



Ariba/Procuri TotalSource - Supplier Registration



Objectives

Upon completion, your company will be able to successfully register with M. D. Anderson as a potential supplier.

If you have any issues during the registration process, please contact the Procuri Customer Support at
1.877.360.7609

Instructions to Register Your Company:

1. Visit M. D. Anderson Supplier Portal site: www.mdanderson.org/suppliers
2. Begin by reviewing the [Getting Started](#) and [FAQs](#) sections.
3. On the main page of the Supplier Portal, click on the [Supplier Registration](#) button.

Supplier Registration

[Click here to begin the Ariba/Procuri supplier registration.](#)

4. The Ariba/Procuri Supplier Registration page appear. Fill out all required information including creating an ID/PW. *****Please make note of the ID/PW as you might needed later.**
5. When complete, click on the **Save** button at the bottom right corner of the page to advance to the next section.



IMPORTANT!

If the system return a blank screen when you click **Save**, please proceed to the [Supplier Portal](#) page: <https://userlogin.procuri.com/SuppReg/> and log in with the ID/PW you've just created. You can then continue with the registration process below.

6. In the Keyword box under the Company Description, provide your company keywords separated by semicolon. Though this section is not required, you increase your chance of Buyer Companies finding your company in the system for any potential opportunities.

NOTE: When M. D. Anderson searches for potential companies for a current Sourcing event, we utilize the Keyword search function in matching suppliers to that particular event. Therefore, investing additional time creating Keywords that are essential to your company's line of business is key to being invited to participate on bid opportunities.

7. Under the NAICS and UNSPSC Codes section, click on **Add Public Commodities**. Similar to Keywords above, by selecting your company commodities, you increase the likelihood of Buyer Companies finding your company in the system for any potential opportunities.
8. A popup window open that will allow you to search your company commodities by Keyword or you can simply browse the list of all UNSPSC codes.
9. Begin by first ensuring that the Keyword option is selected and Industry Code Type is set to UNSPSC. Enter a keyword(s) that best describe your company line of business. Then click **Search**.

Note: Do not enter detail description. By doing so, the search might return 0 results.

10. When you have identified your company commodities from the result list, click the box to the left of that section to select it. Then click on **Save**.
11. The page will refresh, and the commodities you have chosen will be displayed. You can continue to add additional commodities or remove them as necessary.
12. Certifications section allows you to add your company certifications. This section is not required by M. D. Anderson.
13. Company Information Visibility. By selecting this option, you are allowing other Buyer Companies and not just M. D. Anderson to view your company detail registration information.
14. Once you are satisfied with your information, click **Save**.
15. Please read the third party User Agreement and select *I Agree*. Then click on **Submit**. Keep in mind that M. D. Anderson is utilizing a third party registration application. By accepting the User Agreement, you as a supplier are agreeing in part with Ariba/Procuri in utilizing their online system and abiding by their rules and policies and



not with M. D. Anderson.

16. When you have selected *I Agree* and submitted your registration, you will then be redirected to the **Supplier Portal – Buyer Company List**. Your **Buyer Company List** should be blank.

The screenshot shows the 'Supplier Portal - Buyer Company List' page. The user is logged in as 'MDACC3 Test'. The page title is 'Supplier Portal - Buyer Company List' with a sub-link 'Add Buyer Companies'. The main content area contains a welcome message: 'Welcome to the Supplier Portal! You are not currently registered with any buyer companies. Once you have been invited to participate in an event, that Buyer Company name will appear on this page and you will be able to access that Buyer Company's event(s). For more information on Buyer Company selection, event participation and using the Supplier Portal, please click on the Help Icon (?) in the toolbar at the top of this page.' The toolbar at the top includes icons for home, search, and help, with the help icon highlighted by a red box.

17. It is important to keep in mind that registration through the Ariba/Procuri site is the first step in doing business with M. D. Anderson. **Additional important steps are still required from you. Please view the following steps carefully on how to add M. D. Anderson as your Buyer Company now that you have completed the registration.** Once you have successfully added us as your Buyer Company, our staff will review and approve your request. Once you have been approved, you will be invited to participate in any current RFPs that match to your company commodities. If there are no current opportunities matches to your company commodities, you will be considered for any future events.

Adding M. D. Anderson as Buyer Company.

18. From the Supplier Portal – Buyer Company List page, click on **Add Buyer Company**.

This screenshot is identical to the previous one, but a red arrow points from the text 'click on Add Buyer Company' to the 'Add Buyer Companies' link in the top right corner of the page, which is highlighted with a red box.

19. At the Search Buyer Companies screen, enter "Anderson" or "The University of Texas" in the search box and click Search.

20. Search Results should return the following:

The screenshot shows the 'Search Buyer Companies' screen. The search box contains 'The University of Texas' and the search button is clicked. The results show 'The University of Texas M. D. Anderson Cancer Center' as the only match.



21. Click on "The University of Texas M. D. Anderson Cancer Center" to select it.

22. You will then be directed to Buyer Association Request screen. You have the option to provide any comment before submitting your request to M. D. Anderson. In the text box provided, please detail any current RFPs or include any comment that you would like to tell us. When you are satisfied, click on **Submit**.

Buyer Association Request ?

Buyer Company:

You may enter a comment to be sent with your request:

23. The system will return a message indicating that your request has been sent to the Buyer for review. On the same screen, you can click on Buyer Company List again. This time, you will see Results 1 - 1 of 1 on the list that will say "[The University of Texas M. D. Anderson Cancer Center](#)"

24. Clicking on "[The University of Texas M. D. Anderson Cancer Center](#)" link will take you to a list of any RFPs that you have been invited to by M. D. Anderson. The list should be empty. Once our staff have reviewed and approved your request, and if you had indicated any RFP you would like to be invited to, the RFP name will be listed here.

The University of Texas M. D. Anderson Cancer Center

Surveys
No Surveys assigned

RFxs
No RFX assigned

Award Recommendations
No award recommendation assigned

25. Please keep in mind that this process can take anywhere between 30 minutes to over 12 hours on a regular business day. In the event that you need to respond to an RFP with time constraint, please contact the Buyer for the RFP for immediate assistance.