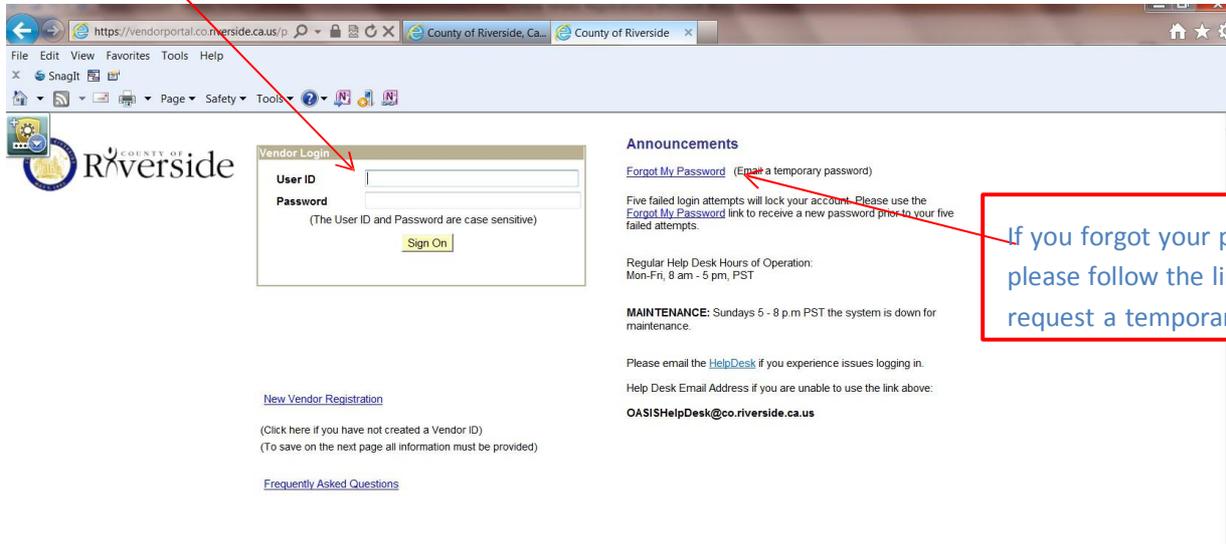


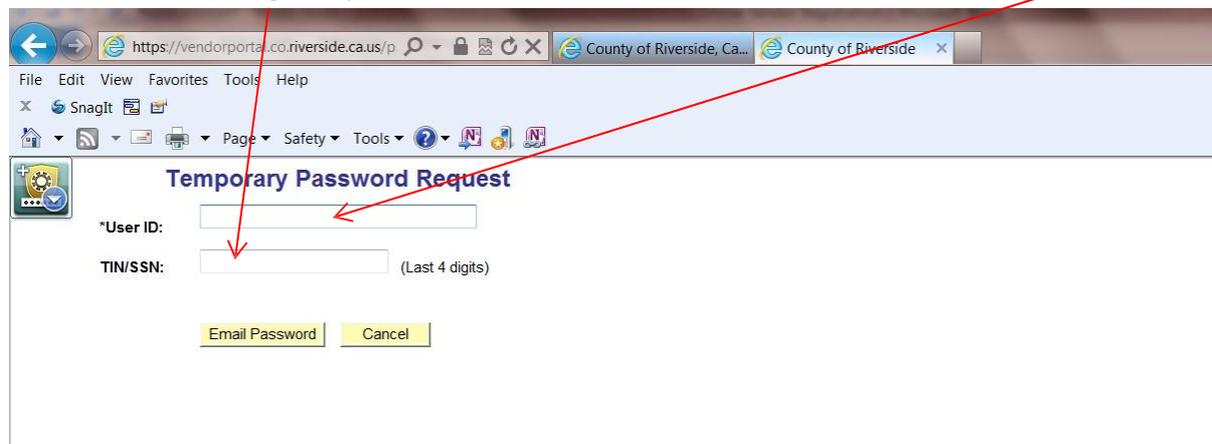
Online Vendor Registration

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.



The screenshot shows the 'Vendor Login' page. On the left is the County of Riverside logo. The main content area has a 'Vendor Login' box with fields for 'User ID' and 'Password', with a note '(The User ID and Password are case sensitive)' and a 'Sign On' button. To the right is an 'Announcements' section with a link for 'Forgot My Password (Email a temporary password)'. Below this is a warning: 'Five failed login attempts will lock your account. Please use the [Forgot My Password](#) link to receive a new password prior to your five failed attempts.' Further down are sections for 'Regular Help Desk Hours of Operation: Mon-Fri, 8 am - 5 pm, PST', 'MAINTENANCE: Sundays 5 - 8 p.m PST the system is down for maintenance.', and 'Please email the [HelpDesk](#) if you experience issues logging in.' At the bottom, there is a 'New Vendor Registration' link with a note '(Click here if you have not created a Vendor ID) (To save on the next page all information must be provided)' and a 'Frequently Asked Questions' link. A red box highlights the 'Forgot My Password' link with the text: '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.



The screenshot shows the 'Temporary Password Request' page. It features two input fields: '*User ID:' and 'TIN/SSN: (Last 4 digits)'. Below the fields are two buttons: 'Email Password' and 'Cancel'. A red box highlights the 'Email Password' button with the text: 'If you forgot your password, please follow the link here to request a temporary password.'

Online Vendor Registration

The screenshot shows the County of Riverside Vendor Portal. The browser address bar displays <https://vendorportal.co.riverside.ca.us/>. The page includes a navigation menu, the County of Riverside logo, and a 'Vendor Login' form. The form has two input fields: 'User ID' and 'Password', with a note that '(The User ID and Password are case sensitive)'. A 'Sign On' button is located below the fields. To the right of the login form is an 'Announcements' section containing several links and notices, including 'Forgot My Password', 'Regular Help Desk Hours of Operation', and 'MAINTENANCE'. At the bottom left, a red box highlights the 'New Vendor Registration' link, with a red arrow pointing to it from the right.

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.

The screenshot shows a web browser window with the URL <https://vendorportal.co.riverside.ca.us/p>. The page title is "Vendor Registration". The form is divided into several sections:

- Company Name - Payable** and **Company Name - Legal** (with a note: "(As Company Name appears on checks)" and "(If blank, Company Name - Payable will be used)").
- *Tax Id Number or Social Security Number** (with a note: "(DO NOT USE DASHES OR SPACES)") and **Company Type** (dropdown menu).
- County Contact - If known, enter county contact information.** (This section is optional). Fields include: **County Department**, **County Contact**, **Phone**, and **Phone Extension**.
- Setup Administrative User**. Fields include: ***Create Your Unique User ID** (Uppercase - Not to exceed 30 characters), **Enter Your Name** (Example: Fred Smith, not to exceed 30 characters), **Enter Your Password** (Must include 8 characters, 1 number, 1 symbol), **Confirm Your Password** (Enter exactly as above), **Enter Your Email ID**, and **Confirm Your Email ID**.
- Remit-To Address**. (Select Country first, click on magnifying glass to search). Fields include: ***Country:** (USA, United States), **Address 1:**, **Address 2:**, **Address 3:**, **City:**, **County:**, **Postal:**, and **State:**. A note says: "* Email below will receive notifications of account changes".
- *Company Email**, **Confirm Email**, and **Company Website**.
- Remit Contact Phone Information** (1 of 1). Fields include: ***Phone Type**, **Country Code**, ***Telephone**, and **Ext**. Buttons: [Add a Phone](#), [Delete this Phone](#).
- Commodities** (1 of 1). Fields include: ***Commodity** and **Description**. Buttons: [Add Commodity](#), [Delete This Commodity](#).

A red box on the right side of the form contains the following text:

All fields preceded by an asterisk (*) are required.

Complete the Following Steps to Register as a Vendor:

1. Fill in the required data in the following sections:
 - Vendor Information
 - Remit-To Address
 - Commodities (minimum 1 commodity)
2. After saving, an email will be sent to the your Company Email address. Follow the instructions in the email to activate your user id.
3. Fill out and mail the additional forms requested in the email.

*****NOTICE*****
You will **NOT BE PAID** if the Auditor Controller's office does not receive the additional forms.

If you have any questions, please contact Vendor Processing at the Auditor/Controller's Office via email using [Vendor Processing](#).

A red circle highlights the "Add Commodity" button in the Commodities section. A red arrow points from the top of the page to the asterisk in the "Company Name - Payable" field, and another red arrow points from the asterisk in the "Company Name - Payable" field to the red box.

To look up commodities that match your company, please click [here](#).

Online Vendor Registration

Look Up Commodity

SetID: RIVCO

Item ID: begins with

Category: begins with

Description: contains

Look Up Cancel Basic Lookup

Search Results

Only the first 30 results are 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	Category	Category ID	Description
00500	005	00001	ABRASIVES
00505	005	00001	ABRASIVE EQUIPMENT AND TOOLS
00514	005	00001	ABRASIVES, COATED: CLOTH, FIBER
00521	005	00001	ABRASIVES, SANDBLASTING, METAL
00528	005	00001	ABRASIVES, SANDBLASTING (OTHER)
00542	005	00001	ABRASIVES, SOLID: WHEELS, STONES
00556	005	00001	ABRASIVES, TUMBLING (WHEEL)
00563	005	00001	GRINDING AND POLISHING COMPOUNDS

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

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).

Online Vendor Registration

* Email 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add a Phone Delete this Pone

Commodities 1 of 1

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

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

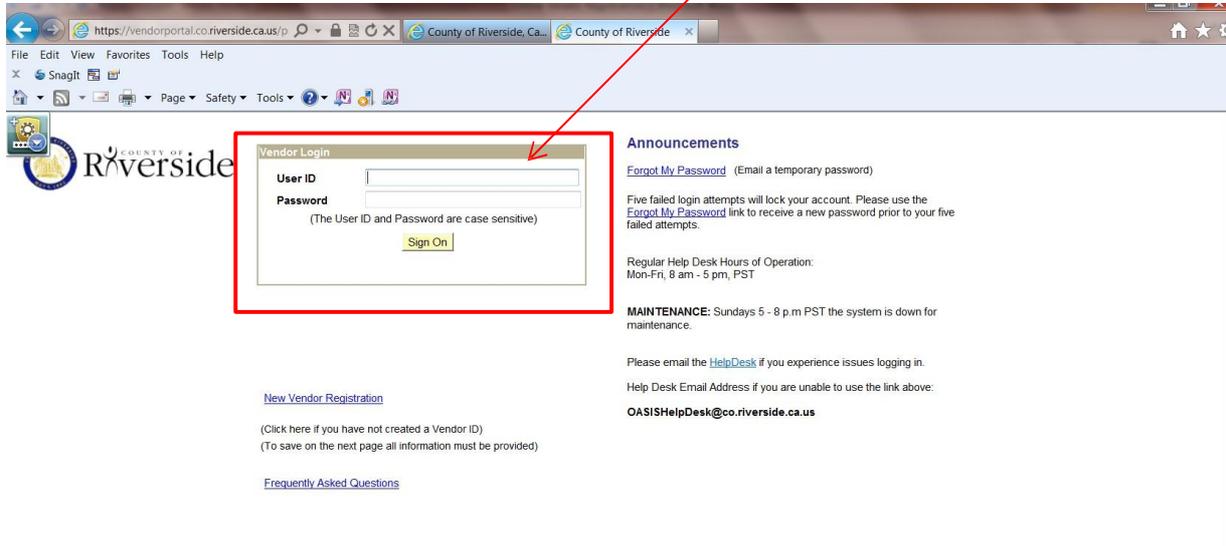
Please note that County employees can look up company's by commodity codes. However there are no automated bid notifications that are generated through this registration.

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

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

Online Vendor Registration

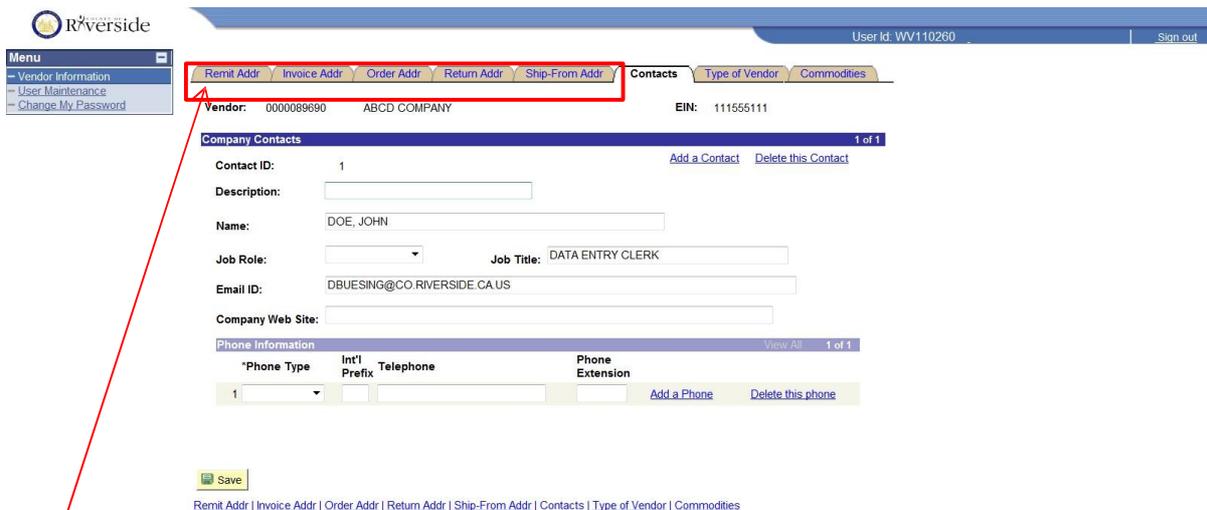
If you are already registered and want to login to see or edit your company's information in Riverside County's vendor data base please enter your user ID and password and click on "Sign On".



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).



Online Vendor Registration

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.

The screenshot shows the 'Contacts' section of the Riverside Vendor Registration system. The user is logged in as 'User Id: WV110260'. The navigation menu includes 'Remit Addr', 'Invoice Addr', 'Order Addr', 'Return Addr', 'Ship-From Addr', 'Contacts', 'Type of Vendor', and 'Commodities'. The 'Contacts' section is active, showing a list of company contacts. The first contact is selected, and the 'Add a Contact' link is highlighted with a red box. The contact details are as follows:

Company Contacts				1 of 1
Contact ID:	1			Add a Contact Delete this Contact
Description:	<input type="text"/>			
Name:	<input type="text" value="DOE, JOHN"/>			
Job Role:	<input type="text"/>	Job Title:	<input type="text" value="DATA ENTRY CLERK"/>	
Email ID:	<input type="text" value="DBUESING@CO.RIVERSIDE.CA.US"/>			
Company Web Site:	<input type="text"/>			
Phone Information				View All 1 of 1
Phone Type	Int'l Prefix	Telephone	Phone Extension	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add a Phone Delete this phone

At the bottom of the page, there is a 'Save' button and a breadcrumb trail: [Remit Addr](#) | [Invoice Addr](#) | [Order Addr](#) | [Return Addr](#) | [Ship-From Addr](#) | [Contacts](#) | [Type of Vendor](#) | [Commodities](#)

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

The screenshot shows the 'Type of Vendor' section of the Riverside Vendor Registration system. The user is logged in as 'User Id: WV110260'. The navigation menu includes 'Order Addr', 'Return Addr', 'Ship-From Addr', 'Contacts', and 'Type of Vendor'. The 'Type of Vendor' section is active, showing a form for selecting vendor types. The vendor details are as follows:

Vendor Type	
Type of Contractor:	<input type="text"/>
Sm Disadvantaged Business Prog:	<input type="text"/>
Veteran-Owned Small Business:	<input type="text"/>
Size of Small Business:	<input type="text"/>
Women-Owned Business	<input type="checkbox"/>
Local Riverside County Business	<input type="checkbox"/>

At the bottom of the page, there is a 'Save' button and a breadcrumb trail: [Remit Addr](#) | [Invoice Addr](#) | [Order Addr](#) | [Return Addr](#) | [Ship-From Addr](#) | [Contacts](#) | [Type of Vendor](#) | [Commodities](#)

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

Online Vendor Registration

Riverside County

User Id: WV110260 | Sign out

Menu: Vendor Information, User Maintenance, Change My Password

Return Addr | Ship-From Addr | Contacts | Type of Vendor | **Commodities**

Vendor: 0000089690 ABCD COMPANY EIN: 111555111

Commodity	Description	
60000	OFFICE MACH EQUIP & ACCESS	Add new Item Delete this Item
60002	Accessories, Calculators, Elec	Add new Item Delete this Item
60003	ACCOUNTING & BOOKKEEPING MACH	Add new Item Delete this Item
60011	ADDRESSING MACHINES (EMBOSSSED)	Add new Item Delete this Item

[Save](#)

[Remit Addr](#) | [Invoice Addr](#) | [Order Addr](#) | [Return Addr](#) | [Ship-From Addr](#) | [Contacts](#) | [Type of Vendor](#) | [Commodities](#)

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!