## 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

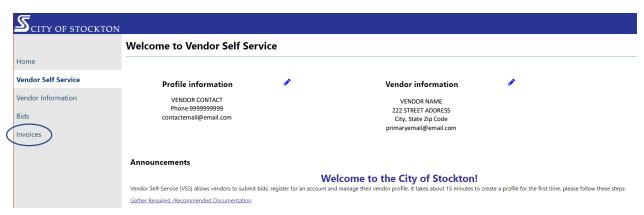
Whether you are currently an active vendor with the City or a vendor registering for the first time, VSS will be your one stop shop for tracking business with the City.

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.

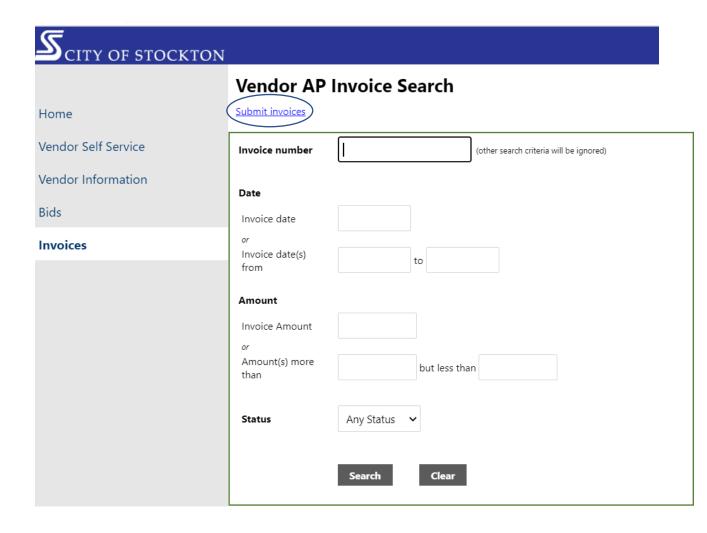
If you should have any questions or issues with the invoice process, please contact stocktonvss@stocktonca.gov or (209) 937-8357.

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

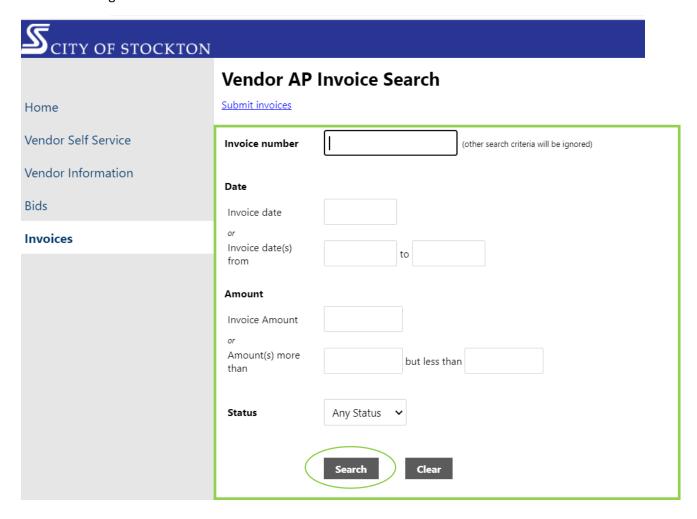


2. When viewing the Vendor AP Invoice Search web page you have two (2) options:

"Invoice Search" OR "Submit Invoices"



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

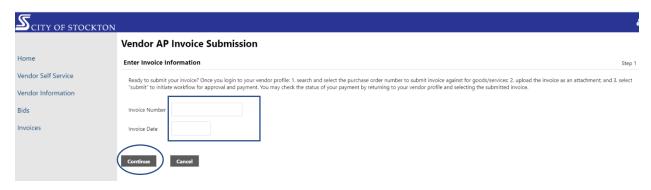


4. To upload original invoice click the "Submit Invoices" link.

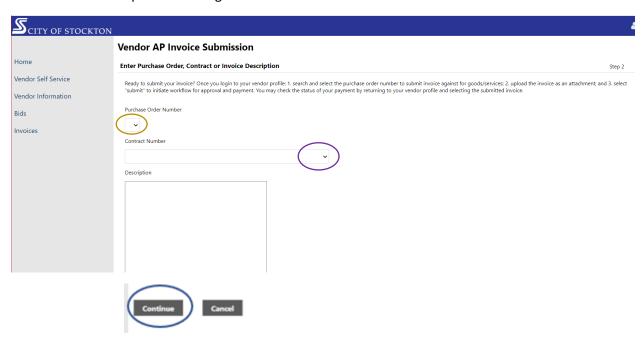


IMPORTANT NOTE: Vendor <u>must</u> have an existing Purchase Order or Contract to submit invoices.

- 5. On the Vendor AP Invoice Submission page enter "Invoice Number" and "Invoice Date" details.
- 6. Select "Continue."

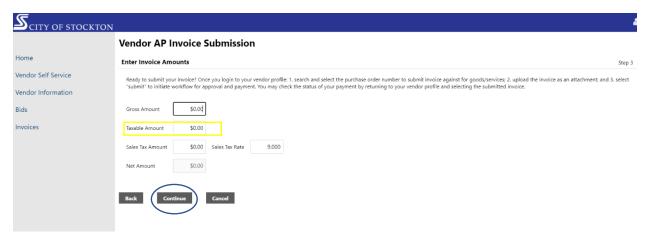


- 7. Select drop down arrow for either Purchase Order Number or Contract Number and select the appropriate Purchase Order or Contract.
- 8. Enter Description of what goods or services are included in the invoice.

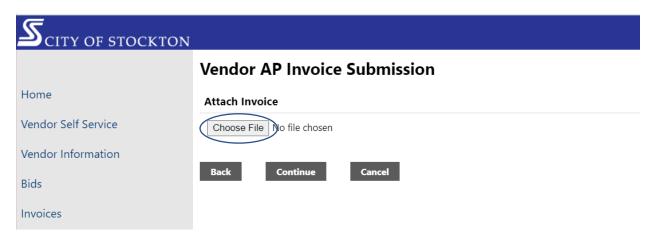


9. Select "Continue."

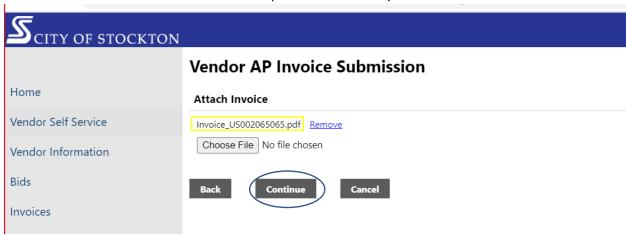
10. Enter invoice amounts. If the gross amount is not taxable, CHANGE the taxable amount field to \$0.00.



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

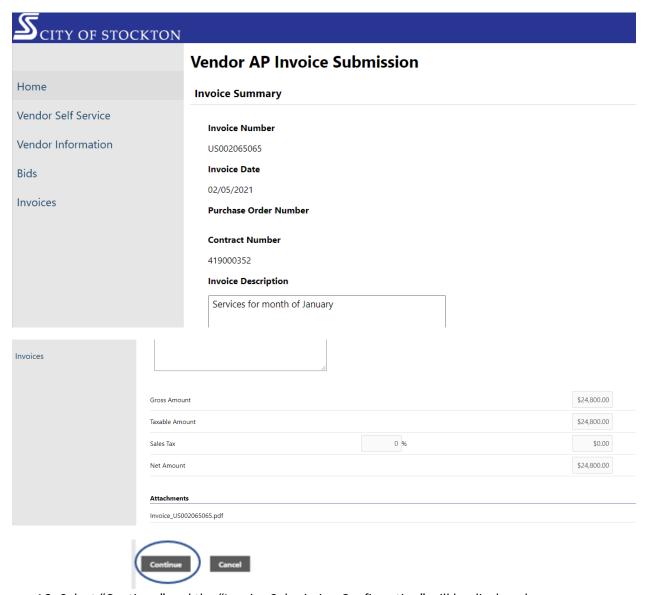


13. Review to confirm attachment was uploaded successfully.



14. Select "Continue."

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



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



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

END OF DOCUMENT.