



## 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



**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

**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  
Save Save and Send Cancel Invitation by Sourcing Events  
Return to Search

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.

**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

**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  
Save Save and Send Cancel Invitation by Sourcing Events  
Return to Search



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.

**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...)

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

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](mailto: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	Register New Suppliers	ACME Widgets International LTD	Wylie E Coyote	FerMartinez265+ACMEItd@gmail.com	04/23/23 11:16AM	Supplier On Boarding Approver
2	ONE-TIMEREISTRATION	Register New Suppliers	Intech	Bill Lumbergh	FerMartinez265+intech@gmail.com	04/23/23 10:57AM	Supplier On Boarding Approver
3	ONE-TIMEREISTRATION	Register New Suppliers	CCC Company	Mary Jones	lgross@cherryroad.com	04/06/23 12:42PM	Jeremy Gross
4	INVITATIONS_SUPPLIER	Register New Suppliers	ZXC Company	John Smith	lgross@cherryroad.com	06/02/23 9:23AM	Jeremy Gross
5	INVITATIONS_SUPPLIER	Register New Suppliers	ASD Co	Tina Irons	ironstina1@gmail.com	06/02/23 9:23AM	Jeremy Gross
6	INVITATIONS_SUPPLIER	Register New Suppliers	ZXC Company	John Smith	lgross@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, we offer an online status report on our website. (see below)

### eSupplier Registration Status Report

For viewing registration statuses of all submitted profiles, please go to the Auditor-Controller's website, found at [www.auditorcontroller.org](http://www.auditorcontroller.org); under **Quick Links**, located at the bottom of the home page, click on the link titled eSupplier Registration Status Report to view daily updates of all pending and approved registrations.

As an additional recommendation, please be sure to Refresh your page to ensure you are viewing the most current and accurate status report uploaded: