

Minnesota State Mankato Wedding Party Vendor Registration Steps

March 2020

The following steps are necessary to add you to our State vendor system in order to process your wedding reservation request.

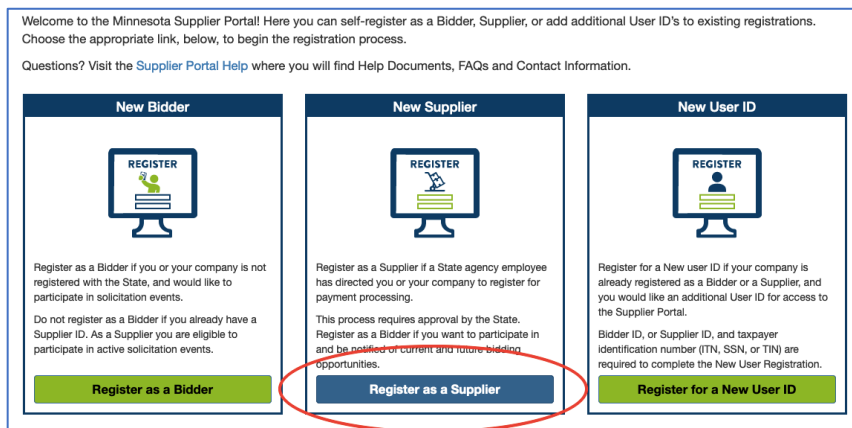
Step 1 –

Go to mn.gov/supplier.

Select “Register for an Account”

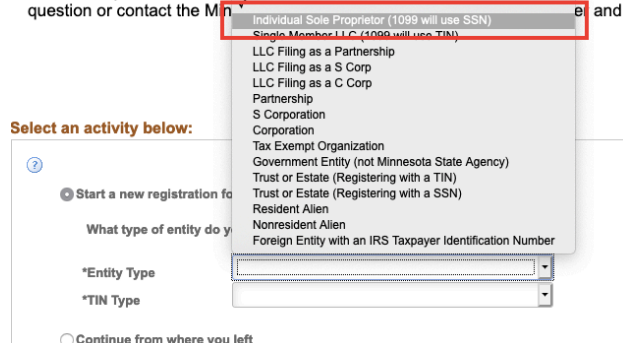


Step 2 – Select “Register as a Supplier”



Step 3 – Select “Individual Sole Proprietor” from Entity Type

Select the question icons on the registration pages for additional information. If question or contact the Minnesota State Mankato and :



Step 4 – Select “Social Security Number” from TIN Type, then Select Next

Select an activity below:

②

Start a new registration form

What type of entity do you represent?

*Entity Type

*TIN Type

Continue from where you

Step 5 – Fill out your SSN and Name, then Select Next

Access this link for Screen Reader Mode

Welcome Identifying Information Addresses Contacts Payment Information Categorization Submit

Exit < Previous Next >

Identifying Information - Step 2 of 7

Individuals are required to provide their Social Security Number (SSN) so the State can confirm they are not already established in the system as a Bidder or Supplier.
Enter your legal name as LASTNAME[SPACE]FIRSTNAME[SPACE]MIDDLENAME(S).

Unique ID & Company Profile

②

* Social Security Number

* Confirm Social Security Number

Minnesota Tax ID

* Legal Name

Additional Name

http://URL [Open URL](#)

Profile Questions

②

* Has there has been an ownership change within the past two years?

If Yes, please fill out a Vendor Name Change.

Step 6 – Fill out Address Information and Email Address, then Select Next

Access this link for Screen Reader Mode

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Addresses - Step 3 of 7

The 'Primary Address' is your physical address. This address will be used for purchase orders and payments, unless a separate 'Remit To' address is provided.
Refer to the question mark icon if the DBA Name(s) are different from the legal name.

Primary Address

②

DBA Name 1

DBA Name 2

* Country

* Address 1

Address 2

Address 3

* City

County * Postal

* State

*Email ID

Step 7 – Select “Add Contact”, then Select Next

Access this link for Screen Reader Mode

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization Submit

Exit < Previous Next >

Contacts - Step 4 of 7
This registration type must have at least one contact. Select the 'Add Contact' button for additional contacts.

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

Add Contact

Contact Us

* Required field

Exit < Previous Next >

Step 8 – Add Your Contact Information, then Select “OK”

Add Contacts

Contact Information

* First Name Sue Primary Contact

* Last Name Smith

Title

* Email ID suesmithalice@mnsu.edu

* Telephone 507-555-1234 Ext

Fax Number

Contact Type

OK **Cancel**

Step 9 – Review Contact - Select Next

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization Submit

Exit < Previous Next >

Contacts - Step 4 of 7
This registration type must have at least one contact. Select the 'Add Contact' button for additional contacts.

Company Contacts

Primary	Name	Phone	Designate Address
<input checked="" type="checkbox"/>	SUE SMITH	507/555-1234	Primary Address

Add Contact

Contact Us

* Required field

Exit < Previous Next >

Step 10 –Select Next (no need to select EFT/Bank)

Welcome Identifying Information Addresses Contacts **Payment Information** Categorization Submit

Exit < Previous Next >

Payment Information - Step 5 of 7

If you want payment by check, select 'Next'.
If you want to receive payment via EFT, provide your banking information.
If you want to be notified of EFT payments check 'enable Email Payment Advice' and provide your email address.

Click here to enter EFT/Bank Information

Contact Us

Required Field

Exit < Previous Next >

Step 11 – Select Next (skip this information)

Welcome Identifying Information Addresses Contacts Payment Information **Categorization** Submit

Exit < Previous Next >

Categorization - Step 6 of 7

Optional step. If your company would like to be notified of future bidding opportunities from the State select the categories for goods and/or services your company offers.

Description And/Or

Category

Search

UNSPSC Codes (Search results)

1-1 of 1 View All

Selected Flag	Category	Description
1 <input type="checkbox"/>		

Exit < Previous Next >

Step 12 –Enter Your Email address, Create a Password, Select Accept Terms of Agreement. Select Submit.

Welcome Identifying Information Addresses Contacts Payment Information Categorization **Submit**

Exit < Previous Next >

Submit - Step 7 of 7

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:
suesmithalice@mnsu.edu

Please provide password for re-access in case we should need more information from you to complete the registration process.

Password Requirements
Password length should be a minimum of 8 characters
Must use at least 1 special character (Example - Period)
Must use at least 1 number

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](#)

Review **Submit**