Supplier Registration FAQs

Frequently Asked Questions

Questions are updated from time to time, so please check back regularly.

1. How do I register with SCE in Ariba?

Use the URL below to register in Ariba:

https://sce.supplier.ariba.com/register

Or, you can visit the SCE Supply Management web page at www.SCE.com and navigate to: Partners & Vendors > Buying and Selling > Overview – Buying and Selling > Register Your Company to Do Business with SCE.

2. What does registration entail?

There are two parts to the registration process. First, create your account in Ariba and provide some general information about your company. You will receive a registration confirmation email from Ariba. Second, you will then log in to Ariba and complete the SCE Profile Questionnaire.

3. Is there a fee to register in the Ariba system?

No, there is no fee to register. However, there may be fees related to transacting orders and processing invoices through the system. The fee structure for services provided through Ariba is available for review on the Ariba web site.

4. What information do I need to complete my registration in the SCE Ariba system?

To register in Ariba, SCE only requires that you answer five questions after you create your Ariba account:

- Section 2.1 - Are you a Diverse Business Enterprise?
- Section 3.5 - Are you registered as a California resident owned business?
- Section 3.8 - Are you a U.S. owned supplier?
- Section 3.14.2 - Do you accept the Terms of Use Agreement?
- Section 3.19.1 - You certify that you are an authorized representative of the company

You can use the Ariba Supplier Self–Registration Guide (also on sce.com) to assist you with completing the registration.

Please note that should you advance to a qualification phase you may need to answer more questions on the supplier profile questionnaire

5. Once I complete my company's registration in the SCE Ariba system, will I receive a notice of what to expect next?

You will be notified that the registration submission has been received. Following review of your information, we will notify you that your registration is complete. At that time, your company information will be visible to SCE Procurement Agents and discoverable for future interaction.

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6. Who will have access to my company information?

Any SCE Procurement Agent or other authorized SCE personnel will have access to the information.

7. Once I complete my company's registration in the SCE Ariba system, will I automatically begin receiving RFPs?

No. Registering in Ariba does not guarantee that you will receive an invitation to bid on SCE projects. Selection of suppliers invited to a Sourcing event is dependent on the category of materials or services needed, timing, and other factors.

8. How will I find out about sourcing events that I can participate in?

Once your company is registered in Ariba with company description provided or commodity code(s) selected, when there is a sourcing event that matches your company's qualifications SCE may reach out to gauge interest. Alternatively, you can work with the Supplier Diversity team to find out about upcoming opportunities.

9. What is a "Diverse Business Enterprise (DBE)"?

A Diverse Business Enterprise (also known as diverse supplier) is a business enterprise:

- That is at least 51 percent woman-, minority-, disabled veteran-, or lesbian, gay, bisexual, or transgender (LGBT)-owned by an individual or group; or
- In the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more women, minorities, disabled veteran, or LGBT individuals; and
- Whose management and daily business operations are controlled by one or more of those individuals.
- The person(s) owning such an enterprise must be either U.S. citizens or legal aliens with permanent residence status in the United States.

10. Does my company have to be certified as a Diverse Supplier?

No, it is not required to be certified as a diverse supplier to do business with SCE, however, SCE strongly encourages companies who qualify for diverse supplier status to get certified through one of the agencies SCE recognizes under GO 156. Only transactions with certified Diverse Suppliers qualify towards SCE's diversity spend goals.

11. What types of Diverse Business certifications are accepted by SCE?

SCE accepts diverse supplier certifications from the following agencies:

- The Supplier Clearinghouse – for minority-, women- or LGBT-owned business certification.
  Website: www.thesupplierclearinghouse.com, 1-800-359-7998
- Department of General Services (California Procurement Division) – for disabled veteran-owned business certification.
  Website: Procurement Division (ca.gov), 1-800-559-5529
- SBA 8(a) – for small businesses as part of the SBA 8(a) Business Development program.
  Website: 8(a) Business Development program | U.S. Small Business Administration (sba.gov), 1-800-827-5722

12. How long will my company information be held in the Ariba system?

Ariba will hold your company data as long as you are registered with Ariba, or we have contracts with you that we need to administer through the Ariba system.

13. How often do I need to update my company information?

You should update it whenever necessary to keep your information current. Some documents (e.g., diverse supplier certificate, certificates of insurance, financial settlements, licenses, etc.) may need to be updated annually, along with confirmation that the information is correct if no changes need to be made. You will receive a reminder a few months before the expiration of the document and be prompted to verify information or to provide the required certifications from time to time.

14. How is my confidential and proprietary information protected?

Ariba protects supplier and company information using:

- Multiple-level firewalls to segregate and secure network segments based on system roles.
- Data transmissions encrypted using SSL technology.
- Security auditing performed by outside consulting agencies.

Additional security information is available at: https://ariba.com/legal/privacy-policy.

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