

City and County of San Francisco
Supplier Set-Up Process
As of 5/12/20

To get set up as a Supplier with the City and County of San Francisco, do the following:

1) REGISTER YOUR BUSINESS WITH THE TREASURER AND TAX COLLECTOR

Make sure your business is registered with the San Francisco Treasurer and Tax Collector (<https://sftreasurer.org/business/register-business>). All businesses and nonprofit organizations that do business in San Francisco must be registered with the Treasurer and Tax Collector and receive a Business Registration Certificate, which will include a seven-digit Business Account Number (BAN).

2) COMPLETE A W-9 FORM

Complete form W-9 form at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

On line 1, write your official business name as it is registered with the San Francisco Treasurer and Tax Collector. Line 2 should be your fictitious business name, if applicable. Make sure lines 1 and 2 are written on the W-9 exactly as they are recorded with the Treasurer and Tax Collector and the Office of the County Clerk, respectively. Any differences may delay your Supplier set-up.

Make sure to put either a Social Security Number or an Employer Identification Number, whichever is associated with the business, but not both. Print, sign and date the W-9, then photograph it or scan it to make it into a jpeg or PDF. Save it on your computer for uploading later.

3) REGISTER AS A “BIDDER”

Visit <https://sfcitypartner.sfgov.org/> and register as a Bidder by clicking “Sign Up.”

Following are some tips:

- Use an Internet browser that is not Internet Explorer.
- For the question, “What type of bidding activities you are interested in?” the correct response is “Selling Goods/Services” or “Both.”
- The DUNS number is only required for federal government contracts or grants.

- Upload your W-9 when prompted.
- For “Requested User ID,” write in whatever you would like your user ID to be.
- When completed, submit the information.
- After submitting the form, you will receive an email indicating your Bidder ID number.

YOU CAN STOP HERE WITH JUST A BIDDER ID, WHICH IS SUFFICIENT FOR BIDDING ON REQUESTS FOR PROPOSALS AND REQUESTS FOR QUALIFICATIONS.

4) CONNECT YOUR BIDDER ID AND YOUR BUSINESS ACCOUNT NUMBER (BAN)

Once you get a Bidder ID, do the following:

Go to <https://newbusiness.sfgov.org/vendor/banAndVendorNumber.aspx>.

Enter your seven-digit Business Account Number from your Business Registration Certificate.

Click “Validate.” Your business name should come up.

Click “Continue.”

Enter all the information, including the Bidder ID twice.

Click “Submit.”

The Controller’s Office will contact you after they have reviewed your information. It will likely take a few days.

FOR STEPS 2-4, IF YOU EXPERIENCE ANY PROBLEMS, GO TO THE SF CITY PARTNER WEBSITE AT <https://sfcitypartner.sfgov.org/> AND CLICK “CONNECT WITH SUPPORT” ON THE BOTTOM OF THE WEBPAGE.

5) DEMONSTRATE COMPLIANCE WITH THE EQUAL BENEFITS ORDINANCE

Demonstrate compliance with the City’s Equal Benefits Ordinance (“12B” in the Administrative Code): <https://sfgov.org/cmd/how-comply-equal-benefits-ordinance-0>.

For questions about Step 5, contact CMD.EqualBenefits@sfgov.org.