



# OFFICE OF THE CONTROLLER

## CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

# INSTRUCTIONS ON NAVIGATING THE PEOPLESOFT SUPPLIER PORTAL

## Viewing the Solicitation:

1. Click on the link to access the Supplier Portal:  
<https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>
2. Click on "See all of my events"

3. To view specific solicitation details and documents, click on Event ID hyperlink (e.g. **SFGOV-XX**).

## Additional Portal Support for Bidders & Suppliers

Open Labs are available every Monday, from 9:00 AM - 5:00 PM located at:  
City & County of San Francisco, Office of the Controller, Systems Division  
1155 Market St, 6th floor  
San Francisco, CA

Reference Material: [Supplier Handbook](#).