



(Every business must fully complete iSupplier registration before a Certification can be issued)

CERTIFICATION / RE-CERTIFICATION WITH THE CITY OF OAKLAND

All businesses (aka contractors, consultants and vendors are henceforth referred to as Suppliers) that wish to do business or apply for certification/re-certification with the City of Oakland, are **required to register with the City's iSupplier Portal**, at <http://www2.oaklandnet.com>.

Once you get to the iSupplier Portal, click on the Government Tab. Then scroll down to City Administrator's Units and click on the Contracts and Compliance link. This will take you to our main website. Look for the iSupplier logo. Click on the [Register](#) link. For help, see **INSTRUCTIONS for iSupplier Registration** on page 2 (below). If you have any questions, concerns, or issues, please contact us at:

City Administrator's Office, Contracts and Compliance Unit
250 Frank Ogawa Plaza, Suite 3341, Oakland, Ca. 94612
Tel: (510) 238-3970 - Fax: (510) 238-3363
isupplier@oaklandnet.com

INSTRUCTIONS for Certification/Re-certification with the City of Oakland:

After you register in iSupplier, an Oakland based firm can apply for Certification or Re-certification as a Very Small (VSLBE) / Small (SLBE) / Local (LBE), or Locally Produced Goods (LPG) Business Enterprise, through iSupplier. Log into iSupplier and go to the "Admin" tab. Click on the Business Classification section, and then click on the link certification@oaklandnet.com to request an **EBIA Certification Application**.

***Note: This is a new functionality in iSupplier and all applications and questionnaires are processed through the system and labeled as "Assessments."**

A Certification Officer will be in contact to send your firm an online application/assessment. In the meantime, scan copies of the following documents to be uploaded when you fill out your application/assessment:

- Copy of City of Oakland business tax license, certificate or permit.
- Copy of professional license, certificate or permit (if applicable for your company).
- [IRS W-9 Form](#)
- For Non-profit entity organization (copy of the IRS letter of determination).
- Copy of "Secretary of State" letter of incorporation if incorporated.
- A copy of three contracts or invoices for work performed through your Oakland business office.
- Copy of company's current lease or rental agreement for business address or proof of ownership (tax statement or deed) if owned.

All companies must scan and submit the first page of the last three years of tax returns (showing gross receipts), as indicated below:

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| • Sole Proprietor | Fed Tax Form 1040 and Schedule C |
| • Partnership | Fed Tax Form 1065 |
| • Corporation & Limited Liability Corp. | Fed Tax Form 1120 |
| • Limited Liability Partnership | Fed Tax Form 1065 |
| • Non-Profit | Fed Tax Form 990 |

INSTRUCTIONS for iSupplier Registration with the City of Oakland:

Benefits of iSupplier: (1) Suppliers will receive timely email notifications/invitations for upcoming contracting opportunities, i.e., Bids or/and Proposals, (2) Suppliers can expedite Contract Execution Process, (3) Suppliers can view their Purchase Orders, Invoices or Payments, etc., (4) Oakland-based Firms can apply for Certification/Re-certification as a VSLBE, SLBE, LBE and LPG.

Registration Process:

*Step one of iSupplier registration, follow Procedure A or B below:

Procedure A: Suppliers who had previous contracts with the City, but are not an approved user in iSupplier. The City already has information about your firm based upon your previous contract work for the City. Have the principal of your firm send an email to isupplier@oaklandnet.com and provide the email address you wish to use as your business primary point of contact. Provide the designated contact name, telephone number, and title (do not use a temporary email address). Once the provided email is added to the iSupplier account, you will receive an email confirmation with your iSupplier temporary password. That user will be able to log in and update your company profile.

Procedure B: Suppliers who never registered or had previous contracts with the City. Have your firm's principal register in iSupplier. Follow the instructions listed on the top of this page. Follow the "**Supplier Naming Standards**" then click the "**Register**" link. **Please use all CAPS when registering.** The City will review your application and respond within three working days with an email approving or rejecting your firm's registration application. Once approved continue with Step two.

Note: If you receive an "error" message stating that your company already exists in the system, it is very important that you **stop** and **follow Procedure A** (above).

*Step two of iSupplier registration. Complete the iSupplier profile:

Log into the iSupplier portal, click on the "**Admin**" tab section. In this section, you are **required** to complete/update your **Products and Services**.

NOTE: *To receive online RFQ and RFP notifications, your firm must be fully registered with iSupplier. In the "Product and Services" section, you must include your NAICS codes for us to notify your firm about upcoming opportunities. Enter your 6 digit NAICS Codes. To find your codes, go to the Census Bureau Website at <https://www.census.gov/eos/www/naics/>. Without these NAICS Codes, your company will not receive online notifications about upcoming opportunity invitations from the City.*

*****Email Communications with iSupplier*****

If you do not receive an email in response to **Procedure A** or **B** above, please check your spam/junk inbox. iSupplier emails are system generated and they may be mistaken for spam/junk mail. If your firm uses AOL as the internet service provider (ISP) you may need to contact AOL and explain that you're not receiving your emails from "**ebusinessr12@oaklandnet.com or City of Oakland**".

The email address you provided will be your iSupplier username. Once registration is approved, you will receive an email confirmation with your iSupplier temporary password. If you forget or need to reset your password, please go to the login page and click on the "Login Assistance" link and follow the process. If you continue to encounter problems with iSupplier registration, please email us at isupplier@oaklandnet.com.

Remember to use your company's full legal name whenever you communicate with C&C in writing, (e.g., Mark Jones, dba M. Jones; do not use just M. Jones, or any variation thereof. Use Mark Jones, dba M. Jones every time you write to C&C). Please be consistent with this.