

Getting your BOT and Supplier ID

Why do I need to register as a supplier with the City?

Any individual or business receiving funds from the City, either through its grant programs or as a contractor, must register as a supplier to be added to our procurement system and receive payment. There is no cost to register as a supplier.

How do I register as a supplier for the City?

Please click the following link to self-register through the supplier portal: [Register as Supplier](#). Email questions to portalhelp@cityofsacramento.org.

What is a BOT and do I need one? How do I get one? What are the fees?

A BOT is a Business Operation Tax. This is a tax levied on all businesses that operate in the City of Sacramento and is paid annually. To learn more, apply or renew, [click here](#).

I live and work from the same place. How does that influence my BOT costs?

If you operate your business from your residence, you will need a home occupation permit in addition to the business operation tax. The home occupation permit is a one time fee. [Become familiar with the home occupation permit requirements and restrictions before you apply](#). Your [home occupation permit application](#) must be submitted along with your business operation tax application. For more information, [visit the City's Revenue site](#).

What insurance policies are required of grantees/contractors of the city?

In order to execute a grant or contract with the City, you must have a general liability insurance policy of at least \$1,000,000 and include proof of this policy before any contracts are signed. Depending on the type of contract, whether or not you represent an organization with employees and require Workman's Compensation insurance, or whether you will be using a motor vehicle in the implementation of your work, the amount and types of insurance requirements can vary. These requirements will always be specified in your contract and your compliance will be verified by the City's Risk Management Department.