

# **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 <u>RIVCO Set ID</u> 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

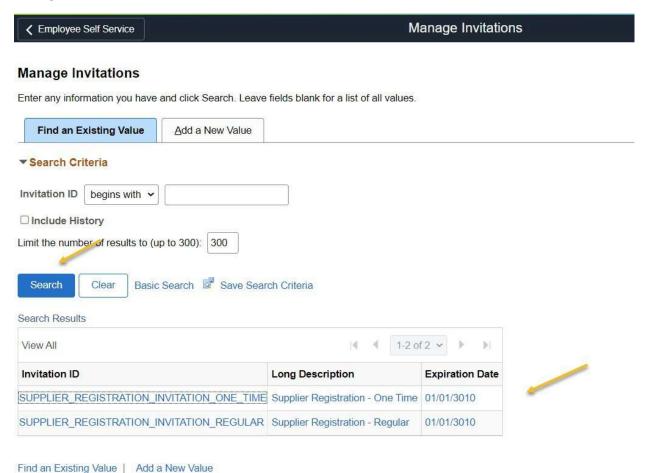
Enter Company Name, Contact Name, Contact email

Select "Send" check Box

Click "Save and Send"



# **Manage Invitations**



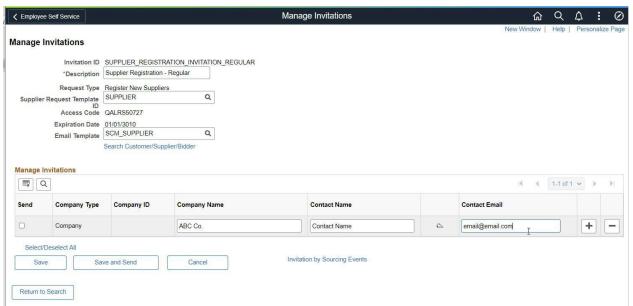
Navigate to the Manage Invitations Page

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





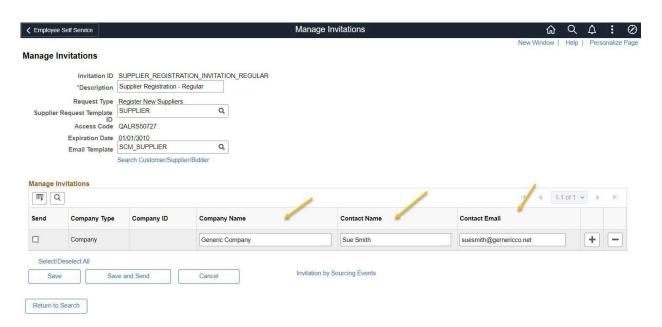
Once on the Manage Invitation Page the Supplier Request Template and email template fields are prepopulated for Supplier Invitation

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.

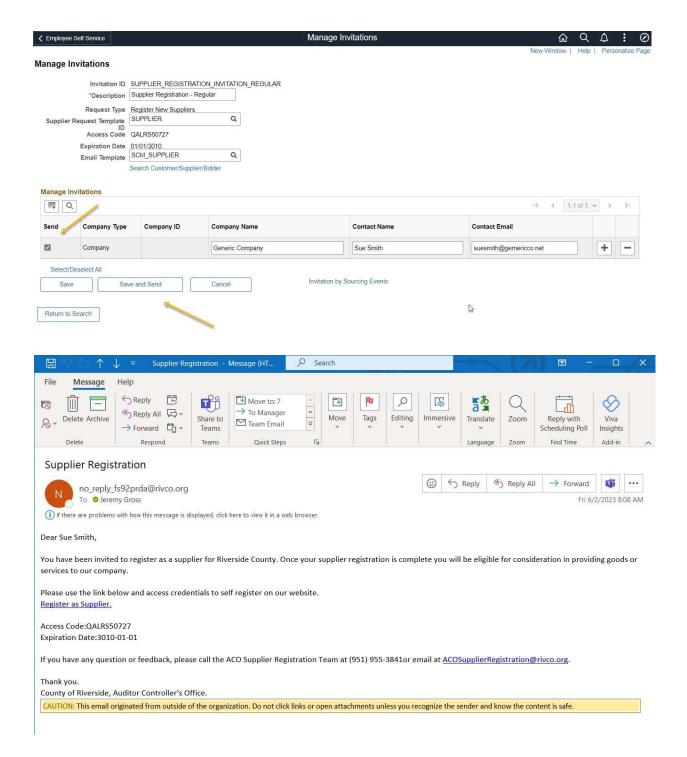




Select the Send check box for the lines to send

When you are ready to send, select Save and Send

Supplier will receive an email with the registration link.



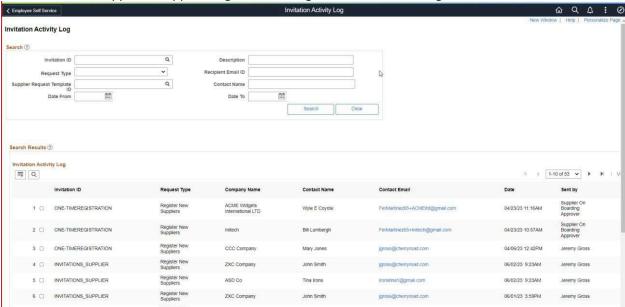


## **Monitoring Invitations**

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



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 <a href="www.auditorcontroller.org">www.auditorcontroller.org</a>; under <a href="Quick Links">Quick Links</a>, 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:

