

## Supplier Registration Instructions

To access active Bids and Request for Proposals for goods and services in Lucas County, you must be a registered supplier.

To register as a **prospective** supplier in Oracle [CLICK HERE](#)

In Oracle you will go through each tab and complete your business information:

### 1. COMPANY DETAILS

The screenshot shows the 'Register Supplier: Company Details' screen in Oracle. At the top, a progress bar has six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Products and Services, and 6. Review. On the right, a navigation bar includes 'Back', 'Next' (highlighted in red), 'Save for Later', 'Register', and 'Cancel'. A blue arrow points down to the 'Next' button.

Below the progress bar, a text prompt says: 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.' The form is divided into two main sections. The left section contains fields for: '\* Company' (text input with 'name of company'), '\* Tax Organization Type' (dropdown menu with 'Individual' selected), 'Supplier Type' (dropdown menu with 'Supplier' selected), 'Corporate Web Site' (text input), and '\* Attachments' (with a note 'w9 downloaded' and a plus icon, and a sub-note 'Attach the required documents such as: -W-9 and Supplier Form'). The right section contains: 'D-U-N-S Number' (text input), 'Tax Country' (dropdown menu with 'United States' selected), 'Taxpayer ID' (text input with '12365489'), 'Tax Registration Number' (text input), and 'Note to Approver' (text area). A red box with the text 'You must attach a W9' is placed between the two sections. Below the main form, there is an 'Additional Information' section with 'Legacy Supplier Number' (text input) and 'OPERS Supplier Type' (dropdown menu). At the bottom, the 'Your Contact Information' section prompts for contact details for communications regarding this registration, with fields for '\* First Name' (text input with 'First'), '\* Last Name' (text input with 'Last'), '\* Email' (text input with 'email@yahoo.com'), and '\* Confirm Email' (text input with 'email@yahoo.com'). A red box highlights the 'Confirm Email' field. A blue arrow points to the 'Next' button in the top right corner.

Annotations include blue arrows pointing to the 'Company' field, 'Tax Organization Type' dropdown, 'Supplier Type' dropdown, 'Corporate Web Site' field, 'Attachments' section, 'D-U-N-S Number' field, 'Tax Country' dropdown, 'Taxpayer ID' field, 'Tax Registration Number' field, 'Note to Approver' text area, 'Legacy Supplier Number' field, 'OPERS Supplier Type' dropdown, 'First Name' field, 'Last Name' field, 'Email' field, 'Confirm Email' field, and the 'Next' button.

Complete all fields possible but required fields are:

- Company Name
- Tax Organization Type
- Attachments – must attach a W9 for your organization or yourself.
- Tax Country
- Taxpayer ID (this is the Company Tax ID number or individual's social security number – this must match the W9 attachment)
- Nonprofit Organization – yes or no
- Contact information – Name, email and confirmation of email
- Click the red "next" button on the top right of the screen







## 2. CONTACTS

The contact information entered on previous screen is auto populated into the “Register Supplier: Contact “ screen. If you would like to add additional contact information, follow the below steps:

- Click the + next to “Create”

### Register Supplier: Contacts ?

Enter at least one contact.

Actions ▾ View ▾ Format ▾  Create  Edit  Delete  Freeze  Detach  Wrap

Name

Last, First

Columns Hidden 7

- Add contact information. An email is required. Please sure to check the box “Create User Account”

**Create Contact**

Salutation ▼

\* First Name

Middle Name

\* Last Name

Job Title

☐ Administrative contact

Phone ▼






Mobile ▼

Fax ▼

\* Email

☐ Create user account

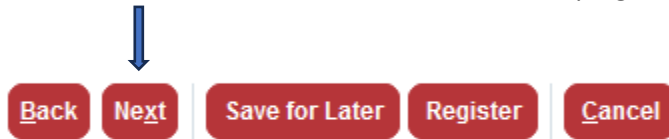
**Roles**

Actions ▾ View ▾ Format ▾    Freeze  Detach  Wrap

Role	Description
No data to display.	

Create Another OK Cancel

- After all contacts have been added, click the red “Next” button at the top right of the screen.



### 3. ADDRESSES

On the addresses tab, you will add the Organizations address information.

- Click the + next to “Create”

- Complete the address information.
- Required fields:
  - Address name – enter Bidding
  - Country
  - Address Purpose – check RFQ/Bidding

- When all information is complete, click OK

- Click the red “Next” button in the top right of the page

#### 4. BUSINESS CLASSIFICATIONS

The following screen is to identify your business classification. It is important to identify your business classification, to do so, you click the + button:

Register Supplier: Business Classifications ?

Click the Actions arrow to Add all classifications that apply

☐ None of the classifications are applicable

Actions ▼ View ▼ Format ▼ + ✕ Freeze Detach Wrap

\* Classification

No data to display.

- Choose the appropriate business classification

Oracle Fusion Cloud Application X Bid Opportunities | Lucas Coun X Supplier Registration X +

https://eieb.fa.us6.oraclecloud.com/fscmUI/faces/PrvPosRegisterSupplier?prcBuild=300000007278812&\_adf.ctrl-state=1n9duly10\_1b...

Lucas County Mobile T... Lucas County, OH - Of... Facilities Work Reques... Oracle Applications GroupWise Lucas County, OH - Of... Dev 1 Meetings - Board of C... DocuSign Login - Ente... Amazon Business >> Other Bookmarks

Minority Business Enterprise (MBE)  
Disadvantaged Business Enterprise (DBE)  
Encouraging Diversity Growth & Equity (EDGE)  
Veteran Friendly Business Enterprise (VFBE)  
Electrical  
HVAC  
Hydraulics  
Plumbing  
Refrigeration  
Training Agencies  
Contractor  
Electrical Contractor  
Heating & Cooling  
Mechanical Contractor (Hydraulics)  
Plumbing Contractor  
Training Programs

1 Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Products and Services 6 Review

Back Next Save for Later Register Cancel

Subclassification Certifying Agency Other Certifying Agency Certificate Start Date Expiration Date Attachments

Minority Business

- Once business classification is selected, please complete the information if you know.
- This is a required field so if business classifications do not apply to your organization, please check the box for “None of these classifications are applicable”

Register Supplier: Business Classifications ?

Click the Actions arrow to Add all classifications that apply

☐ None of the classifications are applicable

Actions ▼ View ▼ Format ▼ + ✕ Freeze Detach Wrap

\* Classification

Subclassification Certifying Agency Other Certifying Agency Certificate Start Date Expiration Date Attachments

Minority Business African-American

Back Next Save for Later Register Cancel

- Click Next on the top right of the page

## 5. PRODUCTS and SERVICES

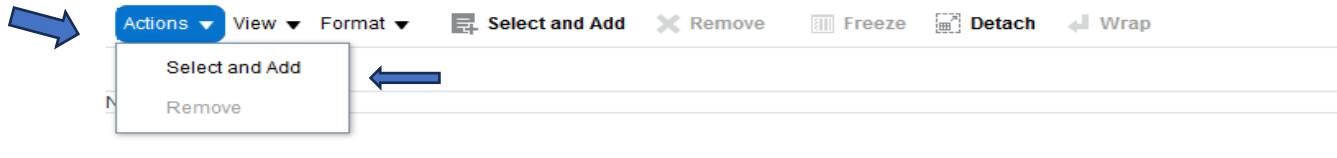
On this screen you will want to identify what type of products and services your organization provides. This is your NIGP Category code.

- Click the Action button
- Select – Select and Add

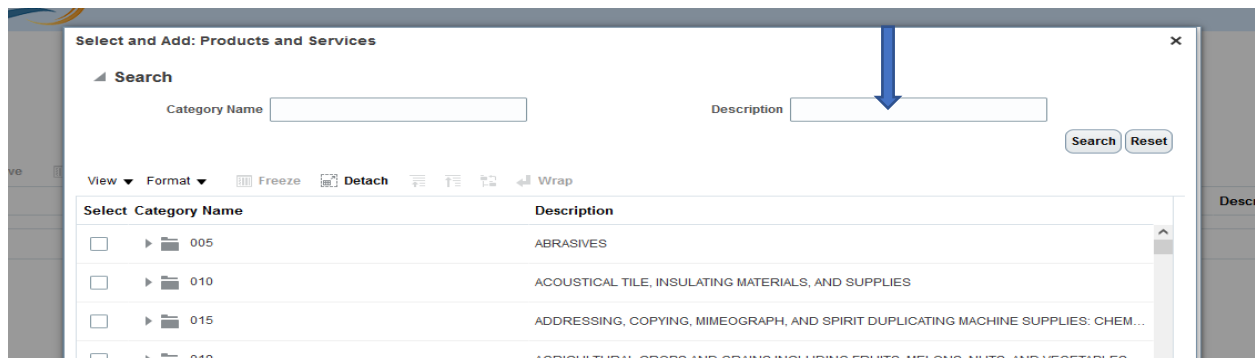
Compa  
Detail

### Register Supplier: Products and Services

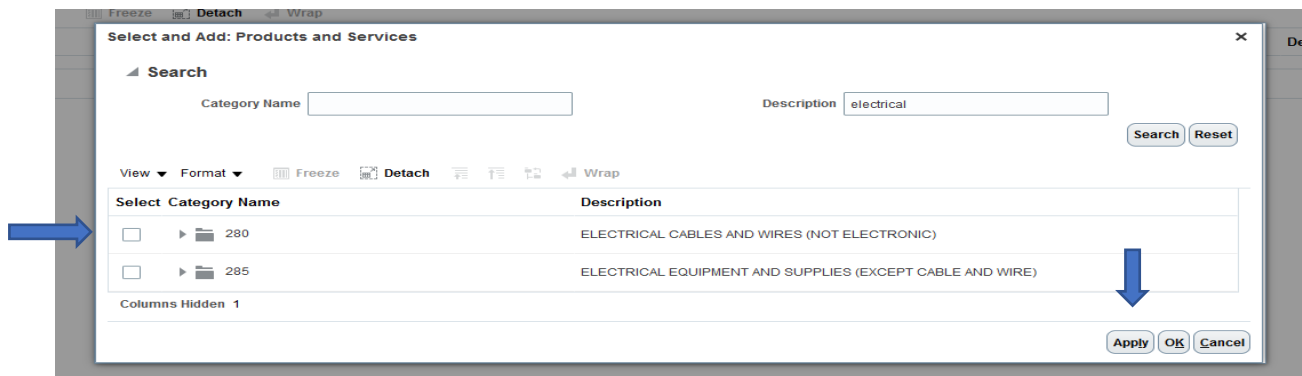
Enter at least one products and services category.



- You can search by category or by description.



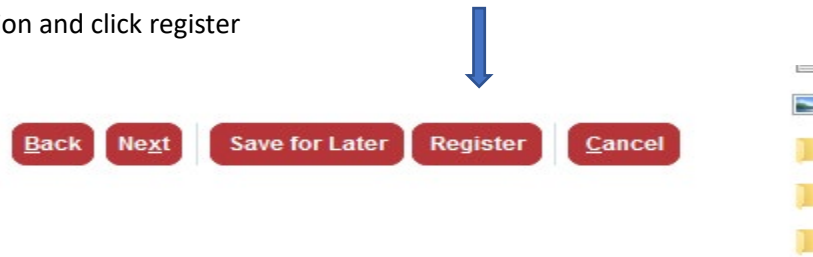
- Choose the category that best suits your organization.
- Click Apply
- If there are multiple categories (i.e. Contractor, electrical, etc) you will want to add all of them. This information allows Lucas County to identify businesses by category when looking for vendors.



- Click Next on the top right of the page

## 6. REVIEW

Review information and click register



Lucas County will review the registration request and if you are already a registered supplier, the request will be rejected, and you will be notified. If you are a new supplier, you will receive an email to set up your password.