Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.

1. Tutorial Title

Submit Supplier Registration Questionnaire

2. Estimated Completion Time

30 minutes

3. Purpose / Overview

This tutorial demonstrates how to access and fill out your Supplier Registration Questionnaire for the City of Portland. This step is required after the City of Portland's Supplier Manager approves your New Supplier Request or after the City migrated your vendor account from our legacy system.

4. Audience

Businesses who have an active contract or who will soon execute a contract. By contract, we may mean value contract, price agreement, or purchase order.

You may create an account for reasons not related to procurement and business opportunities, which may include receiving payments for easement, grants, housing loan, legal settlement, medical or health care, real estate sale, or rent.

If your purpose for submitting a Supplier Registration Questionnaire is to receive payments not related to procurement, please schedule a one-on-one session with our Support Team.

5. What you may need before you begin

You may need the following to complete this tutorial.

- If your organization is already registered with the SAP Business Network, you will need the username and password to login. Go to your organization's SAP Business Network account administrator for assistance. You may find the Create an account for the Portland Supplier Portal tutorial helpful.
- An email from City of Portland Supplier Manager with the subject line "City of Portland Supplier Registration Questionnaire: Action Needed"
- **W-9**: A signed and dated, read-only W-9 in the latest IRS format. (Find latest W-9 form)

Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.

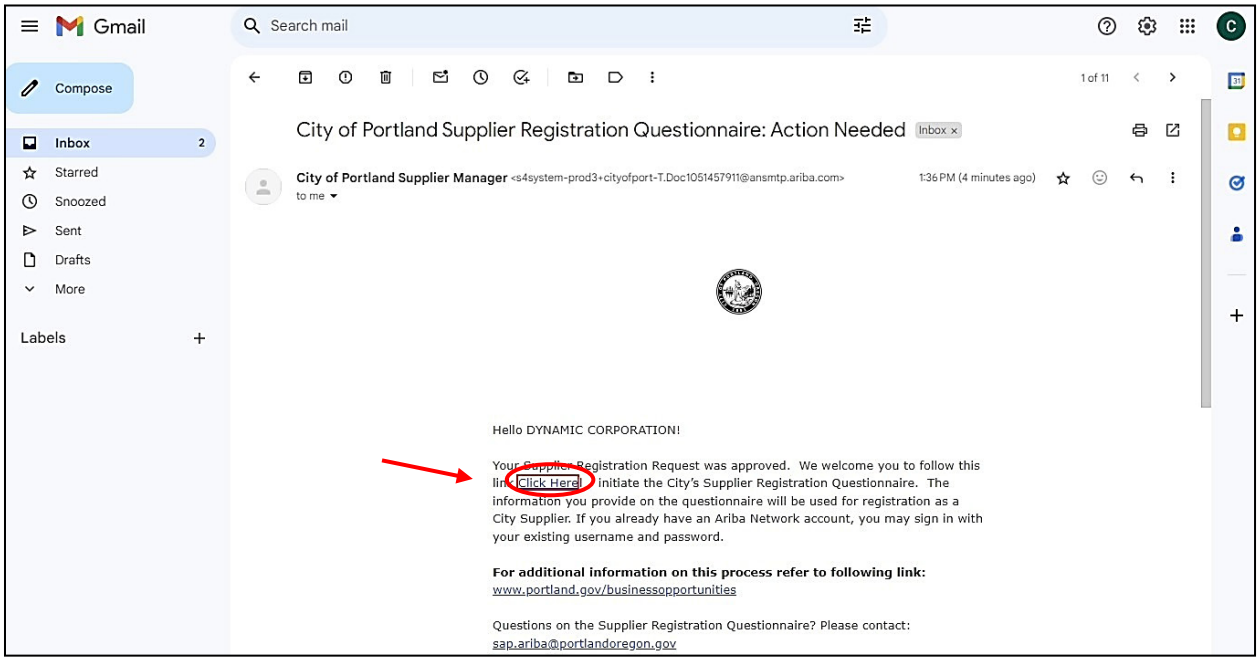
- **ACH Information**: Either a voided check or a letter from your financial institution that includes account holder name, account numbers and routing numbers to be paid by ACH.
- **Portland Business License Tax Number**: Required only for selling goods, services or construction-related improvements to the City. To register or find more information, visit Business Tax Filing and Payment Information.
- **Certification Office for Business Inclusion and Diversity (COBID) Certification Number**: Required only if you have a certification from the Oregon State Certification Office of Business Inclusion and Diversity at COBID.

Become a Registered City of Portland Supplier

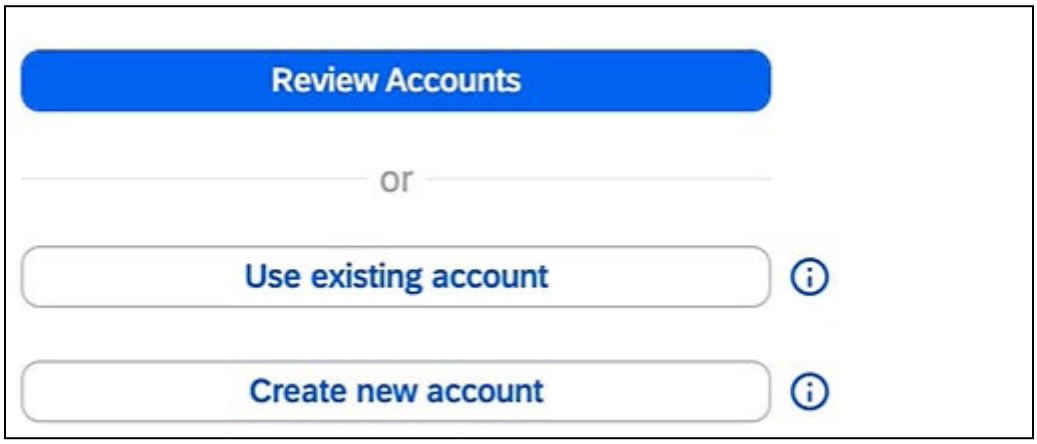
Follow these steps to be ready to do business with the City and receive payments.

6. Step-by-Step Instructions

1. After your supplier request is approved or after your vendor account migrated from our legacy system, you received an email from the City of Portland Supplier Manager. Click on the "Click Here" link contained in the email.



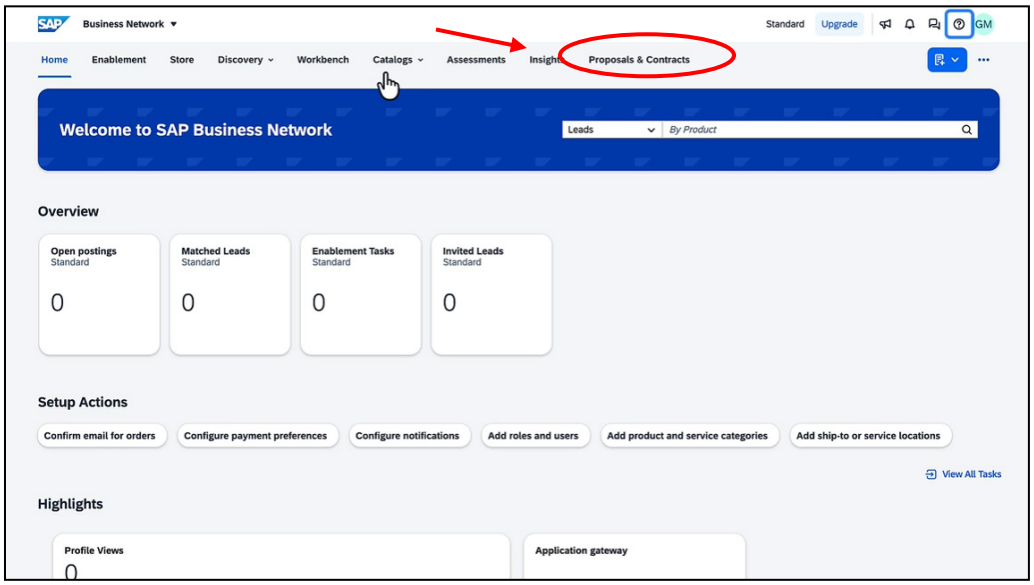
2. If you already have a login with this email, choose “use existing account”. Log in using the same email address as the username. If you do not already have a login, choose “Create new account.” Instructions for creating a new account are here: Create an account for the Portland Supplier Portal tutorial.



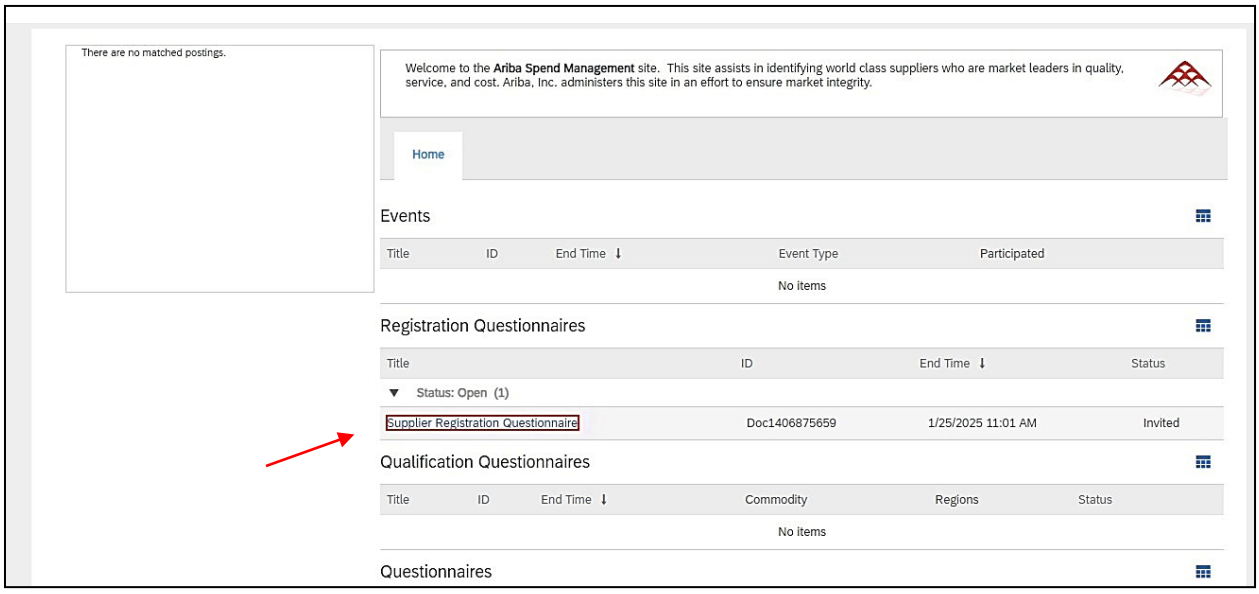
Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.

3. After you login to your account, your home screen may look like the example below. Click on Proposals & Contracts.



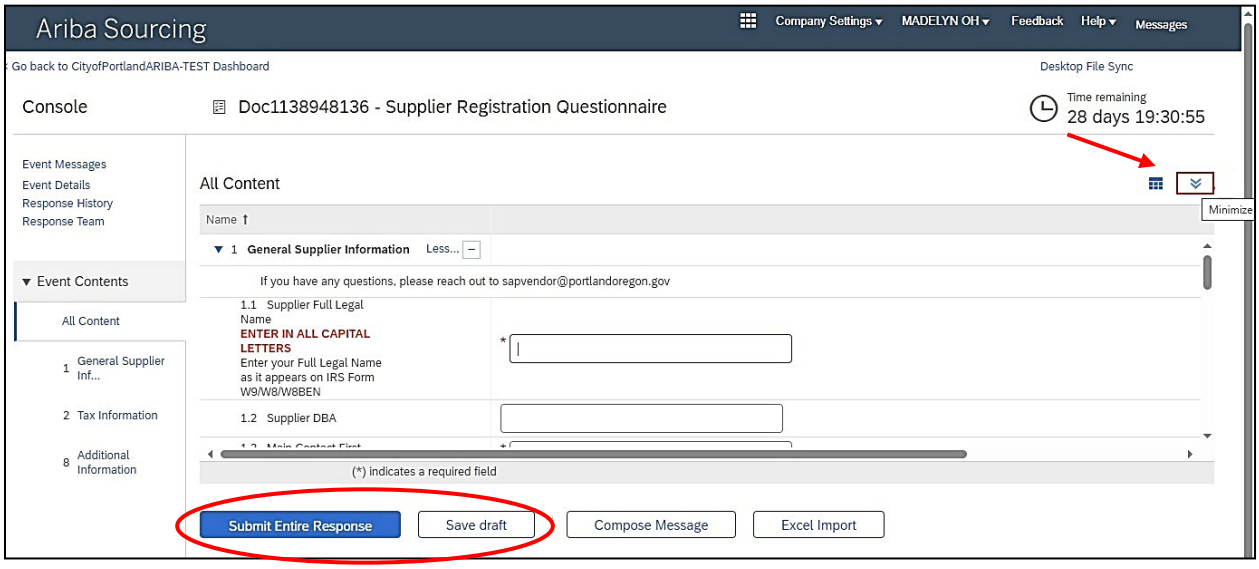
4. Find “City of Portland” on the left and click on “Supplier Registration Questionnaire” under Registration Questionnaire. Your screen may look like the example below.



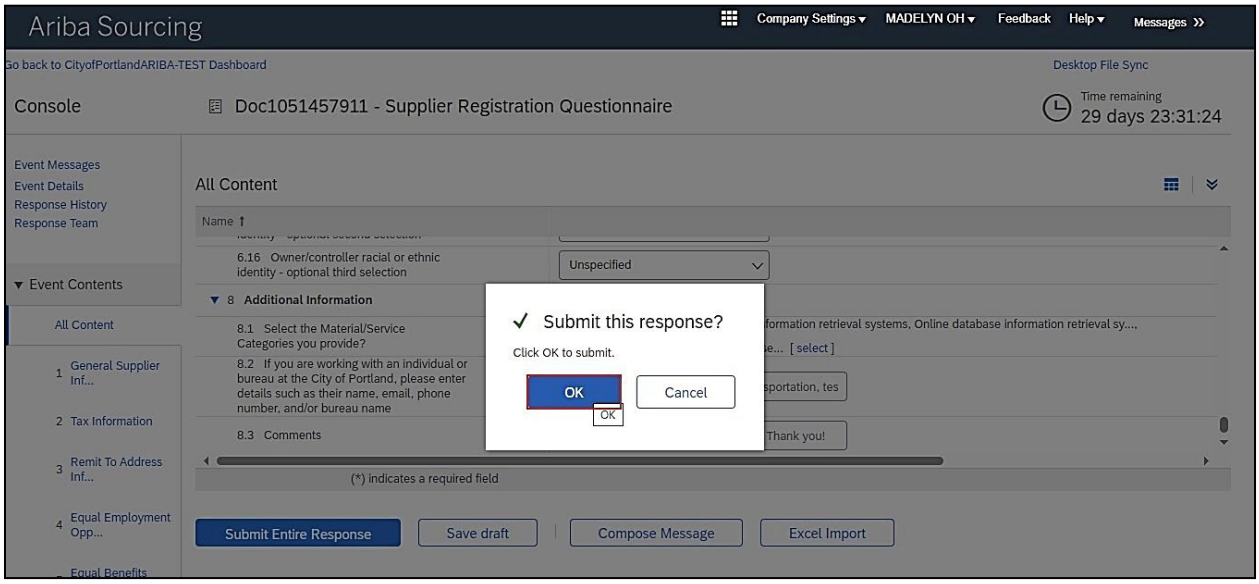
Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.

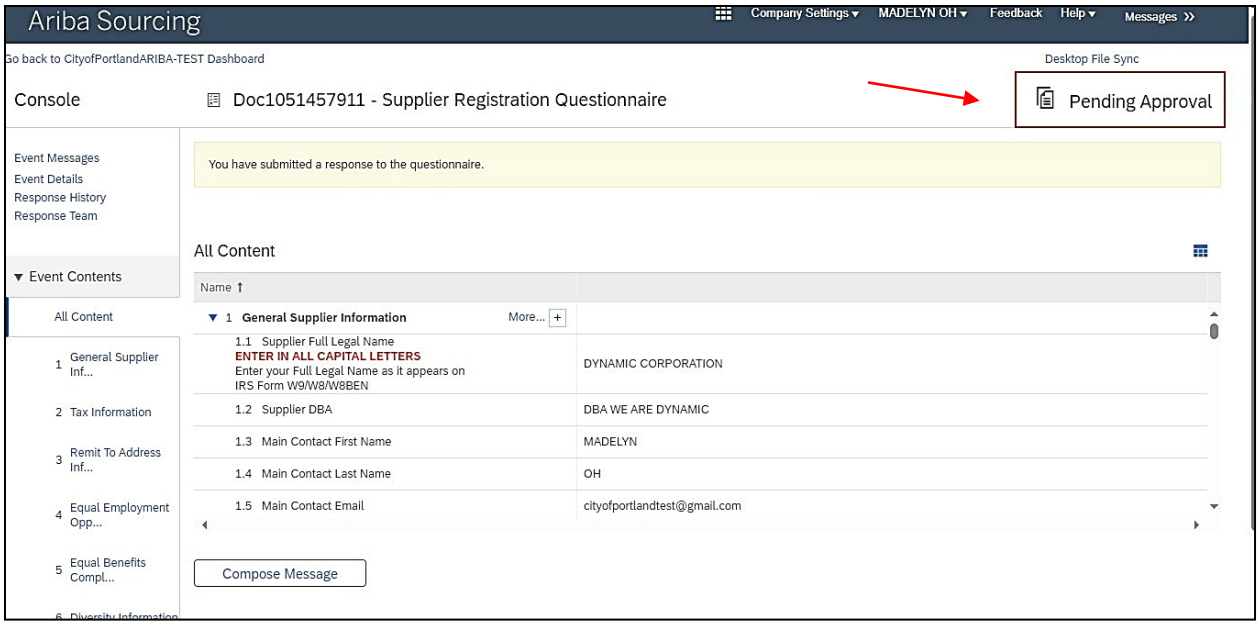
5. Click the expand button to see more of the form. If you cannot complete this form in one session, you may click the “Save draft” button and return to the form later. We recommend clicking this button periodically to save your progress, just in case you are interrupted and the system logs you out. Once you have completed all fields, click the “Submit Entire Response” button.



6. Click the “OK” button to finish.



7. The Supplier Registration Questionnaire status will now be "Pending Approval" and has been sent to the City of Portland Supplier Management Lead for review and approval.



The Supplier Management Lead may reach out for additional information or corrections before approving the registration questionnaire. When this happens, the status will be “Pending Resubmit,” indicating a response is required from you. Follow the instructions to Revise your Supplier Registration Questionnaire.

When your Supplier Registration Questionnaire is approved, an email notification will be sent to the email used for registration, and the registration status will now show “Registered.

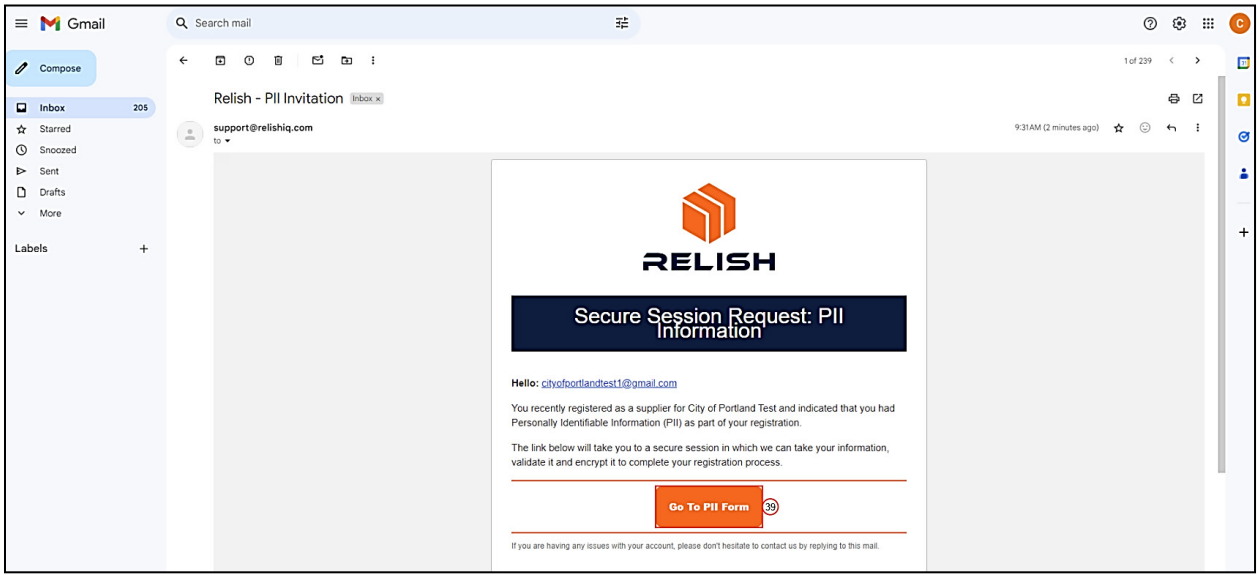
Wait! You may not be finished. Did you select Individual/Sole Proprietor (SSN) for question 2.1?
Are you an Individual/Sole Proprietor or Organization?

- **No, I selected “US Organization (EIN)**.” Congratulations, you are the end of this tutorial!
- **Yes, I selected “Individual/Sole Proprietor (SSN).** You must complete the steps below.

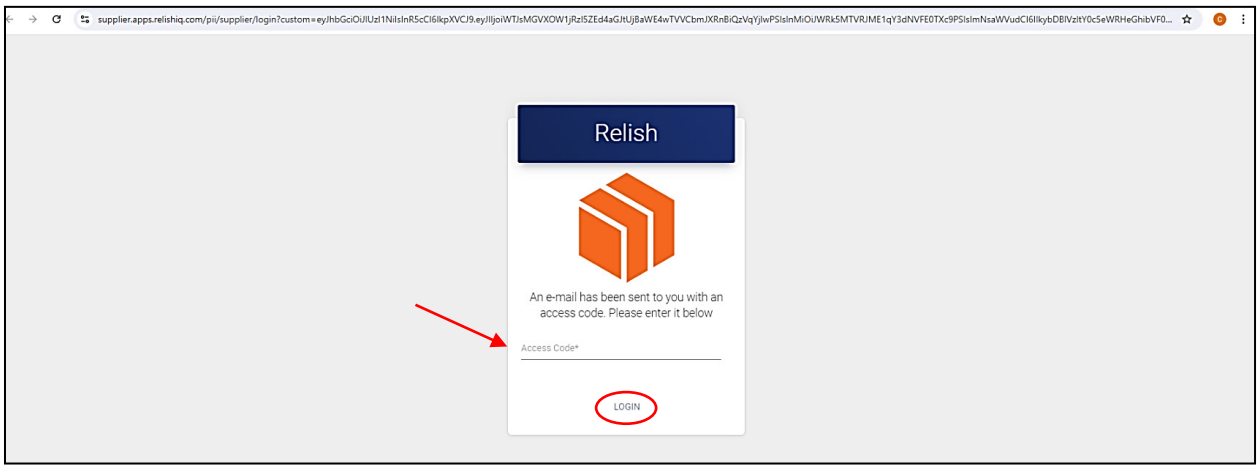
Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.

8. For individuals/sole proprietors, the City must collect Personally Identifiable Information (including social security number, banking details and supporting documents) in a separate secure application. To complete this, navigate to your email inbox to find an email from support@relishiq.com. Click the "Go To PII Form" link.



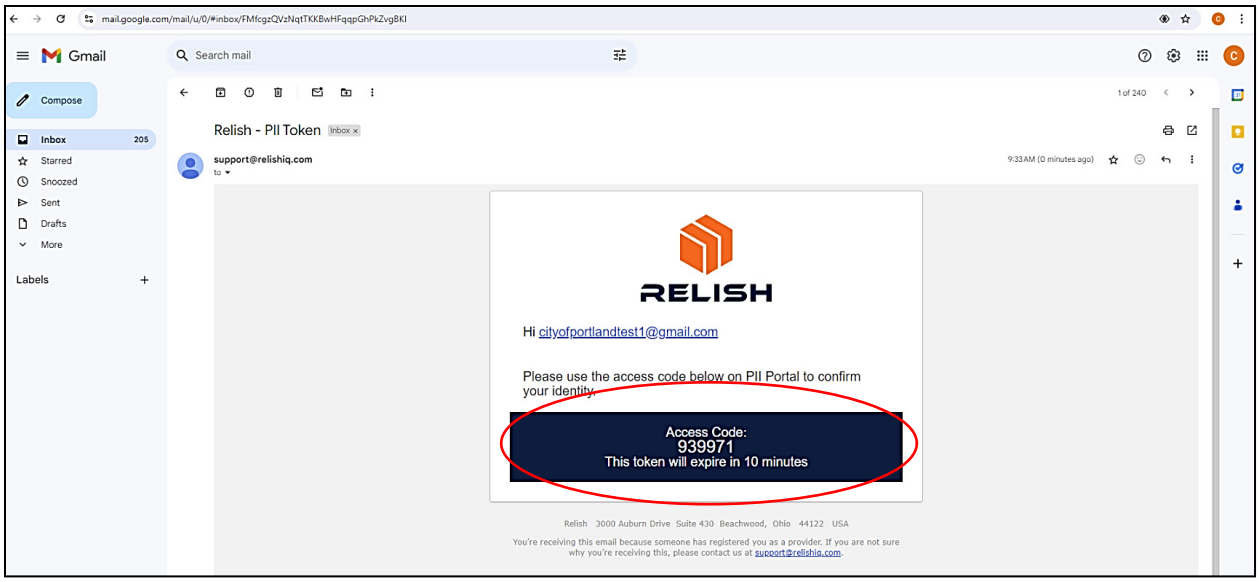
9. A new tab opens. Click the "Next" button on the first page, which will direct you to the access code page below.



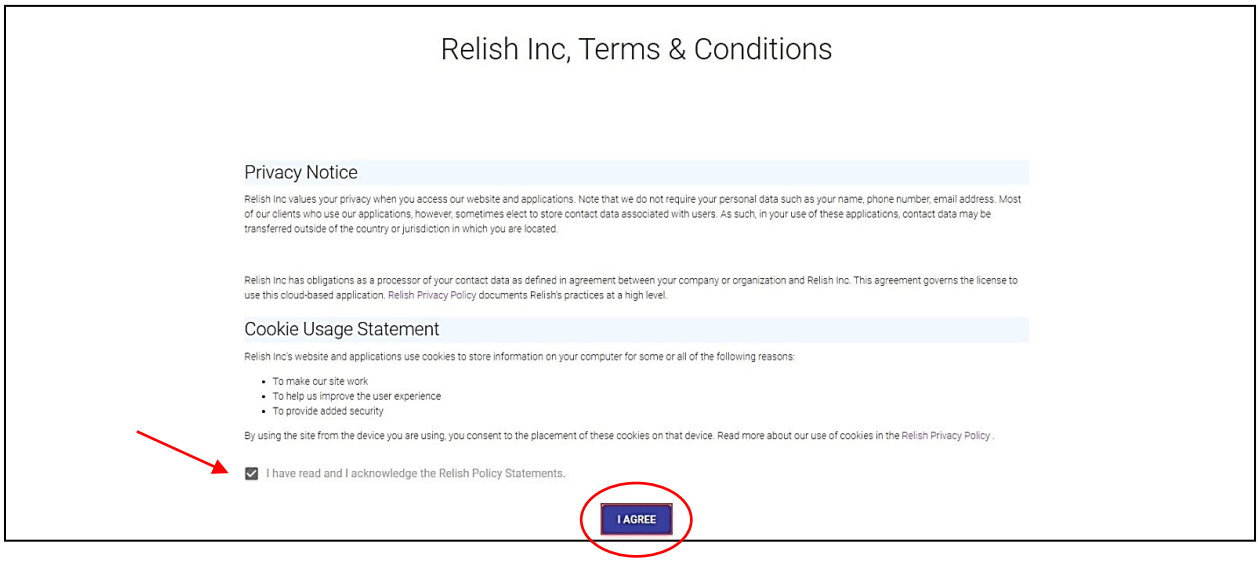
Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.

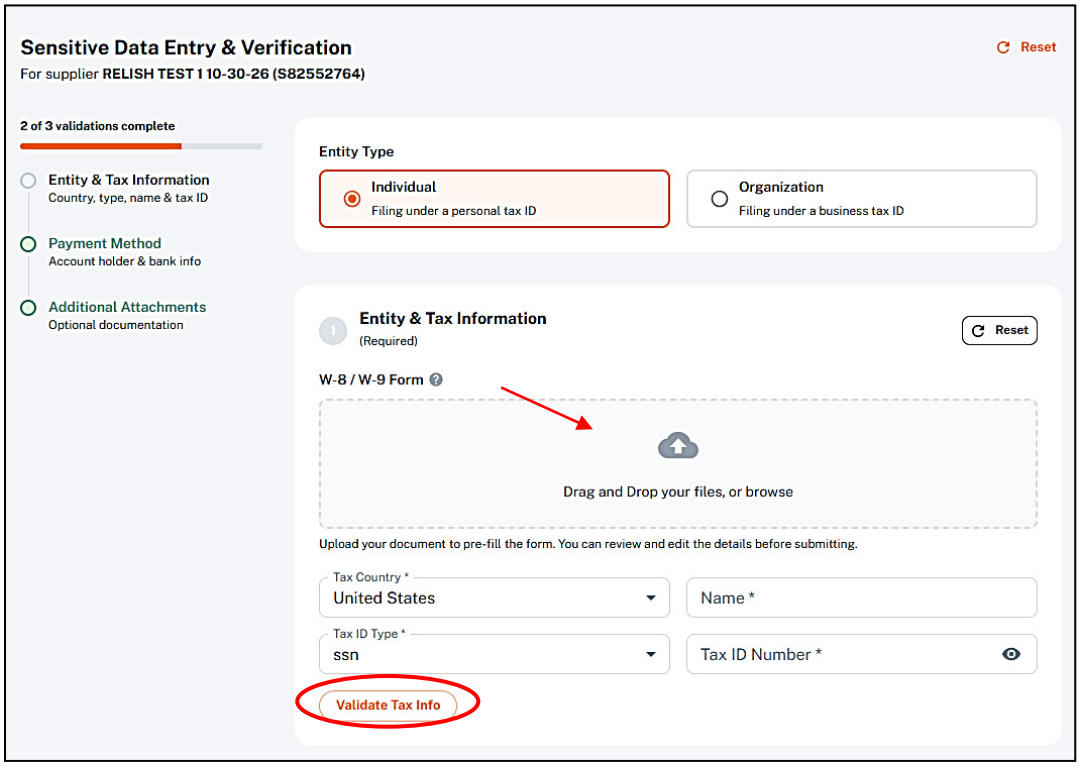
10. Navigate back to your email to retrieve the access code. Return to the access code page in the previous step and enter your access code. Press Enter, then click “Login.”



11. After reading the Terms and Conditions, click “I have read and I acknowledge the Relish Policy Statements” check box. Click “I Agree.”



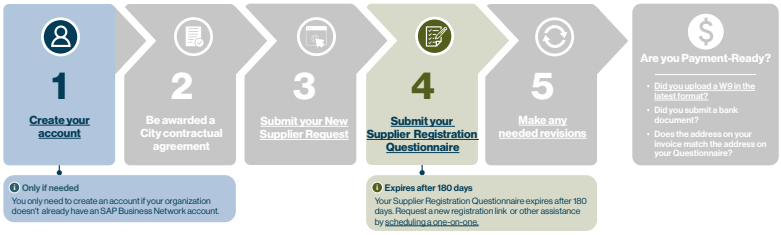
12. The next screen will look like the example below. Click the "Drag and drop your files, or browse" box. A pop up will appear. Select the updated documents/ from your files, then click “Validate Tax Info.”

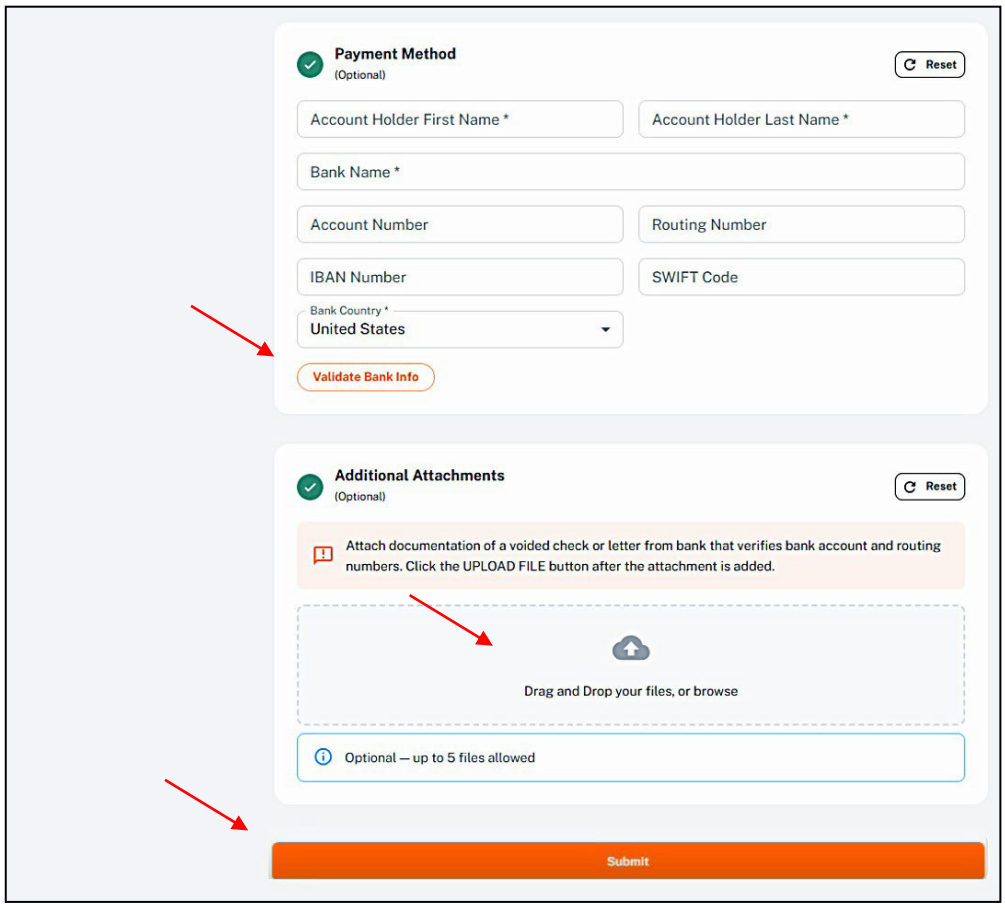


13. You must provide bank details if you selected “ACH” in your Supplier Registration Questionnaire. Bank details are not required if you requested payment by check.
14. If applicable, add bank details and update the Account Holder Legal Name. The Account Holder Legal Name field will populate to match your W-9 Name. If the name on your bank account is different, you should update the Account Holder Legal Name to match the name on your bank account.

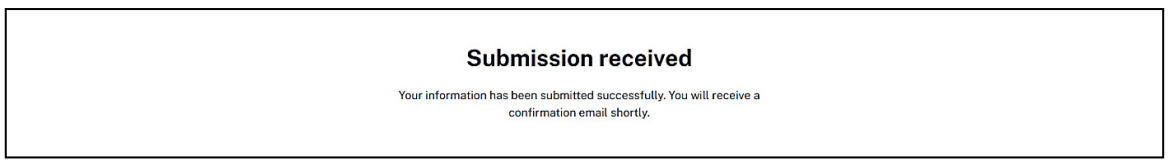
Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.





15. Once you have entered your banking details, click the “Validate Bank Info” button. If you receive a red error message that the bank name does not match the routing number, confirm the bank name is correct and update it.
16. If you provide supplier bank details, you must attach bank verification documentation: a voided check or letter from your bank, verifying the account holder name, account numbers and routing numbers. If applicable, use the “Drag and Drop Your Files, or Browse” button to attach any additional documents.
17. Next, click the submit button at the bottom. If required information is missing, this button may be grayed out. Once you have completed all required fields (denoted with an asterisk) and have validated your info, the submit button will be orange and allow you to click.
18. When the page refreshes, you will see the confirmation message below as well as an email confirmation from Relish.



Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.

7. Troubleshooting & Support

We received feedback that those suppliers with a migrated vendor account struggle with creating an account and accessing the Supplier Registration Questionnaire. We are here to help!

- Schedule a one-on-one session (phone call, virtual or in-person) with our Support Team
- Visit the City of Portland's Support Center for more support resources for businesses

8. FAQs

Visit the Frequently Asked Questions on the City of Portland's Support Center.

9. Version & Update History

Version 2.0