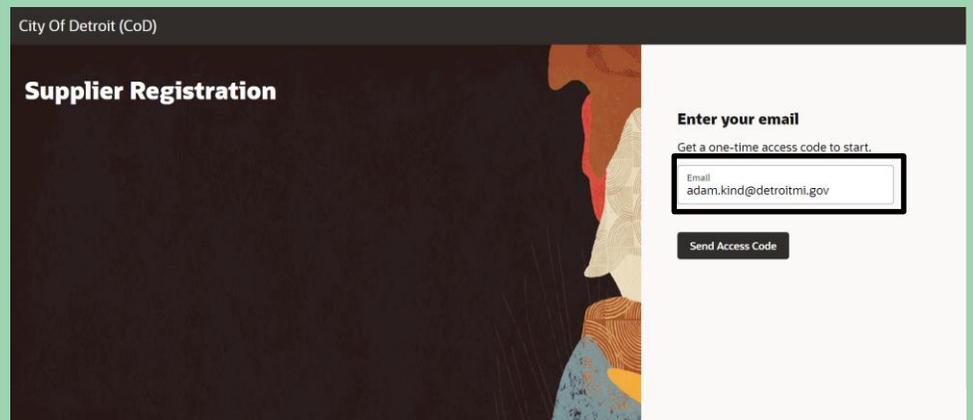
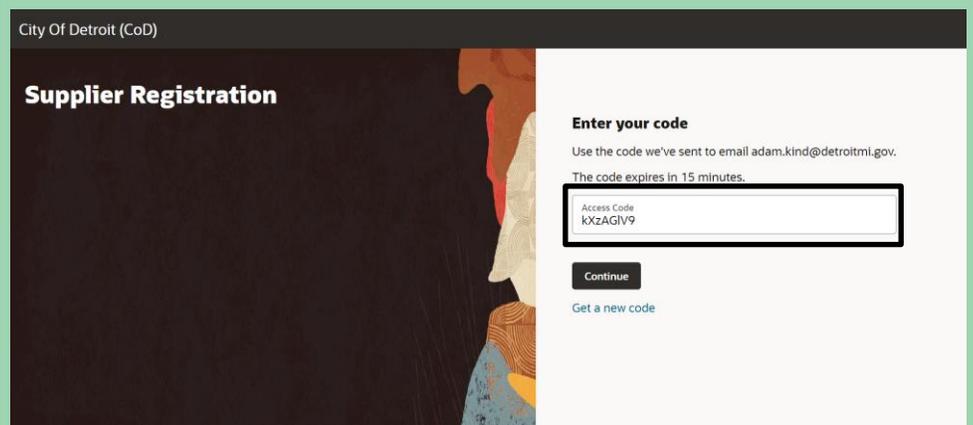


# **Supplier Portal Guide: How to Register as a Supplier**

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](mailto: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 is required. 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 [eprocurement@detroitmi.gov](mailto:eprocurement@detroitmi.gov).

Select “Continue”.

City Of Detroit (CoD)

Supplier Registration  
Company Details

1 | 4

Company Details

Contacts

Addresses

Products and Services

Company: Example Company

Website

Country: United States

Taxpayer ID: 112233445

Tax Registration Number

D-U-N-S Number

Organization Type: Corporation

Supplier Type: Supplier

Note to Announcer

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

Publication Time

Expiration Time

Cancel Save Continue

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

There will be three questions below the contact fields. Make sure to leave the default responses of “Yes,” “Yes,” and “CoD Supplier”.

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

Select “Continue”.

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

2 | 4

Company Details  
Contacts  
Addresses  
Products and Services

On the **Addresses** page, enter the City in ALL CAPS in the “Address Name” field (e.g., “DETROIT”) and leave the default check marks in all three boxes in the “What’s this address used for?” section.

Fill in the appropriate address. Enter the Zip Code and select the City and State combination. Note: Select the combination with the two-digit state abbreviation.

Under “Which contacts are associated to this address?” review the contacts and make sure they are selected.

If you need to add more than one address, use the **Add Another Address** button.

Select “Continue”.

City Of Detroit (CoD)

Supplier Registration  
Addresses

Enter at least one address.

Address 1

Address Name  
DETROIT

What's this address used for? Select at least 1 purpose.  
 Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  
United States

Address Line 1  
313 Detroit Street

Address Line 2  
Suite 2

Address Line 3

Last updated 8 minutes ago

Cancel Save Continue

City  
Detroit

State  
MI

Postal Code  
48202

Email  
adam.kind@detroitmi.gov

Country  
US

Phone  
+1 313 456 7891

Ext

Country  
US

Fax  
+1

Which contacts are associated to this address?

Adam Kind adam.kind@detroitmi.gov President

+ Add Another Address

Last updated 9 minutes ago

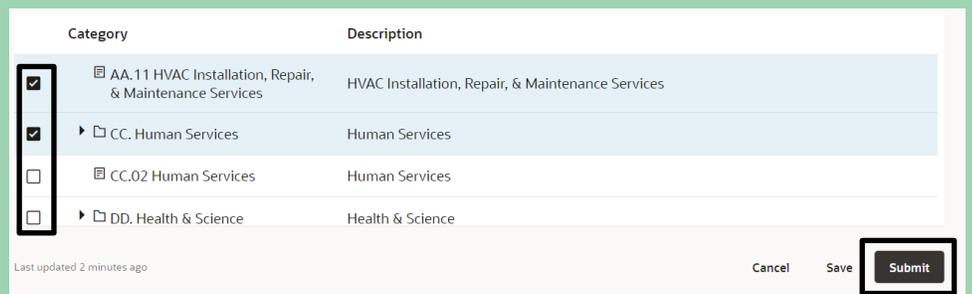
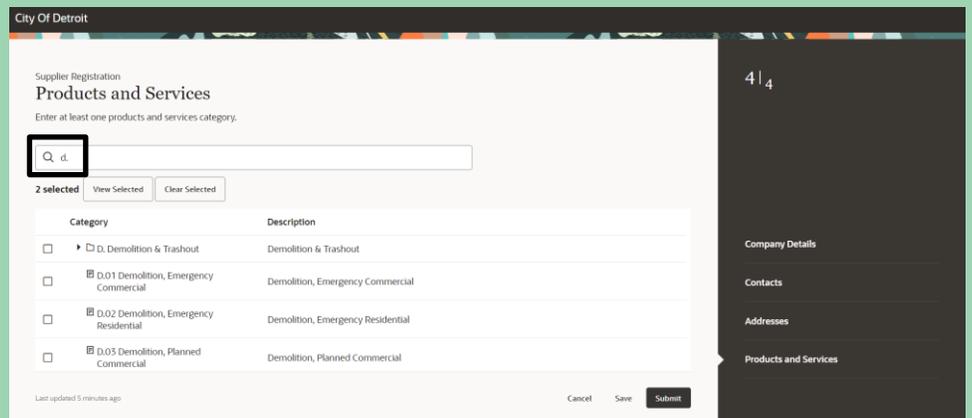
Cancel Save Continue

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.

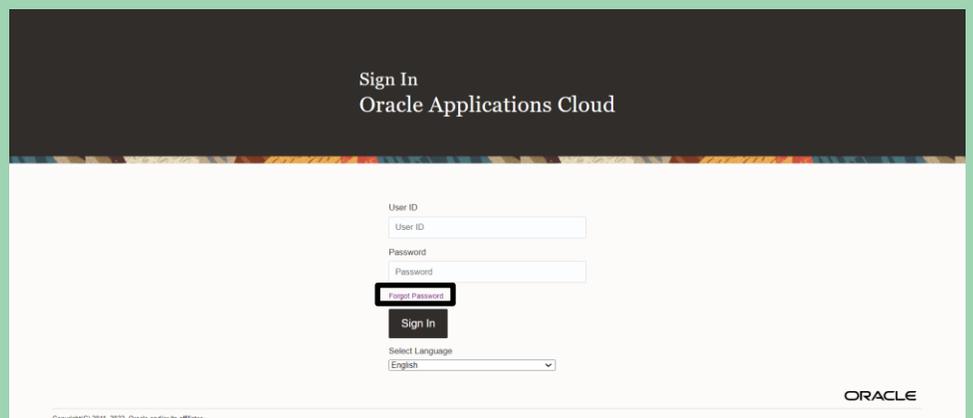
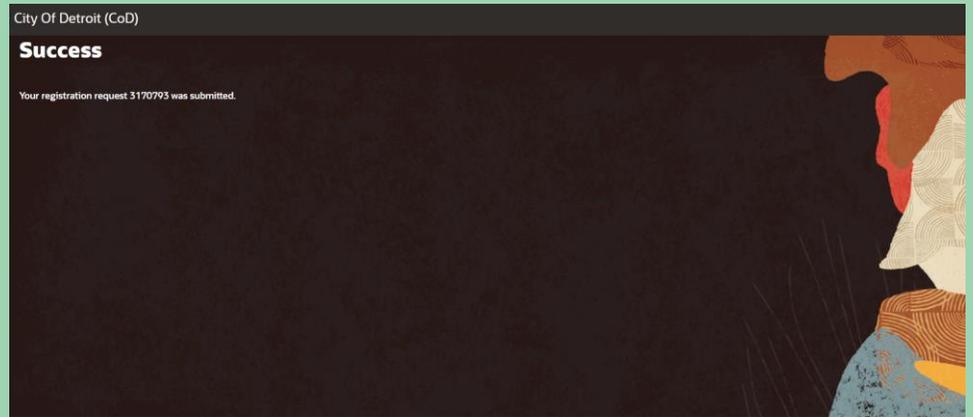
You can use the page's built-in search features to locate commodity areas. Most suppliers find it easiest to use this [PDF directory](#) to identify relevant browsing categories (indicated by letters). You can then search for those letters followed by a period (e.g., "AA." or "D.") to find all the individual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



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

[eprocurement@detroitmi.gov](mailto:eprocurement@detroitmi.gov)

[Join our Weekly Office Hour Sessions](#)

## We value your feedback!

[Fill out a quick survey](#)