



OFFICE OF THE CONTROLLER

CITY AND COUNTY OF SAN FRANCISCO

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Controller

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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"

The screenshot displays the Supplier Portal interface. At the top, there is a navigation bar with the City and County of San Francisco logo. Below the navigation bar, the page is divided into several sections:

- Login:** Includes a 'Sign In' button and links for 'Reset Password / Identity Management' and 'Register as a Sourcing Bidder'.
- Welcome:** A central message area with a background image of the City Hall dome. It contains a welcome message and a 'See all of my events' link highlighted in a red box.
- Sourcing Events:** A table listing various events with columns for 'Event Name', 'Personalize', 'Find', and 'First', 'Last'. The events listed include:
 - DEM_RFP_Earthquake Data Management System
 - Fiber to Premises Network, LP Fiber & Wi-6 Svcs
 - HSA IT, Oracle Cloud Services
 - Muni Metro System King Substation Upgrade
 - OCA - T072121 Vehicle Washing and Detailing Svcs
 - OCA T077409 Lamps, Ballast & LED Luminaires
 - OCA-DPW- Trailer-Mounted Mobile Generator
 - OCA-DPW-1T DIESEL LOCKSMITH CARGO VAN
 - OCA-DPW-One Ten Cargo Van w/ Electricians PKG
 - OCA-DPW-SIX WHEEL MECHANICAL STREET SWEEPER
 - OCA-PUJ-Steale Bed Truck with Liftgate
 - OCA-REC-STANDON BLOWER
 - OCA-SFFD-Portable Gas Monitors and Accessories
 - OCA-Sheriff-One Ten Cargo Van
 - OCA_POL- Night Vision Binoculars
- Announcements:** A section for notices, including 'Notice of Intent' and 'Visit the links below for additional information'.
- FAQs:** A section for frequently asked questions, with a 'General Information' link.

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](#).