. In the **Additional Reporting Elements** section, enter or select the applicable options from the various fields, such as the type of contractor your business is or if you're a woman owned business.
6. In the **Profile Questions** section, enter your responses in the required fields. This includes a request for any certification information, the ethnicity of the business owner, and a description of the services your business provides.
7. Select the **Next** button.

The screenshot shows the 'Company Profile' page in the eSupplier system. At the top, there is a navigation bar with tabs for 'Welcome', 'Company Profile', 'Addresses', 'Contacts', and 'Submit'. Below the navigation bar are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. A 'Review Changes' link is also present. The main content area is titled 'Company Profile for [redacted]' and includes a sub-header 'Unique ID & Company Profile' with a '\*Supplier Name' field. A red box highlights the 'Expand All' link (3) and the 'Standard Industry Codes' section (4), which contains a table with columns for 'SIC Code Type', 'Standard Industry Code', 'Description', and 'Remove'. Below this is the 'Additional Reporting Elements' section (5), which includes fields for 'Common Parent's TIN', 'Common Parent's Name', 'Type of Contractor', 'SDB Program', 'HUBZone Program', 'Size of Small Business', and 'Veteran-Owned Small Business', along with checkboxes for 'Emerging Small Business', 'Women-Owned Business', 'Veteran', and 'Disabled'. The 'Profile Questions' section (6) contains a text area for describing the business, a search field for applicable categories, a search field for the majority business owner's ethnicity, and a text area for the Doing Business As Name (DBA). At the bottom, a red box highlights the 'Next >' button (7).

## Addresses

- To edit an address, select the **pencil icon**.
- To add an address, select the **Add New Address** button.
- Select the **Next** button.

Addresses for [redacted]

Welcome Company Profile **Addresses** Contacts Submit

Exit Save for Later < Previous Next >

[Review Changes](#)

This page is used for adding a new company address or editing an existing address. You can also add a future-dated address change.

Description	Address Line 1	Change Action	Change Effective Date	Edit
[redacted]	[redacted]			[pencil icon]
[redacted]	[redacted]			[pencil icon]

[Add New Address](#)

[Review Changes](#)

Exit Save for Later < Previous **Next >**

## Contacts

- To edit a contact, select the **pencil icon**.
- To add a contact, select the **Add New Contact** button.
- Select the **Next** button.

Contacts for [redacted]

Welcome Company Profile Addresses **Contacts** Submit

Exit Save for Later < Previous Next >

[Review Changes](#)

This page is for adding a new business contact or editing an existing business contact.

Name	Address	Change Action	Change Effective Date	Edit
[redacted]	[redacted]			[pencil icon]
[redacted]	[redacted]			[pencil icon]
[redacted]	[redacted]			[pencil icon]
[redacted]	[redacted]			[pencil icon]
[redacted]	[redacted]			[pencil icon]

[Add New Contact](#)

[Review Changes](#)

Exit Save for Later < Previous **Next >**

## Submit

14. Select the **Audit Reason Code** field.
15. From the dropdown list, select the type of change that you made to your Supplier account.

The screenshot shows the 'Review and Submit Changes' form. At the top, there is a progress bar with steps: Welcome, Company Profile, Addresses, Contacts, and Submit. Below the progress bar are buttons: Exit, Save for Later, < Previous, and Next >. The main content area contains instructions: 'Enter an e-mail address to send your change request to. Review/confirm your Changes. Press "Submit" when satisfied with changes. Please choose the reason for your change in the Audit Reason box and enter any comments as necessary. Use the "Review" button to review changed information. Use the "Submit" button to submit your change request.' Below the instructions is a text input field for the email address. The 'Audit Reason Code' dropdown menu is open, showing a list of options: 1099 Change, Address Change, Bank Information, Change Classification, Change Contact, Inactivate Address/Contact, Inactivate Suppliers, MNUCP / WMBE Information, Name / ShortName Change, Other, and Target Market Program Enrollment. Callout 14 points to the dropdown menu, and callout 15 points to the list of options. At the bottom, there are buttons: Exit, Save for Later, < Previous, and Next >.

16. (Optional) In the **Comments** field, enter your comments.
17. Check that the email address listed is correct. A confirmation email will be sent to this email address.
18. Select the box next to **Confirm Changes**.
19. Select the **Submit** button.
20. A confirmation screen will appear and you'll receive a confirmation email.

The screenshot shows the 'Review and Submit Changes' form. At the top, there is a progress bar with steps: Welcome, Company Profile, Addresses, Contacts, and Submit. Below the progress bar are buttons: Exit, Save for Later, < Previous, and Next >. The main content area contains instructions: 'Enter an e-mail address to send your change request to. Review/confirm your Changes. Press "Submit" when satisfied with changes. Please choose the reason for your change in the Audit Reason box and enter any comments as necessary. Use the "Review" button to review changed information. Use the "Submit" button to submit your change request.' Below the instructions is a text input field for the email address. The 'Audit Reason Code' dropdown menu is closed. The 'Comments' text area is empty, with a note '254 characters remaining'. The 'Confirm Changes' checkbox is checked. Callout 17 points to the email address field, callout 16 points to the 'Comments' field, callout 18 points to the 'Confirm Changes' checkbox, and callout 19 points to the 'Submit' button. At the bottom, there are buttons: Exit, Save for Later, < Previous, and Next >.