How to Register a Campaign as a Supplier in Ariba, so it can receive City Matching Funds

Portland is using Ariba software to register anyone receiving payments from the city. Campaigns receiving matching payments from the Small Donor Elections program must register as a "supplier" in Ariba. This guide provides **registration instructions** in **Section 1**.

If you have received matching funds in the past, your campaign most likely has to register anew because the system automatically deletes any registrant after two years of not receiving payments from the city.

If, after registration, any of the information changes, it must be updated on Ariba so that matching payments will continue to go through. This guide provides **instructions to update information** in **Section 2**.

If you have any trouble registering or updating information, please contact Small Donor Elections staff and we will help you.

Section 1. To Register

Step 1: Have images of two documents ready to upload:

- a completed, signed W9 ready (using the latest federal W9 form found here), and
- either a voided check or a 'direct deposit letter' from the campaign's bank.

Step 2: Go to https://cityofport.sourcing3.ariba.com/ad/selfRegistration and complete the Supplier Request Form IN ALL CAPS:

Question	How to Answer	Example
1 General Supplier Information		
1.1. Supplier Full Legal Name	Campaign Name	BARBIE FOR PORTLAND
1.2. Supplier DBA ("Doing Business As" Name)	Do not answer (except to continue long legal name)	
1.3. Supplier Main Address	Address registered with bank (as appears on the W9) *Note: If the address is a PO Box, there is a PO Box section below the boxes for traditional addresses. You may have to click "Show more" to see it.*	House Number: 111 Street: SE HAWTHORNE BLVD Department/Suite: SUITE 101 Postal Code: 97200 City: PORTLAND State: OREGON Country/Region: United States (US)
2 Primary Supplier Contact		
2.1. Contact First Name	This is typically the treasurer, so: Treasurer First Name	FATIMA
2.2 Contact Last Name	Treasurer Last Name	LEE
2.3. Contact Email	Treasurer Email	FLEE@TREASURER4HIRE.COM
2.4. Contact Phone	Treasurer Phone Number	503.867.5309
3 Tax Information		
3.1. Are you an Individual/Sole Proprietor or Organization?	Organization	ORGANIZATION (EIN)

4 Additional Information		
4.1 Comments	Explain that this is for a campaign participating in the Small Donor Elections program	THIS IS A CAMPAIGN THAT IS PARTICIPATING IN THE SMALL DONOR ELECTIONS PROGRAM

Step 3: Click Submit.

Step 4: Wait for a registration link via email from "City of Portland Supplier Manager." The email takes a day or more to arrive.

Step 5: Once the link arrives, click on it. A few things happen, in unpredictable order. Here is what to do with each.

- If you are asked, select "Create Account."
- This question below will pop up at some point. Select "Don't show this to me again."

- Create a login and password. **If you are a treasurer and will have multiple clients, DO NOT use your email as your login**. See the table below.

Administrator Account Information		
First Name	Treasurer First Name	FATIMA
Last Name	Treasurer Last Name	LEE
Email	Treasurer Email	FLEE@TREASURER4HIRE.COM
BOX: Use my email as my username	DO **NOT** CHECK THE BOX TO USE YOUR EMAIL AS YOUR USERNAME	**MAKE SURE** THE BOX IS **NOT** CHECKED!
Username	You must use an email, but it must be a distinct email for each campaign account. Consider using the candidate's email.	CANDIDATE@BARBIE4PDX.COM
Password	Set up a password	BMRPDX26!@#
BOX: I have read the Terms of Use	Read the terms of use and check the box	Check the box
BOX: I hereby agree …	Check the box to agree	Check the box
BOX: I am not a robot	Check the box and pass the test	Check the box and pass the test

- You will need to verify your login email by clicking on a link sent to it. If you are using your candidate's email, ask them to forward it to you.

Step 6: At this point, you should be able to see the registration form. Fill it out based on the instructions in the below table, **IN ALL CAPS.**

Question	How to Answer	Example
1 General Supplier Information		
1.1 Supplier Full Legal Name	Campaign Name (as appears on W9)	BARBIE FOR PORTLAND MAYOR
1.2 Supplier DBA ("Doing Business As" Name)	Only answer if the campaign name didn't fit into the space for the question above, in which case you'll just continue the campaign name here	
1.3 Main Contact First Name	Treasurer First Name	FATIMA
1.4 Main Contact Last Name	Treasurer Last Name	LEE
1.5 Main Contact Email	Treasurer Email	FLEE@TREASURER4HIRE.COM
1.6 Main Contact Phone	Candidate Phone Number	503.867.5309
1.7 Supplier Main Address	Address registered with bank (as appears on the W9) *Note: If the address is a PO Box, there is a PO Box section below the boxes for traditional addresses. You may have to click "Show more" to see it.*	House Number: 111 Street: SE HAWTHORNE BLVD Department/Suite: SUITE 101 Postal Code: 97200 City: PORTLAND State: OREGON Country/Region: United States (US)
1.8 Is your organization registering in order to sell goods, services or construction-related public improvements to the City?	No	NO
1.9 Select the type of activity you will be paid for by the City of Portland.	Grants	GRANTS
1.10 Type of activity comments	This question should not appear	
Type of Activity Comments	Explain that this is for a campaign participating in the Small Donor Elections program	THIS IS A CAMPAIGN THAT IS PARTICIPATING IN THE SMALL DONOR ELECTIONS PROGRAM
2 Tax Information		
2.1 Are you an Individual/Sole Proprietor or Organization?	Organization	US ORGANIZATION (EIN)
2.3 Tax number(s)	Enter country (US) and Tax ID	Country/Region: United States (US) Tax Number: 1234567890
2.4 Please attach official supporting documentation (W9/W8/W8 BEN) that supports the tax information provided.	Upload completed federal W9 form	
2.9 Select Payment Method	Select ACH	ACH

2.11 Bank Account Information	Fill out the relevant information about the campaign bank account	Bank Type: Domestic Bank Name: ONPOINT CREDIT UNION City: PORTLAND State: OREGON Postal Code: 97200 Account Holder Name: BARBIE FOR PORTLAND Bank Key/ABA Routing Number: 111111 Account Number: 12345678987654321 IBAN Number: [leave blank] SWIFT Code: [leave blank] Bank Control Key: [leave blank]
2.13 Attach a voided check or letter from bank verifying bank account and routing numbers	Attach a voided check or 'direct deposit bank letter'	
2.15 Accounts Receivable Contact First Name	Treasurer First Name	FATIMA
2.16 Accounts Receivable Contact Last Name	Treasurer Last Name	LEE
2.17 Accounts Receivable Contact Email	Treasurer Email	FLEE@TREASURER4HIRE.COM
2.18 Is your Remittance address the same as the information in Section 1?	Yes	YES
SECTIONS 3-7: Should not appear		
8 Additional Information*		
8.1 Select the Material/Service Categories you provide	Grants	Grants
8.2 If you are working with an individual or bureau at the City of Portland, please enter details such as their name, email, phone number, and/or bureau name.	Program Director's name, program, phone number, and email address	SUSAN MOTTET SMALL DONOR ELECTIONS 503.823.4345 SUSAN.MOTTET@PORTLANDOREGON.GOV
8.3 Comments	None	
8.4 Optional additional attachment. In most cases, this is left blank.	Leave blank	

Step 7: Click Submit Entire Response. When the registration is approved, you will receive an email confirming that.

Notes:

- *Remember, if any of the information you entered changes, you must update it in Ariba so matching fund payments will go through. See Section 2.*
- *Though not specific to how campaigns should register with Ariba, this video shows the registration process generally.*

Section 2. For Registered Campaigns to Update Information

Step 1: Go to Supplier.Ariba.com and sign in.

Step 2: Click on the "Business Network" drop down menu on the upper left, and select "Ariba Proposals & Questionnaires."

Step 3: Select the Supplier Registration Questionnaire that you would like to edit.

Step 4: Click the "Revise Response" button and click "okay" to confirm.

Step 5: Find the information in the questionnaire you need to change, such as name or bank information.

Step 6: Click on the information you wish to replace and replace it with updated information, typing in all capital letters.

Step 7: Once all of the outdated information is replaced, scroll to the comments section in the bottom and describe what you have changed, such as "the bank account numbers were changed to reflect a different bank account." Then click Submit Entire Response.

Step 8: These changes will be reviewed by the city for approval. If the city needs additional information, it will email you. Once approved, you will receive a confirmation email. This process typically takes up to a week.

Notes:

- *You cannot change the Tax ID using this method. Doing so requires a separate, new registration in the Ariba system.*
- *This process is demonstrated in this video.*