

Self-Service Supplier Registration Process Online

1

Navigate to <https://iascqy.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=j8TIHWbBo74EzBMwb4gR9EzKR%2FUbyRrxyOogVMR%2FRSnU8XfUzN267TViD9MXtZT%2B>

2

Click the "Email" field and enter your business e-mail address.

City of Grand Junction

Supplier Registration

Banking information is an optional step and must be verified by a City Finance Employee prior to receiving payment via ACH
Supplier Registration is intended for managing and reviewing your Invoices and Payments with the City. Solicitation and Bidding will still be handled by Bidnet or on the City website.
<https://www.gjcity.org/501/Purchasing-Bids>

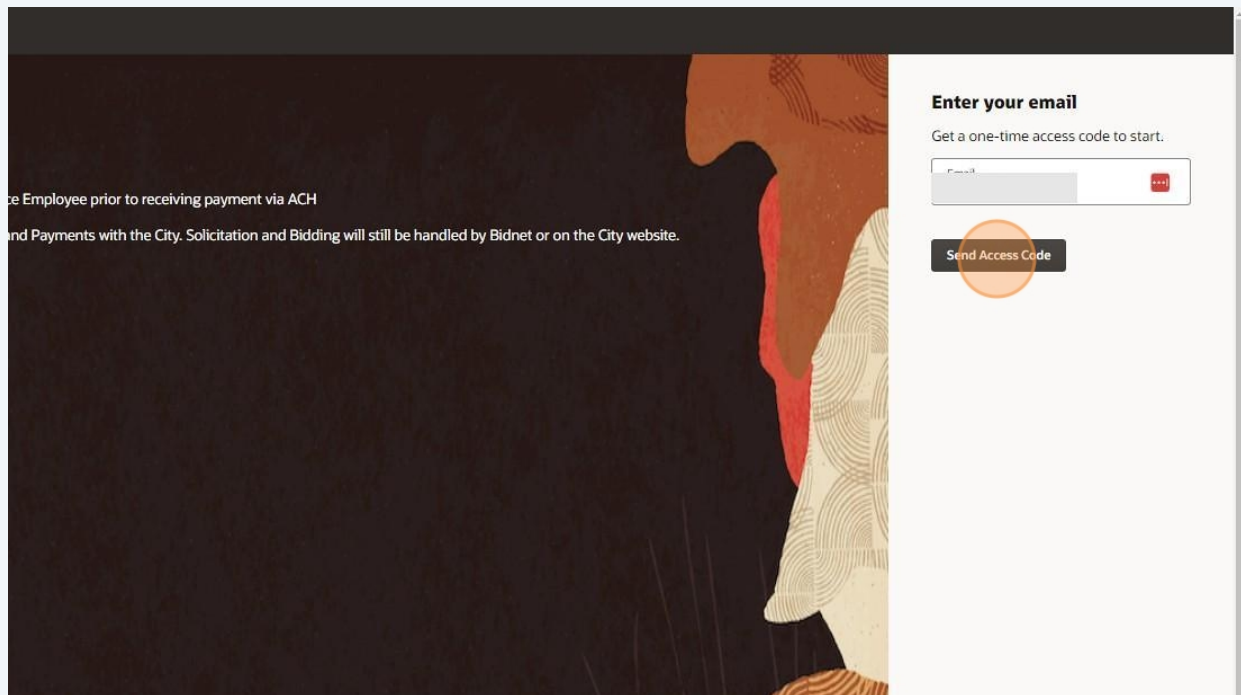
Enter your email

Get a one-time access code to start.

Required

Send Access Code

3 Click "Send Access Code"



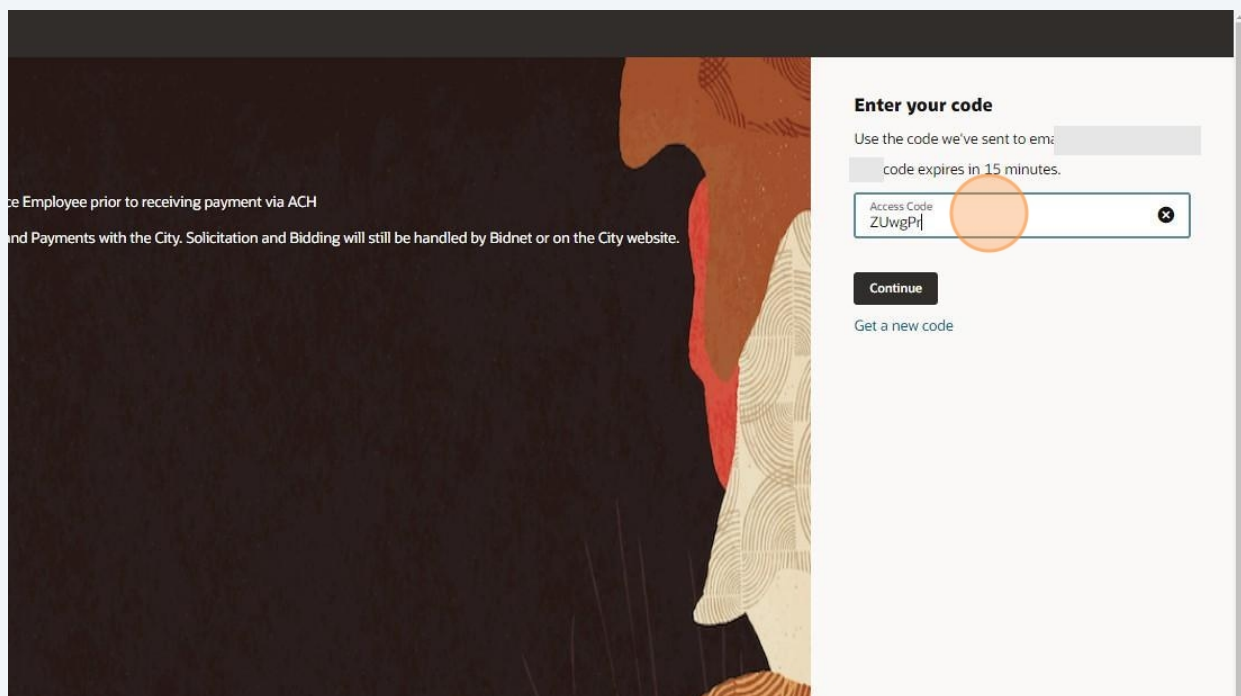
ze Employee prior to receiving payment via ACH
and Payments with the City. Solicitation and Bidding will still be handled by Bidnet or on the City website.

Enter your email
Get a one-time access code to start.

Email

Send Access Code

4 Click the "Access Code" field and enter the access code sent to the e-mail address you entered on the previous page.



ze Employee prior to receiving payment via ACH
and Payments with the City. Solicitation and Bidding will still be handled by Bidnet or on the City website.

Enter your code
Use the code we've sent to email:
code expires in 15 minutes.

Access Code

Continue

[Get a new code](#)

5 Click "Continue"

Use the code we've sent to email [redacted]
code expires in 15 minutes.

Access Code
ZUwgPr

Continue

[Get a new code](#)

6 Complete the fields in the "Company Details" page.

City of Grand Junction

Supplier Registration

Company Details

Company Required

Website

Country Required

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Organization Type Required

Supplier Type

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

7 Click "Select or drop files here." or Drag and Drop a file, if applicable. (W9)

Organization Type
Corporation

Supplier Type
Supplier

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL Add URL

No items to display.

8 Click "Continue"

Supplier Type
Supplier

Completed on 2/24/2025

Cancel Save **Continue**

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Questionnaire

9 Complete the fields in the "Contacts" page

City of Grand Junction

Supplier Registration

Contacts

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

First Name <input type="text"/>	<small>Required</small>	Last Name <input type="text"/>	<small>Required</small>	Email <input type="text"/>
Job Title <input type="text"/>		Country US	Mobile +1	
Country US		Phone +1	Ext <input type="text"/>	
Country US		Fax +1		

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

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

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

10 Click the "Yes" button for "Is this an administrative contact?".

First Name Kassy 123	Last Name Nelson 123	
Job Title <input type="text"/>	Country US	Mobile +1
Country US	Phone +1	Ext <input type="text"/>
Country US	Fax +1	

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

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

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

☒ Supplier Self Service Administrator

11 Click the "Yes" button for "Does this contact need a user account?".

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

First Name Kassy 123	Last Name Nelson 123	Email [redacted]
Job Title	Country US	Mobile +1
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 Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- ☒ **Supplier Accounts Receivable Specialist**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- ☒ **CGJ Supplier Customer Service Representative Custom**
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.

12 Ensure all check boxes are selected under "What user roles does this contact need?"

Job Title	Country US	Phone +1
Country US	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 Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- ☒ **Supplier Accounts Receivable Specialist**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- ☒ **CGJ Supplier Customer Service Representative Custom**
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.

Last updated 47 seconds ago

Cancel Save **Cont**

13 Click "Continue"

The screenshot shows a supplier registration form. At the top, there are input fields for a phone number, including a dropdown for the country code (currently showing '+1'), a main phone number field, and an 'Ext' field. Below these is a 'Vo' label and radio buttons for 'Yes' and 'No'. A large blue box contains text describing tasks: 'tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.', 'tasks include submitting invoices as well as tracking invoice and payment status.', and 'ivities for the supplier company . Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates shipment notices, and monitors the receipt activities performed by the buying organization.' At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Continue'. The 'Continue' button is highlighted with an orange circle. On the right side, a dark sidebar menu lists: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', and 'Questionnaire'.

14 Complete all fields in the "Addresses" page.

The screenshot shows the 'Addresses' page in a supplier registration system. The header includes 'City of Grand Junction' and 'Supplier Registration'. The main heading is 'Addresses' with the instruction 'Enter at least one address.' Below this, 'Address 1' is indicated. The 'Address Name' field is highlighted with an orange circle and has a red 'Required' label. To the right, a section titled 'What's this address used for? Select at least 1 purpose.' contains three checkboxes: 'Receive Purchase Orders', 'Receive Payments', and 'Bid on RFQs'. Below these are fields for 'Country/Region' (set to 'United States'), 'Address Line 1', 'Address Line 2', and 'Address Line 3'. There are also dropdown menus for 'City', 'State', and 'Postal Code'. At the bottom, there are fields for 'Email', 'Country' (set to 'US'), 'Phone' (with a '+1' dropdown), and 'Ext'. A 'Country' and 'Fax' field are partially visible at the very bottom.

15

Click this checkbox for "Which contacts are associated to this address", if the contact listed should be associated.

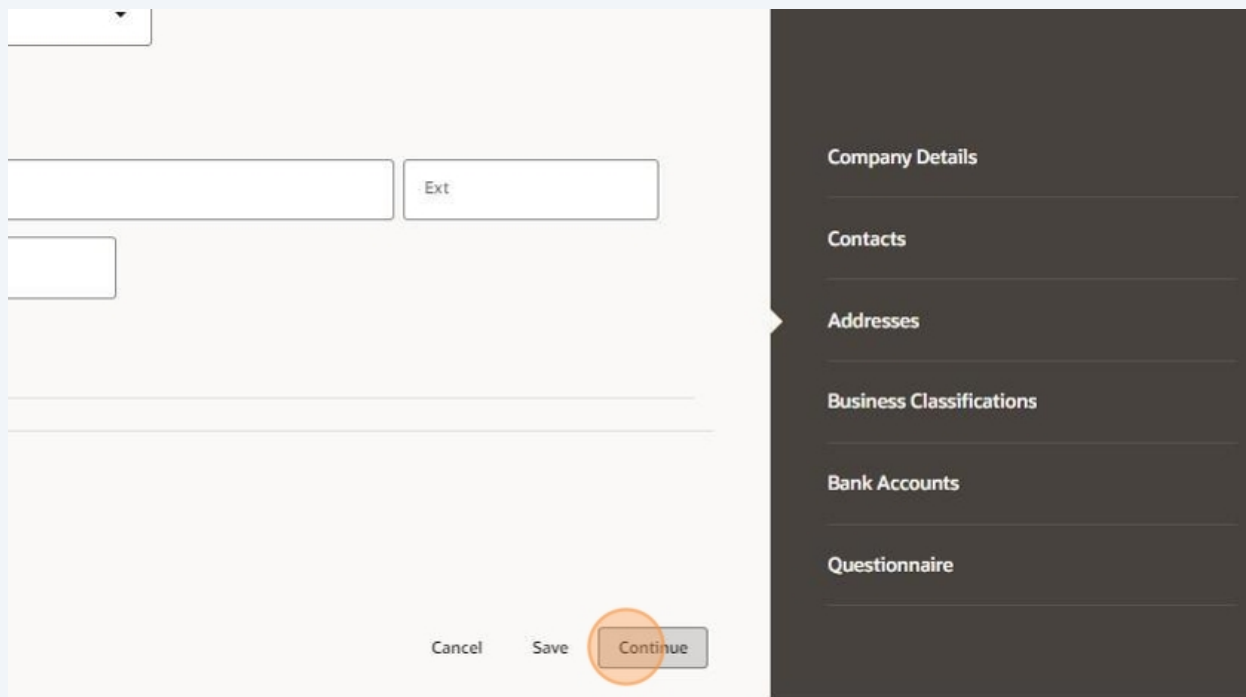
The screenshot shows a form with the following fields: "Grand Junction" (dropdown), "CO" (dropdown), "Postal Code 81501" (dropdown), "Email" (text input), "Country US" (dropdown), "Phone +1" (text input), "Country US" (dropdown), and "Fax +1" (text input). Below these fields is a section titled "Which contacts are associated to this address?". It contains a table with one row: a checkbox (highlighted with an orange circle), the name "Kassy 123 Nelson 123", and a greyed-out input field. At the bottom of the form is a button labeled "+ Add Another Address" and a status message "Last updated 1 minute ago".

16

Click "Add Another Address", if applicable, and repeat previous steps for address entry.

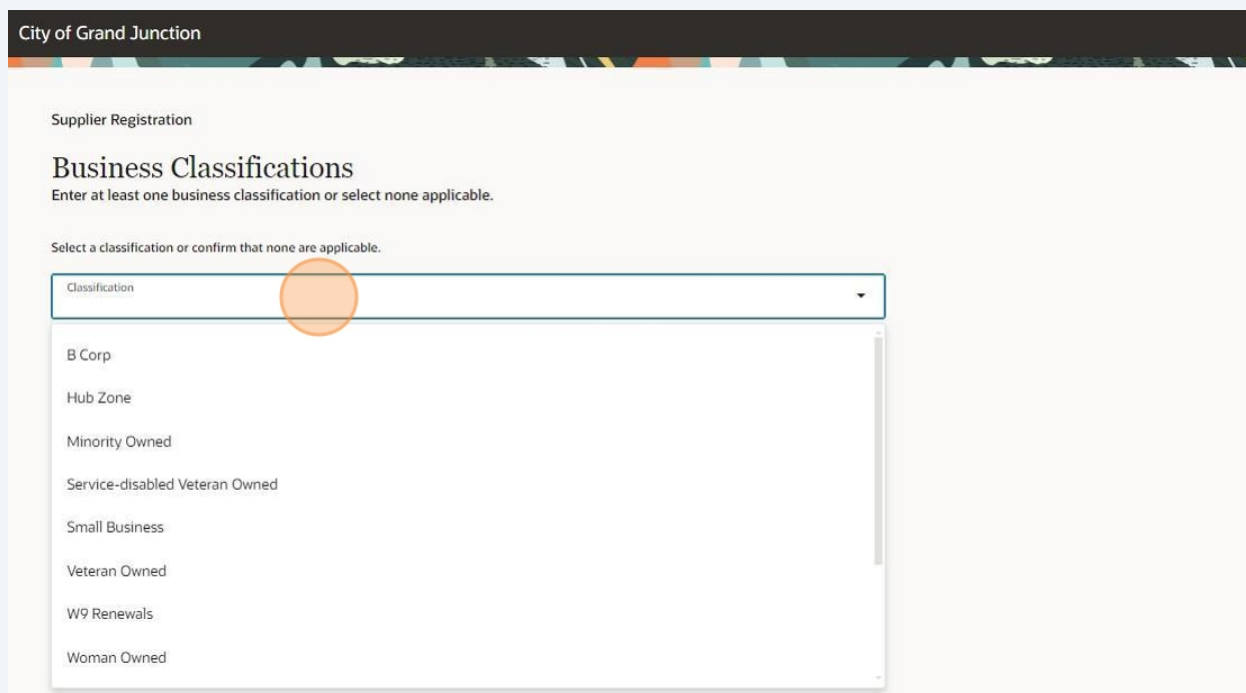
This screenshot shows the same form as the previous one, but with the checkbox in the "Which contacts are associated to this address?" section checked. The button "+ Add Another Address" is now highlighted with an orange circle. The status message "Last updated 1 minute ago" remains at the bottom.

17 Click "Continue"



A screenshot of a web form. On the right side, there is a dark sidebar with a list of menu items: "Company Details", "Contacts", "Addresses", "Business Classifications", "Bank Accounts", and "Questionnaire". The main area of the form contains several input fields. At the bottom of the form, there are three buttons: "Cancel", "Save", and "Continue". The "Continue" button is highlighted with an orange circle.

18 Click the "Classification" field and select the classification that applies to your business.



A screenshot of the "City of Grand Junction" Supplier Registration page. The page title is "Business Classifications". Below the title, it says "Enter at least one business classification or select none applicable." and "Select a classification or confirm that none are applicable." There is a dropdown menu labeled "Classification" which is open, showing a list of options: "B Corp", "Hub Zone", "Minority Owned", "Service-disabled Veteran Owned", "Small Business", "Veteran Owned", "W9 Renewals", and "Woman Owned". The dropdown menu is highlighted with an orange circle.

19 If none of the listed apply, Click "None of the classifications are applicable"

Hub Zone

Minority Owned

Service-disabled Veteran Owned

Small Business

Veteran Owned

W9 Renewals

Woman Owned

None of the classifications are applicable

Last updated 2 minutes ago

Cancel Save Co

20 Complete all fields for the Classification you selected, if one applies.

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1

Classification **Woman Owned** Subclassification

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

21 Click "Continue"

The screenshot shows a form with a sidebar on the right. The sidebar contains the following links: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, and Questionnaire. The main form area is mostly blank. At the bottom of the form, there are three buttons: Cancel, Save, and Continue. The Continue button is highlighted with an orange circle.

22 Complete all fields in the "Bank Accounts" page.

The screenshot shows the 'Bank Accounts' page for 'City of Grand Junction'. The page title is 'Supplier Registration Bank Accounts'. Under 'Bank account 1', there are several input fields: Country (United States), Routing Number (highlighted with an orange circle), Bank, Bank Branch, Currency, and Account Type. Below these fields is a table with headers 'Routing Number', 'Bank', and 'Bank Branch'. At the bottom, there is a section for 'Attach supporting documents' with a 'Drag and Drop' area and the text 'Select or drop files here.'.

23 Click "Select or drop files here" or Drag and Drop a file, if applicable. (ACH)

Account Number
654985565

Currency

Account Type
Checking

Account Holder

Attach supporting documents

Drag and Drop
Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Bank Account

24 Click "Add Another Bank Account", if applicable, and repeat previous steps for bank account entry.

Routing Number

Bank
ANB Bank

Bank Branch
ANB Bank

Account Number
654985565

Currency

Account Type
Checking

Account Holder

Attach supporting documents

Drag and Drop
Select or drop files here.

URL

Add URL

TEST DOCUMENT.docx
Last updated on 2/24/2025
12.88 KB

+ Add Another Bank Account

Updated just now

Cancel Save Go

25 Click "Continue"

The screenshot shows a form with a light beige background. On the left, there is a dashed box, a 'URL' label, and a circular icon with an 'x'. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Continue'. The 'Continue' button is highlighted with an orange circle. On the right, there is a dark sidebar with a list of sections: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', and 'Questionnaire'. A white arrow points from the 'Continue' button to the 'Questionnaire' section in the sidebar.

26 Select items that apply to your business for all sections on this questionnaire page, OPTIONAL.

The screenshot shows a questionnaire titled 'Sustainable Commodities Form (OPTIONAL)' with a green checkmark icon. The form is for the 'City of Grand Junction' and is labeled 'Supplier Registration Questionnaire'. It is 'Section 1 of 1'. The 'Introduction' states that the form is for suppliers and contractors to demonstrate commitment to sustainable practices. 'Section 1: Company Sustainability Practices' encourages checking applicable boxes and attaching supporting documents. The 'Sustainable Sourcing and Local Engagement' section has three checkboxes: 'a. Utilizes suppliers with sustainable and environmentally responsible practices.', 'b. Prioritizes local services and locally sourced materials (within 100 miles).', and 'c. Uses certified environmentally friendly materials in product manufacturing (e.g., FSC, EcoLabel). Please specify certifications in an attached document.' The 'Waste and Water Resource Management' section has three checkboxes: 'a. Implements waste reduction strategies during production.', 'b. Facilitates product end-of-life management for consumers (recycling, composting).', and 'c. Supports and promotes recycling initiatives in operations.' The right sidebar shows a progress indicator '6 | 6' and a list of sections: 'Company Details', 'Contacts', 'Addresses', and 'Business Classifications'.

27

Click the appropriate response if you have supporting documentation that you wish to provide to this section.

9. Energy Efficiency

☐ a. Designed for optimal energy efficiency during manufacturing and intended use.

10. Water Efficiency

☐ a. Incorporates water-saving technologies.

11. Certifications and Standards 2

☐ a. Products or components meet recognized sustainability standards (e.g. Energy Star, WaterSense, Green Seal, EPEAT, Cradle to Cradle, etc.). Please specify standards in an attached document.

12. Additional Information

☐ a. Please provide further details on commodity-specific sustainability practices in an attached document.

☐ b. Please upload any attachments related to sustainability practices (i.e. ESG Reporting, Sustainability Annual Report, Certifications, specifications about commodities purchased by the city, etc.).

13. Attach documents below if needed:

☐ a. Yes

☐ b. No

End of Section 1 of 1

Updated just now

Cancel

Save

Submit

28

Click "Submit"

al, EPEAT, Cradle to Cradle, etc.). Please specify standards in an attached

Report, Certifications, specifications about commodities purchased by the city,

Cancel

Save

Submit

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Questionnaire

29

If your self registration is successful, you should see the following message "Your registration request 22001 was submitted." (22001 will be substituted with your own unique vendor/supplier registration ID number)

