

# SUPPLIER PROFILE – KEY AREAS GUIDE

CITY OF ATLANTA DEPARTMENT OF PROCUREMENT



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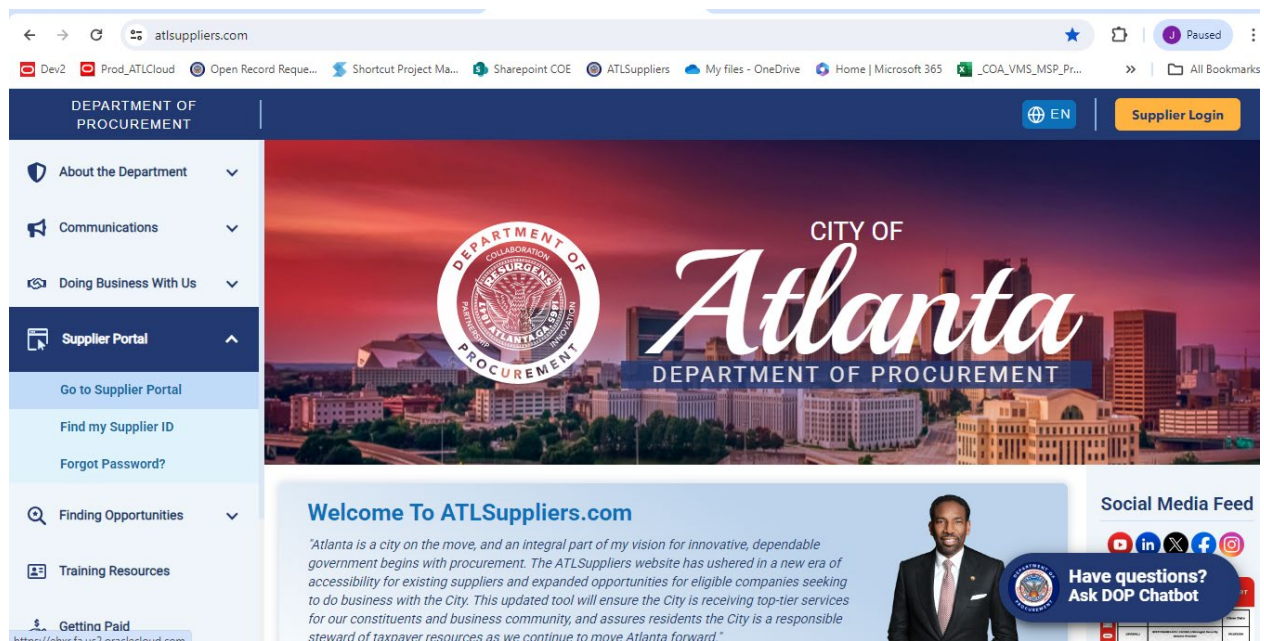
## Purpose:

The **City of Atlanta** Department of Procurement (DOP) reminds our Suppliers to **please review your supplier profile** to ensure that your information is **up to date and accurate**, especially these **3 key areas**:

	Supplier Profile Area	Why It's Important
1.	ACH payment method and your bank account	City payment policy is payment via ACH (electronic)
2.	Products & Services	This is how City buyers find your business when they want to request a quote
3.	Business Classifications	This helps the City measure our spend with our diverse suppliers

## How to update your Supplier Profile

Access [ATLSuppliers.com](https://atlsuppliers.com) then on the left-hand side of the screen click drop down arrow “**Supplier Portal**” > “**Go to Supplier Portal**” (Or click Supplier Login in top right).



Your email address is your login userid. There is an option to reset the password if needed. (It will come from this email address [From: "ehxrfa.sender.1@workflow.mail.us2.cloud.oracle.com"](mailto:ehxrfa.sender.1@workflow.mail.us2.cloud.oracle.com) ) So you may want to check your junk mail or spam folder.

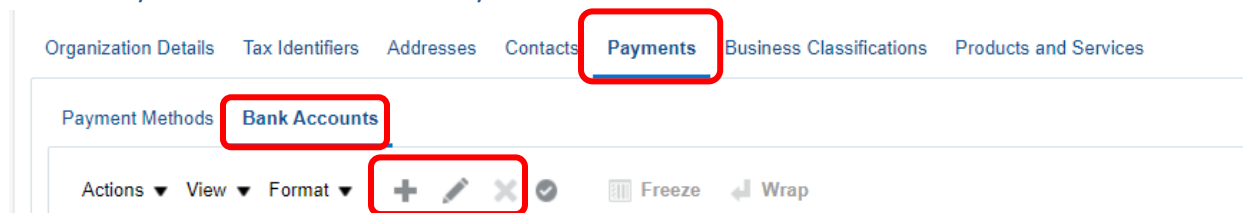
1. Once logged in, navigate to the **Supplier Portal** desktop and
2. Access Manage Profile

The left screenshot shows the user's dashboard with a 'Supplier Portal' icon. The right screenshot shows the 'Supplier Portal' menu with 'Manage Profile' highlighted in a red box.

3. Then click **Edit** to make updates.

The screenshot shows the 'Company Profile' page. Red arrows and text indicate the steps to edit the profile: Arrow 4 points to 'Organization Details', Arrow 5 points to 'General', Arrow 6 points to 'Edit', and Arrow 7 points to 'Done'.

## ACH Payment method and your bank account:



**TRAINING VIDEO:** [How Suppliers can update their Bank Account](#)

## Products and Services (NIGP Codes)

This is the list of **NIGP codes** the City of Atlanta uses to identify goods/services we would like to purchase. We search for suppliers with selected NIGP codes on their profiles in order to request quotes or invite the suppliers to respond to a solicitation.

To update your products/services codes click the Products and Services tab

A screenshot of a web application interface. At the top, there is a navigation bar with several tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Products and Services' tab is highlighted. Below this, there is a toolbar with icons for 'Actions', 'View', 'Format', a plus sign, a pencil, a minus sign, a checkmark, 'Freeze', 'Detach', and 'Wrap'. Below the toolbar, there is a table with two columns: 'Category Name' and 'Description'. The table contains three rows of data.

Category Name	Description
190	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED
485	JANITORIAL SUPPLIES, GENERAL LINE
912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)

## Business Classification

The City of Atlanta encourages our suppliers to report the classification of your business ownership, whether you are certified or not. You may list as many business classifications as apply to the **ownership** of your business. These are self-reported and do not require certifications. You may **also** list any formal **certifications** you hold.

Business Classification	Certification Through
ACDBE	GA DOT or MARTA
African-American Owned	<self-reported/no certification>
Asian/Pacific Islander Owned	<self-reported/no certification>
DBE	GA DOT or MARTA
FBE	City of Atlanta
Hispanic Owned	<self-reported/no certification>
Immigrant Owned	<self-reported/no certification>
LGBTQ+ Owned	<self-reported/no certification>
Latino/a Owned	<self-reported/no certification>
MBE	City of Atlanta
Native American Owned	<self-reported/no certification>
Person with Disability Owned	<self-reported/no certification>
SBE	City of Atlanta
Small Business	<self-reported/no certification>
Veteran Owned	<self-reported/no certification>
Woman Owned	<self-reported/no certification>

Navigate to the Business Classifications tab.

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × Freeze Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attach
MBE ▾	AABE ▾	Current	City of Atlanta ▾			m/d/yy 📅	m/d/yy 📅	None ▾

When all desired changes have been made, be sure to click **SAVE**, then click **Submit**. You must receive a confirmation number to ensure you have successfully submitted your changes. Banking changes must be approved by the Treasury team, which usually takes about 2 hours.

Please call the Supplier Support team at 404-546-1000 or email us at [SupplierSupport@AtlantaGA.gov](mailto:SupplierSupport@AtlantaGA.gov) for assistance or questions. We appreciate our suppliers!