Vendor Registration Instructions for Individuals, Sole Proprietors, and Single-Member LLC’s

There are many fields that you DO NOT need to fill out. **PLEASE ONLY FILL OUT THE FIELDS OUTLINED IN THESE INSTRUCTIONS.**

Here is the link to the website: [https://cgiadvantage360.cgi.com/MICGR/AltSelfService](https://cgiadvantage360.cgi.com/MICGR/AltSelfService)

**Step 1**: Click on the link provided above. Please make sure the link opens in **Internet Explorer** or **Google Chrome**. Our Vendor Self Service application is not easily compatible with Safari or Firefox.

**Step 2**: On the left-hand side of the page, click ‘Register’.

This will bring you to the Memorandum of Agreement. Click ‘Accept Terms’.
This will bring you to the Registration Tips page. Click ‘Next’ in the upper right-hand corner of the page.

Step 3: You are now at the page where you can search for an existing account. Under the Individual Search section, please type in your last name AND the last four digits of your Social Security Number in the fields provided. Click ‘Search’.

Step 4: If you have never registered as a vendor with the City of Grand Rapids before, you should NOT see any results. Please click ‘New Registration’. If you’re not sure where this button is, please see the screenshot below.
**Step 5:** You should now be at the page that says ‘My User Information’. You will need to create a user ID and password in order to log into the Vendor Self Service portal in the future. Please complete all of the fields with a **RED** asterisk. **When entering your phone number, make sure you include the dashes.** You **DO NOT** need a fax number. Once you have completed this section, click ‘Next’.

When you get to the next page that says ‘Verify Email Address’, click ‘Next’ again. This will generate a verification email to be sent to the email address that you provided.

**Step 6:** Close the internet browser you were working in. You will receive an email verification from [grvendorcontact@grand-rapids.mi.us](mailto:grvendorcontact@grand-rapids.mi.us). Please click on the verification link that was sent to your email. **When you click on the link, please make sure the website reopens in Internet Explorer or Google Chrome.** This link will bring you back to the Vendor Self Service website and prompt you to enter the user ID and password you created.
Step 7: Under the TIN Type section, select the bubble that says ‘I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN)’, then specify which of those three you will be using by selecting the corresponding bubble. Under the Classification section, select Individual, Sole Proprietor, or LLC filing as Sole Proprietor. Click ‘Next’.

Step 8: At the top of the next page, you will see ‘Verify my location by’. Select ‘Use my TIN Number’ from the drop down menu. Under the Organization Information section, make sure the Organization Type says ‘Individual’ and the Classification says ‘Individual’, ‘Sole Proprietor’, or ‘LLC filing as Sole Proprietor’.

Step 9: Under the Legal Name Information section, please enter your first and last name in the fields provided. If you have a DBA (doing business as), enter this in the Business Name (Alias/DBA) field. Where it says Name on Check, please select ‘Legal Name’, ‘Alias/DBA’, or ‘Both’ from the drop down menu. This determines how your name appears on your
checks. You may choose to have only your first and last name (legal name), only your business name (Alias/DBA), or BOTH your legal name AND your business name (Alias/DBA) printed on your checks.

Step 10: Under the 1099 TIN Information section, please enter your Social Security Number in the taxpayer ID number field. DO NOT USE THE DASHES.
**Step 11:** Enter the address of your business under the **Legal (1099) Address Information** section. If you do business out of your home, enter your home address here.

**Step 12:** SKIP THE EFT INFORMATION SECTION, THE DISCOUNT INFORMATION SECTION, AND THE EXECUTIVE COMPENSATION SECTION. Click ‘Next’.

**Step 13:** Under the **Address Questions** section, select ‘Yes’ for all three of those questions if you will be using your **Legal (1099) Address** for your administrative, ordering, payment, and billing addresses. Click ‘Next’.
If you selected ‘Yes’ for all three of the **Address Questions**, you will be asked to enter only **ONE** principal contact that is associated with your administrative, ordering, payment, **AND** billing addresses. Under the **Address Information** section, please enter a phone number *INCLUDING* the dashes. Under the **Contact Information** section, please enter a principal contact, a phone number *INCLUDING* the dashes, and an email address. Click ‘Next’.
If you selected ‘No’ for all three of the Address Questions, you will be prompted to manually enter an administrative, ordering, payment, and billing address. Under the Address Information section, please provide a phone number INCLUDING the dashes for EACH address. Under the Contact Information section, please enter a principal contact, a phone number INCLUDING the dashes, and an email address. Click ‘Next’ until you have completed this process for the administrative, ordering, payment, and billing addresses.
Step 14: Under the **Additional Business Information** section, please take the time to list commodities that relate to the goods/services you provide. This allows the City of Grand Rapids to notify you of any bid opportunities that pertain to your business. To add commodities, click ‘Add’. Type in a key word in the Commodity Description field that relates to the type of good or service your business provides. Put an asterisk before **AND** after the key word to receive a variety of commodities (i.e. *signs*). Click ‘Browse’. Check the box next to the commodity or commodities you wish to add and then click ‘OK’. Click ‘Next’ once you have added your commodities.
Step 15: Under the Business Types section, click ‘Add’. Please select the appropriate business type(s) that apply to your business. There are only four business types to choose from. Check the box next to the business type(s) you wish to add and then click ‘OK’. Click ‘Next’.

Step 16: You should now be at the Registration Summary page. If your registration looks correct, click ‘Submit Registration’. At this time, you will receive a vendor number. Please make note of your vendor number and provide it to the specific department or person you are doing business with at the City of Grand Rapids.

You are now finished with the registration process. Once your registration has been approved in our system, you will receive a ‘Welcome’ email from purchasingbids@grand-rapids.mi.us with details about your account.