

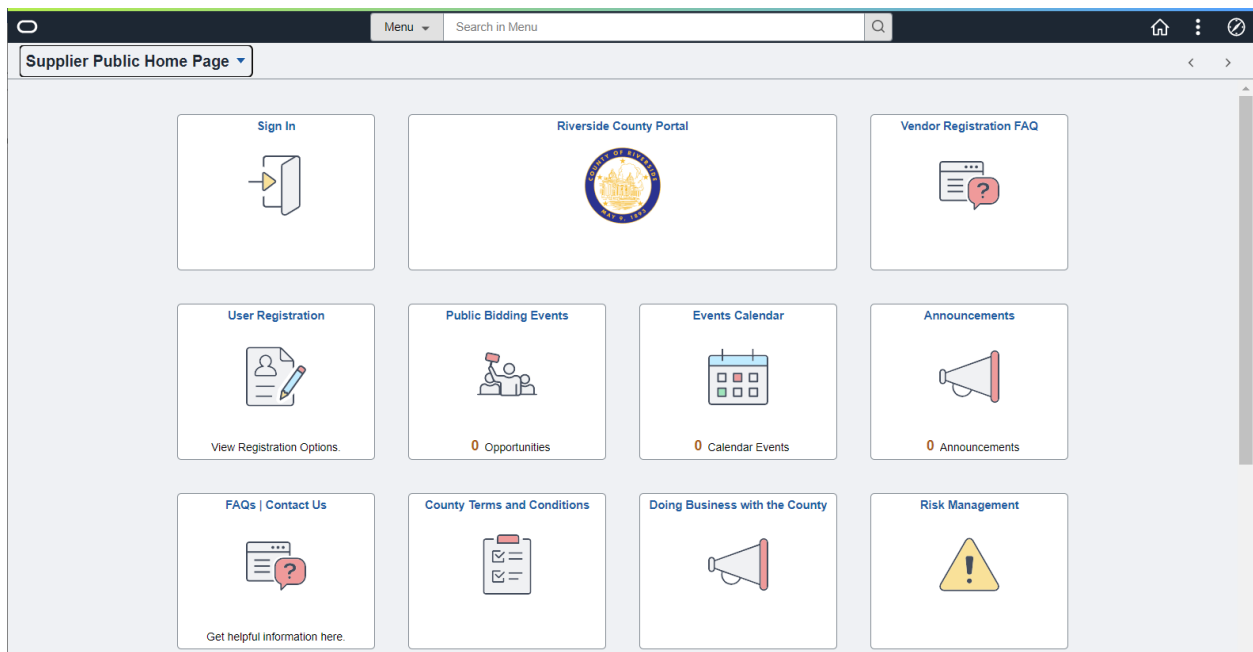
Supplier Portal User Guide

User Registration

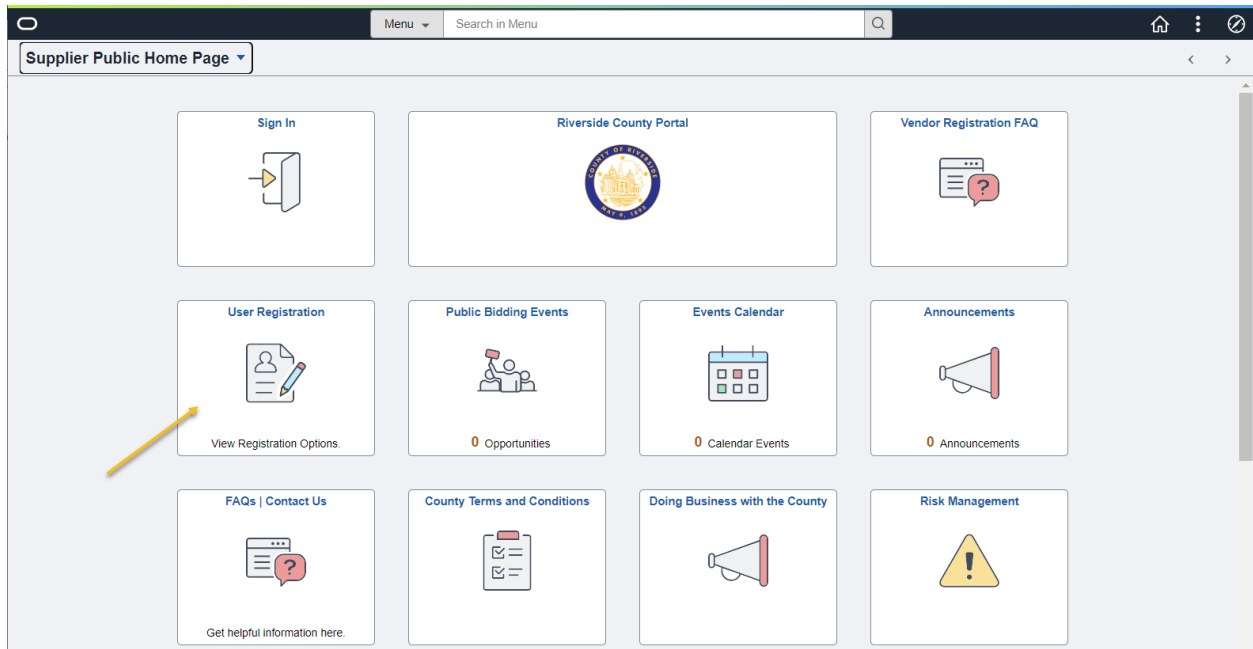
Bidder Registration

Supplier User Registration

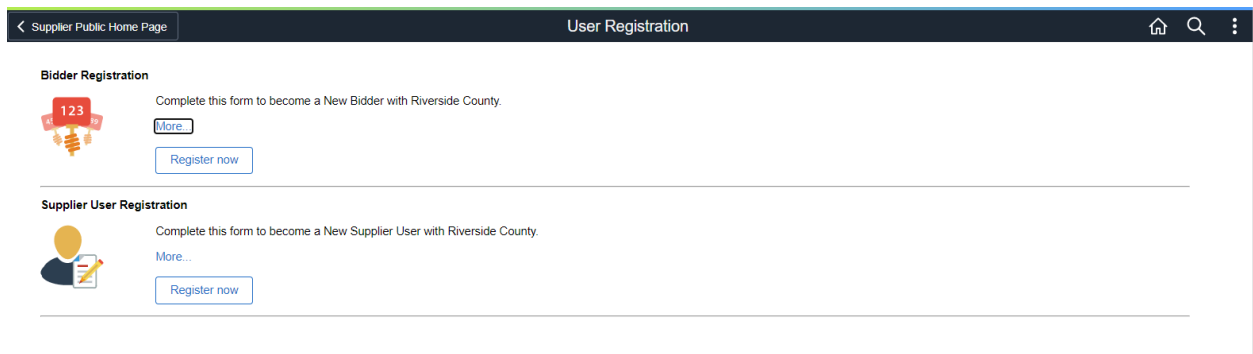
User Registration



Supplier Portal Landing Page



User Registration



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

BidderSupplier Registration

×

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Welcome - Step 1 of 5

Welcome to the County of Riverside's E-Supplier Portal! Before registering please reference the Registration Instructions link for additional questions or details.

After completing this registration and the subsequent approval is completed, you will be granted a User ID and password. Please note that before you can log in to the Supplier portal, you will be prompted with a Multi-Factor Authentication (MFA) pop-up window. MFA is an authentication method that requires the user to provide additional verification factors to keep your account secure.

If you're a Bidder or Supplier, you will be asked to provide a phone number to receive a text message or email address to authenticate you using MFA. Please ensure that one option is chosen to receive your MFA code and click Save. The mobile phone number and email address are required fields in your contact information. Please ensure that they are updated.

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☒ Business

☐ Individual

What type of bidding activities you are interested in?

☐ Buying goods/Services

☐ Selling goods/Services

☒ Both

☐ Continue from where you left

Exit

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* Required field

Select Activity

Next

X
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Bidder\Supplier Registration

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Identifying Information - Step 2 of 5

Tax Identification Number- 9 digit number provided by the IRS. Can be your SSN. Please reference the Registration Instructions link for additional questions or details

Unique ID & Company Profile ?

* Tax Identification Number

* Entity Name Add Attachment

http://URL Open URL

Profile Questions ?

Please list your California Secretary of State License Number.

Standard Industry Codes ?

SIC Code Type	Standard Industry Code	Description
UNSPSC Codes	<input type="text"/>	

Add SIC Code 🗑

Additional Reporting Elements ?

Type of Contractor

SDB Program

Other Preference Programs

Ethnicity

Please check all that apply:

☐ Emerging Small Business

☐ Women-Owned Business

☐ Veteran

☐ Disabled

HUBZone Program

Size of Small Business

Veteran-Owned Small Business

Comments ?

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.

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Bidder\Supplier Registration

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Addresses - Step 3 of 5

Enter business address to which mailed correspondence, including payments, will be mailed. Please reference Registration Instructions link for more details.

Primary Address

* CountryUSAUnited States

Address 1123 Main Street

Address 2

Address 3

CityRiverside

CountyPostal55555

StateCA

Email ID

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Bill To Address

Address for remitting payment

☐ Ship To Customer

Address for shipping goods/service

☐ Invoice Address

Address from which you send invoice

ExitSave for LaterPreviousNext

Addresses

Address Information is a Required

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

Next

WelcomeIdentifying InformationAddresses**Contacts**Submit

ExitSave for LaterPreviousNext

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

ExitSave for LaterPreviousNext

* Required field

Contacts

Add Contact

A minimum of one contact is required.

Bidder\Supplier Registration

Add Contacts

Help

Contact Information ?

Description

* First Name ☐ Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID

Password

Confirm Password

Description

Language Code

Time Zone

Currency Code

OK Cancel

Complete the Contact Information

Add Contacts

×

Help

Contact Information ?

Description

* First Name

Jane

* Last Name

Smith

Title

* Email ID

Test@email.com

* Telephone

6155555555

Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID

SUP_JANE_SMITH_TESTCo

Password

Confirm Password

Description

Jane Smith - Test Supplier Co.

Language Code

English

Time Zone

Currency Code

US Dollar

OK

Cancel

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

OK

Bidder\Supplier Registration

X

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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

Primary	Name	Phone	Designate Address	
<input checked="" type="radio"/>	Jane Smith	615/612-8384	Primary Address	

Add Contact

Exit

Save for Later

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* Required field

Bidder\Supplier Registration

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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:

jgross@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](#)

ReviewSubmit

ExitSave for LaterPreviousNext

Submit Tab

Review the Registration

View the Terms and Conditions

Submit

Bidder\Supplier Registration

Registration Submit Details

Submitted

✓

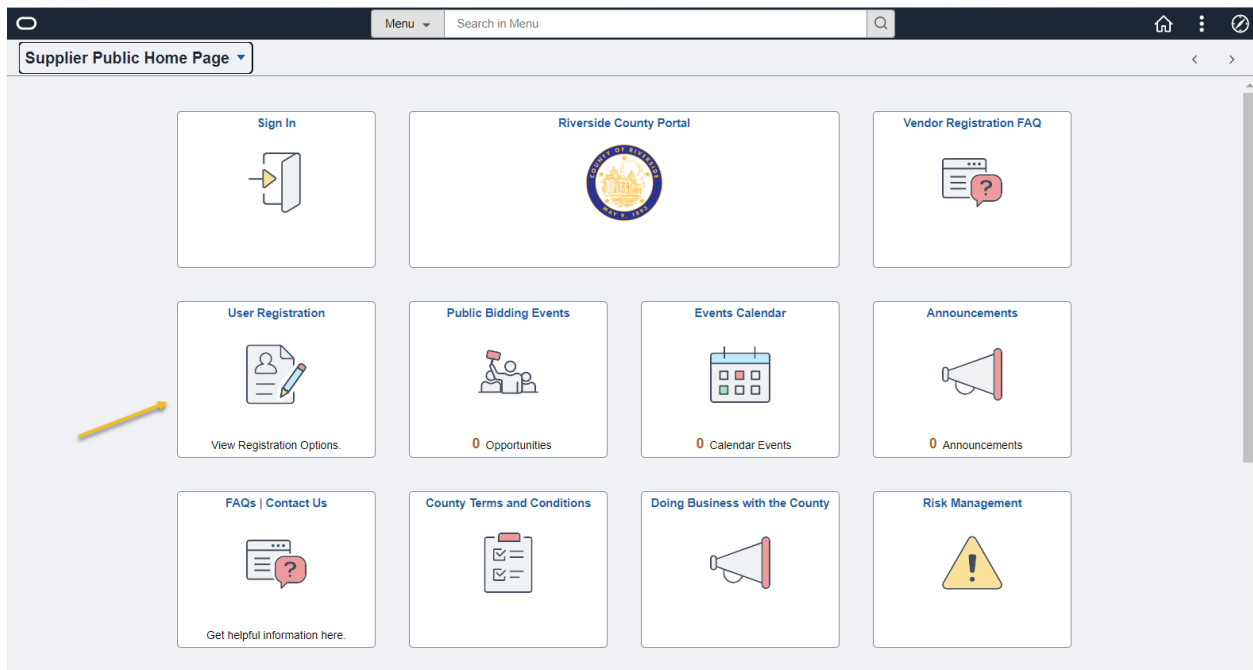
You have successfully submitted your registration.

Your registration ID:
0000000008

Successfully Submitted Registration

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



Supplier User Registration




User Registration

[← Supplier Public Home Page](#)

User Registration



Bidder Registration



Complete this form to become a New Bidder with Riverside County.

[More...](#)

[Register now](#)

Supplier User Registration



Complete this form to become a New Supplier User with Riverside County.

[More...](#)

[Register now](#)

User Registration

User Registration Test Data

TIN – 555555555

Supplier ID – 0000257331

Supplier User Registration

Help

Register New User Accounts

Please note that before you can log in to the Supplier portal, you will be prompted with a Multi-Factor Authentication (MFA) pop-up window. MFA is an authentication method that requires the user to provide additional verification factors to keep your account secure.

If you're a Bidder or Supplier, you will be asked to provide a phone number to receive a text message or email address to authenticate you using MFA. Please ensure that one option is chosen to receive your MFA code and click Save. The mobile phone number and email address are required fields in your contact information. Please ensure that they are updated.

In this registration, you will be creating a User ID and password to access the eSupplier Portal.

Please include the following values to the beginning of your ID:
SUP_

For example - SUP_BILL_SMITH_XYZ_CO

Please review all information to ensure accuracy. Your E-Supplier information will be processed in the order received as part of a workflow process.

Supplier List

*Supplier ID	Tax Identification Number	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Add"/>		

User Account Information ?

* Requested User ID	<input type="text"/>
* Password	<input type="password"/>
* Confirm Password	<input type="password"/>
Description	<input type="text"/>
* Email ID	<input type="text"/>
Language Code	<input type="text" value="English"/>
Time Zone	<input type="text"/>
Currency Code	<input type="text" value="USD"/>
* Mobile Phone	<input type="text"/>

Outside the U.S.A ?
Include country code.

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](#)

* Required field

Supplier Registration

Supplier User Registration

Help

Register New User Accounts

Please note that before you can log in to the Supplier portal, you will be prompted with a Multi-Factor Authentication (MFA) pop-up window. MFA is an authentication method that requires the user to provide additional verification factors to keep your account secure.

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In this registration, you will be creating a User ID and password to access the eSupplier Portal.

Please include the following values to the beginning of your ID:
SUP_

For example - SUP_BILL_SMITH_XYZ_CO

Please review all information to ensure accuracy. Your E-Supplier information will be processed in the order received as part of a workflow process.

Supplier List

*Supplier ID	Tax Identification Number	
0000257331	555555555	

Add

User Account Information

* Requested User ID

SUP_SUE_JAMES

* Password

* Confirm Password

Description

Sue James - Supplier

* Email ID

email@email.com

Language Code

English

Time Zone

Currency Code

USD

* Mobile Phone

5555555555

Outside the U.S.A. ?

Include country code.

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](#)

Submit

* Required field

Supplier ID – Supplier ID must exist in the system

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

Requester User ID

Password

Confirm Password

E-Mail

Terms and Conditions

Select Accept

Submit