

ASSESSMENT USER GUIDE FOR CERTIFICATION AND RE-CERTIFICATION

1. Go to City of Oakland website at <https://www.oaklandca.gov/departments/workplace-employment-standards> and click on the iSupplier icon.

Workplace and Employment Standards

The Department enforces Council's policies that stimulate the fair and equitable involvement of Oakland Businesses, Workers, and Residents. (Formerly known as Contracts and Compliance Division)

City's Contracting Opportunities

Services
Resources
Topics
Documents
Projects
Leadership
Related Pages
Contact Us

Services

iSupplier

How to File a Complaint under Oakland's Minimum Wage Law

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

iSupplier

All businesses that want to contract with the City must register with iSupplier, to receive bid notifications, to apply for local business certification, and view purchase orders and payment status. Businesses are required to keep their contact email and address site current, to minimize delays and errors.

ISUPPLIER

NEW TO ISUPPLIER

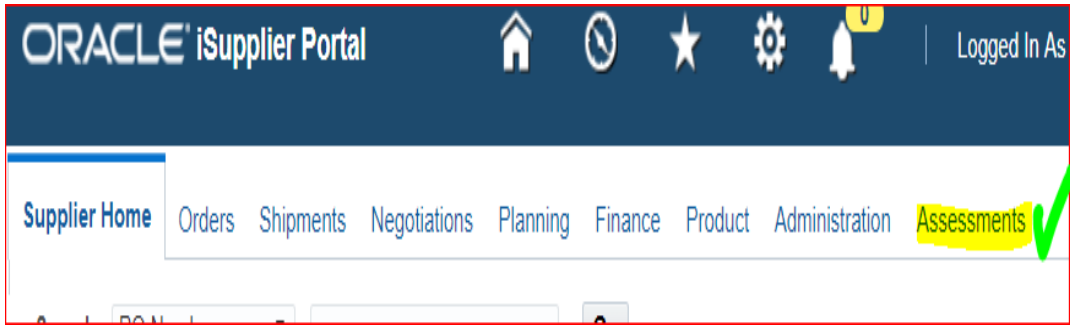
ISUPPLIER USER GUIDES

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

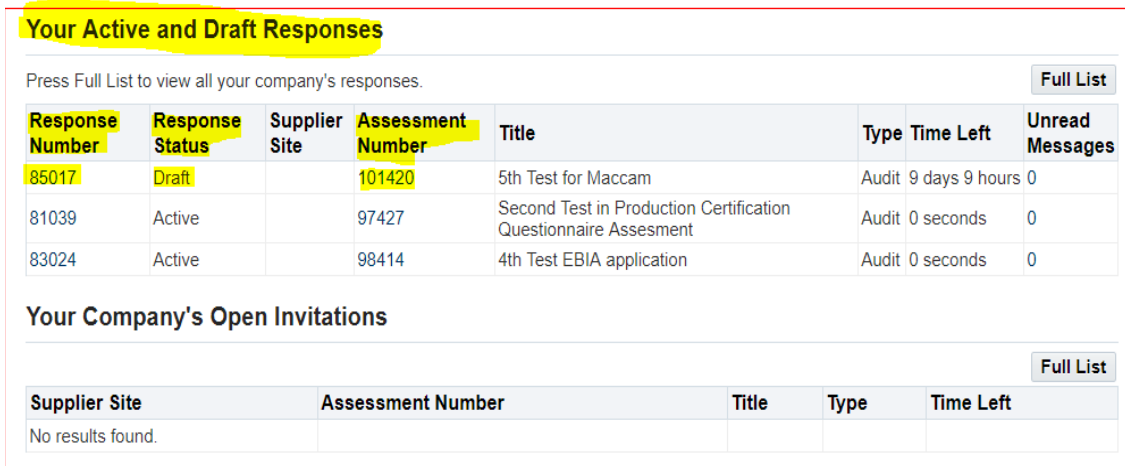
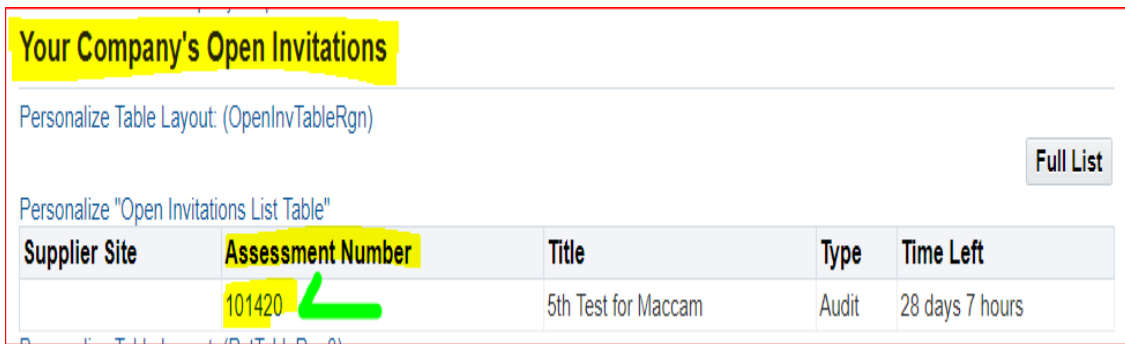
iSupplier Portal Full Access

Source to Pay Supplier View

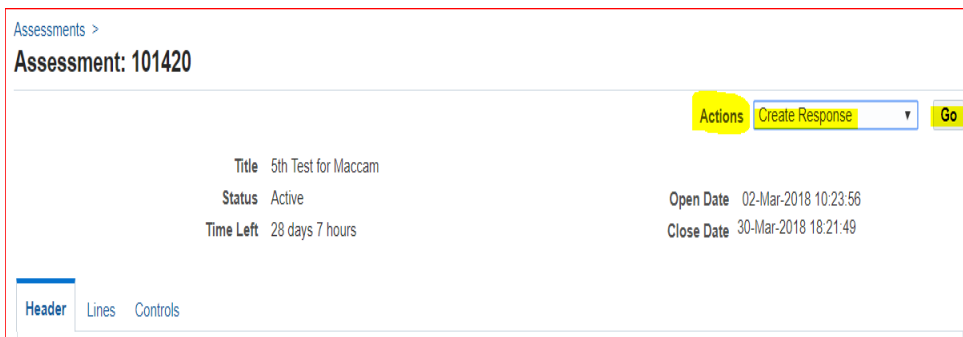
- Click on the **“Assessments”** tab menu on the top of the page.



- 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”**.



- 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.