

Supplier Self-Registration

1. Go to www.bids.smud.org and look for the Self-registration link.
2. After you click on the self-registration link, a screen pops up. Put in the following mandatory information: Supplier Name, Contact First Name, Contact Last Name, Contact Email and Contact Phone. It is suggested to add categories at this time.
3. Click “Submit”.
4. You will receive two emails thereafter.
 - a. The first email is a registration confirmation email from Ariba. You are not expected to do anything for this first email.
 - b. The second email is from SMUD inviting you to register as a SMUD supplier on SAP Ariba.
5. Open the second email and click on the link to begin registration.
6. The next page will give you two sign up options.
 - a. If you already have an Ariba account, click “Log In”.
 - b. If you don’t have an Ariba account, click “Sign-Up”.
7. Complete the eight sections. Enter company information, ISO certifications, tax information, banking information and supplier diversity information.
 - a. If you are a California small business, have your Department of General Services certificate ready to upload.
 - b. You can save a draft and come back to complete all questions anytime, but try to complete as soon as possible.
 - c. Click “Submit Entire Response” once you’ve completed all questions.
8. Go to www.supplier.ariba.com next.
9. Use your username and password to login.
10. Under Product and Service Categories, select product and service categories your organization provides.
11. Under Ship-to or Service Locations, select the organization’s ship-to or service locations.
12. Familiarize yourself with the format and features Ariba has to offer to continue setting up your Ariba profile.

Visit us at bids.smud.org