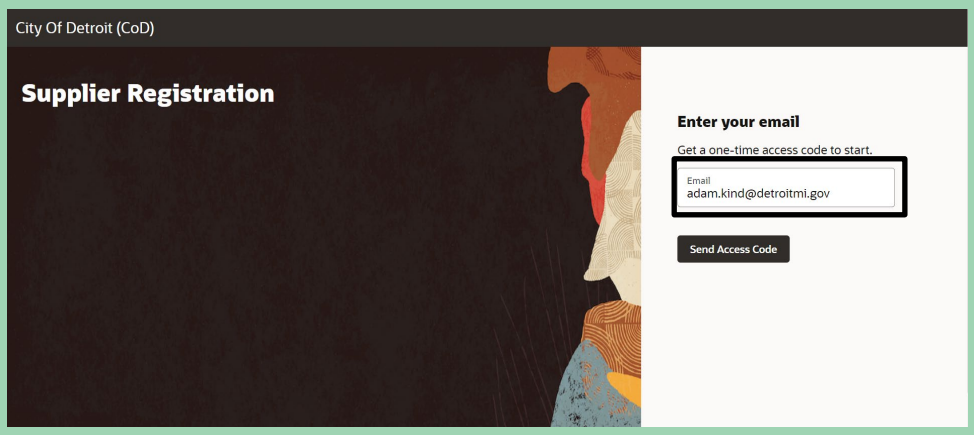
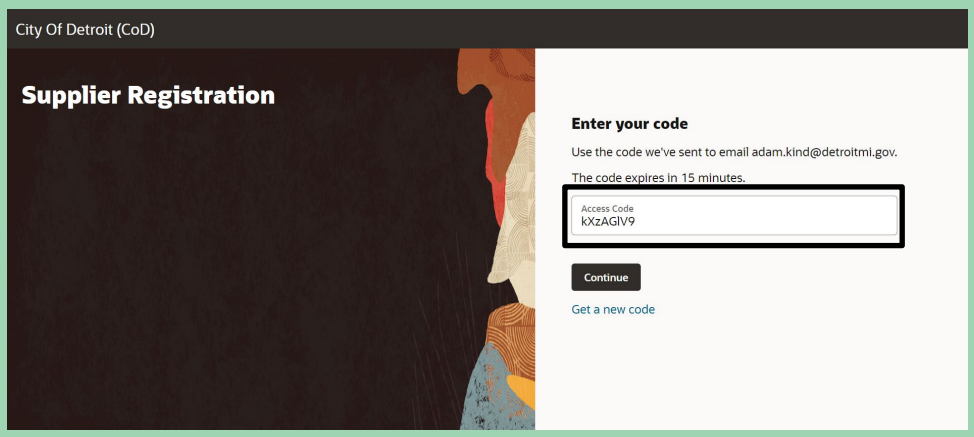
Supplier Portal Guide: How to Register as a Supplier

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 **noreply@detroitmi.gov**. Copy the code you are emailed, paste it into the box on the next screen, and click **Continue**.	

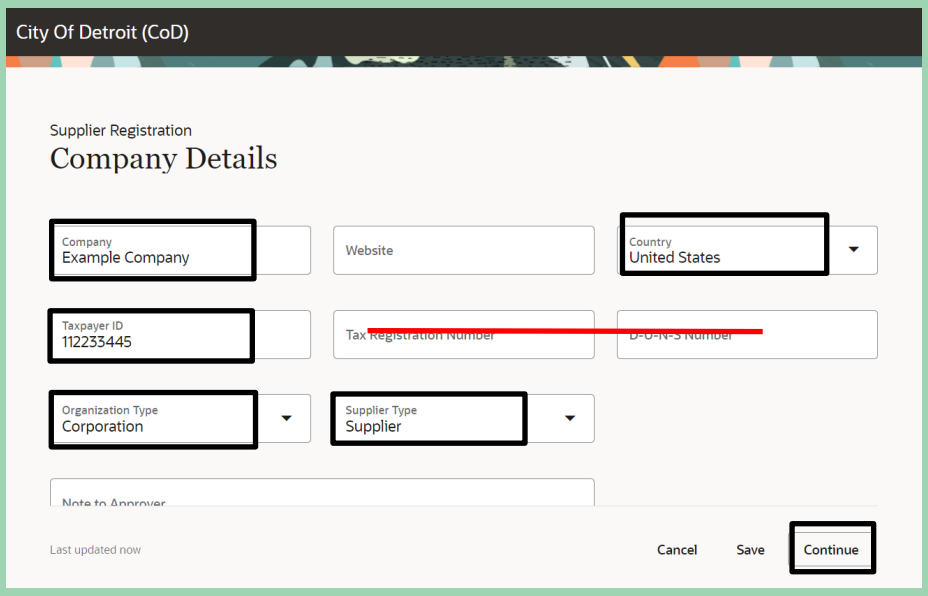
On the **Company Details** page, fill in your company name, country of business, taxpayer identification number, organization type, and supplier type. You may fill in other fields on this page, but they are not required.

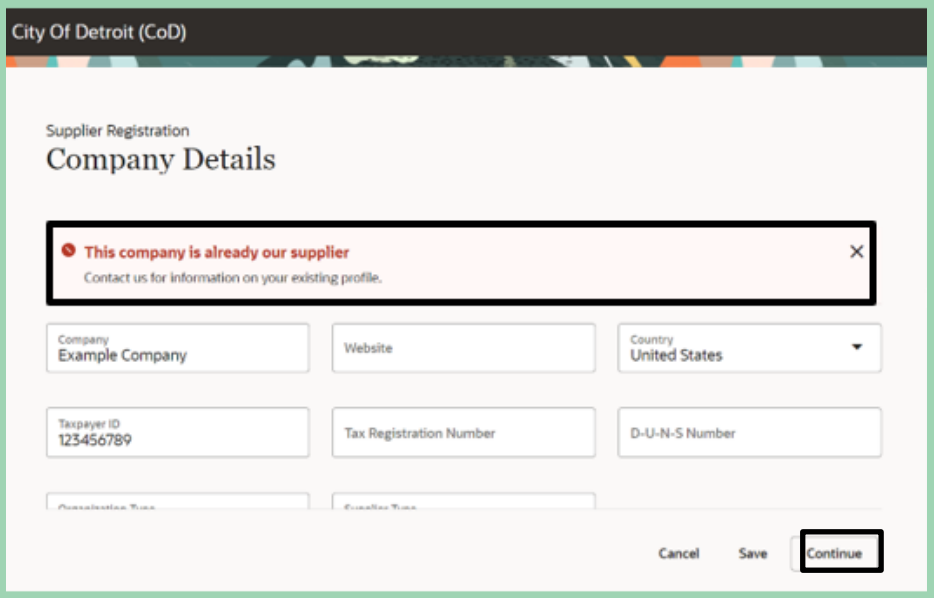
The Taxpayer ID field is required. If your business is based in the United States, your taxpayer ID will be nine digits long. Please do not include other characters (e.g., "-") in the number.

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**.

Select "Continue".



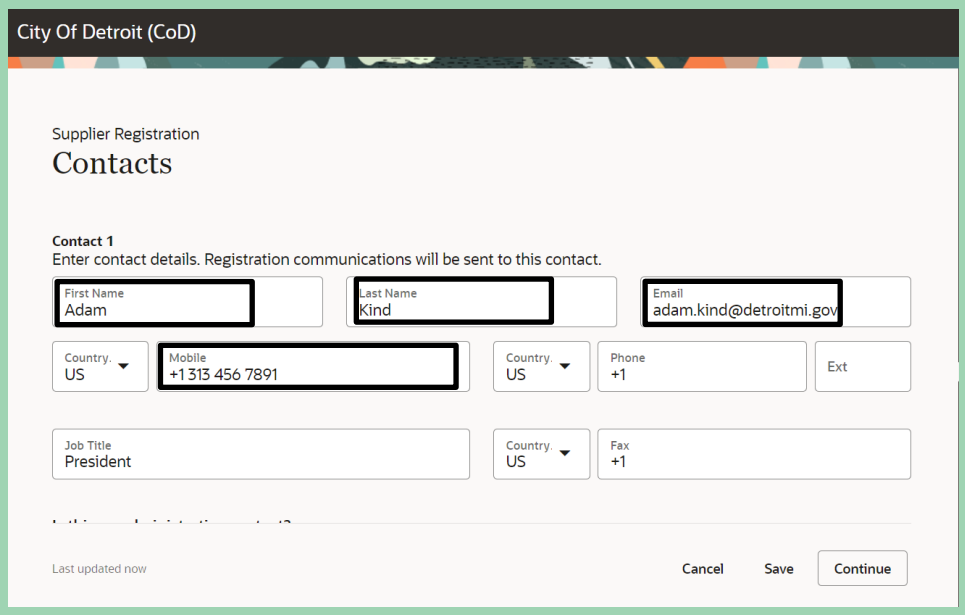


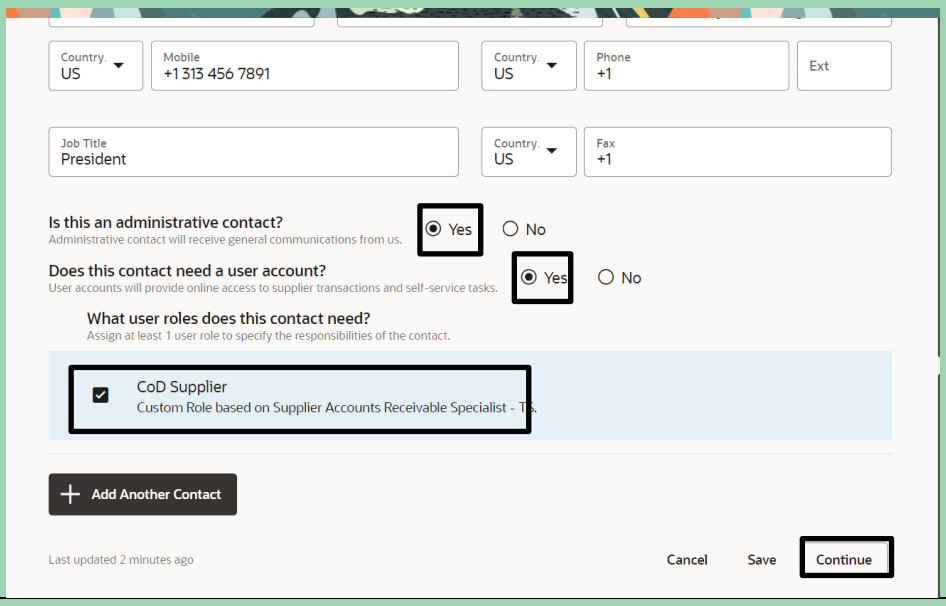
On the **Contacts** page, fill in the first name, last name, and email address for at least one contact. You must provide at least one phone number. It is helpful to provide a job title as well.

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".





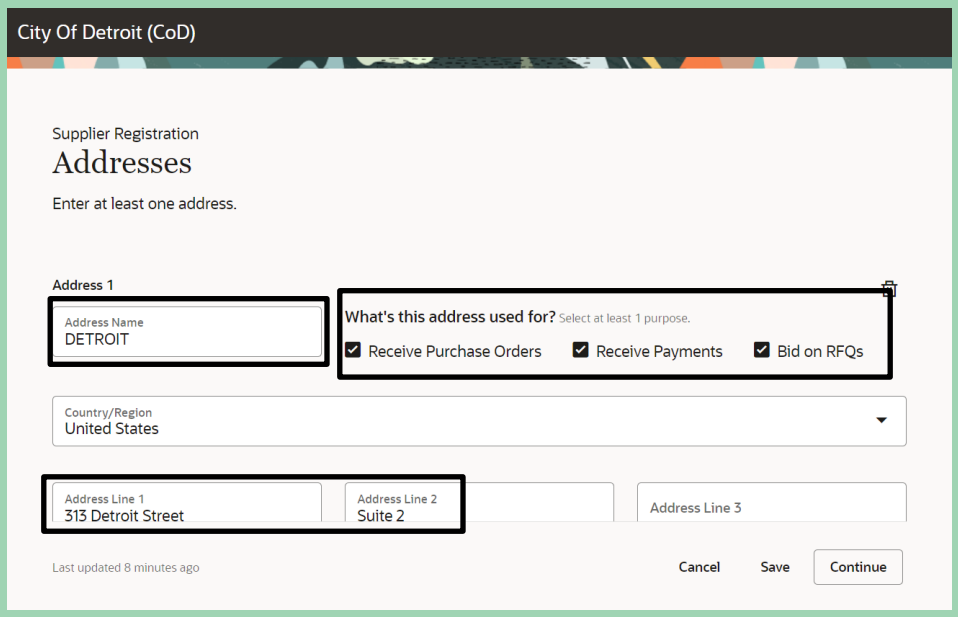
On the **Addresses** page, enter the City in ALL CAPS in the “Address Name” field (e.g., “DETROIT”) and leave the default check marks in all three boxes in the “What’s this address used for?” section.

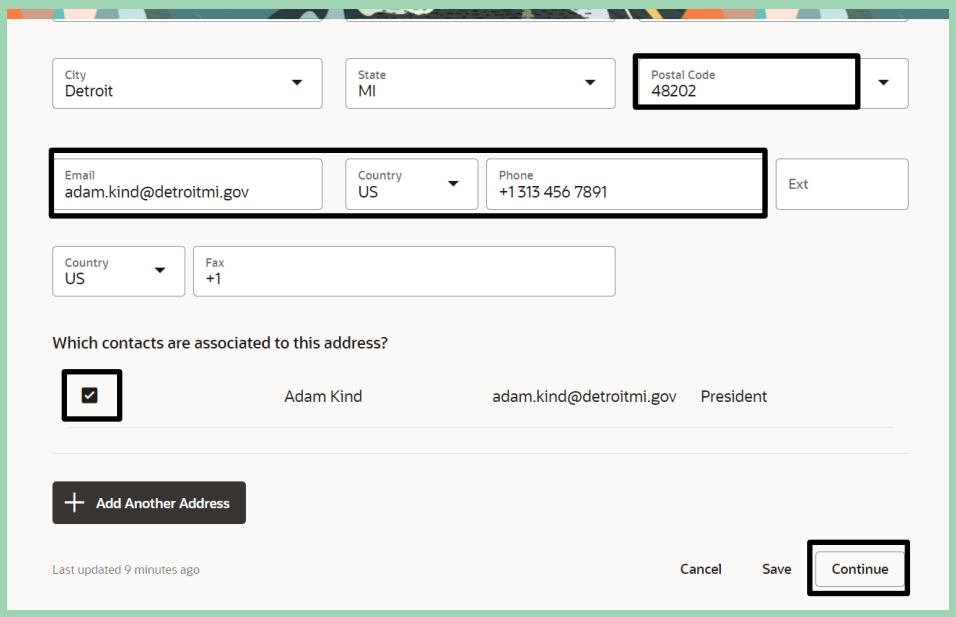
Fill in the appropriate address. Enter the Zip Code and select the City and State combination. Note: Select the combination with the two-digit state abbreviation.

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”.



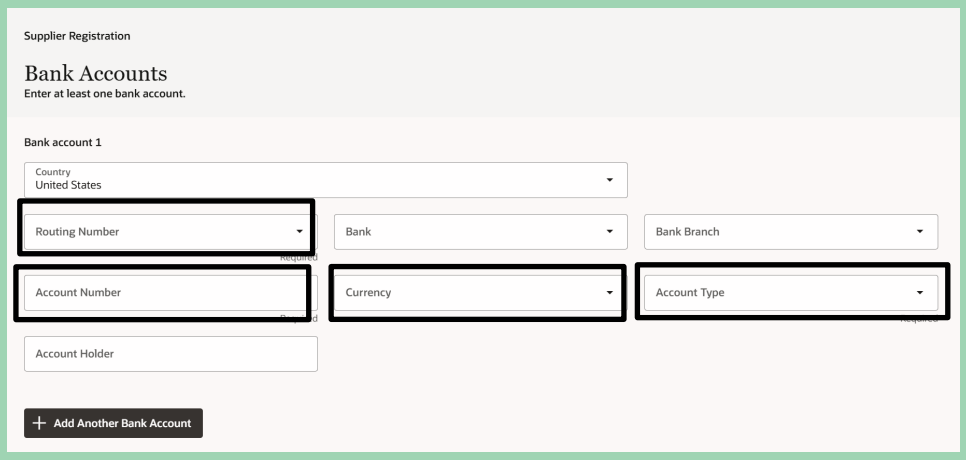


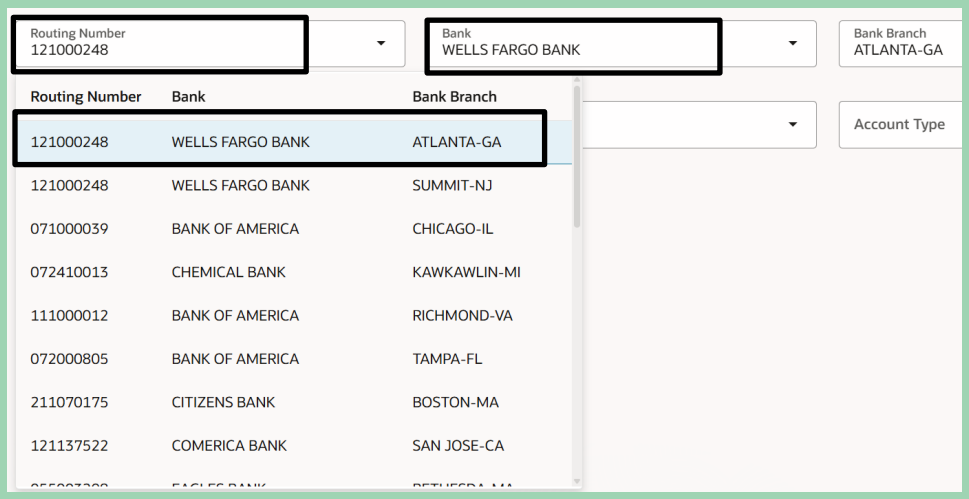
On the **Bank Accounts** page, start typing your Routing Number and select when your correct number, bank, and branch appears in the results (2nd screenshot). It will populate your Routing number, Bank, and Bank Branch

Enter your Account Number, Currency, and Account Type. For US, type 'USD' and select 'US Dollar'.

Enter the Account Holder's name.
If you need to add more than one Bank Account, use the **Add Another Bank Account** button.

Select "Continue".



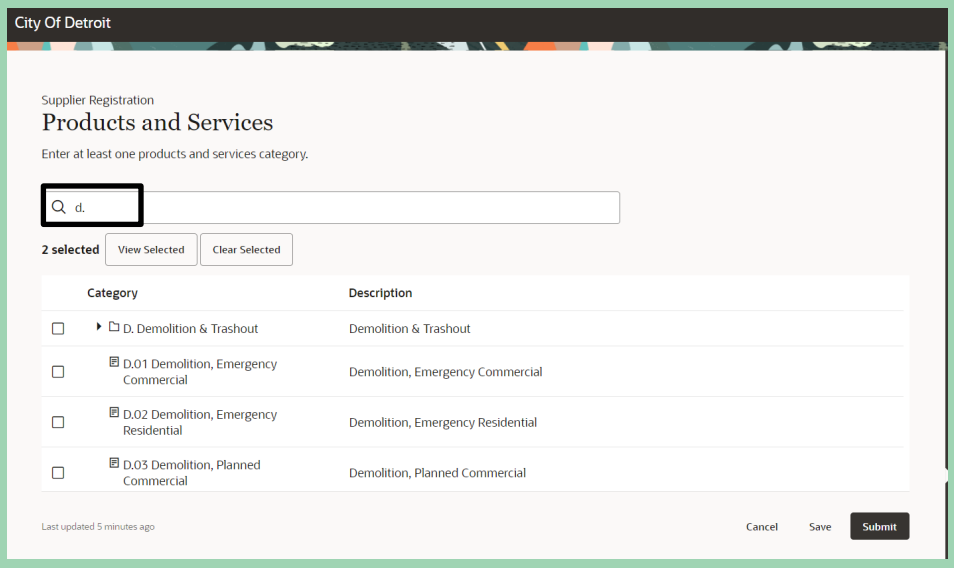


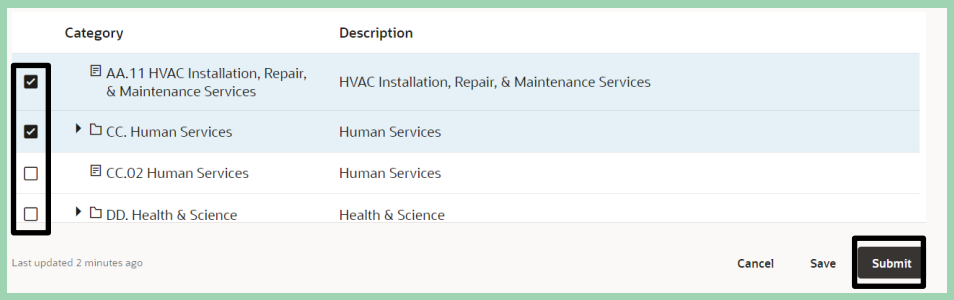
On the **Products and Services** page, select **all** the goods and services that your business can provide to the City of Detroit. Selecting all applicable commodities enables the City to invite you directly to bidding opportunities that may be of particular interest.

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.

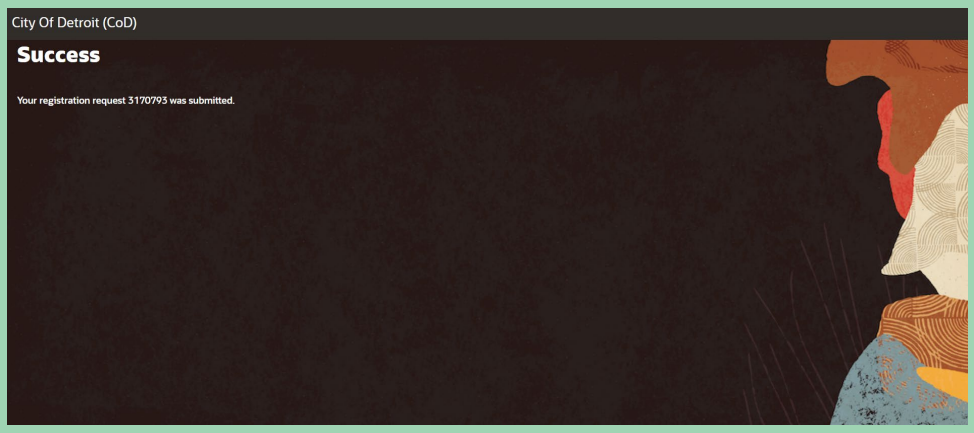
You may select entire browsing categories or individual items within browsing categories using the checkmarks to the left.

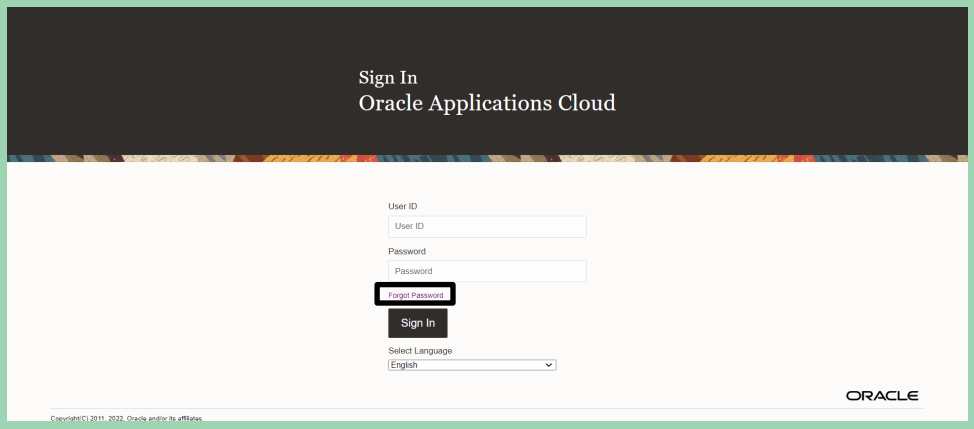
When you have finished selecting products and services, click **Submit**.

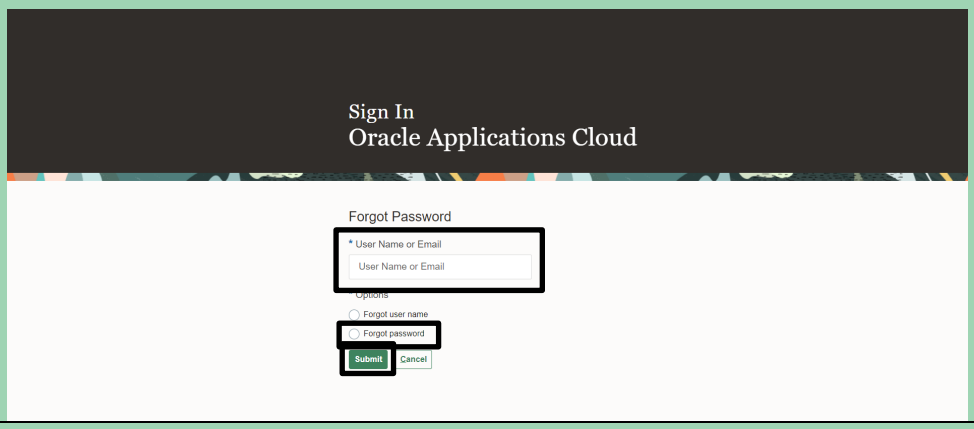




After clicking **Submit**, you will see a screen confirming your registration. You can now visit the **Supplier Portal login page**, click **Forgot Password**, enter the email address you used for registration, click the "Forgot Password" radio button, and click **Submit**. At that point, follow the 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

We value your feedback!

Fill out a quick survey

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