City of Minneapolis
eSupplier TMP
Application

January 2020
eSupplier TMP Application Guide

To jump to an area within the User Guide, click on the topic in the Table of Contents

Table of Contents

Target Market Program Overview ...........................................................................................................................................  2
TMP Application Process ............................................................................................................................................... 2
  Page 1: Organization Information .......................................................................................................................... 3
  Page 2: Profile Questions ............................................................................................................................................. 4
  Page 3: Categories ................................................................................................................................................. 5
  Page 4: Terms and Affirmation ............................................................................................................................... 5
Contact Us ..................................................................................................................................................................... 6

Target Market Program Overview

Under the Target Market Program (TMP), qualified small businesses can respond alongside other similarly situated small businesses for City of Minneapolis contracts up to $175,000 instead of competing against larger, more established companies. To apply for the Target Market Program, you can access the application through the City’s eSupplier Portal. Upon your submission, the City will review your application and follow up with questions and the status of your application.

TMP Application Process

You can start the TMP Application process by clicking on the TMP Application icon from the eSupplier Public Page:
Page 1: Organization Information

Enter your Organization’s Information on the first page that displays:

Questions marked with a * are required. If you do not fill out a field and attempt to continue, the following message will display:

You may cancel the application process at any point by clicking the “cancel” button. Click the Next button to continue with the application process.
Page 2: Profile Questions

Answer all profile questions on this page. Questions with a magnifying glass allow you to search for values:

Click Next to continue.
Page 3: Categories

The next page will display categories used for Contracting Opportunities. Select all that pertain to your organization by checking the box(s) on the left-hand side.

When checked, the category will populate under the “My Categories” Section of this page.

The City has structured the categories of services and goods into these areas:

- Professional and Technical Services
- Construction Services
- Other Services
- Goods and Supplies
- Items for rent

Scroll to the bottom of the page and click Next to continue.

Page 4: Terms and Affirmation

Click the checkboxes to confirm your application and accept the terms or agreement – once both checkboxes are selected, a submit button will appear:
A submission confirmation message will appear:

Click **OK**, or “**Cancel**” to return to the eSupplier Public Page.

**Contact Us**

The City of Minneapolis will review your TMP application and follow up directly. If at any point you need further assistance, contact us at: Phone: 612 673-2311 or e-mail: eProcurement@minneapolismn.gov