

Instructions to Apply for a Vendor Number for Wedding Clients

Access the Supplier Portal from the following link: <http://mn.gov/supplier>

1. Select Register for an Account
2. Select Register as a "Supplier"
3. Start a new registration
4. Entity type-select "Individual Sole Proprietor"
5. TIN type-select "Social Security Number"
6. Next
7. Enter social security number; confirm social security number
8. Enter legal name
9. Profile Question: In drop-down box select "No"
10. Next
11. Enter address, including your email address
12. Follow along answering any questions, then Next
13. Submit for approval (make sure to include your email address) and to check the terms of agreement box.
15. Submit

The Registration Submit Details box should appear saying "Your registration ID" with a number below, that is your vendor number.

You should receive an email from the State of Minnesota within 3 days confirming your vendor number. Please email your vendor number to Jane Kolars at jane.kolars@mnsu.edu and Ranae Hiniker at ranae.hiniker@mnsu.edu.

This vendor number is required in order to complete a facilities use agreement for the event