



HOW TO UPDATE SUPPLIER PROFILES

Step by step guide to update/manage Supplier Profile

Step by step guide for suppliers on how to manage their City of Detroit profile-addresses, contacts, bank accounts, business certifications, Products and Services.

Shay Schaufele
Sschaufele@astcorporation.com

Table of Contents

Introduction.....	2
Time Zone Change.....	3
Organization Details tab:	11
Tax Identifiers tab:	13
Addresses Tab:	15
Contacts Tab:	20
Payments Tab:	25
Business Classifications Tab:.....	29
Products and Services tab:	32

Introduction

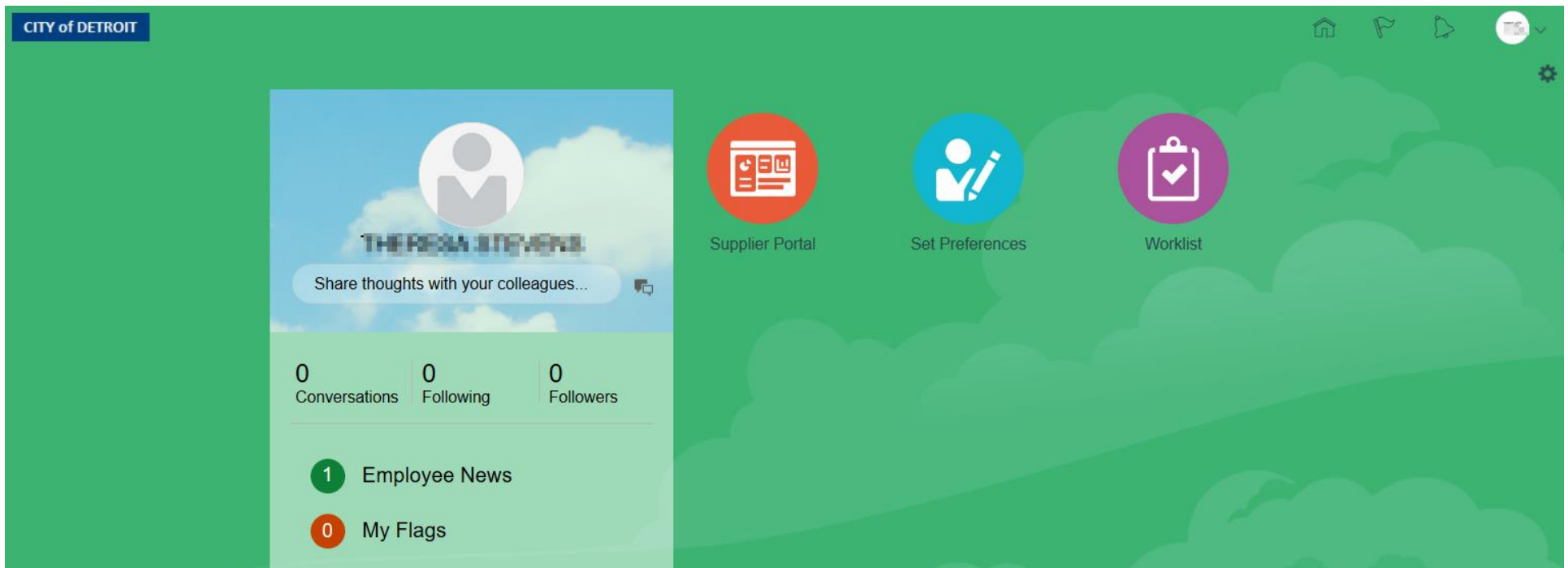
This step by step guide will assist the Supplier on how to update/manage your profile. This includes addresses, contacts, business certifications, bank accounts, and products and services. Suppliers are expected to manage their profiles to ensure accurate information.

NOTE-You can make one change at a time. Once the change has been approved, then you are able to make another change.

Any changes to the Supplier Name, Tax Identifier, Payment Terms or Payment Method will not be permitted. These changes will reject immediately when submitted. For these changes, you must contact Office of Contracts and Procurement (OCP) via email:

procurementinthecloud@detroitmi.gov

Log into Oracle and click the Supplier Portal icon

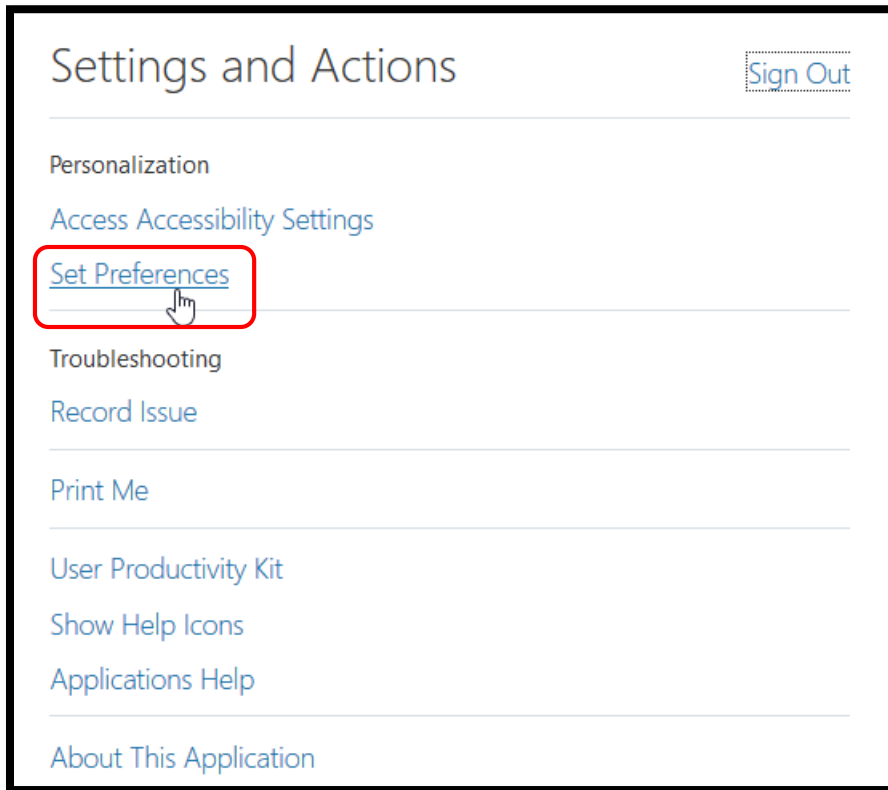


Time Zone Change

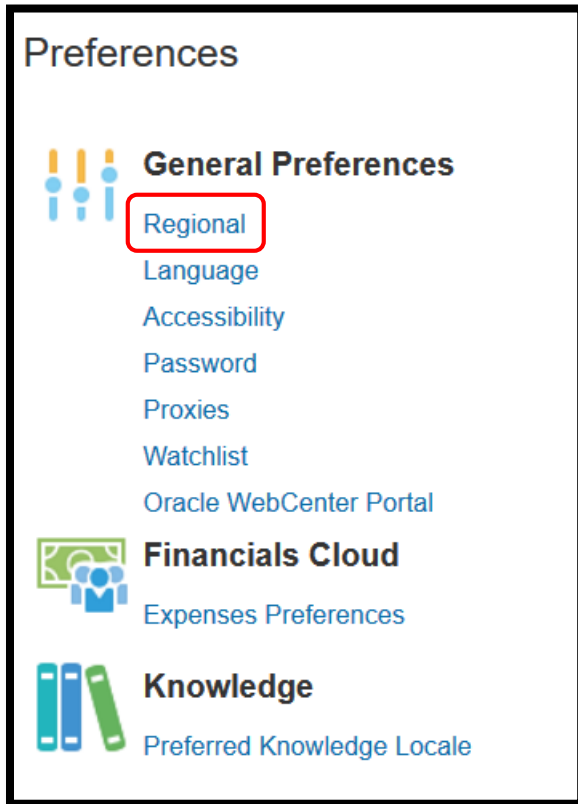
To change the Time Zone, click the down arrow next to the User initial.



A window will display. Click the Set Preferences link.



The Preferences window will display. Click the Regional link.



The screenshot shows a 'Preferences' window with a black border. At the top left is the title 'Preferences'. Below it are three categories of settings, each with an icon and a bold title. The 'General Preferences' category has an icon of three vertical bars and lists 'Regional', 'Language', 'Accessibility', 'Password', 'Proxies', 'Watchlist', and 'Oracle WebCenter Portal'. The 'Financials Cloud' category has an icon of a green bill and a person, and lists 'Expenses Preferences'. The 'Knowledge' category has an icon of three books and lists 'Preferred Knowledge Locale'. The 'Regional' link is highlighted with a red rectangular border.

Preferences

General Preferences

- Regional**
- Language
- Accessibility
- Password
- Proxies
- Watchlist
- Oracle WebCenter Portal

Financials Cloud

- Expenses Preferences

Knowledge

- Preferred Knowledge Locale

The General Preferences window will display. Using the dropdown arrow in the Time Zone field, select the correct time zone for your business.

General Preferences: Regional Save Save and Close Cancel

Territory United States

Date Format M/d/yy (8/1/19)

Time Format h:mm a (4:32 AM)

Number Format -1,234.567

Currency US Dollar

Time Zone (UTC+00:00) Coordinated Universal Time (UTC)

CITY of DETROIT

General Preferences

Territory	(UTC-11:00) Pago Pago - Samoa Time (ST)
	(UTC-10:00) Honolulu - Hawaii Time (HT)
	(UTC-09:00) Alaska Time (AKT)
	(UTC-08:00) Los Angeles - Pacific Time (PT)
	(UTC-07:00) Phoenix - Mountain Time (MT)
	(UTC-07:00) Denver - Mountain Time (MT)
	(UTC-06:00) Regina - Central Time (CT)
	(UTC-06:00) Chicago - Central Time (CT)
	(UTC-05:00) Indianapolis, Indiana - Eastern Time (ET)
Date Format	(UTC-05:00) New York - Eastern Time (ET)
	(UTC-04:00) Canada Atlantic Time (AT)
Time Format	(UTC-04:00) Santiago - Chile Time (CLT)
	(UTC-03:30) St Johns - Newfoundland Time (NT)
	(UTC-03:00) Godthab - Western Greenland Time (WGT)
Number Format	(UTC-03:00) Sao Paulo - Brasilia Time (BRT)
	(UTC-02:00) Noronha - Fernando de Noronha Time (FNT)
Currency	(UTC+00:00) London - Greenwich Mean Time (GMT)
	(UTC+00:00) Coordinated Universal Time (UTC)
	(UTC+01:00) Belgrade - Central European Time (CET)
Time Zone	(UTC+00:00) Coordinated Universal Time (UTC)

(UTC-05:00) New York - Eastern Time (ET)

Click Save and Close button to complete this action. You will return to the Preferences page.

General Preferences: Regional

Save Save and Close Cancel

Territory United States

Date Format M/d/yy (8/1/19)

Time Format h:mm a (4:32 AM)

Number Format -1,234.567

Currency US Dollar

Time Zone (UTC-05:00) New York - Eastern Time (ET)

Click on the Home (house) icon to return to the Supplier Portal home page.

CITY of DETROIT

Home icon, Mail icon, Share icon, TS

Preferences

The Supplier Portal home page will display. Under the Tasks region (left side), scroll down to Manage Profile link. Click the link to open the page.

Supplier Portal

Search Order Number

Tasks

- Orders
 - [Manage Orders](#)
- Agreements
 - [Manage Agreements](#)
- Shipments
 - [View Receipts](#)
 - [View Returns](#)
- Deliverables
 - [Manage Deliverables](#)
- Invoices and Payments
 - [Create Invoice](#)
 - [View Invoices](#)
 - [View Payments](#)
- Negotiations
 - [Search or View Current Bid Opportunities](#)
 - [Manage Responses](#)
- Qualifications
 - [Manage Questionnaires](#)
 - [View Qualifications](#)
- Company Profile**
 - [Manage Profile](#)

Requiring Attention

7

■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Receipts	1
Payments	1

Transaction Reports
Last 30 Days

Invoice Amount	204166	USD
Invoice Price Variance Amount		USD

Supplier News

Attention Suppliers

We are excited to announce enhancements to the Supplier Portal. Along with managing your company's profile (like changing your address, adding and removing contacts), you will be able to enter your Bids, Bid Responses, and send your required documents using the Supplier Portal. It will be your 1-Stop Shop!

New training will be forth coming. So, Stay Tuned!

Supplier Profile page will display. Click the Edit button to make changes to your supplier profile pages.

Company Profile [Edit](#) [Done](#)

ATTENTION!
The City will bear no liability for any error in the information provided by the Contractor.
The City has no obligation to independently investigate the information provided by the Contractor.

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

▲ General

Company	[REDACTED]	Tax Organization Type	Corporation
Supplier Number	[REDACTED]	Status	Active
Supplier Type	Supplier	Attachments	None

▲ Identification

D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site	
SIC			

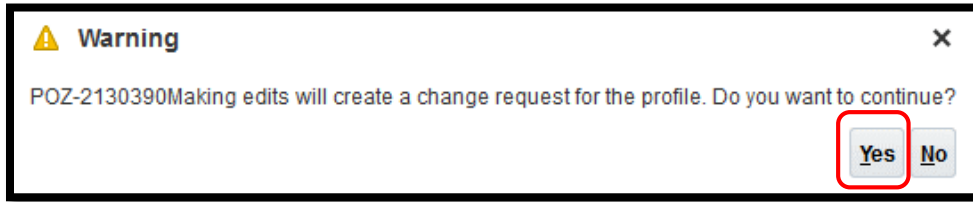
▲ Corporate Profile

Year Established		Chief Executive Title	
Mission Statement		Chief Executive Name	
		Principal Title	
Year Incorporated		Principal Name	

▲ Financial Profile

Current Fiscal Year's Potential Revenue	
Preferred Functional Currency	
Fiscal Year End Month	

A Warning message will display. Click Yes to proceed.



Edit Profile Change Request page will display. Enter a detailed explanation of the change you are making in the Change Description field. There are several tabs available for the Supplier to edit.



Organization Details tab:

This tab allows you to add/delete/update information regarding your company. When you have completed your change, click the Review Changes button to continue. *NOTE-any Name change with supporting documentation must be sent to procurementinthecloud@detroitmi.gov.

Edit Profile Change Request: 1001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name

Supplier Number

Supplier Type

Tax Organization Type

Status

Attachments

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Fiscal Year End Month

Current Fiscal Year's Potential Revenue

Review Changes page will display. The blue dot on the left side represents the field that has been changed.

Review the Changed From and the Changed To fields to ensure accuracy. Click Submit button when completed.

Review Changes

Change Description

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Year Established		1980

A confirmation message will display when changes has been submitted. Click OK button to complete.

Confirmation

Your profile change request 1001 was submitted for approval.

OK

Once the change request has been processed, you will see the confirmation on the Company Profile page.

Company Profile

ATTENTION!

The City will bear no liability for any error in the information provided by the Contractor.

The City has no obligation to independently investigate the information provided by the Contractor.

Last Change Request 1001

Request Status Processed

Requested By STEVENS, [redacted]

Request Date 6/4/19

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Tax Identifiers tab:

This tab allows you to update your company's tax information. You will not be able to update the Taxpayer ID or Federal Income Tax Type. Any change to this field will be rejected upon submit. Once you have completed your changes, click the Review Changes button.

Edit Profile Change Request: 30071

Change Description: Change Request for demo/training purposes- place your description of changes in this textbox.

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Organization Details | **Tax Identifiers** | Addresses | Contacts | Payments | Business Classifications | Products and Services

Income Tax

Taxpayer Country: United States

Taxpayer ID: [Redacted]

Federal reportable

* Federal Income Tax Type: MISC6

State reportable

Tax Reporting Name: Reporting Name

Name Control: [Redacted]

Verification Date: m/d/yy

Use withholding tax

Withholding Tax Group: [Redacted]

Tax Registration Type: [Redacted]

Transaction Tax

Tax Country: [Redacted]

Tax Registration Number: [Redacted]

Review Changes page will display. The blue dot on the left side represents the field that has been changed.

Review the Changed From and the Changed To fields to ensure accuracy. Click Submit button when completed.

Review Changes

Change Description: Change Request for demo/training purposes- place your description of changes in this textbox.

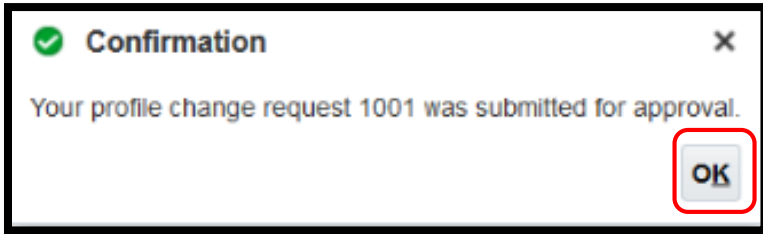
Buttons: Edit, Submit, Cancel

Tax Identifiers

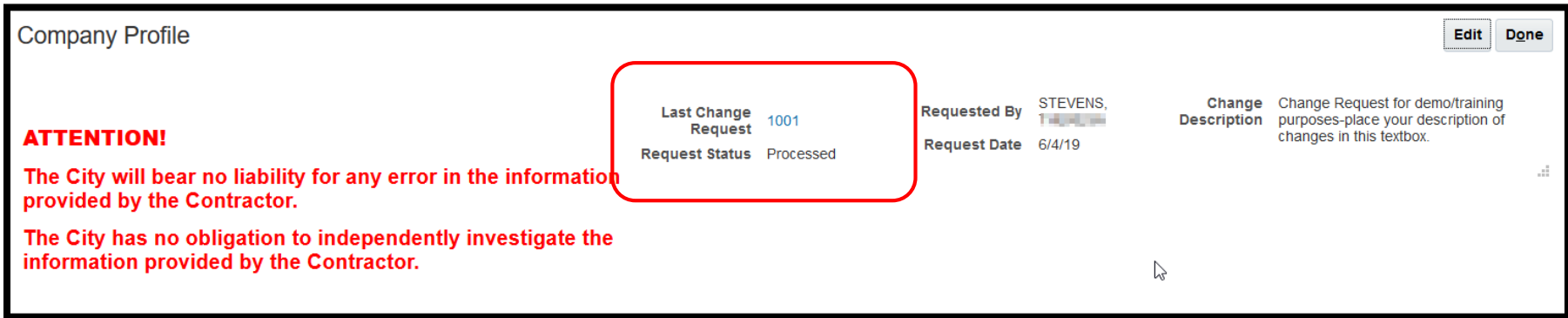
View | Format | Freeze | Detach | Wrap

Attribute	Changed From	Changed To
<input checked="" type="radio"/> Tax Reporting Name		Reporting Name

A confirmation message will display when changes has been submitted. Click OK button to complete.



Once the change request has been processed, you will see the confirmation on the Company Profile page.



Addresses Tab:

This tab allows you to make changes to your addresses.

If you are adding an address, click the Plus (+) icon to open a window to add your information.

If you are making a correction of an address, click the Edit (pencil icon) to open to make corrections.

Change Description: Change Request for demo/training purposes-place your description of changes in this textbox.

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✎ Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
CENTER LINE	1001 INTERNATIONAL MEDICAL CTN EAST/34017HAWTHORNE-AN/CENTERLINE, MI 48015		Ordering		Active
SOUTHFIELD	1001 SOUTHFIELD MI 48033	313-277-1001	Ordering; Remit to		Active

Columns Hidden 3

All fields with an asterisk (*) are required fields and must be completed.

Address Name – should be the same as City

Address Line/City/State/Postal Code – must be completed.

Postal Code – using the dropdown arrow, a secondary window will display.

Edit Address: CENTER LINE [X]

* Address Name: CENTER LINE

* Country: United States [v]

* Address Line 1: IDEAL OCCUPATIONAL MEDICAL C

Address Line 2: [REDACTED] VAN DYKE AVE

Address Line 3: [Empty]

* City: [Empty] [v]

* State: [Empty] [v]

* Postal Code: [Empty] [v] **Postal Code**

Language: [Empty] [v]

* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

Phone: [Empty] [v] [Empty] [Empty] [Empty]

Fax: [Empty] [v] [Empty] [Empty]

Email: [Empty]

Inactive Date: m/d/yy [Calendar icon]

Status: Active

[OK] [Cancel]

Type the Postal Code first and select the Code with the 2-digit state code (ex. MI). Click OK.

Search and Select: Postal Code

Search Advanced

* Required

* Geography

Language

Search Reset

Geography	Parent Geography
48015	Center Line, Macomb, Michigan
48015	Center Line, Macomb, MI

OK Cancel

Address Purpose – check all boxes that apply.

Ordering = for Purchase Orders

Remit to = for Payments

RFQ or Bidding = for Bids/Responses

Phone/Fax/Email – enter needed information

Click OK button to finish

Edit Address: CENTER LINE ✕

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

* State

* Postal Code

Language

*** Address Purpose** Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status Active

Review Changes page will display. The blue dot on the left side represents the field that has been changed.

Review the Changed From and Changed To fields to ensure accuracy. Click Submit button when completed.

Review Changes

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
CENTER LINE	IDEAL OCCUPATIONAL MEDICAL CTR EAST, 20117 W W DYKE AVE, CENTER LINE, MI 48015		Ordering; Remit to		Active	

A confirmation message will display when changes has been submitted. Click OK button to complete.

Confirmation

Your profile change request 1001 was submitted for approval.

OK

Once the change request has been processed, you will see the confirmation on the Company Profile page.

Company Profile

ATTENTION!
The City will bear no liability for any error in the information provided by the Contractor.
The City has no obligation to independently investigate the information provided by the Contractor.

Last Change Request 1001
Request Status Processed

Requested By STEVENS, [REDACTED]
Request Date 6/4/19

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Edit Done

Contacts Tab:

This tab allows you to change your contacts for your company. Contacts are staff who will be able to make changes to your company profile, create invoices, view POs/invoices/agreements, manage bank accounts and responses to bids. Ensure that all Contacts are current and accurate. Disable all Contacts that are not permitted to make these changes for your company.

If you are adding a Contact, click the Plus (+) icon to open a window to add your information.


If you are making a correction of a Contact, click the Edit (pencil icon) to open to make corrections.





Edit Profile Change Request: 1001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Change Request for demo/training purposes-place your description of changes in this textbox.

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+**  Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
King, 	CBO Director	 king@... .com	(248)7 1234 5	✓	✓	Active
STEVENS, 	A/R SUPERVISOR	 stevens_@... .com	(248)7 1234 5	✓	✓	Active

Make the changes as needed. Any fields that has an asterisk is a required field.

To add a Contact Address, click the Select and Add icon (square with + symbol)

Edit Contact: Darlene King X

Salutation Phone

* First Name Mobile

Middle Name Fax

* Last Name Email

Job Title Status

Administrative contact

Contact Addresses

Actions Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

User Account

Account Status

User Name

Roles [Data Access](#)

Actions Freeze Detach Wrap

Role	Description
CoD Supplier	Custom Role based on Supplier Accounts Receivable Specialist - TS.

A secondary window with a list of available addresses will display. To select, click on the left side of the address line (it will highlight in Blue), click Apply and then click OK.

Select and Add: Addresses [X]

Search

Address

Search Reset

View ▼ Format ▼ Wrap

Address Name	Address	Address Purpose
CENTER LINE	IDEAL OCCUPATIONAL MEDICAL CTR EAST...	Ordering
CMC	CONCENTRA MEDICAL CENTER,2151 JEF...	Remit to
SOUTHFIELD	PO BOX [REDACTED], SOUTHFIELD, MI 48086	Ordering; Remit to
SOUTHFIELD-1	[REDACTED] PO BOX...	Ordering
SOUTHFIELD-2	PO BOX 5106, SOUTHFIELD, MI 48086	Ordering; Remit to

Rows Selected 1

Apply OK Cancel

Under Roles, do NOT change/delete/add to this region. Any changes to the User Account will impact your ability to log into Supplier Portal. Click OK button to complete.

Edit Contact: Darlene King

Salutation Phone

* First Name Mobile

Middle Name Fax

* Last Name Email

Job Title Status

Administrative contact

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
SOUTHFIELD	PO BOX ,SOUTHFIELD, MI 48086		Ordering; Remit to	Active

Columns Hidden 5

User Account

Account Status

User Name

Roles

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
CoD Supplier	Custom Role based on Supplier Accounts Receivable Specialist - TS.

OK Cancel

Review Changes page will display. The blue dot on the left side represents the field that has been changed.

Review the Changed From and Changed To fields to ensure accuracy. Click Submit button when completed.

Review Changes

Change Description: Change Request for demo/training purposes-place your description of changes in this textbox.

Contacts

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
● Darlene	CBO Director	darlene.jones@percetta.com	(248) 111-1111	✓	✓	Active	

A confirmation message will display when changes has been submitted. Click OK button to complete.

Confirmation

Your profile change request 1001 was submitted for approval.

OK

Once the change request has been processed, you will see the confirmation on the Company Profile page.

Company Profile

ATTENTION!
The City will bear no liability for any error in the information provided by the Contractor.
The City has no obligation to independently investigate the information provided by the Contractor.

Last Change Request: 1001
Request Status: Processed

Requested By: STEVENS, THOMAS
Request Date: 6/4/19

Change Description: Change Request for demo/training purposes-place your description of changes in this textbox.

Edit Done

Payments Tab:

This tab allows you to add/edit bank accounts to your profile.

Any changes to the Payment Method will reject upon submit automatically. If you need to change your payment method, please send an email to procurementinthecloud@detroitmi.gov with the proper documentation.

Edit Profile Change Request: 1001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + x ✓ Freeze Detach Wrap

Default	Payment Method	From Date	To Date
✓	Electronic	10/2/08	m/d/yy
	Check	3/4/16	m/d/yy
	Outsourced Check	10/2/08	m/d/yy
	Wire	10/2/08	m/d/yy

The Bank Accounts tab will display the current bank accounts that payments will be sent to.

If you are adding a Bank Account, click the Plus (+) icon to open a window to add your information.

If you are making a correction of a Bank Account, click the Edit (pencil icon) to open to make corrections.

Edit Profile Change Request: 1001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format **+** ✎ ✕ ⌂ Freeze ↕ Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXX46		USD	JP MORGAN CHASE BANK NA

Make the needed changes. All fields that have an asterisk are required.

Country – using the dropdown arrow, select United States

Account Number – enter your account number

Bank Name - using the dropdown arrow, select your bank

Bank Branch - using the dropdown arrow, select the branch name/routing number

Account Type - using the dropdown arrow, select Checking or Savings

Click OK button to complete.

Edit Bank Account XXXXX46

* Country: United States

* Account Number: XXXXX46

Bank Name: JP MORGAN CHASE BANK NA

Bank Branch: DALLAS-TX

Allow international payments

From Date: 9/15/16

Inactive On: m/d/yy

IBAN:

Currency: USD

Additional Information

Account Name:

Alternate Account Name:

Account Suffix:

Check Digits:

Account Type: Checking

Description:

OK Cancel

Review Changes page will display. The blue dot on the left side represents the field that has been changed.

Click Submit button when completed.

Review Changes

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
●	✓ XXXXX6789		USD	JP MORGAN CHASE BANK NA	

A confirmation message will display when changes has been submitted. Click OK button to complete.

Confirmation

Your profile change request 1001 was submitted for approval.

OK

Once the change request has been processed, you will see the confirmation on the Company Profile page.

Company Profile

ATTENTION!

The City will bear no liability for any error in the information provided by the Contractor.

The City has no obligation to independently investigate the information provided by the Contractor.

Last Change Request 1001

Request Status Processed

Requested By STEVENS, T...

Request Date 6/4/19

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Business Classifications Tab:

This tab allows you to manage your Business Certifications. You can add/delete/change any of the classifications. It is extremely important for you to keep your certifications current and accurate.

If you are adding Business Classification, click the Plus (+) icon to open a window to add your information.

If you are making a correction/update of Business Classification, click the Edit (pencil icon) to open to make corrections.

If you need to delete a Business Classification, click the Delete (X) icon to delete the line.

Edit Profile Change Request: 1001

Change Description: Change Request for demo/training purposes-place your description of changes in this textbox.

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | **Business Classifications** | Products and Services

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ **+** **x** Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provi
+						m/d/yy	m/d/yy	None +		

- Detroit Based Business
- Detroit Based Small Business
- Detroit Headquartered Business
- Disadvantaged Business Enterprise
- Housing and Urban Development Section 3
- Hub Zone
- Minority Business Enterprise
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned
- Women Business Enterprise

Once you have updated/added, a confirmation message will display. Click Confirm to continue.

Confirm Business Classification Updates ✕
I confirm the accuracy of the new or updated business classifications.
Confirm **Cancel**

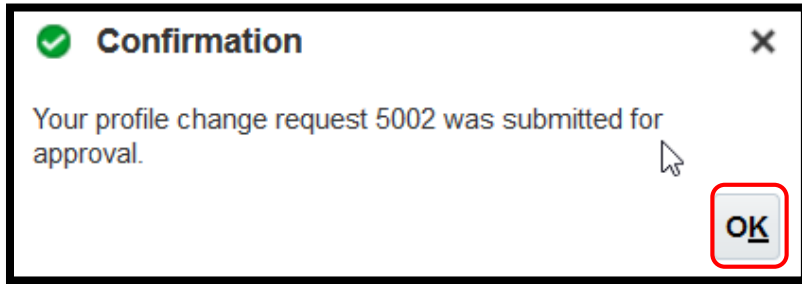
Review Changes page will display. The blue dot on the left side represents the field that has been changed.

Click Submit button when completed.

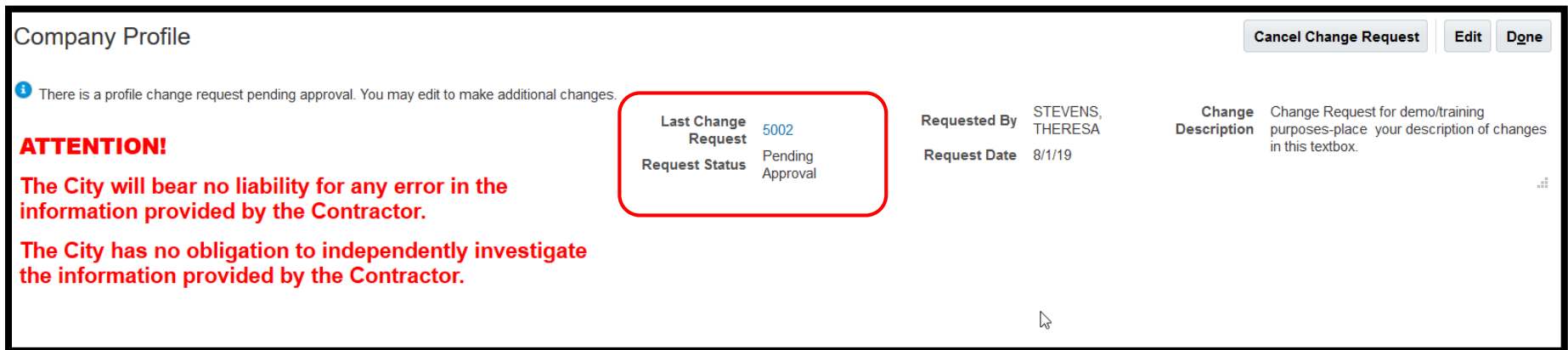
Review Changes Edit **Submit** Cancel
Change Description Change Request for demo/training purposes-place your description of changes in this textbox.
Business Classifications
View ▼ Format ▼ Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Note
+ Woman Owned		Current	National Women Busines...		AB123456	5/1/19	4/30/20	None	

A confirmation message will display when changes has been submitted. Click OK button to complete.



Once the change request has been processed, you will see the confirmation on the Company Profile page.



Products and Services tab:

This tab allows you to add/delete your NIGP (commodity) codes. The NIGP (commodity) codes are used to identify suppliers for bids/RFP/RFQs. This is very important to maintain and keep as accurate as possible.


If you are adding NIGP (commodity) codes, click the Select and Add (square with +) icon to open a window to add your information.

Edit Profile Change Request: 1001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format  Freeze Detach Wrap

Category Name	Description
No data to display.	

A window will display. You can enter a word in the Description field to narrow down the list. Click Search button to display the list of values. Select all Category Names that are applicable to your business.

Select and Add: Products and Services Categories

Search

Category Name

Description

Search **Reset**

View ▾ Format ▾ Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ 600.73 Office Machines, Equipment, Accessories, and :	Office Machines, Equipment, Accessories, and Suppl
<input type="checkbox"/>	▶ 605 OFFICE MECHANICAL AIDS, SM	OFFICE MECHANICAL AIDS, SMALL
<input type="checkbox"/>	▶ 610 OFFICE SUPPLIES: CARBON PA	OFFICE SUPPLIES: CARBON PAPER
<input type="checkbox"/>	▶ 615 OFFICE SUPPLIES, GENERAL	OFFICE SUPPLIES, GENERAL
<input type="checkbox"/>	▶ 620 OFFICE SUPPLIES: ERASERS,	OFFICE SUPPLIES: ERASERS, INKS
<input type="checkbox"/>	▶ 620.10 Desk Sets, Inkstands, Penholders, Pen Poi	Desk Sets, Inkstands, Penholders, Pen Points, etc.
<input type="checkbox"/>	▶ 620.20 Erasers, All Types (Except Electric)	Erasers, All Types (Except Electric)
<input type="checkbox"/>	▶ 620.30 Ink: Drawing, Marking, and Writing	Ink: Drawing, Marking, and Writing
<input type="checkbox"/>	▶ 620.40 Ink Eradicators	Ink Eradicators
<input type="checkbox"/>	▶ 620.50 Ink Refills (Not Ballpoint), Drawing and Writi	Ink Refills (Not Ballpoint), Drawing and Writing

Columns Hidden 1

Apply **OK** **Cancel**

Click Apply and then OK to finish.

Review Changes page will display. The blue dot on the left side represents the field that has been changed.

Click Submit button when completed.

Review Changes

Edit Submit Cancel

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

Business Classifications

Products and Services

View Format Freeze Detach Wrap

Category Name	Description
+ 615 OFFICE SUPPLIES, GENERAL	OFFICE SUPPLIES, GENERAL

A confirmation message will display when changes has been submitted. Click OK button to complete.

Confirmation

Your profile change request 1001 was submitted for approval.

OK

Once the change request has been processed, you will see the confirmation on the Company Profile page.

Company Profile Edit Done

ATTENTION!
The City will bear no liability for any error in the information provided by the Contractor.
The City has no obligation to independently investigate the information provided by the Contractor.

Last Change Request	1001
Request Status	Processed

Requested By STEVENS, [REDACTED]
Request Date 6/4/19

Change Description Change Request for demo/training purposes-place your description of changes in this textbox.

This completes the How To Guide to managing your Supplier Profile with the City of Detroit. If you have any questions/concerns, please send an email to procurementinthecloud@detroitmi.gov for assistance.