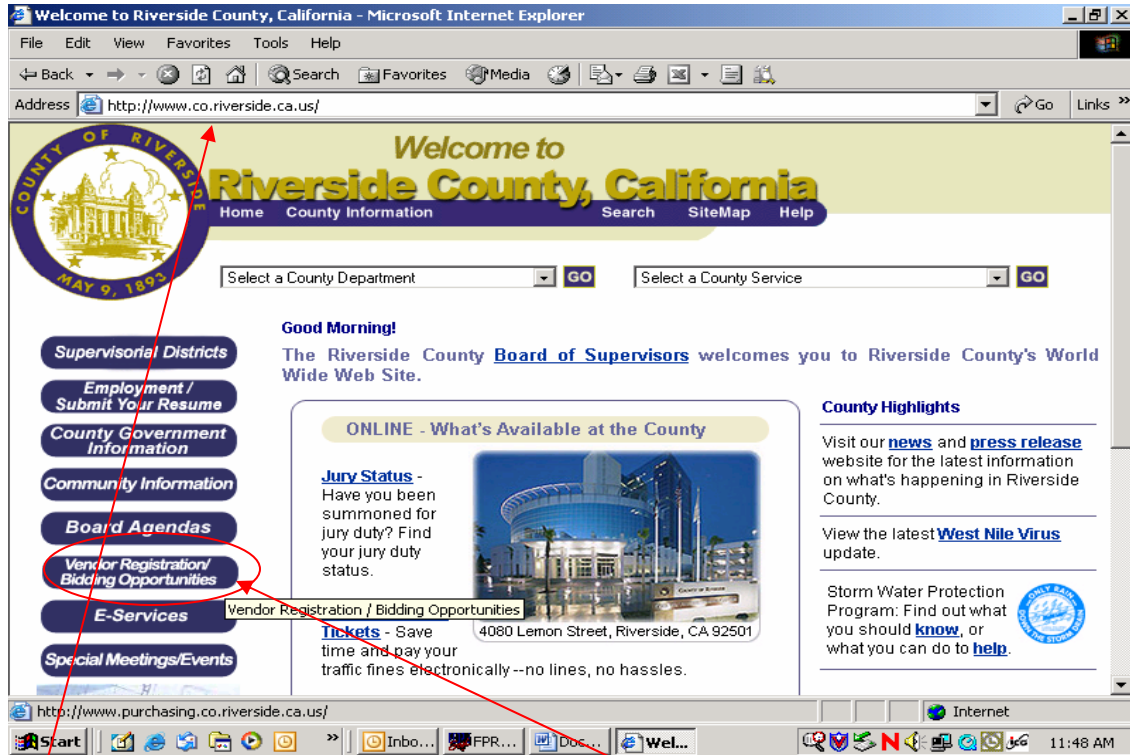
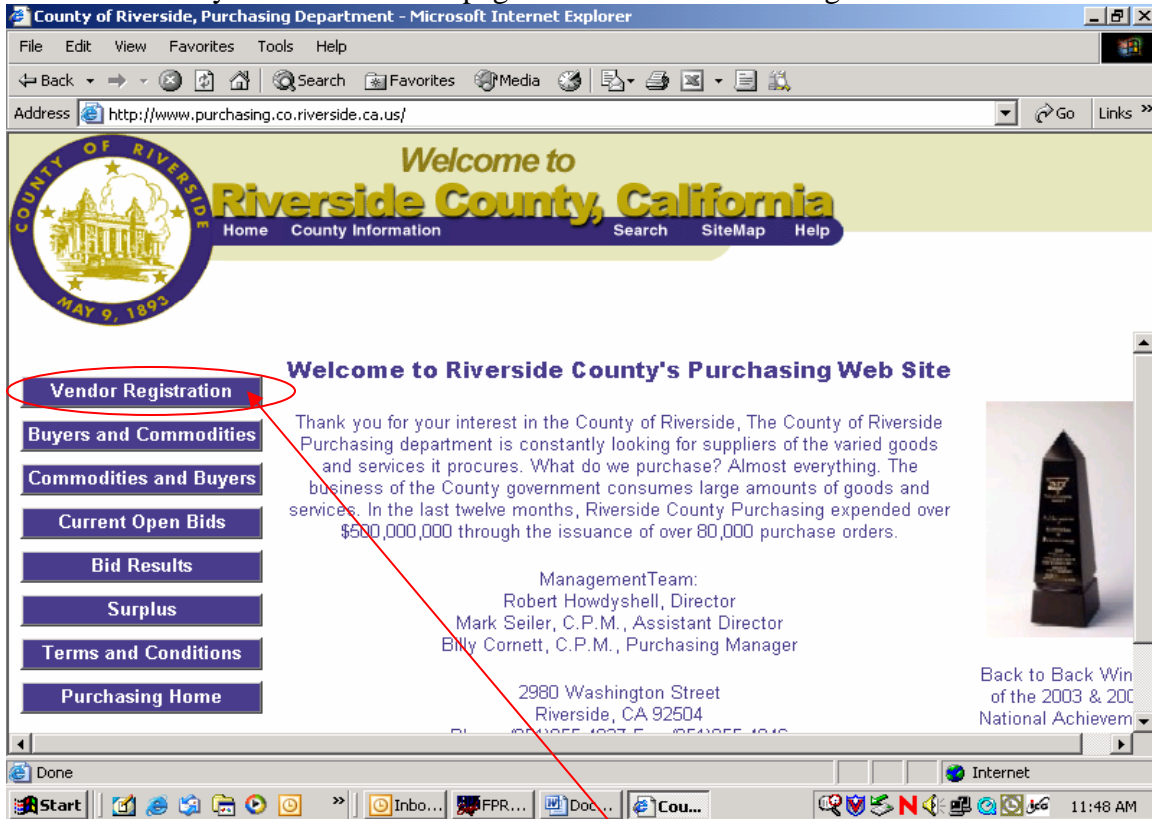


Online Vendor Registration

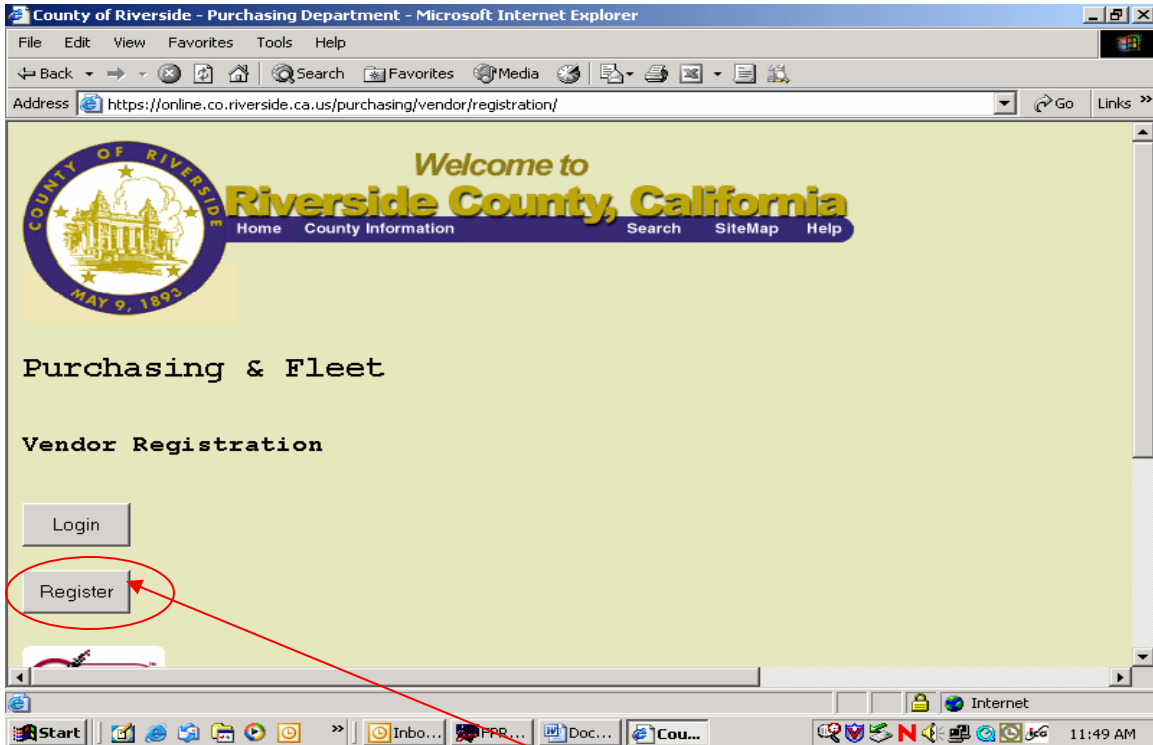


Go to the County of Riverside web page and click on Vendor registration.

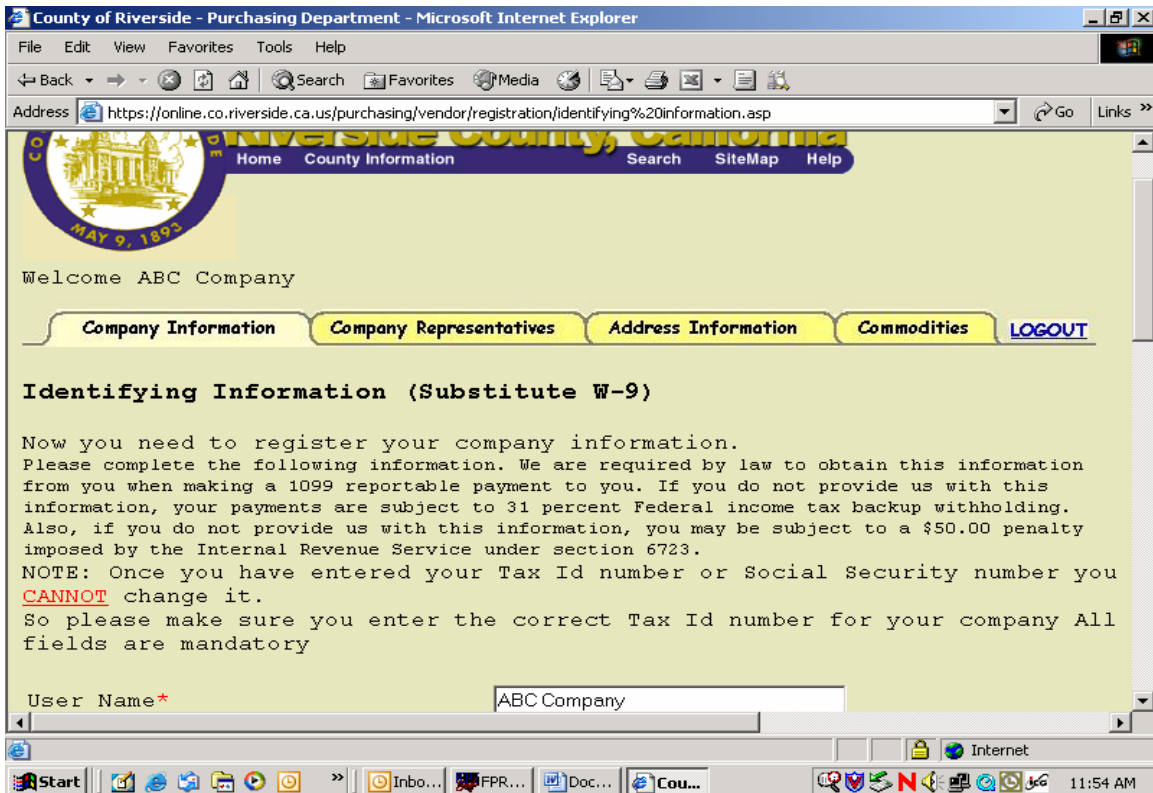


Now you are at the Purchasing web page. Again, click on Vendor Registration.

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

County of Riverside - Purchasing Department - Microsoft Internet Explorer

Address <https://online.co.riverside.ca.us/purchasing/vendor/registration/identifying%20information.asp>

Company Information **Company Representatives** **Address Information** **Commodities** **LOGOUT**

Identifying Information (Substitute W-9)

Please enter your revised company information

User Name (read only) ABC Company

Current Legal Entity Name* ABC Company

Current D. B. A. Name

Type of Business (read only) Corporation

Our company provides Goods

Ethnic Ownership (Optional)

Classifications (Optional)

Local Vendor (Has street address and business license with Riverside County)

Small Business (As defined by the Small Business Administration)

Woman Ownership (Greater than 50%)

Disabled Veteran Ownership (greater than 50%)

Exemption Status: (If you or your organization should not receive a Form 1099 from the

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

Local Vendor (Has street address and business license with Riverside County)

Small Business (As defined by the Small Business Administration)

Woman Ownership (Greater than 50%)

Disabled Veteran Ownership (greater than 50%)

Exemption Status: (If you or your organization should not receive a Form 1099 from the County of Riverside, please select one of the following exemption reasons. Otherwise, leave blank.)

The following Bank Information is optional.

Bank Name

Bank Account Number

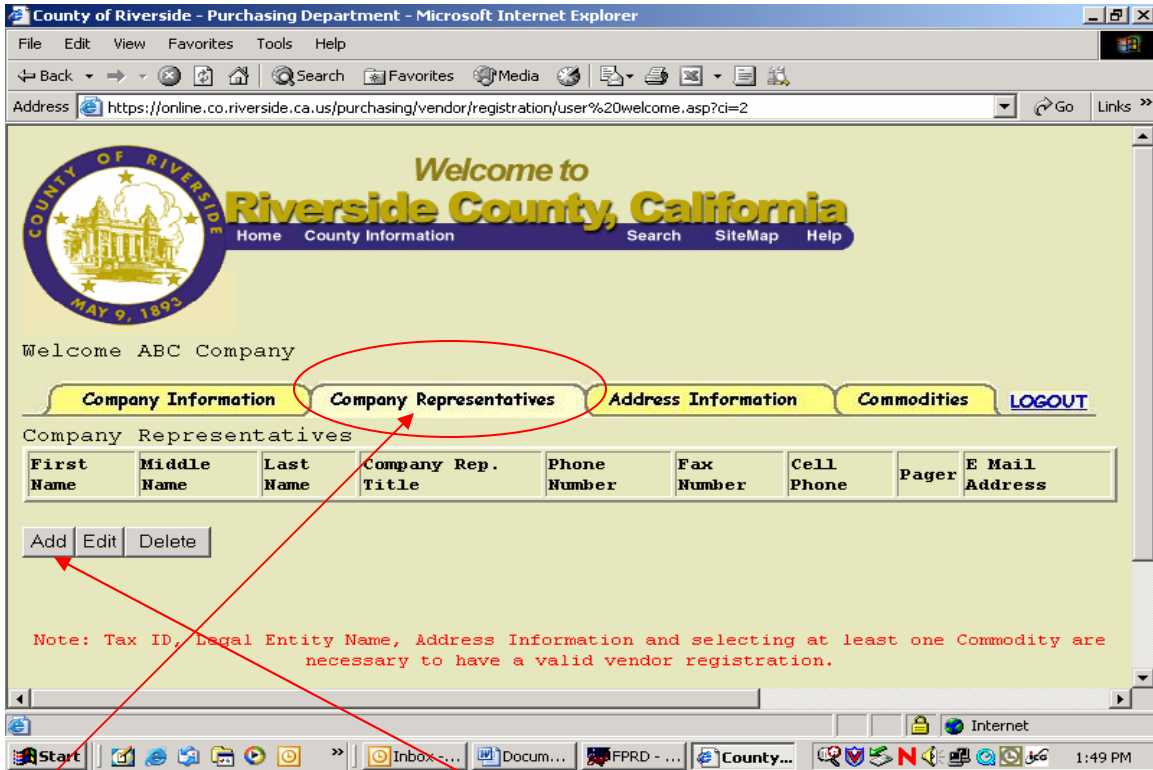
Routing Number

Do you accept credit card payment? NO

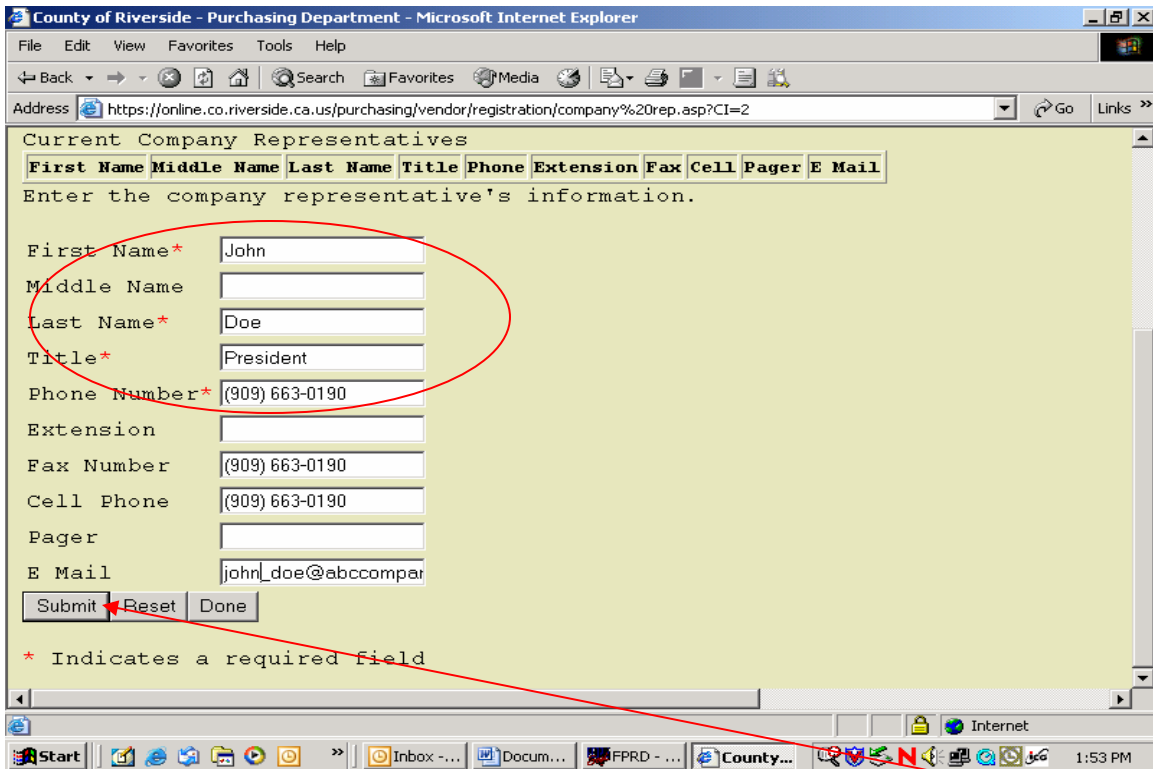
Update Reset Cancel

Note: Tax ID, Legal Entity Name, Address Information and selecting at least one Commodity are necessary to have a valid vendor registration.

Online Vendor Registration

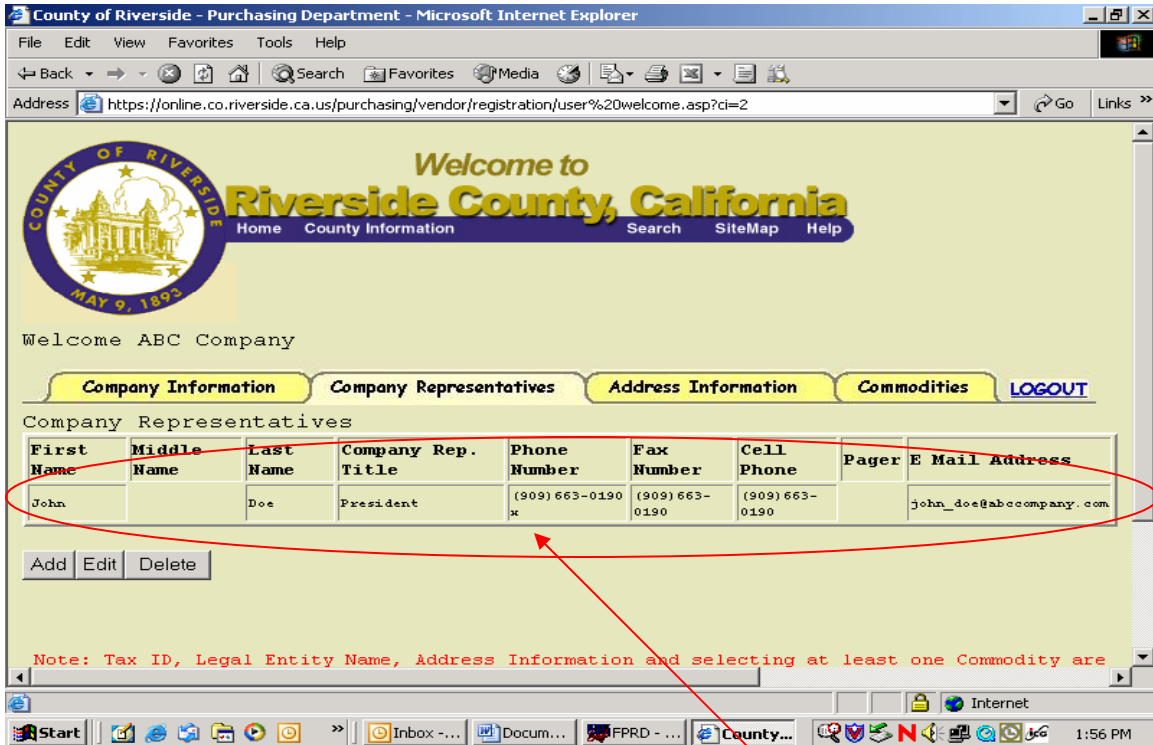


Go to the next folder and click on "Add".

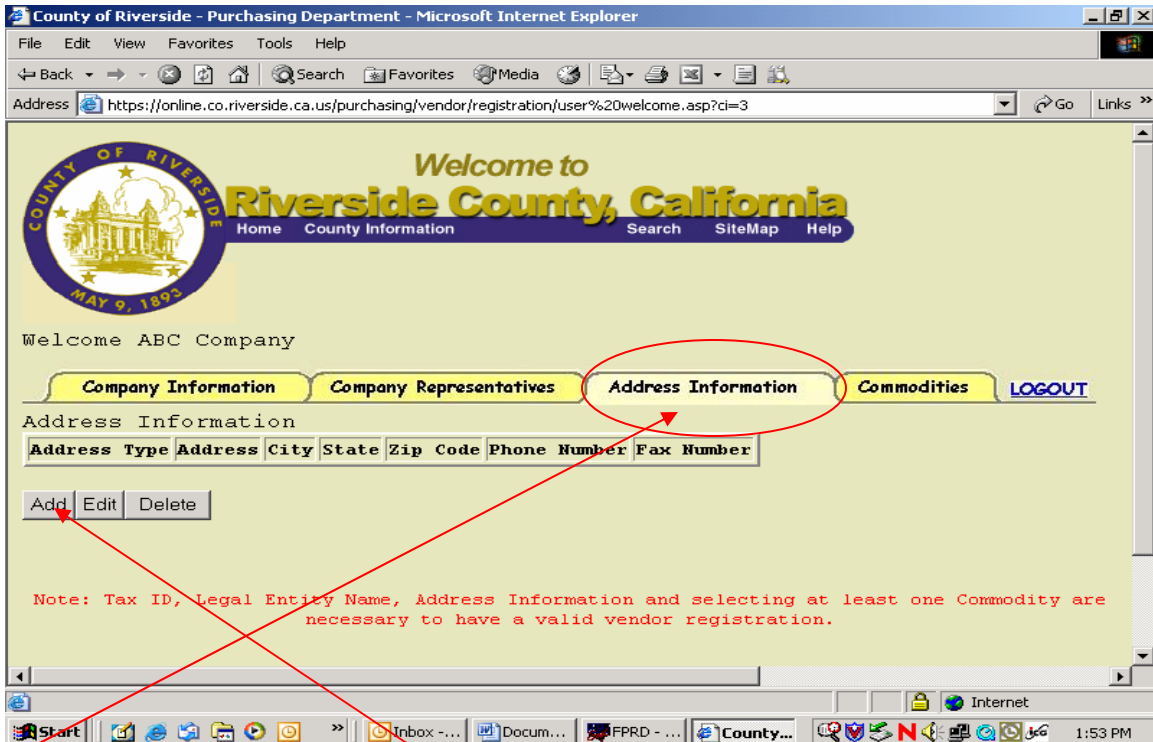


Enter your company representatives and their contact information and click "Submit".

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

County of Riverside - Purchasing Department - Microsoft Internet Explorer

Address: <https://online.co.riverside.ca.us/purchasing/vendor/registration/address%20info.asp>

Company Information | **Company Representatives** | **Address Information** | **Commodities** | [LOGOUT](#)

Current Company Addresses

| Address Type | Street Address | City | State | Zip Code | Phone | Fax |
|--------------|----------------|------|-------|----------|-------|-----|
|--------------|----------------|------|-------|----------|-------|-----|

Enter the company address information.

Effective Date: 3/16/2006

Address Type: Main/Corporate Sales/P.O. Bid

Check at least one: Remit To Shipping

Address*: 2980 Washington Street

City*: Riverside state CA

Zip Code*: 92407 -

Phone*: (951) 955-4937

Fax: (951) 9553730

* Indicates a required field

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

County of Riverside - Purchasing Department - Microsoft Internet Explorer

Address: <https://online.co.riverside.ca.us/purchasing/vendor/registration/address%20info.asp?ADDRESS=Add>

WELCOME TO Riverside County, California

Home | County Information | Search | SiteMap | Help

Welcome ABC Company

Company Information | **Company Representatives** | **Address Information** | **Commodities** | [LOGOUT](#)

Current Company Addresses

| Address Type | Street Address | City | State | Zip Code | Phone | Fax |
|----------------|-------------------------|-----------|-------|----------|----------------|----------------|
| Main/Corporate | 2980 Washington Street, | Riverside | CA | 92407- | (951) 955-4937 | (951) 955-3730 |

Enter the company address information.

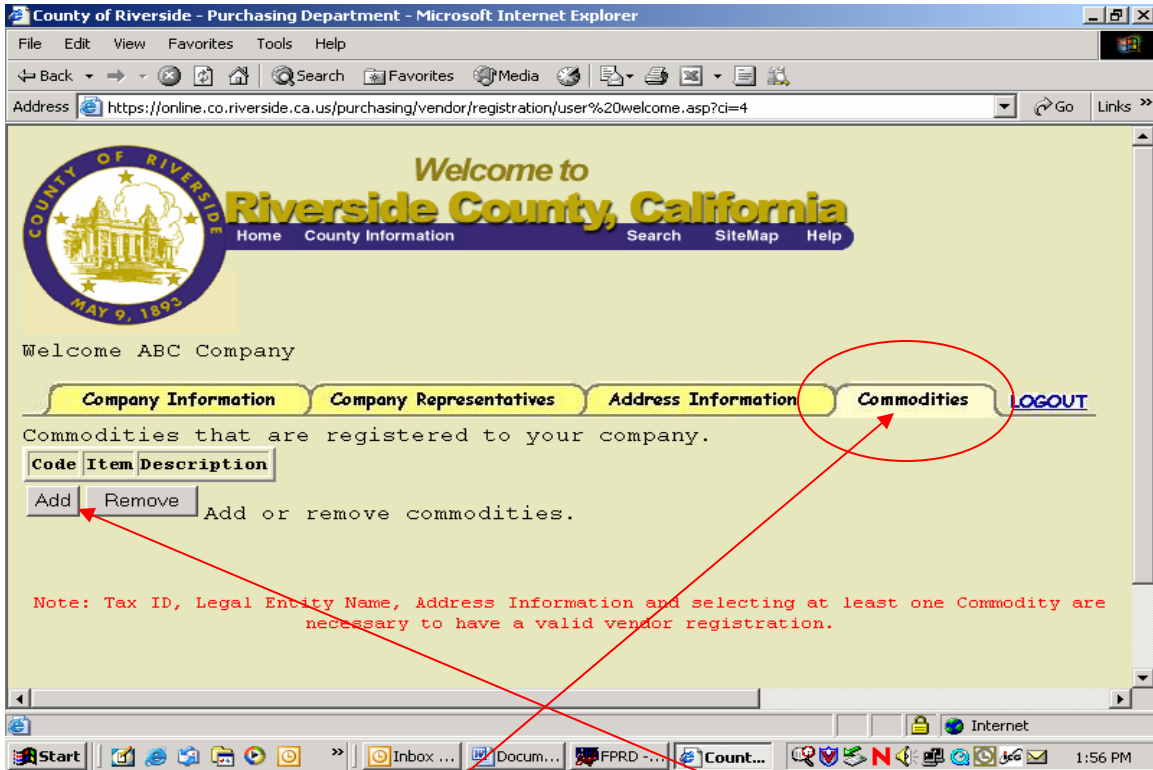
Effective Date: 3/16/2006

Address Type: Main/Corporate Sales/P.O. Bid

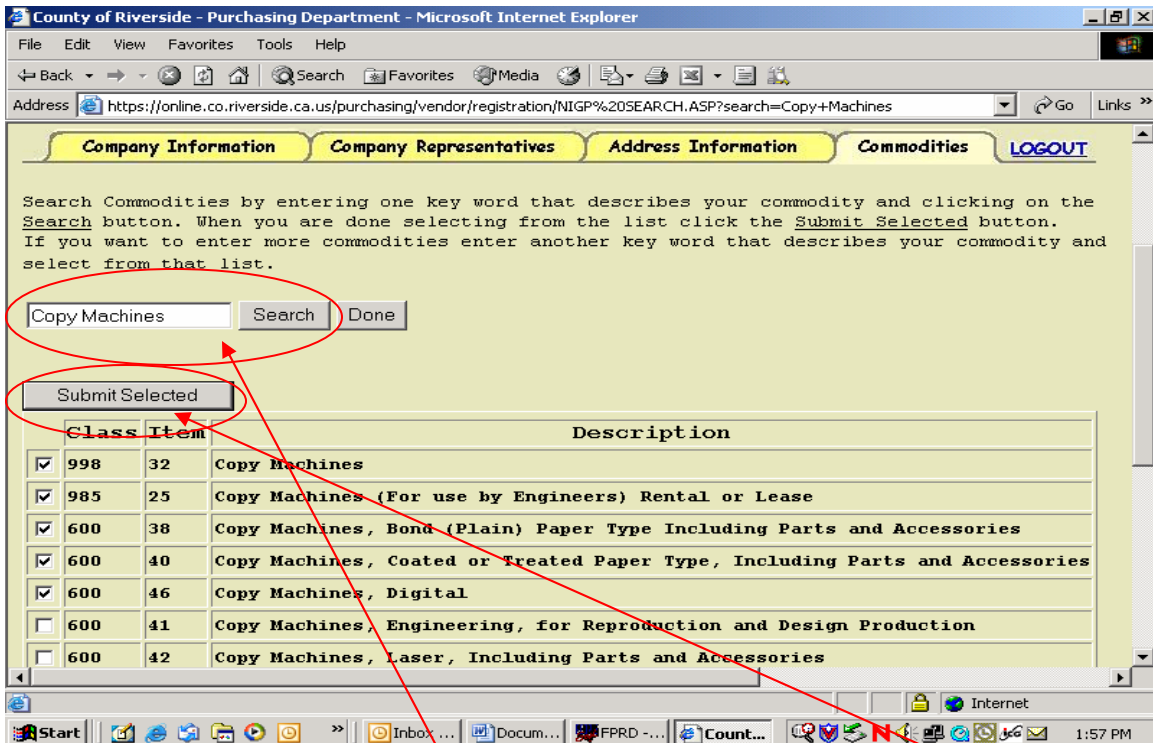
Check at least one: Remit To Shipping

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

Online Vendor Registration

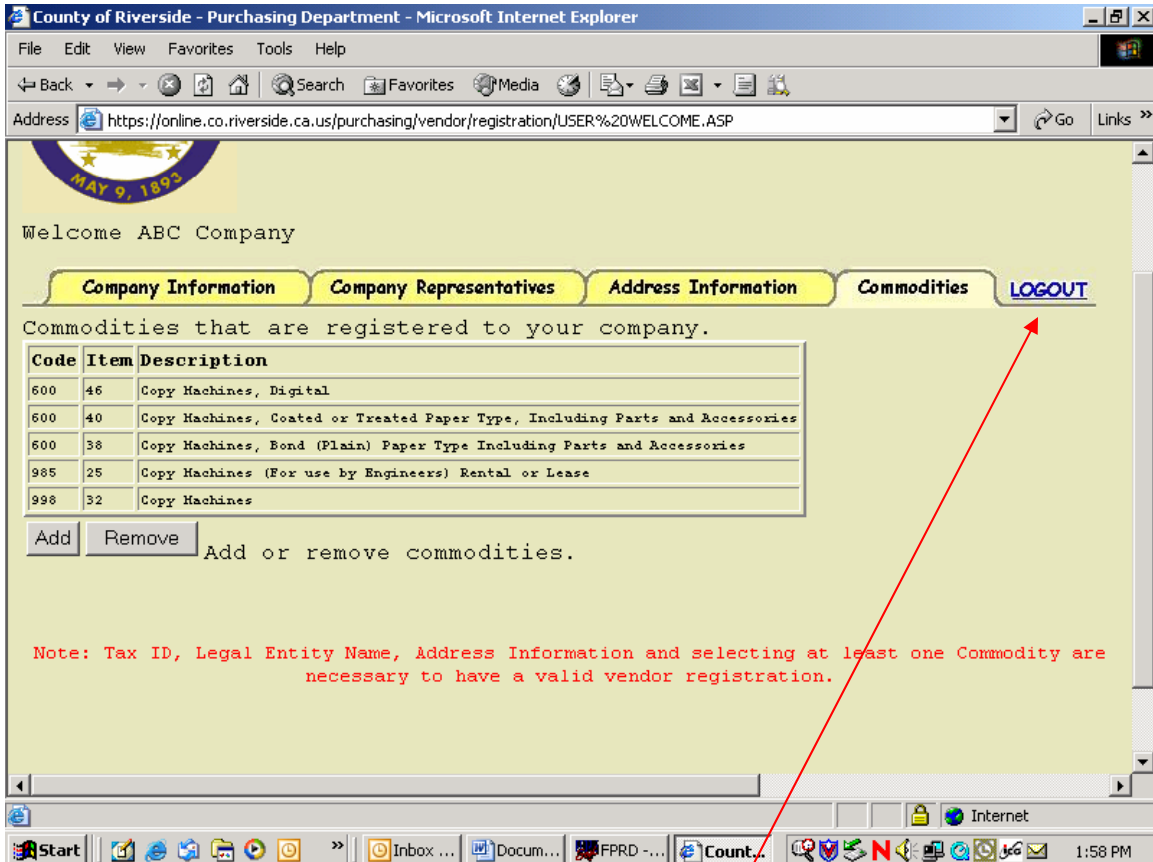


Go to the next and last folder “Commodities” and click “Add”.



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.