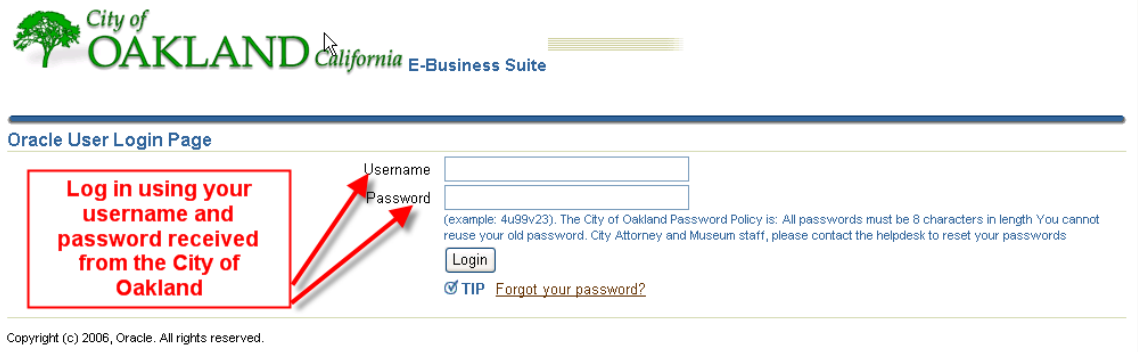


APPLYING FOR CERTIFICATION AS A SMALL/LOCAL BUSINESS WITH THE CITY OF OAKLAND

1. Before you begin your business must be registered in iSupplier. Refer to the iSupplier User Guide to get started.
2. Use your user name and password that you received from the City of Oakland. Log in.



City of OAKLAND California E-Business Suite

Oracle User Login Page

Log in using your username and password received from the City of Oakland

Username

Password

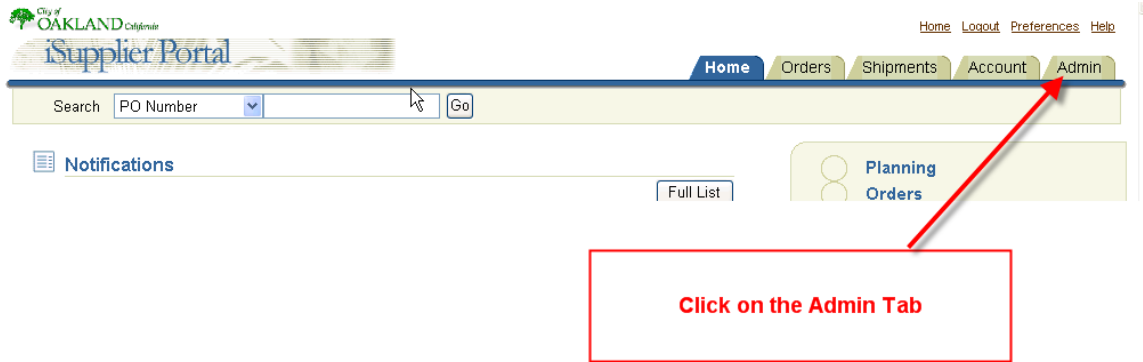
(example: 4u99v23). The City of Oakland Password Policy is: All passwords must be 8 characters in length You cannot reuse your old password. City Attorney and Museum staff, please contact the helpdesk to reset your passwords

Login

TIP [Forgot your password?](#)

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3. Once logged in click on the Admin Tab



City of OAKLAND California

iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Search PO Number Go

Notifications

Full List

Planning Orders

Click on the Admin Tab

- Click on the City of Oakland Forms link.

- At the City of Oakland Forms page click on City of Oakland/EBIA common application form.

East Bay Interagency Alliance (EBIA)

COMMON APPLICATION for LOCAL CERTIFICATION (iSupplier version)

Alameda County – Alameda County Transportation Improvement Authority – City of Oakland – Port of Oakland
The Common Application is a sharing of information between agencies and NOT a reciprocal certification.

Certifying Agency:

- Alameda County – Complete Supplemental A
- Alameda County Transportation Improvement Authority
- City of Oakland – Complete Supplemental C
- Port of Oakland – Complete Supplemental D
- All the above – Complete all Supplemental

1) **Company Profile:**

Supplier Business Name:	iSupplier Number:

- Complete the form and save on your desktop and name it “company name and year.” Close the file and go back to iSupplier.

City of OAKLAND California

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

Supplier Details

Supplier Name **Frank Test1**
 Supplier Number **95359**
 Taxpayer ID **888888881**
 Tax Registration Number
 DUNS Number

New to Supplier Profile Management?
 Using the profile management features, you can manage key information about your company.
[City of Oakland Forms ...](#) [Learn more about Oracle ...](#)

Attachments

Search
 Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
 Name
[Show More Search Options](#)

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Test Supplier Attachment	Short Text	Test Supplier Attachment	From Supplier	FHUANG@OAKLANDNET.COM	19-Jan-2009	One-Time		

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- The description name of the file should say "your company name EBIA Application". Click apply button to submit to the City of Oakland. Repeat the process for other file attachments i.e. scanned 3 consecutive years of tax returns, business tax license, etc. To send comments choose the text function. This function can be used for communication between your company and the City of Oakland.

City of OAKLAND California

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management
 Admin: Profile Management: Supplier Details >

Add Attachment

Attachment Summary Information
 * Indicates required field
 * Description
 Category **From Supplier**

Define Attachment
 Type File URL Text

 Name
 (Optional: provide a name to Text attachment)

Be sure to choose "file"

Name the Description of the attachment i.e. "your company name EBIA application"

Click on "Browse" to get the file from your desktop. Click on apply when done. To add more files click "Add Another" button

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