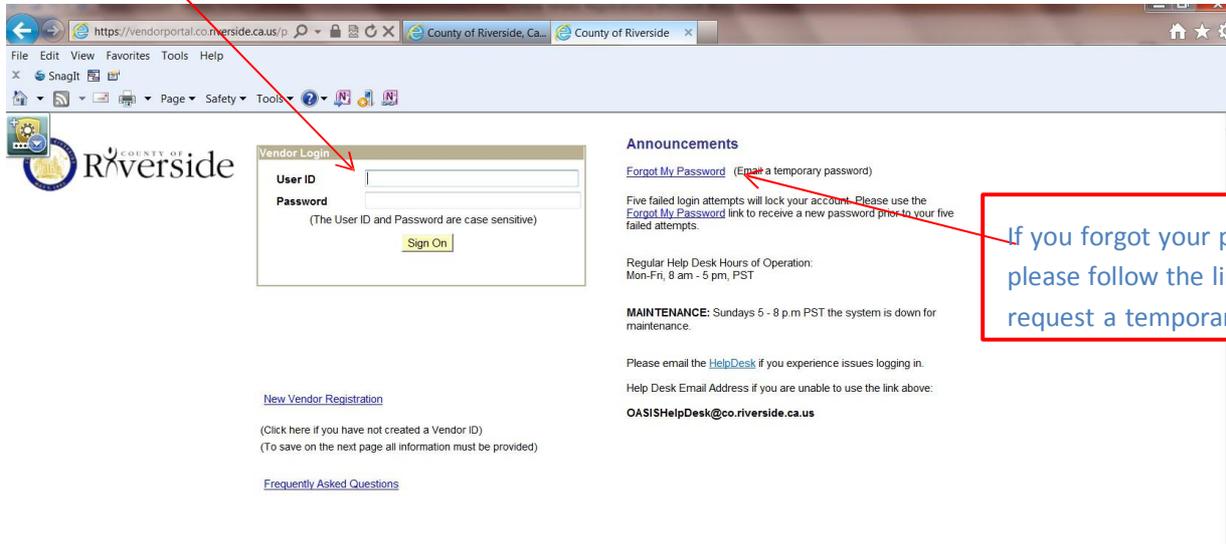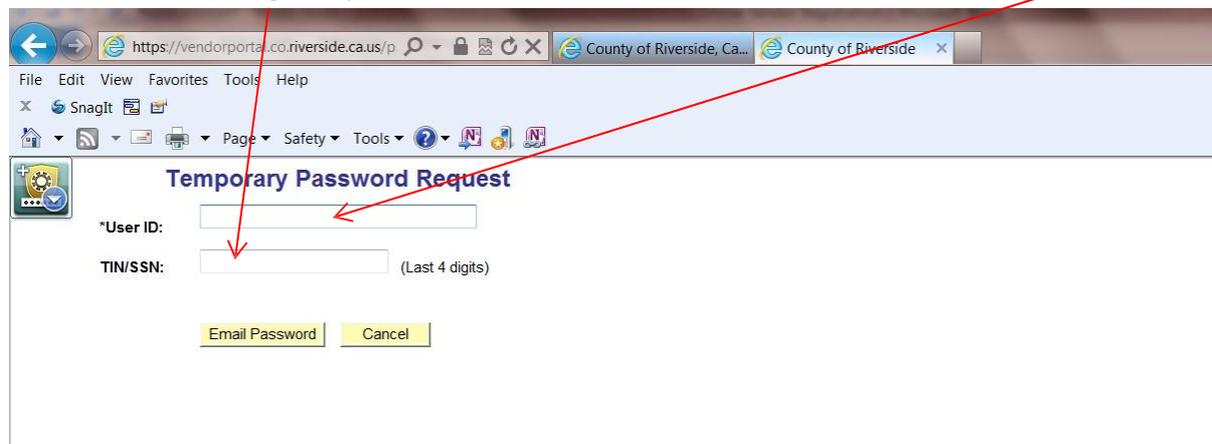If you are already a registered vendor with the County of Riverside, use the login screen to enter your user ID and password. This will allow you to access your company's information in Riverside County's vendor database. Changes you make will be effective immediately. See instructions starting on page 6.

If you forgot your password, please follow the link here to request a temporary password.

If you forgot your password, follow the link above to request a temporary password. Enter your user ID and the last four (4) digits of your tax ID/SSN.

If you do not have a current registration with the County of Riverside yet, please click on "New Vendor Registration".

This will take you to the following screen (see next page).

Online Vendor Registration

Please follow the instructions posted on this page.

To look up commodities that match your company, please click here.

Look Up Commodity

SetID: RIVCO

Item ID: begins with ▼

Category: begins with ▼ 🔍

Description: contains ▼ medical

begins with
contains
=
not =
<
<=
>
>=
between
in

Look Up | Cancel | Basic Lookup

Search Re...

Only the first 3... ...e displayed. Enter more information above and search again to reduce the number of search results.

View All   First ◀ 1-100 of 300 ▶ Last

Item ID	Categ...	...D	Description
00500	005	00001	ABRASIVES
00505	005	00001	ABRASIVE EQUIPMENT AND TOOLS
00514	005	00001	ABRASIVES, COATED: CLOTH, FIBE
00521	005	00001	ABRASIVES, SANDBLASTING, METAL
00528	005	00001	ABRASIVES, SANDBLASTING (OTHER
00542	005	00001	ABRASIVES, SOLID: WHEELS, STON
00556	005	00001	ABRASIVES, TUMBLING (WHEEL)
00563	005	00001	GRINDING AND POLISHING COMPOUN

Change the description search criteria from "begins with" to "contains". Then enter a keyword that describes the goods or services that your company is providing. Click on "Look Up".

Now you should see a list of items or services that contain the keyword you entered.

Look Up Commodity

SetID: RIVCO

Item ID: begins with ▼

Category: begins with ▼ 🔍

Description: contains ▼ medical

Look Up | Clear | Cancel | Basic Lookup

Search Results

View All   First ◀ 1-31 of 31 ▶ Last

Item ID	Category	Category ID	Description
78503	785	00176	ANATOMICAL MODELS (FOR MEDICAL
92511	925	00221	BIOMEDICAL/ENGINEERING
90928	909	00212	Building Construction, Medical
25726	257	00062	CBRNE Medical Supplies and Pha
99037	990	00260	EMERGENCY MEDICAL SERVICES (SE
47537	475	00108	Emergency Medical Services (EM
94837	948	00236	Experimental Medical Services
34015	340	00082	FIRE AND MEDICAL ALERT SYSTEMS
93856	938	00228	HOSPITAL AND MEDICAL EQUIPMENT
93857	938	00228	HOSPITAL AND MEDICAL EQUIPMENT
95370	953	00238	MALPRACTICE, MEDICAL
99867	998	00262	MEDICAL AND DENTAL EQUIPMENT A
94855	948	00236	MEDICAL AND LABORATORY SERVICE
71548	715	00162	MEDICAL BOOKS AND PUBLICATIONS
91878	918	00218	MEDICAL CONSULTING
99253	992	00261	MEDICAL EQUIPMENT TESTING AND
43048	430	00100	MEDICAL GASES (FOR ANESTHESIA

If you did not get any results, you need to select a more generic description of the goods or services that your company is providing. Once you find a match, click on it. This will add the commodity to your company profile (see screen on next page).

* Emaill below will receive notifications of account changes

*Company Email

Confirm Email

Company Website

Remit Contact Phone Information   1 of 1

*Phone Type	**Country Code**	***Telephone**	**Ext**		
1				Add a Phone	Delete this Pone

Commodities   1 of 1

*Commodity	**Description**	Add Commodity	Delete This Commodity
93856	HOSPITAL AND MEDICAL EQUIPMENT		

💾 Save

Click on "Save" once you entered all of your company information correctly.

A confirmation email will be sent to the email account that you entered. In this email you will be asked to provide additional information to the County's Auditor Controller's Office (ACO). If you have any questions regarding these documents please contact the ACO at
ACOVendorProcessing@co.riverside.ca.us

Please note that County employees can look up company's by commodity codes. However there are no automated bid notifications that are generated through this registration.

To be notified for bidding opportunities please register also with the County of Riverside on:

https://www.publicpurchase.com/gems/register/vendor/register

If you are already registered and want to login to see or edit your company's information in Riverside County's vendor data base please enter your user ID and password and click on "Sign On".
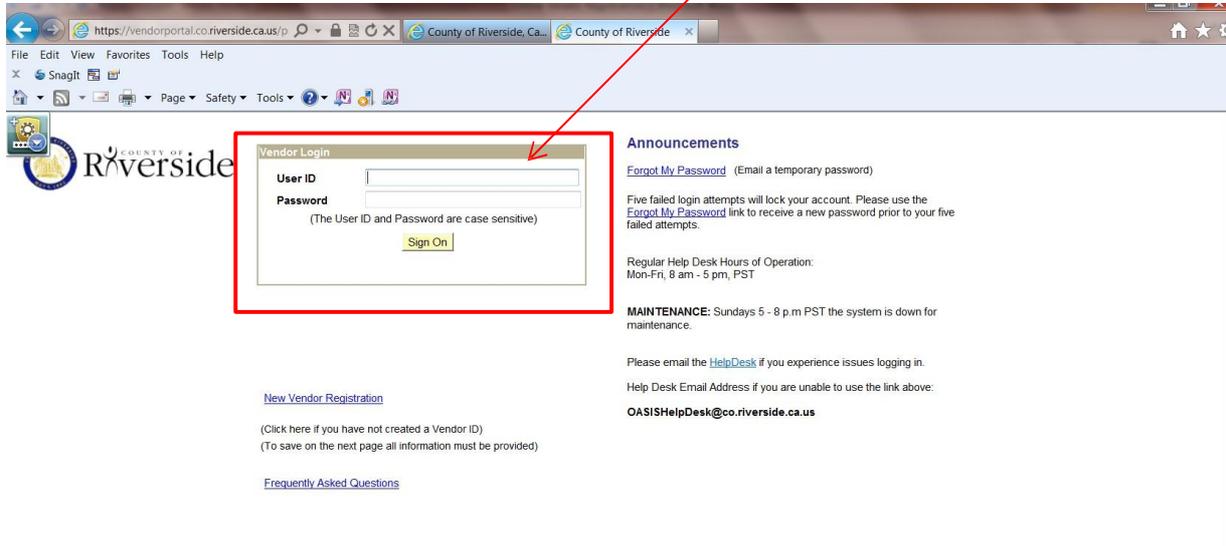
Once you signed on, you will see the following screen.

To access your company's information, click on "Vendor Information" in the Menu. This will take you to the next screen (see next page).
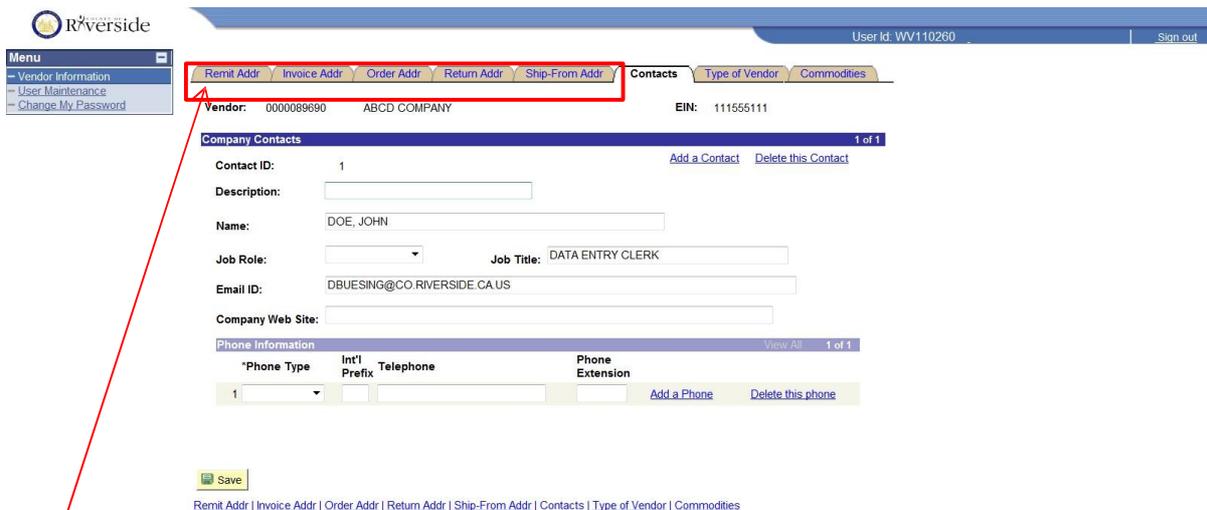
Here you have separate folders for the various different address types that your company may have, Remit to Address, Invoice Address, Order Address, Return address, Ship-From Address. Depending on the size of your company they may all be the same or they may be different.

In the "Contacts" section of your registration you can add or edit company contacts.

In this section of your registration "Type of Vendor" make the appropriate choices.

Under "Commodities" you can manage the good and/or services that your company is associated with in Riverside County's vendor data base. Refer to pages 4-6 on how to search for commodities.

Don't forget to save any changes you have made!