**FAQs**

1. **How much time is needed to register?**
   Registration is a quick and easy 2-step process, it 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 of Santa Clara.

3. **What information do I need to register?**
   Determine if your organization has an existing Procure-2-Pay (P2P) account. If an account exists, please contact your P2P account administrator to be added to your organization’s profile. (See #4 below).

   **STEP 1**
   a. Account activation email from SCC

   **STEP 2**
   a. Your organization’s finance contact information
   b. Your Tax Identification Number (TIN)

4. **How can I be added as a user to an existing account?**
   Please contact your organization’s P2P account administrator to be added to your organization’s profile.

5. **What is a CBO?**
   A “Community-Based Organization” is “a public or private nonprofit organization of demonstrated effectiveness that: (A) is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community.”

6. **How can I increase my chances of being notified of County solicitations?**
   Optimize your profile by updating your **Products and Service Categories** to ensure that you get notified of bid opportunities. Do so by logging into your P2P account and click on **Company Settings** and select **Company Profile** where you can access the **Basic** tab. Scroll down to **Products and Service Categories** where you can type in your commodities or click **Browse** to search and add your commodity categories. Remember to save your changes.

7. **Now that I’ve registered, what’s next?**
   Please allow one business day for the County to review and confirm your registration. Your confirmation will arrive via email from our P2P service provider.

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**REGISTRATION**

**REGISTER today at:**

www.sccprc.org/P2P

**FOR TECHNICAL ASSISTANCE**

please visit the Help Center:

https://supplier.ariba.com

**NOTE:** The Help Center is available on the upper right-hand corner of the page hyperlinked above. If it is not visible, enlarge the size of your internet browser window.

For additional information or questions please send email to:

VendorOnboarding@prc.sccgov.org
1. Open your web browser and enter www.sccprc.org/P2P
   Recommended browsers are Internet Explorer, Mozilla and Firefox.
   Chrome is not compatible.

2. If your organization already has an existing Procure-2-Pay (P2P) system account, go to Login.

3. If your organization is new to the P2P system and does not have an existing account, start registration 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. 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 ABC 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 P2P account]

6. Upon verification of email address, you will be directed to 'Requested Profile Information'. You will need to complete the Supplier Profile Questionnaire (SPQ’s) (5 questions). To access SPQ’s:
   ⇒ Log in to the SIM Registration Site: www.sccprc.org/P2P
   ⇒ Once logged, in the top right corner, click Company Settings
   ⇒ Choose Company Profile
   ⇒ Click on Customer Requested Tab
   ⇒ Select Santa Clara County. This should lead you to the questions

7. Upon completion click Submit to send completed registration for SCC’s approval. Once approved you will receive an email confirming your P2P ‘SIM’ registration has been approved for your organization.

8. Once all steps have been completed, you are now registered as a vendor eligible for invitations to future County of Santa Clara 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.