

General Services Department-Recreation Division  
Special Events



Event Vendor Information Sheet

**Becoming a City Supplier:**

The first step to becoming a vendor with the City of Detroit is registering in our supplier portal system through Oracle. **This step must be completed before any vendor can be hired.**

**City of Detroit Website**

[www.detroitmi.gov/supplier](http://www.detroitmi.gov/supplier)

**For Supplier portal access, please see the following information**

Please use the link below to login to the supplier portal:

<https://ebkk.fa.us8.oraclecloud.com/hcmUI/faces/FuseWelcome>

**ONLY** Use browsers Google Chrome or Mozilla Firefox.

**Do not use Internet Explorer (IE).** Bookmark the new URL

At the time of your registration's approval, you should received an email instructing you to log into the portal and set your password. This email will come from:

[FusionERPCloudService @Oracle.com](mailto:FusionERPCloudService@Oracle.com) (Check Your Inbox or Spam)

This email provides a link that will allow you to set a permanent password without prompting security questions.

If you did NOT receive this email, use the link above and log in with your "Username", choose "Forgot Password" and set your permanent password from this screen.

Password format:

- At least "8" characters
- At least "1" Capital letter
- At least "1" Number or Special Character
- **If you still find that after requesting a "password reset" you do NOT receive this email link to set your password, please reach out to our e-Procurement Specialists for more technical assistance:**
- **Ms. Iva Patterson@ (313) 670-8106**

- **Mr. Cedric McCree@ (313) 670-7878**

### **Submitting a Quote:**

Once you have successfully completed registration, submit your quote to Grace Wimbley via email at [grace.wimbley@detroitmi.gov](mailto:grace.wimbley@detroitmi.gov). If you have any questions or concerns, please contact Ms. Wimbley at **Office: 313.324.0246 Cell:313.720.5432**

*All quotes should be submitted with the following:*

- Business Name
- Physical address
- Email address
- Quote/Invoice number at least 3 digits in length not previously used before.

### **Vendor Selection:**

The lowest quote for the requested services will be selected to provide services. Compliance with Net30 may impact selection.

### **Payment Terms:**

The City of Detroit supports all business big or small. We appreciate all that you do in the community. We operate through a Net-30 payment. Net 30 payment means thirty days after invoice date payment will be received. We also work to support small businesses through Net-7, however for the department to advocate for Net-7, all information must be correct in oracle. If you have questions, concerns or issues with payment terms, please contact Grace Wimbley via email at [grace.wimbley@detroitmi.gov](mailto:grace.wimbley@detroitmi.gov). If you have any questions or concerns, please contact Ms. Wimbley at **Office: 313.324.0246 Cell:313.720.5432**

### **Invoice**

Please see the below document to assist with how to submit your invoice. Please submit your invoice immediately after providing services. Timeframe of invoice submission will impact payment.

**<https://detroitmi.gov/sites/detroitmi.localhost/files/2022-05/How%20to%20submit%20an%20Invoice%2012-23-21%20%282%29%20%281%29.pdf>**

**\*When completing your paperwork please be sure to utilize the correct routing number for your payment. Incorrect routing number can significantly delay payment\***