



STPAUL.GOV



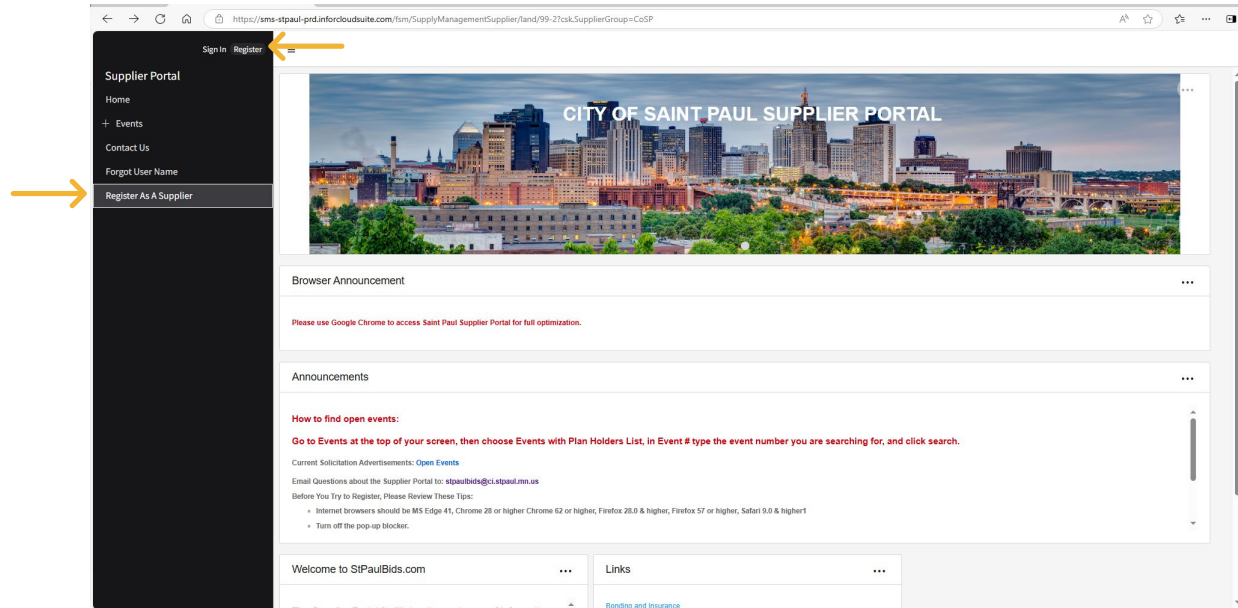
CITY OF SAINT PAUL

Registering for the Supplier Portal



Step 1. Register as a Supplier – Getting Started

- Go to www.stpaulbids.com
- Click on “Register as a Supplier” on the left-hand side of the screen
- Or, click on “Register” next to the “Sign In” option





Step 2. Enter Registration Contact Information

- Populate all required fields (those with an asterisk * next to them)
- Review the shown terms and conditions; once reviewed, select “Accept Terms and Conditions as Shown Following”
- Click the “Save” Icon in the top right corner of the page

The screenshot displays the 'Supplier Registration' form. At the top, there are tabs for 'Registration', 'Commodity codes', 'Diversity codes', and 'Proxy notifications'. The 'Registration' tab is active, showing a section titled 'Enter your company information.' The form contains several required fields marked with an asterisk (*):

- User Name: grabtest
- Password: [redacted]
- Confirm Password: [redacted]
- First Name: Heather
- Last Name: Grab
- Title: Contract Compliance Specialist
- Main Country/Jurisdiction Code: [dropdown]
- Main Phone Number: 6512668950
- Extension: [input]
- Mobile Country/Jurisdiction Code: [dropdown]
- Phone Number: [input]
- Sms Enabled: [checkbox]
- Fax Country/Jurisdiction Code: [dropdown]
- Phone Number: [input]
- Extension: [input]
- Email Address: heather.grab@cityofstpaul.mn.us
- Company Name: City of Saint Paul
- Tax ID Type: USFEDERAL
- Tax ID: 99-9999999
- Attach Tax certification: HG W9 TEST Supplier Portal.pdf
- Either tax ID or VAT registration number is required * [checkbox]
- VAT Registration Country/Jurisdiction: [dropdown]
- VAT registration number: [input]
- Mailing Address: 15 W Kellogg Blvd
- City: St. Paul
- State/Province: MN (Minnesota)
- Zip Code: 55101
- Country/District: [input]
- Country/Jurisdiction: United States of America [Change]
- Check if Remit To Address Is The Same As Mailing Address: [checked]
- Accept Terms and Conditions as Shown Following: [checked]

An orange arrow points to the 'Save' icon in the top right corner of the page.



Step 3. Enter Commodity Codes

- Click on the “Commodity Codes” Tab, next to “Registration”
- Browse available commodity codes, or use the Commodity Search function to search for applicable codes
- Click “Add” to assign the commodity code to your profile

Your account has been set up in the City of Saint Paul Supplier Portal, however your registration is not complete. Please log in at www.stpaulbids.com to complete your registration.

Questions exist; please use this button to answer questions; all required questions must be answered to complete registration [Respond to Questions](#)

Registration **Commodity codes *** Diversity codes Proxy notifications

Select the commodity codes for which you want to get future bid notifications.

My Commodity Codes Remove Selected

☐	Code	Description	Remove
☐	145-00	Roofing	Remove
☐	912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR	Remove

Available Commodity Codes Q services [Add Selected](#)

☐	Commodity Code	Description	Add
☐	+ 906	ARCHITECTURAL SERVICES, PROFESSIONAL	Add
☐	906-25	Design Build Services	Add
☐	+ 907	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL	Add
☐	907-38	Drafting Services	Add
☐	+ 908	BOOKBINDING AND REPAIRING SERVICES	Add
☐	+ 909	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND	Add
☐	+ 910	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES	Add
☐	910-07	Chute Installation Services	Add
☐	910-81	Window Washing Services	Add
☐	912-40	Demolition Services	Add



Step 4. Enter Diversity Codes (OPTIONAL)

If your business isn't certified, you can skip this step and move to the next slide.

- Click on the "Diversity Codes" Tab, next to "Commodity Codes"
- Click "Create" and select the diversity code(s) for which your business is certified
- Input the effective date, expiration date, and include the supporting documentation for your diversity code(s) and click "Submit"

Registration Commodity codes * **Diversity codes** Proxy notifications

Select the diversity codes for which your business is certified.

Selected Diversity Codes

☐	Diversity Code	Description	Effective Date	Expiration Date	Attachment
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Create Update ...

Diversity Code

Diversity Code * Small Business Enterprise

Effective Date

Expiration Date

Attachment

Cancel **Submit**



Step 5. Respond to Questions

- At the top of the screen, click on the “Respond to Questions” option
- On the next page, input responses for each question
- Once all questions are completed, click “Save and Close”

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Questions exist; please use this button to answer questions; all required questions must be answered to complete registration

Respond to Questions

Questions for City of Saint Paul

Answer the following questions related to your company. An * indicates a required field.

1. Has your business been debarred, suspended, received notice of proposed debarment, been excluded, disqualified or declared ineligible under a United States non-procurement rule from receiving Federal or State Contracts?
Response is required
Answer:
No

2. Please answer YES and attach a completed and signed W-9 form. The form is found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
Response is required
Answer:
Yes
Attach Document
MG W9 TEST Supplier Portal.pdf

3. The City of Saint Paul is moving toward Electronic Funds Transfer (EFT) (a faster payment method). If you would like to register as an EFT business, please answer YES or NO.
Answer:
Yes

4. Please list any environmentally friendly or sustainability (Green) certifications your business has.
Answer:

5. Is your business registered with the Office of the Minnesota Secretary of State? If YES, provide the business file number; if NO, indicate N/A.
Yes or No required; either text or attachment is required if answer is Yes
Answer:
Yes
12345678910
Attach Document

Save Save And Close



FAQ

Do I need to finish setting up my profile in order to submit a bid or proposal? Yes. It's very important that you complete your registration fully, otherwise you will run into system errors when trying to submit a response (bid or proposal).

Can I update my information in the supplier portal? Yes! You can update this information at any time by logging into the supplier portal and clicking on "My Account" on the lefthand menu.

Help! I can't access my supplier account. Reach out to procurement@ci.stpaul.mn.us.

What browser should I use? Please use Google Chrome to access the Supplier Portal for full optimization.

How do I get a diversity code? You must be CERT certified as a small, minority-owned, or woman-owned business enterprise. For more information on getting certified, visit the city's [CERT landing page](#).

Who should I contact if I'm having issues? Reach out to procurement@ci.stpaul.mn.us.