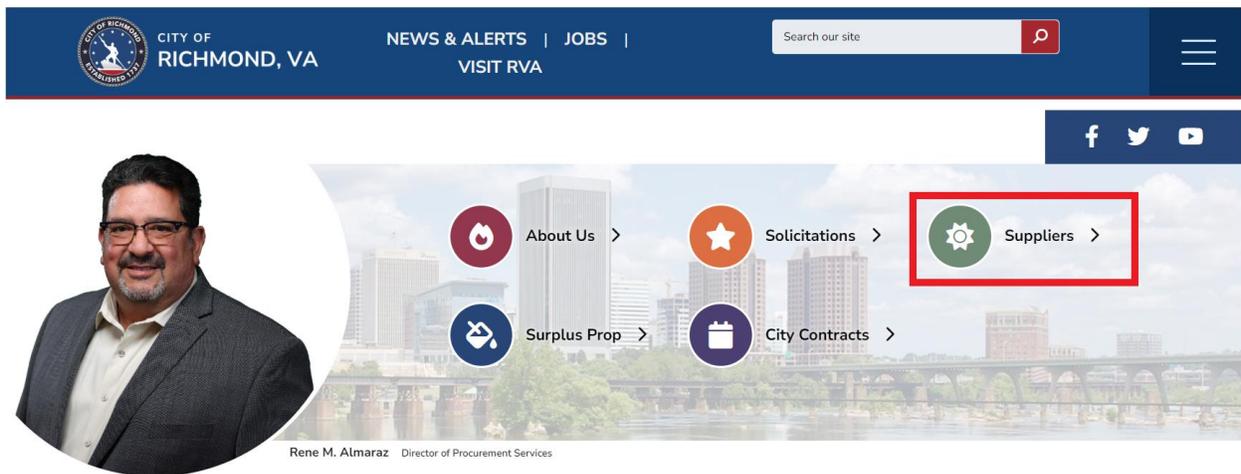


City of Richmond
Department of Procurement Services
Supplier Registration Guide

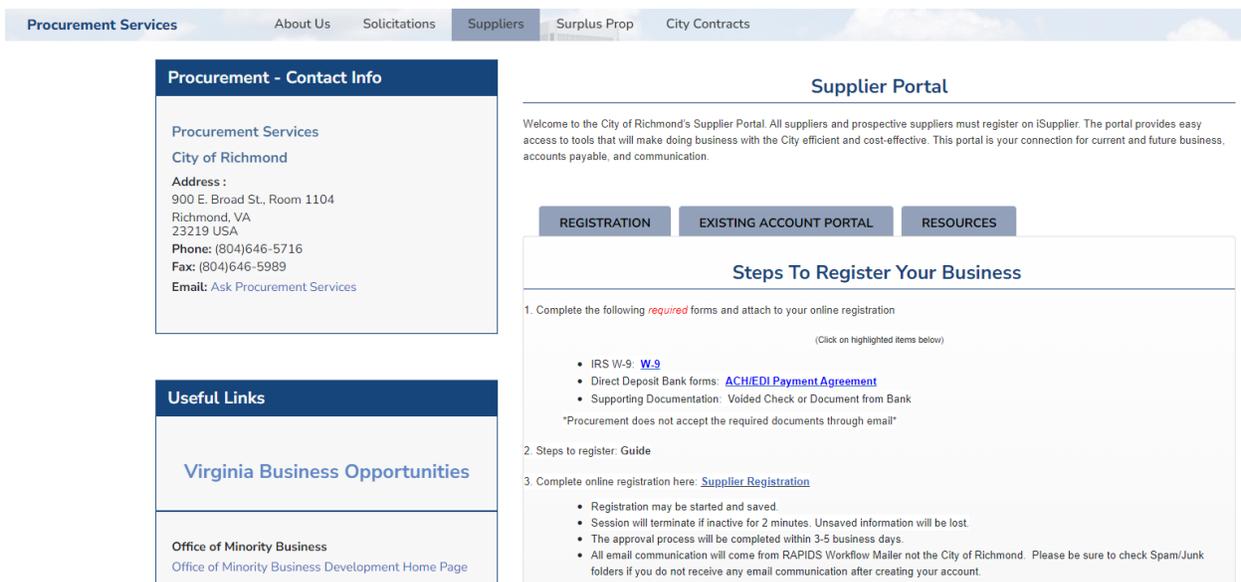
Getting Started

Step 1: Access the Department of Procurement Services' homepage by using the following link:
[Procurement Services | Richmond](#)

Step 2: Click the icon for "Suppliers"



After clicking the "Suppliers" icon, you will be taken to the Supplier Portal page – shown below.



Step 3: Before starting the registration process, please click on the links for the **W-9** and **ACH/EDI Payment Agreement**. Complete these forms and save them to your PC.

Step 4: After your W-9 and ACH forms are completed and saved, click the link for “Supplier Registration”. This will take you to the Prospective Supplier Registration page shown below.

ORACLE iSupplier Portal Close | Settings

Basic Information Company Details Attachments

Prospective Supplier Registration Step 1 of 3 **Next**

* Indicates required field

Please print and complete the W-9 form from the link shown below. During the registration process, you will have an opportunity to upload your signed W-9 into the system. You will also need to enter your bank account information in the space provided during the registration process. Once your registration is complete, the approval process will take 3 to 5 business days. Feel free to contact Procurement Services if you have any questions at (804) 646-5716 or supplierregistration@richmondgov.com.

Company Details

Please do not insert DASHES, SPACES, or SPECIAL CHARACTERS.

* Company Name

Tax Country Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* Federal Taxpayer Identification

DUNS Number

Contact Information

Please use the links at the bottom of the page to download a copy of the ACH-Direct Deposit Form, EDI Payment Agreement for Contractors form, and IRS W-9 form. Once your prospective registration request is approved, you will need to upload soft copies to your supplier profile.

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

IRS W9 Form
http://www.richmondgov.com/content/procurement/forms/VendorACH_ChangePackage.pdf
http://www.richmondgov.com/content/procurement/forms/VendorACH_NewPackage.pdf

Step 5: Fill in each field with the required information. Give special attention to the following details:

- All fields denoted with an asterisk (*) must be completed.
- Dashes, spaces and special characters should not be used when entering information in the following fields:
 - Tax Registration Number
 - Taxpayer ID
 - DUNS Number
- Tax Country Field:
 - Type in the organization’s tax country,
 - Click on the magnifying glass,
 - Choose the appropriate country from the list, and then click select.

Click “Next”. You will be taken to the “Company Details” section. You will see that the basic information entered on the previous screen is populated at the top of the page.

Step 6: Under the section titled “Address Book”, click on “create”.

Address Book

At least one entry is required.

[Create](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Fill out the necessary address fields and click “Apply”. Note: “Address Name” and “Address Line 1” should contain the same information.

Create Address Cancel Apply

* Indicates required field

Country: United States

Address Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

County:

State:

Postal Code:

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

Purchasing Address
 Payment Address

Address Purpose

+ ***

Purpose	Remove
No results found.	

Table Diagnostics

Step 7: Under the section titled “Contact Directory”, you will see that your information is prepopulated. However, if you need additional contacts on your account, you will click “create” to add additional contacts.

Contact Directory

At least one entry is required.

Create ***

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Ashley	Banks	804-9998212	testing123@gmail.com	✓		

Table Diagnostics

Step 8: Under the section titled “Products and Services”, click “create”. You will see a list of product and service codes that may be relevant to your business. You will need to make at least one selection and click “Apply”.

Add Products and Services: : (Portia test Acct) Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
000	Miscellaneous		<input type="checkbox"/>
005	ABRASIVES		<input type="checkbox"/>
010	ACOUSTICAL TILE, INSULATING MATERIALS, SUPP		<input type="checkbox"/>
015	ADDRESS/COPY/MIMEOGRAPH/SPIRIT DUPLICAT MACHI SUPP		<input type="checkbox"/>
019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES		<input type="checkbox"/>
020	AGRI EQUIP, IMPLEMENTS, ACCESS		<input type="checkbox"/>
022	AGRI EQUIP & IMPLEMENT PARTS		<input type="checkbox"/>
025	AIR COMPRESSORS & ACCESS		<input type="checkbox"/>
031	AIR CONDITIONING, HEATING, VENTILATING EQUIP.		<input type="checkbox"/>
035	AIRCRAFT/AIRPORT/EQUIPMENT/PARTS/SUPPLIES		<input type="checkbox"/>

Table Diagnostics

Step 9: Under the section titled “Banking Details”, click “create”.

Banking Details

At least one entry is required.

Create ***

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name
No results found.					

Table Diagnostics

Click the dropdown next to “Country” and select “United States”.

Click the button next to “Existing Bank” and “Existing Branch”.

Click the magnifying glass next to “Bank Name” and click “Go” to find your bank and select the option that corresponds with your routing number.

Once you have selected your bank, go to the right-hand side under “Branch” and click the magnifying glass next to “Branch Name”. The Branch information will populate in the fields.

Enter your account number, account name and currency.

Click “Apply”.

The screenshot shows the Oracle Supplier Portal interface for creating a bank account. The page title is "ORACLE Supplier Portal" and the breadcrumb is "Add Products and Services: (Portia test Act) > Create Bank Account". There are "Cancel" and "Apply" buttons in the top right. A "Country" dropdown is set to "United States". A checkbox "Account is used for foreign payments" is checked. The "Bank" section has "Existing Bank" selected, with fields for "Bank Name" and "Bank Number". The "Branch" section has "Existing Branch" selected, with fields for "Branch Name", "Branch Number", "BIC", and "Branch Type" (set to "ABA"). The "Bank Account" section has fields for "Account Number", "Check Digits", "IBAN", "Account Name", and "Currency". A "Comments" section has a "Note to Buyer" text area. The footer contains "Copyright (c) 1998, 2023, Oracle and/or its affiliates. All rights reserved." and "About this Page Privacy Statement".

Step 10: Click “Next”. You will be taken to the last page of the registration. Here you will add your W-9 and ACH form that you saved at the beginning. Click “Add Attachment” and choose file to locate your saved document. Click “Apply”. Repeat this process for each document.

ORACLE iSupplier Portal Close | Settings

Basic Information Company Details Attachments [Submit](#) [Back](#) Step 3 of 3

Attachments

[Add Attachment](#)

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

[Table Diagnostics](#)

Click "Submit" to submit your registration.