Register as a vendor

Existing vendors: https://ibmjjb.fa.ocs.oraclecloud.com/

Access the Oracle Registration Site (new vendors):

https://ibmjjb.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.
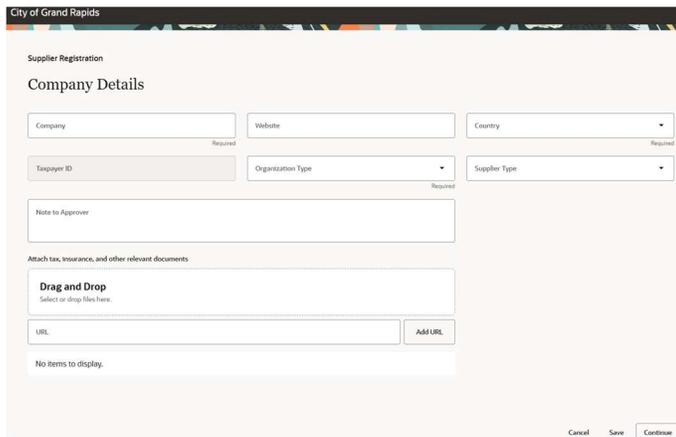
The code expires in 15 minutes.

Access Code
Access Code

Required

Continue

Get a new code

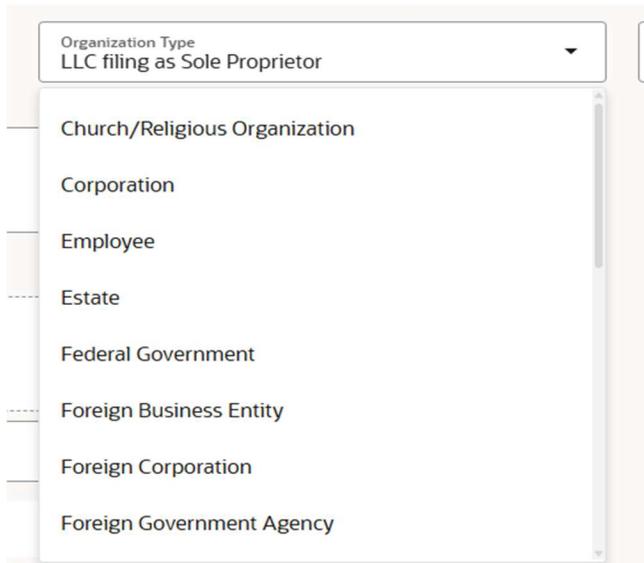Fill out Each section (only "required" sections):

1.

(Choose Tax Classification that Matches your W9)

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

City of Grand Rapids

Supplier Registration

Contacts

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

First Name	Last Name	Email
John	Ball	grandrapidsvendor@outlook.com

Job Title	Country	Mobile
	US	+1

Country	Phone	Ext
US	+1	

Country	Fax
US	+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 ▾

Supplier Registration

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

🔍 Search by category or description

	Category	Description
☐	▶ 🗀 005-Abrasives	005-Abrasives
☐	▶ 🗀 010-Acoustical Tile, Insulating Materials, and Supplies	010-Acoustical Tile, Insulating Materials, and Supplies
☐	▶ 🗀 020-Agricultural Equipment, Implements, And Accessories	020-Agricultural Equipment, Implements, And Accessories
☐	▶ 🗀 025-Air Compressors and Accessories	025-Air Compressors and Accessories
☐	▶ 🗀 031-Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories	031-Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories
☐	▶ 🗀 035-Aircraft And Airport Equipment, Parts, And Supplies	035-Aircraft And Airport Equipment, Parts, And Supplies
☐	▶ 🗀 037-Amusement, Decorations, Entertainment, Gifts, Toys, Etc.	037-Amusement, Decorations, Entertainment, Gifts, Toys, Etc.
	▶ 🗀 045-Appliances And Equipment, Household	

Last updated 3 minutes ago   Cancel   Save   **Submit**

Click "Submit

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

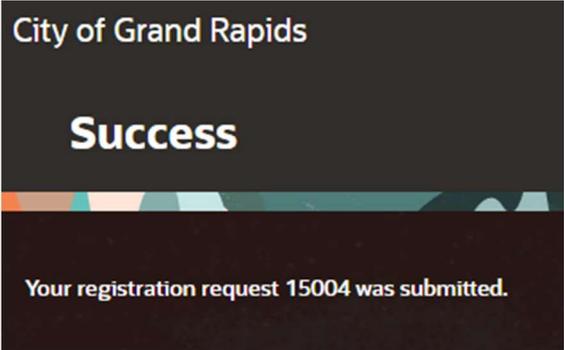🚫 **Some issues need your attention**

- 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.

Once Fixed it will display a ticket number

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

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