

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 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

- 1. 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.



 Click <u>Click here</u> to create a profile on the Ariba Supplier Registration website.



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.

4. Click Go to Company Profile.

3. Click Continue.

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To do business with Southern California Edi	on - TEST on Ariba, you need an Ariba Comm	erce Cloud account. What is the Aribe Commerce Cloud?
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By clicking the Continue button you exp	essly agree and understand that your data ent	tered into this system may be transferred outside the European Union or other
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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.

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dan.padila@scilla.com Send

Activate Account

 Open the email message from Ariba then click the <u>Click here to activate</u> 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**.

- 6. 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.

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- 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	9			Save 10
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- 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.

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- 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.



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
 - Ocalifornia 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.



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.

A B	IBA
Thank you for is the procure ability to inter	registering your organization with Southern California Edison (SCE) in Ariba. Arib ment platform that SCE has chosen to collaborate with suppliers. SCE now has the act with your organization in Ariba.
Please review information is	your organization profile periodically and update it as required. If any additional needed SCE will be in contact with you.
Answers to Ar	ba questions can be found on their website.
http://www.ar	ba.com/help/ariba-answers
Questions for	SCE can be directed to Aribainfo1@sce.com
Thank you,	
Supplier Regis	tration Team
Southern Calif	ornia Edison
This email origonity or the sentence of the se	inated from the Ariba system used by Southern California Edison and was to: <u>i.smart@supplier.com</u>
System Refer	ence: <u>Click Here</u> 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**.