



RIVERSIDE COUNTY FLOOD CONTROL  
AND WATER CONSERVATION DISTRICT

Policy No.:

014

POLICY AND PROCEDURE

Division:

Finance

Section:

Gen Actg

Subject:

**New Vendor Registration**

Revised:

7/1/15

P/8# 124474

## Riverside County New Vendor Registration

1. Go to the Riverside County Purchasing and Fleet Services website:
  - <http://www.purchasing.co.riverside.ca.us/>
  - Under section labeled, VENDORS - bottom left hand side, click on 'Vendor Registration/Maintenance'
  - Click on 'County vendor registration/login'
  - Click on 'New Vendor Registration'
  - Complete all information as requested.
2. After registration is complete, supply the following documents to the Riverside County Auditor Controller's office:
  - Company letterhead or blank invoice
  - IRS W-9 Form
  - IRS 147C Letter (New Authorization Letter)
    - Contact the IRS at 1-800-829-0115
  - Purchasing Website "Company Information" Screen printout

Email forms directly to: [acovendorprocessing@co.riverside.ca.us](mailto:acovendorprocessing@co.riverside.ca.us).