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

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" bottom 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 ②

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	▽		Phone	▼			
* First Name			Mobile	▼			
Middle Name			Fax	▼			
* Last Name			* Email			
Job Title						

☐ Administrative contact

◢ User Account

☐ 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.

Back Next Save for Later Register Cancel
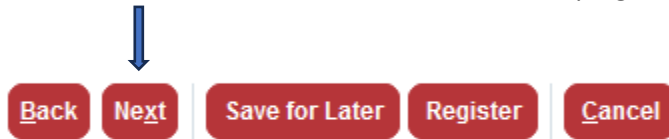
3. ADDRESSES

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

- Click the + next to "Create"

Company Details

Con

Register Supplier: Addresses

Enter at least one address.

Actions ▼   View ▼   Format ▼   + Create   ✎ Edit   ✕ Delete   ▥ Freeze   ⬚ Detach   ↵ Wrap

Address Name	Address
No data to display.	
Columns Hidden 3	

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

Create Address

In address name type Bidding

* Address Name [   ]
* Country [United States ▼]
Address Line 1 [   ]
Address Line 2 [   ]
Address Line 3 [   ]
City [   ]
State [   ]
Postal Code [   ]

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

Phone [1 ▼] [ ] [   ] [   ]
Fax [1 ▼] [ ] [   ]
Email [   ]

◢ Address Contacts
Select the contacts that are associated with this address.

Actions ▼   View ▼   Format ▼   ✕   ▤   ▥ Freeze   ⬚ Detach   ↵ Wrap

Name		Job Title	Email	Administrative Contact	User Account
No data to display.					
Columns Hidden 4					

Create Another OK Cancel

- 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:

- Choose the appropriate business classification

- 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"

- Click Next on the top right of the page
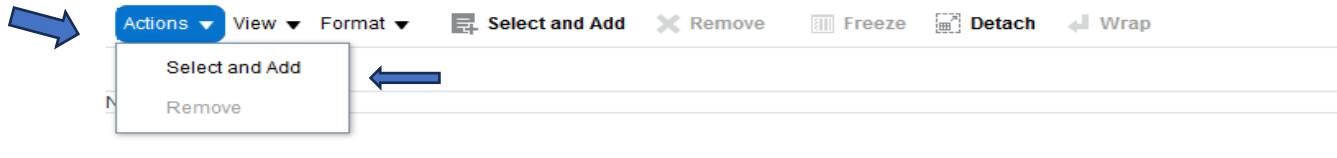
5. PRODUCTS and SERVICES

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

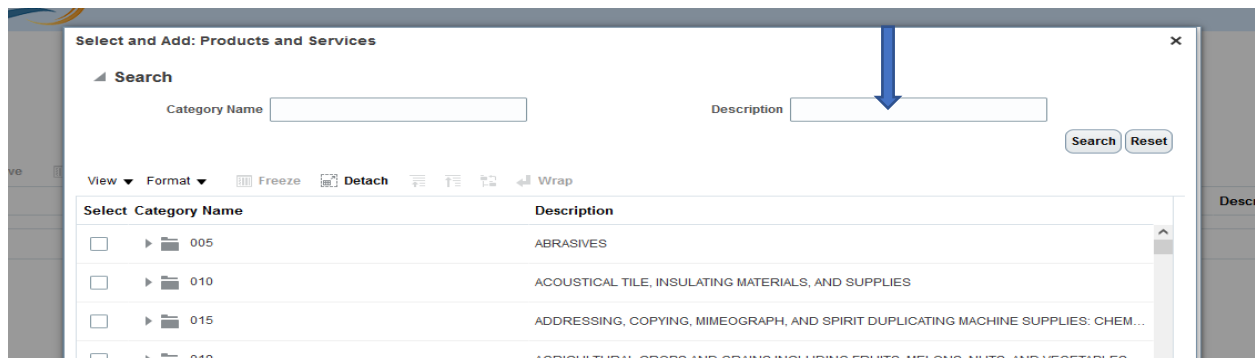- Click the Action button
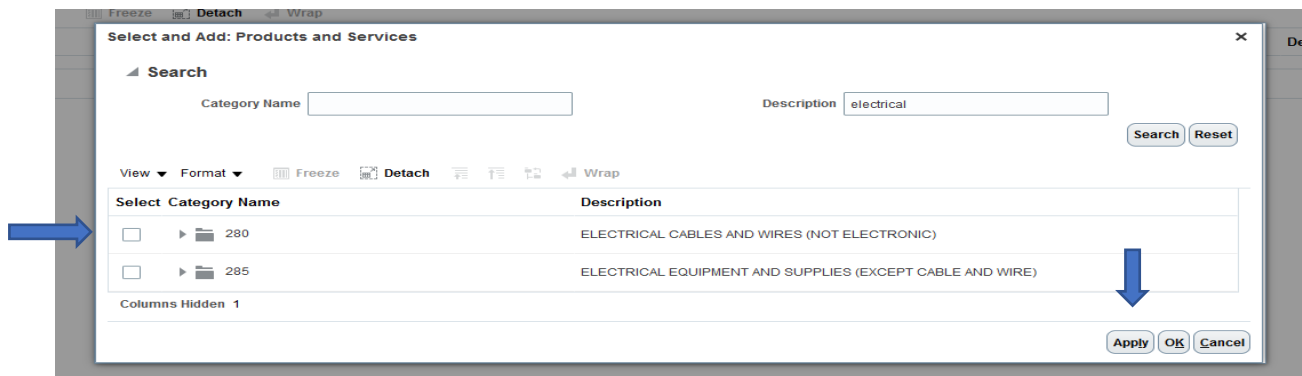- Select – Select and Add

Register Supplier: Products and Services

Enter at least one products and services category.

| Actions ▼ | View ▼ | Format ▼ | 📋 Select and Add | ✖ Remove | ▦ Freeze | 🗔 Detach | ⏎ Wrap |

Select and Add

Remove

- You can search by category or by description.

Select and Add: Products and Services ✕

◢ Search

Category Name [   ]   Description [   ]

[Search] [Reset]

View ▼ Format ▼ ▦ Freeze 🗔 Detach ⚏ ⚏ ⚏ ⏎ Wrap

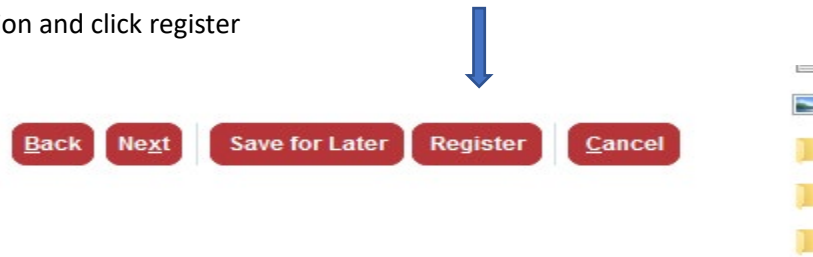| Select	Category Name	Description
☐	▶ 📁 005	ABRASIVES
☐	▶ 📁 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
☐	▶ 📁 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEM...
☐	▶ 📁 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES

- 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.

▦ Freeze 🗔 Detach ⏎ Wrap

Select and Add: Products and Services ✕

◢ Search

Category Name [   ]   Description [electrical   ]

[Search] [Reset]

View ▼ Format ▼ ▦ Freeze 🗔 Detach ⚏ ⚏ ⚏ ⏎ Wrap

Select	Category Name	Description
☐	▶ 📁 280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
☐	▶ 📁 285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)

Columns Hidden 1

[Apply] [OK] [Cancel]

- 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.