



SAN FRANCISCO  
OFFICE OF ECONOMIC &  
WORKFORCE DEVELOPMENT

City and County of San Francisco /  
**Office of Mayor London N. Breed**  
Economic and Workforce Development /  
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City and County of San Francisco  
**Request for Proposals (RFP) #122**

*“Building Back Stronger” - Workforce Services Grants  
And Funding to Support the Black Community*

***Appendix G***

**Supplier Registration Instructions**

**City and County of San Francisco**

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**How to Become a Supplier**

**Version 1.0**

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## PURPOSE AND DESCRIPTION

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### **Purpose**

This document explains the procedure for becoming a Supplier with the City and County of San Francisco via the Supplier Portal.

### **Description**

The key topics involved in the [Process Name] process are:

- Topic 1: Complete a W-9 form.
- Topic 2: Register as a Bidder
- Topic 3: Become a Supplier

## TOPIC 1: COMPLETE A W-9 FORM

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### **Procedure Steps**

Step	Action
1.	Go to: <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a> .
2.	Fill out, print, sign, date, scan and save the form.

## TOPIC 2: REGISTER AS A BIDDER

Step	Action
1.	Navigate to the Supplier Portal: <a href="https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL?Action=U&amp;SUP_OB_TEMPLATE_ID=BIDDER">https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL?Action=U&amp;SUP_OB_TEMPLATE_ID=BIDDER</a> .
2.	For the question, “What type of bidding activities you are interested in?” the correct response is “Selling goods/Services” or “Both.”  The DUNS number is not required for the Legacy Business Program. It is only required for federal government contracts or grants.
3.	Upload your W-9 when prompted.
4.	For “Requested User ID,” write in whatever you would like your user ID to be.
5.	The step about “Categorization” is optional. You can update your categories when you have access to the Supplier Portal by navigating to My Profile Information>My Categorizations. Categories may be used by departments when creating sourcing events to identify which Bidders/Suppliers are associated with the items they wish to purchase.
6.	When completed, submit the information.
7.	After submitting the form, you will receive emails indicating your Bidder ID number, your user name, and password to access the Supplier Portal.

## TOPIC 3: BECOME A SUPPLIER

### Procedure Steps

**Scenario:** You have already registered as a bidder. You can become a Supplier as long as you have completed the proper documentation and are approved by the Treasury and Tax Collector, Contract Monitoring Division, and the Supplier Management Team.

Step	Action
1.	Navigate to the Supplier Portal: <a href="https://sfsupplierportal.sfgov.org/">https://sfsupplierportal.sfgov.org/</a> . Click on: “Please click here to PeopleSoft logon page,” which brings you to this website: <a href="https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT">https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT</a>
2.	Sign up with the Treasurer/Tax Collector at one of these two links on the right side of the Supplier Portal website: <a href="#">New Business Registration</a> for first-time registrants. <a href="#">Business Registration Renewal</a> for businesses that have previously registered.

Supplier Portal  
How to Become a Supplier

Step	Action
3.	Prepare legal verification of employee count/firm structure, for example a W-3 Form, DE-1 Form, DE-9 Form or annual San Francisco Payroll Tax Statement. Save the form on your computer.
4.	In the Login section, click "Sign in" to sign into the Supplier Portal.
5.	Click on the "CCSF Certifications>12B Declaration" (Equal Benefits) and follow the instructions. Upload the legal verification of employee count/firm structure when prompted.
6.	After you complete the aforementioned Treasurer/Tax Collector and 12B Declaration steps, the Treasurer/Tax Collector and Contract Monitoring Division will contact you if they have questions or need further information. When everything has been approved by the Treasurer/Tax Collector, Contract Monitoring Division, and the Controller's Office Supplier Management Team, you will get a Supplier ID number. It may take days or weeks to receive a Supplier number.