**PWS Supplier Portal** Powered by Ariba
**eProcure**

## OVERVIEW

- The purpose of this Quick Reference Guide (QRG) is to provide clarity on system icons and their functions, as well as to provide some quick tips on how to make sure you select the best responses to complete your registration.

### Quick Steps

1. Icons and their functions
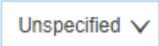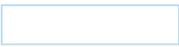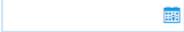2. Conditional Responses – Registration Category Guide

## DID YOU KNOW?

- The eProcure Supplier Profile Questionnaire is designed to guide suppliers through the registration process.

- **Section 1** is for Standard Registration - All suppliers will respond to these questions

- **Section 2** is for E/S/M/WBE Certification - BCPS is a certifying agency.  In addition to standard registration, eligible uppliers may be certified as Emerging/Small/Minority/ Women Owned Enterprises.

- **Section 3** is for Construction Pre-Qualification - Certain opportunities to do business with BCPS, specifically those related to construction,  require pre-qualification.

## Icons & Functionality

- Use this guide to navigate the system, use the tools provided, and answer questions in the required formats

| Icon | Description |
|---|---|
| ⌄ | Use this icon to maximize the view of the SPQ |
| ▫+ | Click this icon to add additional notes or attachments |
| Unspecified ∨ | Click the arrow to display dropdown menus |
| Attach a file▾ | Click to browse and attach files |
| ☐ | Empty boxes indicate a text field |
| ☑ ☑ ☐ | You can select more than one answer when there are multiple options |
| 📅 | Click the calendar to select a date or enter the date in the space provided |
| ⓘ | Click this icon to display additional information |

## Conditional Responses

- There are several questions that are only visible based on certain conditions

- Conditional Sections/Questions
    - The responses to Section 1.2 determine the questions that will be displayed throughout the rest of the SPQ
    - The response to Question 1.3.18 will determine the required documents per business type

- The numbering may appear to skip sections or sub-sections. This is by design.

---

➢**Standard Registration (No Certification or Pre-Qualification)**
- 1.2.1 – No
- 1.2.3 – No
- 1.2.4 – No
- 1.2.7 – No

➢**ESMWBE New Certifications**
- 1.2.1 – No
- 1.2.3 – Yes

➢**ESMWBE Re-certifications**
- 1.2.1 – Yes
- 1.2.2 – Yes

➢**New Pre-Qualifications**
- 1.2.4 – No
- 1.2.7 – Yes

➢**Pre-Qualification Renewals**
- 1.2.4 – Yes
- 1.2.5 – Yes

➢**Pre-Qualification Increases**
- 1.2.4 – Yes
- 1.2.6 - Yes

➢**New Standard, ESMWBE, and Pre-Qualification**
- 1.2.1 – No
- 1.2.3 – Yes
- 1.2.4 - No
- 1.2.7 - Yes

## Additional Assistance

A. **Contact the Supplier Diversity Outreach Program for additional information on Certification Requirements**

- For questions regarding the Emerging/Small/Minority/Women Business Enterprise (E/S/M/WBE) Program, please call the Supplier Diversity & Outreach Program at (754) 321-0550.

B. **Contact the Construction Pre-Qualification staff for additional information on Pre-Qualification Requirements**

- For questions regarding the documents, contracts, or other construction-related items, please contact our Construction team directly at (754) 321-0525.

C. **Contact the Procurement Help Desk for general questions regarding registration**

- For questions regarding general registration requirements, contact us at (754) 321-0505 or email us at ProcurementNotifications@browardschools.com