

CITY OF STOCKTON NEW VENDOR REGISTRATION GUIDE

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*
- *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 or (209) 937-8357.

Ready to begin:

1. Visit City of Stockton Vendor Self Service at www.stocktongov.com/vendorportal, scroll down, and select **portal**.

Related Links

- BidFlash
- Disadvantaged Business Enterprise
- Federal Title VI

Contracts & Purchasing

Print this page

The Procurement Division of the Administrative Services Department purchases all supplies and services for the efficient operation of City departments and fosters good business relationships between suppliers and the City.

Purchases are made under the authority granted in the City Charter. Competitive bids are solicited and not subject to negotiations. Awards are made to the best regular responsible bidder meeting specifications and on the basis of the lowest ultimate cost to the City.

Local Business

Local businesses are an important part of a competitive bid process. The City takes steps to maximize the use of local business enterprises in purchasing and contracting activities by providing information about the City's procurement process and procedures.

In 2021, the City of Stockton implemented the Vendor Self-Service portal to better serve vendors conducting business with the City. For more information or to register please review the below information. Contact the Procurement team by phone at [209-937-8357](tel:209-937-8357) or email stocktonvss@stocktonca.gov if you have questions or need additional support.

Search...

▼ Vendor Self-Service Portal

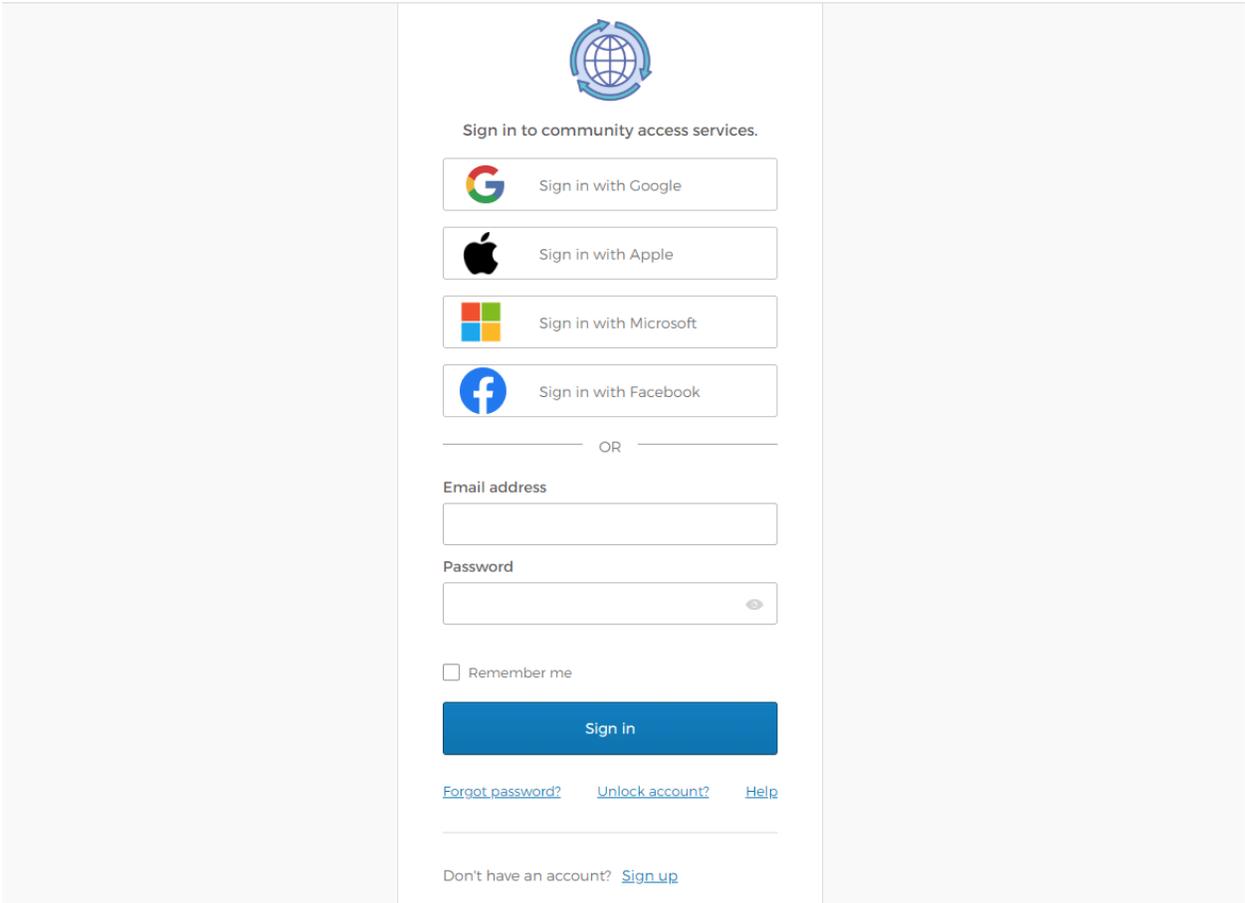
▼ Registration Information for New Vendors

The [Vendor List](#) was updated on September 29, 2023. If your company is not listed, please follow the [New Vendor Registration Guide](#) steps to register with the Vendor Self-Service (VSS) portal.

To register, visit the Vendor Self-Service [portal](#). PINs may take up to 24 hours to generate.

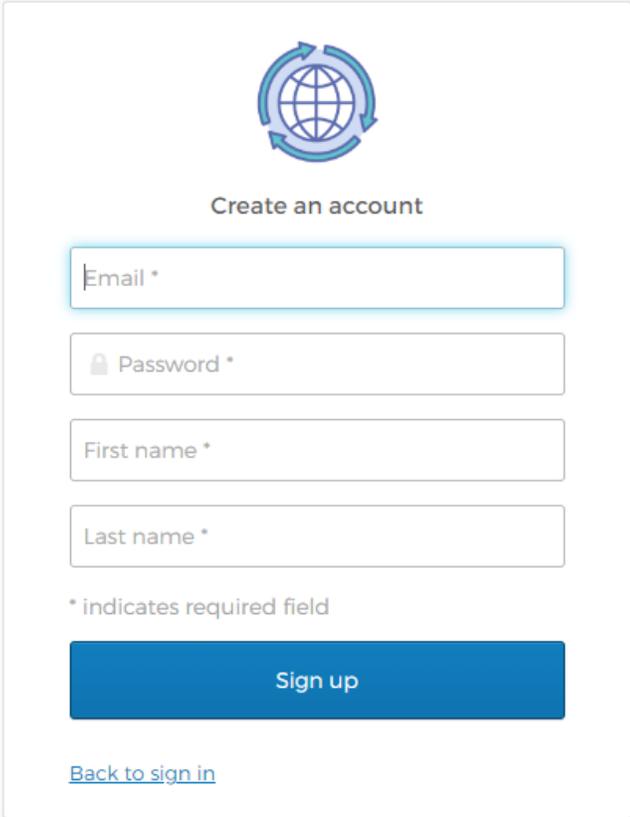
Please take the VSS Vendor satisfaction [survey](#).

2. Select Sign up.



The image shows a sign-in form for community access services. At the top, there is a blue globe icon with circular arrows. Below it, the text reads "Sign in to community access services." There are four social media sign-in buttons: "Sign in with Google" (with the Google 'G' logo), "Sign in with Apple" (with the Apple logo), "Sign in with Microsoft" (with the Microsoft logo), and "Sign in with Facebook" (with the Facebook 'f' logo). Below these buttons is a horizontal line with "OR" in the center. Underneath, there are two input fields: "Email address" and "Password". The password field has a small eye icon on the right side. Below the password field is a checkbox labeled "Remember me". A blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there are three links: "Forgot password?", "Unlock account?", and "Help". A horizontal line separates these links from the text "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**.



The image shows a 'Create an account' form. At the top is a circular icon with a globe and three arrows. Below the icon is the text 'Create an account'. The form contains four input fields: 'Email *', 'Password *', 'First name *', and 'Last name *'. Below these fields is a note: '* indicates required field'. At the bottom of the form is a blue 'Sign up' button and a link that says '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 purchas

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

New Vendor Registration

Home | Vendor Self Service | Bids | Step 1

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

Enter Vendor Registration Information

Company Information

Company Name*
 Line 2 (OPTIONAL)
 Line 3 (OPTIONAL)
 Line 4 (OPTIONAL)
 Doing business at: (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* | County
 Country | Geographic
 Fax Number | Select Type...
 Minority Business Enterprise

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...

Federal Tax ID Number or Social Security Number

*FID or SSN
 FID SSN
 *FID/SSN | *Re-type FID/SSN

Payment Terms

Discount Percentage: 0 | Days to Discount: 0 | Days to Net: 0

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

Sample Check:

Joe Smith
 1234 Anywhere Court
 Anycity, AA 12345 | 1234

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.

CITY OF STOCKTON

Home
Vendor Self Service
Bids

New Vendor Registration

Address information Step 2

[Help](#)

Addresses

[add](#)

Name/DBA	Address	Is Default
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[Continue](#)

8. Fill out fields and select SAVE.

9. Select CONTINUE.

10. Select NEW CONTACT.

New Vendor Registration

CITY OF STOCKTON

Home
Vendor Self Service
Bids

New Vendor Registration

General Vendor Contacts Step 3

[Help](#)

Address Contacts

Type	Name	Description	Email	Telephone
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[Continue](#) [New Contact](#)

11. Enter contact info and select SAVE.

New Vendor Registration

General Vendor Contacts

[Help](#)

Contact Person

* Contact 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)	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

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.

CITY OF STOCKTON

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.](#)

Navigation menu: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts

END OF DOCUMENT.