

SUPPLIER: ONBOARDING PROCESS

Introduction

The **Supplier Onboarding Process** is the external vendor process used to convert a vendor into an **approved supplier**, enabling access to the **Workday Supplier Portal**.

This job aid is designed for **external suppliers** and explains how the onboarding process works, including the actions Suppliers must complete based on whether they are part of a **Portal-managed** onboarding or a **Non-Portal** onboarding.

The onboarding path depends on how the Supplier is initiated:

- **Portal Suppliers** will begin the onboarding process **through the eRSP system**, where Procurement initiates the request and drives the initial steps
- **Non-Portal Suppliers** will be onboarded **directly through Workday (WD)**, without using the eRSP system.

Security Roles

- Supplier – External Supplier Portal User.

Onboarding Process for Portal

1. External vendors that have not previously done business with DWP may receive a **supplier registration link** directly from **SCS**. Use the link provided to access the **DWP Vendor Self-Registration** landing page and begin the registration process.
2. Alternatively, vendors can access the registration page by performing an online search. Enter "**LADWP vendor self-registration**" in the search engine and select the result that directs you to the **DWP public vendor self-registration landing page**, as shown below.

Los Angeles Department of Water and Power
<https://www.ladwp.com/doing-business-ladwp/vendors-and-bidders>

Vendors and Bidders - Los Angeles

Begin your journey by choosing one of two options: **register and create a vendor profile in the new eRSP system** or re-activate your existing eRSP account. If ... [Read more](#)
 Missing: self | Show results with: self



Los Angeles Department of Water and Power
[https://www.ladwp.com/sites/default/files/Vendor Registration User Reference Guide.pdf](https://www.ladwp.com/sites/default/files/Vendor%20Registration%20User%20Reference%20Guide.pdf)

Vendor Registration User Reference Guide

Click "Vendor Registration." Page 4. How to Register in eRSP – Getting Started. Page 4 of 20. 3. Once you click the "Vendor Registration" button, you will see ... [Read more](#)
 20 pages
 Missing: self | Show results with: self

Los Angeles Department of Water and Power
<https://www.ladwp.com/vendors-and-bidders>

Electronic Request-Solicit-Procure (eRSP) System

Beginning July 17, 2023, all bidders are welcome to **register and create a vendor profile** in the new eRSP system, or re-activate existing eRSP accounts at <https://ersp.ladwp.com> ... [Read more](#)

3. Clicking in the **"Learn more about eRSP"** hyperlink will redirect vendors to eRSP landing page (<https://ersp.ladwp.com/open.dll/welcome>)

Vendors and Bidders

Electronic Request-Solicit-Procure (eRSP) System

About eRSP

Beginning August 1, 2023, LADWP will receive bids via the electronic Request-Solicit-Procure System (eRSP). eRSP may sound familiar for some as LADWP had implemented and used this system in previous years. The new eRSP will have new and improved features including:

- New bidding portal for an easier more efficient experience
- Streamlined bidding process, reducing administrative burdens, paperwork, and associated costs
- Enhanced transparency and fairness ensuring a level playing field for all bidders
- Access to more LADWP contracting opportunities for a wider range of bidders
- Ability for vendors to self-certify for SBE, DBE, LBE and other socio-economic programs
- Newly enhanced cyber security features
- Seamless integration into LADWP's system



Beginning July 17, 2023, all bidders are welcome to register and create a vendor profile in the new eRSP system, or re-activate existing eRSP accounts at <https://ersp.ladwp.com>.



Welcome LADWP Business Partners!

Welcome to the Electronic Request-Solicit-Purchase System (eRSP). Feel free to browse the bid notices. However, only registered users can download official bid documents. All bidders are welcome to register and create a vendor profile in eRSP system. You may register online by selecting the "Register" button from the eRSP main page. **Registration is free.** If you have any questions or require assistance, please contact our Help Line at 1-213-367-3777 or Email purchbids@ladwp.com.

In addition, all current LADWP bid opportunities are being listed on the City of L.A.'s www.rampla.org website. If you are not a current user, you can register at www.rampla.org for free to view the City of Los Angeles' bid opportunities.

- [eRSP Home](#)
- [Vendor Registration](#)
- [Browse Opportunities](#)

- [Help Menu](#)
- Help Desk open from 7:00am - 3:00pm M-F (xxx)xxx-xxxx
- Contact us by e-mail purchbids@ladwp.com

Announcements

Vendor training for the eRSP system is available on-demand 24/7. eRSP Reference Guides may be downloaded from the LADWP website ([click here](#)), and vendor training videos may be viewed on LADWP's Vimeo website ([click here](#)).

Should you require additional information, please contact the Vendor Liaison Center (VLC) at 213-367-2252, or via email at purchbids.purchbids@ladwp.com.

4. The eRSP self-registration process consists of **five steps**, all completed by filling out a registration form.
 - a. **Contact Information:** enter and complete vendor contact details.
 - b. **Commodity Profile Selection:** select the commodity of commodities that best describe the goods or services offered.
 - c. **Location Information:** identify the geographic areas where the vendor would like to do business.
 - d. **Business Class Selection:** select the business classification that applies to the company.
 - e. **Company Information:** provide company details, including BTRC number,
5. After completing all five steps, vendors review the information entered and submit the registration.

LA DWP
eRSP

Registration Summary

(Dev)

? This is the summary registration information.

[Print This Page](#)

Welcome Screen

Browse Opportunities

Browse Bid Results

My Profile

Continue Registration

eRSP Time

Exit from eRSP

Help

Help Desk open from
7:00am - 3:00pm M-F
(xxx)xxx-xxxx

Person Information

Name: Geoff Marsh

User Name: GMarsh

Phone: 1 (626) 656-5111

Email: GMarsh123123@yahoo.com

Company Information

Head Office

Legal Business Name: Glass Screen Products

Business Class: Private Corporation

Phone: 1 (626) 656-5111

Email: GMarsh123123@yahoo.com

Mailing Address: 250 Marsh Trail Circle
SANTA MONICA, CA 90028
UNITED STATES

Remittance Address: Same as Mailing Address

Primary Contact: Geoff Marsh

Services

Electronic Notification, Electronic Bidding

Location Profile

ARIZONA

MARICOPA COUNTY

CALIFORNIA

ALAMEDA COUNTY

CALAVERAS COUNTY

FRESNO COUNTY

GLENN COUNTY

INYO COUNTY

KERN COUNTY

LOS ANGELES COUNTY

MERCED COUNTY

NAPA COUNTY

ORANGE COUNTY

PLUMAS COUNTY

SACRAMENTO COUNTY

SAN DIEGO COUNTY

SAN FRANCISCO COUNTY

STANISLAUS COUNTY

TULARE COUNTY

YUBA COUNTY

NEVADA

WASHOE COUNTY

WHITE PINE COUNTY

UTAH

JUAB COUNTY

MILLARD COUNTY

SALT LAKE COUNTY

UTAH COUNTY

Product Profile

Wholesale Trade

Please review the registration information above to ensure that it is correct and complete before proceeding. If you wish to modify it in any way you can click the 'Back' button below or click here back to the start.

[Back - Certifications](#)

Registration Review

Step 5 of 5

[Finish](#)

6. Once vendor self-registration is submitted:
 - a. VLC would look to see if the vendor doesn't exist already in the system. If so, then this new registration would be treated as an affiliation to the existing supplier account in eRSP.
 - b. In some cases, a new Branch location of the company would be created under an existing supplier profile in eRSP.
 - c. The Vendor Authentication team validates the vendor's financial stability and historical business transactions with other companies, by reviewing and authenticating both within eRSP and outside eRSP (external systems/sites such as Dun & Bradstreet and California State website).
7. At the end of this process VLC would authenticate the new vendor registration in eRSP.

8. After vendor registration authentication is complete, the vendor can then participate in DWP's procurement bidding process. Once the vendor submits a bid for an opportunity, then SCS Buyers will evaluate all presented bids and select a particular vendor's bid. The Buyer would then start communicating with that vendor to initiate the procurement process, by requesting the vendor's W-9, Child Support form etc. The Buyer will also start creating a draft PO for the award.

9. At the end of the draft PO creation step, the vendor is deemed to have gotten promoted to a supplier status and the trigger to send the vendor data from eRSP to WD happens at this stage for the WD supplier account to get created.

10. Once the Workday account is created the supplier will receive an email notification with instructions to log in to Angeleno and will use those credentials to access the Workday Supplier Portal.

Congratulations! Your supplier account with the Los Angeles Department of Water and Power ... Summarize



Los Angeles Department of Water and Power <ladwp@myworkday.com>
To: WorkdayTest

Reply Reply All Forward

Thu 4/23/2026 9:39 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

This is the first step in establishing your supplier profile and financial relationship with LADWP. To complete your registration, finalize your contract award, and set up your preferred payment method, please log in to the LADWP Workday Supplier Portal.

Existing LADWP Supplier Account?

If you have an LADWP Supplier account, this means you have:

1. Received an email with your Supplier ID# from the LADWP Supplier Portal
2. Registered for Angeleno and RAMPLA
3. Completed the onboarding process for LADWP Supplier Portal

Click to log in to the LADWP Supplier Portal: <https://login.sandbox.account.lacity.gov/samlp/S3UGc6IJOFL9bHUCLY4Os1XEyLIToFS2>

Need an Angeleno / RAMPLA account?

Click here to create an Angeleno Account and get access to RAMPLA

<https://uat.rampla.org/login?startURL=/s/companydetails>

Need Help With Angeleno Account Click here: <https://account.lacity.gov/help>

When communicating with LADWP, please ensure your Supplier ID SUP-104478 is referenced in all correspondence.

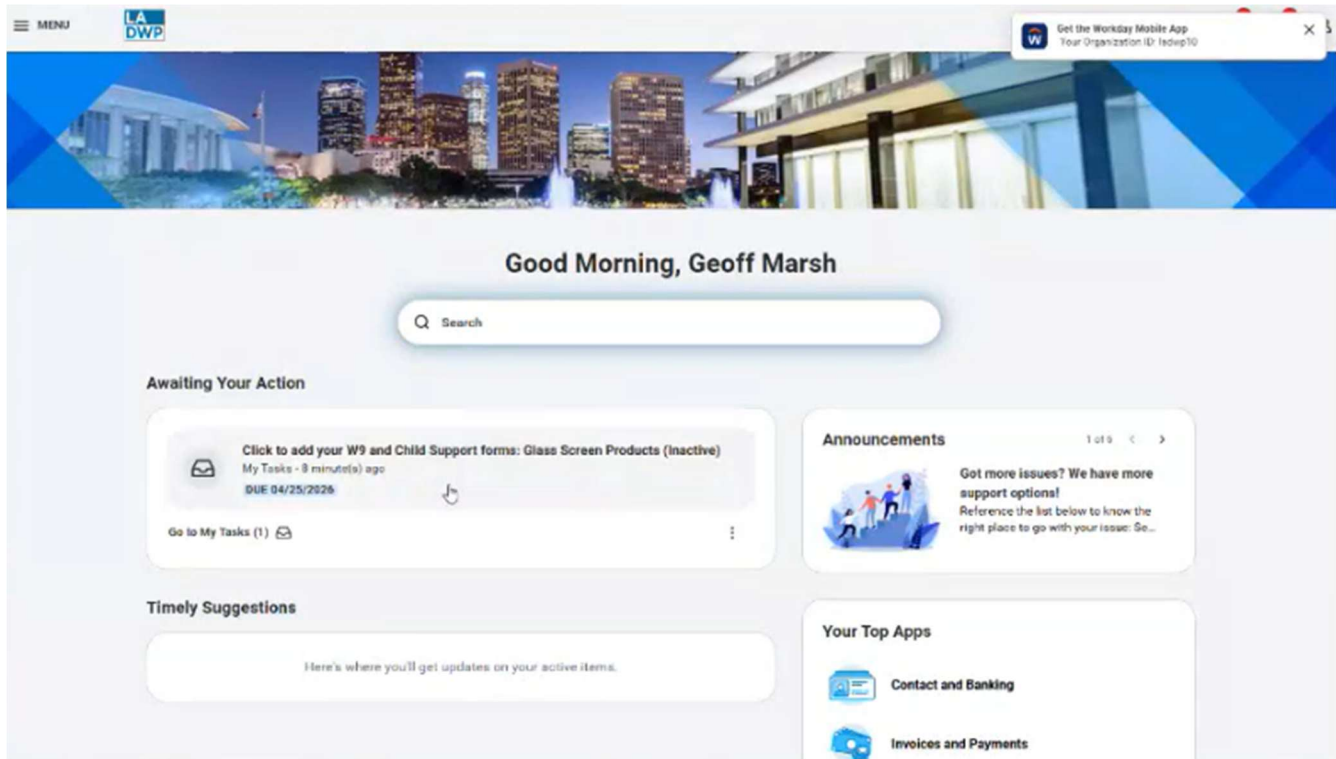
For assistance, please contact the Vendor Liaison Office at (213)367-2252, or via email at purchbids.purchbids@ladwp.com

LADWP will never request confidential or financial information by email.

This email box is not monitored. Please do not reply to this message.



11. The first time the Supplier accesses the portal, they are required to upload the W-9 and Child Support documentation.



12. DWP reviews the submitted documentation. Once approved, the supplier profile becomes an active supplier record in Workday.

Onboarding Process for Non-Portal (Workday only)

The onboarding process for non-portal suppliers is handled by LADWP.