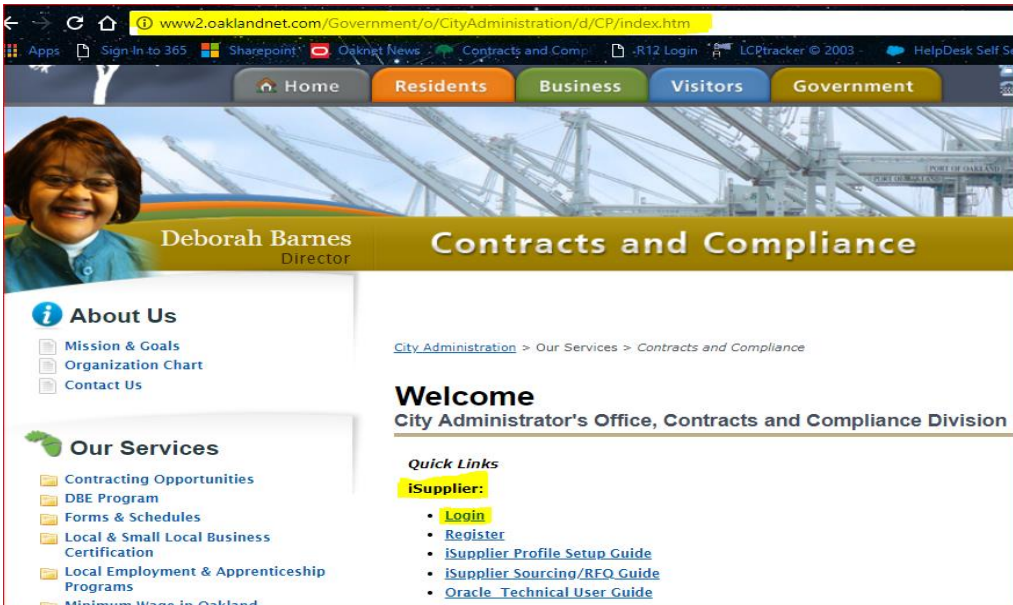


ASSESSMENT USER GUIDE FOR CERTIFICATION AND RE-CERTIFICATION

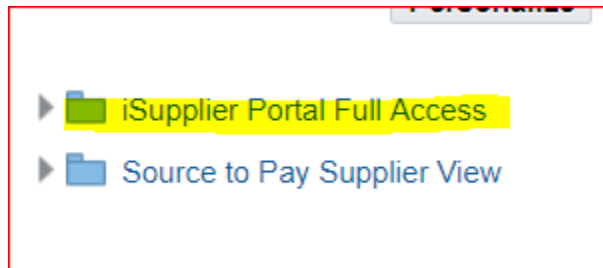
1. Go to City of Oakland website at www2.oaklandnet.com, click on Contracting Opportunities under the Jobs & Service Opportunities section on the left side menu.



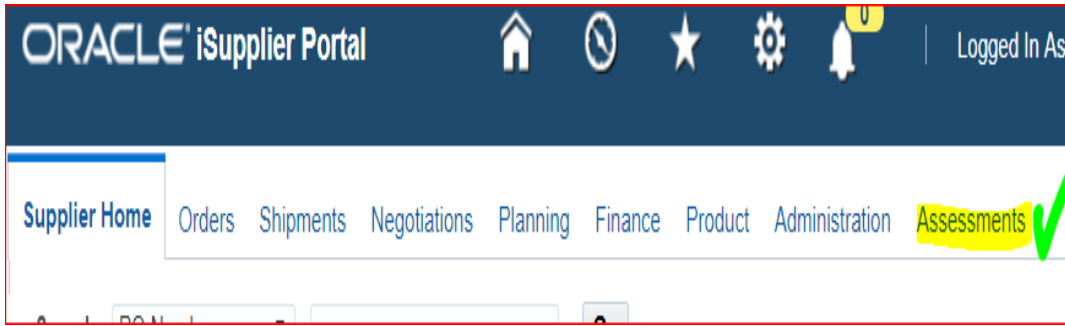
2. Click on the iSupplier Login and login into your iSupplier portal.



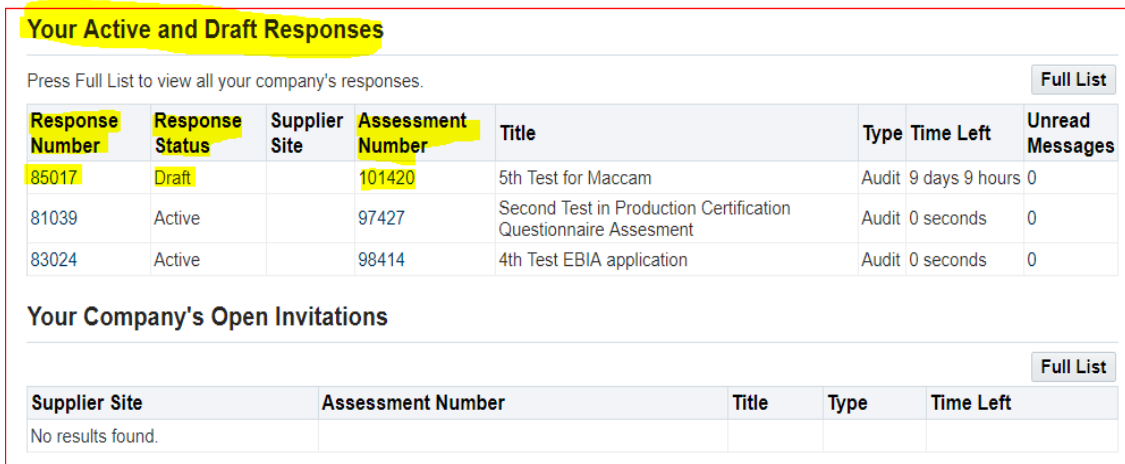
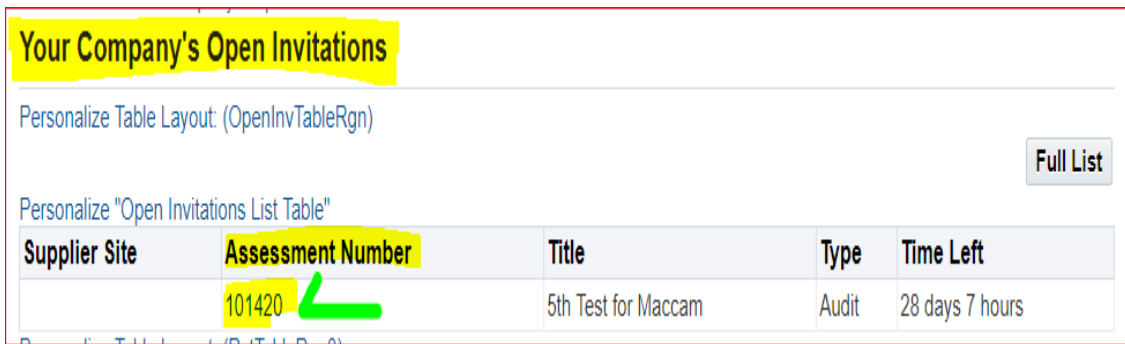
3. Click on the **"iSupplier Portal Full Access"**.



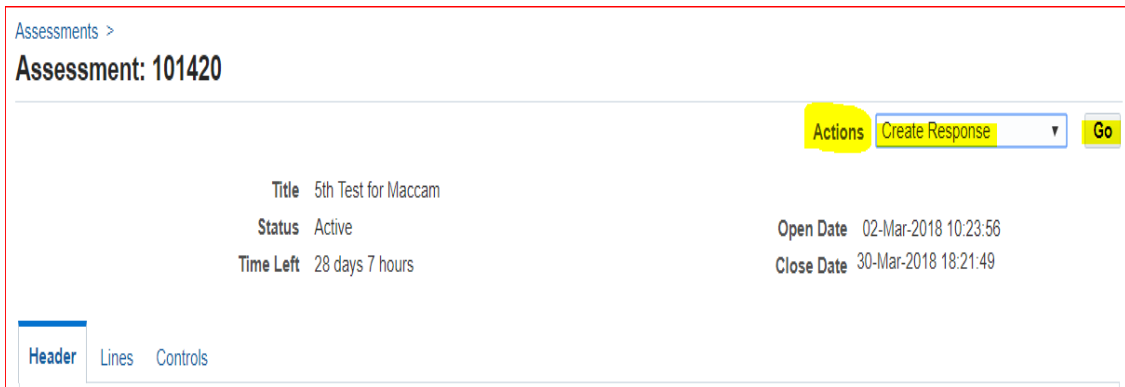
- Click on the **“Assessments”** tab menu on the top of the page.



- Scroll down to **“Your Company’s Open Invitations”** and click on the Assessment number or **“Your Active and Draft Responses”** and click on the **“Response Number”**.



- Go to **“Actions”** click on the drop down menu and select **“Create Response”** click **“Go”**.



7. Scroll Down to Questionnaire and answer all the required questions and click on the “Next 10” to continue to the next page. Use the “Add Attachment” button to upload your required documents.

Suppliers: Home > Assessment Search > Assessment: 104410 > Create Surrogate Response: Select Supplier and Contact

Create Response: 88011 (Assessment 104410)

Title TEST IN DEV2

Header

Supplier MACCAM
 Assessment Currency USD
 Response Currency USD
 Price Precision Any

Attachments

Add Attachment ✓

Title	Type	Description	Category	Last Updated By
No results found.				

Use Add Attachments to upload Requested Documents

Questionnaire

Expand All | Collapse All

Focus	Title	Target Value	Response
	Questionnaire		
	Certification		
	Are you certified with the Port of Oakland?	✓	▼
	Are you certified with the Alameda County?		▼
	Are you certified with the Alameda County Transportation Commission?		▼
	Not For Profit Business		
	Are you a Not For Profit business? If 'Yes' please upload your IRS letter of determination and Form 990. (To upload files, use the above 'Add Attachment' function)		▼

Questionnaire

Display Scoring criteria to Suppliers No

◀ Previous 1-10 of 22 Next 10 ▶

Show All Details | Hide All Details

8. Once you complete your assessment slick submit. The Certification Team will review the assessment and contact you for further instructions. Should you have any questions with the assessment please use the “Online Discussion” function in the “Actions” drop down menu or email us at certification@oaklandnet.com.