

2025

Ariba Supplier Registration & Qualification FAQ



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Registration

Q: Why are we not seeing the SCE Questions in our existing Ariba profile?

A: The most common reason is due to the existing supplier profile not being linked to the SCE Ariba workspace. To link your Ariba account to SCE vendors must

1. Access the ARIBA site using an ARIBA Certified Browser

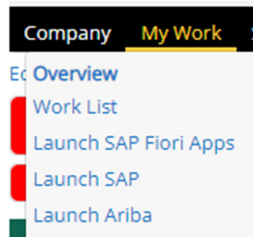
- a. Google Chrome 26 or 34
- b. Microsoft Internet Explorer 7-11 (32-bit), or
- c. Mozilla FireFox 24 or 27 (ESR)

2. Use the <http://sce.supplier.ariba.com/register> link. The Ariba account must be accessed via that link to add the account to SCE and to see and answer the SCE supplier profile questions. One of the users on the Ariba account created needs to click on Login rather than registering a new profile.

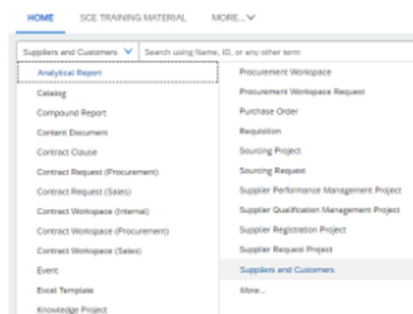
Field Code Changed

Q: Do all PO vendors need to have an Ariba Profile?

A: All new PO vendors must first be registered in Ariba. To log into Ariba, go to the portal and at the My Work tab, Launch Ariba.



On the ARIBA page, you can look up suppliers that are already in ARIBA and linked to SCE by searching in Suppliers and Customers.



Click on the Magnifying Glass

Suppliers and Customers Search using Name, ID, or any other term

Q: How to register with SCE Ariba?

A: Go directly to [SCE Ariba Supplier Registration](#) and follow the instructions provided in the [Ariba Supplier Self Registration Guide](#)

Q: What does registration entail?

A: There are two parts to the registration process. First, provide some general information about your company to become registered with Ariba. Once a new account is created you will receive a registration confirmation email from Ariba. Log in to Ariba and complete the SCE Profile Questionnaire.

Q: Is there a central source I can go to where all the information on processes, job aids, flows and vendor status information is consolidated on one page?

Q: Where can the vendor find our existing Ariba Profile ANID?

A:

SAP Ariba English

FAQ KB0402347

Where do I find my Ariba Network ID (ANID) number, as a buyer?

Question

Where do I find my Ariba Network ID (ANID) number, as a buyer?

Answer

The ANID is an important information for Customer Support to locate your account.

In order to find your ANID, follow the steps below:

1. Login to your Ariba Network (buyer) account
2. Click your name initials, in the top right of the home screen
3. The ANID is shown after your name

Additional Information

The ANID should follow this pattern: XXXXXXXXXXXX, where the X characters are all numbers. Test ANIDs have a -T appended. See [Test accounts](#) in the cXML Solutions Guide to learn more.

For instructions on how to find the ANID in a supplier account, refer to [Where do I find my Ariba Network ID \(ANID\) number?](#)

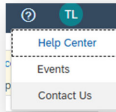
Applies To

SAP Business Network for Procurement & Supply Chain > Administration (Buyer & Supplier Account Administration)
SAP Business Network for Procurement & Supply Chain > SAP Ariba Supply Chain Collaboration

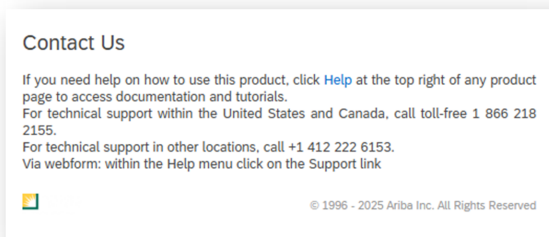
Q: How do we get help from Ariba directly?

To Submit a Ticket in Ariba

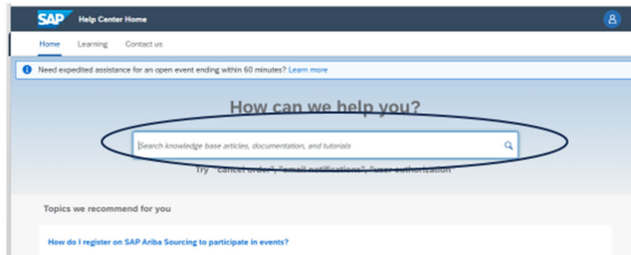
1. In Ariba Click on the? and select Contact Us



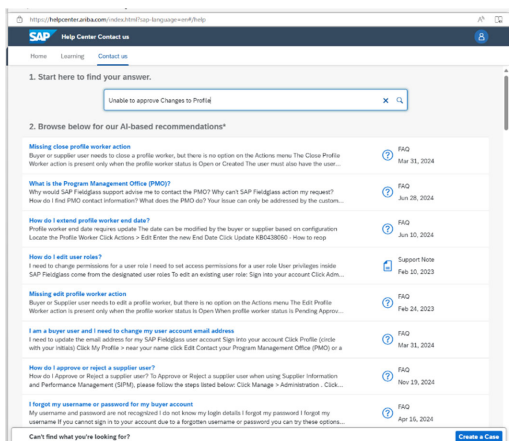
2. When this screen pops up, click on Help.



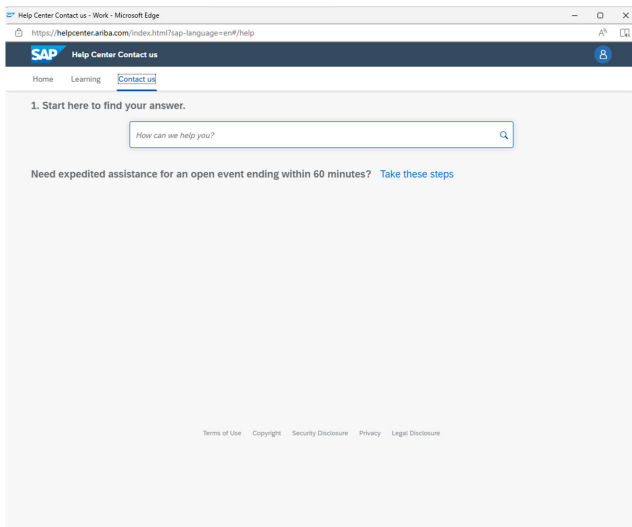
3. The Can We Help You screen will pop up, you may type your question into the search box,



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.

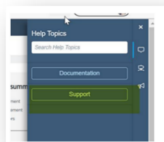


- a. The screen above can be used to ask a question. If you click on “Take These Steps” in blue text this will start an expedited request.

6. 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)

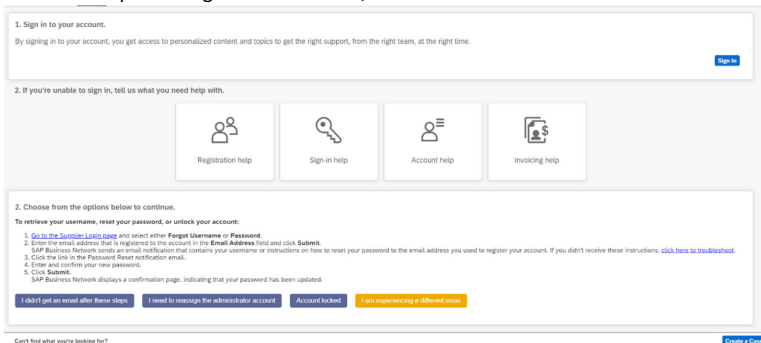
Ariba Support – Create A Help Case

1. 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)

2. Select I am experiencing a different issue, and Create a Case



3. Fill out the form for the case request

SAP Help Center Contact us

Home Learning **Contact us**

Note: If agents are unavailable, support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: * Unable to approve Changes to Profile

Full description: * We have 2 users at SCE who had different screens displaying for a Supplier Profile. My display showed no pending changes, while my co-worker's screen showed there were changes to be approved. When she clicked on Approve she got an error. See attached. We were able to bypass error by rejecting the changes and asking supplier to resubmit.

Attachments: Ariba Errors Approve C...

Issue type: * Supplier management

Issue area: * Organization profile error

Top Recommendations:

- How do I edit user roles?
- Cannot cancel a Purchase Requisition (PR) or Purchase Order (PO)

2. How does this impact your normal business processes?

Business Impact: * Affected: business tasks are impacted due to system functionality or process

3. Provide your preferred contact details:

First name: * Sandra

Last name: * Escalera

User Name: * sandra.escalera@sce.com

Email: * sandra.escalera@sce.com

Phone: * +1 650-300-1948 United States

Extension: *

Center phone: * 6503020346

Ariba Network ID: * 42601010010006

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#)

4. Include any Screenshots and select One Last Step at the bottom of the screen.

SAP Help Center Contact us

Home Learning **Contact us**

3. Provide your preferred contact details:

First name: * Sandra

Last name: * Escalera

User Name: * sandra.escalera@sce.com

Email: * sandra.escalera@sce.com

Phone: * +1 650-300-1948 United States

Extension: *

Center phone: * 6503020346

Ariba Network ID: * 42601010010006

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#)

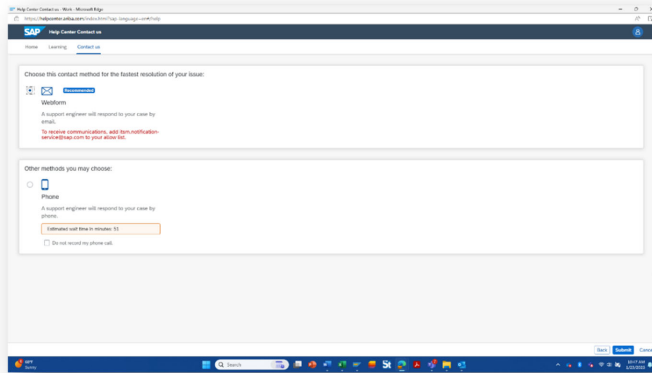
4. Recommendations:

Search

- How do I edit user roles?
- Cannot cancel a Purchase Requisition (PR) or Purchase Order (PO)
- What is the Program Management Office (PMO)?
- How do I link a supplier's User and Supplier Organization (AEC)?
- What is the current process for customization requests?
- How to update SSO for the owner
- Supplier request portal failing with Invalid SM Vendor id after approving supplier request?
- Why are time sheets not routing to the expected approver?
- The approval button for my SAP task is not showing up in the Supplier SSO profile. How can I fix this?
- How do I designate a proxy for myself?
- How can I see my company's Basic users and Designated Support Contacts (DSCs)?
- How can I add groups to users via the user interface (UI)?
- How do I Activate/Deactivate a supplier user?
- When I complete an approval task for supplier registration, it stays in Pending Approval status and nothing changes

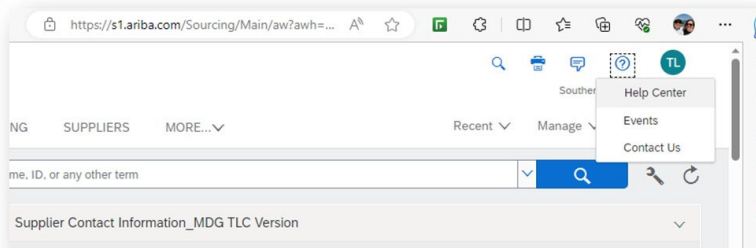
[One last step](#)

5. Choose the contact method you prefer for resolution of the issue, then click on Submit.

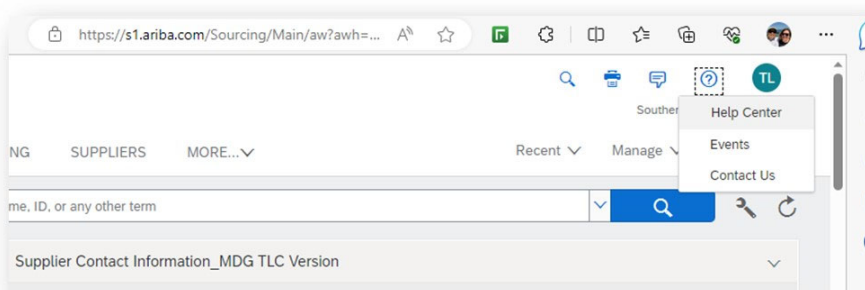


ARIBA Technical Support – Request a Call

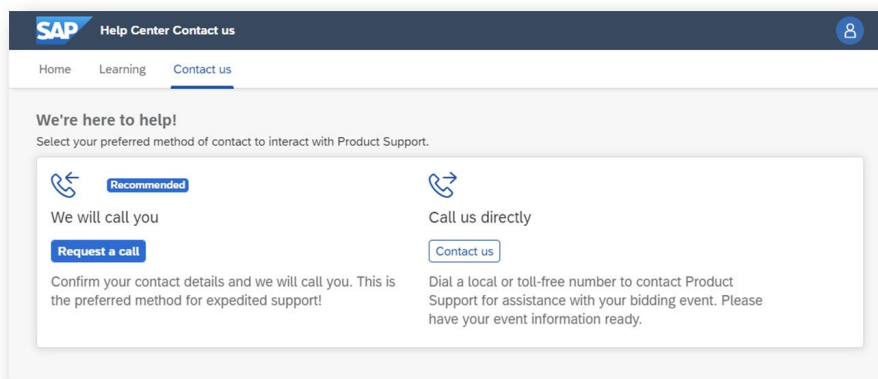
- If you have any questions for Ariba, please use the “Request a Call” feature in the Ariba Help Center by selecting the question mark in the upper right-hand side of the Ariba Screen, and selecting Help Center



- Go to Contact Us,

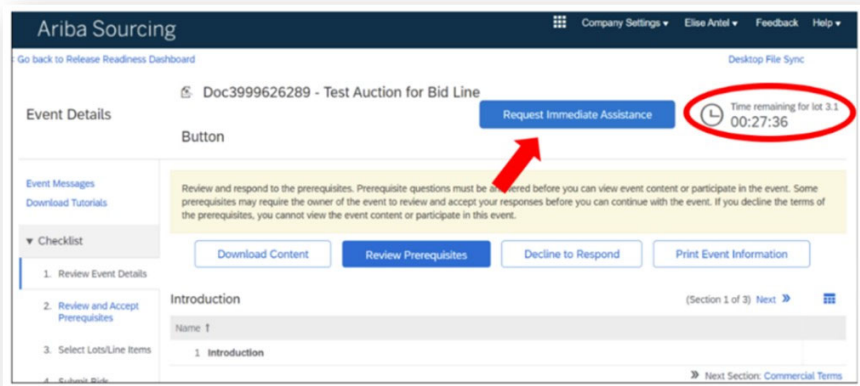


- And select Request a Call



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.



Q: Is there a fee to register in the Ariba system?

A: No, there is no fee to register. However, there may be fees to transact through the system. The fee structure is available for review on the Ariba web site.

Q: What is required to approve the initial Ariba registration?

A: The entity name, address and phone number are required in addition to having the following questions in the Profile completed.

- Section 3.14.2 - Do the vendor accept the Terms of Use Agreement? **
- Section 3.19.1- You certify that you are an authorized representative of the company

****Note:** The Terms of Use Agreement must be accepted by an authorized representative of the company for the registration to be accepted.

Q: Why am I being prompted to fill out a Human Rights Self-Assessment Questionnaire in Ariba?

A: This is not a requirement originated by SCE. It is a supplier-initiated feature that is controlled by turning on or off the Support Humanitarian Aid button at the top of the main Ariba Profile.



[SA-30188: Supplier Self-Assessment Questionnaire - Human Rights | SAP Help Portal](#)

Qualification

Q: Can I my vendor use a social security number as their tax ID?

A: Yes. According to the IRS website Form SS-4 & Employer Identification Number (EIN) 1 | Internal Revenue Service ([irs.gov](https://www.irs.gov))

- A sole proprietor without employees and who doesn't file any excise or pension plan tax returns doesn't need an EIN (but can get one). In this instance, the sole proprietor uses his or her social security number (instead of an EIN) as the taxpayer identification number. However, at any time the sole proprietor hires an employee or needs to file an excise or pension plan tax return, the sole proprietor will need an EIN for the business and can't use his or her social security number.

- If the vendor has an existing EIN as a sole proprietor and become a sole owner of a Limited Liability Company (LLC) that has employees or needs to file an excise or pension plan tax return, they will need to get a separate EIN for the LLC to file employment taxes.

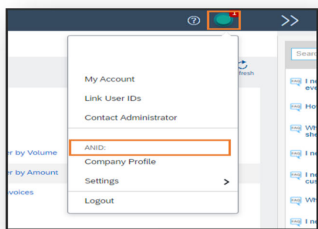
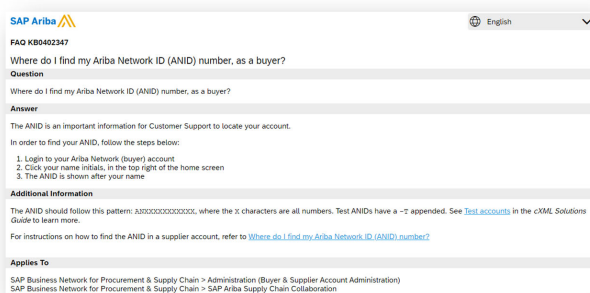
Q: My vendor registration has been approved. When will I get my vendor number?

A: Vendor numbers are assigned to entities after they have been awarded a bid to do business with SCE. The Ariba registration puts the vendor in the sourcing list for our Procurement Agents. Vendors will be contacted if a bid is awarded, and the Procurement Agent then begins the vendor onboarding process.

Finding Information in Ariba

Q: Where do I Find my Profile ANID – Buyer

A:



Q: I Forgot my Username, how do I retrieve it?

Please click on the link “Forgot Username” and wait for a return email from Ariba indicating what Ariba thinks your “username” is.

Note, it may not be your email address, or may be some variation on your email address, or it may even be an all numbered user id.

Once you know the Username Ariba knows you by, then do the forgot password using the username they sent you.

That should get you into primary Ariba Account [aka your Ariba Public Account].

<https://edisonintl.sharepoint.com/operationalservices/Documents/Safety/Tool%20Kits/JHA%20Tools/Tra nsportation%20Services%20JHAs>

Q: Our company has an Ariba Account but we can't Log In, what are the next steps?

A:

1. Access the ARIBA site at <http://on.sce.com/ariba> using one of the ARIBA Certified Browsers listed below
 - a. Google Chrome 26 or 34
 - b. Microsoft Internet Explorer 7-11 (32-bit), or
 - c. Mozilla FireFox 24 or 27 (ESR)
2. Use the <http://sce.supplier.ariba.com/register> link. The Ariba account must be accessed via that link to add the account to SCE and to see and answer the SCE supplier profile questions. One of the users on the Ariba account already created needs to click on **Login** rather than registering a new profile. If you have not completed the SCE Supplier Profile Questionnaire (SPQ) you will be prompted to do so upon login.

Complete the **SCE specific Supplier Profile Questionnaire (SPQ)**. Please answer the require questions marked with a red asterisk * and upload the requested documents as information is available. Use keywords and fill out as much of the form as you can so that you will come up in searches when our procurement agents are sourcing.

Note: If you think you have an Ariba Commerce Cloud Account, but are having trouble, you can contact the Ariba Help by selecting the question mark in Ariba. Directions with screenshots start on Page 3 of the posted [Ariba Supplier Self Registration Guide](#)

Diverse Business Enterprise WMDVBE (DBE) Vendors

Q: What is a "Diverse Business Enterprise (DBE)"?

A: A Diverse Business Enterprise (also known as WMDVBE) is a business:

- That is at least 51 percent woman-, minority-, disabled veteran-, or lesbian, gay, bisexual, or transgender (LGBT)-owned by an individual or group; or
- In the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, minorities, disabled veteran, or LGBT individuals; and
- Whose management and daily business operations are controlled by one or more of those individuals
- The person(s) owning such an enterprise must be either U.S. citizens or legal aliens with permanent residence status in the United States

Q: What types of WMDVBE certifications are accepted by SCE?

A: SCE accepts WMDVBE certifications from the following agencies:

1. The Supplier Clearinghouse - for minority- or women-owned business certification. Website: www.thesupplierclearinghouse.com
2. Department of General Services (California Procurement Division) - for disabled veteran-owned business certification. Website: www.pd.dgs.ca.gov/smbu
3. SBA 8(a) - for small businesses as part of the SBA 8(a) Business Development program. Website: www.sba.gov
4. National Gay and Lesbian Chamber of Commerce - for LGBT-owned business certification. Website: www.nglcc.org

Q: Our Tax ID has changed; can we update our Ariba Profile accordingly?

A: Yes, the sooner we are aware of the Tax ID update the better, to ensure accuracy of records. If you also have a vendor number with SCE, a new vendor number will need to be created. It is recommended you notify your SCE representative of the change as well.