TARGETED BUSINESS SUPPLIER INFORMATION

The University of Minnesota has added Targeted Business Special Classifications to the MBID system which will allow us to track Targeted Business RFx activity.

NEW SUPPLIERS: If you have never registered in the University’s MBID system and you are a Targeted Business (see Definitions below), please complete the Special Classifications section during the Registration Process. (Check all that apply.)

EXISTING MBID SUPPLIERS: Follow the steps outlined below to update your registration to include your Targeted Business status.

DEFINITION OF A TARGETED BUSINESS

Targeted businesses must meet one of the following definitions

- **African-American Owned**: 51% owned and controlled by African-American and as certified by an Agency (detailed below)
- **Hispanic-American Owned**: 51% owned and controlled by persons of Spanish or Portuguese culture with origins in Mexico, South or Central America as certified by an Agency (detailed below)
- **Asian-American Owned**: 51% owned and controlled by persons having origins in the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands as certified by an Agency (detailed below)
- **American-Indian Owned**: 51% owned and controlled by American Indians or Alaskan Natives as certified by an Agency (detailed below)
- **Disabled Owned**: 51% owned and controlled by persons with disabilities who satisfy the definition of “qualified disabled persons” according to the Americans Disabilities Act (P.L 101-33)
- **Woman-Owned**: 51% owned and controlled by a woman and as certified by an Agency (detailed below)

CERTIFICATION AGENCIES

You must be certified by one of the following University-Recognized Targeted Business Certification Agencies and you must indicate which agency you are certified by when you check your response.

- State of Minnesota Department of Administration
- Small Business Administration (SBA)
- Minnesota Minority Supplier Development Council (MMSDC)
- National Minority Supplier Development Council, Inc. (NMSDC)
- City of St. Paul CERT Program
- Women’s Business Enterprise National Council (WBENC)
### NEW TARGETED BUSINESSES

1. Click on New Supplier Registration button and walk through the registration process.
2. When you come to the Special Classification section, choose the classification in which you are certified and the agency with which you are certified.
3. Check all that apply.
4. Complete your Registration.
5. Your MBID registration should be approved within 48 hours and at that time you may respond to any RFx’s that are issued.
6. Your Minority Supplier status should be approved within 7 business days.
7. You will receive email notifications of both approvals.

### EXISTING TARGETED BUSINESSES

(Suppliers who registered prior to October 1, 2015 and have not indicated their Targeted Business status.)

1. Log into MBID.
2. Select My Profile
3. Choose Company Profile
4. Click on the Special Classification tab
5. Choose the classification
6. Click on Register
7. Under Registration Notes you may leave it blank.
8. Click Save
9. While you are in My Profile, check to make sure your Users information is up to date.
10. Log Off
11. Your Minority Supplier status should be approved within 7 business days.
12. You will receive an email notification of your approval.

If you have any questions regarding your Targeted Business status you may contact the Business & Community Economic Development office at 612-624-0530 or by sending an email to bced@umn.edu.