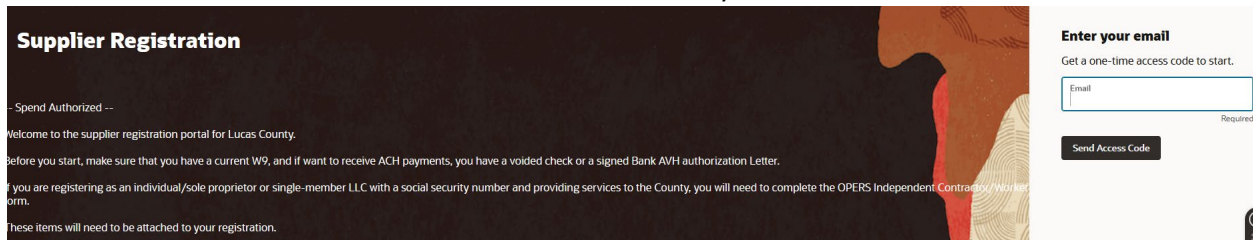


Supplier Registration Instructions

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](#)

Go to the Oracle Supplier Registration Portal. Enter your email address in the designated field. Click the “Send Access Code” button to receive a verification code in your email.



Supplier Registration

-- Spend Authorized --

Welcome to the supplier registration portal for Lucas County.

Before you start, make sure that you have a current W9, and if want to receive ACH payments, you have a voided check or a signed Bank AVH authorization Letter.

If you are registering as an individual/sole proprietor or single-member LLC with a social security number and providing services to the County, you will need to complete the OPERS Independent Contractor Worksheet form.

These items will need to be attached to your registration.

Enter your email

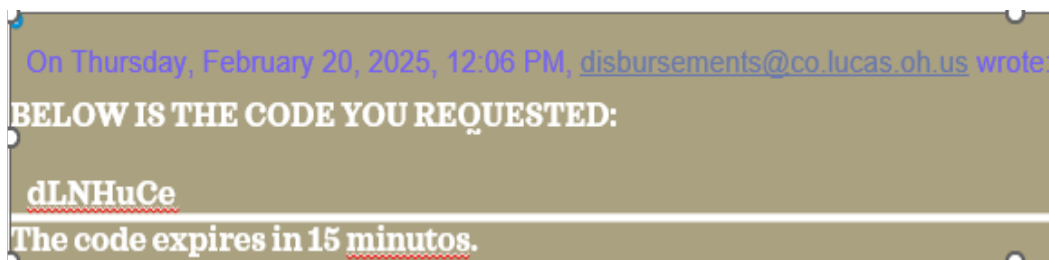
Get a one-time access code to start.

Email

Required

Send Access Code

Check your email inbox for the access code. Enter the access code in the portal to proceed. An example of the access code:



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

1. COMPANY DETAILS

Complete all fields possible including:

- Company Name
- Website (if applicable)
- Country,
- Tax Identification Number (TIN) or DUNS number (this is the Company Tax ID number or individual's social security number- this must match the W-9 attachment)
- Organization Type
- Supplier Type
- Notes to Approver

Supplier Registration

Company Details

Company
Mary's test

Website

Country
Required

Taxpayer ID

D-U-N-S Number

Organization Type
Corporation

Supplier Type

Supplier
Contractor
Subcontractor
Attorney
Carrier
Insurance Company
Utility
Manufacturing

Note to Approver
List Lucas County Department doing business with

Add URL

Cancel Save Continue

2. COMPANY DETAILS

Attach all attachments. It is required that you add your W-9 forms to attachments.

You must
attach a W9

Supplier Registration

Company Details

Company
Mary's test

Website

Country
United States

Taxpayer ID
111223333

D-U-N-S Number

Organization Type
Corporation

Supplier Type
Supplier

Note to Approver
doing business with support services

Attach tax, insurance, and other relevant documents
Required

Drag and Drop
Select or drop files here.

URL

Add URL

w9 downloaded 01142022.pdf
Last updated 1 minute ago

Last updated on 2/20/2025
129.05 KB

Download Remove

Cancel Save Continue

3. CONTACTS

The contact information entered on previous screen is auto populated into the “Register Supplier: Contact” screen. Answer the questions pertaining to the contact information & select which roles you would like for that contact to have. If you would like to add additional contact information, follow the below steps:

- Click the + “Add Another Contact” at the bottom of the screen

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Mary | Last Name: Mary | Email: mjkunckel@yahoo.com

Job Title: the boss | Country: US | Mobile: +1 419 460 3445

Country: US | Phone: +1 | Ext: | Country: US | Fax: +1

Is this an administrative contact?
Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- ☒ **Supplier Customer Service Representative**
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- ☒ **Supplier Sales Representative**
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- ☒ **Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

+ Add Another Contact

Last updated 23 seconds ago

Cancel Save Continue

- Add contact information. An email is required. Please be sure to select “yes” to “Does this contact need a user account?”
- After all contacts have been added, click “Continue” button at the bottom right of the screen.

4. ADDRESSES

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

- Complete the address information.
- Required fields:
 - Address Line 1
 - Country

- What's the address used for? – check Bids on RFQ's

In address name
type Bidding

Supplier Registration

Addresses

Enter at least one address.

Address 1 🗑️

Address Name
office

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

Country/Region
United States

Address Line 1
1122 main st

Address Line 2

Address Line 3

City
Toledo

State
oh

Postal Code
43604

Email
mjkunckel@yahoo.com

Country
US

Phone
+1 419 460 3445

Ext

Country
US

Fax
+1


Which contacts are associated to this address?

<input type="checkbox"/>	Mary Mary	mjkunckel@yahoo.com	the boss
<input type="checkbox"/>	Mary Mary	mjkunckel@yahoo.com	the boss

Last updated 5 minutes ago

Cancel Save Continue

- Answer “Which contacts are associated to this address?” Select the contacts

Which contacts are associated to this address? 

<input type="checkbox"/>	Mary Mary	mjkunckel@yahoo.com	the boss
<input type="checkbox"/>	Mary Mary	mjkunckel@yahoo.com	the boss

Last updated 5 minutes ago

Cancel Save Continue

- When all information is complete, click “Continue”

5. 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 drop down arrow under “Business classifications 1” and choose a classification:

Supplier Registration

Business Classifications

Business classification 1

Classification
Minority Business Enterprise (MBE)

Subclassification
Native American

Certifying Agency

Other Certifying Agency

Certificate Number

Certificate Start Date

Certificate End Date

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Business Classification

Updated just now

Cancel Save Continue

- Choose the appropriate business classification
- Once business classification is selected, please complete the information if you know.
- Add all certifications to the “Drag and Drop” box
- To add more business classifications click the “+ Add Another Business Classification”
- Click “Continue”

6. 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.

- You can search by category or description
- Choose the category that best suits your organization.
- 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 suppliers.
- Click “Submit” on the bottom right of the screen

Supplier Registration

Products and Services

Search by category or description

1 selected

View Selected

Clear Selected

Category	Description
<input type="checkbox"/> ▶ 005	ABRASIVES
<input type="checkbox"/> ▶ 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/> ▶ 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> ▶ 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/> ▶ 020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/> ▶ 021	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/> ▶ 022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input checked="" type="checkbox"/> ▶ 025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/> ▶ 031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
<input type="checkbox"/> ▶ 035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/> ▶ 037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
<input type="checkbox"/> ▶ 040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)
<input type="checkbox"/> ▶ 045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Last updated 21 seconds ago

Cancel

Save

Submit

7. SUCCESS

Success

Your registration request 2948022 was submitted.

Thank you for registering. you will receive an email when your request is processed.
Requests are processed within 5 business days.

For questions email disbursements@co.lucas.oh.us and reference your registration request number.

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.