FREQUENTLY ASKED QUESTIONS (FAQS)

1. **How much time is needed to register?**
   Registration is quick and easy and can be completed in 15 minutes.

2. **How much will it cost to register?**
   There is no fee* to register as a vendor interested in doing business with the County. When you register via the [www.sccprc.org/eRFP](http://www.sccprc.org/eRFP) URL link, click the “register for free” orange button.

   *Please note, you may view and participate in all County-issued solicitations at no charge—account upgrade fees are never required.

3. **What information do I need to register?**
   **Step 1:** You need (1) an account activation email from the County of Santa Clara.
   **Step 2:** You need (1) your organization’s finance contact information and (2) your Tax Identification Number (TIN).

4. **How do I become a user of an existing account?**
   Please, contact your organization’s original account holder to be added to your organization’s profile.

5. **How can I increase my chances of being notified of County-issued solicitations?**
   Optimize your account by doing the following:
   - Update your **products and services categories** to ensure that you get notified of bid opportunities. Do so by logging into your P2P account, click on **company settings**, and select **company profile** where you can access the **basic** tab. Scroll down to **products and services categories** where you can type in your commodities or click **browse** to search and add your commodity categories.

5. **Now that I’ve registered, what’s next?**
   Please, allow one business day for our third-party service provider to review and confirm your registration.

7. **Are there other ways to stay informed of business opportunities?**
   The County posts a number of current solicitations on our website—visit and bookmark our site, [www.sccprc.org](http://www.sccprc.org).

   For your convenience, we email a Bi-Weekly Business Opportunities Digest to our mailing list. Sign-up on our website or with the link [www.sccprc.org/sign-up](http://www.sccprc.org/sign-up)!

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**HOW TO SELF-REGISTER WITH THE COUNTY OF SANTA CLARA IN Ariba**

Go to the link below to visit our website and find more instructions, resources, and to sign-up for our mailing list!

[www.sccprc.org](http://www.sccprc.org)

Need technical assistance?
Contact our third-party service provider:

[http://supplier.ariba.com](http://supplier.ariba.com)

Need additional information or have questions?
Please, email our Vendor Outreach Team:

VendorOutreach@prc.sccgov.org

County of Santa Clara | Procurement Department
150 West Tasman Drive, 1st Floor
San Jose, CA 95134

November 2019
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 organization already has an existing Procure=2=Pay (P2P) account, go to “login.”

3. If your organization is new to P2P and does not have an existing account, start the registration process by filling out “company information” and “user account information.”

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.

5. Next, upon submitting your registration, you will receive an account activation email from our P2P service provider for email verification. Click on the link to “activate” your P2P 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 P2P ‘SIM’ registration has been approved for your organization.

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.

*Help your organization stay connected to business opportunities now and in the future by assigning commodity codes in your organization’s profile. See FAQs on reverse side.*