



**CITY OF  
GRAND  
RAPIDS**

**City of Grand Rapids  
Vendor Registration Instructions**

Thank you for your interest in doing business with the City of Grand Rapids. We look forward to working with you.



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Please contact [accountspayable@grand-rapids.mi.us](mailto:accountspayable@grand-rapids.mi.us) with any questions.



## Introduction to Registration

The following pages have instructions, highlighting common errors. Please contact us if you have difficulty with registration.

[accountspayable@grand-rapids.mi.us](mailto:accountspayable@grand-rapids.mi.us)

New registrations and changes to existing registrations must be made on a laptop or desktop. No smart phones.

When making changes to your Supplier Profile, do not simply click "Save and Close." You must click "Review Changes." *Then* click "Submit" for the change to be submitted to the Accounts Payable team for approval.



## Existing Vendors

This link is for vendors who have already registered in Oracle.

If you have submitted a profile and need to modify it, you are an EXISTING VENDOR. This includes registration, addresses, contact information, and any other information that needs to be updated or corrected.

[Existing Vendor Registration Site](#)

For additional instructions, please see Making Changes to Your Profile on page 14.

Registration and any changes to your registration must be done on a laptop or a desktop. The system is not optimized for mobile devices.

**After all of these steps are complete, you must click Review Changes, Save, and then SUBMIT.**



# New Registration

Have you registered as a supplier with the City's new Oracle system since it was implemented in May?

If no, click on **NEW REGISTRATION** link below.

The City of Grand Rapids switched to an Oracle supplier portal in May 2025. If you have not created an Oracle profile, you must do so now as a NEW REGISTRATION. Even if you are a long-established supplier with the City, you must have an Oracle profile.

Please contact [accountspayable@grand-rapids.mi.us](mailto:accountspayable@grand-rapids.mi.us) if you are not sure whether you have an account.

[Oracle New Registration Site](#)

Registration and any changes to your registration must be done on a laptop or a desktop. The system is not optimized for mobile devices.



# New Registration

Enter your email.

### Enter your email

Get a one-time access code to start.

Required

**Send Access Code**

Access Code (case sensitive) will be generated. The code is good for 15 minutes.

### Enter your code

Use the code we've sent to email  
~~XXXXXXXXXX~~

The code expires in 15 minutes.

Required

**Continue**

[Get a new code](#)



## 1) Company Details

Per IRS standards, your vendor registration should be completed just like a paper W-9. The **EIN** is used for **employment** taxes whereas your **social security number** is used for **income** taxes. When the City of Grand Rapids sends out 1099s at the end of the year, you will use the 1099 to report **how much income the City of Grand Rapids paid you.**

### Are you an Individual, Sole Proprietor, or Single Member LLC?

Organization type: **Individual/Sole Proprietor/LLC Filing as Sole Proprietor**

Company Name: **Use your full name as the Supplier Name**

Tax ID **Your Social Security Number**

**Your business name is now your DBA.**

Oracle does not have a place to self-register your DBA. After you submit your registration, contact the [City](#) to have your DBA included.

#### Supplier Registration

### Company Details

Company Jane Doe	Website	Country United States
Taxpayer ID Social Security #	Organization Type LLC filing as Sole Proprietor	Supplier Type Supplier
Note to Approver	Individual	
Attach tax, insurance, and other relevant documents	LLC filing as Corporation	
<b>Drag and Drop</b> Select or drop files here.	LLC filing as Partnership	
	LLC filing as Sole Proprietor	
	Local Government	

## Are you a Partnership, Corporation, LLC filing as a Partnership, LLC filing as S-Corp or C-Corp, or a Non-Profit?

Organization type: **Partnership, Corporation, LLC filing as S- or C-Corp, or Non-profit**

Company Name: **Your Company's Name**

Tax ID: **Your EIN**

Supplier Registration

### Company Details

Company Doe Pool Supplies	Website	Country United States
Taxpayer ID EIN	Organization Type Partnership	Supplier Type Supplier
Note to Approver	LLC filing as Corporation	
Attach tax, insurance, and other relevant documents	LLC filing as Partnership	
<b>Drag and Drop</b> Select or drop files here.	LLC filing as Sole Proprietor	
URL	Local Government	
No items to display.	Non-Profit Organization	
	Other Government	
	Partnership	
	Sole Proprietor	
	State Government	



## 2) Contacts

City of Grand Rapids

### Supplier Registration

## Contacts

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

<input type="text" value="First Name"/> <small>Enter a value.</small>	<input type="text" value="Last Name"/> <small>Enter a value.</small>	<input type="text" value="Email"/> <small>Enter a value.</small>
<input type="text" value="Job Title"/>	<input type="text" value="Country US"/>	<input type="text" value="Mobile +1"/>
<input type="text" value="Country US"/>	<input type="text" value="Phone +1"/>	<input type="text" value="Ext"/>
<input type="text" value="Country US"/>	<input type="text" value="Fax +1"/>	

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

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

**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 12 minutes ago

Cancel Save **Continue**



### 3) Addresses

A few reminders:

Add your “remit to” address, in addition to any business addresses.

Address Name is not your street address. This is where you put “AP Address or Billing Address or Corporate Office,” **whatever you want to nickname** it to differentiate between your “remit to” address and your physical location (**IF** they are different).

Put your address on Address Line 1. **This is the location of what you put in Address Name.**

In the screenshot on the following page, you can see it says to add at least one purpose. **You must add two.**

**RECEIVE PURCHASE ORDERS** and **RECEIVE PAYMENTS**. Both of them.

Add the Postal Code (ZIP) first and it will populate the City and State. **The address must be complete, or it will be rejected by Oracle.** You must select the correct ZIP from the pulldown options. All address fields must be filled.

If you have multiple billing locations or sites, you can add them in the Add Another Address field.

**Supplier Registration**

## Addresses

Enter at least one address.

**Address 1**

Address Name  Required

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region

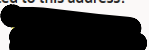

Address Line 1  Address Line 2  City

State  Postal Code  Country

Email  Country  Phone  Ext

Country  Fax

Which contacts are associated to this address?

Last updated 25 minutes ago

Nickname (billing, corporate, etc)

The address from line 1

You must choose TWO, not one.

Add Postal (ZIP) code first and choose from the pulldown menu to populate the city and state.

Add secondary addresses here.



#### 4) Business Classifications

Your tax classification must match your W-9.

If you do not have a business designation, please select “None of the classifications are applicable” at the bottom of the list.

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

- Woman Business Enterprise - Asian-Pacific
- Woman Business Enterprise - Black
- Woman Business Enterprise - Hispanic
- Woman Business Enterprise - Native
- Woman Business Enterprise - Non-Minority
- Woman Business Enterprise - Other
- Woman Business Enterprise - Unknown
- None of the classifications are applicable**

Choose if no designations apply.

Last updated 9 minutes ago

Cancel Save Continue



5) The final step is [Products and Services](#).

**To access the search feature, you must type 0% (zero percent, with no spaces) and then your search term. You may select as many Product and Service category codes as needed. For assistance on category codes, please contact [purchasingbids@grcity.com](mailto:purchasingbids@grcity.com).**

The example below searched for “pool supplies” by typing **0%pool**.

City of Grand Rapids

Supplier Registration

### Products and Services

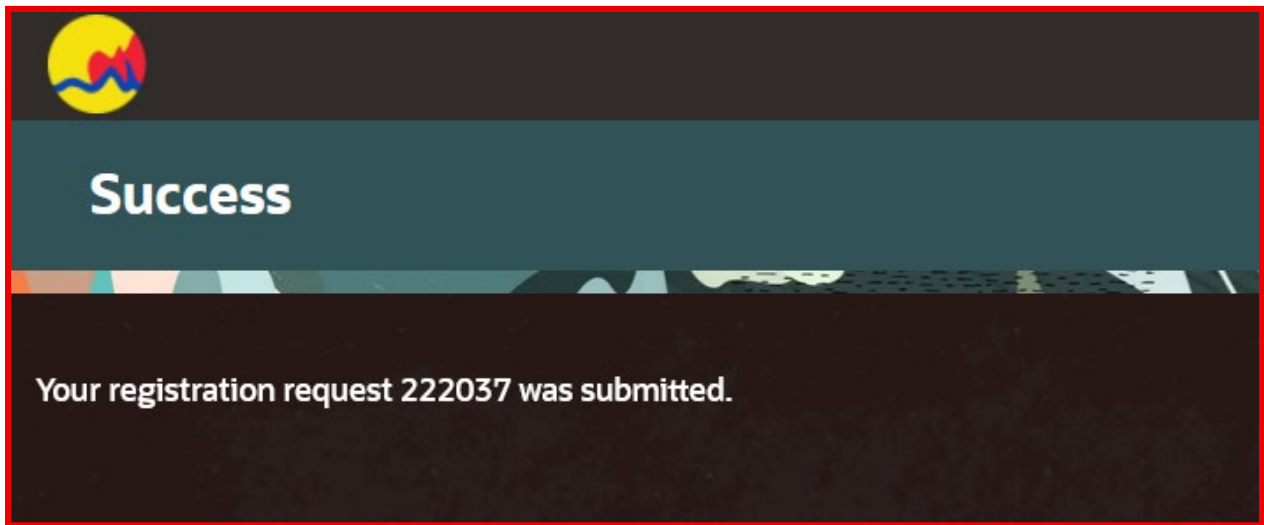
Enter at least one products and services category.

Category	Description
<input type="checkbox"/> 63065-Paint, Swimming Pool	063065-Paint, Swimming Pool
<input type="checkbox"/> 65066-Swimming Pools, Equipment, and Supplies (Including Heaters, Lights, and Vacuum Machines; for Chemicals See Class 885)	065066-Swimming Pools, Equipment, and Supplies (Including Heaters, Lights, and Vacuum Machines; for Chemicals See Class 885)
<input type="checkbox"/> 88540-Chlorinating and Oxidizing Agents: Bromohydantoin, Chloroisocyanurates, Hypochlorites, etc. (For Swimming Pool Disinfection)	088540-Chlorinating and Oxidizing Agents: Bromohydantoin, Chloroisocyanurates, Hypochlorites, etc. (For Swimming Pool Disinfection)

**After all steps are complete, you must hit Save and then SUBMIT.**



You will see a message similar to the one below. THIS DOES NOT MEAN YOUR REGISTRATION HAS BEEN FINALIZED.



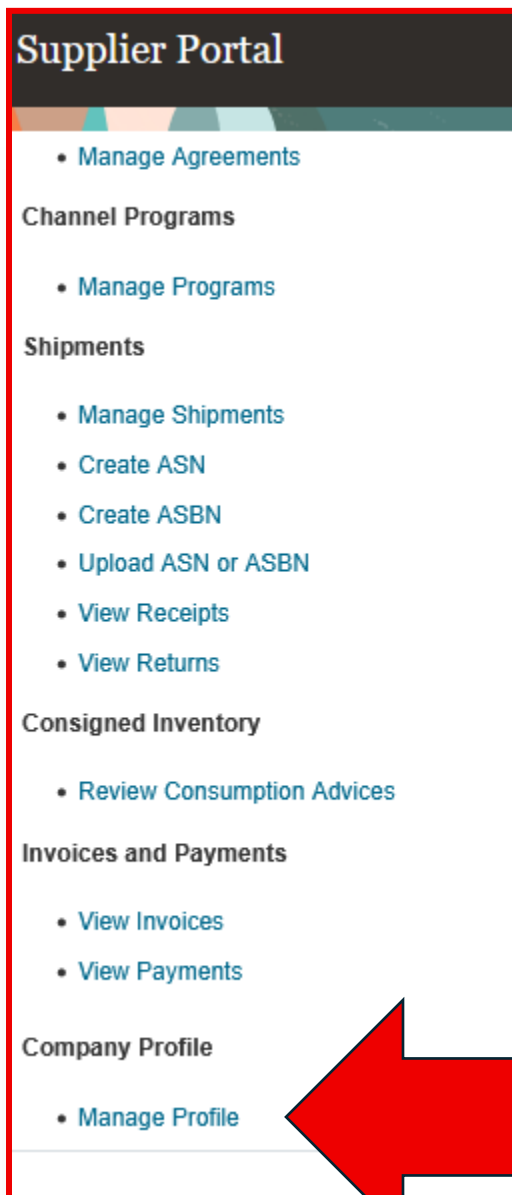
Likewise, you will receive email confirmations of your registration. This simply means your account has been initiated. It is not approved until all fields have been correctly filled and accepted by the Oracle registration system.



If your registration has errors (typically Business Classification or incomplete address), it will be rejected. You must contact [accountspayable@grand-rapids.mi.us](mailto:accountspayable@grand-rapids.mi.us) to have your account unlocked for corrections.

## Making Changes to Your Profile

When you log in, you will see a link to the [Supplier Portal](#). Click here.



**Supplier Portal**

- [Manage Agreements](#)

**Channel Programs**

- [Manage Programs](#)

**Shipments**

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

**Consigned Inventory**

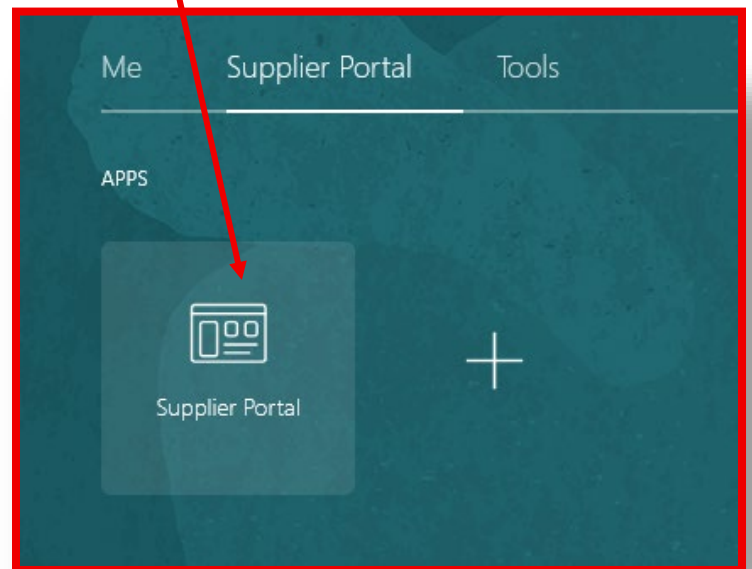
- [Review Consumption Advices](#)

**Invoices and Payments**

- [View Invoices](#)
- [View Payments](#)

**Company Profile**

- [Manage Profile](#)

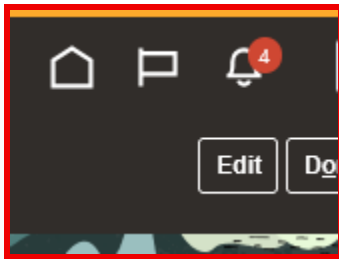


Me    **Supplier Portal**    Tools

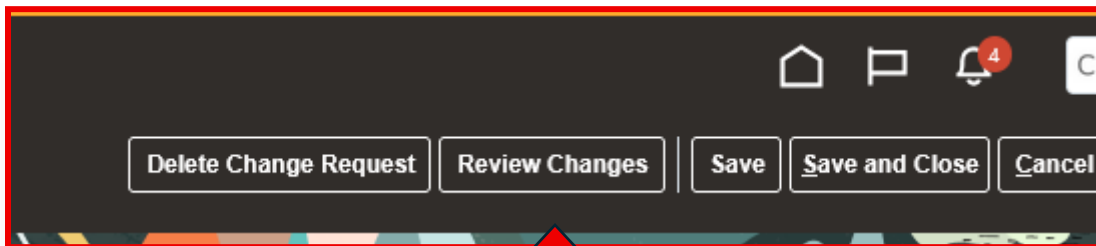
APPS

Supplier Portal

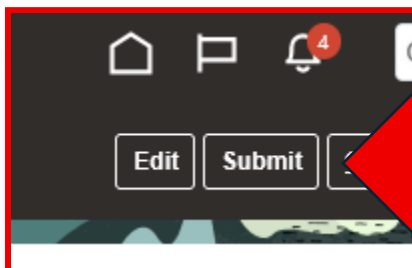
**Choose [Manage Profile](#).**



Click Edit in the top right corner.



When done making edits, click Review Changes.



Once you're done, click Submit.