

# CITY OF STOCKTON ACTIVE VENDOR REGISTRATION GUIDE

Procurement Division Telephone – 209-937-8357

EMAIL – [STOCKTONVSS@STOCKTONCA.GOV](mailto:STOCKTONVSS@STOCKTONCA.GOV)

[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/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](mailto: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](http://www.stocktongov.com/vendorportal) scroll down, and select **portal**.



CommunityServicesGovernmentBusinessContact

Home > Business > Contracts & Purchasing



### 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 or email [stocktonvss@stocktonca.gov](mailto:stocktonvss@stocktonca.gov) if you have questions or need additional support.

Search...

### ▼ Vendor Self-Service Portal

> Registration Information for New Vendors

▼ Registration Information for Existing Vendors


The [Vendor List](#) was updated on September 29, 2023. If your company name is listed, please follow the [Active Vendor Registration Guide](#) instructions to update your existing company profile with the Vendor Self-Service (VSS) **portal**.

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


> Bid Opportunities





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 \*

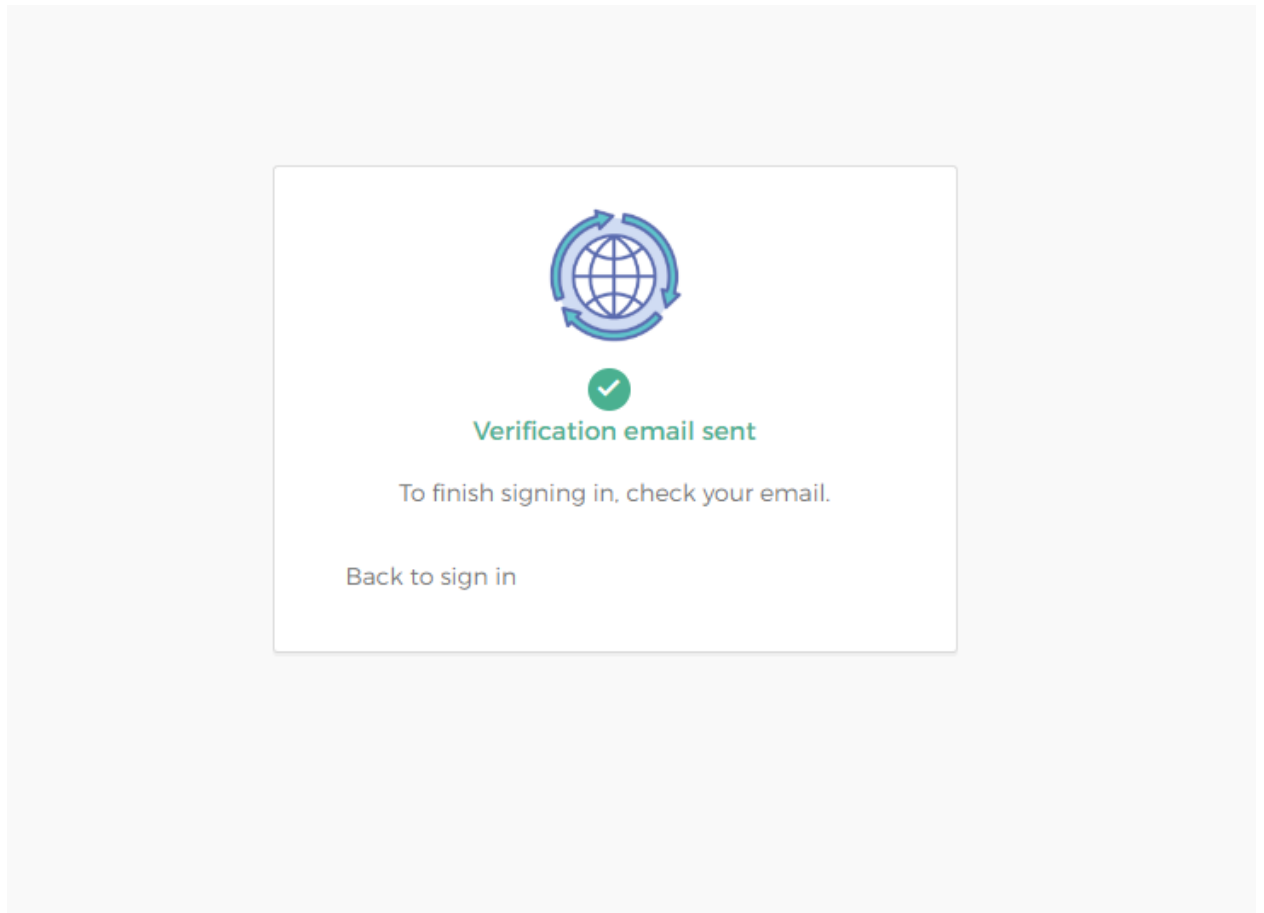
Last name \*

\* 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-8 (foreign vendors)
2. CA 507 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**

**Link to Existing Vendor**

me  
Vendor Self Service  
s

Q

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**

Home

Vendor Self Service

Bids

Validation PIN

(enter PIN validation code)

[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](mailto:stocktonvss@stocktonca.gov) email address with the proper email address.

← → ↺ ⌂

https://stocktoncavendors.muniselfservice.com/Vendors/default.aspx

☆ Burton's Fire, Inc. 🇺🇸 Maurin

CITY OF STOCKTON


## Welcome to Vendor Self Service


Home

**Vendor Self Service**

Vendor Information

Bids

**Profile information** 

**Vendor information** 

**JOHN BORGES**  
Phone: 2095443161  
[BORGES@BURTONSFIRE.COM](mailto:BORGES@BURTONSFIRE.COM)

**BURTON'S FIRE, INC.**  
1301 DOKER DR  
MODESTO, CA 95351  
[BURTONSFIRE.COM](http://BURTONSFIRE.COM)

**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 the following recommended Documentation](#)

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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](#)

http://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 Anywhere Court

Any City, 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 document icon and user profile 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'. At the bottom right of the table area is a 'Continue' button.

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
			<a href="#">Continue</a>	<a href="#">New Contact</a>

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)	<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>

## 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](#)

<a href="#">Select All</a>	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.