

The Purchasing Department of the County of San Bernardino is pleased to announce that the Contract Transaction Charge (CTC) portal is available to County vendors. The portal includes a database that tracks charges owed by vendors based on the County's payments on applicable contracts and purchase orders.

A link to the CTC portal is located on the Purchasing website or follow this link: www.sbcounty.gov/purchasing/CTC.

Vendors must register using the portal to receive a login to view and print invoices for CTC owed. After logging in, be sure to look at fiscal year 2012 and 2013 to view all invoices. CTC payments are due within 30 days after the end of each quarter, and payments are now due since the ePro system launch in April 2012.

When making payments, please include the invoice with the check made payable to:

The County of San Bernardino
Purchasing Department
777 East Rialto Ave
San Bernardino, CA 92415 – 0750

For general information about CTC, please visit <http://www.sbcounty.gov/purchasing/eProcurement/eProGuide.aspx>

If you have questions about CTC, please email CTC@pur.sbcounty.gov or contact the Purchasing Department at (909) 387-2060.