



December 28, 2020

### ACTION REQUIRED

Dear <CompanyName>  
<DBA>  
<Address Line1, Line2, Line3>  
<City, State, Zip>

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 will be available for vendors to access and register to create their vendor profile starting January 7, 2021. All vendors must have a profile in VSS to do business with the City of Stockton.

As an active vendor with open purchase order(s) or contract(s) with the City the following action is required to access your existing vendor profile on the new VSS:

- Navigate to site using vendor portal link below;
- Create a profile and register to do business with the City online;
- Check your email and confirm your credentials by clicking the system generated link;
- Return to above VSS website and login;
- Select "link to existing" button;
- Enter your vendor number: <Enter Vendor ID>;
- Enter your tax identification number as reflected on W9;
- Select "link to existing" button to generate pin validation;
- The City will provide you with an email which includes the PIN;
- Enter the PIN to complete linking vendor profile; and
- Finish updating vendor profile by navigating through the pages and submit.

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](http://www.stocktonca.gov/vendorportal) or contact us at (209) 937-8357 or email [stocktonvss@stocktonca.gov](mailto:stocktonvss@stocktonca.gov).

Sincerely,

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

Jay Kapoor  
Interim Chief Financial Officer  
Administrative Services