



User Training

Ariba Supplier Self Registration



FOR OVER 100 YEARS...LIFE. POWERED BY EDISON.

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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 including effective and expiration dates (if applicable)
- CA-587 Form or CA-590 Form (California resident owned business).
- CA-W9 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 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.

Register Your Company to Do Business with SCE

- Using your Internet browser, navigate to the SCE website.
<https://www.sce.com/wps/portal/home/partners/buying-selling>

- A link to the Ariba Supplier Registration website is provided under the text, **“Register Your Company to Do Business 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.

The screenshot shows the SCE website interface. The main content area is titled "Become an SCE Supplier" and includes a link "Register Your Company to Do Business with SCE*" which is highlighted with a red box. A callout bubble with the number "2" points to this link. Below the link, there is a note: "Click here to create a profile on the Ariba Supplier Registration website." and another note: "If you are a diverse business enterprise, make sure you have the appropriate certifications (read about how to Get Certified here: [Supplier Diversity](#))". There are also links for "Learn more about Ariba Supplier Self Registration >" and "Have any additional questions? [Find answers here >](#)".

- Click **Click here** to create a profile on the Ariba Supplier Registration website.

This is a close-up of the link "Register Your Company to Do Business with SCE*" from the previous screenshot. The link is highlighted with a red box, and a callout bubble with the number "3" points to it. The surrounding text is the same as in the previous screenshot.



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

- ◇ If your business already has an Ariba Commerce Cloud account, go to page 3 and follow the instructions for completing the SCE profile.
- ◇ If your business isn't registered with Ariba Commerce Cloud, begin on page 4.

Suppliers with an Ariba Commerce Cloud Account

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

Access Account to Update Profile

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

2. Enter **Username** and **Password**.
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 10 to continue the registration process.

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).

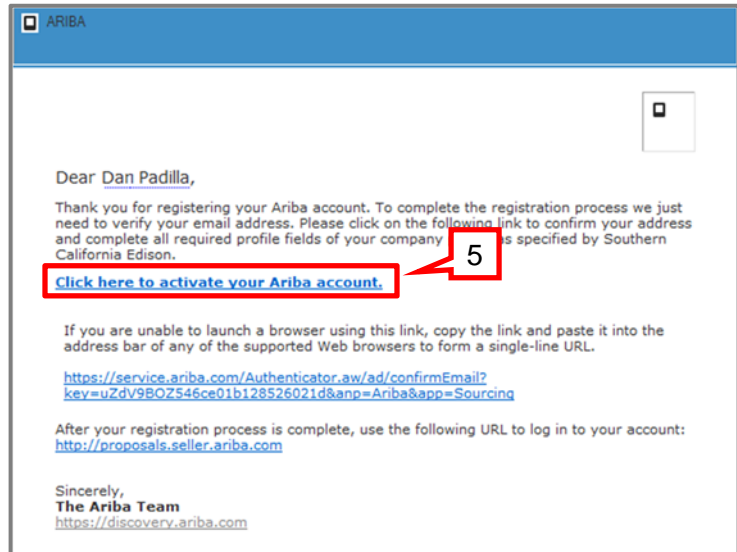
3. Read the **Terms of Use** and **Ariba Privacy Statement** at the bottom of the page. To accept them, click the checkbox .
4. Click **Continue**.

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.

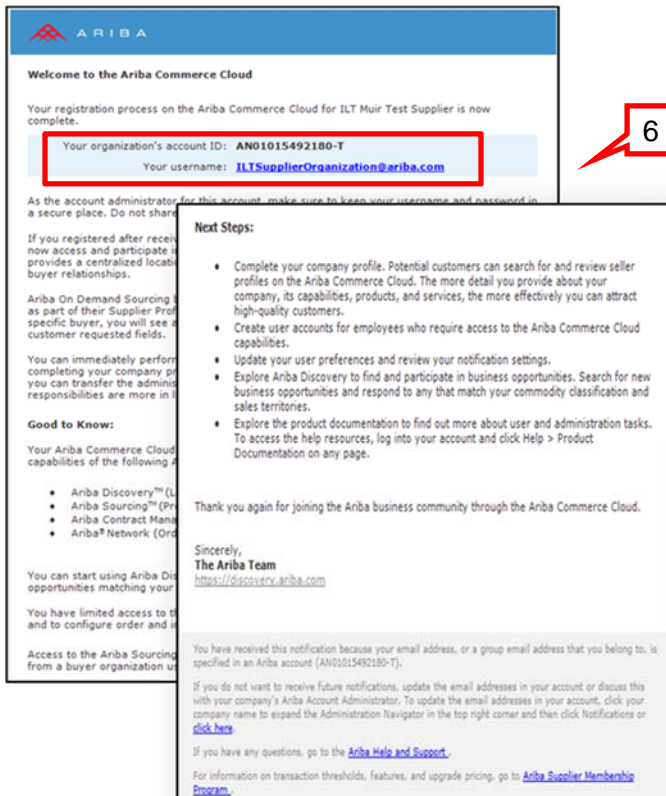
The link will open your Ariba Commerce Cloud account, where you will complete your profile, including the SCE Supplier Profile Questionnaire.



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

Company Profile

Basic (3)
Business (2)
Marketing (3) 9
Contacts
Certifications (1)
Customer Requested
Additional Documents

* 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/
twitter.com/
linkedin.com/

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.

B I U --- size --- font ---

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: | [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:

Attachments

Add attachments to showcase your company, including customer presentations, case studies, and certifications.

External Links

Provide links to other websites to make it easy for buyers to learn more about your company.

URL	Description	Type	Status

10

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.

[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 the Promary Contact should be the same person as indicated below.

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.



Company Profile

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

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

Certifications
Buying organizations can view these designations in your company profile and search on this information when looking for new suppliers.

Sustainability Initiatives
Your business has undertaken sustainability initiatives in one of the following categories: Plan, Products and Services, Energy, Carbon, Transportation, Other.

Small Disadvantaged Business
Your business is SDB certified, 8(a) certified, HUBZone certified, or certified as a small disadvantaged business by a state government agency.

Women-Owned Business
Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.

Certified By:

WBENC (Women's Business Enterprise National Council)

Certification Number:

Certified Location:

Effective Date:

Expiration Date:

[Upload Certificate File](#)

NWBOC (National Women Business Owner's Corporation)

State Government

Locality / Agency

Other

Self

Minority-Owned Business
Your business is at least 51% owned by one or more minority U.S. citizens. In the case of a publicly owned business, at least one or more such individuals own 51% of the stock, and one or more such individuals control its management and daily operations.

Check all that apply:

Locality / Agency

Other

Self

Veteran-Owned Business
Your business is at least 51% owned by an individual who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable or is at least 51% owned by an individual who can be considered by the government as a Service-Disabled Veteran. The terms "veteran" and "service-disabled veteran" are defined in 38 U.S.C 101(2) and (16).

ISO Certification
The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the needs of customers and other stakeholders. The standards are published by the ISO and are available through National standards bodies.

Not Certified
Your business does not have any of the certifications listed above.

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.

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

Save

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.

The top screenshot shows the 'Company Profile' page with tabs for Basic (3), Business (2), Marketing (2), Contacts, Certifications, Customer Requested (15), and Additional Documents. Below the tabs is a 'Sourcing Customer List' table with columns for Customer and Customer Requested Profile Information. The customer 'Southern California Edison-TEST' is listed with a status of 'Incomplete' (16).

The bottom screenshot shows the 'Southern California Edison-TEST Requested Profile' questionnaire. It includes a warning message (17) and a 'Submit' button (18). The questionnaire sections include:

- 1 Company Information**
 - 1.7 Corporate (Parent Company) Annual Revenue
 - 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-Profit Supplier? (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 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.) (Answer: Yes)
 - 2.2 Are you certified with any agency?

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.

The screenshot shows a web interface for Southern California Edison-TEST. The main heading reads: "Your profile information has been submitted to Southern California Edison-TEST and is pending approval." Below this, a paragraph explains that the profile information has been submitted and is pending approval, and provides instructions on how to improve the profile. On the left side, there are three sections: "Southern California Edison-TEST Requested Profile" with a link to view customer requested fields; "Public Profile Completeness" with a progress bar at 50% and a link to reach 60%; and "5 leads match your company profile" with a link to view matched leads.

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.

The screenshot shows an email notification from Ariba. The header features the Ariba logo. The body of the email contains the following text:

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, 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>.