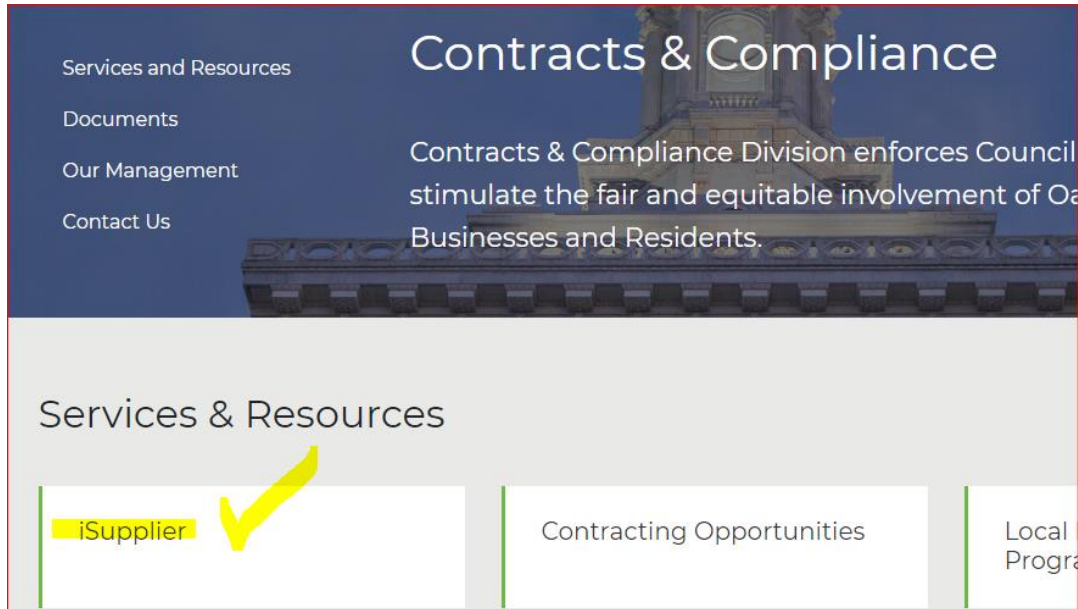
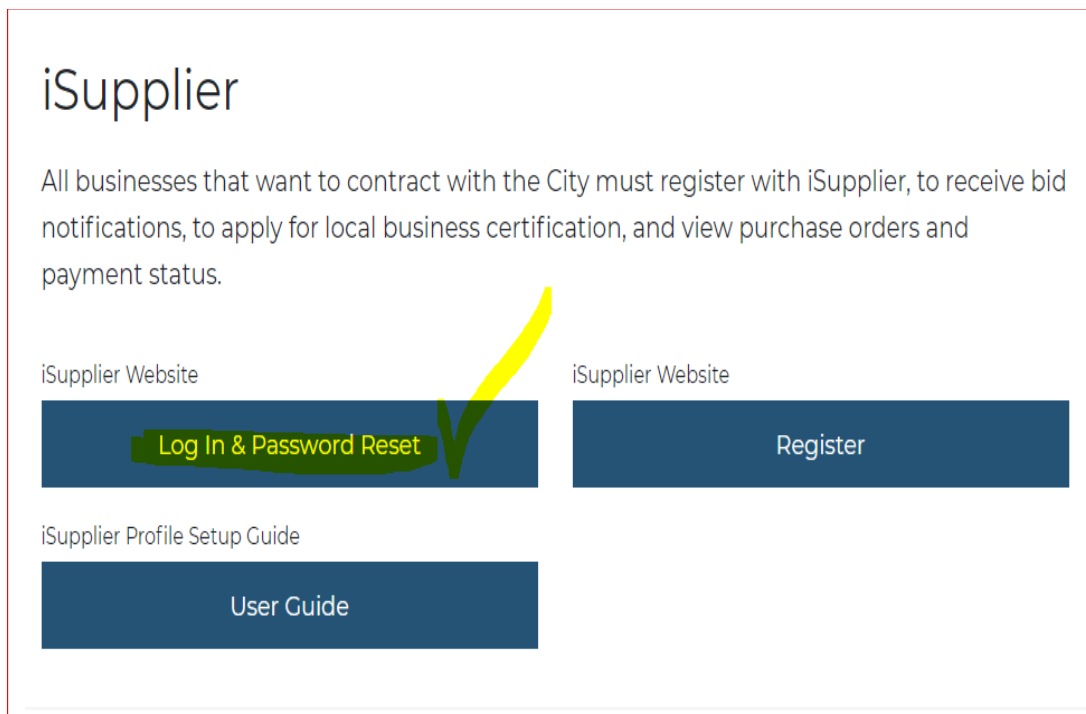


ASSESSMENT USER GUIDE FOR CERTIFICATION AND RE-CERTIFICATION

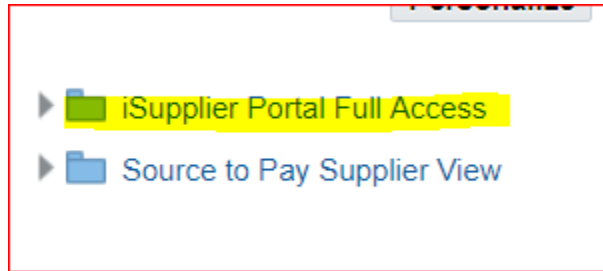
1. Go to City of Oakland website at <https://www.oaklandca.gov/departments/contracts-compliance>, click on iSupplier.



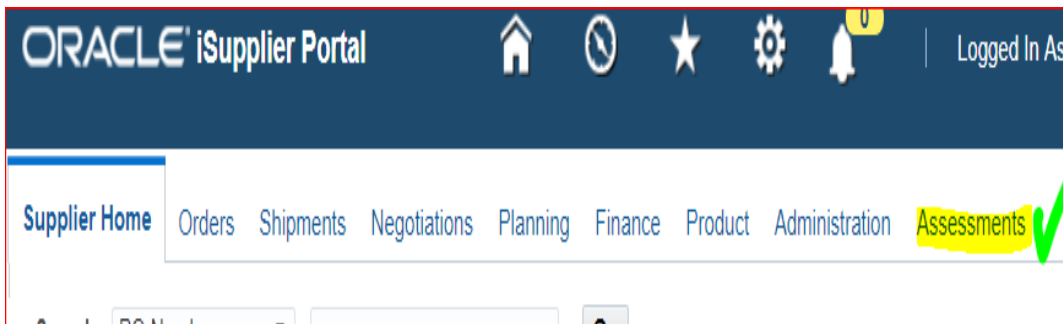
2. Click on the iSupplier Log In & Password Reset.



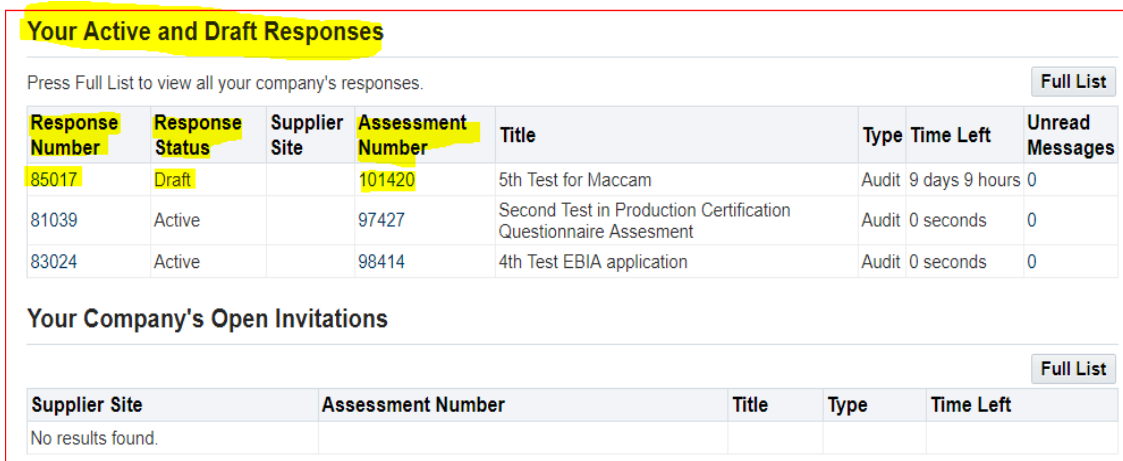
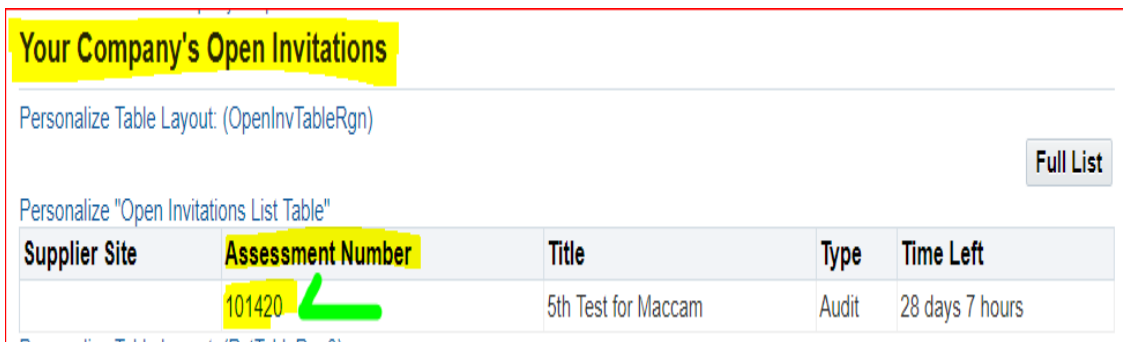
- Click on the **"iSupplier Portal Full Access"**.



- 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”**.

Assessments >
Assessment: 101420

Actions **Create Response** **Go**

Title 5th Test for Maccam
 Status Active
 Time Left 28 days 7 hours

Open Date 02-Mar-2018 10:23:56
 Close Date 30-Mar-2018 18:21:49

Header Lines Controls

- Use the **“Add Attachment”** button to upload your required documents. Scroll Down to Questionnaire, click on **“Expand All”** and answer all the required questions. Click on the **“Next 10”** to continue to the next page.

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)		▼

- Once you complete your assessment click continue and 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.