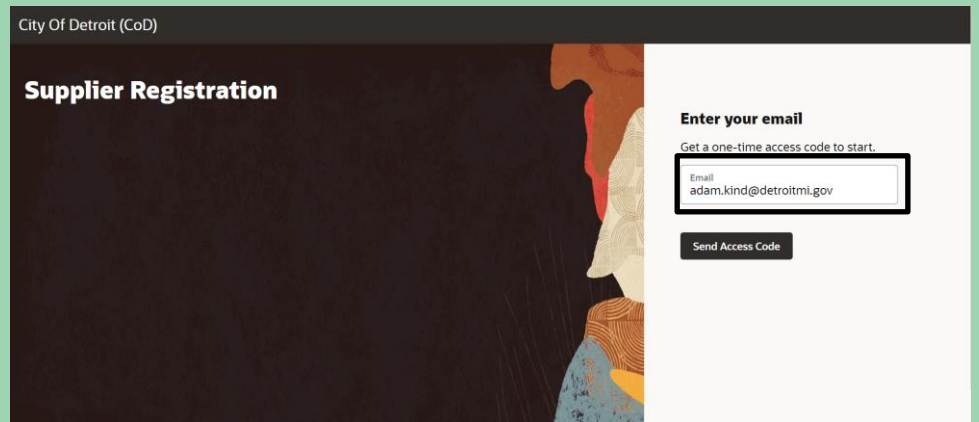
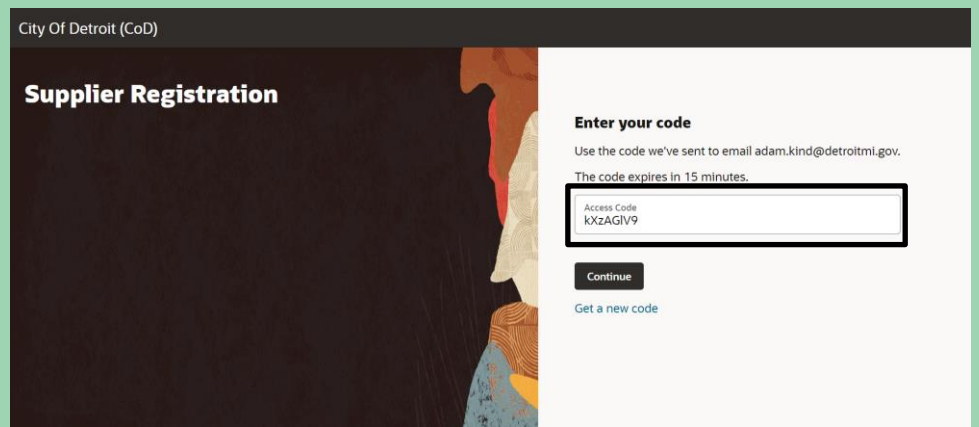


Supplier Portal Guide: How to Register as a Supplier

Click [here](#), type your email address into the box, and click **Send Activation Code**. If you stop your registration before submitting it, you can return to where you left off using the same email address you entered originally.



You will receive an email from ebkk.fa.sender@workflow.g1mail.us8.oraclecloud.com. Copy the code you are emailed, paste it into the box on the next screen, and click **Continue**.



On the **Company Details** page, fill in your company name, country of business, taxpayer identification number, organization type, and supplier type. You may fill in other fields on this page, but they are not required.

The Taxpayer ID field should be used instead of the Tax Registration Number and/or D-U-N-S Number fields. If your business is based in the United States, your taxpayer ID will be nine digits long. Please do not include other characters (e.g., “-”) in the number.

In the Supplier Type dropdown, you must select “Supplier” in order to have access to all the Supplier Portal features you will need to use.

If you provide a company name or taxpayer ID number that is already in use by another supplier, you will receive a warning message. If you believe this is a mistake or need further assistance, please email procurementinthecloud@detroitmi.gov.

City Of Detroit (CoD)

Supplier Registration
Company Details

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Company Details

Contacts

Addresses

Products and Services

Company: Example Company

Website: _____

Country: United States

Taxpayer ID: 12233445

Tax Registration Number: _____

D-U-N-S Number: _____

Organization Type: Corporation

Supplier Type: Supplier

Note to Approver: _____

Last updated now

Cancel Save Continue

City Of Detroit (CoD)

Supplier Registration
Company Details

1 | 4

Company Details

Contacts

Addresses

Products and Services

This company is already our supplier
Contact us for information on your existing profile.

Company: Example Company

Website: _____

Country: United States

Taxpayer ID: 123456789

Tax Registration Number: _____

D-U-N-S Number: 123456789

Organization Type: _____

Supplier Type: _____

Cancel Save Continue

On the **Contacts** page, fill in the first name, last name, and email address for at least one contact. It is helpful to provide at least one phone number and a job title as well.

Make sure to leave the default responses of “Yes,” “Yes,” and “CoD Supplier” for the three questions below in order to have access to all the Supplier Portal features you will need to use.

If you need to add more than one contact, use the **Add Another Contact** button at the bottom of the page.

City Of Detroit (CoD)

Supplier Registration
Contacts

2 | 4

Company Details
Contacts
Addresses
Products and Services

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Adam
Last Name: Kind
Email: adam.kind@detroitmi.gov

Country: US Mobile: +1 313 456 7891
Country: US Phone: +1
Ext:

Job Title: President
Country: US Fax: +1

Last updated now
Cancel Save Continue

Country: US Mobile: +1 313 456 7891
Country: US Phone: +1
Ext:

Job Title: President
Country: US Fax: +1

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

CoD Supplier
Custom Role based on Supplier Accounts Receivable Specialist - TS.

+ Add Another Contact

Last updated 2 minutes ago
Cancel Save Continue

On the **Addresses** page, give your address a name (e.g., "DETROIT") and leave the default check marks in all three boxes at the top in order to have access to all the Supplier Portal features you will need to use.

Fill in the appropriate address and contact information below. Note that filling in the postal code will auto-populate the City and State fields.

Associate your address with one or more contacts via the checkboxes at the bottom of the page. If you need to add more than one address, use the **Add Another Address** button below that.

The image displays two screenshots of the City of Detroit (CoD) Supplier Registration 'Addresses' page. The top screenshot shows the 'Address 1' form. The 'Address Name' field is set to 'DETROIT'. The 'What's this address used for?' section has three checked options: 'Receive Purchase Orders', 'Receive Payments', and 'Bid on RFQs'. The 'Country/Region' is set to 'United States'. The 'Address Line 1' is '313 Detroit Street' and 'Address Line 2' is 'Suite 2'. The bottom screenshot shows the contact association section. The 'City' is 'Detroit', 'State' is 'MI', and 'Postal Code' is '48202'. The 'Email' is 'adam.kind@detroitmi.gov' and 'Phone' is '+1 313 456 7891'. A table lists contacts, with 'Adam Kind' (adam.kind@detroitmi.gov, President) selected. An 'Add Another Address' button is visible at the bottom.

On the **Products and Services** page, select **all** the goods and services that your business can provide to the City of Detroit. Selecting all applicable commodities enables the City to invite you directly to bidding opportunities that may be of particular interest.

You can use the page's built-in search features to locate commodity areas. Most suppliers find it easiest to use this [PDF directory](#) to identify relevant browsing categories (indicated by letters). You can then search for those letters followed by a period (e.g., "AA." or "D.") to find all the individual codes within that browsing category.

You may select entire browsing categories or individual items within browsing categories using the checkmarks to the left.

When you have finished selecting products and services, click **Submit**.

City Of Detroit

Supplier Registration
Products and Services
Enter at least one products and services category.

2 selected | View Selected | Clear Selected

Category	Description
<input type="checkbox"/> ▶ D. Demolition & Trashout	Demolition & Trashout
<input type="checkbox"/> ▶ D.01 Demolition, Emergency Commercial	Demolition, Emergency Commercial
<input type="checkbox"/> ▶ D.02 Demolition, Emergency Residential	Demolition, Emergency Residential
<input type="checkbox"/> ▶ D.03 Demolition, Planned Commercial	Demolition, Planned Commercial

Last updated 5 minutes ago

Cancel Save **Submit**

4 | 4

Company Details

Contacts

Addresses

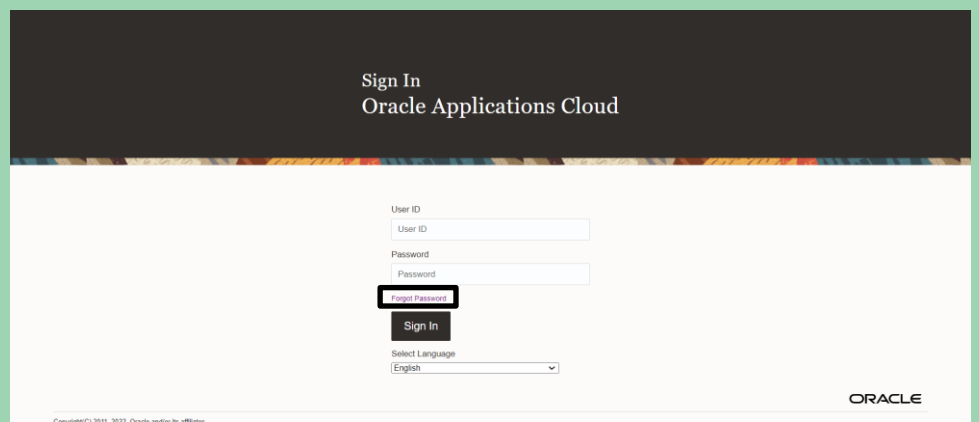
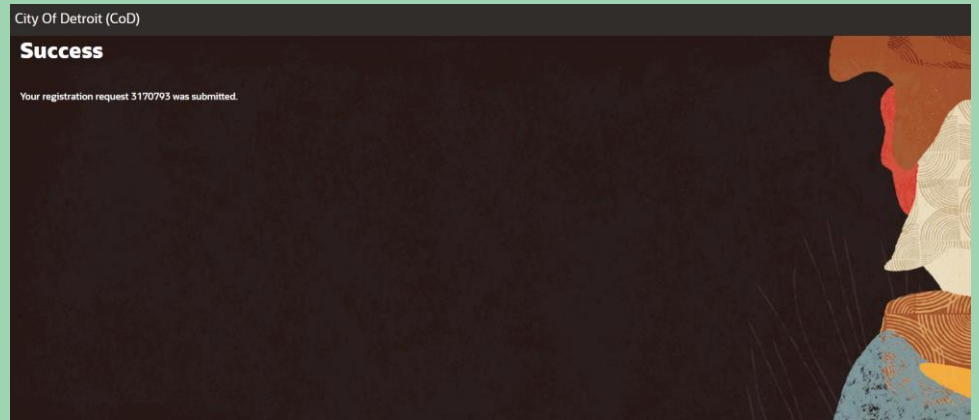
Products and Services

Category	Description
<input checked="" type="checkbox"/> ▶ AA.11 HVAC Installation, Repair, & Maintenance Services	HVAC Installation, Repair, & Maintenance Services
<input checked="" type="checkbox"/> ▶ CC. Human Services	Human Services
<input type="checkbox"/> ▶ CC.02 Human Services	Human Services
<input type="checkbox"/> ▶ DD. Health & Science	Health & Science

Last updated 2 minutes ago

Cancel Save **Submit**

After clicking **Submit**, you will see a screen confirming your registration. You can now visit the [Supplier Portal login page](#), click **Forgot Password**, enter the email address you used for registration, click the “Forgot Password” radio button, and click **Submit**. At that point, follow the emailed instructions to set a password and get online to start bidding!



Contact the E-Procurement Team

Supplier Procurement Support Hotline (Technical Assistance)

(313) 670-6604

procurementinthecloud@detroitmi.gov

E-Procurement Open Assistance Sessions: Learning How to Navigate Oracle

Click the links at the indicated times to join E-Procurement experts for Oracle demonstrations and Q&A.

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	Mondays, 10:30a	Thursdays, 1:00p
Supplier Profile Updates	Mondays, 11:30a	Thursdays, 1:30p
Responding to Bids	Mondays, 9:30a	Fridays, 9:30a
Invoicing	Tuesdays, 1:30p	Fridays, 11:30a
Online Office Hours (General)	Tuesdays, 3:00p	Wednesdays, 9:30a

We value your feedback!

[Fill out a quick survey](#)

We would love to hear how this document has help you and where we can improve on relaying this information.