

How to Complete Additional Profile Fields Requested by the PUD

If your organization is contacted by an agent of the PUD who is requesting additional profile fields be completed, the requested fields are found in your Ariba account.

When logging in you will find the request on the left side of the page, as noted below. Click on the **Enter Now** icon to open.

The screenshot shows the Ariba Sourcing web interface. The browser address bar displays the URL: <https://service.ariba.com/Sourcing.aw/128568011/aw?awh>. The page header includes the Ariba Sourcing logo, a user profile for "Genie Bottle", and a "Help Center" link. A notification box on the left side of the page is highlighted with a red border. The notification text reads: "Public Utility District No. 1 of Snohomish County - TEST Requested Profile. Your customer has requested that you complete 12 additional profile fields. Enter Now >". Below the notification, there is a "Public Profile Completeness" section showing a progress bar at 15% and a link to "Enter commodities to reach 35% >". To the right of the notification, there is a welcome message from the Ariba Spend Management site, a logo for "SNOHOMISH COUNTY PUD PUBLIC UTILITY DISTRICT NO. 1", and an "Events" table. The "Events" table has columns for Title, ID, and End Time, and shows one event: "SWR RFP" with ID "Doc946777385" and end time "2/13/2017 3:41 PM". Below the events table, there is a "Tasks" section.

Public Utility District No. 1 of Snohomish County - TEST Requested Profile
Your customer has requested that you complete 12 additional profile fields.
[Enter Now >](#)

Public Profile Completeness
15%
[Enter commodities to reach 35% >](#)

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

SNOHOMISH COUNTY
PUD
PUBLIC UTILITY DISTRICT NO. 1

Events

Title	ID	End Time ↓
▼ Status: Pending Selection (1)		
SWR RFP	Doc946777385	2/13/2017 3:41 PM

Tasks

Complete all questions and upload a copy of a signed W-9 or W-8. Click submit when done. The PUD will be sent a notification that you have completed all questions when submitted. If there are any questions concerning the information provide, an agent will be in contact with your organization.

After submission a submission date and time will appear, along with a note.

Public Utility District No. 1 of Snohomish County - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

[Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

Question

▼ 17 Extended Supplier Profile Questionnaire

Please complete the Extended Supplier Profile Questionnaire below:

17.1 Please enter your Company's Name (Legal Name as it appears on W-9 or W-8) *

17.2 Company Name 2 (DBA)

Public Utility District No. 1 of Snohomish County - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by Genie Bottle at 02/13/2017 03:56 PM [Discard Draft](#) [Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

✓ You have successfully submitted changes to your customer.

Question

Please note that your Profile will show as an *Incomplete* status on the Customer Requested tab until all your information has been accepted by the PUD.

The screenshot shows the Ariba Sourcing interface. At the top, there's a dark blue header with 'Ariba Sourcing' on the left and 'Test Mode', 'Company Settings', 'Genie Bottle', 'Help Center', and 'Logout' on the right. Below the header is the 'Company Profile' section with a 'Save' button. A navigation bar contains tabs: 'Basic (4)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Customer Requested' tab is active. Below it, a table lists customers. The first entry is 'Public Utility District No. 1 of Snohomish County - TEST' with a status of 'Incomplete' circled in purple. A legend indicates that an asterisk (*) denotes a required field. On the right side, there's a sidebar with a progress indicator for 'Public Profile Completeness' at 15% and a list of categories like 'Commodity', 'Short Description', 'Website', etc.

However, the note on the intro page will reflect that all has been completed.

The screenshot shows the Ariba Sourcing intro page. The header includes 'Ariba Sourcing', 'Test Mode', and 'Company Settings'. A 'MORE...' dropdown is visible. The main content area features a red circle around a message: 'Public Utility District No. 1 of Snohomish County - TEST Requested Profile' followed by 'All required customer requested fields have been completed.' and a link 'View customer requested fields >'. Below this is a 'Public Profile Completeness' section with a 15% progress bar and a link 'Enter commodities to reach 35% >'. Further down, it states '8743 leads match your company profile' with a 'View Matched Leads' button. On the right, there's a welcome message and sections for 'Events' (showing one event: 'SWR RFP' with ID 'Doc946777385' and end time '2/13/2017 3:41 PM') and 'Tasks' (showing 'No items').