STONEMAN DOUGLAS EAGLE REGIMENT

OBTAIN YOUR BCPS VENDOR ID

Register Through Ariba / SAP Business Network

ALL EAGLE REGIMENT STAFF MUST BEGIN BY REGISTERING WITH BROWARD COUNTY PUBLIC SCHOOLS THROUGH ARIBA.

1 GO TO ARIBA AND REGISTER

ariba
An SAP Company

Your first step is to go to Ariba and begin the BCPS vendor/supplier registration process.

Register using an email address that you check regularly. This email will be used throughout the registration and approval process.

2 WATCH FOR YOUR ARIBA INVITATION

After beginning the registration process, watch your email for a message from the Ariba Administrator regarding your registration with The School Board of Broward County.

Follow the link contained in that email to continue your registration.

Be sure to check your spam/junk folder if you do not see the email.

3 CREATE YOUR SAP BUSINESS NETWORK ACCOUNT

SAP Business Network

From the invitation, select:

CREATE NEW ACCOUNT

If you already have an SAP Business Network/Ariba account, select the option to use your existing account.

4 COMPLETE YOUR ACCOUNT & CONFIRM YOUR EMAIL

Enter the requested account information, accept the required terms, and complete the security verification.

SAP Business Network will then ask you to confirm your email address.

You must complete the email confirmation before proceeding.

5 COMPLETE THE BCPS SUPPLIER REGISTRATION QUESTIONNAIRE

After your account is established, navigate to:

Ariba Proposals and Questionnaires

Locate the Supplier Registration Questionnaire from The School Board of Broward County.

Complete all required information.

SUBMIT ENTIRE RESPONSE

6 WAIT FOR BCPS APPROVAL

Submitting the questionnaire **does not** mean you are approved yet.

Watch your email for confirmation from Broward County Public Schools that your supplier registration has been **APPROVED.**

7 OBTAIN YOUR BCPS VENDOR ID NUMBER

Once your registration has been approved, locate and save your **BCPS Vendor ID Number.**

You will need this number to complete the remaining Eagle Regiment employment requirements.

8 EMAIL YOUR VENDOR ID TO MR. BROADBENT

Once you receive your BCPS Vendor ID Number, you **MUST** send it to Mr. Broadbent.

Email your Vendor ID Number to:

dbroadbent@eagleregiment.com

SUBJECT: Eagle Regiment Staff – Vendor ID – Your Name

Please include the following in your email:

- **Name:** Your First & Last Name
- **BCPS Vendor ID #:** Your Vendor ID Number

YOUR VENDOR ID REQUIREMENT IS NOT CONSIDERED COMPLETE WITH THE EAGLE REGIMENT UNTIL MR. BROADBENT HAS RECEIVED YOUR VENDOR ID NUMBER.