User Training

Ariba Supplier Self Registration

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Ariba Supplier Self-Registration

Introduction

Southern California Edison (SCE) uses SAP/Ariba to manage its procurement activities. As a result, all vendors wishing to do business with SCE must follow a formal **two-step** process. The process can be completed entirely online as self-registration. The two steps of the registration process are:

- Step 1: Registering with Ariba Commerce Cloud
- Step 2: Becoming qualified to do business with Southern California Edison
    - ◊ Activate your Ariba account
    - ◊ Complete your Ariba public profile
    - ◊ Complete the SCE Supplier Profile Questionnaire

This document explains how to complete both steps of the process. In addition, it offers preparation suggestions and provides the link to the SCE supplier registration site.

Registration Scenarios – Which one to Choose?

SCE is aware of two scenarios related to supplier self-registration in Ariba.

- Scenario 1: You already have an account on the Ariba Commerce Cloud. In this scenario, Step 1 of the registration process is already completed. When the SCE URL is used, they will be prompted to proceed to Step 2, the completion of the SCE Supplier Profile Questionnaire.
- Scenario 2: You do not yet have an account on the Ariba Commerce Cloud. Using the URL, they will create the Ariba Commerce Cloud account and be instructed to complete Step 1 of the registration process before proceeding to Step 2 of the registration process, the completion of the SCE Supplier Profile Questionnaire.
    - ◊ Ariba Commerce Cloud, self-registration enables you to create an account for your business and to manage and maintain your company and contact information.
    - ◊ There are **no fees** related to registering with Ariba Commerce Cloud.

How to Prepare for Registration

Registration requires that you provide information about your company in a company profile. To build a complete profile and to assure a smooth process, follow the instructions below.

Designate an Ariba Account Administrator

Before you get started, determine who will be the Administrator of your Ariba Commerce Cloud account. Please note that the individual that creates the account in Ariba becomes the Ariba Account Administrator for your company, by default. The designated Administrator will be the person responsible for:

- Completing the registration process.
- Managing and periodically updating your company's information.
- Managing users and roles. (e.g., business contacts for sourcing events, contracting, order intake, billing contacts, executives, etc.)
- Linking multiple Ariba accounts (if applicable).

During the registration process, the designated Administrator will answer a series of questions that are either optional or required.

Access the Ariba Supplier Self-Registration Website

From your internet browser, you can navigate directly to SCE's site on the Ariba Commerce Cloud using the address below.

http://sce.supplier.ariba.com/register

The Ariba Sourcing website opens in a new window.

Because you accessed **Ariba Sourcing** using the link provided by SCE, the link takes you to SCE's site on Ariba Commerce Cloud to:

- Create your Ariba account if you are not already using Ariba,

OR

- Log in with your Ariba credentials and complete the SCE Supplier Profile Questionnaire.

Completing the SCE Supplier Profile Questionnaire **does not** guarantee that you will be awarded SCE business, or that you will be included in SCE Sourcing events.

Be aware that you may need to provide additional information and documents if you are selected to compete for certain types of work.

Suppliers Who Already Have an Account on the Ariba Commerce Cloud

If you already have an account on the Ariba Commerce Cloud, Step 1 of the supplier registration process is already completed. You may proceed directly to Step 2, completing the SCE Supplier Profile Questionnaire.

Access Account and Update Public Profile

To access your Ariba account, and update your public profile follow these steps:

1. Access Ariba using the SCE registration URL. (URL: http://sce.supplier.ariba.com/register)

2. Click **Login** at the top of the Ariba Sourcing screen.
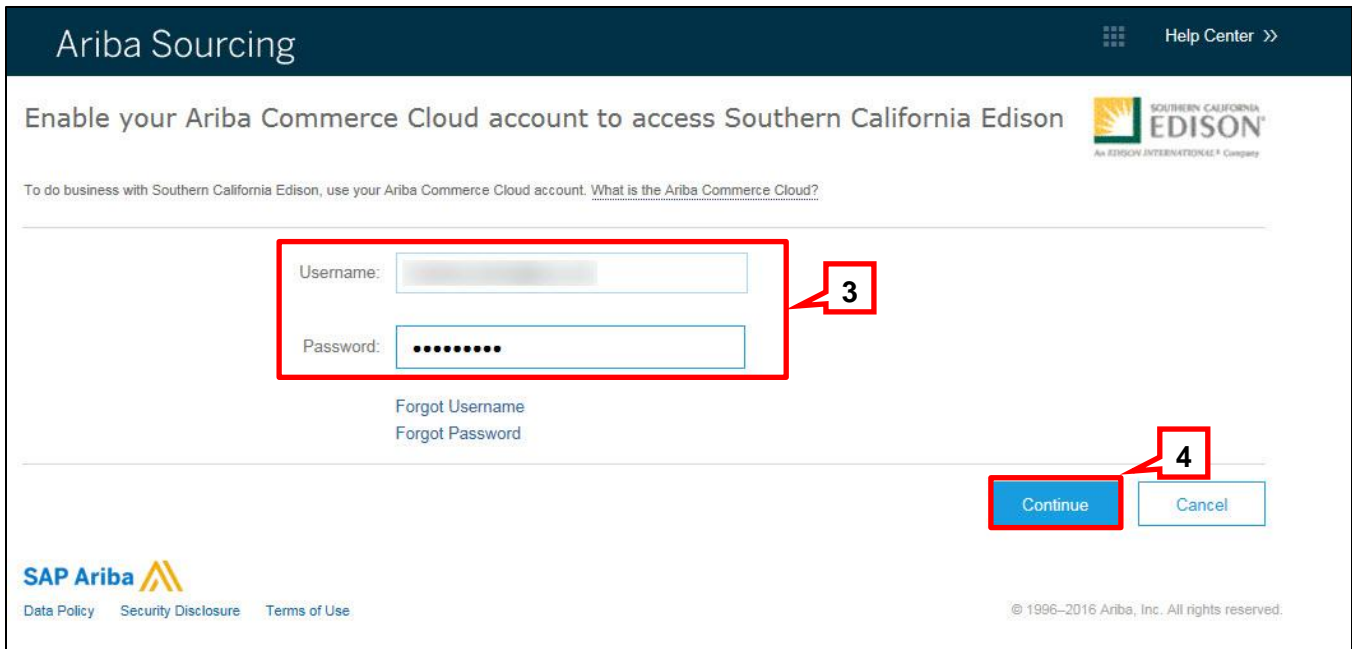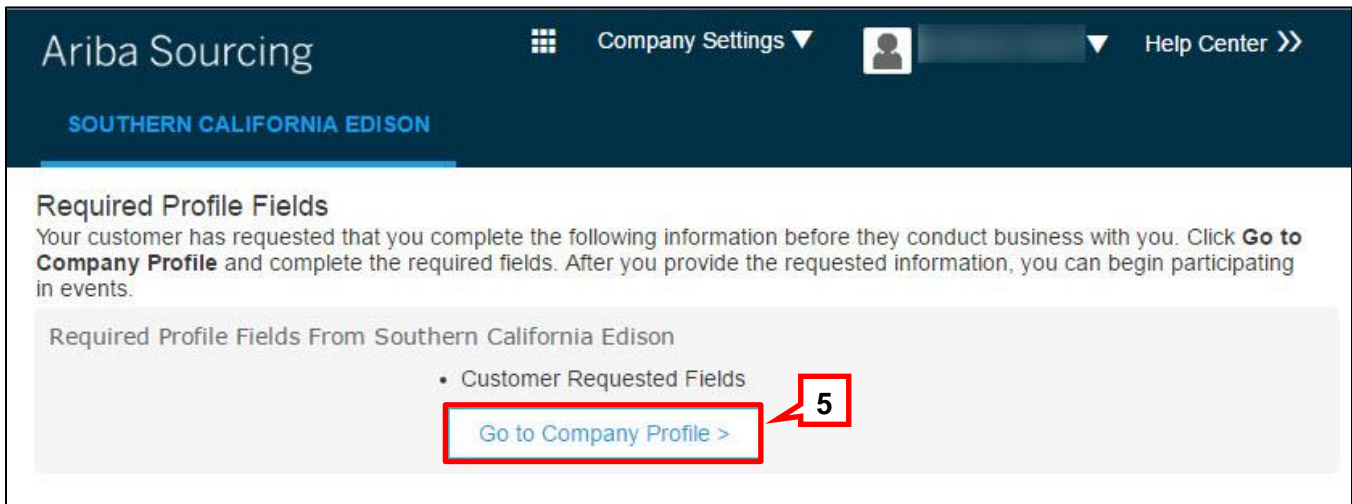
Login fields display.

3. Enter your Ariba Commerce Cloud **Username** and **Password**.

4. Click **Continue**.

The Required Profile Fields message displays.

5. Click **Go to Company Profile**.

The Company Profile page displays. You may now update your public profile as needed and proceed to completing the SCE Supplier Profile Questionnaire. See page 13.

Complete the SCE Supplier Profile Questionnaire

To complete the SCE Supplier Profile Questionnaire, go to page 13 and follow the instructions beginning with **Step 1**.

Suppliers Who Do Not Yet Have an Account on the Ariba Commerce Cloud
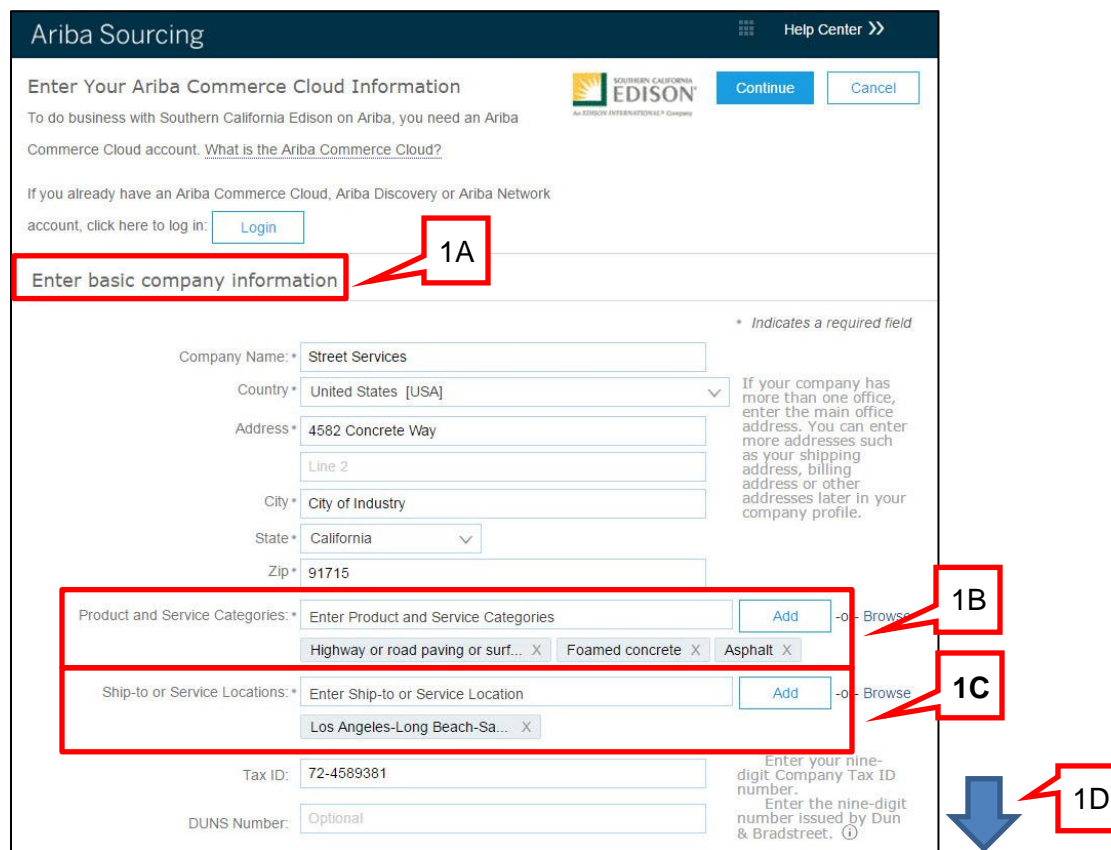
You will begin Step 1 of the self-registration process by creating an account on the Ariba Commerce Cloud. Once this is complete, you will verify your account and be prompted to complete Step 2 of the self-registration process, completing the SCE requested Supplier Profile Questionnaire (Supplier Profile Questionnaire). (URL: http://sce.supplier.ariba.com/register)

Step 1: Create Your Ariba Commerce Cloud Account

1. A. On the **Ariba Sourcing** page, complete the fields in the **Enter basic company information** section.

   📄 Fields marked with an asterisk (*) are **required** and must be completed in order to create the account. If not completed, you will receive an error message

   B. Select **Product and Service Catagories** by either adding them or by browsing to them on the supplied lists.

   C. Select **Ship-to or Service Locations** by either adding them or by browsing to them on the supplied lists.

   D. Scroll down to the **Enter User Account Information** section of the screen.

2. A. On the **Ariba Sourcing** page, continue by completing the fields in the **Enter User Account Information** section.

   📄 Fields marked with an asterisk (*) are **required** and must be completed in order to create the account. If not completed, you will receive an error message.

B. Scroll down to the **Terms of Use** section of the page.

📄 The **Username** field will default to the **Email** address you enter. Best practice recommends you use this default setting.

📄 Make a note of your **Username** and **Password** as you will need to refer to them later.

📄 If you must enter a different **Username** than your company domain, click the box to remove the checkmark. Then enter the **Username** you wish to use. The **Username** must be in email format (e.g., judyw@mycompany.com).

3. Read the **Terms of Use** and **Ariba Privacy Statement** at the bottom of the page. To accept them, click the checkbox. (Clicking the checkbox is required. I left unchecked, you will receive an error message when you attempt to click **Continue**.)

4. Click **Continue**.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

3

☑ I have read and agree to the Terms of Use and the Ariba Privacy Statement

4

Continue   Cancel

The Action Required **screen displays a message requesting that you check your email (or junk mail folder) for activation instructions.**

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. An email has been sent to ▯▯▯▯▯▯▯.

Click on Activate link in the email to activate account and complete the Southern California Edison requested profile.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

Resend

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

▯▯▯▯▯▯▯   Send

✋ Wait! You are not done yet. Please continue by checking your email for an Ariba email requesting activation of your Ariba Account. You then log in. The next page shows you how to activate your Ariba public profile, and complete the SCE Supplier Profile Questionnaire.

Step 2: Become Qualified to do Business with Southern California Edison

Once you have registered (created your account) with Ariba, you must complete three additional important tasks before you can be fully qualified to do business with Southern California Edison. They are:

- Activate your Ariba Account
- Complete your Ariba public profile
- Complete the SCE Supplier Profile Questionnaire

Activate Your Ariba Account

To activate your Ariba account, follow these steps:

1. Open the email message that you will receive from Ariba then click the **Click here to activate your Ariba Account** link.

Clicking the link takes you to your Ariba Commerce Cloud account, Company Profile page where you will complete your Ariba company profile and the SCE Supplier Profile Questionnaire (Supplier Profile Questionnaire).

Continue with Complete Your Ariba Public Profile on page 10 of this document.

⊟ You will also receive a separate "Welcome" email from Ariba that contains your organization's **Ariba Network ID (ANID)** and **Username**. Read through the email as it contains important information related to the registration process.
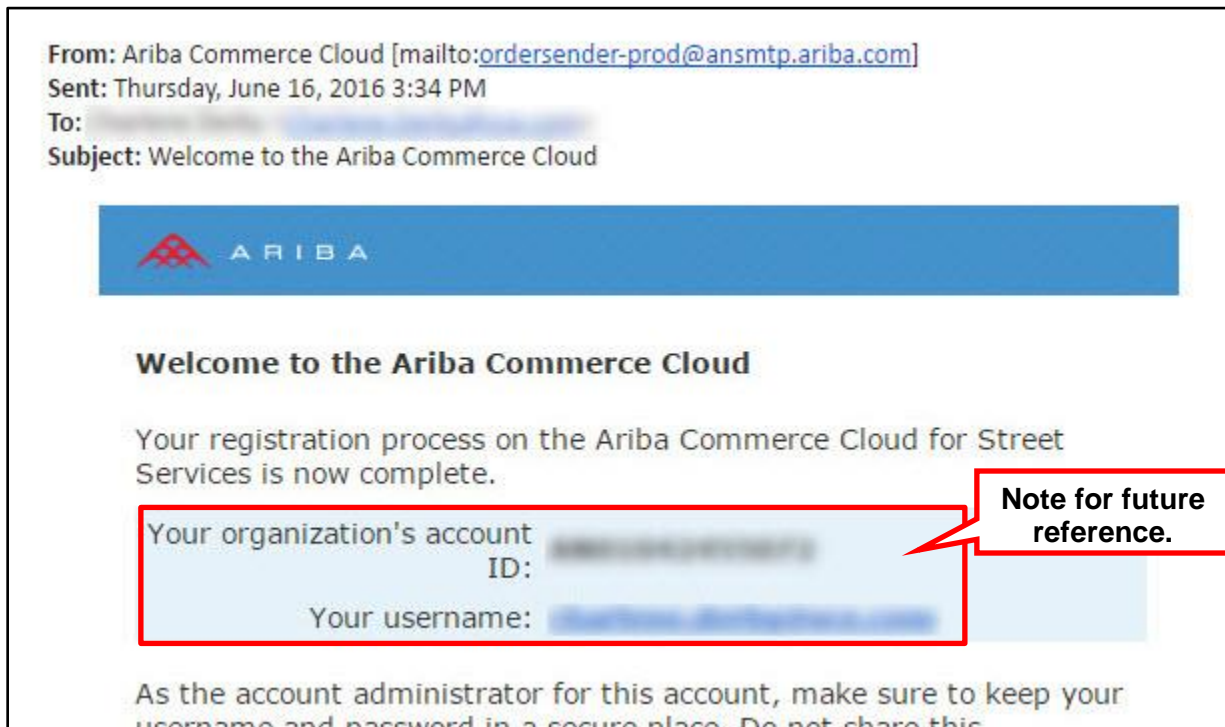
Complete Your Ariba Public Profile

The **Company Profile** page displays several tabs, all allowing you to enter additional information about your company to create a more complete public profile. The required fields are discussed in this section. However, we encourage you to be as thorough as possible to facilitate communication and provide a complete picture of your capabilities.

To complete your Ariba public profile, follow these steps:

1. On the **Company Profile** page, click the **Business** tab and enter as much information as possible. At a minimum, you should complete the SCE required fields:

    A. Year Founded

    B. Number of Employees

    C. State of Incorporation

2. Click **Save** to save your entries before moving to the next tab.

3. Click the **Contacts** tab and enter as much information as possible. At a minimum, complete the SCE required fields:

A. Main Email

B. Main Phone

C. In this section, you can also create your list of Contact Personnel and Companywide Assignments. This is where you will manage the users and roles for your company, and/or reassign your primary contact to be the company's Ariba Account Administrator. The Ariba Account Administrator and the Primary Contact should be the same person as shown below.

4. Click **Save** to save your entries before moving to the next tab.
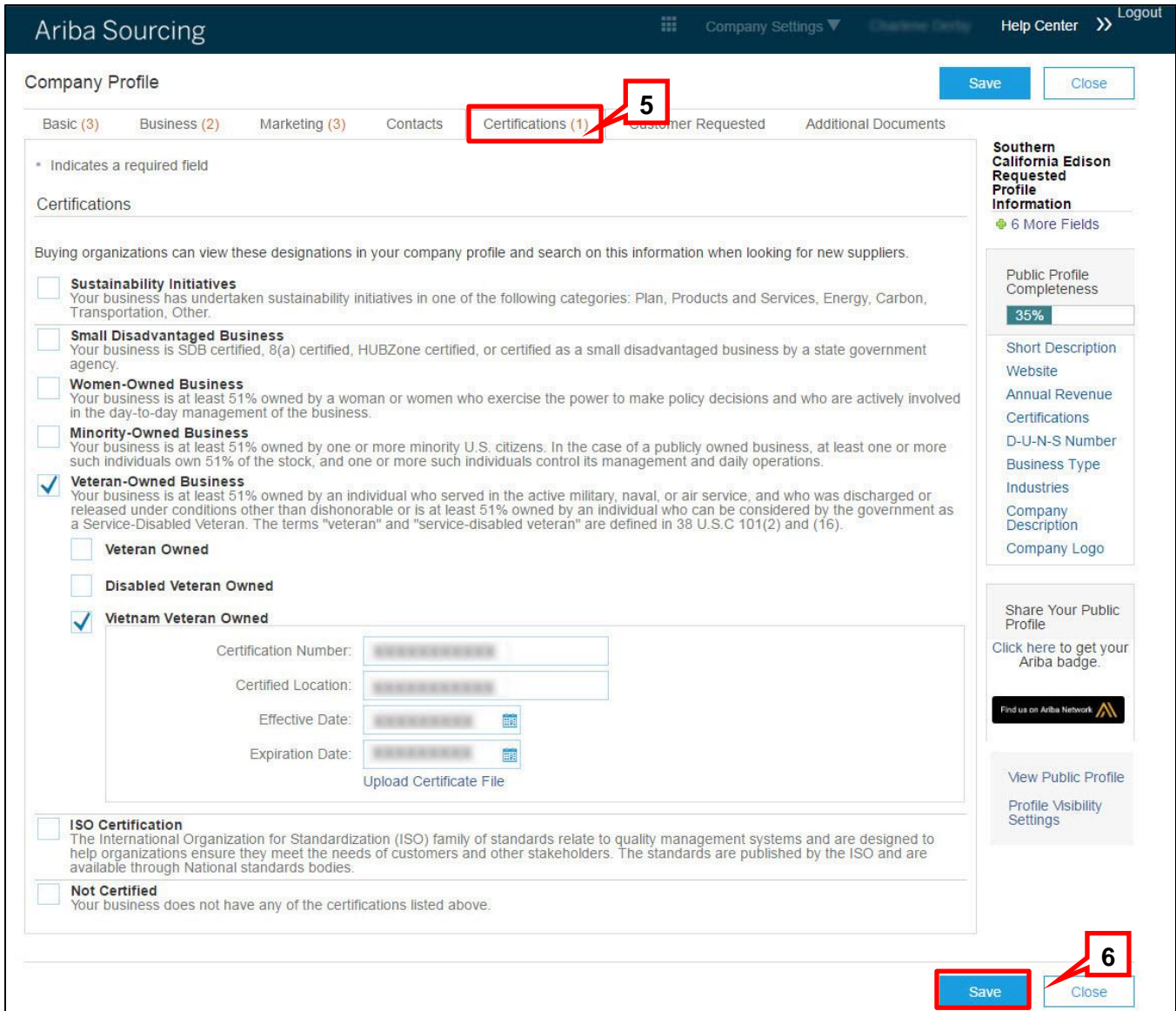
5. Click the **Certifications** tab. Complete to the extent possible to make this information part of your Public Profile.

📄 You will be asked detailed certification questions when completing the SCE Supplier Profile Questionnaire.

6. Click **Save** to save your entries before moving to the next tab.

You are ready to move to the Customer Requested tab where you can select Southern California Edison as the company you want to do business with. This takes you to the SCE Supplier Profile Questionnaire.

Complete the SCE Supplier Profile Questionnaire

Completing the SCE Supplier Profie Questionnaire is the final step in qualifying to do business with SCE.

To complete the SCE Supplier Profile Questionnaire, follow these steps:

1. Click the **Customer Requested** tab.

    📄 Because you entered Ariba Sourcing through the SCE website, Ariba "knows" that the customer you wish to work with is Southern California Edison. Southern California Edison is pre-populated on the Sourcing Customer List showing that your profile is incomplete. If you had not entered through the SCE website, you would be allowed to search for and select <u>any</u> business registered with Ariba Commerce Cloud.

2. Click the **Southern California Edison** link.

The Southern California Edison Requested Profile (also called the Supplier Profile Questionnaire) displays in a pop-up window.

3. Complete the **Southern California Edison Requested Profile** by either entering the requested information or by selecting it from the provided drop-down lists.

- Fields marked with an asterisk (*) are **required** and must be completed in order to complete your profile. If not completed, you will receive an error message when you attempt to click **Submit**.

- At a minimum, you **MUST** answer all required (*) questions in the following sections:

  ◊ Diverse Business Enterprise Information (if applicable)

    - Answer all questions that apply.

    - Upload all applicable certificates.

  ◊ SCE Additional Information

    - California resident owned business?

    - U.S. owned supplier?

    - SCE Terms of Use (review and accept).

    - Acknowledgement (certify profile information is true and correct).

    - Will you be working at an SCE job site? (If "Yes", answer all questions that apply. Select "No" if the work will be conducted offsite or at SCE for infrequent meetings).

4. Click **Submit**.

A system-generated message confirms your profile has been submitted to SCE for approval.

📄 Please note that the Public Profile completeness refers to your Ariba Public Profile, not the SCE-specific Supplier Profile Questionnaire.

Once your profile information has been approved by Southern California Edison's supplier registration team, you will receive a system-generated email notification.

📄 Completing the SCE profile **does not** guarantee that you will be awarded SCE business, or that you will be included in SCE Sourcing events. You may need to provide additional information and documents if you are selected to compete for certain types of work.

Congratulations, your firm is now registered on SCE's site on the Ariba Commerce Cloud!

What to Expect Once You are Registered

Once you are registered as a supplier with SCE, Your company is now visible for SCE to select for opportunities should the need for goods and/or services emerge for the work you provide.

▤   In addition, you will receive periodic reminders to update any expiring information in your profile.

Should your company progress to an invitation to a Request for Proposal or move through a supplier qualification process for a specific work assignment, you will need to provide additional information and documents. Some examples of are below:

- Diverse Business Enterprise Certifications including effective and expiration dates (if applicable)
- CA-590 TAX Form or CA-587 Form (California resident owned business, or equivalent).
- W-9 TAX Form (U.S. owned supplier).
- W-8 BEN, W-8 ECI, W-8 IMY or W-8 EXP Form (non-U.S. owned supplier).
- If services to be provided include working at an SCE job site or SCE facility, you will need to attach:
  - ◊ Workers Compensation Experience Modification Rate (EMR) for last 3 years. This document is usually issued by company's insurance broker.
  - ◊ Safety & Injury and Incident Prevention Plans. The Safety Plan should include elements such as: safety training to employees and subcontractors on client's work site rules and safety practices, processes to report injuries, investigate safety violations and corrective action procedures based on the services the company provides.
  - ◊ OSHA and DART records.
- Professional Licenses and Certifications.

When requested, you will upload these documents to your SCE Supplier Profile.

To navigate to the SCE site on the Ariba Commerce Cloud, follow these steps:

1. Click on the URL below and sign in to Ariba using your credentials. If you need password assistance, please contact the Ariba helpline for suppliers, 866-218-2155.
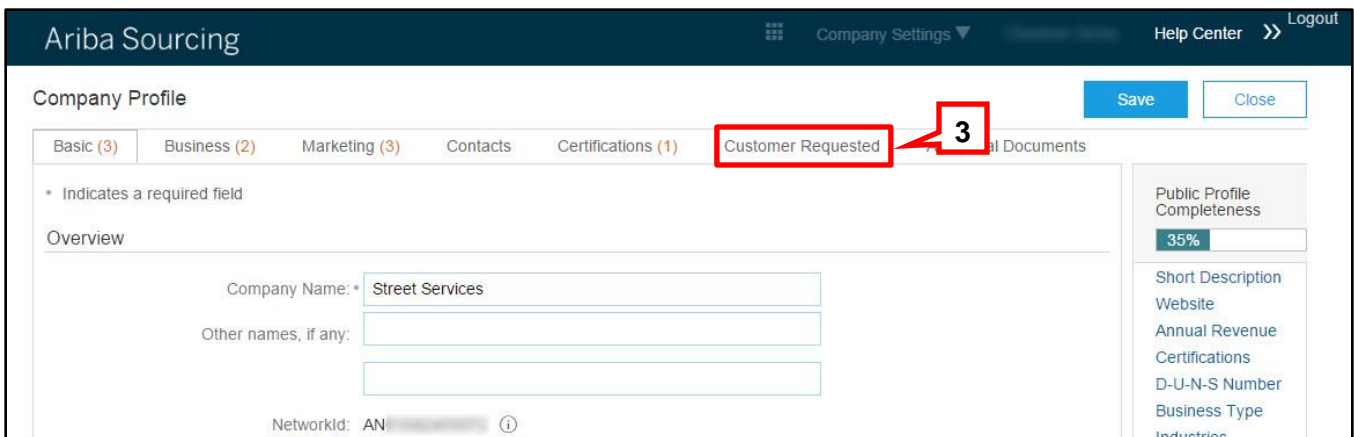
   http://sce.supplier.ariba.com/register

   The Ariba Sourcing, Southern California Edison page displays. Your profile shows as complete.
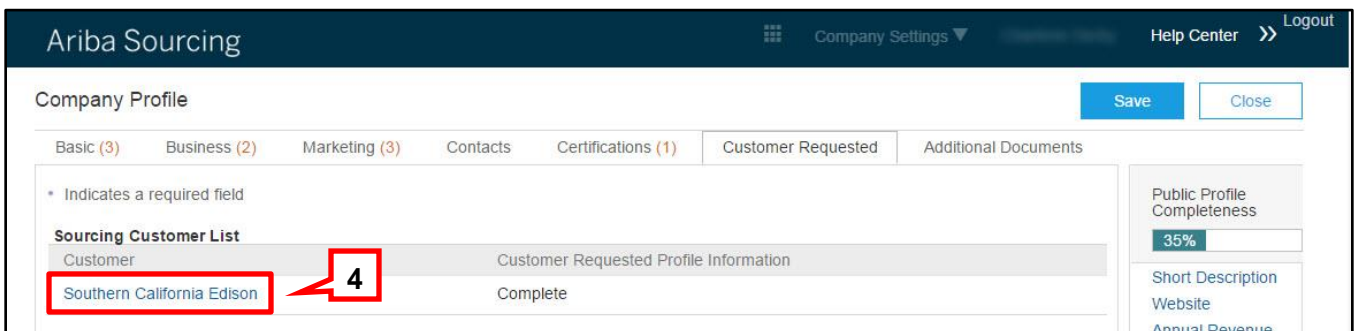
2. Click **View customer requested fields >**.
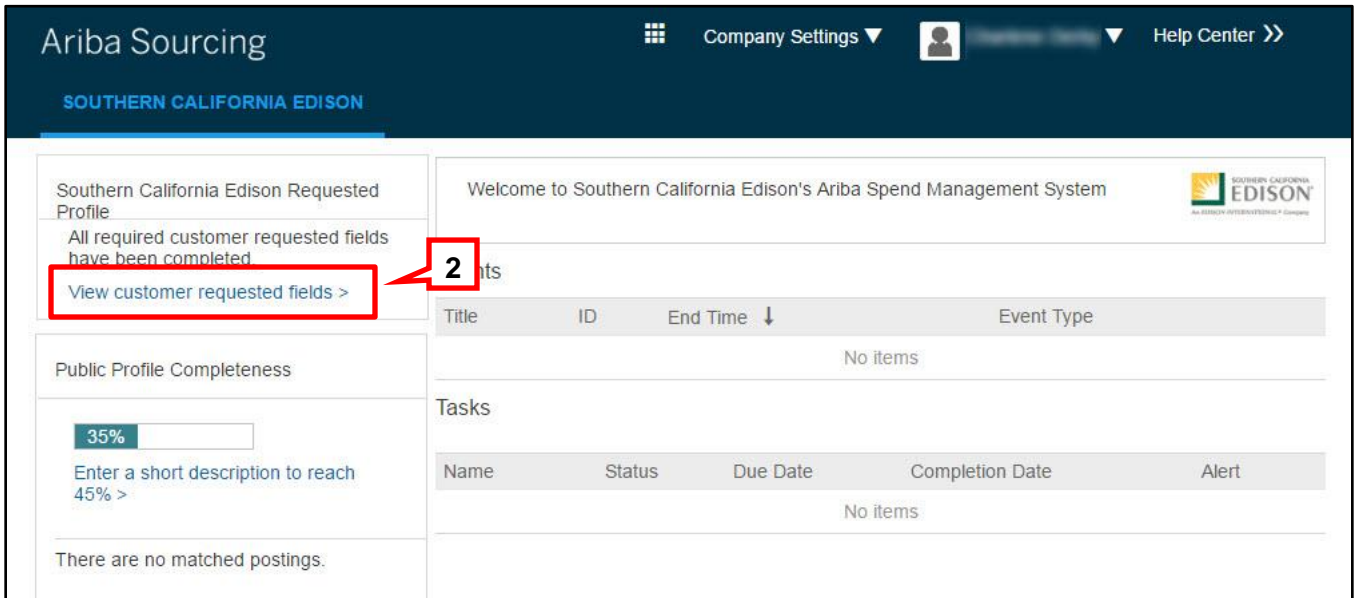
The Company Profile page displays.

3. Click the **Customer Requested** tab.

The Sourcing Customer List displays.
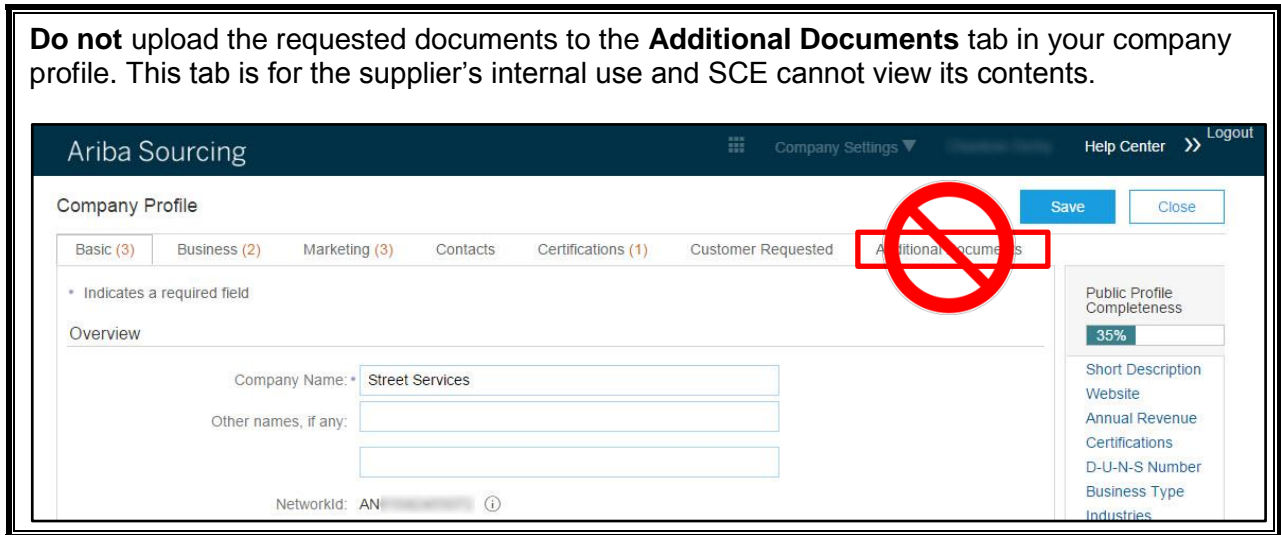
4. Click **Southern California Edison**.

The Southern California Edison Requested Profile displays in a pop-up window.

5. Upload requested documents to the Supplier Profile Questionnaire using the **Attach a file** feature.

6. If needed, add a comment using the **Text Bubble** icon.

Do not upload the requested documents to the **Additional Documents** tab in your company profile. This tab is for the supplier's internal use and SCE cannot view its contents.

7. When you have finished answering additional questions and uploading documents, click **Submit**.

You are returned to your **Ariba Sourcing Company Profile** screen where a confirmation message displays.

Your updated questionnaire and the attached documents are now visible to Edison Supply Management.

If you need assistance with the registration process, Ariba provides assistance via its 24-Hour Helpline: 866-218-2155; Option 2 for Ariba Network assistance. For more information, go to **http://www.ariba.com/help/ariba-answers**.