

This is an example, and the company is not real. Please don't enter this information into your Oracle profile!

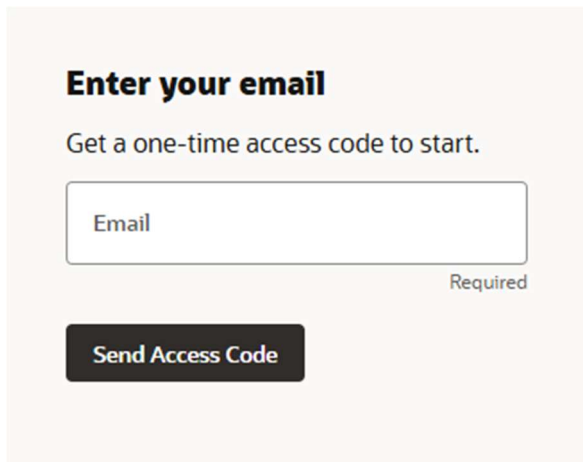
Register as a vendor

Existing vendors: <https://ibmjfb.fa.ocs.oraclecloud.com/>

Access the Oracle Registration Site (new vendors):

<https://ibmjfb.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=SJEruLv7Q8rrlibvt72B18jaLFJcst0DjVILKWIgp1ww4n0k%2BxXOGAjuYf3AjhDR>

Enter email to begin:



Enter your email

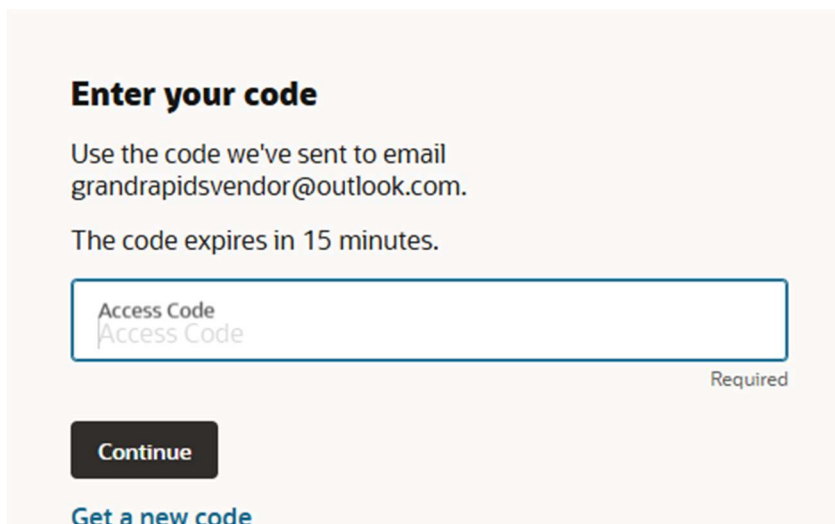
Get a one-time access code to start.

Email

Required

Send Access Code

Enter Access Code (case sensitive):



Enter your code

Use the code we've sent to email grandrapidsvendor@outlook.com.

The code expires in 15 minutes.

Access Code

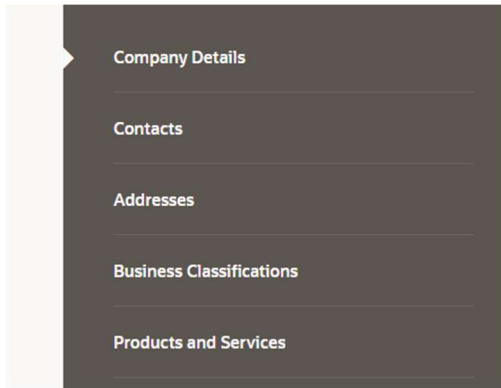
Required

Continue

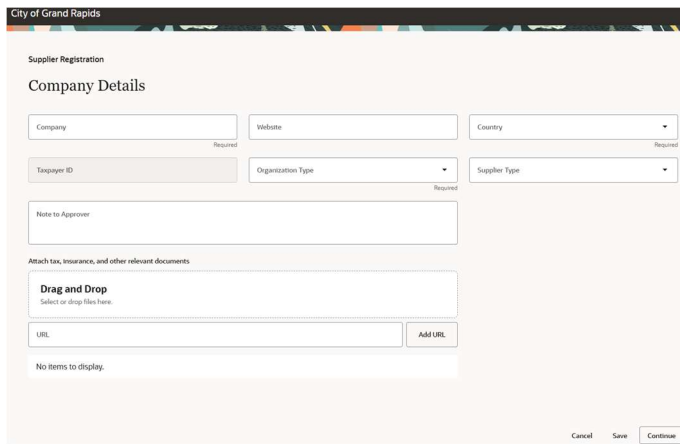
[Get a new code](#)

Fill out Each section (only "required" sections):

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1.

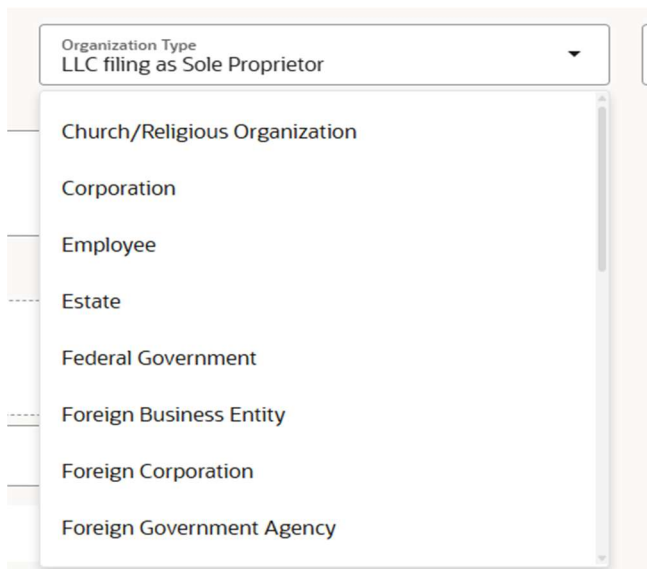


(Choose Tax Classification that Matches your W9)

If filing as a Sole Proprietorship please list your Full Legal Name (First & Last) as your business. And the company name in the “alias” section.

For more questions, please reach out to the Accounts Payable office at accountspayable@grand-rapids.mi.us

2.



If filing as a Sole Proprietorship we recommend using your SSN instead of EIN and listing your business as a DBA to save time.

For more questions, please reach out to the Accounts Payable office at accountspayable@grand-rapids.mi.us

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City of Grand Rapids

Supplier Registration

Contacts

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

First Name John	Last Name Ball	Email grandrapidsvendor@outlook.com
Job Title	Country US	Mobile +1
Country US	Phone +1	Ext
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.

Supplier Self Service Administrator
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Last updated 1 minute ago

Cancel Save **Continue**

3.

City of Grand Rapids

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification ▼

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Supplier Registration

Products and Services

Enter at least one products and services category.

Category	Description
<input type="checkbox"/> ▶ 005-Abrasives	005-Abrasives
<input type="checkbox"/> ▶ 010-Acoustical Tile, Insulating Materials, and Supplies	010-Acoustical Tile, Insulating Materials, and Supplies
<input type="checkbox"/> ▶ 020-Agricultural Equipment, Implements, And Accessories	020-Agricultural Equipment, Implements, And Accessories
<input type="checkbox"/> ▶ 025-Air Compressors and Accessories	025-Air Compressors and Accessories
<input type="checkbox"/> ▶ 031-Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories	031-Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories
<input type="checkbox"/> ▶ 035-Aircraft And Airport Equipment, Parts, And Supplies	035-Aircraft And Airport Equipment, Parts, And Supplies
<input type="checkbox"/> ▶ 037-Amusement, Decorations, Entertainment, Gifts, Toys, Etc.	037-Amusement, Decorations, Entertainment, Gifts, Toys, Etc.
⋮ ▶ 045-Appiances And Fouipment. Household	

Last updated 3 minutes ago

Cancel Save **Submit**

Click "Submit"

If there are errors, the system will let you know:

Some issues need your attention

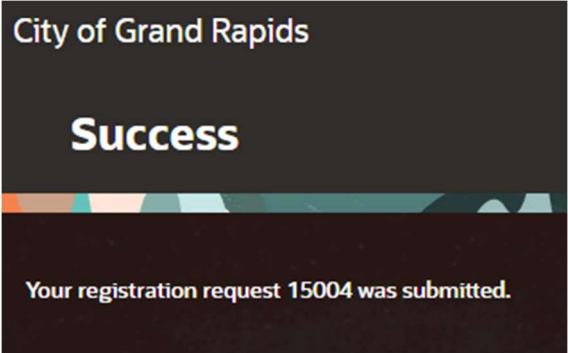
- Add an active address used to receive purchase orders.
- Add an active business classification or select none are applicable.

For full list of commodity codes please use QR Code Below.



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Once Fixed it will display a ticket number



You will also receive a confirmation email, and further details will follow.

 ibmjfb.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com ← ↶ ↷ ☰ ...
To: You Tue 5/20/2025 8:12 PM



 Reply  Forward

For questions contact accountspayable@grand-rapids.mi.us