



User Training

Ariba Supplier Self Registration



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Ariba Supplier Self-Registration

This document provides information on how to self-register on the Ariba Commerce Cloud. Creating an account for your organization allows you to manage and maintain your company information.

There are **no fees** to self-register on Ariba Commerce Cloud.

How to Prepare for Registration

Designate an Ariba Account Administrator

Before you get started, determine who will be the Administrator of your Ariba Commerce Cloud account. The designated Administrator will be the person responsible for:

- Completing the registration process.
- Managing your company's information.
- Managing users and roles.
- 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. The Administrator should also be prepared to attach (upload) various documents as they apply to your organization.

Gather Required Information and Documents


To help expedite the process, please have the following information and documents available:

- Company name, address, main phone number, and email address.
- Diverse Business Enterprise Certifications include effective & expiration dates (as applicable)
- Tax Forms
 - CA-587 Form or CA-590 Form (California resident owned business).
 - CA-W9 Form (U.S. owned supplier). W-8 BEN-E, W-8 ECI, W-8 IMY or W-8 EXP Form etc. (non-U.S. owned supplier).
- If working at an SCE job site (non-office setting), you will need to attach:
 - Workers Compensation Experience Modification Rate (EMR) for last 3 years.
 - 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.
 - OSHA and DART records.
 - Equipment List.
- Professional Licenses and Certifications.

Be sure you have compatible browsers and browser settings

- SAP Ariba cloud solutions and SAP Business Network Support the latest versions of the following browsers:
 - Google Chrome
 - Microsoft Edge
 - Mozilla Firefox
 - Apple Safari (but not on mobile devices)

- Ariba Network displays by default in the language of your browser (when supported) – make sure that it’s set to your preferred language.

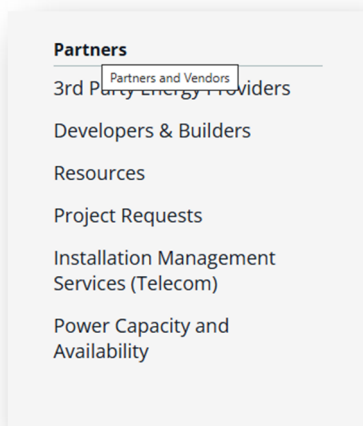
 To do business with SCE, you must first be registered with the Ariba Commerce Cloud.

□ If your business already has an **existing** Ariba Commerce Cloud account, go to “[Suppliers with an Existing Ariba Commerce Cloud Account](#)” below, and follow the instructions for completing the SCE profile.

□ If your business **isn’t registered** with Ariba Commerce Cloud, go to “[Suppliers Without an Existing Ariba Commerce Cloud Account](#)”.

Register Your Company to Do Business with SCE

1. Using your Internet browser,
 - a From www.sce.com homepage, navigate to the bottom of the main screen and select ,
 - i Partner & Vendors,



- ii Partner Resources



iii Select “Learn More” under Buying and Selling

Buying and Selling

Become an SCE supplier. We purchase various products and services from a diverse group of SCE-approved suppliers to provide our customers with reliable electric service. Learn more about our Supply Chain Management strategies and Diversity and Development programs.

[Learn More](#)

iv and open the section titled “Register Your Company to do Business with SCE” and select “Click here”.

Register Your Company to Do Business with SCE*

- [Click here](#) to create a profile on the Ariba Supplier Registration website
- If you are a diverse business enterprise, make sure you have the appropriate certifications

**Completion of any portion of this checklist does not guarantee any business enterprise the right to bid or receive a contract.*

[Learn more about Ariba Supplier Self Registration >](#)

Have any additional questions? [Find answers here >](#)

b You may also access the SCE registration directly at
<https://www.sce.com/wps/portal/home/partners/buying-selling>

*For new profiles, please do not use the general account creation process on Ariba’s website. Creating an account directly through Ariba will not automatically establish a trading relationship with SCE.”

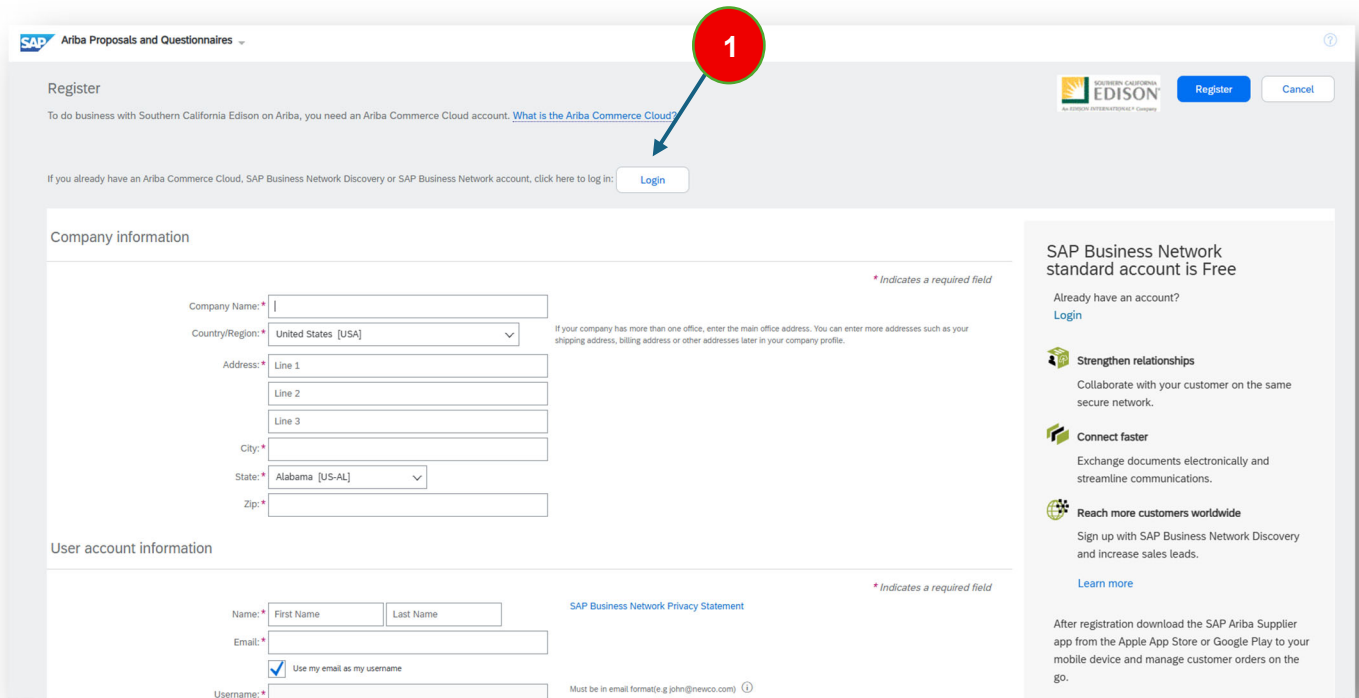
* Completing the SCE profile **does not** guarantee that you will be awarded SCE business, or that you will be included in SCE Sourcing events. You may need to provide additional qualification information and documents if you are selected to compete for certain types of work.

Suppliers With an Existing Ariba Commerce Cloud Account

Fields marked with an asterisk (*) are **required** and must be completed to update your profile.

Access Account to Update Profile

1. Click **Login** at the top of the initial screen.



2. Enter Username and Password.

*Note, you can request a new password or userid here.

3. Click Continue.

4. Click Go to Company Profile.

If you have an Ariba Commerce Cloud account but are not yet registered to do business with SCE, proceed to **Step 15** on page 12 to continue the registration process.

****Any Personal Privacy Information (PPI) included in your Ariba Profile will be held confidential. This information is limited only to key internal stakeholders for business purposes only.**

Suppliers without an Ariba Commerce Cloud Account

Fields marked with an asterisk (*) are **required** and must be completed in order to create the account.

Create Account

1. Enter your basic company information in Section 1.
2. Enter your user account information in Section 2.

The **Username** field will default to the **Email** address you enter. Best practice recommends you keep the default setting as is.

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).

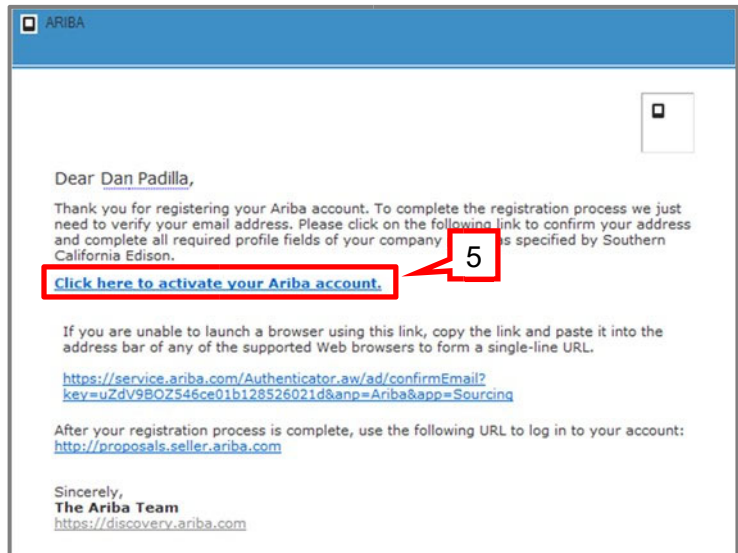
3. Read the **Terms of Use** and **Ariba Privacy Statement** at the bottom of the page. To accept them, click the checkbox .
4. Click **Continue**.

The **Action Required** screen displays a message for you to check your email (or SPAM folder) for activation instructions.

Activate Account

- Open the email message from Ariba then click the **Click here to activate your Ariba Account** link.

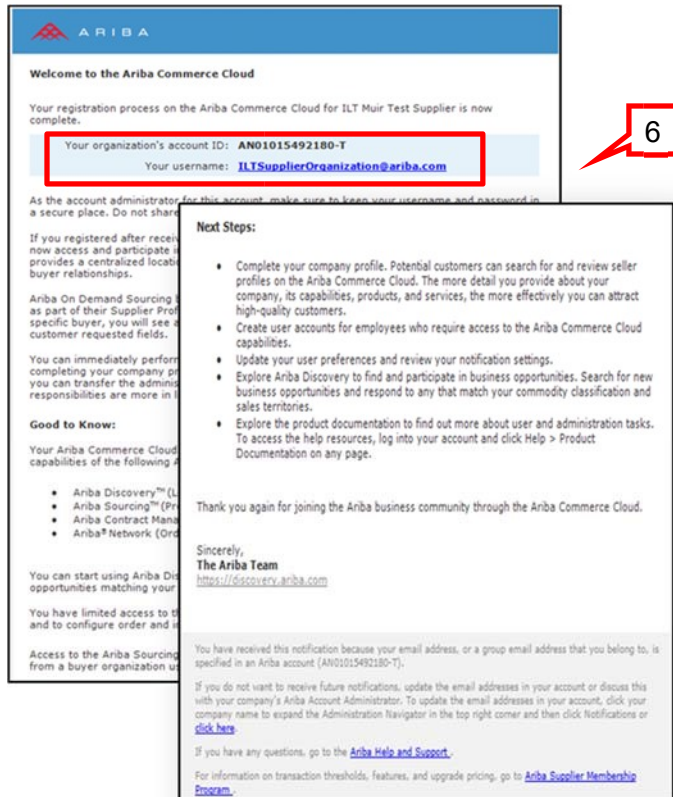
The link will open your Ariba Commerce Cloud account, where you will complete your profile, including the SCE Supplier Profile Questionnaire.



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.

While your Ariba Commerce Cloud registration is complete at this point, please ensure that you have also completed the SCE Supplier Profile Questionnaire. (See page 12, beginning with Step 15.)



Complete Company Profile

7. On the Company Profile page, click the **Business** tab and enter the applicable information. At a minimum, you should complete the following required fields as indicated by the red arrows below:

* Year Founded * Number of Employees * State of Incorporation

8. Click **Save** to save your entries.

Company Profile 7

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a field required by Southern California Edison-TEST.

Business Information

Year Founded: * 2012 Minimum Required

Number of Employees: * 100 Minimum Required

Annual Revenue:

Stock Symbol:

Financial Information

Type of Organization:

Legal Name:

State of Incorporation: * California Minimum Required

D-U-N-S® Number: 112233440-T ⓘ

Global Location Number:

Tax Information

Tax Classification:

Taxation Type:

Tax Id: 123456789 ⓘ Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

VAT Registered

VAT Registration Document: <No document> Upload...

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document> Upload...

Tax Clearance Expiry Date: ⓘ

Exempt from Backup Withholding: Yes No

Shareholders

Name	% of Shares	Type
No item		

Executive Boards

Member Name	Company Name	Business Title
No item		

Southern California Edison-TEST Requested Profile Information

- Number Of Employees
- Certificates
- Year Founded
- 9 More Fields

Public Profile Completeness 35%

- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Description
- Company Logo

Share Your Public Profile
Click here to get your Ariba badge.

[View Public Profile](#)
[Profile Visibility Settings](#)

Save 8

9. Click the **Marketing** tab and enter the applicable information. There are no SCE required fields in this section. The more information you can provide the better our agents will be able to find your profile when sourcing new projects. Please provide as much information about the products and services you provide.

10. Click **Save** to save your entries.

The screenshot shows the 'Company Profile' form with the following sections and elements:

- Company Profile** (Title)
- Navigation tabs: Basic (3), Business (2), **Marketing (3)** (highlighted with a red box and '9'), Contacts, Certifications (1), Customer Requested, Additional Documents
- Buttons: **Save** (highlighted with a red box and '10'), Close
- * Indicates a required field
- Standard Profile Features
- Social Networking Links**: Add links to your social media channels so that buyers can engage with your company.
 - facebook.com/ [input field]
 - twitter.com/ [input field]
 - linkedin.com/ [input field]
- Company Description**: Enter a full company description that gives buying organizations a more complete view of your company than the brief description on the Basic Profile page.
 - Rich text editor with options for Bold (B), Italic (I), Underline (U), List, Indent, Font size, Font face, Text color, Background color, and Undo/Redo.
 - [Large text area for description]
- Credit and Risk Information from D&B**: Add your Dun & Bradstreet credit and risk scores to your posting responses so that buyers can identify you as qualified partner.
 - D&B D-U-N-S® Number: [input field] | [Add](#)
- Premium Profile Features**
- Company Logo**: Upload your logo to appear with your company description. Logos must be a .gif file with a maximum width of 250 pixels, a maximum height of 250 pixels and a maximum size of 200 kB.
 - Logo File: [input field] | [Browse...](#)
 - [Upload](#)
- Attachments**: Add attachments to showcase your company, including customer presentations, case studies, and certifications.
 - [Attach File](#)
- External Links**: Provide links to other websites to make it easy for buyers to learn more about your company.

URL	Description	Type	Status
- Southern California Edison-TEST Requested Profile Information**
 - Certificates
 - 9 More Fields
- Public Profile Completeness**: 35%
 - Short Description
 - Website
 - Annual Revenue
 - Certifications
 - D-U-N-S Number
 - Business Type
 - Industries
 - Company Description
 - Company Logo
- Share Your Public Profile**: Click here to get your Ariba badge.
 - [FIND US ON ARIBA](#)
- View Public Profile
- Profile Visibility Settings

11. Click the **Contacts** tab and enter the applicable information. At a minimum, you must complete the following required fields as indicated by the red arrows below:

- Main Email
- Main Phone

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 Primary Contact should be the same person as indicated below. The Account Administrator will be responsible for completing the registration process, managing and updating the company's information and management of users and roles.

12. Click **Save** to save your entries.

Company Profile

Basic (3) Business (2) Marketing (2) **Contacts** Certifications Customer Requested Additional Documents

* Indicates a field required by Southern California Edison-TEST.

Company Contact Information

Main Email: * dan.padilla@supplier.com **Minimum Required**

Main Phone: * Country: USA 1 Area: 626 Number: 555-1212 **Minimum Required**

Main Fax: Country: USA 1 Area: 616 Number: 555-1200

Contact Personnel

Customers need to know how to contact your company. You can provide companywide and customer-specific contacts. First, create your private list of contact personnel. Then, create companywide and customer-specific assignments. Customers do not see your list of contact personnel. Click Edit or any link in the Name column to edit a contact's details. Ariba's policy for handling contact information is described in the [Ariba Privacy Statement](#).

Name ↑	Business Title	Email	Phone
<input type="radio"/> Bill Borde	Manager	bborde@supplier.com	+1 (562) 555-1214
<input type="radio"/> Jane Smart	Ariba Account Administrator	jsmart@supplier.com	+1 (562) 555-1212
<input checked="" type="radio"/> Susan Cost	A/R Clerk	scost@supplier.com	+1 (562) 555-1215
<input type="radio"/> Ted Bear	Catalog Manager	tbear@supplier.com	+1 (562) 555-1213

Companywide Assignments

Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments.

Assignment	Contact Name	Actions
Accounts Receivable	Susan Cost	Delete
Accounts Payable	Bill Borde	Delete
Customer Care Manager		
Catalog Manager	Ted Bear	Delete
eBusiness Manager		
Marketing Manager		
Sales Representative		
Sales Order/Operations Manager		
Bid/Proposal Manager		
Treasury		
Technical Contact		
Primary Contact	Jane Smart	

Southern California Edison-TEST Requested Profile Information

- Certificates
- 9 More Fields

Public Profile Completeness 40%


- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Logo

Share Your Public Profile
Click here to get your Ariba badge.

[FIND US ON ARIBA](#)

[View Public Profile](#)
[Profile Visibility Settings](#)

13. Click the **Certifications** tab and select all applicable certifications. Some sections will expand if further information is required (i.e., certification number, effective/expiration dates, etc.).

 If your company does not have any of the certifications listed, select the **Not Certified** option at the bottom as indicated by the red arrow.

14. Click **Save** to save your entries.



The screenshot displays the 'Company Profile' page with the 'Certifications' tab selected. The page includes a 'Save' button and a 'Close' button. The 'Certifications' section contains several options:

- Sustainability Initiatives
- Small Disadvantaged Business
- Women-Owned Business
 - Certified By:
 - WBENC (Women's Business Enterprise National Council)
 - Certification Number: 112233445
 - Certified Location: Los Angeles
 - Effective Date: 1 Jan 2015
 - Expiration Date: 31 Dec 2027
 - Upload Certificate File
 - NWBOC (National Women Business Owner's Corporation)
 - State Government
 - Locality / Agency
 - Other
 - Self
 - Minority-Owned Business
- Locality / Agency
- Other
- Self
- Veteran-Owned Business
- ISO Certification
- Not Certified

15. Click the **Customer Requested** tab.

This section contains an SCE-specific profile questionnaire that must be submitted and approved before you can access and participate in SCE sourcing events.

16. Click the **Southern California Edison** link to open the profile questionnaire.

17. 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).
 - Will you be working at an SCE job site? (If “Yes”, answer all questions that apply. Select “No” if the work will be conducted in an SCE office setting).
 - Acknowledgement (certify profile information is true and correct).

18. Click **Submit** when you have completed the profile.

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

****Important: Be SURE to enter descriptive keywords in your profile so that procurement can see what you provide when they are having sourcing events.**

Southern California Edison-TEST

Southern California Edison-TEST Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness
50%
Enter a short description to reach 60% >

5 leads match your company profile
[View Matched Leads](#)

Your profile information has been submitted to Southern California Edison-TEST and is pending approval.
Your requested profile information has been submitted to Southern California Edison-TEST and is pending approval. Contact Southern California Edison-TEST if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.

Once your profile information has been approved, 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 qualification information and documents if you are selected to compete for certain types of work.

ARIBA

Thank you for registering your organization with Southern California Edison (SCE) in Ariba. Ariba is the procurement platform that SCE has chosen to collaborate with suppliers. SCE now has the ability to interact with your organization in Ariba.

Please review your organization profile periodically and update it as required. If any additional information is needed SCE will be in contact with you.

Answers to Ariba questions can be found on their website.
<http://www.ariba.com/help/ariba-answers>

Questions for SCE can be directed to Aribainfo1@sce.com

Thank you,
Supplier Registration Team
Southern California Edison

This email originated from the Ariba system used by Southern California Edison and was originally sent to: j.smart@supplier.com

System Reference: [Click Here](#) to access the system.

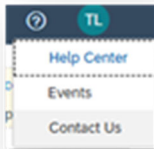
If you need assistance with the registration process, select the Help icon (question mark) in the upper

left-hand corner of the screen near your initials . For more information, go to <http://www.ariba.com/help/ariba-answers> and refer to the section below

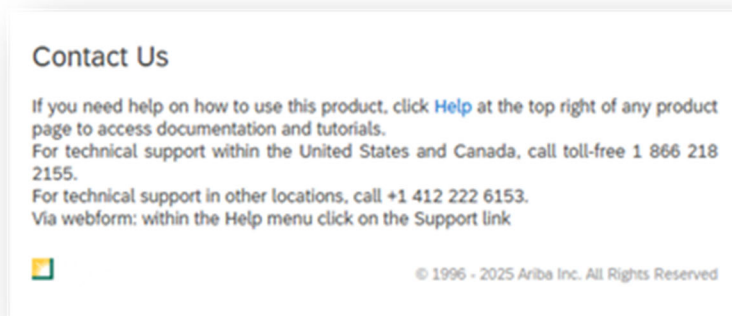
ARIBA Technical Assistance

To Submit a Ticket in Ariba

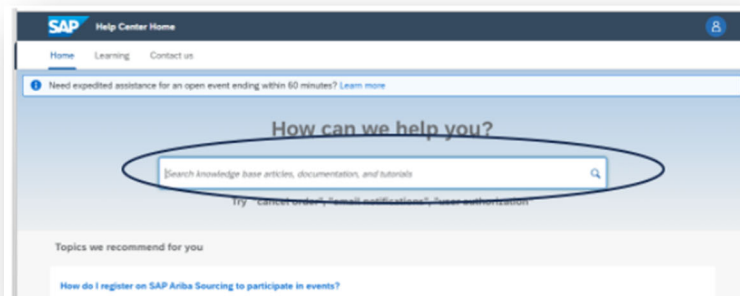
1. In Ariba Click on the? and select Contact Us



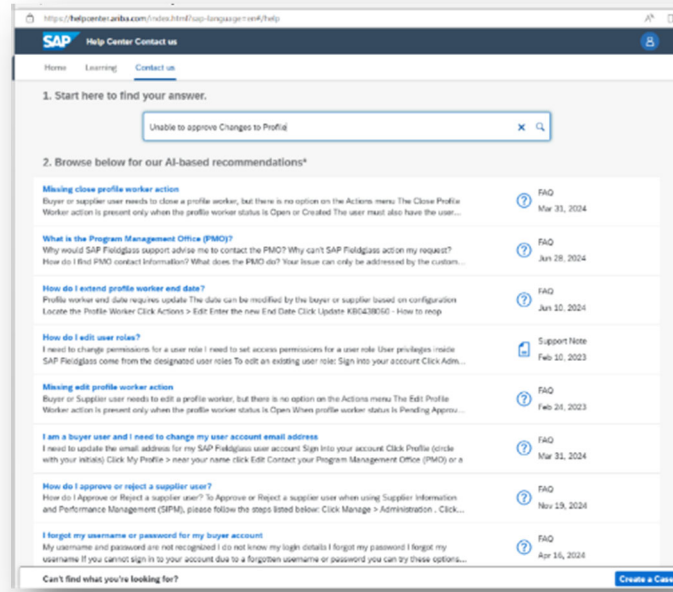
2. When this screen pops up, click on Help.



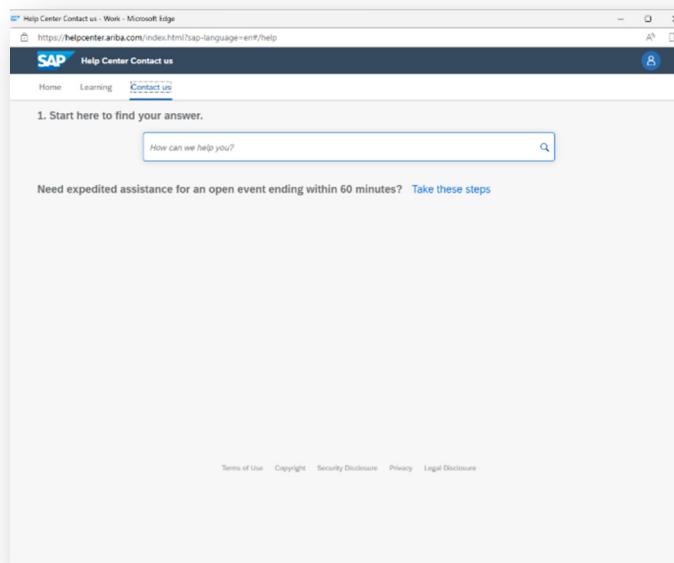
3. The Can We Help You screen will pop up, you may type your question into the search box,



4. And the list of subjects pertaining to your question will display.



5. From here, if you don't find the answer you need, you can rephrase to narrow search for the Answer in AI FAQ, or, if immediate assistance is needed, select Contact Us.



- a. The screen above can be used to ask a question. If you click on "Take These Steps" in blue text this will start an expedited request.

- If none of the recommendations given fit your issue, and you don't need an Expedited Request, you may Create a Case to submit a standard Ticket to Ariba. (Go to next Topic for Case Creation)

Ariba Support – Create A Help Case

- Go to the Help Icon  next to your initials on the Ariba Menu and select “Support”.



Or go to [Help Center Contact us \(ariba.com\)](https://ariba.com/help-center/contact-us)


- Select I am experiencing a different issue, and Create a Case

1. Sign in to your account.


By signing in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time.

[Sign In](#)


2. If you're unable to sign in, tell us what you need help with.




Registration help



Sign-in help



Account help



Invoicing help

2. Choose from the options below to continue.

To retrieve your username, reset your password, or unlock your account:

- Go to the [Supplier Login page](#) and select either **Forgot Username** or **Password**.
- Enter the email address that is registered to the account in the **Email Address** field and click **Submit**. SAP Business Network sends an email notification that contains your username or instructions on how to reset your password to the email address you used to register your account. If you didn't receive these instructions, [click here to troubleshoot](#).
- Click the link in the Password Reset notification email.
- Enter and confirm your new password.
- Click **Submit**. SAP Business Network displays a confirmation page, indicating that your password has been updated.

[I didn't get an email after these steps](#)

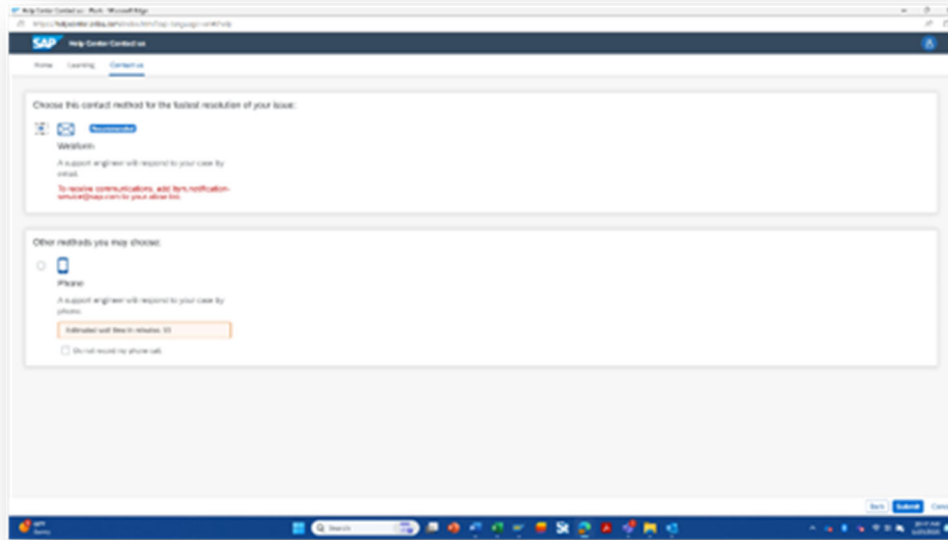
[I need to reassign the administrator account](#)

[Account locked](#)

[I am experiencing a different issue](#)

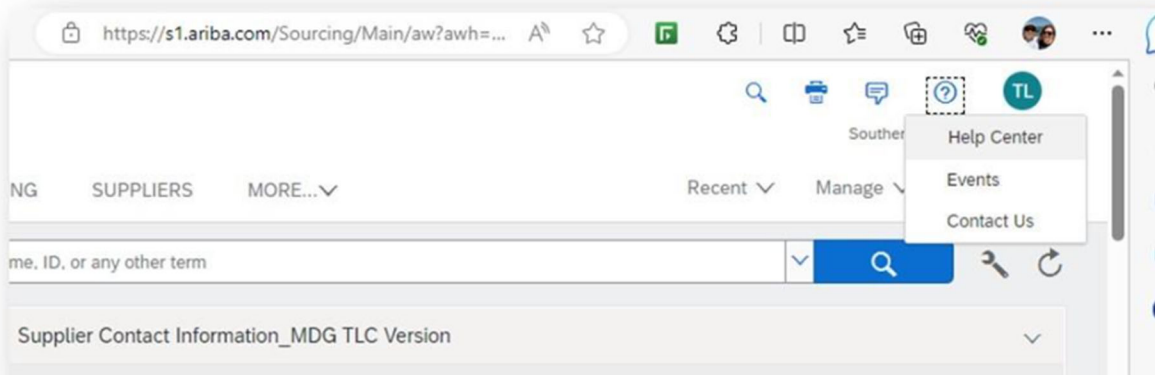
Can't find what you're looking for? [Create a Case](#)

- Fill out the form for the case request

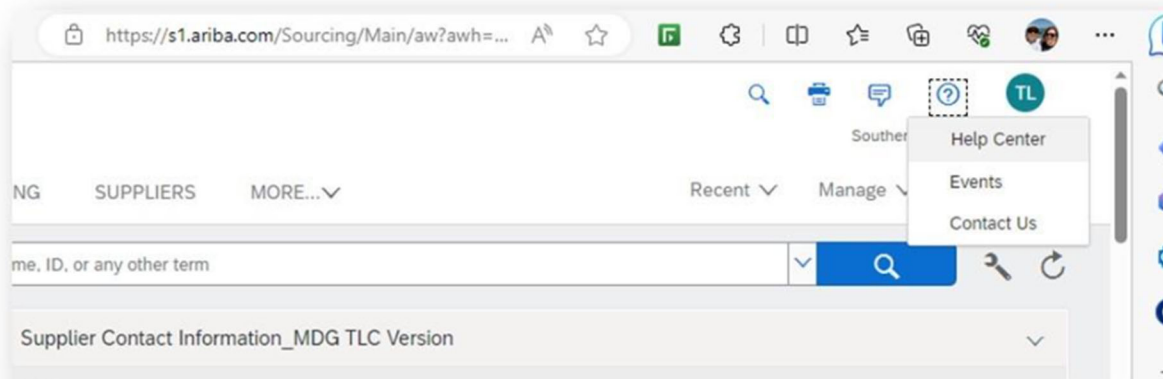


ARIBA Technical Support – Request a Call

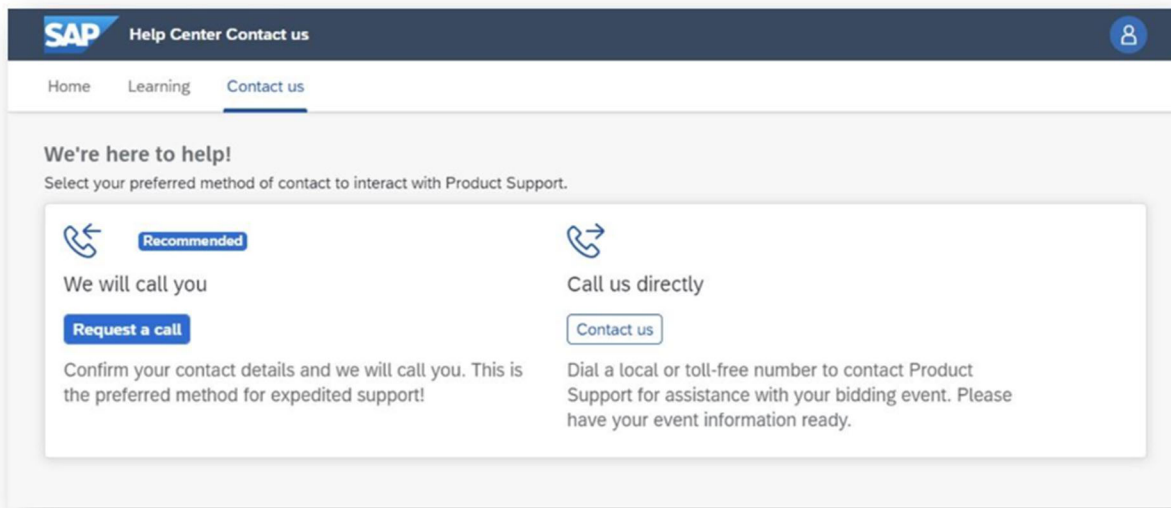
- If you have any questions for Ariba, please use the “Request a Call” feature in the Ariba Help Center by selecting the question mark in the upper right-hand side of the Ariba Screen, and selecting Help Center



- Go to Contact Us,



- And select Request a Call



Ariba Request Immediate Assistance for a Bid Event

- If immediate assistance is needed for SAP Ariba during a bidding event, use the new “Request Immediate Assistance” feature on the event page.