



ARIBA SELF-REGISTRATION GUIDE

1. Navigate to County’s registration portal via the www.sccprc.org/P2P URL link. Recommended browsers are Internet Explorer, Mozilla, and Firefox. Chrome is not compatible.
2. If your company already has an existing Ariba account, go to **“login.”**

Register

To do business with Santa Clara County on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in **Login**

3. If your company is new to Ariba and does not have an existing account, start the registration process by filling out **“company information”** and **“user account information.”**

Company information

Company Name: *

Country: United States [USA]

Address: Line 1, Line 2, Line 3

City: *

State: Alabama

Zip: *

User account information

Name: First Name, Last Name

Email: *

Use my email as my username

Username: *

Password: * Enter Password, Repeat Password

Language: English



***Help your company stay connected to business opportunities now and in the future by assigning commodity codes in your company’s profile.**

4. Read the **“terms of use”** and the **“privacy statement.”** If you agree, click the **“check box”** and click on the **“register”** button to submit your registration.

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

Register **Cancel**

5. Next, upon submitting your registration, you will receive an account activation email from our Ariba service provider for email verification. Click on the link to **“activate”** your Ariba account.

Dear ABCVendor,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Santa Clara County.

[Click here to activate your Ariba account](#)

6. Then, upon verification of your email address, you will be redirected to **“requested profile information.”** You will need to complete the 5-question **“supplier profile questionnaire”** (SPQs). To access SPQs:

1. Login to the SIM registration site: www.sccprc.org/P2P
2. Once you have logged in, click **“company settings”** in the top right corner.
3. Choose **“company profile.”**
4. Click on the **“customer requested”** tab.
5. And, select **“Santa Clara County.”** This will lead you to the questions.

7. Finally, upon completion, click **“submit”** to send your completed registration to the County of Santa Clara for approval. Once approved, you will receive an email that confirms your Ariba ‘SIM’ registration has been approved for your company.

Question

▼ 1 Narrative to Supplier

1.1 By selecting 'I Agree', Supplier agrees that it will not input or store Sensitive Personal Information into the System, as required by Ariba, which is defined as government identification numbers or financial account numbers associated with individual persons (e.g., United States Social Security Numbers, driver's license numbers, or personal credit card or banking account numbers), and medical records or health care claim information associated with individuals, including claims for payment or reimbursement for any type of medical care of an individual.

Answer: I Agree

▼ 2 Company Information

2.1 Enter DBA (Doing Business As) if different from Company Name?

▼ 3 Supplier Contact Information

3.1 Finance Contact Person *

3.2 Finance Contact Phone Number *

3.3 Finance Contact Email *

4 Tax ID

Note: Please do not enter a government identification number associated with individual persons (e.g., United States Social Security Numbers) as the Tax ID. See 1.1 above.

Answer: *

5 Please check if you are a Community Based Organization(CBO) or a Non CBO? * Unspecified

Save as Draft **Submit**

9. **YOU'RE DONE!** Now that all the steps have been completed, you are now registered as a vendor eligible to compete in County-issued solicitations.