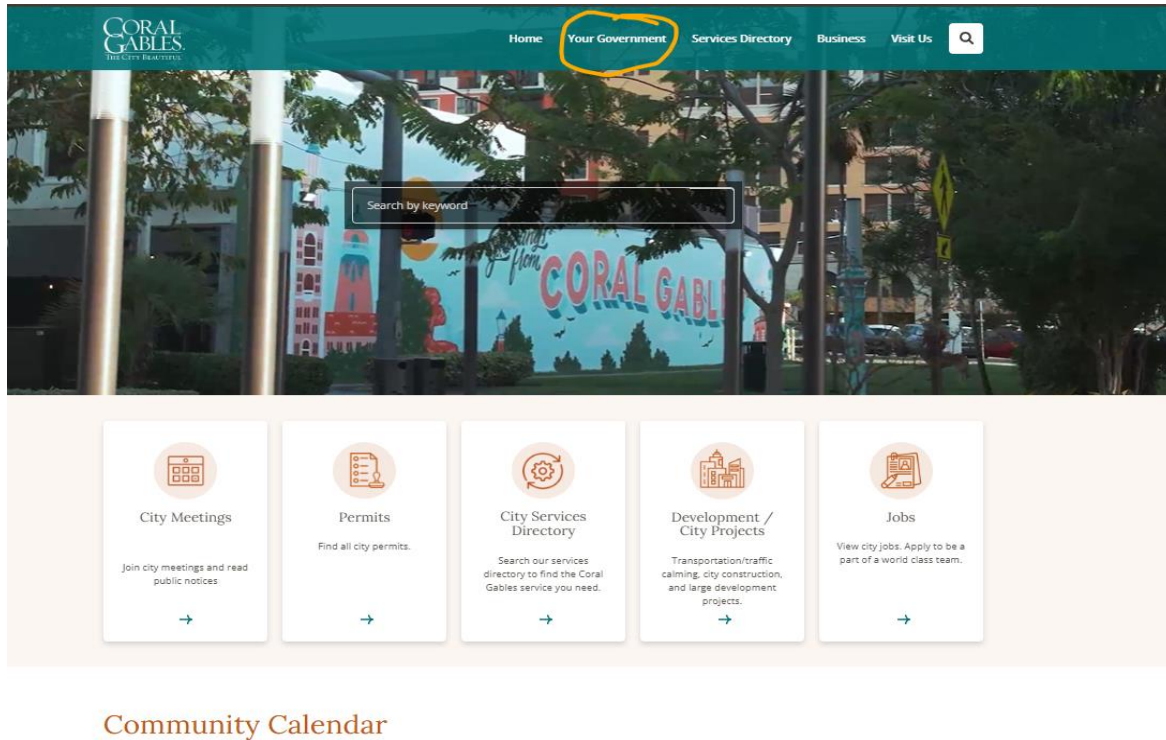


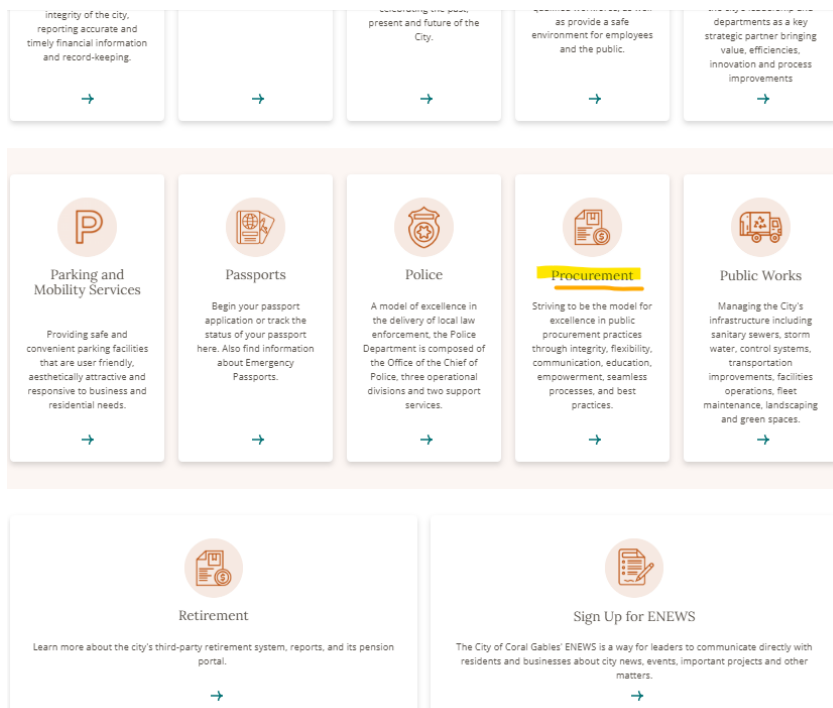
ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

HOW TO ACCESS AND UPDATE YOUR SUPPLIER PROFILE

1. Navigate to [Coral Gables | Coral Gables](http://www.coralgables.com) (www.coralgables.com)
2. Select Your Government



3. Stroll Down and Select Procurement.



ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

4. Select Supplier Services.

Home • Procurement

Procurement

Striving to be the model for excellence in public procurement practices through integrity, flexibility, communication, education, empowerment, seamless processes, and best practices.

[Request a Public Record](#)

About

The Procurement Division is committed to providing best value results to the city and the public through professionalism, effective procurement services of the highest ethical standards, and technological and strategic advancements to ensure open and fair competition, in accordance with Federal, State, County and Municipal laws. We strive to be the model for excellence in public procurement practices through integrity, flexibility, communication, education, empowerment, seamless processes, and best practices. Tell us how we're doing: [Take the Procurement Survey](#).

The Supplier Services page has been updated regarding registration for current and future vendors. Please visit the page below for more information.

Supplier Services

Login to Public Purchase or find out more about becoming a supplier to Coral Gables.

[→](#)

Contact us

procurement@coralgables.com
305-460-5102
Fax: 305-261-1601

How to find us

2800 S.W. 72nd Avenue, Miami, FL 33155
Opening times:
Sunday: Closed
Monday - Friday: 8:00 am-5:00 pm
Saturday: Closed

5. Select Supplier Registration Portal.

Home • Your Government • Services Directory • Business • Visit Us

Supplier Services

Instructions and the benefits of becoming a supplier with the City of Coral Gables

[Supplier Registration Portal](#)

IMPORTANT NEWS

The City of Coral Gables Finance/Procurement Division is excited to announce an important change. The city moved to a new Enterprise Resource Planning (ERP) system and an important part of the change includes our vendors and suppliers.

The new system is INFOR and includes a **Supplier Portal** that allows our registered customers to conduct business with the city, view and participate in upcoming solicitation events, and update their profiles and other important information.

This new change requires **ALL current and potential vendors/suppliers to register in the new Supplier Portal** in order to do business with the city regarding payments and responding to sourcing events (informal/formal quotes, bids, and proposals).

Registration for the new portal is **now available** at coralgables.com/supplierregistrationportal.

About

The City of Coral Gables would like to welcome you and thank you for taking time to express in interest in our "City Beautiful" by visiting our site. To offer you helpful information on how to do business with our city.

Contact us

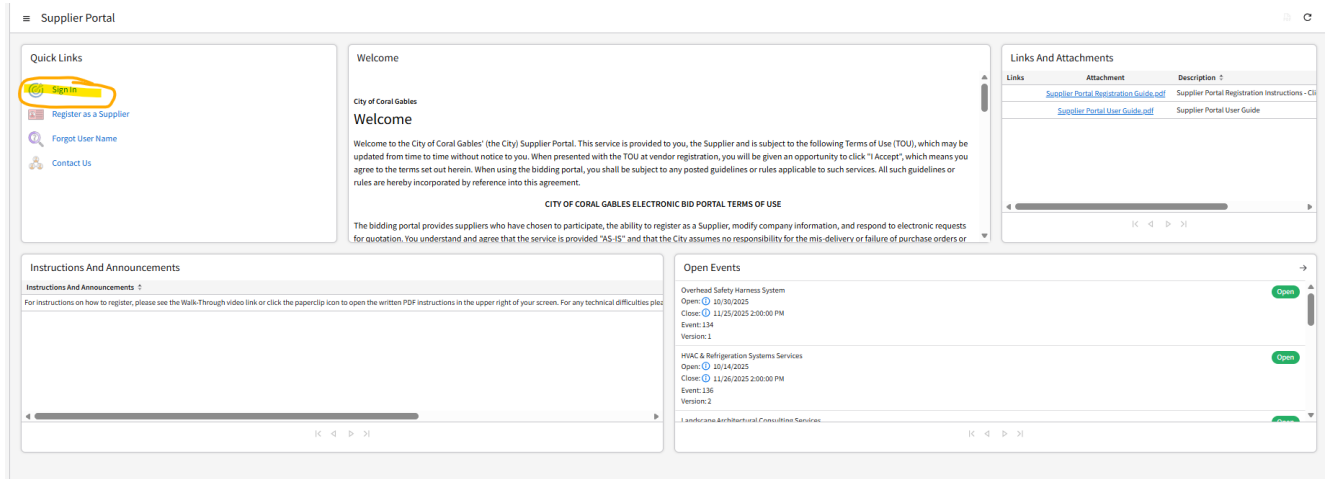
Procurement@coralgables.com

How to find us

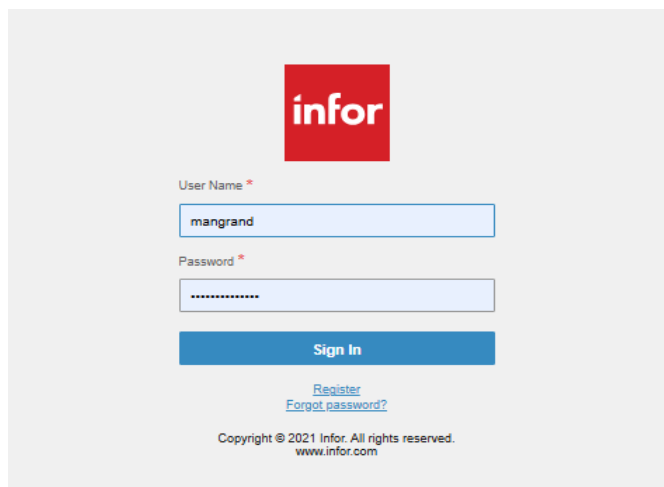
2800 S.W. 72nd Avenue
Coral Gables, FL 33134

ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

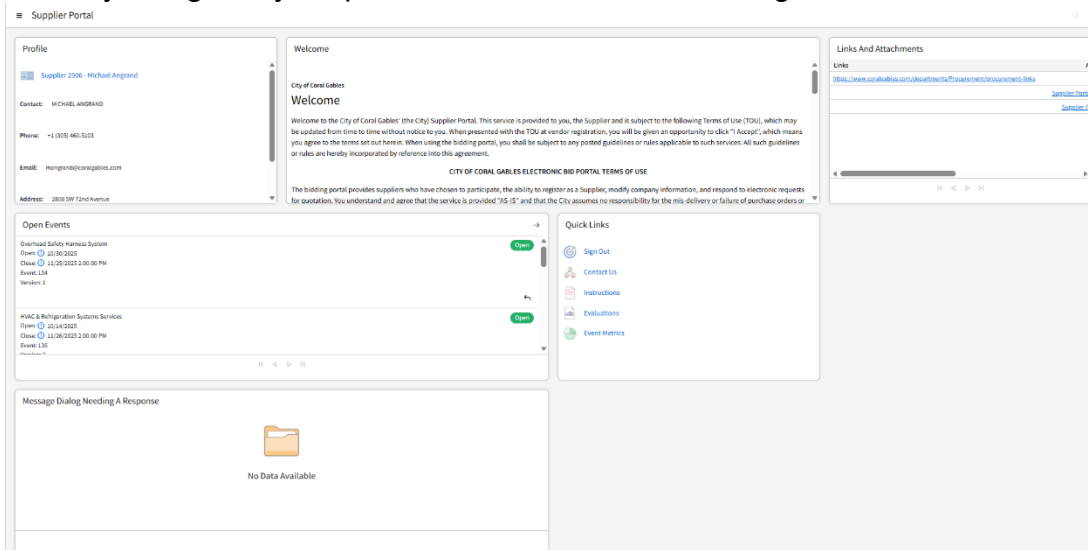
6. Sign In.



Note: If you have forgotten your log in credentials and need to reset your password, please reach out to procurement@coralgables.com to be put in contact with our IT Department for a reset password link.

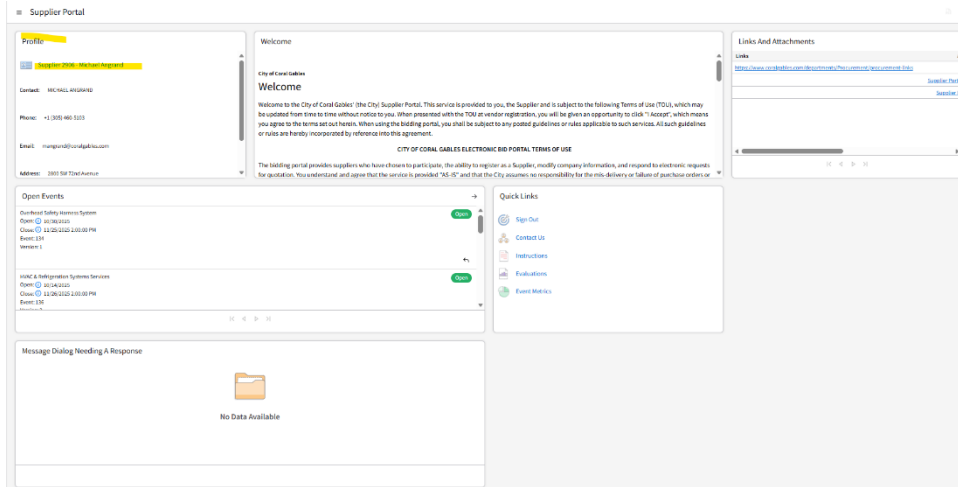


7. Once you sign in, your profile should look like the image below.

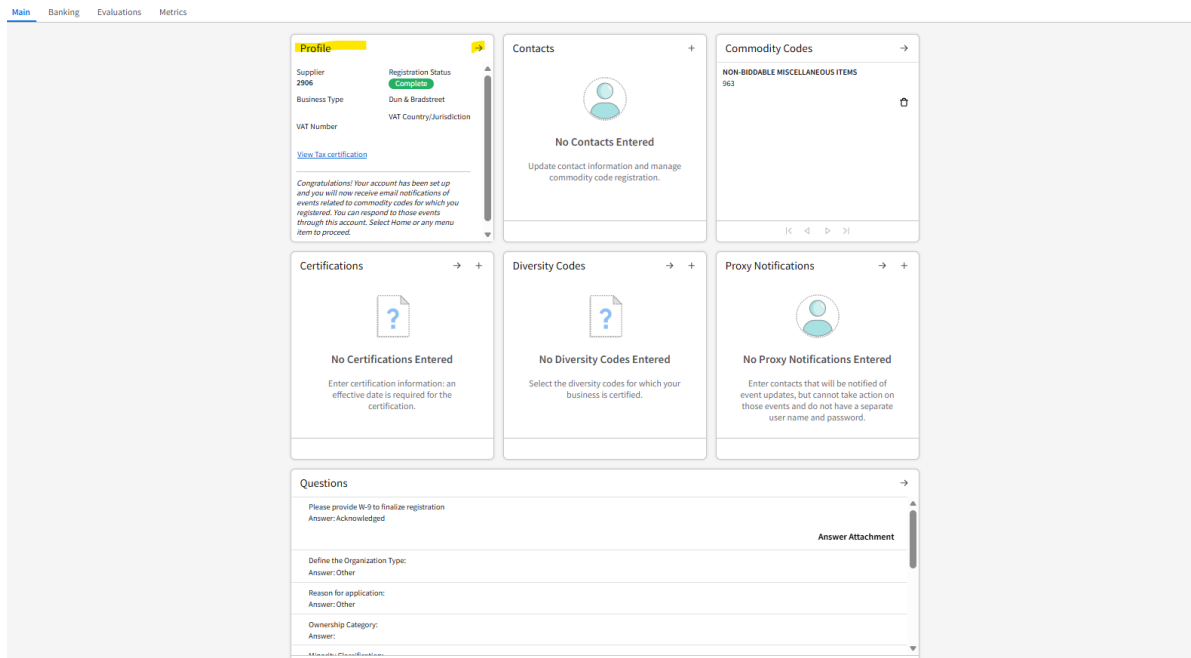


ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

8. To update your supplier information, you can click the hyperlinked Supplier Number in the Profile area.



9. To update information such as your Tax ID, Tax ID type (FEI/EIN or USSOCIAL) and Tax Certification, please click the arrow on the Profile box as highlighted below. Ensure all IRS W-9's are the current IRS Version by downloading directly from their website.



ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

10. To update or add a commodity code, please select the Commodity Code box as highlighted below. You can type in key words relative to the goods and/or services your business offers.

Main Banking Evaluations Metrics

Profile →

Supplier: 2906
Registration Status: **Complete**
Business Type: Dun & Bradstreet
VAT Number:
VAT Country/Jurisdiction:
[View Tax certification](#)
Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed.

Contacts +

No Contacts Entered
Update contact information and manage commodity code registration.

Commodity Codes →

NON-BIDDABLE MISCELLANEOUS ITEMS
963

Certifications → +

No Certifications Entered
Enter certification information: an effective date is required for the certification.

Diversity Codes → +

No Diversity Codes Entered
Select the diversity codes for which your business is certified.

Proxy Notifications → +

No Proxy Notifications Entered
Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Questions →

Please provide W-9 to finalize registration
Answer: Acknowledged
Define the Organization Type:
Answer: Other
Reason for application:
Answer: Other
Ownership Category:
Answer:
Miscellaneous:
Answer Attachment

11. If you wish to add another contact (secondary) to your profile, please select the plus sign (+) on the Contacts box as highlighted below.

Main Banking Evaluations Metrics

Profile →

Supplier: 2906
Registration Status: **Complete**
Business Type: Dun & Bradstreet
VAT Number:
VAT Country/Jurisdiction:
[View Tax certification](#)
Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed.

Contacts +

No Contacts Entered
Update contact information and manage commodity code registration.

Commodity Codes →

NON-BIDDABLE MISCELLANEOUS ITEMS
963

Certifications → +

No Certifications Entered
Enter certification information: an effective date is required for the certification.

Diversity Codes → +

No Diversity Codes Entered
Select the diversity codes for which your business is certified.

Proxy Notifications → +

No Proxy Notifications Entered
Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Questions →

Please provide W-9 to finalize registration
Answer: Acknowledged
Define the Organization Type:
Answer: Other
Reason for application:
Answer: Other
Ownership Category:
Answer:
Miscellaneous:
Answer Attachment

ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

12. To provide responses to the required questionnaire, please select the arrow on the Questions box as highlighted below. Ensure all IRS W-9's are the current IRS Version.

The screenshot shows the 'Main' tab selected in the top navigation bar. The 'Profile' section is active, displaying supplier information: Supplier 2906, Registration Status Complete, Business Type Dun & Bradstreet, VAT Number, and VAT Country/Jurisdiction. A 'View Tax certification' link is present. Below this is a congratulatory message. The 'Contacts' section shows 'No Contacts Entered' with a button to 'Update contact information and manage commodity code registration.' The 'Commodity Codes' section shows 'NON-BIDDABLE MISCELLANEOUS ITEMS' with a value of 963. The 'Certifications' section shows 'No Certifications Entered' with a button to 'Enter certification information.' The 'Diversity Codes' section shows 'No Diversity Codes Entered' with a button to 'Select the diversity codes for which your business is certified.' The 'Proxy Notifications' section shows 'No Proxy Notifications Entered' with a button to 'Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.' The 'Questions' section is highlighted with a yellow arrow, showing a questionnaire with fields for 'Please provide W-9 to finalize registration', 'Define the Organization Type', 'Reason for application', 'Ownership Category', and 'Answer Attachment'.

13. To update banking information, please select the Banking tab. Supplier Bank is for the Company's banking information and My Bank is for the contact's banking information.

The screenshot shows the 'Banking' tab selected in the top navigation bar. The 'Supplier Bank' section is active, displaying a form with fields for Bank Entity, Bank Account Number, Bank Account Type (Current/ Checking), Giro Number, Bank Currency (USD), Banking Code, Assignment Number, BACS Name, Cross Border Identifier, Swift ID, BACS Reference, Bank ID, Credit Card Number, and Country/Jurisdiction (US). The 'My Bank' section is also visible, with the same fields. The 'Additional Contact Bank Inform...' section on the right shows 'No contacts available' with a button to 'Update contact information and manage commodity code registration.'

ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

You may select to completely skip the Bank Information. If you would like to provide your banking information, then you will provide the information as outlined below. **Do not** use the search feature in this section and simply type the information in each box.

Enter banking/ financial information:

Bank Entity = Routing Number

Bank Name = Financial Institution Name (e.g. Wells Fargo, Truist, JP Morgan Chase, etc)

Bank Account Number = Account Number

Bank Account Type = Type of Account (e.g. Checking, Savings, etc.)

Bank Currency = USD

The screenshot shows a form for updating banking information. It is divided into several sections with labels and input fields. The 'Country/Jurisdiction' section has a dropdown set to 'US' and an 'Update Country/Jurisdiction' button. The 'Bank Entity' section has a text input field containing '0000000' and an 'Update Bank Entity' button. The 'Account Type' section has a dropdown menu with a note 'Please enter account number before type'. The 'Currency' section has a dropdown set to 'USD' and an 'Update Currency' button. The 'BACS Reference' section has a text input field. The 'Credit Card' section has a text input field and an 'Update Credit Card' button. The 'Ad Hoc Bank Entity Name' section has a text input field containing 'BANK OF AMERICA'. The 'Cross Border Identifier' section has a dropdown menu. The 'SWIFT ID' section has a text input field. The 'BACS Name' section has a text input field. The 'Bank Account Number' section has a text input field with asterisks and an 'Update Bank Account Number' button. The 'Code' section has a dropdown menu. The 'ID' section has a text input field. The 'Assignment Number' section has a text input field. The 'Giro Number' section has a text input field.

Everything else on the page can remain blank. Then Save and Close.



Save



Save And Close

14. Once complete, your profile should be updated. Send an email to procurement@coralgables.com advising that changes were made to your profile. If you changed or updated your banking information, you will be contacted by Accounts Payables staff with further instructions.
15. Should there be any deficiencies with your profile, you will be contacted via email advising of such. Upon completion of addressing the deficiencies, please respond and let the Procurement personnel know that the updates have been made and are ready for review.

ACCESSING AND MANAGING YOUR SUPPLIER PROFILE

Bidding on a Solicitation

16. If you wish to bid on an open event, you can select the arrow to choose the event you'd like to bid on. For further instruction on How to Bid on an event, please reference the Supplier Portal User Guide 'Responding to Events' section.

The screenshot shows the Supplier Portal interface. On the left, the 'Profile' section displays user information for Michael Angrand. The main content area is titled 'Open Events' and lists two events: 'Overhead Safety Harness System' and 'HVAC & Refrigeration Systems Services'. Each event has an 'Open' button next to it. A yellow circle highlights the 'Open Events' section header, and a yellow arrow points to the 'Open' button for the first event. On the right, there is a 'Quick Links' section with links for Sign Out, Contact Us, Instructions, Evaluations, and Event Metrics. At the bottom, a message dialog states 'No Data Available'.

Open Events							Search Events	View Event	Start A Dialog	Additional Search
Category	Sub Category	Type	Open Date	Close Date	Currency					
Overhead Safety Harness System Event: 134-1 Reference: IFB 2025-032		IFB	10/30/2025 8:00:00 AM	11/25/2025 2:00:00 PM	USD	Respond Now				
HVAC & Refrigeration Systems Services Event: 136-2 Reference: IFB 2025-033		IFB	10/14/2025 8:00:00 AM	11/26/2025 2:00:00 PM	USD	Respond Now				
Landscape Architectural Consulting Services Event: 143-1 Reference: RFQ 2025-038		RFQ	10/21/2025 8:00:00 AM	11/21/2025 2:00:00 PM	USD	Respond Now				
Internal Auditing Services Event: 145-0 Reference: RFP 2025-041		RFP	11/13/2025 8:00:00 AM	1/9/2026 2:00:00 PM	USD	Respond Now				
Youth Golf Program Services Event: 146-1 Reference: RFP 2025-042		RFP	10/31/2025 8:00:00 AM	11/26/2025 2:00:00 PM	USD	Respond Now				
Parking Lot Improvements Event: 147-1 Reference: IFB 2025-043 A bid bond must be provided when responding		IFB	10/30/2025 8:00:00 AM	12/1/2025 2:00:00 PM	USD	Respond Now				
Gymnastics Programming Services Event: 148-1 Reference: RFP 2025-044		RFP	10/31/2025 8:00:00 AM	11/24/2025 2:00:00 PM	USD	Respond Now				
Printing Services Event: 152-0 Reference: IFB 2025-035		IFB	11/19/2025 8:00:00 AM	12/17/2025 2:00:00 PM	USD	Respond Now				