



December 28, 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 doing business with the City.

One of the key features of this new system is a **Vendor Self-Service (VSS) portal**, which is now available for vendors to access and register to create their vendor profile. The VSS portal allows 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;
- Add/Update vendor 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 vendor's profile; and
- Establish Payment Methods, e.g., Check, Electronic Fund Transfer (EFT), or Active Card Integration (ACI).

Starting January 7, 2021 all vendors **MUST** register on and use the new VSS. The following information is required to register by clicking the vendor portal link below:

- A current W-9 form;
- Tax ID number; and
- Out of State Vendors must provide appropriate CA State tax forms or be subject to withholding.

Thank you in advance for your cooperation. We look forward to conducting business with you in this more efficient and streamlined way.

If you have questions, please visit www.stocktonca.gov/vendorportal or contact us at (209) 937-8357 or email stocktonvss@stocktonca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay Kapoor'.

Jay Kapoor
Interim Chief Financial Officer
Administrative Services