



Supplier Registration Invitation Instructions

Purpose: Instructions to department PCSs, Requisitioners, Buyers and other authorized personnel on how to send an invitation link from PeopleSoft.

This document shows the steps to send a Supplier Registration Invitation link, to a new supplier, to register on the eSupplier Portal. Supplier Registration Invitation is the process wherein a County of Riverside department PCS, buyer, requisitioner and /or authorized personnel can complete a form to send an invitation to a supplier. The Supplier will receive an email with the link to complete a registration to be a supplier with Riverside County. This registration is for **RIVCO Set ID** suppliers only.

If you need to register a supplier for a set ID other than RIVCO, follow the current established process.

The Supplier Registration Invitation link is only for new Suppliers that **do not** currently exist in PeopleSoft. Please perform a search for existing suppliers before sending a new invitation link. Please reference "How to Locate a Supplier ID" instructions.

When the Supplier is attempting to register as a new supplier, they will be required to enter their Tax ID Number (TIN). If the TIN exists in the system, the supplier will need to register as a Supplier User in the eSupplier Portal. See instructions "How to Register as a Supplier User" for existing suppliers.

Only department PCSs, buyers, requisitioners or other authorized personnel can send an invitation link to suppliers.

Summary of Supplier Registration Invitation Steps

Navigate to the Manage Registration Invitation Page

Search "Manage Registration Invitation" from the Home Page

Or

From the Main Menu:

Suppliers>Supplier Registration>Manage Registration Invitations

Click "Search"

Select One Time Supplier or Regular Supplier Invitation

Enter Company Name, Contact Name, Contact email

Select "Send" check Box

Click "Save and Send"



Manage Invitations

[← Employee Self Service](#)

Manage Invitations

Manage Invitations

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

▼ Search Criteria

Invitation ID

Include History

Limit the number of results to (up to 300):

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All 1-2 of 2

Invitation ID	Long Description	Expiration Date
SUPPLIER_REGISTRATION_INVITATION_ONE_TIME	Supplier Registration - One Time	01/01/3010
SUPPLIER_REGISTRATION_INVITATION_REGULAR	Supplier Registration - Regular	01/01/3010

[Find an Existing Value](#) | [Add a New Value](#)

Navigate to the Manage Invitations Page

Select Search

Note: You do not need to add a new Invitation ID. Select Search and use an established Invitation ID

Select One Time Supplier Invitation or Regular Supplier Invitation



Employee Self Service **Manage Invitations** New Window | Help | Personalize Page

Manage Invitations

Invitation ID: SUPPLIER_REGISTRATION_INVITATION_REGULAR
*Description: Supplier Registration - Regular
Request Type: Register New Suppliers
Supplier Request Template ID: SUPPLIER
Access Code: QALRS50727
Expiration Date: 01/01/3010
Email Template: SCM_SUPPLIER
[Search Customer/Supplier/Bidder](#)

Manage Invitations

Send	Company Type	Company ID	Company Name	Contact Name	Contact Email		
<input type="checkbox"/>	Company		ABC Co.	Contact Name	email@email.com	+	-

Select/Deselect All
 [Invitation by Sourcing Events](#)

Once on the Manage Invitation Page the Supplier Request Template and email template fields are prepopulated for Supplier Invitation

Go to the Manage Invitations Line

Enter the Company Name, Contact Name and Contact Email for the supplier.

Delete lines using the minus (-) sign on the right side of the line.

Multiple suppliers can be added using the plus (+) sign.

Employee Self Service **Manage Invitations** New Window | Help | Personalize Page

Manage Invitations

Invitation ID: SUPPLIER_REGISTRATION_INVITATION_REGULAR
*Description: Supplier Registration - Regular
Request Type: Register New Suppliers
Supplier Request Template ID: SUPPLIER
Access Code: QALRS50727
Expiration Date: 01/01/3010
Email Template: SCM_SUPPLIER
[Search Customer/Supplier/Bidder](#)

Manage Invitations

Send	Company Type	Company ID	Company Name	Contact Name	Contact Email		
<input type="checkbox"/>	Company		Generic Company	Sue Smith	suesmith@genericco.net	+	-

Select/Deselect All
 [Invitation by Sourcing Events](#)



Select the Send check box for the lines to send

When you are ready to send, select Save and Send

Supplier will receive an email with the registration link.

Employee Self Service | Manage Invitations | New Window | Help | Personalize Page

Manage Invitations

Invitation ID: SUPPLIER_REGISTRATION_INVITATION_REGULAR
*Description: Supplier Registration - Regular
Request Type: Register New Suppliers
Supplier Request Template ID: SUPPLIER
Access Code: QALRS50727
Expiration Date: 01/01/3010
Email Template: SCM_SUPPLIER
[Search Customer/Supplier/Bidder](#)

Manage Invitations

Send	Company Type	Company ID	Company Name	Contact Name	Contact Email		
<input checked="" type="checkbox"/>	Company		Generic Company	Sue Smith	suesmith@gernerico.net	+	-

Select/Deselect All
 Invitation by Sourcing Events

Supplier Registration - Message (HT... | Search

File | Message | Help

Delete | Archive | Reply | Reply All | Forward | Share to Teams | Move to: ? | To Manager | Team Email | Move | Tags | Editing | Immersive | Translate | Zoom | Reply with Scheduling Poll | Viva Insights

Supplier Registration

no_reply_fs92prda@rivco.org
To: Jeremy Gross
Fri 6/2/2023 8:08 AM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Dear Sue Smith,

You have been invited to register as a supplier for Riverside County. Once your supplier registration is complete you will be eligible for consideration in providing goods or services to our company.

Please use the link below and access credentials to self register on our website.
[Register as Supplier.](#)

Access Code:QALRS50727
Expiration Date:3010-01-01

If you have any question or feedback, please call the ACO Supplier Registration Team at (951) 955-3841 or email at ACOSupplierRegistration@rivco.org.

Thank you.
County of Riverside, Auditor Controller's Office.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Monitoring Invitations

Invitations can be seen from the Invitation Activity Log

User can search prior invitations sent to suppliers.

Navigation: Suppliers>Supplier Registration> Registration Invite Act Log

Invitation ID	Request Type	Company Name	Contact Name	Contact Email	Date	Sent by
1	ONE-TIMEREISTRATION	ACME Widgets International LTD	Wyle E Coyote	FerMartinez65+ACMEItd@gmail.com	04/23/23 11:16AM	Supplier On Boarding Approver
2	ONE-TIMEREISTRATION	Initech	Bill Lumbergh	FerMartinez65+initech@gmail.com	04/23/23 10:57AM	Supplier On Boarding Approver
3	ONE-TIMEREISTRATION	CCC Company	Mary Jones	jgross@cherryroad.com	04/06/23 12:42PM	Jeremy Gross
4	INVITATIONS_SUPPLIER	ZXC Company	John Smith	jgross@cherryroad.com	06/02/23 9:23AM	Jeremy Gross
5	INVITATIONS_SUPPLIER	ASD Co	Tina Irons	ironstin1@gmail.com	06/02/23 9:23AM	Jeremy Gross
6	INVITATIONS_SUPPLIER	ZXC Company	John Smith	jgross@cherryroad.com	06/01/23 3:59PM	Jeremy Gross

Note: You can only see the invitations that were sent to recipients. To see if the registration has been initiated, you will need to look in the View Registration History (see below)

View Registration History

Navigation: Suppliers>Supplier Registration> View Registration History

Registrations can be viewed and monitored on the View Registration History Page.

Search Criteria

*Request Type: Register New Suppliers

*SetID: RIVCO

Date From: 05/03/2023

Date To: 06/03/2023

Approval Status: []

Supplier ID: []

Registration ID: []

Bidder ID: []

Reason Code: []

Company/Supplier: []

Contact Name: []

Search Clear



Select the Request Type

Register New Suppliers

Register New Bidders

Register New User Accounts

Request Supplier Changes

Search

View History

Search Criteria

*Request Type: Register New Suppliers
*SetID: RIVCO
Date From: 05/03/2023
Company/Supplier:
Approval Status:
Supplier ID:
Date To: 06/03/2023
Contact Name:
Registration ID:
Bidder ID:
Reason Code:
Buttons: Search, Clear

Search Results

	Registration ID	Company Name	Request Type	Supplier SetID	Supplier ID	Contact Name	Approval Status	Created
1	0000000032	MNB Company	Register New Suppliers	RIVCO	0000257339	Sue Brown	Approved	05/12/2023 9:00AM
2	0000000034	VCX Company	Register New Suppliers	RIVCO	0000257340	Sally Smith	Approved	05/19/2023 1:59PM
3	0000000035	RRR Co	Register New Suppliers			Tom Smith	Pending Approval	05/24/2023 7:44AM

From the results, you can see the details and status of the request.

If the Supplier registration has been approved the Status will change to Approve and the new Supplier ID will be available.