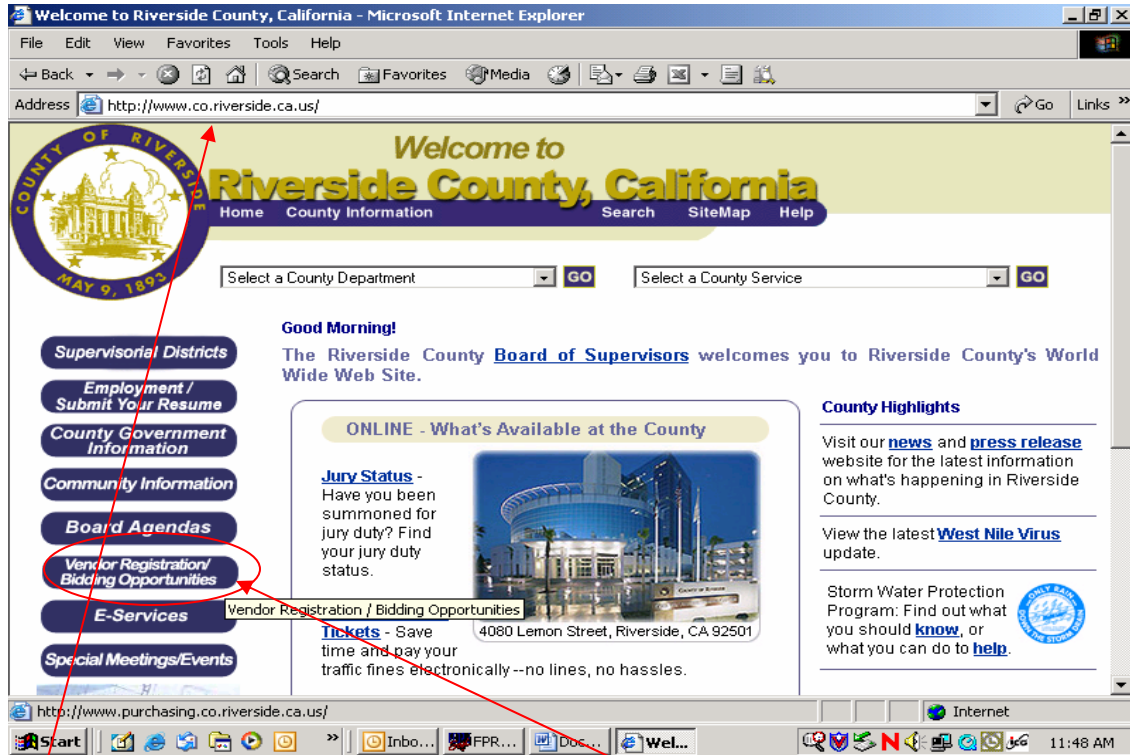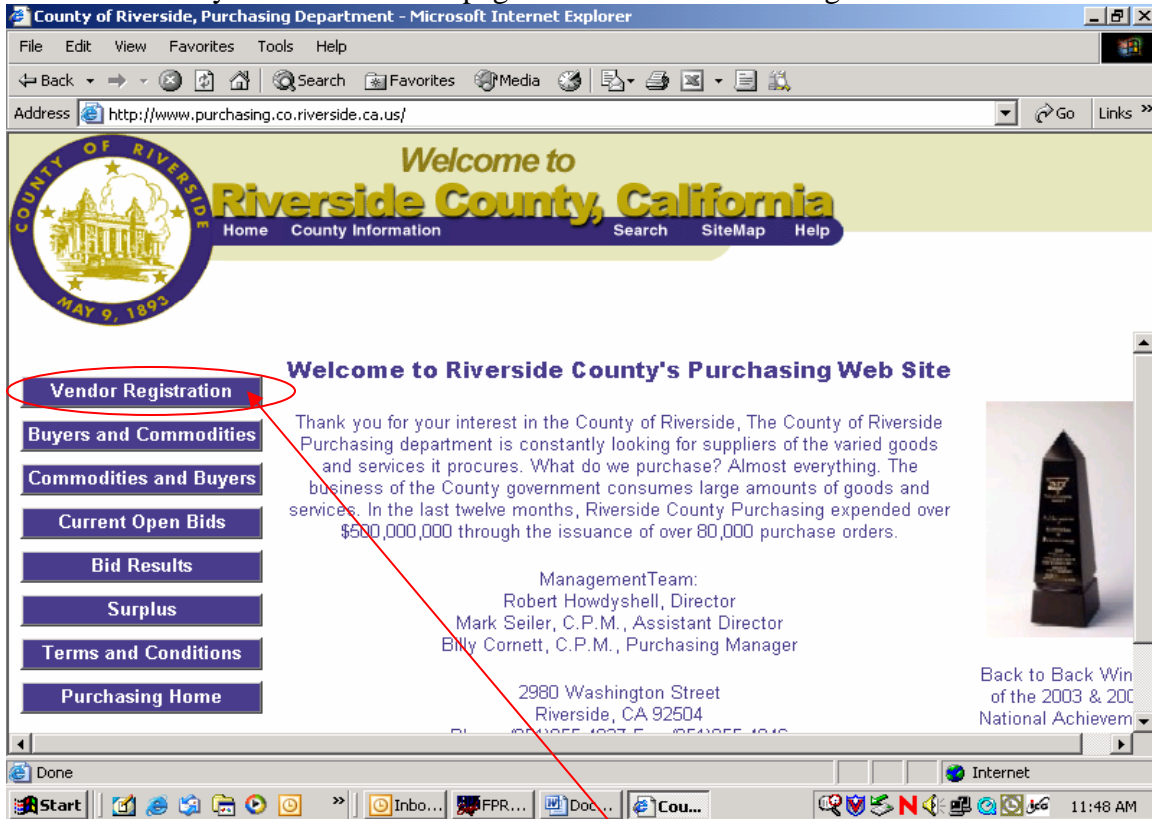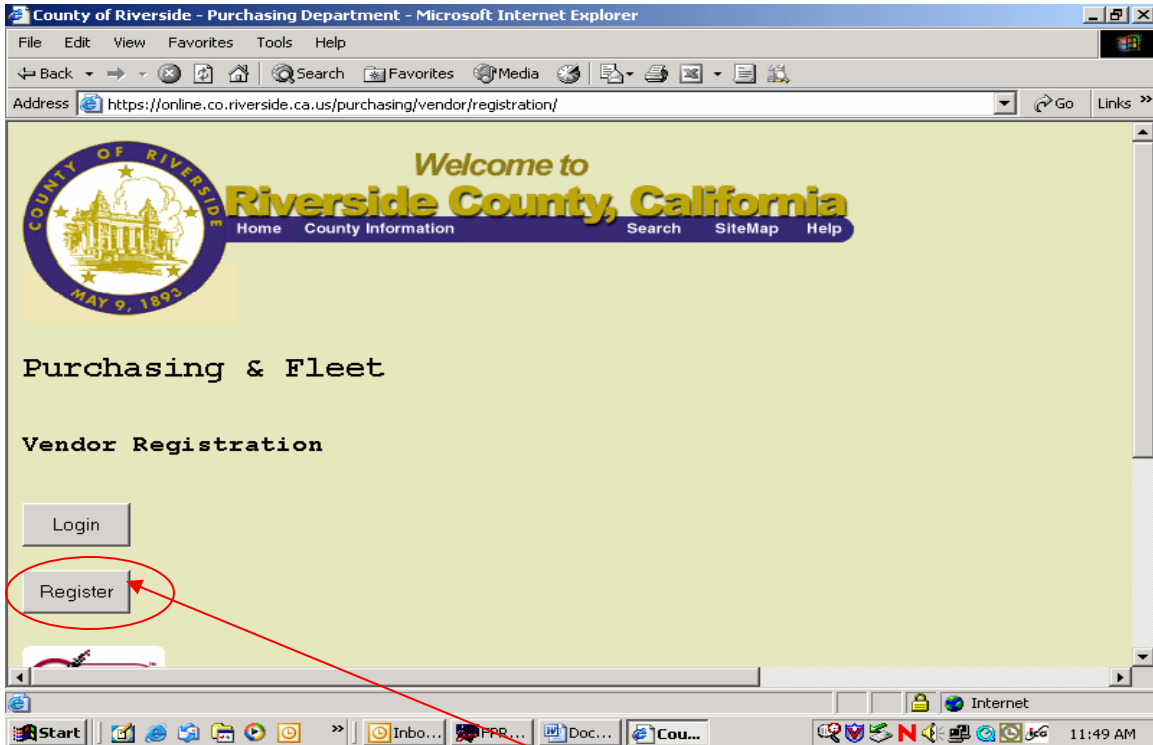# Online Vendor Registration

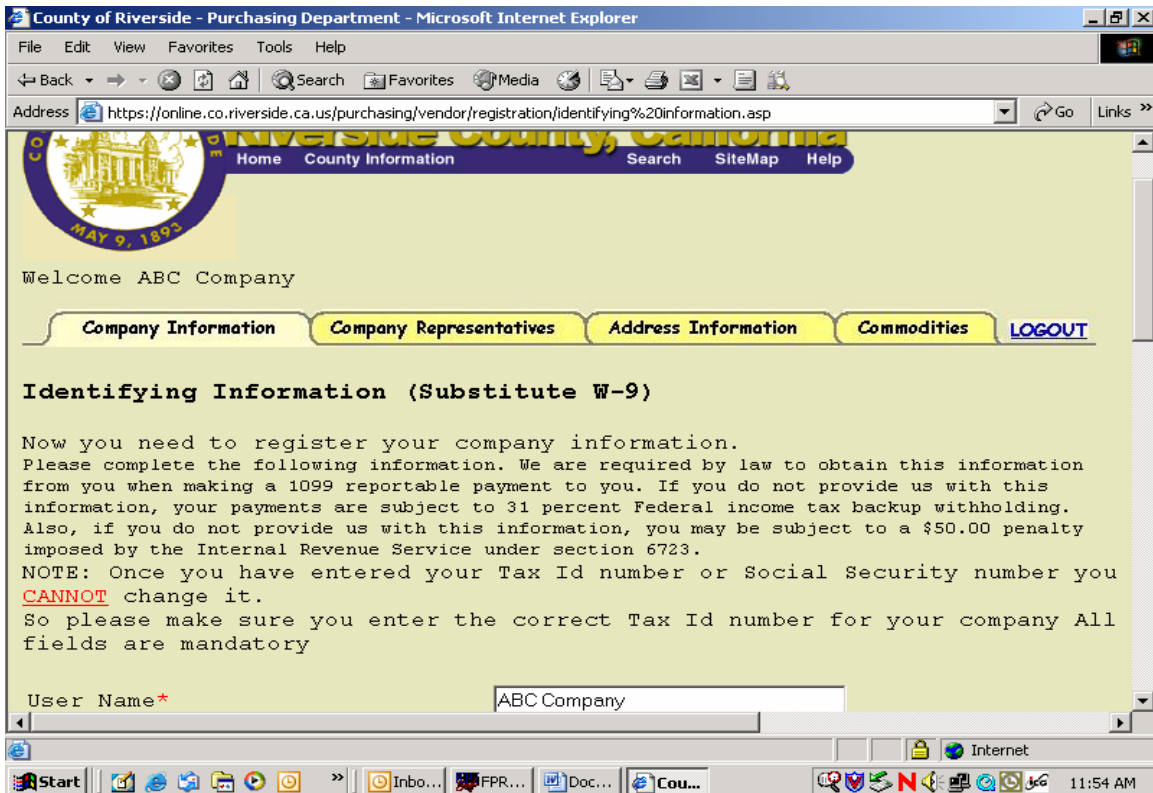Go to the County of Riverside web page and click on Vendor registration.

Now you are at the Purchasing web page. Again, click on Vendor Registration.

Online Vendor Registration

To Register your company click on "Register". If you already have a user name and password, click on "Login".

Create a Username and password and make sure you keep this information available in a save place for later use in case you have to update your registration. Click "Sumit".

Online Vendor Registration

Enter your company information and click "Submit" when registering or "Update" when making changes.

Go to the next folder and click on "Add".
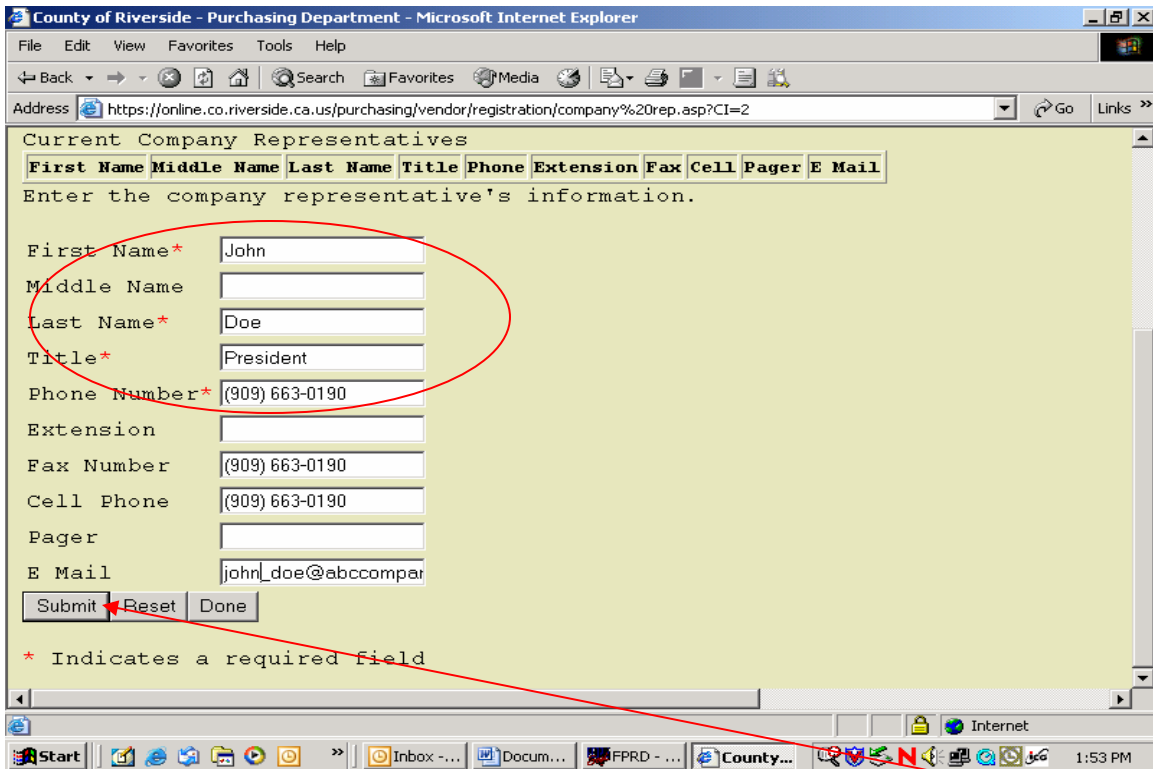
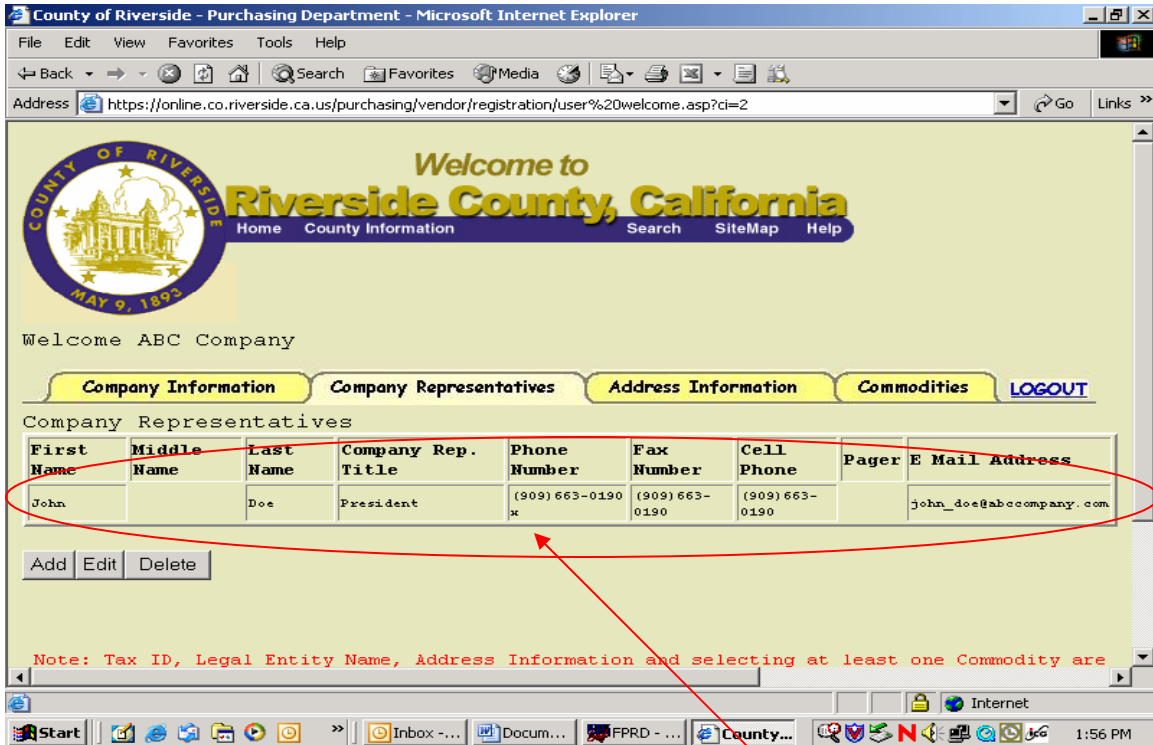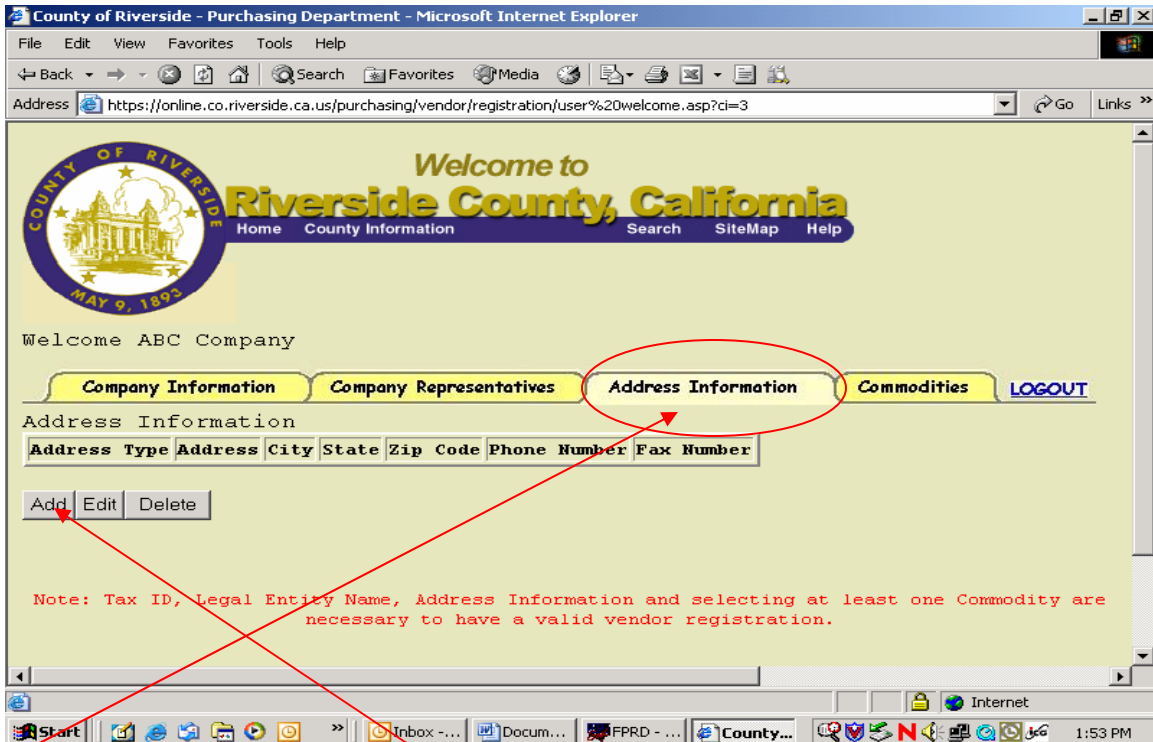Enter your company representatives and their contact information and click "Submit".

Online Vendor Registration

After you clicked "Submit" you should see the information appear similar to this.

Go to the next folder and click "Add".

Online Vendor Registration

Enter your company's address information and click "Submit". For multiple addresses you can repeat the process.

After you clicked "Submit" your address information should appear similar to this.

Online Vendor Registration
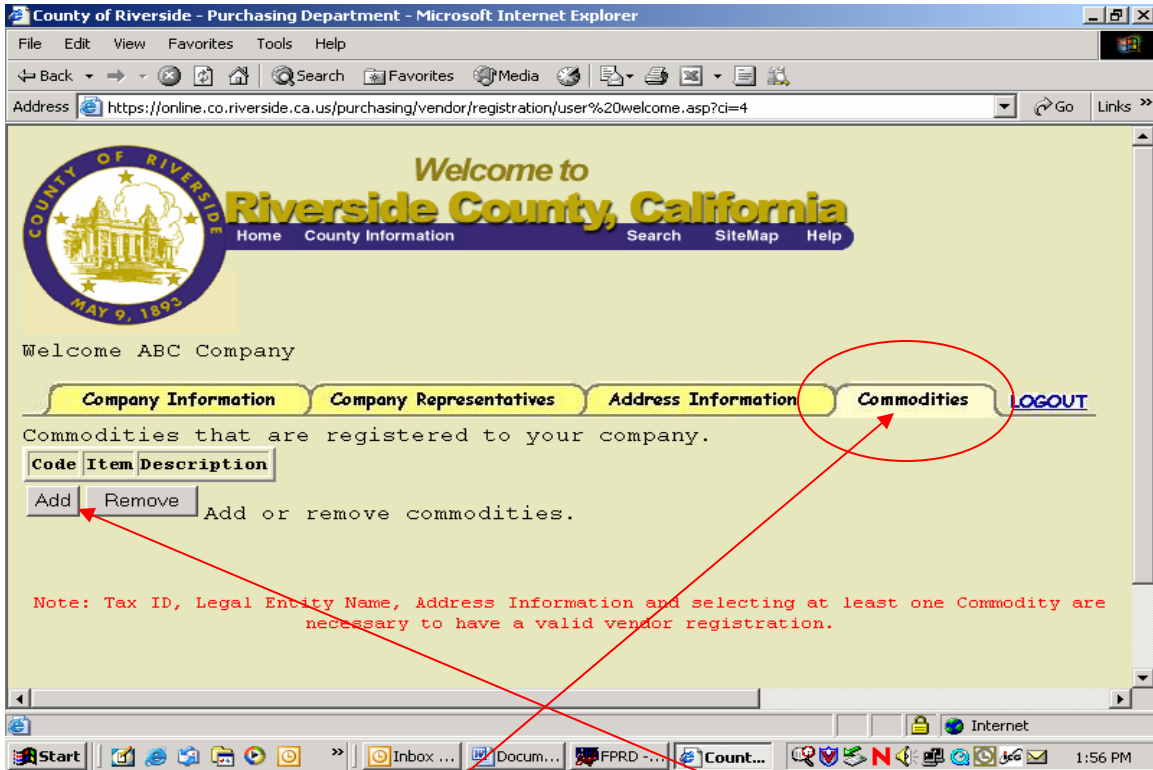
Go the next and last folder "Commodities" and click "Add".

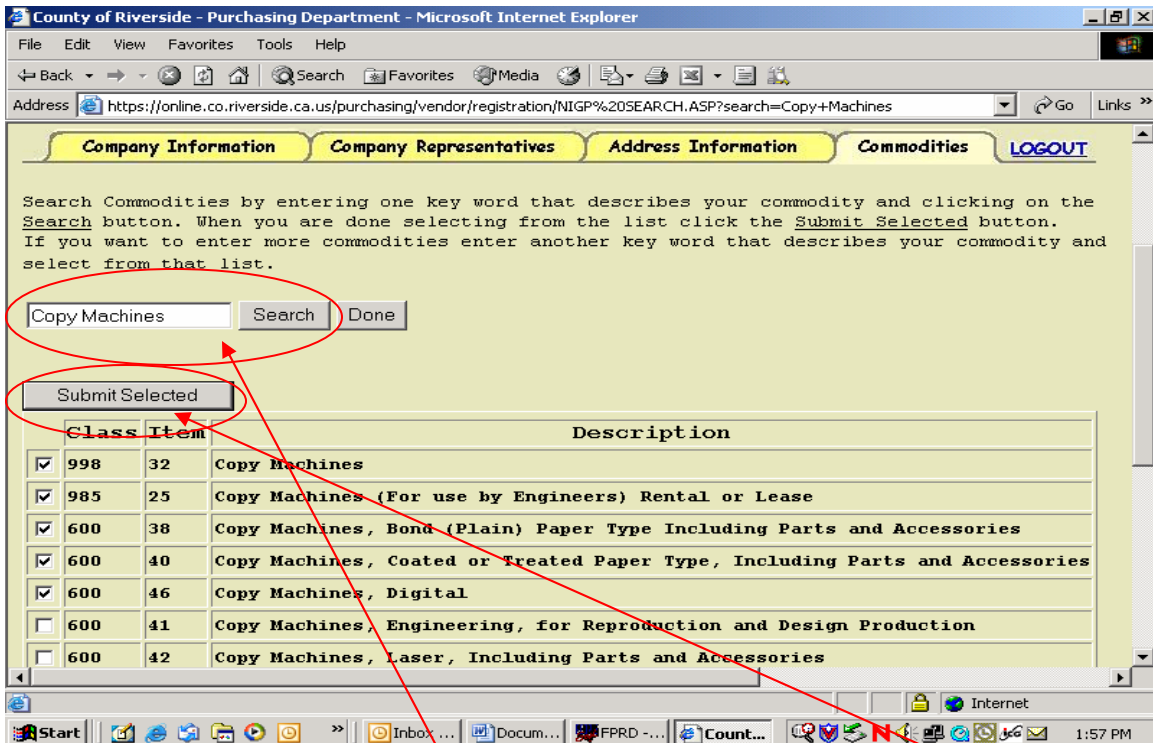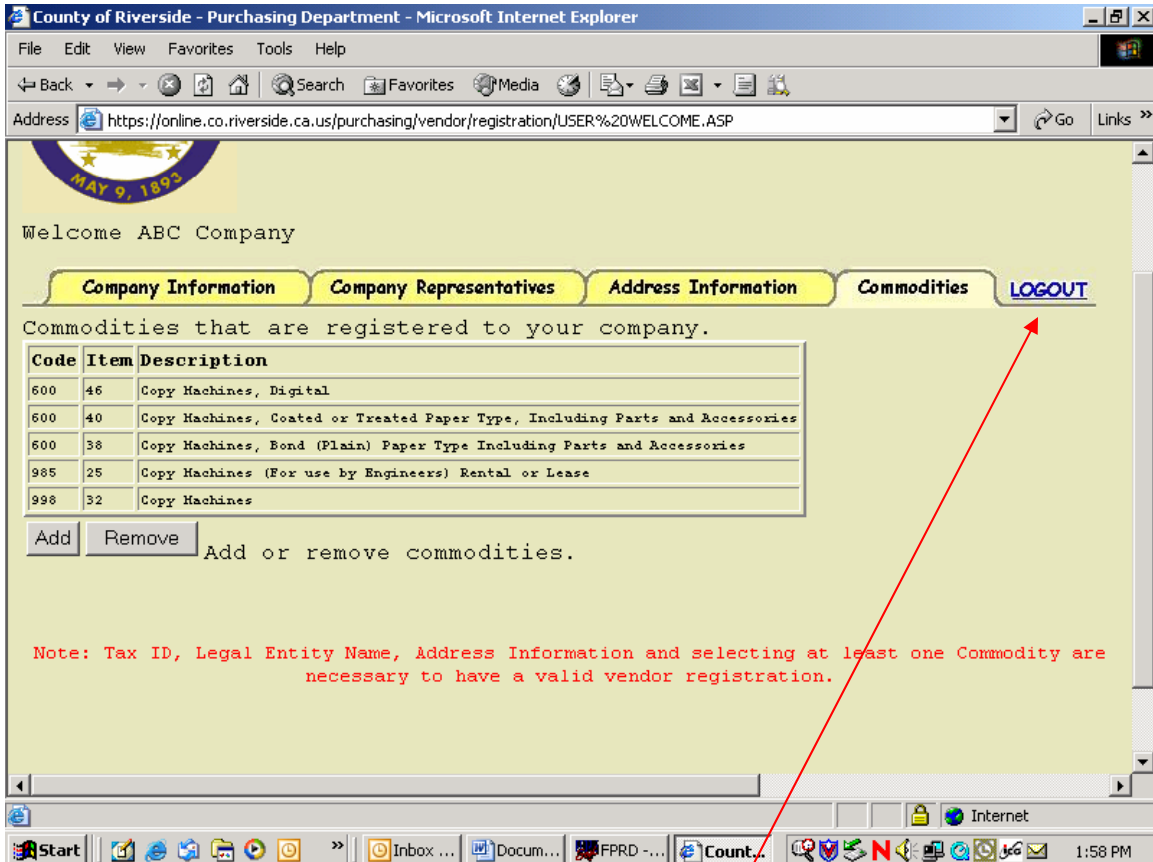Type in a keyword and click "Search". Select from the list those commodities you want your company to be associated with in our financial software system and click "Submit Selected".

Online Vendor Registration

After you clicked "Submit Selected" your commodities should appear like this. Now you are done with your online registration and you can LOGOUT.