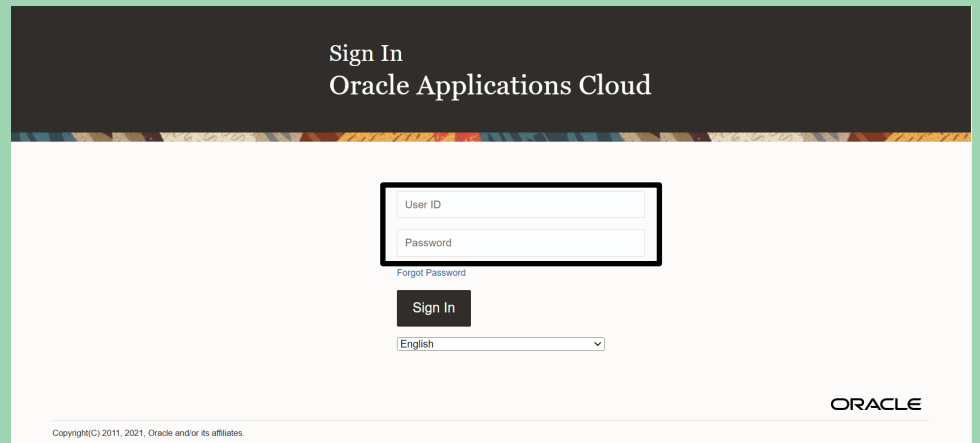


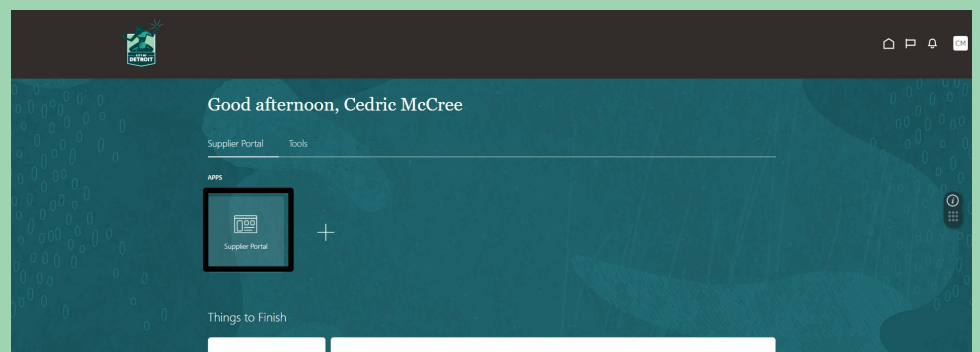
# **Supplier Portal Guide: How to Update Your Supplier Profile**

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.

• Manage Agreements

**Channel Programs**

- Manage Programs

**Shipments**

- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- 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**

2.04K

2K

Schedules Overdue or Due Today  
Questionnaires  
Business Classifications Expiring  
Negotiations Closing Soon  
Negotiation Messages

**Supplier News**

**ATTENTION SUPPLIERS!**

**Invoices On Hold**

There are different types of "On Hold" conditions. However, should your invoice go "On Hold" with the message:

"Amount billed exceeds amount received", do not panic. It means Oracle is "waiting" for a matching receipt to be entered. When the receipt is entered, your invoice will validate as Oracle matches your invoice to the receipt and the Identifying PO. **No action is needed from you.**

So, "On Hold" is not an error message. It's just "waiting" on a receipt.

Posted: 2/24/23

Click on the **Edit** button.

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 1614034 Requested By McCre, Cedric Request Date 6/14/23 Change Description

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

**General**

Company TEST SUPPLIER  
Supplier Number 2038371  
Supplier Type

Tax Organization Type Corporation  
Status Active  
Attachments None

**Identification**

D-U-N-S Number  
Customer Number  
SIC

National Insurance Number  
Corporate Web Site

**Corporate Profile**

Year Established  
Mission Statement

Chief Executive Title  
Chief Executive Name  
Principal Title  
Principal Name

Year Incorporated

https://ebkk-dev2.fas.us8.oraclecloud.com/fscm/UI/...MFM=08\_afMFR=1518\_afMFG=08\_afMFS=08\_afMFO=08

Type here to search

53°F Partly cloudy 8:27 PM 10/18/2023

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

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 1672034 Requested By McCre, Cedric Request Date 7/20/23 Change Description

**Warning**

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

**Yes** **No**

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

**General**

Company TEST SUPPLIER  
Supplier Number 2038371  
Supplier Type

Tax Organization Type Corporation  
Status Active  
Attachments None

**Identification**

D-U-N-S Number  
National Insurance Number

Type a brief description of the change(s) that you are making in the Change Description box.

Edit Profile Change Request: 1673034

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

General

\* Supplier Name TEST SUPPLIER Tax Organization Type Corporation

Supplier Number 2038371 Status Active

Supplier Type Attachments None

Identification

D-U-N-S Number National Insurance Number

Customer Number Corporate Web Site

SIC

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.

[Back to Section Headings](#)

Edit Profile Change Request: 1673034

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

General

\* Supplier Name [Redacted]  
Supplier Number 2038371  
Supplier Type [Redacted]

Tax Organization Type Corporation  
Status Active  
Attachments None

Identification

D-U-N-S Number [Redacted]  
Customer Number [Redacted]  
SIC [Redacted]

National Insurance Number [Redacted]  
Corporate Web Site [Redacted]

## Tax Identifiers

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

[Back to Section Headings](#)

The screenshot shows a web application interface for editing a profile change request. At the top, the title is "Edit Profile Change Request: 1673034". On the right, there are buttons for "Delete Change Request", "Review Changes", "Save", "Save and Close", and "Cancel". Below the title bar, there is a "Change Description" text area. A navigation menu includes "Organization Details", "Tax Identifiers" (which is highlighted with a black box), "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The main content area is divided into two sections: "Income Tax" and "Transaction Tax".

**Income Tax Section:**

- Taxpayer Country: United States (dropdown)
- Taxpayer ID: [REDACTED]
- Federal reportable:
- Federal Income Tax Type: [dropdown]
- State reportable:
- Tax Reporting Name: [text input]
- Name Control: [text input]
- Verification Date: mid/ly (calendar icon)
- Use withholding tax:
- Withholding Tax Group: [dropdown]

**Transaction Tax Section:**

- Tax Country: [dropdown]
- Tax Registration Type: [dropdown]

## 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.

[Back to Section Headings](#)

The screenshot displays the 'Edit Profile Change Request' interface for request 1673034. The 'Addresses' tab is active, showing a table of existing addresses. A 'Create Address' modal form is open, allowing for the addition of a new address. The modal form includes fields for Address Name, Country, Address Line 1-3, City, State, Postal Code, Language, Phone, Fax, Email, Inactive Date, and Status. Three radio buttons for Address Purpose (Ordering, Remit to, RFQ or Bidding) are located in the top right of the modal. The background shows a table with two existing addresses: 'DETROIT' and 'SOMEWHERE'.

Address Name	Address	Phone	Address Purpose	Fax	Status
DETROIT	1234 NO WHERE ST.,DETROIT, MI 48207		Ordering; Remit to		Active
SOMEWHERE	32 OVER THE RAINBOW,DETROIT, MI 48221		Ordering; Remit to; RFQ or Bidding		Active

**Create Address** Modal Form Fields:

- \* Address Name
- \* Country: United States
- \* Address Line 1
- Address Line 2
- Address Line 3
- \* City
- \* State
- \* Postal Code
- Language
- \* Address Purpose:  Ordering,  Remit to,  RFQ or Bidding
- Phone 1
- Fax 1
- Email
- Inactive Date: m/d/yyyy
- Status: Active

## 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.

[Back to Section Headings](#)

ORACLE Edit Profile Change Request: 1551032

Change Description

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
Contact 1, Test		Cedric050223@gmail.com			✓	Active
Contact2, Cedric		Cedric040223@gmail.com			✓	Active
McCree, Cedric	SME	codprocurement@gmail.com		✓	✓	Active
Schaufele-AST, Shay	Consultant	sschaufele@astcorporation.com		✓	✓	Active

Columns Hidden 7

Create Contact

Salutation

\* First Name Cedric

Middle Name

\* Last Name McCree

Job Title Analyst

Administrative contact

Phone 1 313 555-0000

Mobile

Fax

Email cmcree@ourcompany.com

Status Active

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
--------------	---------	-------	-----------------	--------

No data to display. Columns Hidden 5

User Account

Request user account

Roles Data Access

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

Create Another OK Cancel

Create Contact

Salutation

\* First Name Cedric

Middle Name

\* Last Name McCree

Job Title Analyst

Administrative contact

Phone 1 313 555-0000

Mobile

Fax

Email cmcree@ourcompany.com

Status Active

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
--------------	---------	-------	-----------------	--------

No data to display. Columns Hidden 5

User Account

Request user account

Roles Data Access

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

Actions View Format X Freeze Detach Wrap

Remove

Select and Add

Create Another OK Cancel

Select and Add: Addresses

Search

Address

Search Reset

View Format Wrap

Address Name	Address	Address Purpose
DETROIT	1234 NO WHERE ST, DETROIT, MI 48207	Ordering: Remit to
SOMEWHERE	32 OVER THE RAINBOW, DETROIT, MI 48221	Ordering: Remit to

Rows Selected 1

Apply OK Cancel



## 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](mailto:procurementinthecloud@detroitmi.gov) for assistance.

[Back to Section Headings](#)

The image shows two screenshots from the Oracle Financials interface. The top screenshot is the 'Edit Profile Change Request' page for request 1551032. It features a navigation bar with 'Payments' highlighted. Below the navigation bar is a table of 'Payment Methods'. The table has columns for 'Primary', 'Account Number', 'IBAN', 'Currency', and 'Bank Name'. Two rows are visible, both for JP MORGAN CHASE BANK NA with USD currency. A '+ ' icon in the 'Actions' column is highlighted with a black box. The bottom screenshot is the 'Create Bank Account' pop-up. It contains several input fields: 'Country' (dropdown), 'Account Number', 'Bank Name' (dropdown), 'Bank Branch' (dropdown), 'From Date' (7/25/23), 'Inactive On' (m/d/yy), 'IBAN', 'Currency' (dropdown), 'Check Digits', 'Account Type' (dropdown), and 'Description'. The 'Country', 'Bank Name', 'Bank Branch', 'Currency', and 'Account Type' fields are highlighted with black boxes. At the bottom right of the pop-up are 'Create Another', 'OK', and 'Cancel' buttons.

## 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.

[Back to Section Headings](#)

ORACLE

Edit Profile Change Request: 1551032

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	N
Minority Business Enter		Current				mid/yy	mid/yy	None +	
Detroit Based Business		Current	City of Detroit Human Rights		12337	8/31/22	10/26/23	MissionLit IRS-EIN.pdf +	
Detroit Headquartered Bu...		Expired	City of Detroit Human Rights		1254	10/26/22	10/27/22	None +	

## 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**.

[Back to Section Headings](#)

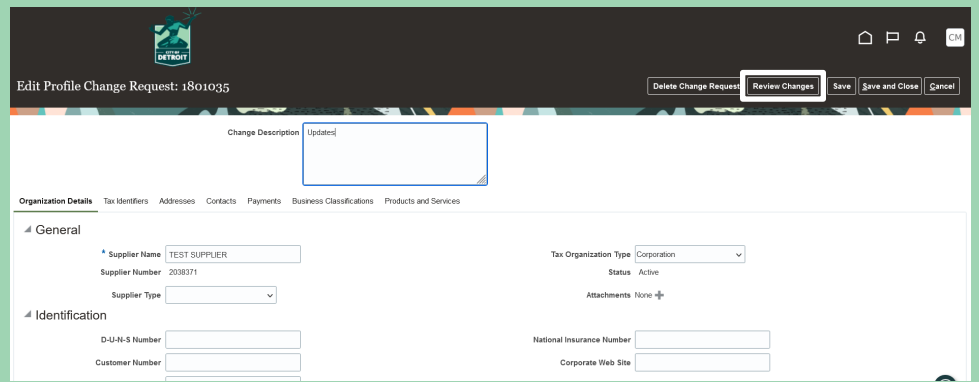
The screenshot displays the 'Edit Profile Change Request' interface for a user in Detroit. The main section is titled 'Products and Services' and contains a table of commodity categories. The table has two columns: 'Category Name' and 'Description'. A dropdown menu is open over the 'Actions' column, with 'Select and Add' highlighted. Below the table, a 'Select and Add: Products and Services Categories' dialog is shown, featuring a search field for 'Category Name' and a list of categories with checkboxes. The 'Apply' button is highlighted at the bottom right of the dialog.

Category Name	Description
Animal Care Services	Animal Care Services
Demolition, Planned Residential	Demolition, Planned Residential
Epoxy Adhesives & Coatings	Epoxy Adhesives & Coatings
Hardware & Related Items	Hardware & Related Items
Temporary Personnel	Temporary Personnel

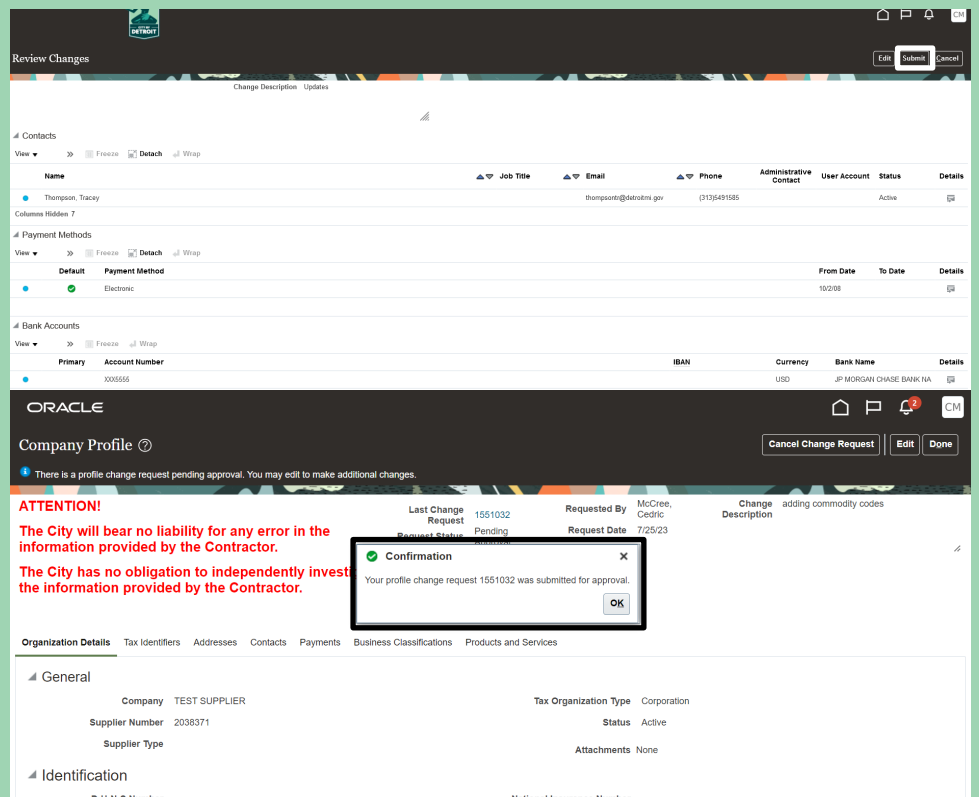
  

Select	Category Name	Description
<input type="checkbox"/>	BB: Safety & Security	Safety & Security
<input type="checkbox"/>	C: Construction	Construction
<input type="checkbox"/>	CC: Human Services	Human Services
<input type="checkbox"/>	D: Demolition & Trashout	Demolition & Trashout
<input checked="" type="checkbox"/>	DD: Health & Science	Health & Science
<input checked="" type="checkbox"/>	DD-01 Dental Equipment & Supplies	Dental Equipment & Supplies
<input checked="" type="checkbox"/>	DD-02 Drugs & Pharmaceuticals	Drugs & Pharmaceuticals
<input checked="" type="checkbox"/>	DD-03 Health Inspection & Testing Services	Health Inspection & Testing Services
<input checked="" type="checkbox"/>	DD-04 Healthcare Consulting Services	Healthcare Consulting Services
<input type="checkbox"/>	DD-05 Healthcare Equipment Installation, Repair, & Maintenance Services	Healthcare Equipment Installation, Repair, & Maintenance Services

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](mailto: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	<a href="#">Mondays, 10:30a</a>	<a href="#">Thursdays, 1:00p</a>
Supplier Profile Updates	<a href="#">Mondays, 11:30a</a>	<a href="#">Thursdays, 1:30p</a>
Responding to Bids	<a href="#">Mondays, 9:30a</a>	<a href="#">Fridays, 9:30a</a>
Invoicing	<a href="#">Tuesdays, 1:30p</a>	<a href="#">Fridays, 11:30a</a>
Online Office Hours (General)	<a href="#">Tuesdays, 3:00p</a>	<a href="#">Wednesdays, 9:30a</a>

## 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.