

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.

- <u>Scenario 1</u>: You <u>already have an account</u> 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.
- <u>Scenario 2</u>: You <u>do not yet have an account</u> 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.

Ariba Sourcing	IIII Help Center 🎾
Enter Your Ariba Commerce Cloud Information To do business with Southern California Edison on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?	SOUTHERN CALIFORNIA EDISON VYTERAFTDALE'S Company
If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: Login	So to the SCE Supplier Profile Questionnaire
Enter basic company information Create your Ariba Account	 Indicates a required field
Company Name: • Country •	If your company has

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.

Ariba Sourcing		Help Center >>
Enter Your Ariba Commerce Cloud Information To do business with Southern California Edison on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud? If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in:	AN EXECUTIVE AN EXAMPLE AN EXECUTIVE ANTERNATION REPORT	Continue
Company Name: *	~	 Indicates a required field If your company has more than one office

Login fields display.

- 3. Enter your Ariba Commerce Cloud **Username** and **Password**.
- 4. Click **Continue**.

Ariba Sourcing	Help Center >>
Enable your Ariba Commerce Cloud account to access Southern California Edison	SOUTHERN CALIFORNIA EDDISON ¹ An EDDOV INTERNATIONAL ¹ Company
To do business with Southern California Edison, use your Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?	
Username:	
Password:	
Forgot Username Forgot Password	4
Continue	eCancel
SAP Ariba Image: Sape and the same an	16 Ariba, Inc. All rights reserved.

The Required Profile Fields message displays.

5. Click Go to Company Profile.

Ariba Sourcing		Company Settings 🔻	2	▼ Help Center >>
SOUTHERN CALIFORNIA EDISON				
Required Profile Fields Your customer has requested that you con Company Profile and complete the requir in events.	plete the ed fields. /	following information befo After you provide the requ	re they conduc ested informati	t business with you. Click Go to on, you can begin participating
Required Profile Fields From Souther	Californ	iia Edison		
• (Customer	Requested Fields		
	Go to Co	mpany 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: <u>http://sce.supplier.ariba.com/register</u>)

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.

riba Sourcing			Help Center X	>
r Your Ariba Commerce C business with Southern California Ed erce Cloud account. What is the Aril already have an Ariba Commerce C nt, click here to log in: Login	Cloud Information dison on Ariba, you need an Ariba ba Commerce Cloud? loud, Ariba Discovery or Ariba Network	NA N	Continue	cel
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	Line 2		as your shipping address, billing	cn
City •	City of Industry		address or other addresses later in y company profile.	your
State •	California 🗸		section () pression	
Zip *	91715			
Product and Service Categories: •	Enter Product and Service Categories		Add -o - Br	owse
	Highway or road paving or surf X Foamed concrete	X	Asphalt X	
Ship-to or Service Locations: •	Enter Ship-to or Service Location		Add -o - Br	owse
	Los Angeles-Long Beach-Sa X			
Tax ID:	72-4589381		Enter your nine digit Company Tax	ID
DUNC Number			number. Enter the nine-o number issued by D	digit
DUNS NUMBER.	o construction of the second sec		& Bradstreet.	

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.

2B

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

inter user account info	rmation 2A	
		 Indicates a required field
Name: *	Charlens Darlin	Ariba Privacy Statement
Email: •	dates into gas on	
	Use my email as my username	
Username: •		Must be in email format(e.g
Password: *		Must contain a minimum 8 characters including letters and numbers. (i)
Secret Question: *	What is your maternal grandfather's first $\ensuremath{I}\xspace{V}$	The answer to your secret question must be atleast 5 characters.
Language:	English	The language used when Ariba sends you configurable notifications. This is different

- 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, a to other companies. If you want to hide your company profile, you can do so anytime b on the Company Profile page after you have finished your registration. By clicking the Continue button, you expressly acknowledge and give consent to Ariba to be transferred outside the European Union, Russian Federation or other jurisdiction computer systems on which the Ariba services are hosted (located in various data centrariba Privacy Statement, the Terms of Use, and applicable law.	vailable for new business opportunities by editing the profile visibility settings for your data entered into this system where you are located to Ariba and the ers globally), in accordance with the
You have the right to access and modify your personal data from within the application administrator within your organization or Ariba, Inc. This consent shall be in effect from may be revoked by prior written notice to Ariba. If you are a Russian citizen residing we express firm that any of your personal data entered or modified in the system has organize 3 n a separate data repository residing within the Russian federation.	n, by contacting the Ariba n the moment it has been granted and ithin the Russian Federation, You also s previously been captured by your
I have read and agree to the Terms of Use and the Ariba Privacy Statement	4
	Continue

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

REQUIRED								
our email inbox for								
	i message from Ar	iba. An email has	been se	nt to		-		
Activate link in the	mail to activate ac	count and comple	te the S	outhern Cal	ifornia Edise	on request	ed profile.	
k your junk mail fol Resend to have ar	ter or email filter se other activation em	ettings to verify th nail sent <mark>t</mark> o you.	at autom	ated emails	s from Ariba	are not bl	ocked from y	our inbox.
esend								
have more than o e updated accordin	ne email address, y gly.	ou can enter and	ther em	ail address a	and click Se	nd. Your e	mail address	in your profile
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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 <u>Click here to activate your</u> <u>Ariba Account</u> 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.

ct: Welcome to the Ariba Comm	erce Cloud		
ARIBA			
Welcome to the Ariba	Commerce Clou	ud	
Your registration process	s on the Ariba Cor e.	mmerce Cloud for Street	
Services is now complete		Note f	or tu
Your organization's acco	unt ID:	refe	renc

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.

Ariba Sourcing	Company Settings ▼	Help Center
Company Profile		Save Close
Basic (3) Business (2) Marketi * Indicates a required field Business Information	ng (3) Contacts Certifications (1) Customer Requested Additional Documents	Southern California Edison Requested Profile Information
Year Founded:	1987 IB	• 6 More Fields
Number of Employees:	50	Public Profile Completeness
Annual Revenue:	v	35%
Stock Symbol:		Short Description
Financial Information		Website Annual Revenue Certifications
Type of Organization:	V	D-U-N-S Number
Legal Name:	10	Business Type
State of Incorporation:	Delaware	Company
D-U-N-S® Number:		Company Logo
Clobal Location Number		Share Your Public

- 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.

Company Profile See Basic (3) Business (2) Marketing (a) Contacts Certifications (1) Customer Requested Additional Documents • Indicates a required field JA JB Company Contact Information JA JB Main Frace USA 1 JB Main Frace USA 1 JB Contact Personnel Country Area Number Main Frace USA 1 Distomers need to know how to contact your company. You can provide contactynewide and customer specific contacts. First, rerate your provide contactynewide and customer specific contacts. First, rerate your provide contact assignments. Dustomer specific contacts. First, rerate your provide contact sectomer assignments. ContactS Business Title Email Phone Main Faxe Contact Personnel Phone Phone Mane 1 Business Title Email Phone Phone Mindy Order Administrative Assistant mindy order (g)street.com Phone Mane 1 Business Title Email Phone Phone Mindy Order Administrative Assistant mindy order (g)street.com Phone Contact bypes to personnel from your private Contact Personn	elp Center 💙 ^{Log}		Settings 🔻	III Company				ourcing	Ariba
Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents	Close	Save						Profile	Company
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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. Cick Edit of 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. Contacts Name 1 Business Title Email Phone Mindy Order Administrative Assistant mindy.order@street.com L Edit Delete Create Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel Mindy Order Delete	More Fields Ublic Profile Completeness S% Short Description Vebsite Certifications			ЗВ	a Number	Are:	Main Email: • Country Vain Phone: • USA 1 Country Main Fax: USA 1	rsonnel	Contact F
Name Business Title Enail Phone Mindy Order Administrative Assistant mindy.order@street.com Edit Delete Create Companywide Assignments Assign contact types to personnel from your private Contact Per 3C Companywide Assignments Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignment Catalog Manager Marketing Manager Primary Contact Mindy Order Delete	-U-N-S Number lusiness Type idustries Company Sescription	ir private onnel. Ja Privacy	cts. First, create your ir list of contact person described in the Ariba	d customer-specific conta Zustomers do not see you ing contact information is	ovide companywide an specific assignments. (Ariba's policy for handl	any. You can pro and customer- ontact's details.	to contact your comp , create companywide me column to edit a co	eed to know how t personnel. Ther any link in the Na	Customers list of conta Click Edit o Statement.
Mindy Order Administrative Assistant mindy order@street.com Edit Delete Create Companywide Assignments Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments ussign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments. Companywide Assignments Contact Name Actions Assign ent Contact Name Actions Catalog Manager Image: Image: Primary Contact Mindy Order Delete Image:			Phone		Email		Business Title	me 🕇	N
Assign contact types to personnel non your private contact Personnel list. Your suppliers see your companywide assignments. Clic Companywide Assignments Clic Companywide Assignments Contact Name Assignment Contact Name Catalog Manager Catalog Manager Primary Contact Mindy Order	hare Your Public rofile :k here to get your Ariba badge.	c			the Your ouppliage		lete Create	Edit De	Company
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Marketing Manager Primary Contact Mindy Order Delete	Profile Visibility Settings							anager Manager	eBusines
Primary Contact Mindy Order Delete								Manager	Marketing
	4	*	Delete	Order	Mindy			eate	Primary C

- 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.

	pany	/ Profile		Save
Bas	ic (3)	Business (2) Marketing (3)	Contacts Certifications (1)	
In Cer	dicate	es a required field		Southern California Edison Requested Profile Information
				6 More Fields
Buyi	Sus Your Tran	ganizations can view these designations i tainability Initiatives business has undertaken sustainability in isportation. Other.	n your company profile and search on this information when looking for new suppliers. nitiatives in one of the following categories: Plan, Products and Services, Energy, Carbon,	Public Profile Completeness
	Sma Your ager	II Disadvantaged Business business is SDB certified, 8(a) certified, 1 cy.	HUBZone certified, or certified as a small disadvantaged business by a state government	Short Description Website
	Your in th	nen-owned Business business is at least 51% owned by a wor e day-to-day management of the busines ority-Owned Business	nan or women who exercise the power to make policy decisions and who are actively involved s.	Annual Revenue Certifications
	Your	business is at least 51% owned by one of individuals own 51% of the stock, and or	or more minority U.S. citizens. In the case of a publicly owned business, at least one or more the or more such individuals control its management and daily operations.	D-U-N-S Number Business Type
~	Vete	ran-Owned Business	dividual who served in the active military payal or air service, and who was discharged or	Industries
	relea a Se	ased under conditions other than dishono ervice-Disabled Veteran. The terms "veter	able or is at least 51% owned by an individual who can be considered by the government as an" and "service-disabled veteran" are defined in 38 U.S.C 101(2) and (16).	Company
		Veteran Owned		Company Logo
		Veteran Owned Disabled Veteran Owned		Company Logo
		Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned		Company Logo Share Your Public Profile
	✓	Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number:	KERFEREN	Company Logo Share Your Public Profile Click here to get you
	 ✓ 	Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number: Certified Location:		Company Logo Share Your Public Profile Click here to get you Ariba badge.
	 ✓ 	Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number: Certified Location: Effective Date:		Company Logo Share Your Public Profile Click here to get you Ariba badge.
		Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number: Certified Location: Effective Date: Expiration Date:		Company Logo Share Your Public Profile Click here to get you Ariba badge.
	 ✓ 	Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number: Certified Location: Effective Date: Expiration Date:	Upload Certificate File	Company Logo Share Your Public Profile Click here to get you Ariba badge.
	↓ ✓	Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number: Certified Location: Effective Date: Expiration Date: Certification	Upload Certificate File	Company Logo Share Your Public Profile Click here to get you Ariba badge. Find us on Ariba Network View Public Profile Profile Visibility Settings
	ISO The help avail	Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number: Certified Location: Effective Date: Expiration Date: Certification International Organization for Standardiz organizations ensure they meet the need able through National standards bodies.	Upload Certificate File ation (ISO) family of standards relate to quality management systems and are designed to is of customers and other stakeholders. The standards are published by the ISO and are	Company Logo Share Your Public Profile Click here to get you Ariba badge. Find us on Ariba Network View Public Profile Profile Visibility Settings
	ISO The help avail Not	Veteran Owned Disabled Veteran Owned Vietnam Veteran Owned Certification Number: Certified Location: Effective Date: Expiration Date: Certification International Organization for Standardiz able through National standards bodies. Certified	Upload Certificate File ation (ISO) family of standards relate to quality management systems and are designed to is of customers and other stakeholders. The standards are published by the ISO and are	Company Logo Share Your Public Profile Click here to get you Ariba badge. Fidus on Ariba Network View Public Profile Profile Visibility Settings

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.

2. Click the Southern California Edison link.

Ariba S	ourcing					Company Settings 🔻		Help Center >> Logout
Company P	rofile						Sa	ve Close
Basic (3) Indicates a	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requ	lested Aut	Documents	uthern California ison Requested
Sourcing C	ustomer List						Pro 	6 More Fields
Customer		2	Custo	omer Requested Profile	e Information			
Southern C	alifornia Edison		Incor	nplete			F	Public Profile Completeness

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

company riome		y Jave Like						
Basic (3) Business (2)		Î						
Indicates a required field	Southern California Edison Requested Profile * Indicates a required field	Southern California Edison Requested Profile Information						
Sourcing Customer List Customer Southern California Edisor	stomer List Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click Submit. You can click Save as Draft to save any values you may have edited without sending the changes to your customer. Save as Draft Save as Draft							
	Changes you make below may be subject to approval before they are accepted.	Short Description Website						
	Question	Certifications						
	▼ 1 Company Information	D-U-N-S Number						
	1.7 Corporate (parent company) annual revenue USD	Business Type Industries						
	1.10 Are you a publicly or privately owned company? Unspecified 🗸	Company Description						
	1.11 Is your company a Small Business? Unspecified 🗸	company cogo						
	1.12 Are you a Non-Profit Business? Unspecified 🗸	Share Your Public						
	▼ 2 Diverse Business Enterprise Information	TIONE						
	2.1 Are you a Woman, Minority, Service Disabled Veteran or LGBT owned business enterprise? (business that is at least 51% women, minority, disabled veteran, or lesbian, gay, bisexual o transgender (LGBT) owned by an individual or group; or in case of any publicly owned business, at least of which is 51% of the stock of which is owned by one or more women, minority, service 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,	Click here to get your Ariba badge.						
	Save as Draft Submit	View Public Profile Profile Visibility Settings						
		Save Close						

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.

- 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.

our cu ne req dited v	ueste withou	mer has specifically requested that you complete the following profile information. After you com ted profile information, click Submit . You can click Save as Draft to save any values you may out sending the changes to your customer.	hav
		Save as Draft Subm	nit
Char	nges y	you make below may be subject to approval before they are accepted.	
Questi	ion		
▼ 1	Cor	ompany Information	1
	1.7	7 Corporate (parent company) annual revenue	
	1.10	10 Are you a publicly or privately owned company? Private	
	1.11	11 Is your company a Small Business? Yes 🗸	
	1.12	12 Are you a Non-Profit Business? No 🗸	
▼ 2	Div	verse Business Enterprise Information	
	2.1 Are	l e you a Woman, Minority, Service Disabled Veteran or LGBT owned business enterprise Isiness that is at least 51% women minority, disabled veteran or leshian day, hisevual	e <mark>? (</mark>
			1

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

Ariba Sourcing southern california edison	Company Settings ▼ Help Center >>
Southern California Edison Requested Profile	
All required customer requested fields have been completed. View customer requested fields >	Your profile information has been submitted to Southern California Edison and is pending approval.
Public Profile Completeness	Your requested profile information has been submitted to Southern California Edison and is pending approval. Contact Southern California Edison 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.

Please note that the Public Profile completeness refers to your Ariba Public Profile, not the SCEspecific 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 >.

Ariba Sourcing			Company Settings	▼ 2	Help Center >>
SOUTHERN CALIFORNIA EDISON					
Southern California Edison Requested Profile	Welcom	e to Southern Cal	ifornia Edison's Ariba	Spend Management System	EDISON A MINOR OFFICIAL STATE
All required customer requested fields have been completed	2 ste				
View customer requested fields >	Title	ID EI	nd Time 👃	Event Type	
Public Profile Completeness			N	o items	
25%	Tasks				
Enter a short description to reach	Name	Status	Due Date	Completion Date	Alert
45% >			N	o items	
There are no matched postings.					

The Company Profile page displays.

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

Ariba Sourcing 🗰 Comp	any Settings ▼ Help Center >> Logout
Company Profile	Save Close
Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Request	ted 3 al Documents
 Indicates a required field 	Public Profile Completeness
Overview	35%
Company Name: * Street Services	Short Description Website
Other names, if any:	Annual Revenue
	Certifications
	D-U-N-S Number
Networkld: AN (i)	Business Type
	Industries

The Sourcing Customer List displays.

4. Click Southern California Edison.

Ariba S	ourcing					Settings 🔻	Help Center 🚿
ompany P	rofile						Save Close
Basic (3)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents	
 Indicates a 	required field						Public Profile Completeness
Sourcing C	ustomer List						35%
Customer			Cust	omer Requested Profile	e Information		
Southern C	California Edison	4	Com	plete			Website Annual Revenue

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.

4.1 Personnel:	
4.1.1 Please provide a resu for providing deliverables t in Juals). Please include ce 5 stes, awards, invent	ime or personnel summary for the key individuals responsible o SCE. (e.g., perform basic tasks, supervisory, and leadership of experience relating to the work, professional licenses opyrights, etc.
Answer Attach a file 🗣	

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.

Ariba S	ourcing			III Company S	Settings 🔻	Help Center 💙 Lo
Company P	rofile					Save Close
Basic (3)	Business (2) Marketin	g (3) Contacts	Certifications (1)	Customer Requested	A litional ocume s	
 Indicates a Overview 	required field				U	Public Profile Completeness 35%
	Company Name: •	Street Services				Short Description Website
	Other names, if any:					Annual Revenue
						Certifications D-U-N-S Number
	NetworkId:	AN (j)				Business Type Industries

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

Ariba Sourcing	E Company Settings ▼ Help Center >	ogout 🔺
Company Profile	X Save Close	
Basic (3) Business (2) Indicates a required field Sourcing Customer List Customer Southern California Edison 	Southern California Edison Requested Profile * Indicates a required field Your customer has specifically requested that you complete the following profile information. After you complet the requested profile information, click Submit. You can click Save as Draft to save any values you may hav edited without sending the changes to your customer. Status: Submitted by aribasystem at 06/16/2016 04:56 PM Save as Draft Submit	
	Changes you make below may be subject to approval before they are accepted. Note Certifications Question I Company Information Industries Company Description 1.7 Corporate (parent company) annual revenue USD Company Logo	
	1.10 Are you a publicly or privately owned company? Privately Owned √ 1.11 Is your company a Small Business? Yes √ 1.12 Are you a Non Drafit Business? No >	
	 1.12 Are you a Non-Profit Business? No 2 Diverse Business Enterprise Information 2.1 Are you a Woman, Minority, Service Disabled Veteran or LGBT owned business enterprise? (A business that is at least 51% women, minority, disabled veteran, or lesbian, gay, bisexual or transgender (LGBT) owned by an individual or group; or in case of any publicly owned business, at least of which is 51% of the stock of which is owned by one or more women, minority, service disabled veteran, or LGBT individuals, and w and daily business operations are controlled by one or more of those in person(s) owning such an enterprise must be either U.S. citizens or lease Save as Draft 	

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.