OVERVIEW

Broward County Public Schools (BCPS) uses the SAP Ariba Supplier Information Management (SIM) tool in conjunction with the Ariba Network (AN) to provide a standard automated process for capturing supplier data based on the County’s requirements.

The purpose of this Quick Reference Guide (QRG) is to demonstrate how to register on the Ariba Network and complete the Supplier Profile Questionnaire (SPQs) that vendors are required to submit online in order to do business with BCPS.

Quick Steps

1. Register as a new supplier on the Ariba Network (if needed)
2. Complete the BCPS Supplier Profile Questionnaire
3. Click “Submit”
4. Check your approval status

Step 1: Register as a new supplier on the Ariba Network (if needed)

1. Navigate to the online Ariba Network to begin the Registration Process

   ➢ If Self-Registering, click the following link: http://schoolboardofbrowardcounty.supplier.ariba.com/register

   ➢ If registering after receiving an invite to participate in a BCPS Sourcing Event, use the links provided in the automated email to begin the registration process.

To access the BCPS Supplier Profile Questionnaire, you must have an active Ariba Commerce Cloud, Ariba Discovery, or Ariba Network account. If you have an active account, click “Log In” at the top of the page and enter your username and password.

2. Complete the form to register a new Ariba Commerce Cloud account

To register as a new supplier on the Ariba Network, Ariba requires all Supplier organizations to fill-in a standard form with basic company and user information. All fields marked with an asterisk (*) are required.

A. Fill-in required Company Information (Company Name, Full Address)

   ▪ Once complete, scroll down to the User Account Information section on the page.

This step continues on the next page.
Step 1: Register as a new supplier on the Ariba Network (if needed)

2. Complete the form to register a new Ariba Commerce Cloud account (continued)

This step is continued from the previous page.

B. Enter User Account Information:
   - Fill-in your Name and Business Email
   - Identify a Username (can use business email address as username) and create a Password to be used when logging into the system. Note: The password must adhere to Ariba’s unique requirements.

C. Click to indicate you understand and agree to Ariba’s conditions specified.

D. Click “Register”
   - This will trigger an automated email notification from the system to verify the email address entered and activate your Ariba Commerce Cloud account.

3. Activate your Ariba Commerce Cloud account

A. Navigate to your inbox to open the automated email notification

B. Click "Click here to activate your Ariba account" OR copy and paste the URL provided in the email
   - Your Ariba Commerce Cloud account will now be active and the BCPS Profile Questionnaire will appear upon logging back into the system.
Step 2: Complete the BCPS Supplier Profile Questionnaire (SPQ)

For Information: BCPS Supplier Profile Questionnaire

The Supplier Profile Questionnaire (SPQ) collects all information required for doing business with BCPS. There are 3 sections of the BCPS SPQ as listed below. They do NOT all need to be completed at the same time.

- **Section 1: Standard Supplier Registration** - Required for all
- **Section 2: Emerging/Small/Minority/Women Owned Business Enterprises** - Required to become E/S/M/WBE certified** or re-certified** with BCPS
- **Section 3: Pre-Qualification** - Required to become Pre-Qualified** or to renew** Pre-Qualification with BCPS

Questionnaire response types include open text fields/boxes, multiple choice drop downs and Yes/No selections, among others. Some fields require attachments or forms to be downloaded and completed for SPQ submission.

Your responses may trigger additional questions to appear in the SPQ form that require additional information and/or attachments to be submitted.

Expected time to complete the SPQ depends upon the supplier type you are applying for. We highly recommend you save your responses often by clicking “Save As Draft” to prevent data loss while completing the SPQ.

**Section 1: Standard Supplier Registration** – Required for all

A. Review “Section 1.1 Instructions for Completion” for awareness and understanding (no action required)

B. Complete “Section 1.2 BCPS Supplier Onboarding Initial Assessment”

- Your responses to the questions in Section 1.2 will determine if Section 2 (E/S/M/WBE Certification) and/or Section 3 (Pre-qualification) are triggered for required completion.

**IMPORTANT:** If you are completing this registration as a requirement for participation in an upcoming BCPS Sourcing Event, we recommend that you select "No" to any E/S/M/WBE and Pre-Qualification questions. This will allow you to submit the SPQ to initiate the BCPS internal review and approval process to access the Sourcing Event. You can then change your response to “Yes” when ready to begin completing the section(s).
Step 2: Complete the BCPS Supplier Profile Questionnaire (SPQ)

**Section 1: Standard Supplier Registration – Required for all** (continued)

C. Complete “Section 1.3 General Supplier Information”
   - **Primary Contact** will be the point-of-contact for all Sourcing opportunities with BCPS.
   - Your selection in the **Business Type** field may trigger a significant number of additional fields/questions to appear for required completion. Please be cautious when selecting the appropriate type from the drop down and verify the correct type is selected.

D. Review “Section 1.4 Standard Supplier Registration Status” for awareness. This is where BCPS will update your status information; there is no action required from you in this section.
   - Your status is listed in the **Compliance Phase Status (1.4.1)** field.
   - This will default to “Pending Selection” upon initial SPQ submission. See Step 4 for the definition of each Compliance Phase Status type.

**Section 2: Emerging/Small/Minority/Women Owned Business Enterprises – Required to become E/S/M/WBE certified** or re-certified** with BCPS

The Supplier Diversity Outreach Program is designed to help small, minority and women-owned businesses, to participate in District procurement and contract activities. The purpose of the program is to spur economic development and support small, and minority and women-owned businesses to successfully expand in the marketplace. The program includes Small Business Enterprise (SBE) Certification and Minority/Women Business Enterprise (M/WBE) Certification. This program provides certification to eligible businesses in the tri-county market including Broward County, Miami-Dade County, and Palm Beach County.

Once certified, the certification is valid for **two years** from the date of issue, unless the certificate is suspended or revoked. The re-certification process should be started **90 days** in advance of the certificate expiration date.

For additional information, visit [https://www.browardschools.com/Page/32544](https://www.browardschools.com/Page/32544)

A. Complete each applicable sub-section in the E/S/M/WBE Section
   - **Note:** Sub-Section 2.3 and 2.4 are driven by status conditions and previous selections made, such as the Business Type.

B. Review **Section 2.7 BCPS - Supplier Diversity Outreach Program** for awareness. This is where BCPS will update your status information; there is no action required from you in this section.
Step 2: Complete the BCPS Supplier Profile Questionnaire (SPQ)

Section 3: Pre-Qualification – Required to become Pre-Qualified or to renew Pre-Qualification with BCPS

The School Board of Broward County, Florida’s (SBBC) Procurement & Warehousing Services Department (P&WS) pre-qualifies all “contractors” for construction contracts pursuant to Chapter 489, Florida Statues, according to the rules set forth in the State Requirements for Educational Facilities (SREF) Section 4.1 and School Board Policy 7003.1.

Once pre-qualified, a contractor's pre-qualification certificate is valid for one year from the date of issue, unless the certificate is suspended or revoked.

For additional information, visit https://www.browardschools.com/Page/35713

A. Complete each applicable sub-section in the Pre-Qualification Section
B. Review Section 3.11 Pre-Qualification Status Information for awareness. This is where BCPS will update your status information; there is no action required from you in this section.

Step 3: Click “Submit”

Once all required information has been entered and/or added into the SPQ fields, click “Submit”

- BCPS will review your submitted questionnaire responses and attachments to determine your status.
- The information and/or attachments submitted in your Supplier Profile can be changed or updated at any time as needed. Note, some changes may require an additional round of review and approval by BCPS (if previously approved).

Step 4: Check your approval status

To check your approval status, you must navigate back to your submitted BCPS Supplier Profile Questionnaire from the Ariba Sourcing (Proposals) page.

A. Click “View customer requested fields” on the left side of the page
B. Navigate to the Customer Requested Tab
C. Click on BCPS in the Sourcing Customer List
   - This will open your BCPS SPQ for viewing.
   - This step continues on the next page.
Step 4: Check your approval status (continued)

D. Scroll down to the applicable status sub-section for review and view the status listed.
   - For reference, the definitions of each status type are listed below.

Section 1.4 Standard Supplier Registration Status

- **Pending Review:** This is the default status. Suppliers in "Pending Review" status cannot yet participate in BCPS Sourcing Events.

- **Sourcing Participation Approved:** The Supplier is approved to view and respond to BCPS Sourcing Events as invited. This means that BCPS is able to invite the supplier to participate in Sourcing Events, but compliance verification is still in process. Compliance verification must be completed in order to be awarded Sourcing Events or to receive Purchase Orders.

- **Compliance Verified:** The supplier has been fully vetted and is able to be awarded Sourcing Events.

- **Pending - Additional Information Required from Supplier:** The information the supplier provided was reviewed, but additional information is still required for sourcing approval and compliance verification. A message will also be sent to the supplier when this is the case.

- **Other Status - See comments:** If none of the above statuses apply, an additional status will be defined here.

- **Not Approved:** If not approved, the BCPS Procurement Team will provide additional information explaining why the supplier is not approved through a comment and/or attachment in this section.

Section 2.7 BCPS - Supplier Diversity Outreach Program

- **Pending Review:** This is the default status for submitted applications.

- **Pending - Additional Information Required from Supplier:** The information the supplier provided was reviewed, but additional information is still required for certification. A message will also be sent to the supplier when this is the case.

- **E/S/M/WBE Certification in Progress:** The certification has been received and is currently being reviewed.

- **E/S/M/WBE Certification Approved:** The certification requirements have been met. A copy of the certification will be added to the profile and the original certificate will be mailed to the supplier.

- **E/S/M/WBE Certification Not Approved:** The application has been reviewed and one or more certification criteria has not been met. The BCPS Supplier Diversity Outreach Program (SDOP) will provide additional information explaining why the application was not approved via comment and/or attachment in this section.

- **Other Status - See comments:** If none of the above statuses apply, an additional status will be defined here.

Section 3.11 Pre-Qualification Status Information

- **Pending Review:** This is the default status for submitted applications.

- **Pending - Additional Information Required from Supplier:** The information the supplier provided was reviewed, but additional information is still required for certification. A message will also be sent to the supplier when this is the case.

- **Pre-Qualification in Progress:** The pre-qualification application has been received and is currently being reviewed.

- **Pre-Qualification Approved:** The pre-qualification requirements have been met. A copy of the pre-qualification letter will be added to the profile and the original letter will be mailed to the supplier.

- **Pre-Qualification Not Approved:** The application has been reviewed and one or more pre-qualification criteria has not been met. The BCPS Pre-Qualification team will provide additional information explaining why the application was not approved via comment and/or attachment in this section.

- **Other Status - See comments:** If none of the above statuses apply, an additional status will be defined here.