



**City of Tacoma**  
**Procurement and Payables Division**  
**SAP Ariba Supplier Information Management**  
**Frequently Asked Questions**



Question	Answer
<p>What is the City of Tacoma doing with procure to pay processes?</p>	<p>The City of Tacoma (City) is transitioning to the SAP Ariba eCommerce platform for its procurement processes. This online system will help the City streamline the procurement processes including:</p> <ul style="list-style-type: none"> <li>• Vendor/Supplier Registration and Information Management</li> <li>• Sourcing</li> <li>• Contracts</li> <li>• Purchase Orders</li> <li>• Invoices</li> <li>• Service and Supply Catalogs</li> </ul>
<p>What is SAP Ariba?</p>	<p>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. For more information, visit:  <a href="http://www.ariba.com/help/ariba-answers/suppliers">http://www.ariba.com/help/ariba-answers/suppliers</a></p>
<p>What is the SAP Ariba Network?</p>	<p>The SAP Ariba Network is a trillion-dollar business commerce network which will help your organization grow your business and boost sales connecting with buyers anytime, anywhere. For more information, visit:  <a href="http://www.ariba.com/suppliers/ariba-network-for-suppliers">http://www.ariba.com/suppliers/ariba-network-for-suppliers</a></p>
<p>What is the benefit to a supplier of using SAP Ariba when engaging in business with the City of Tacoma?</p>	<ul style="list-style-type: none"> <li>• Access to vendor portal <ul style="list-style-type: none"> <li>○ Self-register for notification of bids</li> <li>○ Ability to electronically submit bid responses</li> <li>○ Receive POs and submit invoices electronically</li> </ul> </li> <li>• Streamlined payment process <ul style="list-style-type: none"> <li>○ Electronic routine</li> <li>○ Built-in error checking</li> </ul> </li> <li>• Access to a nationwide network of potential customers</li> </ul>
<p>What is the process to register as a City of Tacoma supplier?</p>	<ol style="list-style-type: none"> <li>1. The first step in becoming a supplier for the City of Tacoma is to register at this website: <a href="http://cityoftacoma.supplier.ariba.com/register">http://cityoftacoma.supplier.ariba.com/register</a></li> <li>2. Once your registration is received, it will be reviewed by the City of Tacoma Supplier Enablement Lead.</li> <li>3. After the required information has been reviewed and approved, your organization will be considered an approved City of Tacoma supplier in Ariba.</li> </ol>
<p>What information do I need readily available before I register my organization?</p>	<p>In order to become a City of Tacoma supplier, you will need the following information available:</p> <ul style="list-style-type: none"> <li>• W9</li> <li>• City or State Business License Number</li> </ul> <p>If your organization intends to participate in a roster, additional information will be requested.</p>



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How long does the registration approval process take?	The length of the approval process varies from a few days to several weeks based upon the completeness of the information submitted and whether or not your organization requests to participate in a roster.
Can more than one person in my organization register?	Yes. However, best practice suggests that an organization create one SAP Ariba account for each tax ID. Each SAP Ariba account can be associated with multiple users.
If our organization is already part of the SAP Ariba Network, do we need to register with the City of Tacoma?	Yes. In order to transact business with the City of Tacoma, your organization needs to become an approved supplier with the City.
Is there a fee associated with being part of the SAP Ariba Network?	From now until December 31, 2020, your organization will not be charged for your relationship and/or any transactions with the City of Tacoma on the SAP Ariba Network, as the City of Tacoma will pay supplier fees for doing business with the City.  If you transact with other (non-City of Tacoma) buyers through SAP Ariba, standard SAP Ariba subscription fees may apply. You may review the SAP Ariba Supplier Membership Program website for more details.
Does registering with SAP Ariba guarantee my organization work with the City of Tacoma?	No. City Municipal code requires competitive bidding in most cases. Awards are made to lowest and best responsible bidder. As such, there is no commitment or guaranteed business as a result of becoming a registered SAP Ariba or City supplier.
If I am a P-Card supplier, will the invoicing process change?	No. The invoicing process will not change for suppliers currently receiving payment via P-Card.
What is the Small Works Roster (SWR)?	SWR allows pre-registered contractors the opportunity to bid on small public works and improvement projects with a budget of \$200,000 or less. In order to apply for the SWR roster, a Certificate of Insurance and References will need to be uploaded.
What is the Citywide Architectural and Engineering (A&E) Roster?	The Citywide A&E Roster establishes a list of qualified architectural, engineering, landscape architecture, and land surveying professional services. In order to apply for the Citywide A&E roster, a Statement of Qualifications (SOQ) will need to be uploaded.