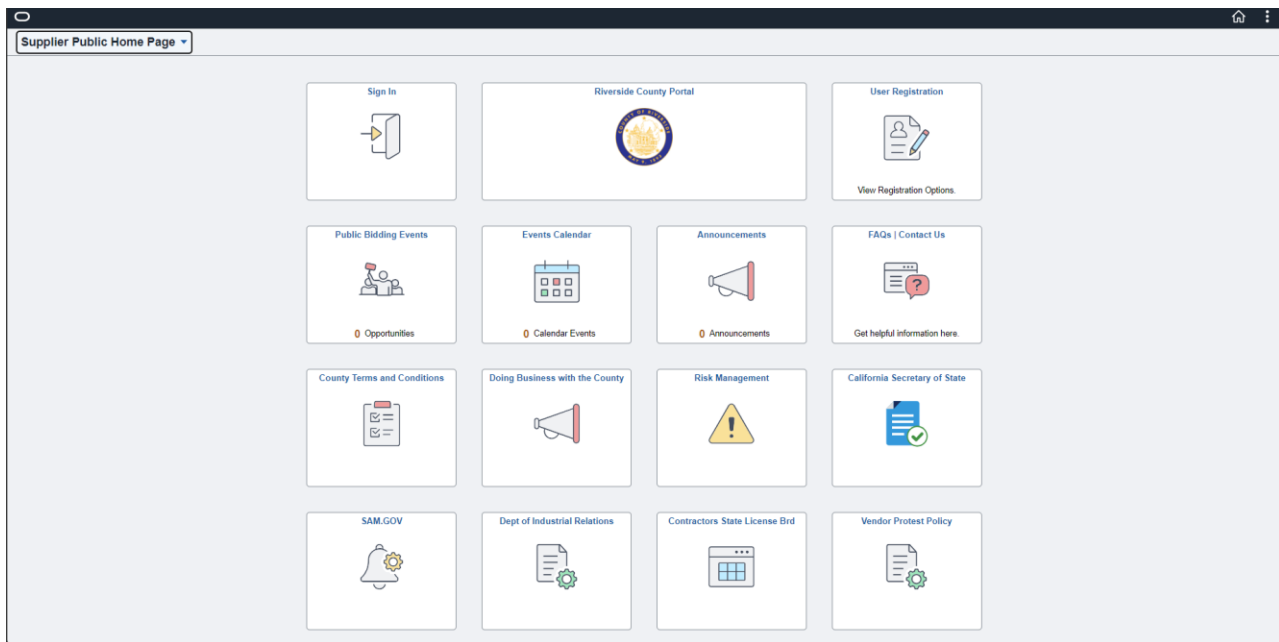




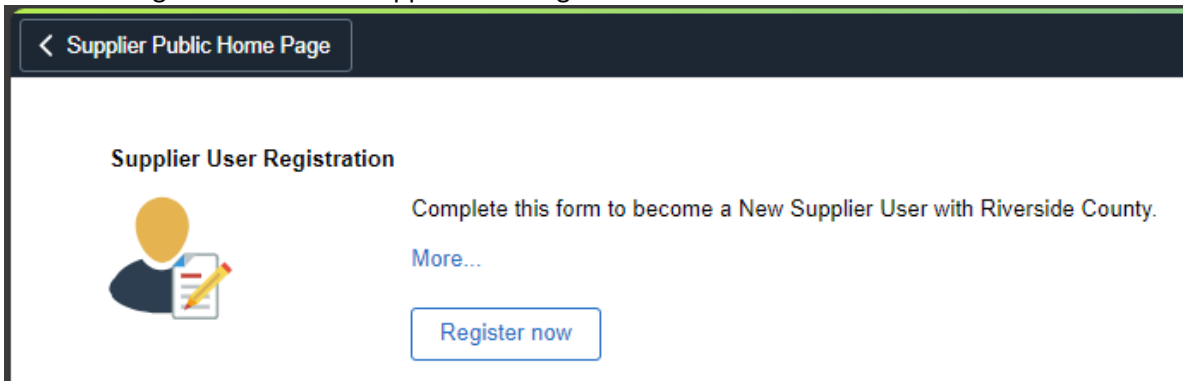
## Existing Suppliers register as a Supplier User

**Purpose: To provide instructions on how existing suppliers register as a Supplier User.**

- Use the eSupplier link below.  
<https://esupplierportal.co.riverside.ca.us/>
- Supplier's will need their Supplier ID & TIN (Tax ID Number) to register as a user.
  - Supplier ID (formerly "vendor code") needs to be in 10-digit format and must currently exist in the system.
    - 10 Digit format - Include ZEROs *before* supplier ID.
    - Ex: Supplier ID: 1234 - 10 Digit format: 0000001234
  - TIN must match the associated TIN in the Supplier profile currently in the system.
    - Department's check with the ACO to ensure supplier TIN is in PeopleSoft.
      - If TIN is not in the system: the department PCS, buyer, requisitioner or other authorized personnel, must send a new supplier invitation link the Supplier.
- Click User Registration.



- Click "Register now" in the Supplier User Registration section.





## Existing Suppliers required to register as a Supplier User

- Departments should provide Supplier with their current Supplier ID # (10-digit format) upon request.
- Suppliers create Username and Password.
- Complete User Account Information and accept Terms & Conditions.

### Sample:

#### 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, for your MFA authentication you will be asked to provide an email address, or a phone number to receive a text message, depending on your carrier and/or plan message and data rates may apply, the number of messages that you may receive for MFA are dependent on the number of times this method is selected. 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

Only select the Add button if you would like an additional supplier(s) associated to the new User ID. If not, please proceed to the User Account information section.

#### Supplier List

| *Supplier ID                       | Tax Identification Number |  |
|------------------------------------|---------------------------|--|
| 0000261879                         | 222222223                 |  |
| <input type="button" value="Add"/> |                           |  |

#### User Account Information <sup>?</sup>

|                     |  |
|---------------------|--|
| * Requested User ID | <input type="text" value="Sup_TestUser"/>    |
| * Password          | <input type="password" value="....."/>       |
| * Confirm Password  | <input type="password" value="....."/>       |
| Description         | <input type="text" value="Construction"/>    |
| * Email ID          | <input type="text" value="Email@gmail.com"/> |
| Language Code       | <input type="text" value="English"/>         |
| Time Zone           | <input type="text" value=""/>                |
| Currency Code       | <input type="text" value="USD"/>             |
| * Mobile Phone      | <input type="text" value="555/555-5555"/>    |

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](#)

## Existing Suppliers required to register as a Supplier User

- Click “Submit” once form has been completed.

### Notes:

Email will be used as contact for eSupplier portal correspondence and two-way authentication. Mobile phone will be used for two-way authentication.

On the Supplier Public Home Page there is an ICON “FAQ’s /Contact Us” with extremely helpful information.

The Supplier User Instructions link to the Supplier User Guide will provide step by step guidance on how to navigate through the Supplier portal.