

CITY OF STOCKTON ACTIVE VENDOR REGISTRATION GUIDE

Procurement Division Telephone – 209-937-8357

EMAIL – STOCKTONVSS@STOCKTONCA.GOV

www.stocktonca.gov/vendorportal

Welcome!

Thank you for taking the opportunity to register your firm as an official City of Stockton vendor! Included in this guide are step by step instructions to assist you in registering for our online vendor portal, Vendor Self Service (VSS). As a registered vendor, you will enjoy the benefit of 24 hours a day, 7 days a week access to your existing vendor information including:

- *1099 Data*
- *Purchase Orders/Contracts*
- *Invoicing/Payment Information*

Whether you are currently an active vendor (existing vendor) with the City or updating your profile, VSS will be your one stop shop for tracking business with the City.

Before getting started:

- *Create an electronic file of each document required for registration to add to your profile. **All registrants are required to include a copy of your W-9** (Request for Taxpayer Identification Number and Certification). Locate a copy of the W-9 form online at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>*
- *All MWBE vendors create an electronic file of your certification documentation.*

This guide is provided to assist vendors with registering with the City of Stockton Vendor Self Service Portal. It is highly recommended that this document be reviewed in its entirety before beginning the registration process.

If you should have any questions or issues with the registration process, please contact stocktonvss@stocktonca.gov or (209) 937-8357.

Updated 09/21/2022

Ready to begin:

1. Visit City of Stockton Vendor Self Service at www.stocktongov.com/vendorportal and select Vendor Self Service Registration.



Vendor Self-Service Portal Information

A new registration platform is available for businesses that partner with the City. Vendor Self-Service (VSS) allows vendors to create and manage their vendor profile. It is the single best approach to conducting business with the City.

Resources


Start by checking to see if your business is listed on the Vendor list, then select the appropriate guide to assist you through registration.

- [03/09/2021 - Vendor List](#) - if your company is on this list, please use the Converted Vendor Registration Guide below; all others should use the New Vendor Registration Guide.
- [1/11/2021 - Converted Vendor Registration Guide](#)
- [1/11/2021 - New Vendor Registration Guide](#)
- [3/9/2021 VSS Invoice Guide](#)


Registration


- [Vendor Self Service Registration](#)
- [VSS Vendor Registration Questionnaire](#)


2. Select Sign In or Sign up.




Sign in to community access services.

 Sign in with Google

 Sign in with Apple

 Sign in with Microsoft

 Sign in with Facebook

OR

Email address

Password


☐ Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)


Don't have an account? [Sign up](#)

3. **Sign Up** – complete all fields. NOTE? Password must contain at least one numeric character, one special character and a mix of upper- and lower- case characters. Remember to keep your USER ID and PASSWORD for future use. Then select Sign Up.



Create an account

Email *

 Password *

First name *

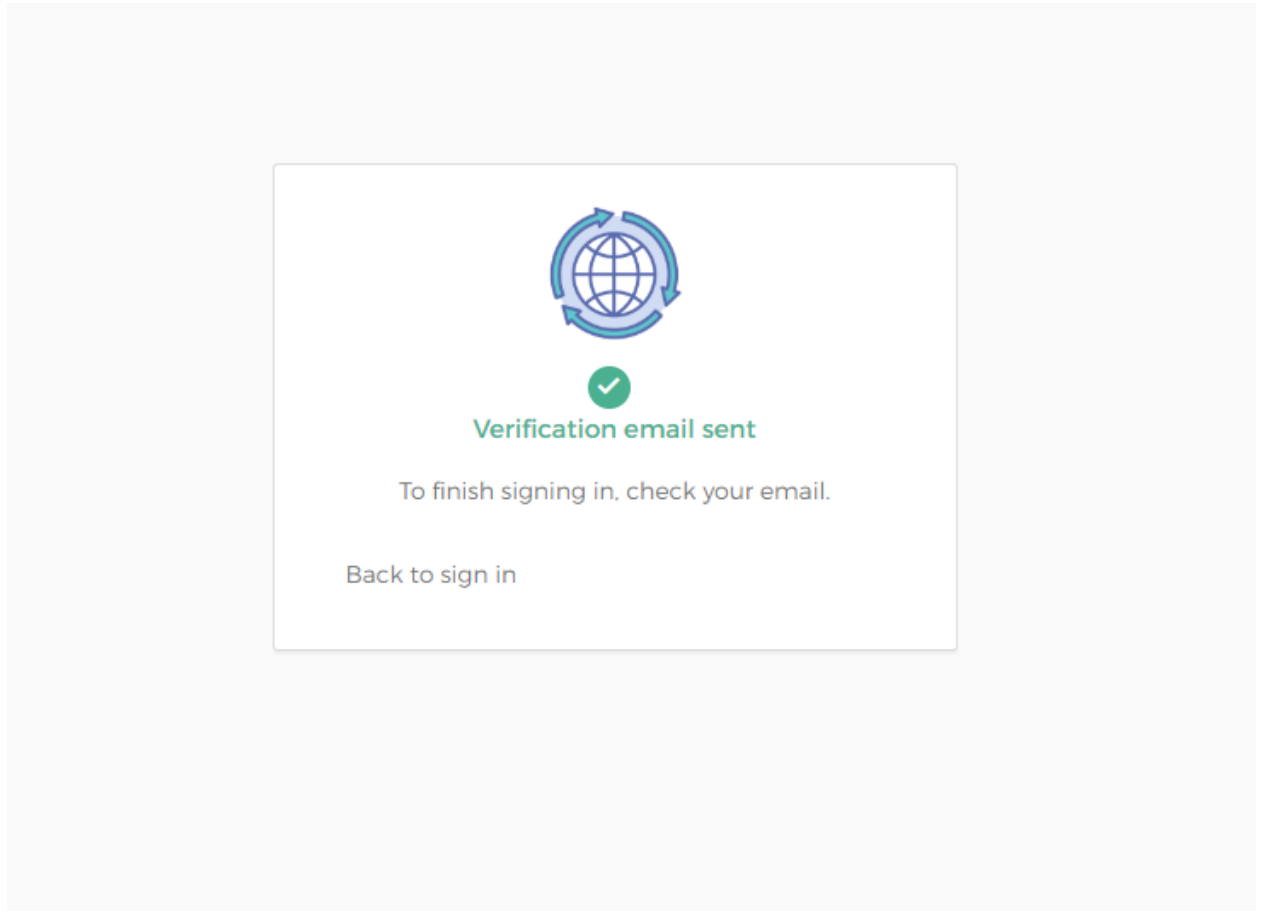
Last name *

* indicates required field

Sign up

[Back to sign in](#)

4. An email to confirm your account will be delivered to the email address entered. Click the **here** link in the email. Then return to step 2 and **Sign In** using credentials created.



5. Select **Vendor Self Service** then click **Link to Existing** button

CITY OF STOCKTON

Home
Vendor Self Service
Bids

Welcome to Vendor Self Service

No vendor information is linked to your account.
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#) OR [Link to Existing](#)

Announcements

Welcome to the City of Stockton!

Vendor Self-Service (VSS) allows vendors to submit bids, register for an account and manage their vendor profile. It takes about 15 minutes to create a profile for the first time, please follow these steps:

[Gather Required / Recommended Documentation](#)

1. W-9 (domestic vendors) or W-9 (foreign vendors)
2. CA 587 or CA 590
3. Minority Business certification, if applicable
4. Banking Information if electronic payment is selected
5. Certificate of Insurance (to provide evidence of insurance)
6. Business License
7. Department of Industrial Relations (DIR) number
8. Contractor License number

[Important Information to Know](#)

Purchase Orders - Most City purchases require a purchase order or contract. It is your assurance that you will be paid.

Insurance - In all service instances where vendor personnel enter City property, a certificate of insurance to verify coverage is required.

Minority, Small and Local Business - Steps to maximize use of local business enterprises in City purchasing and contracting activities include a 5% local bid preference to businesses physically located within the Stockton city limits and a 2% preference to businesses located within San Joaquin County, as described in Section 3.68.090 of Stockton Municipal Code.

6. Enter your **VENDOR NUMBER**.
7. Enter your **tax identification number** as reflected on W9.
8. Select **"LINK TO EXISTING"** button to generate pin validation.

CITY OF STOCKTON

Home
Vendor Self Service
Bids

Link to Existing Vendor

Enter the information below to search for an existing vendor.

Vendor Number Vendor FIS/SSN

[Link to Existing](#)

9. The System will provide the City with an email which includes the PIN.
10. City will forward the PIN to vendor email within 24 hours.
11. Log into the system and enter the PIN to complete linking vendor profile.

City of Stockton

Welcome to Vendor Self Service

✓ The following user account is awaiting validation via an email sent to JON.BLOMQUIST@TYLERTECH.COM. Once successful, a PIN will be sent to you via the contact information you provided. Enter the PIN below to gain access to the vendor profile.

Validation PIN

Validate

[Regenerate Pin](#)

For immediate assistance please contact:
If you are experiencing technical difficulties, the website administrator for VSS can be contacted at stocktonvss@stocktonca.gov.

12. Select the pencil (edit tool) next to Vendor Information. Select CHANGE and update all necessary information. Be sure to replace the stocktonvss@stocktonca.gov email address with the proper email address.

City of Stockton

Welcome to Vendor Self Service

Profile information

JOHN BORGES
Phone: 2095443161
BORGES@BURTONSFIRE.COM

Vendor information

BURTON'S FIRE, INC
1301 DOKER DR
MODESTO, CA 95351
BURTONSFIRE.COM

Announcements

Welcome to the City of Stockton!

Get started with the City of Stockton Vendor Self-Service (VSS) and as vendors to submit bids, register for an account and manage their vendor profile. It takes about 15 minutes to create a profile for the first time, please follow these steps:

1. W-9 (domestic vendors) or W-8 (foreign vendors)
2. CA 587 or CA 590
3. Minority Business certification, if applicable
4. Banking Information if electronic payment is selected
5. Certificate of Insurance (to provide evidence of insurance)
6. Business License
7. Department of Industrial Relations (DIR) number
8. Contractor License number

[Important Information to Know](#)

<https://stocktoncavendors.muniselfservice.com/Vendors/Profile/Contact.aspx>

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13. Fill out Company Information, Vendor Address, Tax Info, and Bank Info (for payment by electronic fund transfer (EFT)). Then select CONTINUE.

CITY OF STOCKTON

New Vendor Registration

✔ Your User ID and password have been successfully set. Please continue with the registration process.

Enter Vendor Registration Information

Step 1

Home

Vendor Self Service

Bids

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

☐ Foreign Entity

☐ Independent contractor

☐ Send Accounts Payable checks to the above address

☐ Send Purchase Orders to the above address

Email*

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City*

State*

Zip Code*

Country

Geographic

Select Type...

Minority Business Enterprise

Website

DUNS

California Permit Number

Federal Tax ID Number or Social Security Number

*FID or SSN

☐ FID ☐ SSN

*FID/SSN

*Re-type FID/SSN

Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

Checking

Minority Business Enterprise

Classifications

(select all that apply)

☐ DISABLED VETERAN

☐ General

☐ LOCAL BUSINESS CITY

☐ LOCAL BUSINESS COUNTY

☐ MINORITY BUSINESS ENTERPRISE

☐ SMALL BUSINESS ENTERPRISE

☐ SMALL DISADVANTAGED BUSINESS

☐ VETERAN OWNED BUSINESS

☐ WOMEN OWNED SMALL BUSINESS

Gender

Select Type...

Ethnicity

Select Type...

Payment Terms

Discount Percentage

Days to Discount

Days to Net

Your preferred payables delivery method(s).

☒ Mail ☐ E-Mail

Your preferred purchasing delivery method(s).

☒ Mail ☐ E-Mail

Joe Smith

1234 Anytown Court

Anytown, AA 12345

Pay to the order of

Bank Anywhere

123456789

123456789123

1234

Routing Number

Account Number

Check Number

CONTINUE

UPDATE

CANCEL

14. Under Addresses select ADD. If remit address is different from the W9, enter remit address and other address that may be needed on vendor profile.

The screenshot shows the 'New Vendor Registration' page for the City of Stockton, specifically Step 2: Address information. The page has a dark blue header with the City of Stockton logo and name on the left, and a user icon on the right. A left sidebar contains links for Home, Vendor Self Service, and Bids. The main content area is titled 'New Vendor Registration' and 'Address information'. Below the title is a 'Help' link. Under the 'Addresses' section, there is an 'add' link. A table with three columns is visible: 'Name/DBA', 'Address', and 'Is Default'. A 'Continue' button is located at the bottom right of the table area.

15. Fill out fields and select SAVE.

16. Select CONTINUE.

17. Select NEW CONTACT.

New Vendor Registration

General Vendor Contacts

Step 3

[Help](#)

Address Contacts

Type	Name	Description	Email	Telephone
			Continue	New Contact

18. Enter contact info and select SAVE.

New Vendor Registration

General Vendor Contacts

[Help](#)

Contact Person

* Contact Type

Select Type...



* Name

Description

* Phone

Text

☐ Opt In

Fax

* E-mail

Save

Cancel

19. Review the information entered. You can select NEW CONTACT to enter additional contacts. Once you are finished adding contacts, select CONTINUE.

20. Complete the fields as appropriate and select CONTINUE.

New Vendor Registration

Additional Values

Step 4

[Help](#)

Field	Value
BUSINESS LICENSE NUMBER	<input type="text"/>
CONTRACTOR LICENSE NUMBER	<input type="text"/>
DIR REGISTRATION NUMBER	<input type="text"/>
DIR EXPIRATION DATE	<input type="text"/>

Continue

VENDOR INFORMATION/ATTACHMENTS

21. Both the W9 and certificate of insurance are **REQUIRED** to become an active vendor with the City. Attach all pertinent documents here to complete vendor profile.

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach
CA 587/590	CA 587 or 590		(0)	Attach
default	Vendor Attachment		(0)	Attach
DIR/CSLB Number	Contractor License Information		(0)	Attach
Minority Certification	Minority Business Certification (MBE)		(0)	Attach
Proof of Insurance	Evidence/Certificate of Insurance		(0)	Attach
W-8	Vendor W-8 (foreign)		(0)	Attach
W-9	Vendor W-9 (domestic)		(0)	Attach

VENDOR INFORMATION/COMMODITIES

22. Commodity codes are **REQUIRED**. Search and select the codes that “best fit” the description of goods/services provided. Multiple commodities may be selected.
23. Select all applicable commodities/services and then select ADD.
24. Once all commodities have been added, select CONTINUE.

Select Commodities

Select Commodities

Step 5

[Help](#)

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code (first 3 or more digits)

Search

[List all commodities/services](#)


281 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES

25. Select “I HAVE READ AND ACCEPT THE TERMS & CONDITIONS.”

26. Select REGISTER.


Once you have registered, you will see the confirmation message below. Your registration is complete.

 CITY OF STOCKTON

[Home](#)
[Vendor Self Service](#)
[Vendor Information](#)
[1099](#)
[Bids](#)

New Vendor Registration

Registration Confirmation

 Congratulations! Registration is complete. Your vendor profile will be reviewed by the City. An email notification will be delivered to the contact email in the vendor profile to advise when vendor registration is activated. Once profile is activated, the business will be eligible to provide goods and services to the City. Thank you. ©

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

END OF DOCUMENT.