

OVERVIEW

Audience: External Suppliers

- 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.

Company information A

* Indicates a required field

Company Name:*	<input type="text" value="Superior Goods LLC"/>	
Country:*	<input type="text" value="United States [USA]"/>	If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.
Address:*	<input type="text" value="5907 Pine St."/>	
	<input type="text" value="Line 2"/>	
	<input type="text" value="Line 3"/>	
City:*	<input type="text" value="Denver"/>	
State:*	<input type="text" value="Colorado"/>	
Zip:*	<input type="text" value="80222"/>	

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.

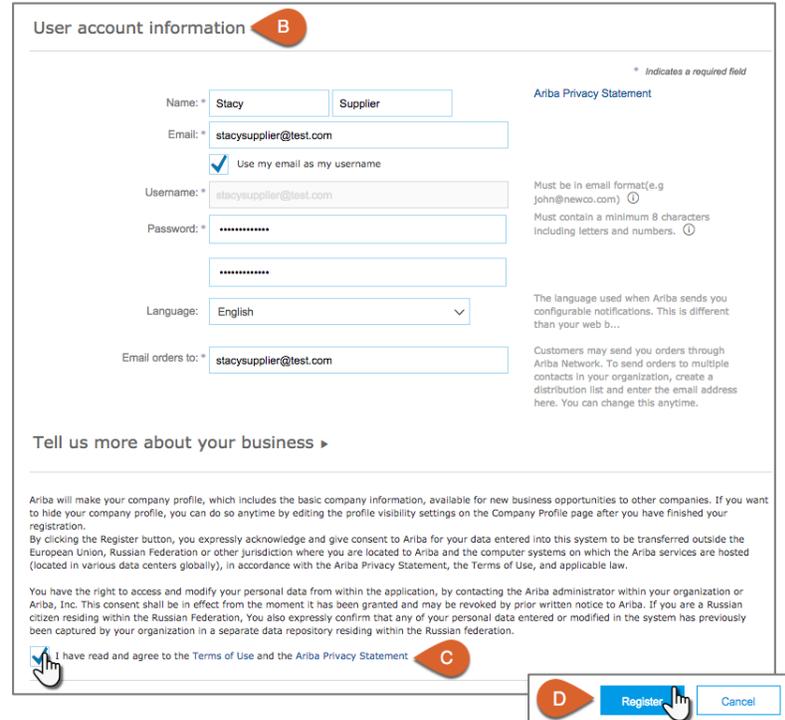
B. Enter **User Account Information**:

- 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.



User account information **B**

Name: * Stacy Supplier

Email: * stacysupplier@test.com

Use my email as my username

Username: * stacysupplier@test.com

Password: * [Redacted]

Language: English

Email orders to: * stacysupplier@test.com

C I have read and agree to the Terms of Use and the Ariba Privacy Statement

D Register Cancel

* Indicates a required field

Ariba Privacy Statement

Must be in email format(e.g john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

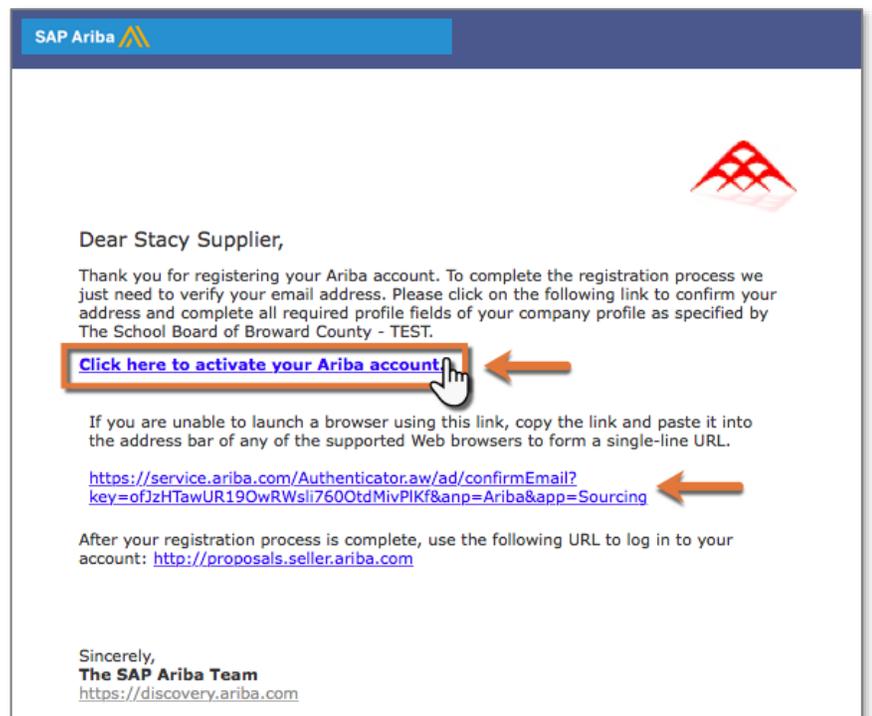
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

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).

The School Board of Broward County - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1.2 BCPS Supplier Onboarding Initial Assessment

The answers to the questions in section 1.1 will determine what additional questions you will be required to complete before submitting your application for approval to do business with Broward County Public Schools. If you are completing this registration as a requirement for participation in an upcoming sourcing event, we recommend that you select "No" to any E/S/M/WBE and Pre-Qualification questions in section 1.2

NOTE: You can always change your responses at a later date.

1.2.1 Are you currently E/S/M/WBE Certified with Broward County Public Schools? If yes, attach a copy of your Certificate. To attach your Certificate, click the blue comment icon and add your attachment in the space provided.

Answer *

1.2.4 Are you currently Pre-Qualified with Broward County Public Schools? If yes, attach a copy of your Pre-Qualification Letter. *

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”

- The **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

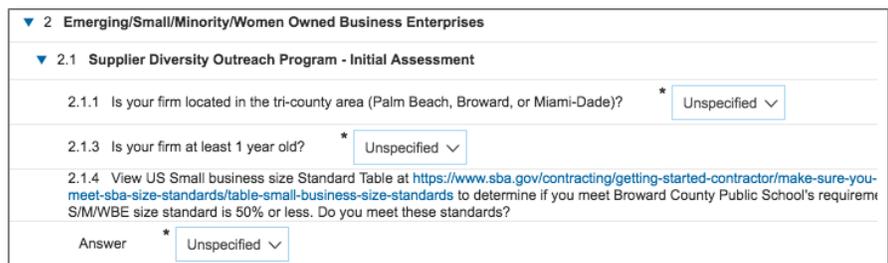
The Supplier Diversity Outreach Program is designed to help small, minority and women-owned businesses, to participate in District procurement and contract activities. The purpose of the program is to spur economic development and support small, and minority and women-owned businesses to successfully 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>

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 Statutes, 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"**

Save as Draft

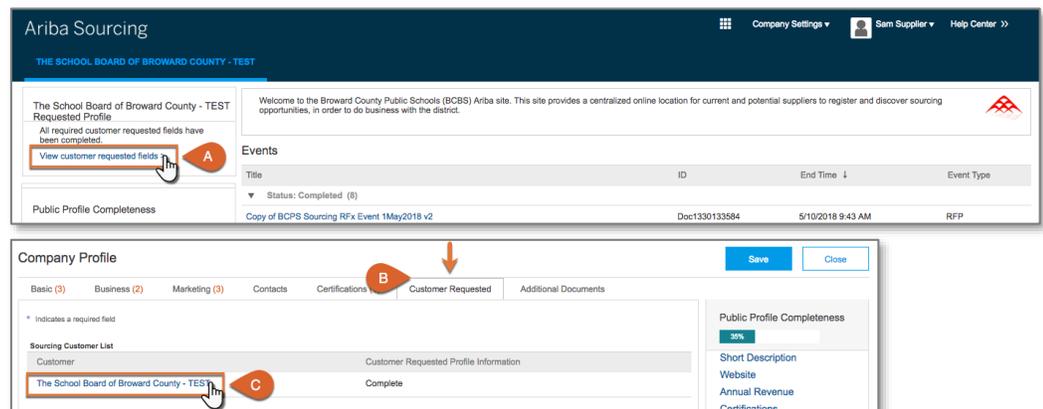
Submit 

- 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.



The screenshot shows the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' and 'THE SCHOOL BOARD OF BROWARD COUNTY - TEST'. Below this, there's a 'Requested Profile' section for 'The School Board of Broward County - TEST'. A red box highlights the 'View customer requested fields' link. To the right, there's an 'Events' table with columns for Title, ID, End Time, and Event Type. Below the events, there's a 'Company Profile' section with tabs for Basic (3), Business (2), Marketing (3), Contacts, Certifications, Customer Requested, and Additional Documents. A red box highlights the 'Customer Requested' tab. Below the tabs, there's a 'Sourcing Customer List' table with columns for Customer and Customer Requested Profile Information. A red box highlights the 'The School Board of Broward County - TEST' entry in the list. On the right side of the interface, there's a 'Public Profile Completeness' section showing a progress bar at 30% and a list of items: Short Description, Website, Annual Revenue, and Certifications.

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 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 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.