

# 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.

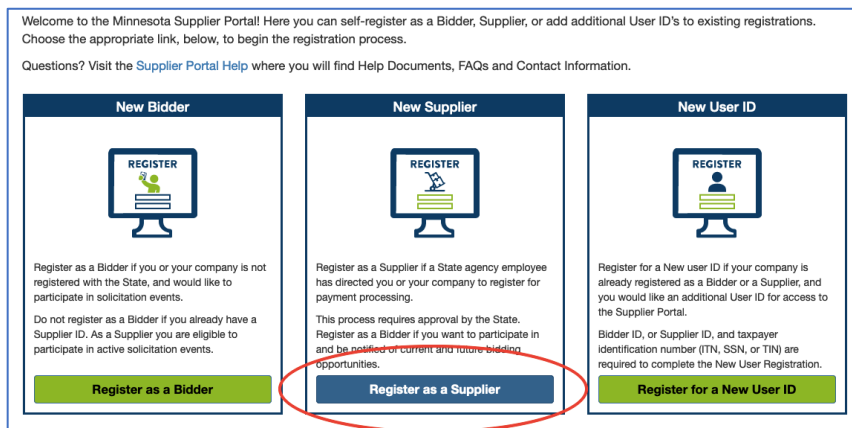
## Step 1 –

Go to [mn.gov/supplier](https://mn.gov/supplier).

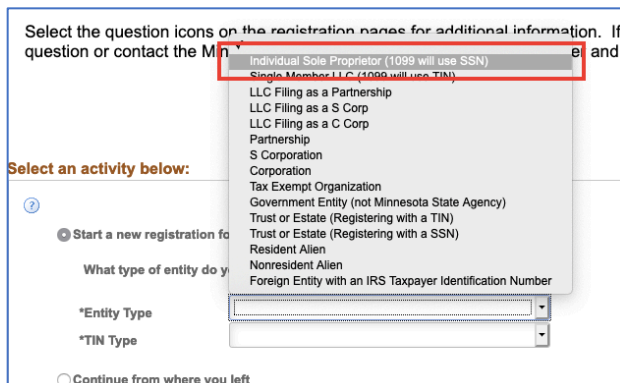
Select “Register for an Account”



## Step 2 – Select “Register as a Supplier”



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



## 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**

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**

\* Social Security Number

\* Confirm Social Security Number

Minnesota Tax ID

\* Legal Name

Additional Name

http://URL  Open URL

**Profile Questions**

\* 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

Welcome Identifying Information Addresses Contacts Payment Information Categorization Submit

Exit Previous Next

**Addresses**

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**

DBA Name 1

DBA Name 2

\* Country  United States

\* Address 1

Address 2

Address 3

\* City

County  \* Postal

\* State  Minnesota

\*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** -

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** -

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 <input type="text"/>

**Add Contact**

Contact Us

\* Required field

Exit < Previous Next >

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

The screenshot shows the 'Payment Information' step of a registration process. At the top, a progress bar includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information' (highlighted), 'Categorization', and 'Submit'. Below the progress bar are 'Exit', '< Previous', and 'Next >' buttons. The main heading is 'Payment Information - [input field]'. The text below reads: '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.' There is a checkbox labeled 'Click here to enter EFT/Bank Information' which is unchecked. Below this is a 'Contact Us' link with an envelope icon. At the bottom, there is a 'Required Field' icon, an 'Exit' button, and '< Previous' and 'Next >' buttons.

## Step 11 – Select Next (skip this information)

The screenshot shows the 'Categorization' step. The progress bar at the top highlights 'Categorization'. Below it are 'Exit', '< Previous', and 'Next >' buttons. The heading is 'Categorization - [input field]'. The text says: '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.' There are two input fields for 'Description' and 'Category', with an 'And/Or' dropdown between them. A 'Search' button is below the 'Category' field. Below this is a section titled 'UNSPSC Codes (Search results)'. It includes a search bar with a magnifying glass icon, a 'View All' link, and a table with the following structure:

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

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

The screenshot shows the 'Submit' step. The progress bar at the top highlights 'Submit'. Below it are 'Exit', '< Previous', and 'Next >' buttons. The heading is 'Submit - [input field]'. The text reads: '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.' There are two red boxes highlighting specific areas: the first box highlights the email address field with the value 'suesmithalice@mnsu.edu'; the second box highlights the 'Terms and Conditions' section, which includes a checkbox labeled 'Select to accept the Terms of Agreement below.' and a link to 'Terms of Agreement'. Below these are 'Review' and 'Submit' buttons, with the 'Submit' button circled in red.