



June 12, 2020

Dear Vendor:

The City of Stockton is implementing a new financial system, referred to as an Enterprise Resource Planning (ERP) system. When fully implemented, this system will dramatically improve how the City does business.

One of the key features of this new system is a **Vendor Self-Service portal**. This feature will allow vendors to:

- Create a profile and register to do business with the City online
- Assign commodity codes to vendor profiles to designate goods/services provided
- Update your information using the portal
- Receive authorized purchase orders
- Submit electronic invoices against existing purchase orders
- Check payment status
- View all bid opportunities
- Receive notification on bids matching commodity code assigned to your profile.

Please note that in order to do business with the City vendors **MUST**:

- Provide a current W-9 form; and
- Provide evidence of insurance, if providing services.

Whether you are an existing vendor or an interested vendor, stay tuned for more detailed information about the new portal within the next few months, including training, registration and system availability.

Thank you in advance for your cooperation. We look forward to conducting business with you in this more efficient and streamlined way. We encourage your questions and feedback. If you have questions, please contact us at (209) 937-8357 or visit [www.stocktonca.gov/vendorportal](http://www.stocktonca.gov/vendorportal)

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Paulin'.

Matt Paulin  
Chief Financial Officer  
Administrative Services