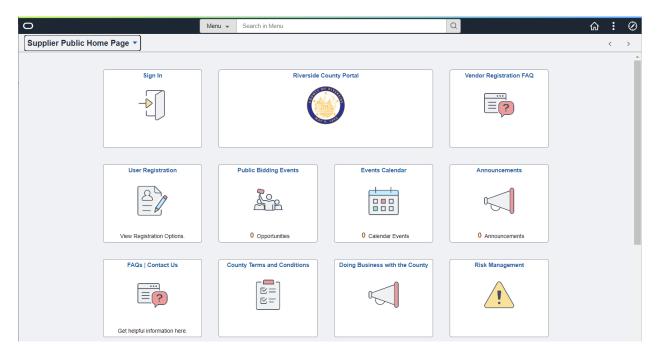
# Supplier Portal User Guide

User Registration

**Bidder Registration** 

Supplier User Registration

### **User Registration**



Supplier Portal Landing Page

0		Menu 👻 Se	earch in Menu			Q		ŵ	:	$\oslash$
Supplier Public Home P	Page ▼								<	>
	Sign In		Riverside	Coun	ity Portal		Vendor Registration FAQ			
	User Registration		Opportunities		Events Calendar		Announcements			
	FAQs   Contact Us	County	Terms and Conditions 또 = 또 =		Doing Business with the County		Risk Management			

### User Registration

Supplier Public Home	Page User Registration	ŵ	Q	:
Bidder Registratio	n			
123	Complete this form to become a New Bidder with Riverside County.			
4123 123 19	(Aore			
*	Register now			
Supplier User Reg	istration		_	
	Complete this form to become a New Supplier User with Riverside County.			
	More			
	Register now			

Bidder Registration – Online Registration for a Vendor that wants to do Business with the County and is not an existing supplier or Bidder.

Supplier User Registration – Online creation of a User ID and password for a representative of an existing Supplier in the system.

**Bidder Registration** 

	E	Bidder∖Supplier Regis	tration		×
					He
Welcome	Identifying Information	Addresses	Contacts	Submit	
	-		Exit	Previous Next	
Velcome - Step 1 of 8	0				
Welcome to the County of	of Riverside's E-Supplier Portal! Before re	egistering please reference the	e Registration Instructions link for a	iditional questions or details.	
After completing this regi	stration and the subsequnt approval is c	ompleted, you will be granted	a User ID and password. Please n	ote that before you can log in to the	
Supplier portal, you will b	e prompted with a Multi-Factor Authention to the prompted with a Multi-Factor Authention to the promoted with a count secure.				
	plier, you will be asked to provide a phon to receive your MFA code and click Sav				
Please ensure that they	are updated.	e. The mobile phone number	and email address are required for	as in your contact mormation.	
Select an activity below	w: 👔				
Start a new registrat	ion form				
What type of entity d	lo you represent?				
Business					
○ Individual					
What type of bidding	g activities you are interested in?				
O Buying goods					
<ul> <li>Selling goods</li> <li>Both</li> </ul>	s/Services				
O Dour					
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Select Activity

Next

		Bio	der\Supplier	Registration			
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						]	
Welcome	Identifying Information	Addresses	Co	ontacts	Subr	mit	
			Exit	Save for Later	< Previous	Next 🕨	
lentifying Informati	on - Step 2 of 5						
x Identification Number- 9 dig	it number provided by the IRS. Can be your	SSN. Please reference the Regi	stration Instructions lin	nk for additional quest	tions or details		
Inique ID & Company I	Profile (?)						
* Tax	Identification Number 987654321						
	* Entity Name Test Supplier A				Add Attachme	nt	
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Profile Questions (2)							
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License Number.					11		
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Comments (2)							
						1 C	

## Identifying Information

Required Fields:

Tax ID Number –	This field is validated. If the Tax ID already exists in the system, they entry will be stopped on Next.
Entity Name	Company Name
Add Attachment	Select this link to add an attachment to the Bidder Registration
Profile Question	California Secretary of State License Number
SIC Code Type -	UNSPSC Codes

Add Category Codes for Goods or services provided by your company

Bidder can designate the Goods and Services they supply by selecting the associated UNSPSC Codes. The selection of Codes will assist in the selection of a Bid List for Solicitation opportunities for a Bidder.

All Other Values are optional on this page.

Next

		Bidder\Supplier Regis	tration		×
					Hel
Welcome	Identifying Information	Addresses	Contacts	Submit	
			Exit Save for Later	Previous Next >	
Addresses - Step 3 of 5					
Enter business address to which ma	ailed correspondence, including p	ayments, will be mailed. Please reference	Registration Instructions link for more deta	ils.	
Primary Address 👔					
* Country USA	Q United States				
Address 1 123 Ma	in Street				
Address 2					
Address 3					
City Riversio	de				
County	Po	55555	]		
State CA	Q				
Email ID					
Other Addresses 👔					
Check boxes below to indicate	e addresses that are different	from your Primary Address above:			
Bill To Address Address for remitting payme	ent				
Address for shipping goods/	'service				
Address from which you serve	d invoice				
			Exit Save for Later	Previous     Next	•

#### Addresses

Address Information is a Required

If the Bill To, Ship To, or Invoice Address is different, selection is available.

Next

Hete Welcome Identifying Information Addresses Contacts Submit Exit Save for Later Previous Next Contacts - Step 4 of 5 In addition to creating a Contact you will be creating a User ID and password to access the eSupplier Portal for the user. Please include the following values to the beginning of your ID: SUP For example - SUP_BILL_SWITH_XY2_CO Company Contacts @ You have not added any contact information to your application. Choose "Add Contact" to add new contact information. Add Contact * Required field		Bid	der\Supplier Registr	ation		×
Exit Save for Later   Previous Next > Contacts - Step 4 of 5 In addition to creating a Contact you will be creating a User ID and password to access the eSupplier Portal for the user. Please include the following values to the beginning of your ID: SUP_ For example - SUP_BILL_SMITH_XYZ_CO Company Contacts @ You have not added any contact information to your application. Choose "Add Contact" to add new contact information. Add Contact Exit Save for Later   Previous Next >						Help
Exit Save for Later   Previous Next > Contacts - Step 4 of 5 In addition to creating a Contact you will be creating a User ID and password to access the eSupplier Portal for the user. Please include the following values to the beginning of your ID: SUP_ For example - SUP_BILL_SMITH_XYZ_CO Company Contacts @ You have not added any contact information to your application. Choose "Add Contact" to add new contact information. Add Contact Exit Save for Later   Previous Next >						
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SUP_ For example - SUP_BILL_SMITH_XYZ_CO Company Contacts @ You have not added any contact information to your application. Choose "Add Contact" to add new contact information. Add Contact Exit Save for Later   Previous Next >	In addition to creating a Contact	you will be creating a User ID and password to	access the eSupplier Portal for	the user.		
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Company Contacts @ You have not added any contact information to your application. Choose "Add Contact" to add new contact information. Add Contact Exit Save for Later   Previous Next >						
You have not added any contact information to your application. Choose "Add Contact" to add new contact information.          Add Contact         Exit       Save for Later	For example - SUP_BILL_SMITI	H_XYZ_CO				
Add Contact       Exit     Save for Later     Vext	Company Contacts (?					
Exit Save for Later   Previous Next >	You have not added any o	contact information to your application. Ch	oose "Add Contact" to add n	ew contact information.		
	Add Contact					
	* Doguized field			Exit Save for Later	Previous     Next	•
	Required field					

## Contacts

## Add Contact

A minimum of one contact is required.

		<b>Bidder\Supplier Registration</b>	
		Add Contacts	×
			Help
Id	Contact Information	3	
	Description		
6	* First Name		Primary Contact
4.40	* Last Name		
t yo:	Title		
lues	* Email ID		
	* Telephone		Ext
гн <u>.</u> 2)	Fax Number		
cor	Contact Type	~	
COI	User Profile Information	on ②	
	* Requested User ID		
	Password		
	Confirm Password		
	Description		
	Language Code	English 🗸	
	Time Zone	~	
	Currency Code	US Dollar 🗸	
L	ОК Са	ncel	

Complete the Contact Information

	Add Contacts	×
Contact Information		Hel
Contact Information	8	
Description		
* First Name	Jane	Primary Contact
* Last Name	Smith	
Title		
* Email ID	Test@email.com	
* Telephone	6155555555	Ext
Fax Number		
Contact Type	~ ·	
User Profile Informat	ion 👔	
* Requested User ID	SUP_JANE_SMITH_TESTCo	
Password	•••••	
Confirm Password	•••••	
Description	Jane Smith - Test Supplier Co.	
Language Code	English V	
Time Zone	~	
Currency Code	US Dollar 🗸	
ОК С	ancel	

**Contact Information** 

First Name

Last Name

Email

Phone

Requested User ID – This will be the User ID to log in for access to the eSupplier Portal

Password

Description

ОК

	Did	der\Supplier Registration		
_	_	_		_
Welcome	Identifying Information	Addresses	Contacts	Submit
ntacts - Step 4 of	f 5		Exit Save for Later	Previous Next >
Idition to creating a Conta	act you will be creating a User ID and password to	access the eSupplier Portal for the use	r.	
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example - SUP_BILL_SM				
ompany Contacts (	2			
Primary	Name	Phone	Designate Addres	s
<ul> <li>Image: A second s</li></ul>	Jane Smith	615/612-8384	Primary Addres	s 🗸 1
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Welcome Identifying Information Addresses Contacts Submit    Exit Save for Later Previous Next  Exit Previous Previous Next  Exit Previous Previous Next  Exit Previous Previous Next  Exit Previous Pre
Exit Save for Later Previous Next   Please review all information to ensure accuracy. Your E-Supplier information will be processed in the order received as part of a workflow process. Select the "Review" button to review the registration information. Slick the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement . Email communication regarding this registration will be sent to: gross@cherryroad.com Terms and Conditions ② Make sure you read terms of agreement fully before submitting your registration. Select to accept the Terms of Agreement below. Terms of Agreement Review Submit
Exit       Save for Later               Previous        Next          Submit - Step 5 of 5
Submit - Step 5 of 5         Please review all information to ensure accuracy. Your E-Supplier information will be processed in the order received as part of a workflow process.         Select the "Review" button to review the registration information.         Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .         Email communication regarding this registration will be sent to:         Igross@cherryroad.com         Terms and Conditions @         Make sure you read terms of agreement fully before submitting your registration.         Select to accept the Terms of Agreement below.         Terms of Agreement         Review       Submit
Please review all information to ensure accuracy. Your E-Supplier information will be processed in the order received as part of a workflow process.         Select the "Review" button to review the registration information.         Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .         Email communication regarding this registration will be sent to:         Igross@cherryroad.com         Terms and Conditions ②         Make sure you read terms of agreement fully before submitting your registration.         Select to accept the Terms of Agreement below.         Terms of Agreement         Review       Submit
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Terms of Agreement           Review         Submit
Review Submit
Exit Save for Later   Previous Next
ubmit Tab
eview the Registration
ew the Terms and Conditions

Submit

Bidder\Supplier Registration

## **Registration Submit Details**

### Submitted



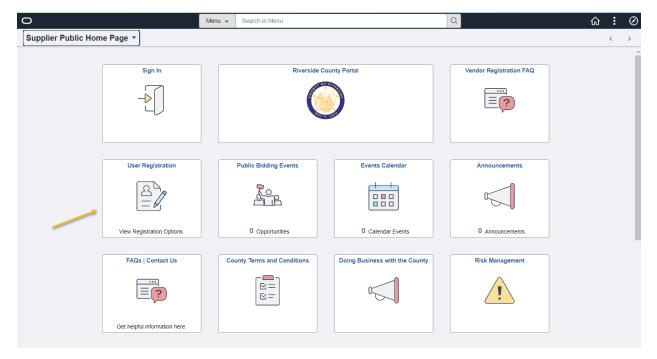
You have successfully submitted your registration.

Your registration ID: 000000008

Successfully Submitted Registration

An email notification will be sent to the email address entered with the registration information.

### **Supplier User Registration**



User Registration



### **User Registration**

### User Registration Test Data

TIN – 555555555

Supplier ID – 0000257331

	Supplier User Registra	ation		
egister New User Acco	ounts			
lease note that before you can lo indow. MFA is an authentication	g in to the Supplier portal, you will be promp method that requires the user to provide ad	ted with a ditional ve	a Multi-Factor Aut erification factors	hentication (MFA) pop-up to keep your account secure
you're a Bidder or Supplier, you v uthenticate you using MFA. Plea: umber and email address are req	will be asked to provide a phone number to se ensure that one option is chosen to recei- uired fields in your contact information. Plea	receive a ve your N ase ensu	text message or MFA code and clic re that they are u	email address to k Save. The mobile phone pdated.
this registration, you will be crea	ting a User ID and password to access the e	eSupplier	r Portal.	
lease include the following values UP_	s to the beginning of your ID:			
or example - SUP_BILL_SMITH_	XYZ_CO			
lease review all information to en orkflow process.	sure accuracy. Your E-Supplier information v	will be pro	ocessed in the or	der received as part of a
Supplier List				
*Supplier ID	Tax Identification Number			
			î	
Add				
7100				
, 100				
ser Account Information ⑦				
ser Account Information ()				
ser Account Information ⑦ * Requested User ID *Password				
ser Account Information ⑦ * Requested User ID				
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## Supplier Registration

	Supplier User Regist	ration			н
Register New User Acco	unts				
	in to the Output line and the Output line in the				
window. MFA is an authentication r	in to the Supplier portal, you will be prom method that requires the user to provide a	dditional v	erification factors	to keep your accou	nt secure.
If you're a Bidder or Supplier, you w authenticate you using MFA. Pleas number and email address are requ	vill be asked to provide a phone number to se ensure that one option is chosen to rece uired fields in your contact information. Pla	receive a eive your N ease ensu	text message or MFA code and clic re that they are up	email address to k Save. The mobile pdated.	e phone
In this registration, you will be creat	ting a User ID and password to access the	eSupplier	r Portal.		
Please include the following values SUP_	to the beginning of your ID:				
For example - SUP_BILL_SMITH_	xyz_co				
Please review all information to ens workflow process.	sure accuracy. Your E-Supplier information	will be pr	ocessed in the ord	der received as part	tofa
Supplier List					
*Supplier ID	Tax Identification Number				
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Add					
	SUP_SUE_JAMES				
User Account Information ③	SUP_SUE_JAMES				
User Account Information ⑦ * Requested User ID *Password * Confirm					
User Account Information ③ * Requested User ID *Password					
User Account Information ⑦ * Requested User ID *Password * Confirm					
User Account Information (*) * Requested User ID *Password * Confirm Password	Sue James - Supplier email@email.com				
User Account Information (*) * Requested User ID *Password Password Description	Sue James - Supplier				
User Account Information (*) * Requested User ID *Password Password Description * Email ID	Sue James - Supplier email@email.com English	۹			
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Supplier ID – Suppler ID must exist in the system

TIN Number – TIN Number must match the associated TIN Number to the Supplier

Requester	User	ID
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Password

Confirm Password

E-Mail

Terms and Conditions

Select Accept

Submit