



# SAP Ariba Overview and Supplier Registration Process



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# What's Happening?

- The City of Tacoma (City) is transitioning to SAP Ariba for its procurement processes.
- SAP Ariba will help the City streamline procurement processes all the way through payment.

# What is SAP Ariba?

- SAP Ariba is an eCommerce website that facilitates procurement.
- It streamlines buyers and sellers ability to connect and find each other.
- It enables electronic sharing of procurement related documents like bids, contracts, POs and/or invoices.

Visit the website below to see how SAP Ariba can help you:

<http://www.ariba.com/help/ariba-answers/suppliers>

# Supplier Benefits

SAP Ariba will provide many benefits to City suppliers, including:

- ✓ Access to vendor portal
  - Self register for notification of bids
  - Ability to electronically submit bid responses
  - Receive POs and submit invoices electronically
- ✓ Streamlined payment process
  - Electronic routing
  - Built-in error checking
- ✓ Access to a nationwide network of potential customers



# Proposed Deployment Timeline

What	When*
Supplier Registration	Summer 2016
Contract Processing	Summer 2016
Sourcing Events (Bids)	Fall 2016
POs and Invoices	Spring 2017

\* Rollouts will be phased as new sourcing events and contracts are initiated.

# Log in and Register With SAP Ariba

- Begin by opening this link: <http://cityoftacoma.supplier.ariba.com>
- Then click **“Register Now”** -- *even if your organization is already on the SAP Ariba Network*

SAP Ariba  Proposals  Help Center >>  
Powered by Ariba Sourcing

## Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba? [Register Now](#)

Need help? See [Quick Start](#)

**All Suppliers, even if you are already registered in Ariba, choose "Register Now"**

Using a browser other than Internet Explorer may render the following notification: “Your Connection is Not Private”

# Log in and Register With SAP Ariba

- Choose the appropriate login and input your info:

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account,  
click here to log in: [Login](#)

Enter basic company information

1. **Existing** Ariba users log in here.  
2. If you are **new\*** to Ariba, fill out and submit this form.

Company Name:\*

Country\* United States [USA] ▼

Address\* Line 1

If you have a company, you can maintain your company information here.

**\*After registering, click the activation link in the email from Ariba Commerce Cloud**



# Product and Service Categories

Typing into the field will automatically search for your product or service category. Results will pop up below your input.

Product and Service Categories:*	<input type="text" value="bask"/>	<input type="button" value="Add"/>	-or- <a href="#">Browse</a>
Ship-to or Service Locations:*	<div>Food service serving <b>baskets</b></div> <div>Non metallic <b>baskets</b></div>		-or- <a href="#">Browse</a>

If your category is not found, you can request a new category by clicking “Add” and then “Propose”.

Product and Service Categories:*	<input type="text" value="basket weaving"/>	<input type="button" value="Add"/>	-or- <a href="#">Browse</a>
<div><div>Product Category "basket weaving" is not found. X</div><div>Suggestions:<ul style="list-style-type: none"><li>• Verify the spelling</li><li>• Try rephrasing keywords</li><li>• <a href="#">Browse</a></li><li>• <a href="#">Propose "basket weaving" as a new product and service category</a></li></ul></div></div>			

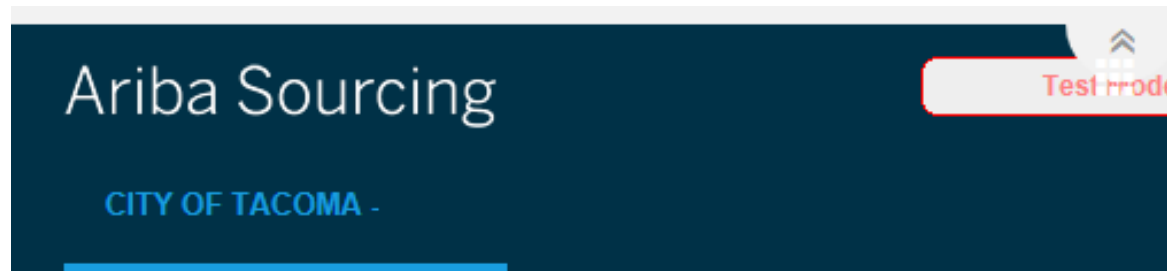
1. Click here

2. Then here

For more info visit the **United Nations Standard Products and Services Code** website <http://www.unspsc.org/>

# Register Your Profile With The City

- After you register and log in to an active SAP Ariba account, you will be prompted to complete your City of Tacoma profile.



## Required Profile Fields

Your customer has requested that you complete the following information before they conduct business. Once you provide the requested information, you can begin participating in events.

### Required Profile Fields From City of Tacoma -

- Customer Requested Fields

**Click here**

[Go to Company Profile >](#)

# Complete the City Questionnaire

- Answer all of the questions and upload a current W9.
- Make sure you scroll all the way to the bottom before submitting.
- If you answer yes to the roster questions (1.22-1.24), you will receive a roster specific questionnaire later (cont. on next slide)
- Once you submit the City profile questionnaire, and are approved, you will be able to view and respond to City bids.

# Roster Question Examples

You must answer “yes” to one of the following for roster consideration, which will generate additional roster questions that you must answer later.

[https://www.cityoftacoma.org/government/city\\_departments/community\\_and\\_economic\\_development/small\\_business\\_enterprise](https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/small_business_enterprise)

1.22 Do you want to register for the City of Tacoma Small Work Roster?

If you select "Yes" a follow on questionnaire will be available to you on your Profile. You must complete the follow on questionnaire to be considered for the roster.

The City's Small Works Roster Program (SWR) allows contractors to register to bid on public works projects with a budget of \$200,000 or less. The Tacoma City Council established the program to offer more public works and improvement contracting opportunities to small, locally owned and operated businesses.

Answer

\*

Unspecified ▼

1.23 Do you want to register for the City of Tacoma Architectural and Engineering - Citywide Roster?

If you select "Yes" a follow on questionnaire will be available to you on your Profile. You must complete the follow on questionnaire to be considered for the roster.

Answer

\*

Unspecified ▼

1.24 Do you want to register for the City of Tacoma Architectural and Engineering - Local Agency Guideline (LAG) Roster?

If you select "Yes" a follow on questionnaire will be available to you on your Profile. You must complete the follow on questionnaire to be considered for the roster.

Answer

\*

Unspecified ▼

# Roster (continued)

- If you are currently certified on a roster, you do not need to be re-certified - however you will still need to:
  - Complete the City profile questionnaire.
  - When prompted to upload documents, you do not have to provide the originals again. Simply upload the sample document provided for this registration.

# Roster (Continued)

Once approved, you will receive an email asking you to update the “Roster Qualification”.

Question

▼ 1 STANDARD SUPPLIER QUESTIONNAIRE

1.1 Doing Business As (DBA) - if applicable

1.2 Phone Number \*

1.3 Is your Remittance Address the same as your business address?

1.6 Insert supplier's website address

Question

▶ 1 STANDARD SUPPLIER QUESTIONNAIRE

▼ 2 SMALL WORKS ROSTER

2.1 Employment Security Number

2.2 Please upload your certificate of insurance in compliance with the City's standard insurance requirements. [References](#) \*Attach a file

# Roster (Continued)

- Once your basic profile has been approved, you will receive a request to update the questionnaire roster answers.
- The top portion of the questionnaire is what you previously answered.
- Scroll down using the scroll bar
- At the bottom of the questionnaire, you will see new questions to answer relevant to the applicable roster.


# The City Dashboard

## Ariba Sourcing

CITY OF TACOMA - TEST

Test Mcda

Company Settings ▾

 Ryan Schauer ▾

Help Center >>

### City of Tacoma - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

### Public Profile Completeness


35%

[Enter a short description to reach 45% >](#)

**9 leads** match your company profile

[View Matched Leads](#)

Welcome to the City of Tacoma Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



### Events

Title	ID	End Time ↓	Event Type
No items			

### Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

1. When you are invited to bid, the event will show up here.



# Supplier Registration Support

- If you need registration or website assistance, contact SAP Ariba support:  
[https://connect.ariba.com/seller\\_help](https://connect.ariba.com/seller_help)
- For assistance with a specific solicitation, post on the event message board in SAP Ariba.
- For all other questions, contact the City Procurement and Payables Division at  
[supplier.enablement@cityoftacoma.org](mailto:supplier.enablement@cityoftacoma.org)

# Thank You!