



CITY OF STOCKTON VENDOR SELF SERVICE INVOICE GUIDE



Procurement Division (209) 937-8357

Email: stocktonvss@stocktonca.gov

www.stocktonca.gov/vendorportal

Welcome!

Thank you for taking the opportunity to register your firm as an official City of Stockton vendor! Included in this guide are step by step instructions to assist you in searching and submitting invoices using our online vendor portal, Vendor Self Service (VSS). As a registered vendor, you will enjoy the benefit of 24 hours a day, 7 days a week access to your existing vendor information including:

- 1099 Data
- Purchase Orders/Contracts
- Invoicing/Payment Information

Whether you are currently an active vendor with the City or a vendor registering for the first time, VSS will be your one stop shop for tracking business with the City.

Before getting started, save your invoices and other related documents as single attachments in one of the acceptable formats .doc, .docx, .pdf. to have a successful upload and invoice submission.

This guide is provided to assist vendors with submitting invoices and searching for invoice status with the City of Stockton Vendor Self Service Portal. It is highly recommended that this document be reviewed in its entirety before beginning the invoice process.

If you should have any questions or issues with the invoice process, please contact stocktonvss@stocktonca.gov or (209) 937-8357.

1. Login to Vendor Self Service and Select "Invoices"

CITY OF STOCKTON

Home

Vendor Self Service

Vendor Information

Bids

Invoices

Welcome to Vendor Self Service

Profile information

VENDOR CONTACT
Phone 9999999999
contactemail@email.com

Vendor information

VENDOR NAME
222 STREET ADDRESS
City, State Zip Code
primaryemail@email.com

Announcements

Welcome to the City of Stockton!

Vendor Self-Service (VSS) allows vendors to submit bids, register for an account and manage their vendor profile. It takes about 15 minutes to create a profile for the first time, please follow these steps:
[Gather Required /Recommended Documentation](#)

2. When viewing the Vendor AP Invoice Search web page you have two (2) options:
"Invoice Search" OR "Submit Invoices"

CITY OF STOCKTON

Home

Vendor Self Service

Vendor Information

Bids

Invoices

Vendor AP Invoice Search

[Submit invoices](#)

Invoice number (other search criteria will be ignored)

Date

Invoice date

or

Invoice date(s) from to

Amount

Invoice Amount

or

Amount(s) more than but less than

Status

Search **Clear**

3. Invoice Search has multiple criteria including invoice number, date, amount and status AFTER the original invoice is submitted. Enter criteria and select "Search."

CITY OF STOCKTON

Vendor AP Invoice Search

[Submit invoices](#)

Invoice number (other search criteria will be ignored)

Date

Invoice date

or

Invoice date(s) from to

Amount

Invoice Amount

or

Amount(s) more than but less than

Status

4. To upload original invoice click the "Submit Invoices" link.

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Vendor AP Invoice Search

[Submit invoices](#)

IMPORTANT NOTE: Vendor must have an existing Purchase Order or Contract to submit invoices.

5. On the **Vendor AP Invoice Submission** page enter “Invoice Number” and “Invoice Date” details.
6. Select “Continue.”

Vendor AP Invoice Submission

Enter Invoice Information Step 1

Ready to submit your invoice? Once you login to your vendor profile: 1. search and select the purchase order number to submit invoice against for goods/services; 2. upload the invoice as an attachment; and 3. select "submit" to initiate workflow for approval and payment. You may check the status of your payment by returning to your vendor profile and selecting the submitted invoice.

Invoice Number

Invoice Date

7. Select drop down arrow for either **Purchase Order Number** or **Contract Number** and select the appropriate Purchase Order or Contract.
8. Enter Description of what goods or services are included in the invoice.

Vendor AP Invoice Submission

Enter Purchase Order, Contract or Invoice Description Step 2

Ready to submit your invoice? Once you login to your vendor profile: 1. search and select the purchase order number to submit invoice against for goods/services; 2. upload the invoice as an attachment; and 3. select "submit" to initiate workflow for approval and payment. You may check the status of your payment by returning to your vendor profile and selecting the submitted invoice.

Purchase Order Number

Contract Number

Description

9. Select “Continue.”

10. Enter invoice amounts. If the gross amount is not taxable, **CHANGE** the **taxable amount** field to \$0.00.

The screenshot shows the 'Vendor AP Invoice Submission' page at Step 3, 'Enter Invoice Amounts'. The page has a blue header with the City of Stockton logo and a left sidebar with navigation links: Home, Vendor Self Service, Vendor Information, Bids, and Invoices. The main content area contains a form with the following fields: Gross Amount (\$0.00), Taxable Amount (\$0.00), Sales Tax Amount (\$0.00), Sales Tax Rate (9.000), and Net Amount (\$0.00). The 'Continue' button is circled in blue.

11. Select "Continue."

12. Select "Choose File" to access navigation to the attachment on your device.

The screenshot shows the 'Vendor AP Invoice Submission' page at Step 4, 'Attach Invoice'. The page has a blue header with the City of Stockton logo and a left sidebar with navigation links: Home, Vendor Self Service, Vendor Information, Bids, and Invoices. The main content area contains a 'Choose File' button and the text 'No file chosen'. The 'Continue' button is circled in blue.

13. Review to confirm attachment was uploaded successfully.

The screenshot shows the 'Vendor AP Invoice Submission' page at Step 5, 'Attach Invoice'. The page has a blue header with the City of Stockton logo and a left sidebar with navigation links: Home, Vendor Self Service, Vendor Information, Bids, and Invoices. The main content area shows the file 'Invoice_US002065065.pdf' with a 'Remove' link next to it. Below the file list is a 'Choose File' button and the text 'No file chosen'. The 'Continue' button is circled in blue.

14. Select "Continue."

15. Review the information and go back to edit any corrections prior to invoice submission.

CITY OF STOCKTON

Vendor AP Invoice Submission

Home
Vendor Self Service
Vendor Information
Bids
Invoices

Invoice Summary

Invoice Number
US002065065

Invoice Date
02/05/2021

Purchase Order Number

Contract Number
419000352

Invoice Description
Services for month of January

| | | |
|----------------|-----|-------------|
| Gross Amount | | \$24,800.00 |
| Taxable Amount | | \$24,800.00 |
| Sales Tax | 0 % | \$0.00 |
| Net Amount | | \$24,800.00 |

Attachments

Invoice_US002065065.pdf

[Continue](#) [Cancel](#)

16. Select "Continue" and the "Invoice Submission Confirmation" will be displayed.

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Invoice Submission Confirmation

Registration Confirmation

Your invoice has been submitted successfully and is awaiting processing.

VENDOR CONTACT
[Home](#)
[My Account](#)
[Log Out](#)

17. Use the icon in the top right corner to "log out" or select "Invoices" to start new submission.

END OF DOCUMENT.