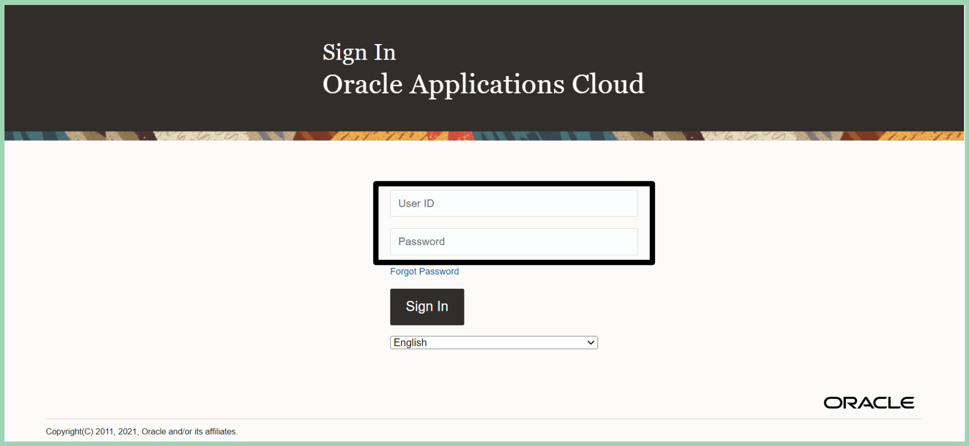
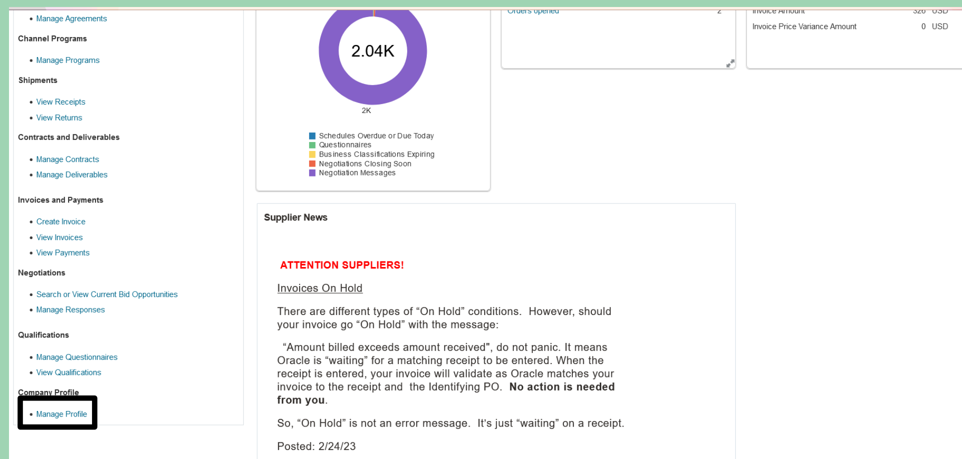
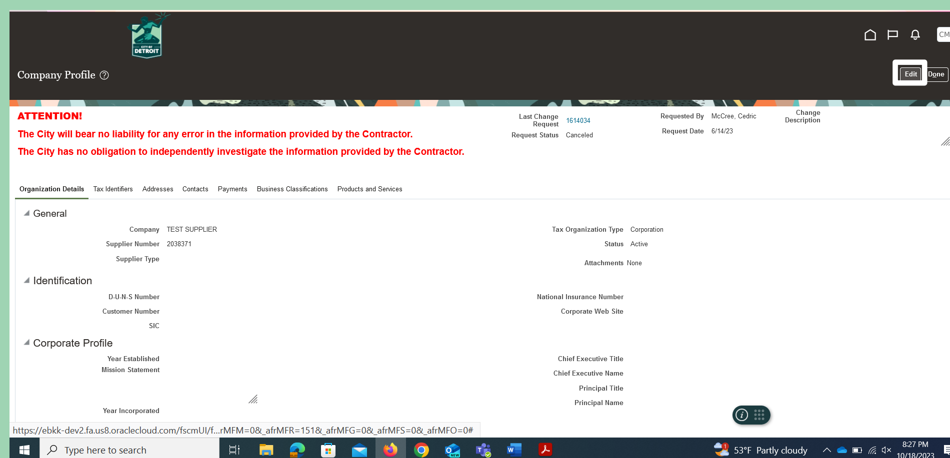
Supplier Portal Guide: How to Update Your Supplier Profile

Log into the [Supplier Portal]() using Google Chrome or Mozilla Firefox as your web browser. Use the username and password you created when you registered as a supplier. (If you have not yet registered, start [here]().)	
Click the Supplier Portal icon.	

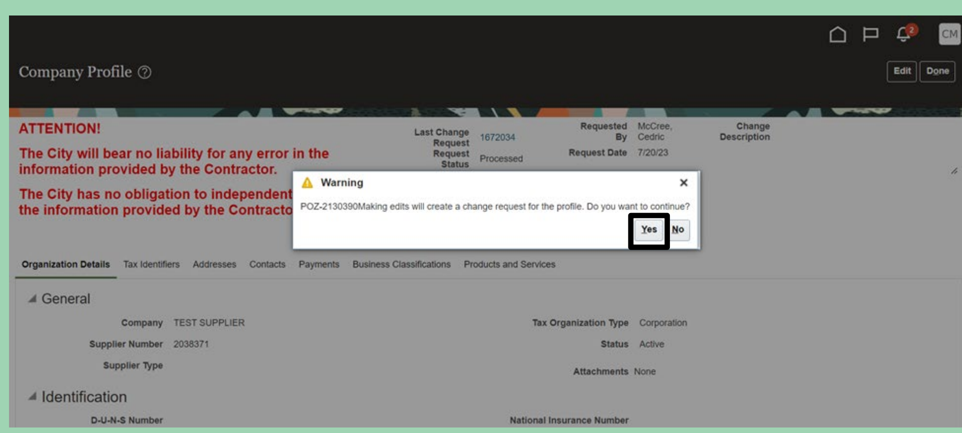
Scroll down and click on the Manage Profile link in the left-hand column.

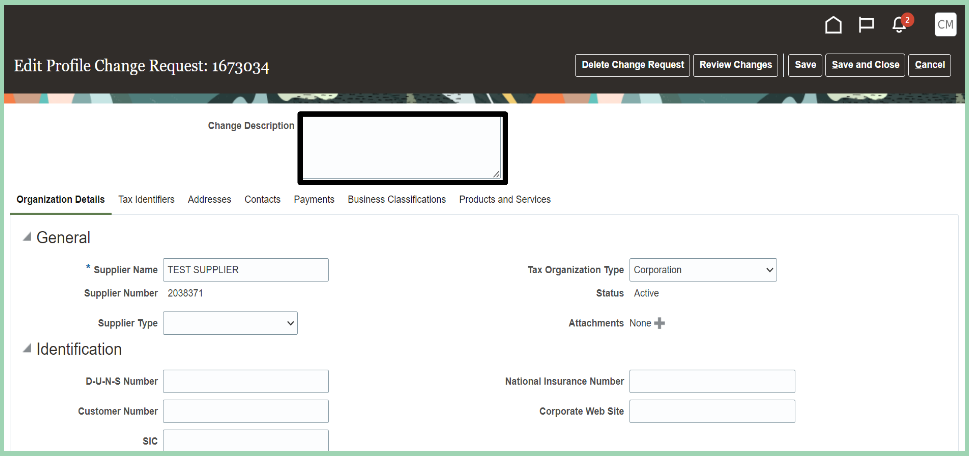


Click on the Edit button.



Respond Yes to the pop-up message confirming that you are submitting a request to change your information.



Type a brief description of the change(s) that you are making in the Change Description box.	
Use the links to the right to navigate to instructions about updating each of the seven sections of information in the Supplier Portal. You can access the sections using the horizontal menu under the Change Description box.	Organization Details general information Tax Identifiers tax-specific information Addresses locations where your business operates Contacts organizational representatives with access to the Supplier Portal Payments banking information Business Classifications certifications and other special qualifications; allows you to upload supporting documents Products and Services goods and services provided; helps the City contact you with relevant opportunities

Organization Details

Here, you can update general information about your organization. Please note that you cannot change your Supplier Name, Supplier Number, Supplier Type, or Status. Other information can be changed, but you may be asked to provide updated documentation before certain changes (e.g., updating your Supplier Type) are finalized.

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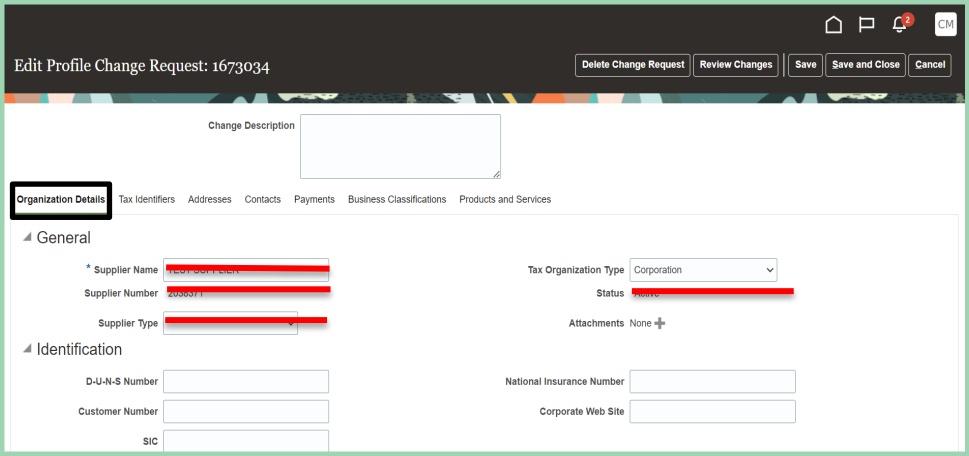

Tax Identifiers

Here, you can update your taxpayer information. Please note that you cannot change your Taxpayer ID.

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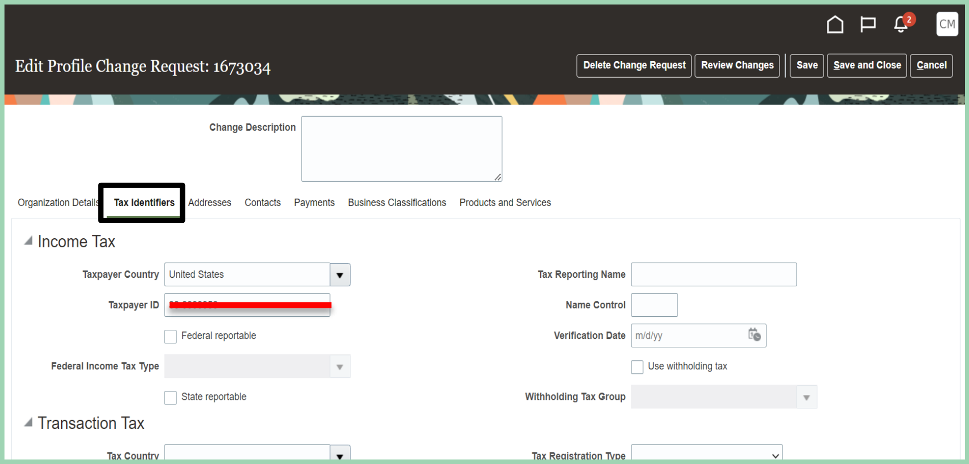

Addresses

Here, you can add new business addresses. Please create a new address (by clicking the + icon) any time your address changes. Do not edit existing addresses unless you are correcting a typographical error; editing an old address rather than creating a new one will cause issues with previous purchase orders.

Each new address must have new Address Name. Please use call capital letters when entering this name (e.g., “DETROIT-1” rather than “Detroit-1”).

Address fields marked with an asterisk (*) are required. To save time when filling in your address, enter the Postal Code before the City and State; the City and State will auto-populate.

Always check all three Address Purpose boxes at the top right to give your organization more flexibility.

Click OK to save your information.

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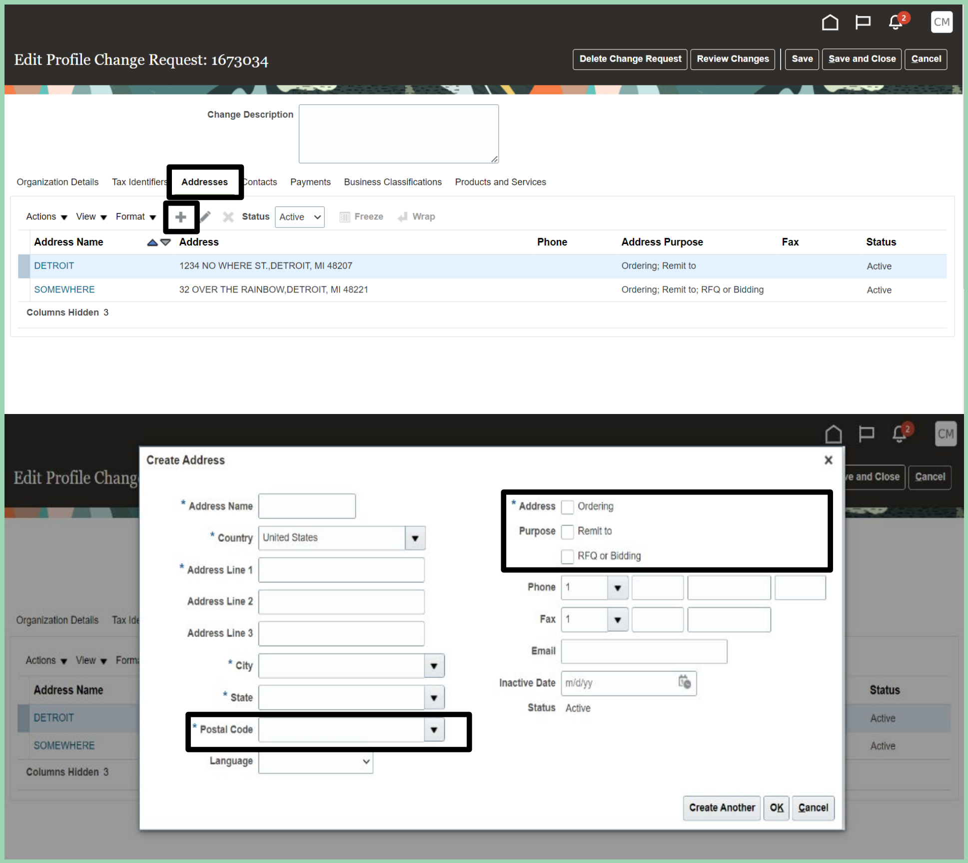

Contacts

Here, you can edit contact information by clicking on the blue, hyperlinked names in the left-hand column. Do not change the name or email address of an existing contact to avoid problems logging in; create a new contact using the + icon instead.

Contact information fields marked with an asterisk (*) are required, and an email address is required to create a user account for accessing the Supplier Portal. Check the Administrative contact and Request user account boxes to give the user full access to the Supplier Portal.

To add an address to a contact, click on the Actions dropdown under Contact Addresses and then Select and Add. Click to the left of the appropriate address in the list that appears, click Apply, and then click OK.

After adding the address, click OK on the Create Contact pop-up to save your contact.

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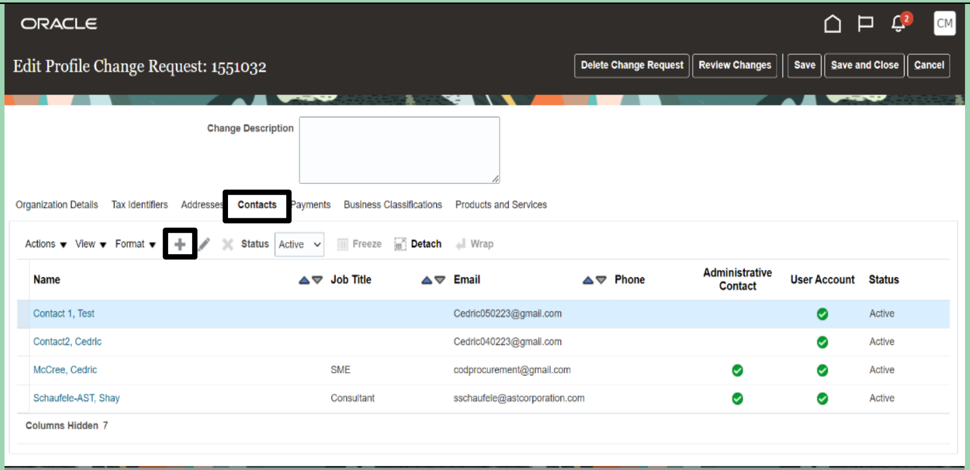

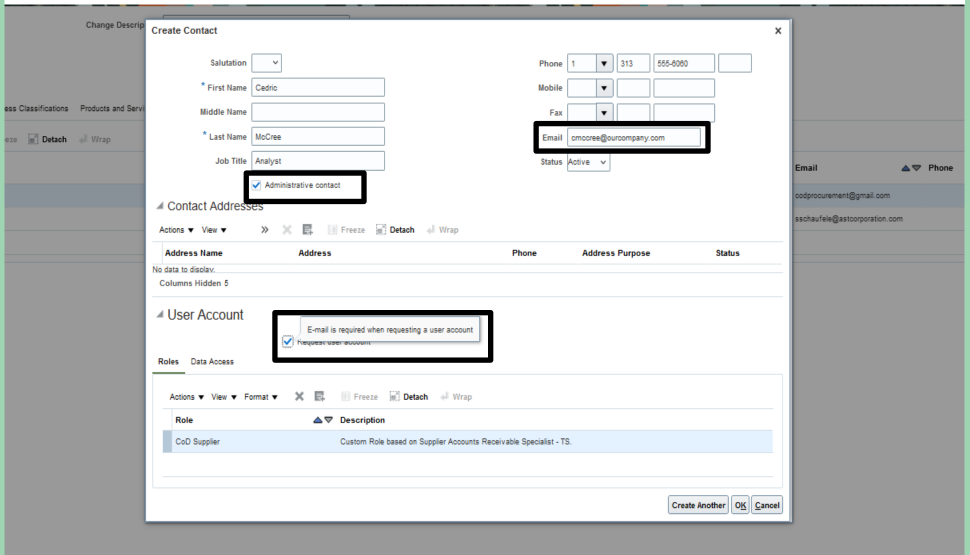

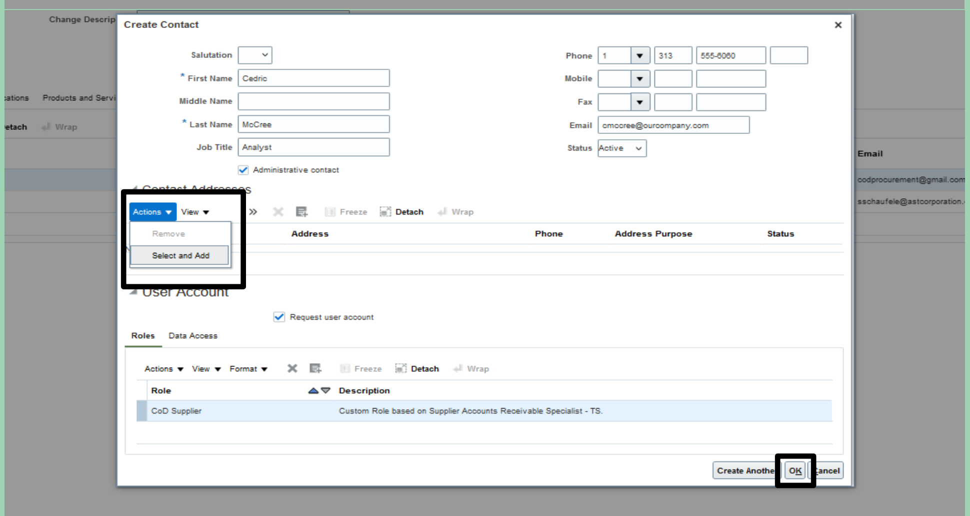

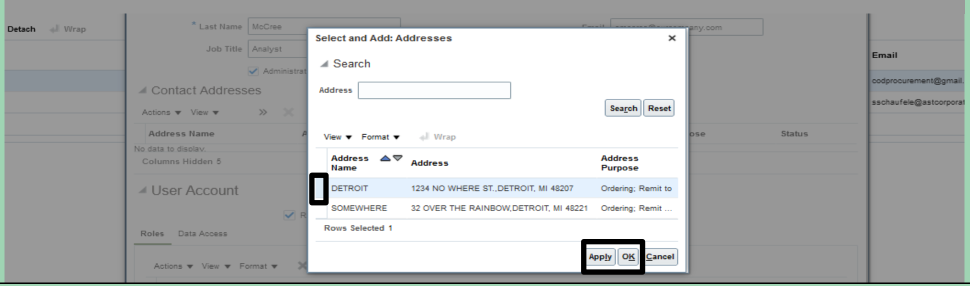

Payments

Here, you can click on the Bank Accounts menu to update your banking information. You should always create a new account (using the + icon) before inactivating your existing account.

On the pop-up, you need only to complete the six (6) fields indicated by the black boxes to the right. Be advised that Bank Branch is the field that contains your bank's ABA routing number. Select the option with the correct routing number, regardless of the city associated with it. If you do not see your routing number listed under Bank Branch or if you want to have multiple active bank accounts listed at the same time, please email procurementinthecloud@detroitmi.gov for assistance.

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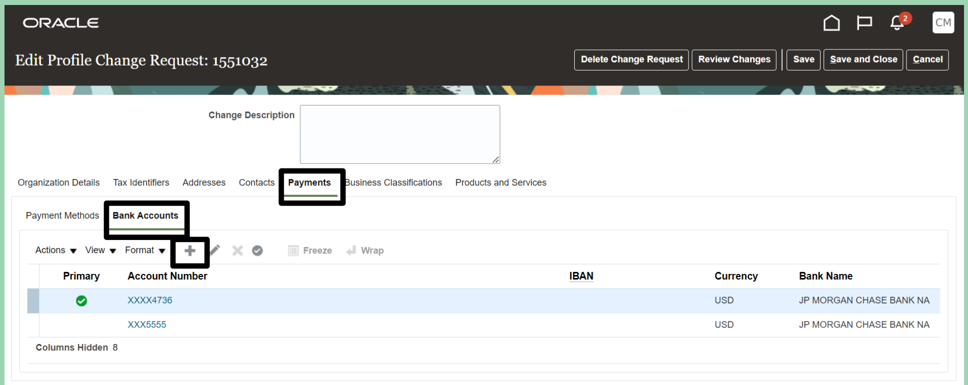

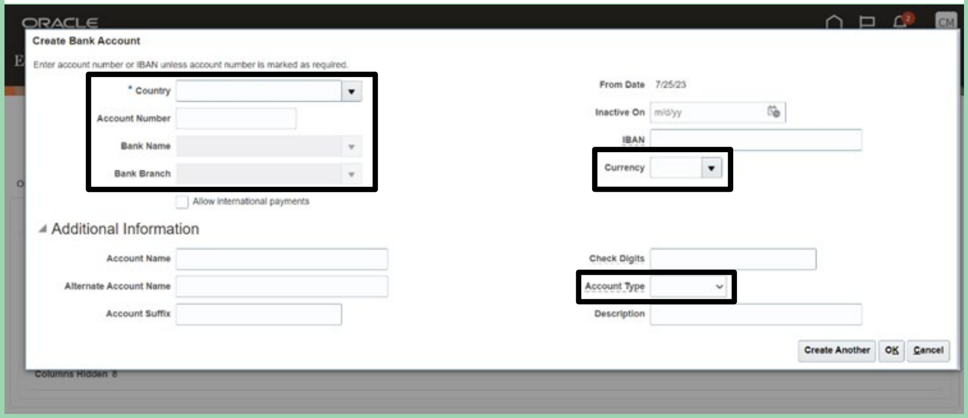

Business Classifications

Here, you can add information about licenses and certifications that your business has. Not all suppliers will have information to list here, but you can click the + icon and look at the dropdown menu to see if any apply to you. If your business has, for example, a Detroit Business Opportunity Program certification from the City's Civil Rights & Inclusion Office, you can add it to this page and upload a copy of the certificate. Requests to add certifications without valid certificates will not be approved.

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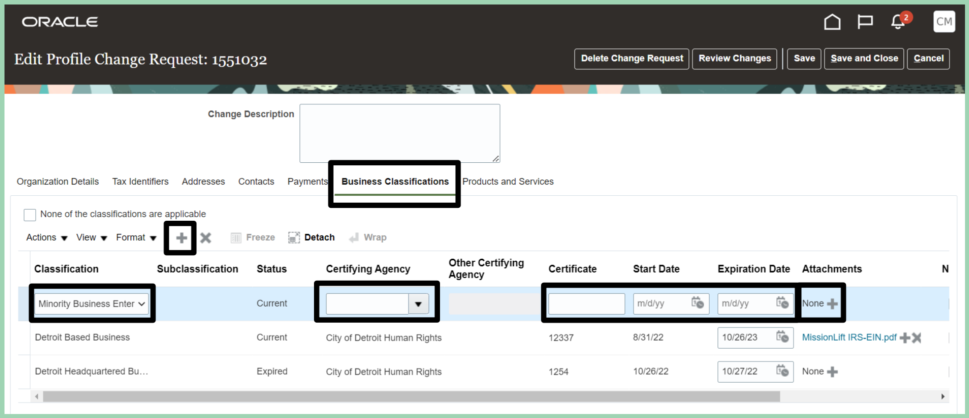

Products and Services

Here, you can update the list of goods and services you provide. Maintaining an accurate list in this section allows the City to alert you when bid opportunities that may be of interest arise.

To add a commodity area to your list, click on the Actions dropdown and then Select and Add. Most users find it easiest to start with [this PDF](#) of all commodity codes and then search for browsing categories by letter in the Category Name field. For example, if your business is in the health sector, you could search for "DD" in Category Name. Select the checkboxes next to all the commodities you wish to add to your profile, click Apply, and then click OK.

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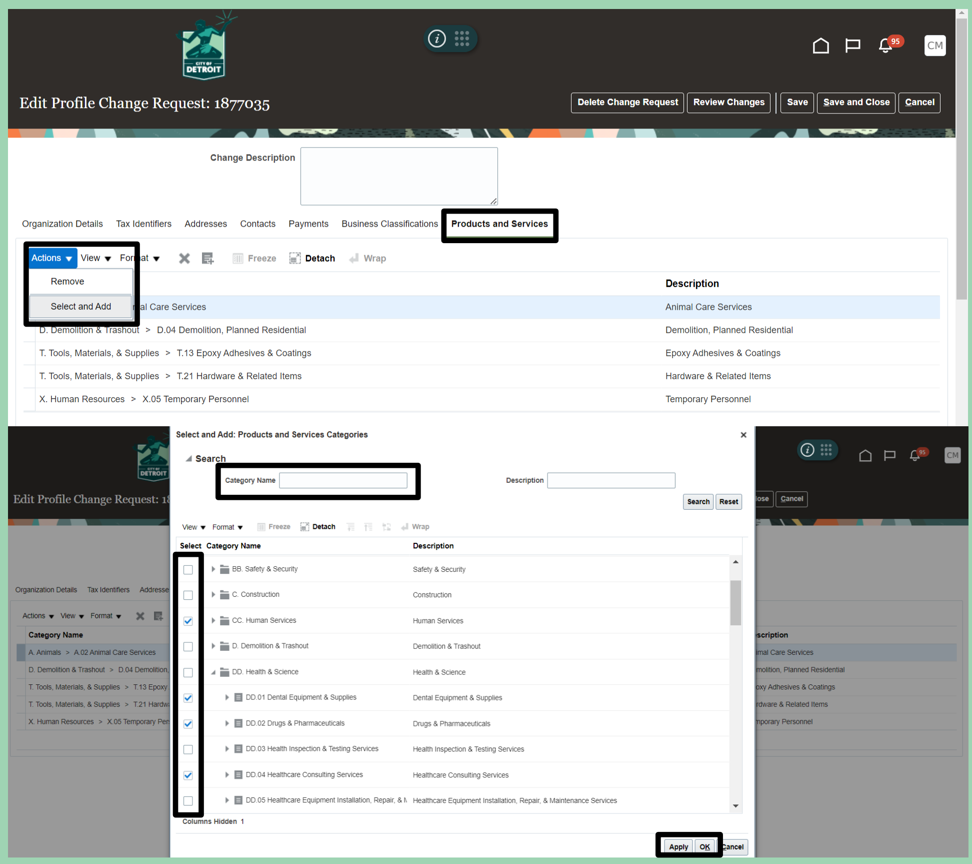
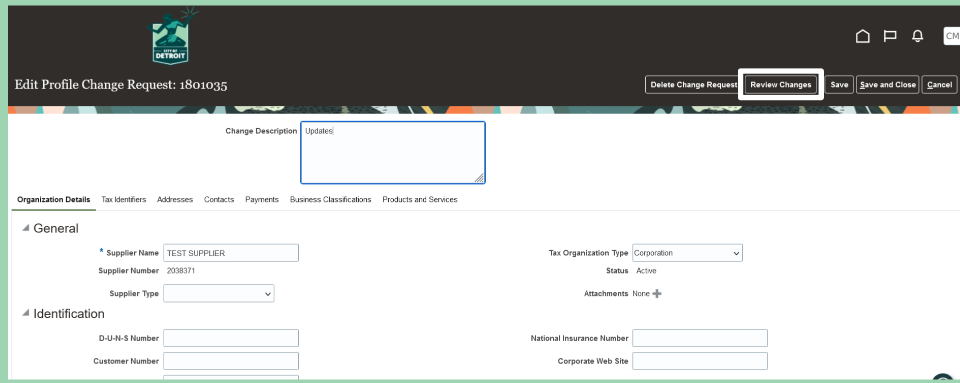
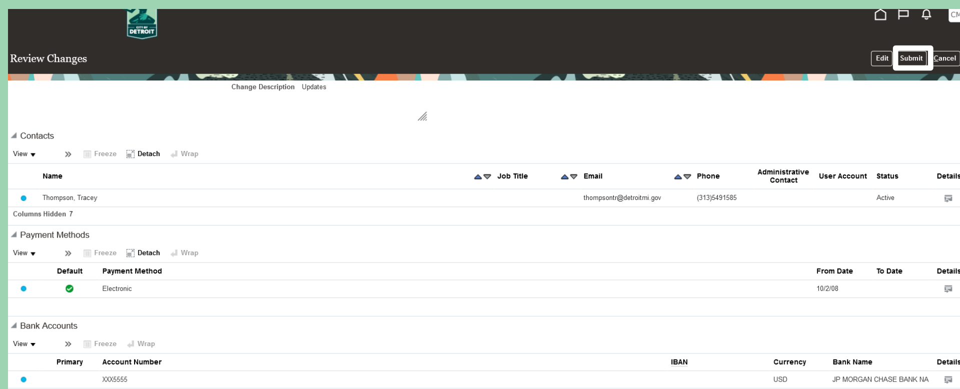
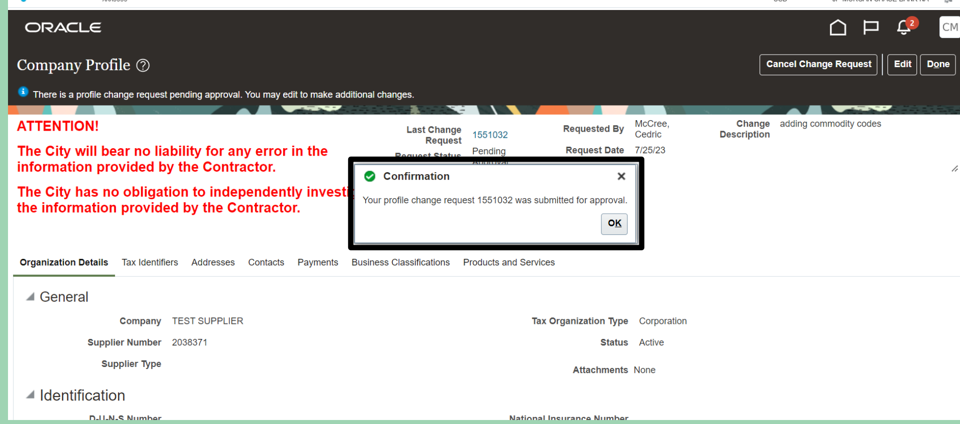


Once you have entered all the changes that you need to make, click Review Changes to see a summary of what you have altered. If any information is incorrect, click Edit to adjust it.



Once the summary is completely accurate, click Submit. You will see a Confirmation pop-up window validating the submission of your change request. Please note that clicking other buttons (e.g., Save or Save and Close) will NOT submit your change request. You must click Submit for the City to review and respond to your request.





Contact the E-Procurement Team

Supplier Procurement Support Hotline (Technical Assistance)

(313) 670-6604

procurementinthecloud@detroitmi.gov

E-Procurement Open Assistance Sessions: Learning How to Navigate Oracle Click the links at the indicated times to join E-Procurement experts for Oracle demonstrations and Q&A.		
Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	Mondays, 10:30a	Thursdays, 1:00p
Supplier Profile Updates	Mondays, 11:30a	Thursdays, 1:30p
Responding to Bids	Mondays, 9:30a	Fridays, 9:30a
Invoicing	Tuesdays, 1:30p	Fridays, 11:30a
Online Office Hours (General)	Tuesdays, 3:00p	Wednesdays, 9:30a

We value your feedback!

Fill out a quick survey

We would love to hear how this document has help you and where we can improve on relaying this information.