

OVERVIEW

Audience: Existing BCPS Certified ESMWBE or Pre-Qualified Suppliers

- The purpose of this Quick Reference Guide (QRG) is to demonstrate how to access and manage your BCPS Ariba Supplier Profile through the Ariba Network.

Quick Steps

1. Receive your BCPS profile ID and temporary password
2. Link to an existing Ariba Network account
3. Review and update your profile OR Create a new Ariba Network account
4. Submit your profile updates
5. Confirming Profile Changes

Step 1: Receive your BCPS profile ID temporary password

- You will receive an email from Ariba Administrator no-reply@ansmtp.ariba.com
- The subject will be "Your Ariba Login Information"
- Click on the "Click Here" to register link or copy and paste the full URL into your preferred browser

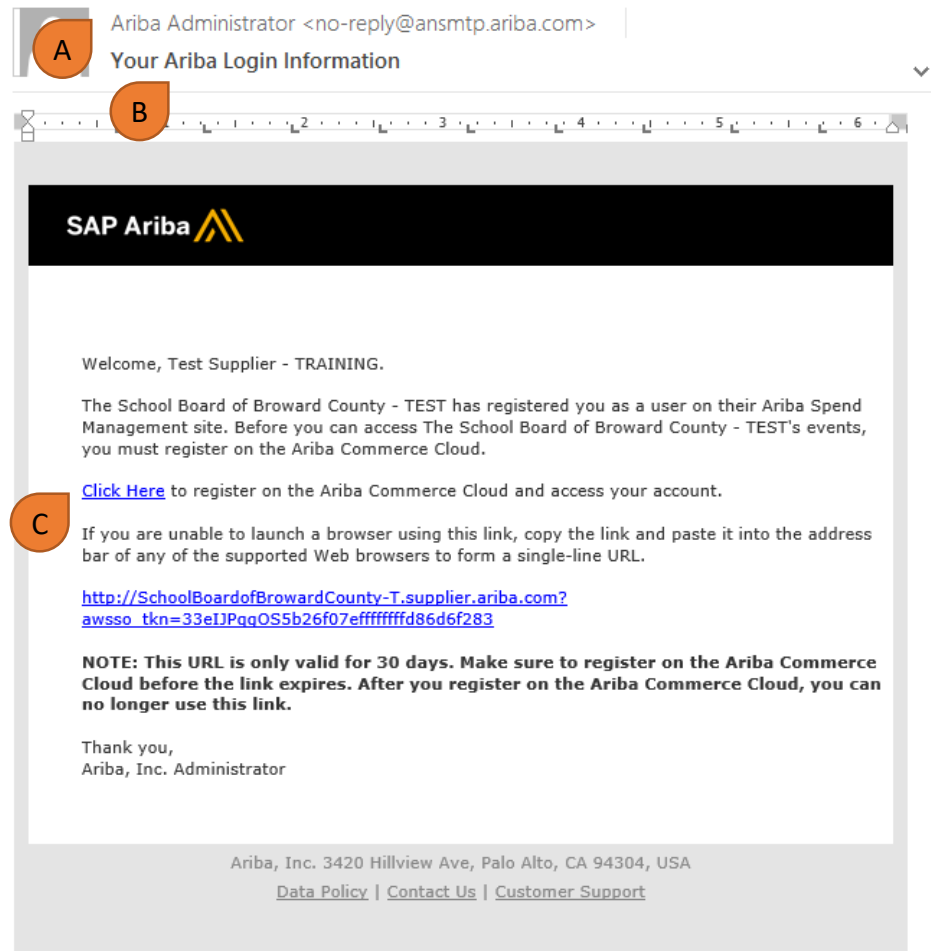


Ariba Administrator

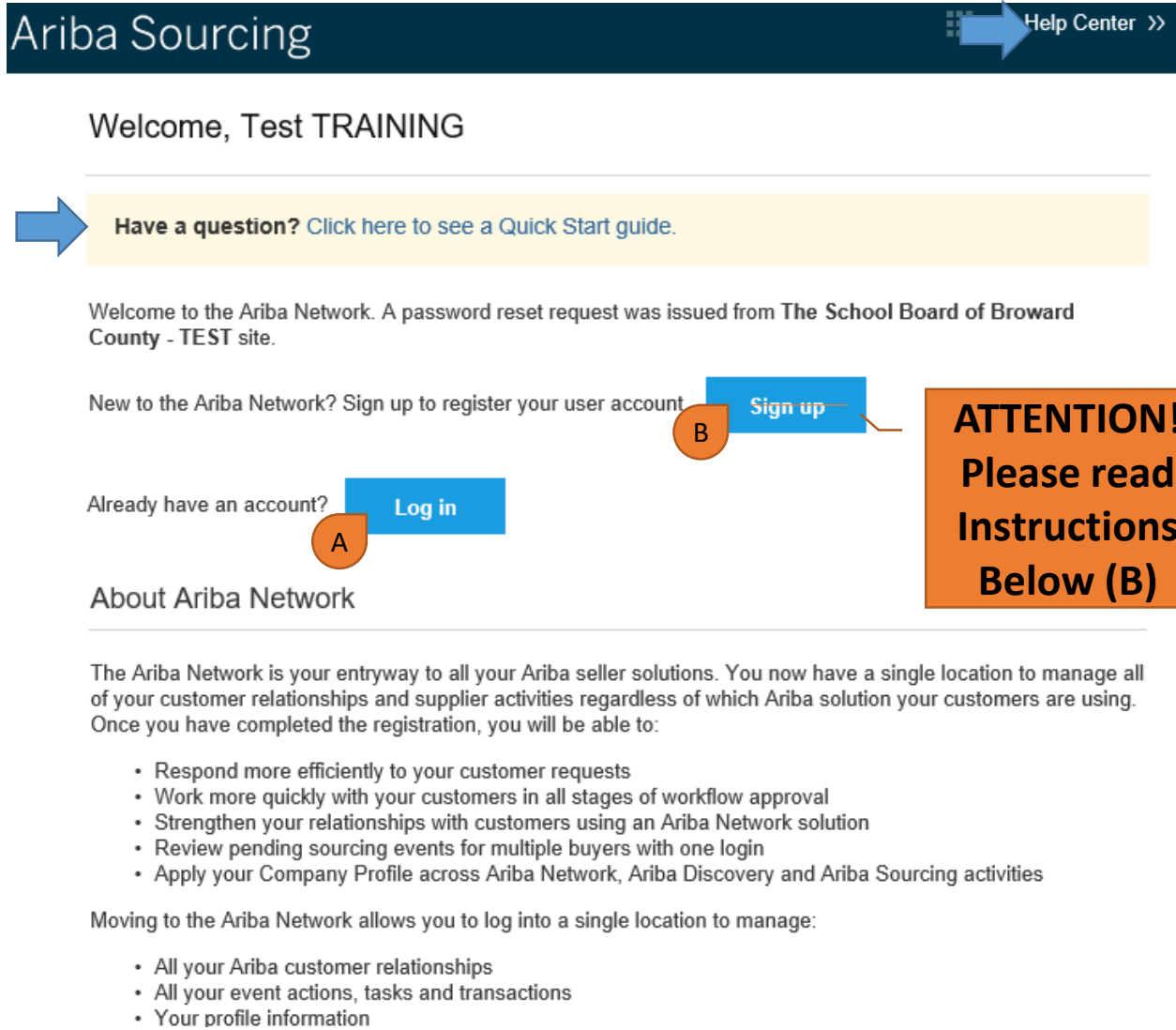
no-reply@ansmtp.ariba.com

Add this email address to your safe senders list. If you do not receive an email in your inbox, check Spam and Junk folders.

For additional assistance, contact us at 754-321-0505 or PurchasingHelpDesk@browardschools.com



Step 2: Link to an existing Ariba Network account



The screenshot shows the Ariba Sourcing login page. At the top, there is a dark blue header with the text "Ariba Sourcing" and a "Help Center >>" link. Below the header, it says "Welcome, Test TRAINING". A yellow box contains the text "Have a question? Click here to see a Quick Start guide." with a blue arrow pointing to it. Below this, it says "Welcome to the Ariba Network. A password reset request was issued from The School Board of Broward County - TEST site." There are two buttons: "Sign up" (labeled B) and "Log in" (labeled A). A large orange box on the right says "ATTENTION! Please read Instructions Below (B)". Below the buttons, there is a section titled "About Ariba Network" with a paragraph and two bulleted lists.

Ariba Sourcing Help Center >>

Welcome, Test TRAINING

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. A password reset request was issued from The School Board of Broward County - TEST site.

New to the Ariba Network? Sign up to register your user account **Sign up** (B)

Already have an account? **Log in** (A)

ATTENTION! Please read Instructions Below (B)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information

- A. Log in: Great News!** We've already done most of the work on your behalf. We just need you to complete your Ariba Network Account setup. Link your Broward County Public Schools Supplier Profile to your existing Ariba Network Account by using the Log In option.
- B. Do NOT use the "Sign Up" option. Use the "Log In" option or you will have two accounts and the information entered on your behalf cannot be used.**

Need more help signing up?

Use the "Have a question?" link to view the **Ariba Quick Start Guide** or visit the Ariba **Help Center FAQ's** at the right of your screen or Contact Broward County Public Schools Procurement & Warehousing Services Team at 754-321-0505 or PurchasingHelpDesk@browardschools.com

Step 3: Review and update your profile OR Create a new Ariba Network account

A. Company Information: Provide your Company's required(*) information in the space provided.

B. User Account Information: We recommend that you use your email address as your username. Do so by checking the box next to "Use my email as my username"

C. Tell us about your business: Display the additional fields by clicking on the triangle icon. Enter a key word in the space provided, select all that apply, and click the Add option to help let your customers know what Products & Services your company provides and to which Locations your company ships

D. Terms and Conditions: Review and accept the Terms of Use and SAP Ariba Privacy Statement

E. Submit: Click Submit to create your Ariba Network Account

Company information

A

Company Name:*

Country:*

Address:*

City:*

State:*

Zip:*

User account information

B

Name:*

Email:*

☒ Use my email as my username

Username:*

Password:*

Language:

Email orders to:*

C

Tell us more about your business

Product and Service Categories: -or-

Ship-to or Service Locations: -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

D

Product and Service Categories:

There is no limit to the number of product and service categories. Enter all that accurately apply to your organization to improve your visibility for BCPS sourcing opportunities

Step 3.1: Confirmation of your new Ariba Network Account

A. Company Information: When you submit your Ariba Network Account info, you will receive an email with your Account ID and other information for strengthening your profile for BCPS and other Ariba Buyers.



Good to Know:

Improve your presence as a Supplier by using all the Ariba solutions to build your network profile.

Next Steps:

BCPS encourages you to complete all of the Next Steps to ensure your organization is ready for opportunities

SAP Ariba

A

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test Supplier - TRAINING is now complete.

Your organization's account ID: **AN01408866187-T**

Your username: test-marissa.quijada@browardschools.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- [Download the Ariba Supplier Mobile app](#) for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Step 3.2: Complete your BCPS Profile

- A. Complete Your BCPS Company Profile:** Click on the “View customer requested fields” link
- B. Company Profile Tabs:** Click on each section to complete your Ariba Public Profile.
- C. Customer Requested:** The only information unique to BCPS is the information requested in the Customer Requested tab for the customer “The School Board of Broward County”
- D. BCPS Supplier Profile Questionnaire (SPQ):** Click on the link for “The School Board of Broward County” to open your pre-established BCPS profile

Ariba Sourcing
Test Mode
Company Settings
Test TRAINING
Help Center

THE SCHOOL BOARD OF BROWARD COUNTY - TEST

The School Board of Broward County - 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% >](#)

There are no matched postings.

Welcome to the Broward County Public Schools (BCBS) Ariba site. This site provides a centralized online location for current and potential suppliers to register and discover sourcing opportunities, in order to do business with the district.

Events

Title	ID	End Time ↓	Event Type
No items			

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Company Profile

B

Basic (3)
Business (2)
Marketing (3)
Contacts
Certifications (1)
Customer Requested
Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
The School Board of Broward County - TEST	Complete



Company Profile Information:

A number next to a section name (#) indicates the number of additional fields required for completing your profile 100%. The more complete your profile, the more your company will be visible to Ariba Buyers (including BCPS).

Step 3.3: Review your Profile

- A. Profile Questions:** You will see a series of questions. Questions vary per supplier based on E/S/M/WBE Certification status, Pre-Qualification status, Business type, and other potential variables. Do not be alarmed if you see a number skipped. You will see that a "No" response to a question might display different questions than a "Yes" response to the same question. This is by design.
- B. Update responses:** BCPS attempted to answer the questions on behalf of current ESMWBE and Pre-Qualified suppliers. Depending on the duration a supplier has been an existing certified E/S/M/WBE or pre-qualified supplier for the District, we may require you to update some of your information. Review the responses entered on your behalf, make the necessary changes, and proceed as prompted.
- C. Save as Draft:** In order to protect the integrity of your Supplier Profile, the system will log you out automatically during extended periods of inactivity. To avoid loss of data, we encourage you to save often by clicking "Save as Draft".
- D. Scrolling:** Use the scroll bar on the right side of the profile to view all questions

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

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 *

1.2.3 Are you looking to become E/S/M/WBE Certified or Reciprocal Certified with Broward County Public Schools? (Requires completion of Section 2)

Answer *

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

*


1.2.7 Are you looking to become Pre-Qualified with Broward County Public Schools? (Requires completion of Section 3)

*

▼ 1.3 General Supplier Information

1.3.1 Company Name *

1.3.2 DBA Name (if applicable)

 **BCPS SPQ:** The length of time it takes to complete the SPQ varies with the type of application you are submitting. We encourage you to download the list of questions and answers per application type from our website at [\[Click Here\]](#)

Step 4: Submit your Profile Changes

- A. Profile updates:** Once you have reviewed and updated your profile responses, you can submit your Supplier Profile Questionnaire to BCPS
- B. Submitting your changes:** Click "Submit" to send BCPS your profile updates.
- C. Confirmation of Submittal:** You will receive a green confirmation of submittal when you successfully submit your profile updates
- D. Reviewing your status:** Check the status of your profile updates in Section 1.4 of your SPQ. This status will change as PWS progresses through the application process. If 1.4.1 indicates "Pending Review", there will be no responses for the remaining questions in this section. Once approved, your Approval Date and SAP ID will be displayed.

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. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by Test TRAINING at 06/18/2018 05:52 PM

Discard Draft

Save as Draft

Submit

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

B

✓ You have successfully submitted changes to your customer.

C

Question

1.3.25 How would you rate the registration process overall? Select from a range of 1 - 10 where 1 means "I did not like this process" and 10 means "I really liked this process". We appreciate your feedback and encourage your additional comments. Click the blue comment icon and provide additional information in the space provided.

Answer 10

A

1.4 Standard Supplier Registration Status (To be completed by BCPS Procurement & Warehousing Services)

1.4.1 Compliance Phase Status (This allows you to participate in Sourcing Opportunities) Pending Review

1.4.2 Compliance Approval Date

D

1.4.3 SAP ID (This ID indicates that you've been added to our system and will be able to receive Purchase Orders from the District, if awarded).

Answer

Step 5: Confirmation of Profile changes

- A. Updated Profile Email:** In addition to the green successful submission message on the Ariba Network side, you will also receive an email from Ariba Commerce Cloud ordersender-prod@ansmtp.ariba.com confirming that your profile was updated.

A




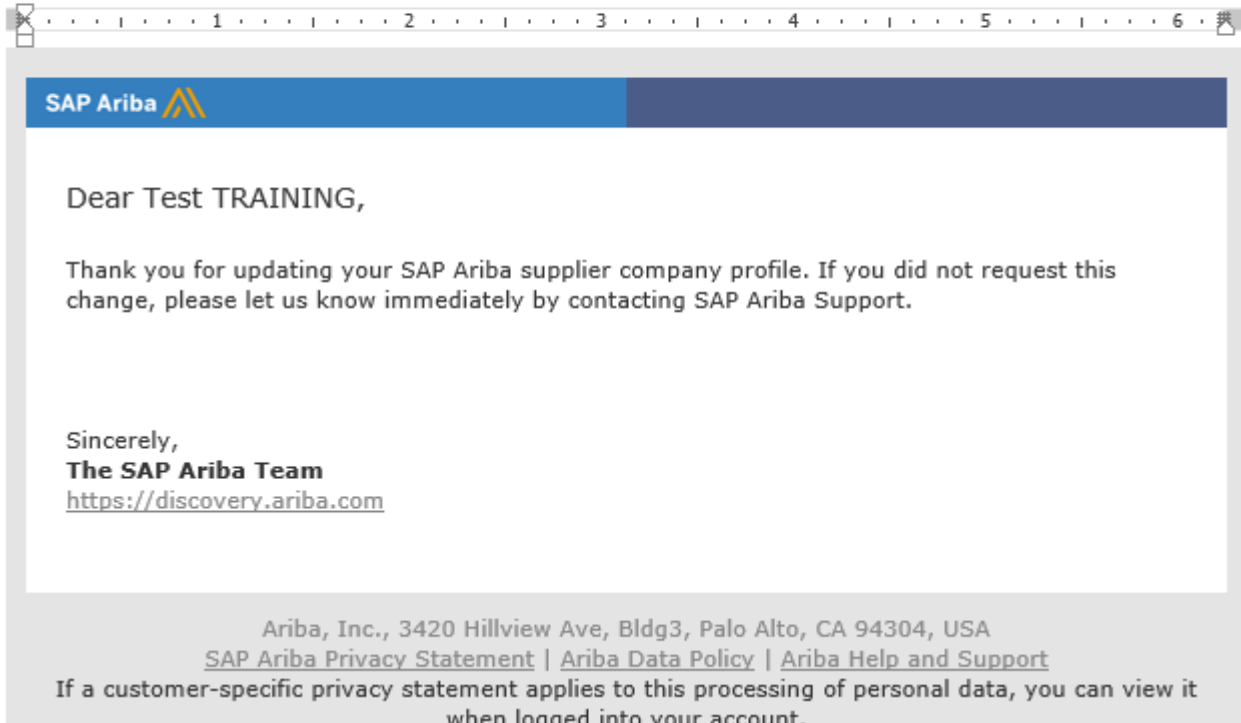
Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

1

5:57 PM

Attention: Your SAP Ariba supplier account company profile is updated

 If there are problems with how this message is displayed, click here to view it in a web browser.



Additional Assistance

- A. Contact the Supplier Diversity Outreach Program for additional information on Certification Requirements**
- For questions regarding the Emerging/Small/Minority/Women Business Enterprise (E/S/M/WBE) Program, please call the Supplier Diversity & Outreach Program at (754) 321-0550.
- B. Contact the Construction Pre-Qualification staff for additional information on Pre-Qualification Requirements**
- For questions regarding the documents, contracts, or other construction-related items, please contact our Construction team directly at (754) 321-0525.
- C. Contact the Procurement Help Desk for general questions regarding registration**
- For questions regarding general registration requirements, contact us at (754) 321-0505 or email us at PurchasingHelpDesk@browardschools.com