



# CITY OF STOCKTON NEW VENDOR REGISTRATION GUIDE

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[www.stocktonca.gov/vendorportal](http://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*
- *Invoicing/Payment Information*

*Whether you are currently an active vendor (existing vendor) with the City or a vendor registering for the first time, 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](mailto:stocktonvss@stocktonca.gov) or (209) 937-8357.*

Ready to begin:

1. Visit City of Stockton Vendor Self Service at [www.stocktongov.com/vendorportal](http://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 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

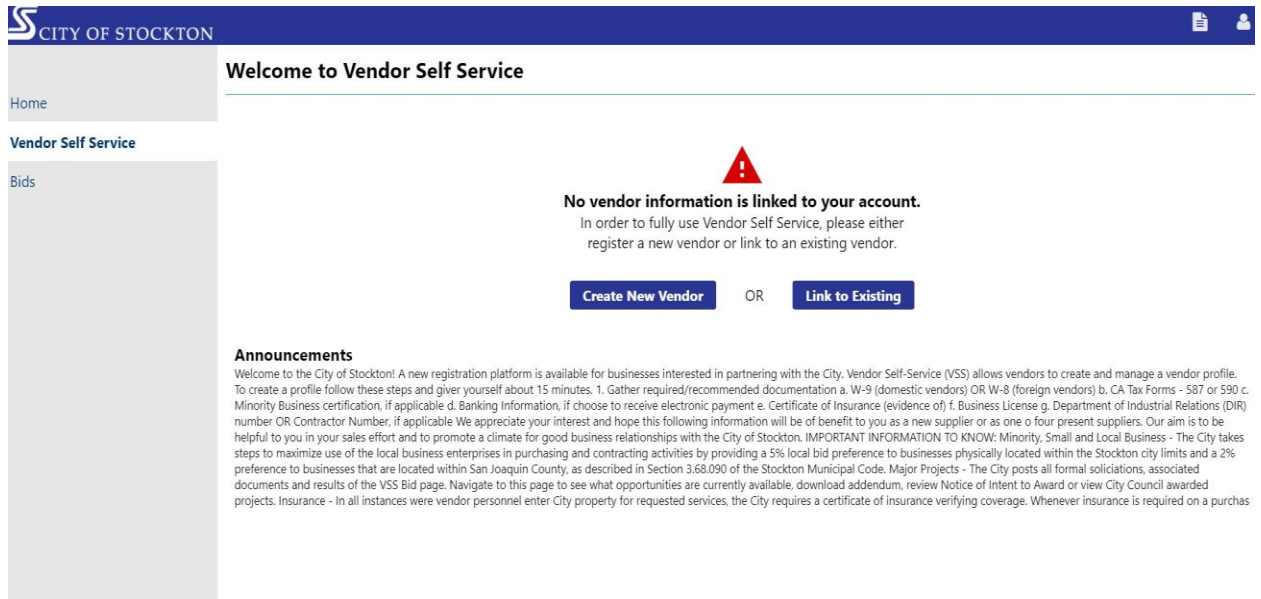
\* indicates required field

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. Once successfully logged in, select CREATE NEW VENDOR




**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! A new registration platform is available for businesses interested in partnering with the City. Vendor Self-Service (VSS) allows vendors to create and manage a vendor profile. To create a profile follow these steps and give yourself about 15 minutes. 1. Gather required/recommended documentation a. W-9 (domestic vendors) OR W-8 (foreign vendors) b. CA Tax Forms - 587 or 590 c. Minority Business certification, if applicable d. Banking Information, if choose to receive electronic payment e. Certificate of Insurance (evidence of) f. Business License g. Department of Industrial Relations (DIR) number OR Contractor Number, if applicable We appreciate your interest and hope this following information will be of benefit to you as a new supplier or as one of our present suppliers. Our aim is to be helpful to you in your sales effort and to promote a climate for good business relationships with the City of Stockton. IMPORTANT INFORMATION TO KNOW: Minority, Small and Local Business - The City takes steps to maximize use of the local business enterprises in purchasing and contracting activities by providing a 5% local bid preference to businesses physically located within the Stockton city limits and a 2% preference to businesses that are located within San Joaquin County, as described in Section 3.68.090 of the Stockton Municipal Code. Major Projects - The City posts all formal solicitations, associated documents and results of the VSS Bid page. Navigate to this page to see what opportunities are currently available, download addendum, review Notice of Intent to Award or view City Council awarded projects. Insurance - In all instances where vendor personnel enter City property for requested services, the City requires a certificate of insurance verifying coverage. Whenever insurance is required on a purchase

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

CITY OF STOCKTON

Home
Vendor Self Service
Bids

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

Enter Vendor Registration Information
Step 1

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
Fax Number
Minority Business Enterprise

Website
DUNS
California Permit Number

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

Federal Tax ID Number or Social Security Number
\*FID or SSN
FID
SSN
\*FID/SSN
\*Re-type FID/SSN

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

Bank Information
Bank Routing Number
Bank Account Number
Bank Account Type
Checking

Pay to the order of
Dollars

Bank Anywhere
123456789
123456789123
1234
Routing Number
Account Number
Check Number

CONTINUE
UPDATE
CANCEL

7. Under Addresses select ADD.

The screenshot shows the 'New Vendor Registration' page for the City of Stockton. The page is titled 'New Vendor Registration' and is labeled 'Step 2'. The left sidebar contains links for 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'Address information' and includes a 'Help' link. Below this, there is a section for 'Addresses' with 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.

Name/DBA	Address	Is Default
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8. Fill out fields and select SAVE.

9. Select CONTINUE.

10. Select NEW CONTACT.

## New Vendor Registration

The screenshot shows the 'New Vendor Registration' page for the City of Stockton, specifically the 'General Vendor Contacts' section, labeled 'Step 3'. The page includes a 'Help' link. Below this, there is a section for 'Address Contacts' with a table that has five columns: 'Type', 'Name', 'Description', 'Email', and 'Telephone'. At the bottom of the table, there are two buttons: 'Continue' and 'New Contact'.

Type	Name	Description	Email	Telephone
------	------	-------------	-------	-----------



11. Enter contact info and select SAVE.

## New Vendor Registration

### General Vendor Contacts

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[Help](#)

Contact Person

\* Contact Type

Select Type...



\* Name

Description

\* Phone

Text

☐ Opt In

Fax

\* E-mail

Save

Cancel

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

13. 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

14. Select all applicable commodities/services and then select ADD.

15. 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

16. A screen will appear with your vendor information Review the information.
17. Attach documentation, i.e. W-9, insurance certificate, other licenses or certifications.  
(NOTE: Both a the W-9 and Certificate of Insurance are REQUIRED to become an active vendor with the City)

#### 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)	<a href="#">Attach</a>
CA 587/590	CA 587 or 590	(0)	<a href="#">Attach</a>
default	Vendor Attachment	(0)	<a href="#">Attach</a>
DIR/CSLB Number	Contractor License Information	(0)	<a href="#">Attach</a>
Minority Certification	Minority Business Certification (MBE)	(0)	<a href="#">Attach</a>
Proof of Insurance	Evidence/Certificate of Insurance	(0)	<a href="#">Attach</a>
W-8	Vendor W-8 (foreign)	(0)	<a href="#">Attach</a>
W-9	Vendor W-9 (domestic)	(0)	<a href="#">Attach</a>

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

19. Select REGISTER.


22. Once you have registered, you will see the confirmation message below. Your registration is complete. You will also receive an email stating that your registration is complete. You will be notified by the City via email when your information has been reviewed.

[Home](#)  
[Vendor Self Service](#)  
[Vendor Information](#)  
[1099](#)  
[Bids](#)  
[Checks](#)  
[Invoices](#)  
[Purchase Orders](#)  
[Contracts](#)

### 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.**