

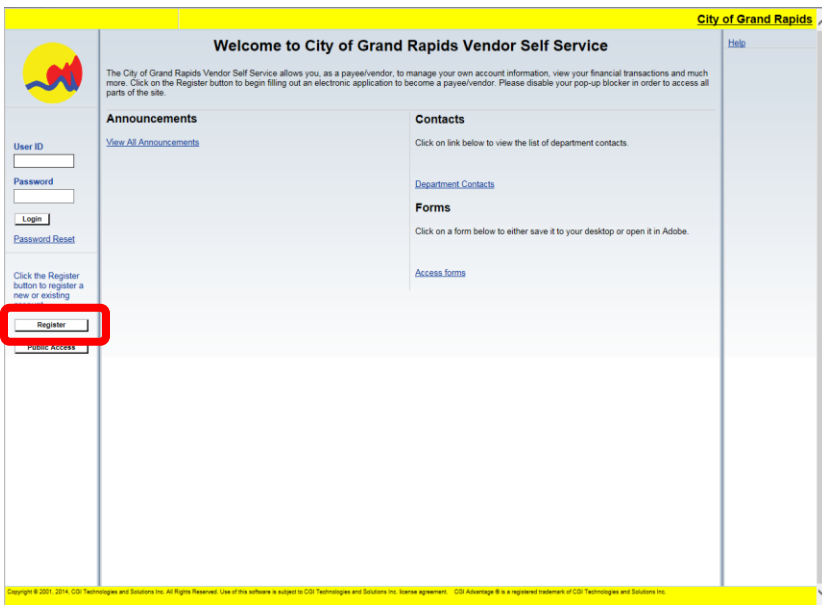
# Vendor Registration Instructions for Individuals, Sole Proprietors, and Single-Member LLC's

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

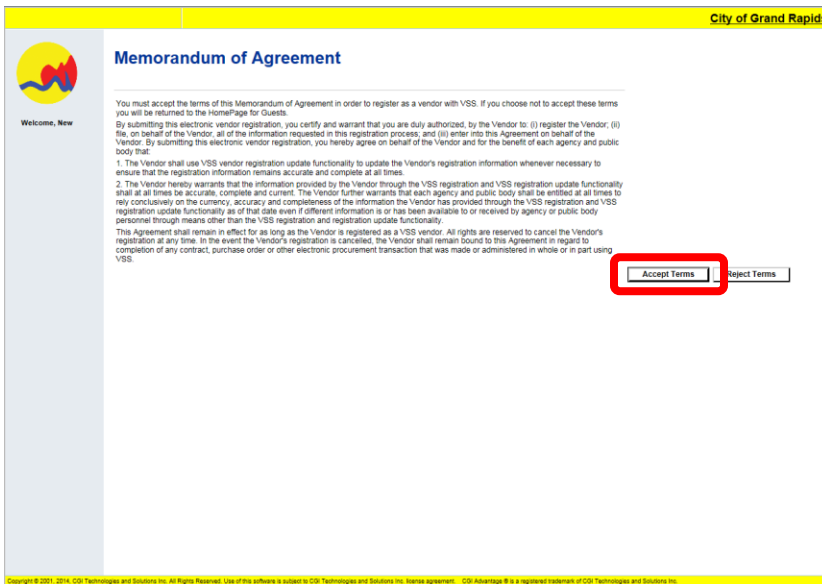
Here is the link to the website: <https://cgiadvantage360.cgi.com/MICGR/AltSelfService>

**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.

City of Grand Rapids

Welcome, New

### Registration Tips

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
  - A free number assigned by Dun & Street for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a Government entity
- Contact information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- Descriptions of your products and services (for example, commodity codes)

Please ignore the need for a DUNS Number. It is not necessary to complete this registration.

Back Next

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**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'**.

City of Grand Rapids

Welcome, New

### Search for an Existing Account

Cancel Registration Back

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

Search

OR

▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

Search

Cancel Registration Back

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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**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.

Search

No results have been found for your account. Please perform further research or select the New Registration button to create a new account.

New Registration

**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'.

City of Grand Rapids

**My User Information**

Cancel Registration Back Next

Welcome, New  
☐ User Information  
☒ Verify and Submit Registration

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

**General Information**

\*User ID (case sensitive):   
(User ID should be between 2 and 16 characters in length)

\*First Name:

\*Last Name:

\*Email:

\*Re-enter Email:

\*Phone:  Ext.:   
XXX-XXX-XXXX

Fax:   
XXX-XXX-XXXX

**Password**

\*Password (case sensitive):  (Passwords should be between 8 and 16 characters in length)

\*Re-enter Password:

\*Security Question:

\*Security Answer (case sensitive):

\*Re-enter Security Answer:

\* Indicates a required field

Additional Resources & Information:

Cancel Registration Back **Next**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

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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.

City of Grand Rapids

**Verify Email Address**

Welcome, New  
☒ User Information  
☐ Verify and Submit Registration

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: [grvendorcontact@grand-rapids.mi.us](mailto:grvendorcontact@grand-rapids.mi.us)

Click on Next so that an email will be sent to the following address: [adrowse@city.us](mailto:adrowse@city.us)

Additional Resources & Information:

Cancel Registration Back **Next**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

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**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**’.

City of Grand Rapids

**Add Business Location - New Account Registration**

Save and Close Cancel Registration Next

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

**TIN Type**

☒ I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN). Please select one of the following: SSN ☒ ITIN ☐ ATIN ☐

☐ I will use my entity's Employer Identification Number (EIN).

☐ I do not have any of the above forms of Taxpayer identification.

**Classification**

I plan to do business using the following classifications. Please select only one.

Select Classification

☒ Individual

☐ Sole Proprietor

☐ Partnership

☐ Corporation

☐ Nonresident Alien

☐ Trust

☐ Foreign Business Entity

☐ State Government

☐ Other Government

☐ Other

☐ Joint Venture

☐ Other Non-Profit Org

☐ Employee

☐ Estate

☐ Local Government

☐ LLC filing as Partner

☐ LLC filing as Corp

☐ LLC filing as Sole Prop

☐ Church/Religious Org

☐ Personal Service Corp

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**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**’.

City of Grand Rapids

**Step 2: My Business Information**

Save and Close Cancel Registration Back Next

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

**Location Verification**

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

**Verify My Locations by:** Use My TIN Number

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

**Organization Information**

**Organization Type:** Individual

**Classification:** Sole Proprietor

Location Name:

Location Web Address:

Number of Employees:

Annual Income:

Foreign Tax ID:

National Provider ID:

CAGE Code:

W-8 Form:

DUNS:

Extended DUNS:

Internet Catalog:

Preferred Ordering Method:

Pcard Acceptance Level:

**Legal Name Information**

\*First Name:

\*Last Name:

Middle Name:

Business Name (Alias/DBA):

Name on Check:

**1099 TIN Information**

Create Taxpayer ID Number:

Taxpayer ID Number:

Re-enter Taxpayer ID Number:

Taxpayer ID Number Type: SSN/ITIN/ATIN

Detailed TIN Type: SSN

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**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.

City of Grand Rapids

Welcome, Devin

☒ New Account Info.  
☐ My Business Info.  
☐ Addresses & Contacts  
☐ Additional Business Information  
☐ Registration Summary

### Step 2: My Business Information

Save and Close Cancel Registration Back Next

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

**Location Verification**

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

**\*Verify My Locations by:** Use My TIN Number  
The below fields are required only if you selected "Create My Own" above.

**Vendor Verification Based on:** Please verify that you are

**Vendor Verification Password:**

**Confirm Verification Password:**

**Organization Information**

**\*Organization Type:** Individual Change

\* A Change to this field will remove all data previously entered.

**\*Classification:** Sole Proprietor

**Location Name:**

**Location Web Address:**

**Number of Employees:**

**Annual Income:**

**Foreign Tax ID:**

**National Provider ID:**

**CAGE Code:**

**W-8 Form:**

**DUNS:**

9 digits/No dashes

**Extended DUNS:**

4 digits/No dashes

**Internet Catalog:**

Please include Http:// or Https

**Preferred Ordering Method:**

**Pcard Acceptance Level:**

**Legal Name Information**

**\*First Name:** Devin **\*Last Name:** Smith **Name on Check:** Both

**Middle Name:** **Business Name (Alias/DBA):** ABC Express

**1099 TIN Information**

**Create Taxpayer ID Number:** **Taxpayer ID Number:**

**Re-enter Taxpayer ID Number:** **Taxpayer ID Number Type:** SSN/TIN/ATIN **Detailed TIN Type:** SSN

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**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.**

City of Grand Rapids

Welcome, Devin

☒ New Account Info.  
☐ My Business Info.  
☐ Addresses & Contacts  
☐ Additional Business Information  
☐ Registration Summary

### Step 2: My Business Information

Save and Close Cancel Registration Back Next

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

**Location Verification**

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

**\*Verify My Locations by:** Use My TIN Number  
The below fields are required only if you selected "Create My Own" above.

**Vendor Verification Based on:** Please verify that you are

**Vendor Verification Password:**

**Confirm Verification Password:**

**Organization Information**

**\*Organization Type:** Individual Change

\* A Change to this field will remove all data previously entered.

**\*Classification:** Sole Proprietor

**Location Name:**

**Location Web Address:**

**Number of Employees:**

**Annual Income:**

**Foreign Tax ID:**

**National Provider ID:**

**CAGE Code:**

**W-8 Form:**

**DUNS:**

9 digits/No dashes

**Extended DUNS:**

4 digits/No dashes

**Internet Catalog:**

Please include Http:// or Https

**Preferred Ordering Method:**

**Pcard Acceptance Level:**

**Legal Name Information**

**\*First Name:** Devin **\*Last Name:** Smith **Name on Check:** Both

**Middle Name:** **Business Name (Alias/DBA):** ABC Express


**1099 TIN Information**

**Create Taxpayer ID Number:** **Taxpayer ID Number:** 123457896

**Re-enter Taxpayer ID Number:** **Taxpayer ID Number Type:** SSN/TIN/ATIN **Detailed TIN Type:** SSN

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City of Grand Rapids



Welcome, Devin

☒ New Account Info.

☐ My Business Info.

☐ Addresses & Contacts

☐ Additional Business Information

☐ Registration Summary

**▼ Legal (1099) Address Information**

\*Street 1 : 300 Monroe Ave NW

\*City : Grand Rapids

\*State/Province : Michigan

\*Zip/Postal Code : 49503

**▼ EFT Information**

ABA Number  Find

Account Number  Account Number

Routing ID Number  Routing ID Number

Remittance Advice Transmittal  Remittance Advice Transmittal

**▼ DEDUCTIONS**

If appropriate, enter the following information:

Number of Days 1:  Number of Days 1:

Number of Days 2:  Number of Days 2:

Number of Days 3:  Number of Days 3:

Number of Days 4:  Number of Days 4:

**▼ Executive Compensation**

Officer Compensation  Officer Compensation

Officer Compensation  Officer Compensation

Officer Compensation  Officer Compensation

Officer Compensation  Officer Compensation

Save and Close

Cancel Registration

Back


Next

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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**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'**.



Welcome, Devin

- ☒ New Account Info.
- ☒ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

City of Grand Rapids

Save and Close
Cancel Registration
Back
Next

### Add Business Location - Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

**▼ Legal Address Information**

Address : 300 Monroe Ave NW  
 City : Grand Rapids  
 State : MI  
 Zip/Postal Code : 49503

**▼ Address Questions**

Should your legal address listed above be used for all other type of address (Administrative, Ordering, Payment or Billing)?

☐ No  
☒ Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :

☐ No  
☒ Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

☐ No  
☒ Yes


Save and Close
Cancel Registration
Back
Next

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
  - If there are errors:
    - A notification message will be displayed at the top of the page.
    - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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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'.



Welcome, Cindy

- ☒ New Account Info.
- ☒ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

City of Grand Rapids

Step 3: Addresses and Contacts

Save and CloseCancel RegistrationBackNext

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

☒ \*Administrative

☒ \*Ordering

☒ \*Payment

☒ Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

▼ Address Information

\*Street 1 : 300 Monroe Ave NW

Street Address, P.O. Box, Company Name, etc.

Street 2 :

Street Address, P.O. Box, Company Name, etc.

\*City : Grand Rapids

\*State/Province : Michigan

Zip/Postal Code : 49503

Country : United States

County :

\*Phone : XXX-XXX-XXXX

Ext. :

Additional Address Info :

Division/Department :

DUNS :

Extended DUNS :

CAGE Code :

▼ Contact Information

For the address type shown above, please enter a contact person.

\*Principal Contact :

Fax :

City of Grand Rapids

Country : United States

County :

\*Phone : XXX-XXX-XXXX

Ext. :

Additional Address Info :

Division/Department :

DUNS :

Extended DUNS :

CAGE Code :

▼ Contact Information

For the address type shown above, please enter a contact person.

\*Principal Contact :

Fax :

Phone Extension :

Fax Extension :

Permissions :

Alternate Fax :

Authorized Representative :

Alternate Fax Extension :

\*Phone : XXX-XXX-XXXX

Email :

Phone Extension :

Correspondence Type :

Alternate Phone :

Alternate Phone Extension :

English Spoken : ☒

Save and CloseCancel RegistrationBackNext


Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

City of Grand Rapids

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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.



Welcome, Cindy

☒ New Account Info.

☒ My Business Info.

☐ Addresses & Contacts

☐ Additional Business Information

☐ Registration Summary

Add Business Location - Address Information Questionnaire

Save and CloseCancel RegistrationBackNext

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

▼ Legal Address Information

Address : 300 Monroe Ave NW  
City : Grand Rapids  
State : MI  
Zip/Postal Code : 49503

▼ Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?  
☒ No  
☐ Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :  
☒ No  
☐ Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :  
☒ No  
☐ Yes

Save and CloseCancel RegistrationBackNext

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

City of Grand Rapids

Step 3: Administrative Address and Contact

Save and CloseCancel RegistrationBackNext

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter a different address and contact combination for each type enter all of the required fields below related to your Administrative address and select the Next button to proceed to Ordering. If you do have the same address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on one consolidated page.

☒ Administrative

▼ Address Information

\*Street 1 : 300 Monroe Ave. NW  
Street Address, P.O. Box, Company Name, etc.  
Street 2 :  
Street Address, P.O. Box, Company Name, etc.  
\*City : Grand Rapids  
\*State/Province : Michigan  
Zip/Postal Code : 49503  
Country : United States  
Country :  
\*Phone : XXX-XXX-XXXX Ext. :  
Additional Address Info :  
Division/Department :  
DUNS :  
Extended DUNS :  
CAGE Code :


▼ Contact Information

For the address type shown above, please enter a contact person.  
Principal Contact :  
Title/Role :  
Permissions :  
Authorized Representative :  
Phone :  
Phone Extension :  
Fax :  
Fax Extension :  
Alternate Fax :  
Alternate Fax Extension :  
Email :  
Correspondence Type :

City of Grand Rapids

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**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.



Welcome, Devin

- ☒ New Account Info.
- ☒ My Business Info.
- ☒ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

### Step 4: Additional Business Information

Save and CloseCancel RegistrationBackNext

#### Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description
<div>FirstPrevNextLast</div>	

#### Business Types

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

Add


Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type
<div>FirstPrevNextLast</div>				

Save and CloseCancel RegistrationBackNext

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
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Welcome, Devin

### Choose

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkboxes next to the commodities you want to add. To search for a specific commodity code, class, or description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Wildcard (\*) search capabilities are available on the Commodity fields, please consult the online Help for details. Once your selection is made, click the "OK" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

BrowseClear

Commodity/Service Code:Commodity Description: \*SIGNS\*

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Signs, Message Boards and Centers, etc., Rental or Lease	90573
<input type="checkbox"/> Signs, Message Centers, Scoreboards, etc. (Including Sign Ma	93674
<input type="checkbox"/> Signs, Wood (Including Blanks)	80197
<input type="checkbox"/> Signs, Traffic, Solar Powered, LED, Flashing, Programmable	80196
<input type="checkbox"/> Signs, Surge Marker, Metal	80195
<input type="checkbox"/> Signs, Runway and Taxiway	80194
<input type="checkbox"/> Signs, Railroad Crossing (Electric)	80191
<input type="checkbox"/> Signs, Plastic and Polyethylene (Including Blanks)	80189
<input type="checkbox"/> Signs, Overhead (Traffic)	80187
<input type="checkbox"/> Signs, Miscellaneous (Not Otherwise Classified)	80186

FirstPrevNextLast

OKCancel

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**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'**.

City of Grand Rapids

Step 4: Additional Business Information

Save and Close Cancel Registration Back Next

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description
------------------------	-----------------------

First Prev Next Last

Business Types

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

Add

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type
------------------	----------------------	--------------------------	------------------------	---------------

First Prev Next Last

Save and Close Cancel Registration Back Next

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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City of Grand Rapids

Choose

help & advice

Welcome, Devin

Business Type :

Business Type

- ☐ Minority Business Enterprise
- ☐ Micro-Local Business Ent.
- ☐ Veteran Owned Small Business
- ☐ Woman Business Enterprise

OK Cancel

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**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](mailto:purchasingbids@grand-rapids.mi.us) with details about your account.