



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
 STANDARD PRACTICE MANUAL

		SUBJECT: ESTABLISHING OR CHANGING SUPPLIER INFORMATION
SECTION:	2	CATEGORY: ACCOUNTS PAYABLES POLICIES
POLICY NUMBER:	201	
REVISED DATE:	11/25/2024	APPROVED BY: <i>Ben J. Brait</i>

PURPOSE: To establish standard guidelines for County departments, internal and external suppliers, agencies, and special districts for establishing or changing supplier information.

SCOPE: Applies to all County departments, special districts, agencies, and authorities that are governed by the Riverside County Board of Supervisors and/or which maintain funds in the County Treasury. In addition, this policy applies to 3rd party entities that provide goods and services to the County of Riverside.

POLICY: For the purpose of this policy, “supplier” will refer to any entity that will receive a payment issued by utilizing the PeopleSoft Financials Accounts Payable Module and or has payment information in the PeopleSoft Financials Accounts Payable module. A unique Supplier ID is required for each supplier with whom the County does business or in the event a refund is owed and is referenced for procurement and payment processing.

PROCEDURE: There are two methods of establishing a Supplier. The County of Riverside’s eSupplier Portal and directly into the PeopleSoft Financial System. There are three (3) types of suppliers. RIVCO, ARC and BRC business unit suppliers. RIVCO business unit suppliers refer to suppliers whose payment information is available for public record requests. ARC suppliers are County of Riverside permanent or TAP employee suppliers who are reimbursed. BRC suppliers are suppliers whose payment information is confidential and is not accessible via public record requests. Departments are to direct their new RIVCO business unit suppliers to register on-line via the eSupplier portal. The supplier will create an account and provide all pertinent information and documentation to obtain a supplier ID. Existing RIVCO business unit suppliers, are to register as a supplier user on the eSupplier Portal to submit change request and view their payment information online. Uploaded documents will be used to ensure appropriate PeopleSoft withholding codes are applied to supplier profiles to ensure proper reporting is made to federal and state entities. ARC and BRC Supplier are established and updated directly in PeopleSoft Financial by the County Departments. Once updated, the Department is to submit an online AP-7 through the Service Now portal to request ACO approval of the supplier or their change.

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ESTABLISHING RIVCO BUSINESS UNIT SUPPLIER IDs – NEW SUPPLIER ID

1) DEPARTMENT RESPONSIBILITY

- a. Perform a supplier search in PeopleSoft Financials Supplier Module to determine if the Supplier is already in PeopleSoft Financials and the status.
 - i. If an inactive supplier ID is found or in the case of a supplier name or TIN change the department must provide the supplier ID to the ACO via email to ACOSupplierRegistration@rivco.org, to have the Supplier’s TIN information removed from the profile to allow for re-registration through the portal before sending the new supplier invitation link.
 - ii. If the Supplier is active and no changes are needed, no further action is required, and Department can proceed with processing payments.
- b. If the Supplier is not in PeopleSoft, the Department’s Buyer, PCS, Requisitioner or other authorized personnel with the RV_SUP_OB_MNG_INVITE role in PS is to send the new supplier invitation link from PeopleSoft to the supplier.
- c. Direct the supplier to register on-line. If the supplier needs additional assistance direct them to the eSupplier Resource page for detailed instructions and training videos. [General Accounting - Supplier Training Videos | Auditor Controller County of Riverside](#)
- d. Review the Daily Supplier Registration Status Report posted on the ACO website Auditorcontroller.org to see when a Supplier has registered and the status of their approval.
- e. Perform a supplier search in PeopleSoft Financials Supplier Module to ensure the supplier has been approved prior to conducting business.

2) SUPPLIER RESPONSIBILITY

- a. During the on-line registration process the following documents must be attached:
 - **Current (March 2024 rev) IRS W9 (US Entities) or W8BEN or W8BEN-E (October 2018 rev Foreign/Non-US Individual - Entities)**
 - **If address entered differs from the W9 a proof of address must be included as address verification (i.e., blank invoice, blank letterhead, business card, refund documentation, current ID/DL, etc.)**
- b. Suppliers must provide business entity type and information about the payment expected (i.e., is the payment for services provided, products supplied, or refund owed to supplier, etc.) in the description field located on the “Contacts” tab. This information is used by the ACO to comply with reporting requirements.
- c. In the event the eSupplier Registration is not able to be completed, supplier would contact the department for which business is being conducted, to request assistance. The responsible department will serve as a supplier proxy and assist in registration.
- d. EFT / ACH Enrollment – The County of Riverside offers 2 Electronic Funds Transfer (EFT) options for eligible suppliers:

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- i. E-payables or Epay -Email ACO_epayables@rivco.org with the supplier ID for eligibility; enrollment takes 48 hours.
- ii. ACH Deposit - Complete “Payment Information” section and attach the following per the “How to Enroll in ACH or Update Banking Information” instructions found on the ACO website:
 - 1. ACH Authorized Signer Form
 - 2. Voided check or bank letter from supplier’s financial institution.

Note: Bank account information on company letterhead will not be accepted. ACH enrollment takes up to 4 weeks to approve. An approved supplier registration does not constitute approved ACH enrollment.

- e. When directly requested by the ACO, provide an IRS 147-C letter.

Note: The ACO will request an IRS 147-C letter when they are unable to validate the Tax ID number (Employer’s Identification Number (EIN) / Social Security Number (SSN)) with the IRS or if unable to determine payee entity type based on the information provided on corresponding IRS W9 form.

Note: We strongly encourage the supplier to not perform any services or supply goods to the County of Riverside until the supplier establishment process has been completed and a Supplier ID has been assigned.

3) AUDITOR-CONTROLLER RESPONSIBILITY

- a. Receive and process requests in accordance with all applicable procedures, laws, and regulations.
- b. Obtain verification from the IRS TIN Match system validating the Tax ID information provided on the W9. If the results are a no match, the ACO will either request more information from the supplier or deny the request. An IRS 147-C letter may be required to proceed with registration.
- c. Resolve any federal or state reporting issues with the supplier directly.
- d. Assist supplier in-person at workstation located in ACO, if needed.
- e. Publish a Daily Supplier Registration Status Report on the ACO website.

CHANGE REQUEST FOR RIVCO BUSINESS UNIT SUPPLIER IDS

1) DEPARTMENT RESPONSIBILITY

- a. Provide instructions to the supplier to register as a Supplier User and then to log into the portal to submit their change request. If the Supplier needs additional assistance, direct them to the ACO website Auditorcontroller.org where the “How to” instructions are located and addition instructions and videos.
- b. Authorized personal provide the supplier a new invitation link for any name and or TIN changes.

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2) SUPPLIER RESPONSIBILITY

- a. **Change of Address** – Register as a Supplier User on the Portal. [eSupplier Portal Homepage](#) Log in, update information, and attach documentation of the change. This is a self-serve portal, and the supplier is welcome to return as often as needed to update their profile. Changes made will be routed to ACO worklist for review and approval.

The following documentation is required:

- i. Current (March 2024 rev) IRS W9 (US Entities) or W8BEN or W8BEN-E (October 2018 rev Foreign/Non-US Individual - Entities)
 - ii. If address entered differs from the W9 a proof of address must be included as address verification (i.e., blank invoice, blank letterhead, business card, refund documentation, current ID/DL, etc.)
- b. **Business name or Tax ID number change** – Suppliers will need to register as a new supplier thus a new invitation link will need to be sent by authorized personnel of the (a) department for which the supplier is conducting business. We **cannot** accept business name changes or changes to supplier Tax ID Number for existing suppliers.

Note* Email the ACO to remove the Supplier’s TIN information from PeopleSoft before sending a registration invitation link to the Supplier.

- c. **ACH Enrollment** - Return to eSupplier Portal and complete Payment Information section and attach the following per the “How to Enroll in ACH or Update Banking Information” instructions found on the ACO eSupplier Resource Page [eSupplier Resource - Training Videos | Auditor Controller County of Riverside](#).

1. ACH Authorized Signer Form
2. Voided check or bank letter from supplier’s financial institution.

Note: Bank account information on company letterhead will **NOT** be accepted. ACH enrollment and or ACH changes takes up to 4 weeks to approve. An approved supplier registration does not constitute approved ACH enrollment.

3) AUDITOR-CONTROLLER RESPONSIBILITY

- a. Update address change requests accordingly using the information on the attachments, and the information provided and entered by the supplier. If additional information is needed, contact the supplier directly to request the needed information.
- b. Business Name or Tax ID number change
- i. Confirm supplier has registered as a new supplier and provided all required documents. Approve accordingly.

ESTABLISHING & CHANGING ARC (EMPLOYEE REIMBURSEMENT) AND BRC (CONFIDENTIAL) SUPPLIER IDS

1) DEPARTMENT RESPONSIBILITY

- a. Obtain supporting documentation and proof of address from supplier:
- b. Enter or update information in correct business unit in PeopleSoft.

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- i. Departments **do not** enter or change RIVCO business Unit suppliers.
- c. Complete Online Digital AP-7 form. Navigate to the Service Now Portal – ACO Accounts Payable section: [Service Now - ACO Accounts Payable - Employee Service Center](#)
 - I. Complete all required fields marked with an asterisk and click submit.
 - II. Documents need only to be attached in PeopleSoft Financials.

A system generated confirmation email will be sent once the request has been submitted AND once the ACO has processed the request. Departments do not need to email the ACO for these requests or use the paper AP-7. All requests will be processed digitally.

2) SUPPLIER RESPONSIBILITY

- a. Provide department with requested documentation which may include:
 - ii. ARC – Employee Reimbursement Suppliers:
 - 1. Gen 14 (Reimbursement Form).
 - 2. Other documents requested by the department.
 - 3. Documentation for Name changes: court order, Articles of Incorporation, current W9 - with new name.
 - iii. BRC – Confidential Suppliers:
 - 1. Current W9.
 - 2. Proof of address documentation i.e.
 - a. Invoice
 - b. Letterhead
 - c. Business card
 - d. Other document(s) requested by department.
 - e. BRC Supplier who require a Name or TIN change **will need a new Supplier ID.**

3) AUDITOR-CONTROLLER RESPONSIBILITY

- a. Determine and apply withholding per reporting applicability.
 - i. Perform an IRS TIN Match. The ACO will obtain verification from the IRS TIN Match system validating the Tax ID information provided on the W9. If the results are a no match, the ACO will notify the department. An IRS 147-C letter may be required to proceed with registration.
- b. Approve request accordingly. Based on the paperwork provided by the department. If additional information is needed, the ACO will reach out to the department.

IRS AND FTB REPORTING GUIDELINES

1) IRS 1099 REPORTING

Internal Revenue Code, section 6041 requires anyone in a trade or business, including tax exempt organizations and government agencies, to file information returns to report payments made to suppliers for the following:

- At least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest
- At least \$600 in rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or

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business of catching fish, or, generally, the cash paid from a notional principal contract to an individual, partnership, or estate.

- Any fishing boat proceeds.
- Gross proceeds of \$600, or more paid to an attorney during the year.
- Withheld federal income tax under the backup withholding rules regardless of the amount of the payment.
- Direct sales of at least \$5,000 of consumer products to a buyer for resale anywhere other than a permanent retail establishment.

At the end of each calendar year, the ACO issues an IRS Form 1099 to each supplier who has accumulated payments of at least \$600. The forms are to be completed and mailed in accordance with the IRS guidelines. If the supplier has any questions regarding their 1099, they are to contact the number listed on the 1099, leave a detailed message and an ACO representative will return their call within 24 hours.

2) FRANCHISE TAX BOARD NON-RESIDENT WITHHOLDING

Refer to SPM 212 Non-resident Withholding

RECORD RETENTION

- Request for 1099 reprints will be available for 4 years after the issuance of the original.
- The ACO is the Department of record and will retain electronic copies of Supplier registration documentation for the retention period of current FY plus 7 years.

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