



RIVCO Business Unit Supplier's Requiring a New Supplier ID

Purpose: Provide guidance to departments on which existing suppliers require new supplier ID and new supplier registration.

Suppliers who've:

- Changed their TIN.
- Changed their name.
- Become Inactive.

Require a new supplier ID.

1. Changed/New TIN Information:

Suppliers who've changed their TIN information (EIN or Social Security Number) only need to be sent a new supplier registration invitation link.

Instructions on how to send this link and instructions for the supplier can be found here:

<https://auditorcontroller.org/divisions/general-accounting/standard-practice-manual#2392643287-852332076>

2. Supplier name changes/ become inactive SAME TIN:

Suppliers who've changed their name and or have become inactive AND will still be using the same TIN on file, in PeopleSoft: Must have their current TIN removed from their existing profile.

- Contact the ACO at ACOSupplierRegistration@rivco.org with "eSupplier Optimize" in the subject line. Provide the suppliers existing supplier ID.
- Once you receive a response form the ACO please send the supplier a new supplier registration link.

Instructions on how to send this link and instructions for the supplier can be found here:

<https://auditorcontroller.org/divisions/general-accounting/standard-practice-manual#2392643287-852332076>