

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 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.

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!

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

Need technical assistance?

Contact our third-party service provider:

<http://supplier.ariba.com>

Need additional information or have questions?

Please, email our Vendor Outreach Team:

VendorOutreach@prc.sccgov.org



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



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."

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 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."

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

Thank you for getting started with BidSync. We need a little more information to complete your business profile, including confirmation of your email address. Click below to confirm your email address:

<https://scc.bidsync.com/register/v1/verify/01e17e49a2f0e211b1b724d42yqk5AO>

If you have problems please paste the above URL into your web browser.

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.

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.

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 P2P service provider for email verification. Click on the link to "activate" your P2P 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 P2P 'SIM' registration has been approved for your organization.

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 account numbers), and medical records or health care claim information associated with individuals, including claims 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

Business Opportunities with SCC*

*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.

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.