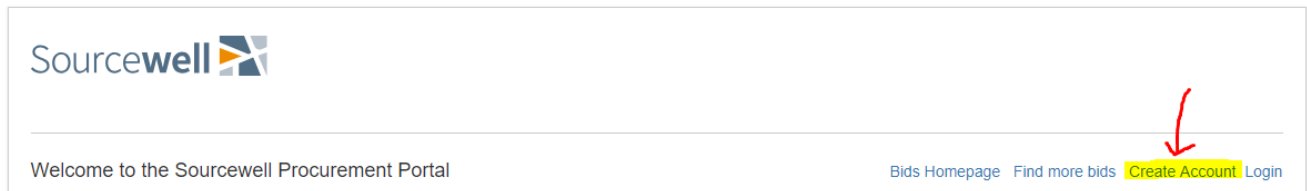




How do I create an account in the Sourcewell Procurement Portal?

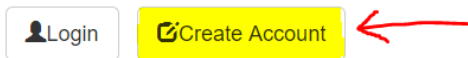
Creating an account in the Sourcewell Procurement Portal is easy and only takes a few minutes. Follow these steps to create your account:

- From the main site <https://proportal.sourcewell-mn.gov/> Click “Create Account” in one of two places:




OR

The following is a list of our current public opportunities. Please refer to the Status column in the list to determine if the solicitation is open, closed, or awarded.



This will take you to the Create Account page.

Provide all the required information in the fields on this page (indicated by the red asterisk)



Create Account

[Bids Homepage](#) [Find more bids](#) [Create Account](#) [Login](#)

Organization Details

Legal Company Name *

Does your company conduct business under any other name? If yes, please state

Address 1 * Address 2

City * Postal Code / Zip Code *

Province / State * Country *

****Legal Company Name****

You **must** enter your company's official legal name to avoid any confusion when registering for bids. Once complete, this can only be changed by contacting the Sourcewell Procurement Portal technical support team at support@bidsandtender.ca.

Select the categories applicable to your products or services. This is how the system will know which bids to notify you about, so go through the list carefully.

Categories

Choose the category(s) from the list below that your company would like to be informed of. We suggest that you utilize the search feature below. For example, if your business is "Janitorial", type "janitorial" in the keyword field and your results will be displayed. If you cannot find a specific sub category click the main category to ensure you receive all notifications in that category.

Categories

- 335999 - All Other Miscellaneous Electrical Equipment and Component Manufacturing
- 336 - Transportation Equipment Manufacturing
 - 3361 - Motor Vehicle Manufacturing
 - 33611 - Automobile and Light Duty Motor Vehicle Manufacturing
 - 336111 - Automobile Manufacturing
 - 336112 - Light Truck and Utility Vehicle Manufacturing
 - 33612 - Heavy Duty Truck Manufacturing
 - 336120 - Heavy Duty Truck Manufacturing
 - 3362 - Motor Vehicle Body and Trailer Manufacturing
 - 33621 - Motor Vehicle Body and Trailer Manufacturing
 - 336211 - Motor Vehicle Body Manufacturing
 - 336212 - Truck Trailer Manufacturing
 - 336213 - Motor Home Manufacturing

Enter in your first and last name, email address, and create a password that you will use to access your account:

Contact(s)

In order to add a contact to the company profile, click on the "Invite another contact" button and type the contact name and email address of the person you wish to add. Your invited contacts will receive an email invitation from the Sourcwell Procurement Portal to create their own login to the Portal.

It is your sole responsibility to keep your additional invited contact(s) current and delete any contacts that you DO NOT want to have ability to submit, edit and/or withdraw your company bid submissions. (for example; delete any contact that has terminated their employment with your company)

First Name *

Last Name *

Email *

Email

Password Hint

Your password must be at least 6 characters in length, have 2 upper case characters and at least 1 special character (!@#\$\$%)

Password *

Password *

Phone *

Phone Extension

Primary Contact

Click to agree to terms of service:

[By clicking here I agree to the bids&tenders Vendor Terms of Service \(view\)](#)

If you would like to invite another contact to your account, click the Invite Another Contact button:

[+ Invite Another Contact](#)

Fill out the required information. You can indicate whether the contact will be the primary contact on the account. This person will be sent an e-mail notification so that they can create their own password. You do not need to create a password for them:

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email *	<input type="text"/>	Email	<input type="text"/>
Phone *	<input type="text"/>		Phone Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Primary Contact			<input type="button" value="Delete Contact"/>

You can have up to 10 contacts on your account. Once you are done adding contacts, click Continue:



Congratulations! You have created your Sourcingwell Procurement Portal account.