Tacoma Creates

HOW TO REGISTER IN ARIBA

You are about to contract with the City of Tacoma. Before we can issue you a contract, you will need to register in the City's contracting system, Ariba. Ariba is the system through which the City processes all contracts and pays vendors for their work. This guide is meant to give you a brief overview of how to do this and answer basic questions.

STEPS TO REGISTER IN ARIBA

1. You should receive an email from the City's Purchasing office with a subject line similar to "City of Tacoma Registration Request". Click the registration link in that email.
2. Enter required information:
    a. Company information: Name and address
    b. User account information: Name, email, password
    c. Check the two boxes accepting the Terms of Use and Privacy statements
    d. Click 'Register'
3. Immediately go to your email inbox and find a message from Ariba with the subject line "Action Required: Confirm your email". This message can look like spam and may end up in your junk folder. Click the 'Confirm email' link in that email to activate your account.
4. In the new Ariba window that opens up:
    a. Log back in to Ariba
    b. Complete all the required fields in the City of Tacoma Requested Profile questionnaire including:
        i. Business structure (if you are an individual and will be using your social security number, select Sole Proprietorship)
        ii. Tax ID number (either EIN or Social Security Number)
        iii. Complete and upload a W-9 form
        iv. Click 'Submit' (if successful, you will be routed back to the Ariba login page)
5. Purchasing staff will now review your Ariba profile; this may take some time. You will receive an email once they have approved it. You will then receive another email from Ariba with the subject line "Action Required: Remittance Questionnaire". Click on the 'Click Here' link in that email.
    a. Log back in to Ariba
    b. Click on 'Go to Company Profile'
    c. Scroll down, past the profile information you have already filled out, to the Transactional Data section
    d. Complete all the required fields including:
        i. Complete and upload the ACH/Direct Deposit form (this tells us how to pay you)
        ii. Remittance Name and address (the name and address that will be on your invoice)
        iii. Click 'Submit' (if successful, you will see a note highlighted in green at the top of the window that says "You have successfully submitted changes to your customer.")
    e. Only after completing this step will you be set up as a vendor with the City of Tacoma.

FREQUENTLY ASKED QUESTIONS

Who is required to register in Ariba?

Any entity (individual, company, organization, etc.) who will be contracting with the City of Tacoma to perform any work, must register in Ariba. This includes all funded organizations and artists as well as panelists and other people who will be receiving a stipend for a service they are providing the City.

I already registered in Ariba for work I was doing for a different entity. Do I have to register again for work I am now doing for the City of Tacoma?
Yes. If you registered in Ariba in the past for work you were doing with a different entity (not the City of Tacoma), you must register again now for work you are going to do with the City of Tacoma. Please follow the above steps so that the City can set you up to be able to perform work for, and be paid by, the City of Tacoma.

Ariba says there are fees associated with registering with them. Will I be charged a fee?
As you register in Ariba, you might notice Ariba states that there will be fees associated. The City will be paying these fees – you will not be charged for registering in Ariba.

What does it mean to be "transactional" in Ariba and how do I do this?
Being "transactional" in Ariba means that you are able to submit invoices electronically through your Ariba profile vs. emailing them to the City's Office of Arts staff for processing. If you would like to be transactional in Ariba, there are additional steps you will need to complete, beyond the ones outlined above. Please reach out to the City's Procurement & Payables office at supplier.enablement@tacoma.gov for more information on how to do this.

Help! I'm stuck and don't know how to complete registration.
Contact the City of Tacoma's Procurement & Payables office: supplier.enablement@tacoma.gov.