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.”

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.”

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 Ariba service provider for email verification. Click on the link 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.

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

8. 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.