

Calgary



City of Calgary

# SAP Ariba Supplier Guide





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## Changes to Bidding on City Contracts

Calgary Housing Company (CHC) is transitioning to SAP Ariba Sourcing to help modernize its sourcing processes. The tool is used for procuring goods, services, and construction, and allows suppliers to download and respond to procurement opportunities free of charge through the SAP Ariba portal.



# How to Register



## Step 1: Registration Invitation

If you are currently an active supplier with the Calgary Housing Company, you will receive an email inviting you to register into the City of Calgary Portal. Click the **Click Here** hyperlink within the email.



The screenshot shows an email header with the City of Calgary logo and a main heading: "Register on the Ariba Network as a Supplier with The City of Calgary". The body of the email contains a greeting, an invitation to register, and instructions for existing and new Ariba Network users. A blue hyperlink labeled "Click Here" is highlighted with a red box.

**Register on the Ariba Network as a Supplier with The City of Calgary**

Hello!

You have been invited to register as a Supplier with The City of Calgary on the Ariba Network. The City of Calgary uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

Your company will need to have a single Ariba Network account to do business with The City of Calgary.

**If your organization already has an account with Ariba Network**, sign in with your username and password.  
Attention: If your company already has an Ariba account to transact with other customers, you must register with the City of Calgary using that account.

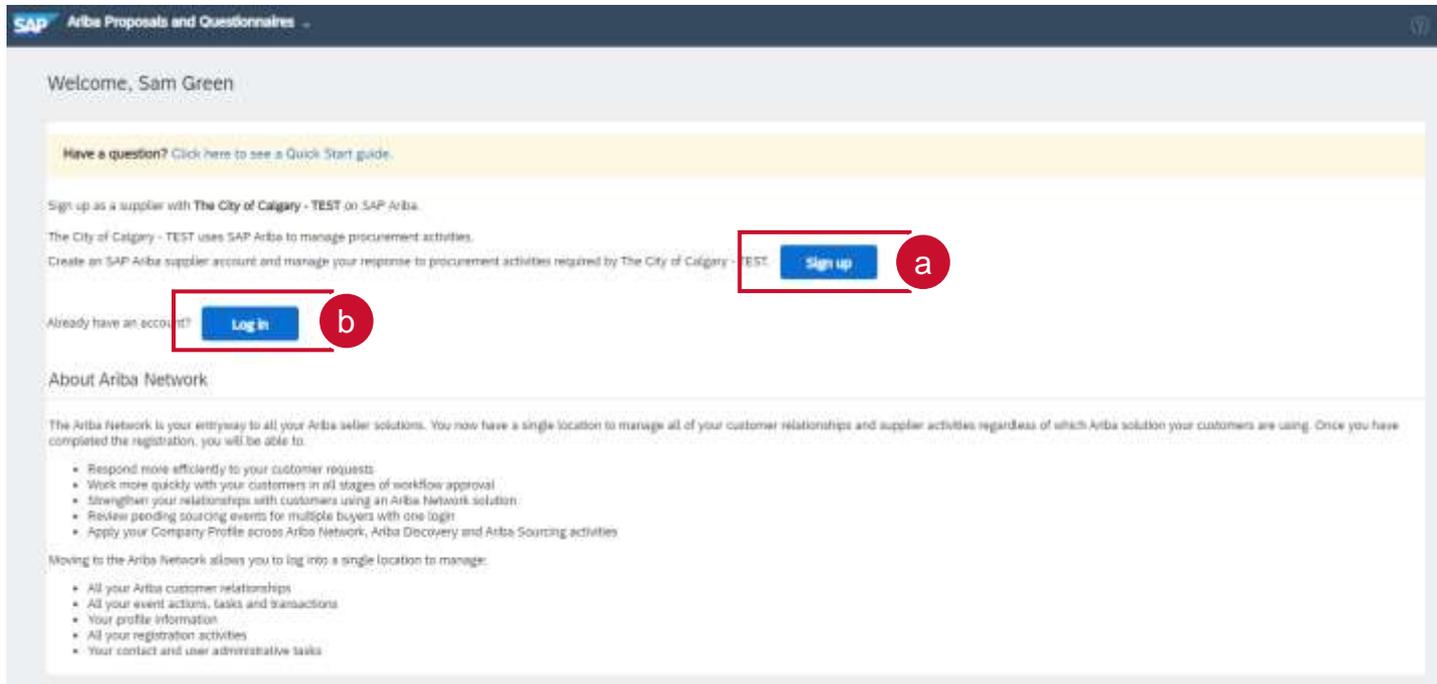
**If you do not have an Ariba account**, start by creating an account with Ariba Network, it's free. Please create one following the link below.

[Click Here](#) to sign in or create account.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA  
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

## Step 2: Sign up or Log In

- If you are new to Ariba, click **Sign up** to create an account. Proceed to [Step 3: Creating an Account](#)
- If you have an existing account (not previously linked with the City of Calgary), click **Log In** and sign in with your credentials. Skip to [Step 4: Supplier Registration Questionnaire](#)



SAP Ariba Proposals and Questionnaires

Welcome, Sam Green

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with The City of Calgary - TEST on SAP Ariba.

The City of Calgary - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by The City of Calgary - TEST.

Already have an account?

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests.
- Work more quickly with your customers in all stages of workflow approval.
- Strengthen your relationships with customers using an Ariba Network solution.
- Review pending sourcing events for multiple buyers with one logit.
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities.

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

# Step 3: Creating an Account

After selecting the *Sign up* link, you will be taken to the **Create account** page:

- a. Complete the *Company information* section
- b. Complete the *User account information* section

**NOTE:** The unique username and password are required to access your SAP Business Network account, which includes SAP Ariba Discovery.

Create account.
Create account and continue
Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by The City of Calgary.

TEST

### Company information

\* Indicates a required field

Company Name*	<input type="text" value="CAPITAL INDUSTRIAL"/>	If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.
Country/Region*	<input type="text" value="Canada (CAN)"/>	
Address*	<input type="text" value="123 Main Street"/>	
	<input type="text" value="Line 1"/>	
	<input type="text" value="Line 2"/>	
City*	<input type="text" value="Edmonton"/>	
Province*	<input type="text" value="the value"/>	
Postal Code*	<input type="text" value="T6R 1R1"/>	

### User account information

\* Indicates a required field

SAP Business Network Privacy Statement

Name*	<input type="text" value="John"/> <input type="text" value="Doean"/>	What is an email address? (info)
Email*	<input type="text" value="john.doean@capitalindustrial.com"/>	
	<input type="checkbox"/> Use my email as my username	Passwords must contain a minimum of eight characters including upper and lower case letters, numbers, digits, and special characters. (info)
Username*	<input type="text" value="test.grean@company.com"/>	
Password*	<input type="password" value="Strong Password"/>	
	<input type="password" value="Repeat Password"/>	The language used when Ariba sends you configuration notifications. This is different from your user ID.
Language	<input type="text" value="English"/>	
Email address to*	<input type="text" value="test.grean@company.com"/>	Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

## Step 3: Creating an Account (cont'd)

### c. Complete the *Tell us more about your business* section

#### • **Product and Service Categories**

- SAP Ariba Discovery postings are matched to the product and service categories selected.
- **Choose categories** rather than the exact products or services by name to ensure you gain exposure to broader opportunities.
- If your products or services can be classified in multiple ways, select all possible categories to ensure better matches.

#### • **Ship-to or Service Locations**

- The Ship-to and service locations field lets Buyers view all geographic areas your company serves.

The screenshot shows the 'Tell us more about your business' form. A red box labeled 'c' highlights the 'Product and Service Categories' and 'Ship to or Service Location' fields, each with an 'Add' button and a 'Browse' link. Below these are optional fields for 'Tax ID' and 'DUNS Number'. A second red box labeled 'd' highlights the two agreement checkboxes: 'I have read and agree to the Terms of Use' and 'I hereby agree that SAP Business Network will make parts of my company information available to other users...'. A third red box labeled 'e' highlights the 'Create account and continue' button at the bottom right.

### d. Select the “*I have read and agree...*” and “*I hereby agree that SAP...*” check boxes

### e. Click **Create account and continue**



## Step 3: Creating an Account (cont'd)

SAP Ariba will perform a duplicate check on the information entered to check if your company already has an existing account. If a potential match is found, a *Potential existing accounts pop-up* will appear.

- f. Click **Review accounts**
- g. Review the options provided by SAP
- h. To view the profile and contact, click the **ellipsis icon** under *ACTIONS*

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#) **f** review

**Review duplicate Account**

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with.
- Or, you can view the profile and contact the account administrator from there.
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration.
- Or, you can [Go back to previous page](#).

**g**

Match Based On

COMPANY NAME	EMAIL ADDRESS	PHONE NO.	TAX ID	ADDRESS
CAPITAL INDUSTRIAL	sam.green@company.ca			123 MAIN STREET EDMONTON AB, CANADA T6M 1M1

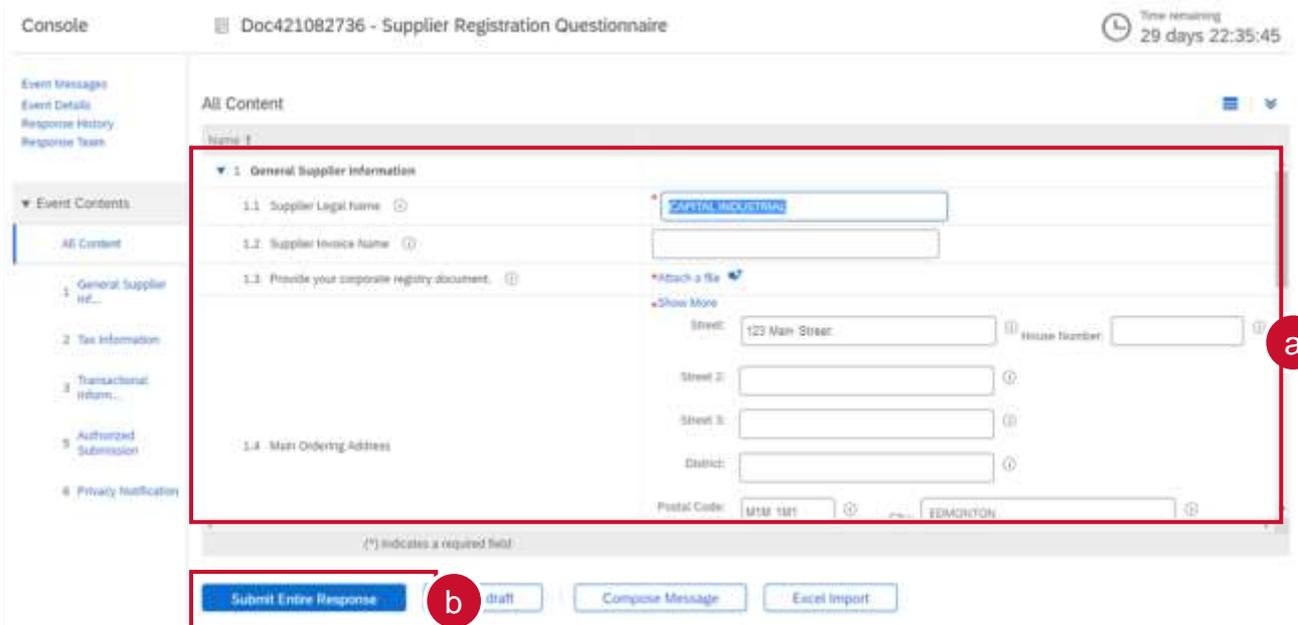
8 search results found

SUPPLIER NAME	COUNTRY	STATE	DATE	SUPPLIER AWD	ACTIONS
COMPANY	CAN	BC	-	AW01042171218	... <b>h</b>
CAPITAL INDUSTRIAL INCORPORATED	CAN	BC	-	AW01927792071	...
COMPANY CORP.	CAN	BC	-	AW01947010460	...

## Step 4: Supplier Registration Questionnaire

After signing in or creating an account, you will be taken directly to the Supplier Registration Questionnaire.

- Populate all mandatory and optional fields as applicable. Note that mandatory fields are marked with a red asterisk (\*)
- Click **Submit Entire Response**



Console Doc421082736 - Supplier Registration Questionnaire Time remaining 29 days 22:35:45

Event Message  
Event Details  
Response History  
Response Team

All Content

Name 1

1 General Supplier Information

1.1 Supplier Legal name \* CAPITAL INDUSTRIAL

1.2 Supplier Invoice Name \*

1.3 Provide your corporate registry document. \* Attach a file Show More

Street: 123 Main Street House Number: \*  
Street 2: \*  
Street 3: \*  
District: \*

1.4 Main Ordering Address

Postal Code: M5R 1S1 EDMONTON

(\*) indicates a required field

Submit Entire Response draft Compose Message Excel Import



## Step 5: Await Approval

Once submitted, the City will review your registration and contact you if further information/documentation is required. Once your registration is approved, you will receive an email confirming your approval:

The logo of the City of Calgary, featuring the word "Calgary" in white on a red background.



### **Registration with City of Calgary - TEST.**

Congratulations! City of Calgary - TEST has approved your supplier registration. CAPITAL INDUSTRIAL has now been included in the supplier database of City of Calgary - TEST.

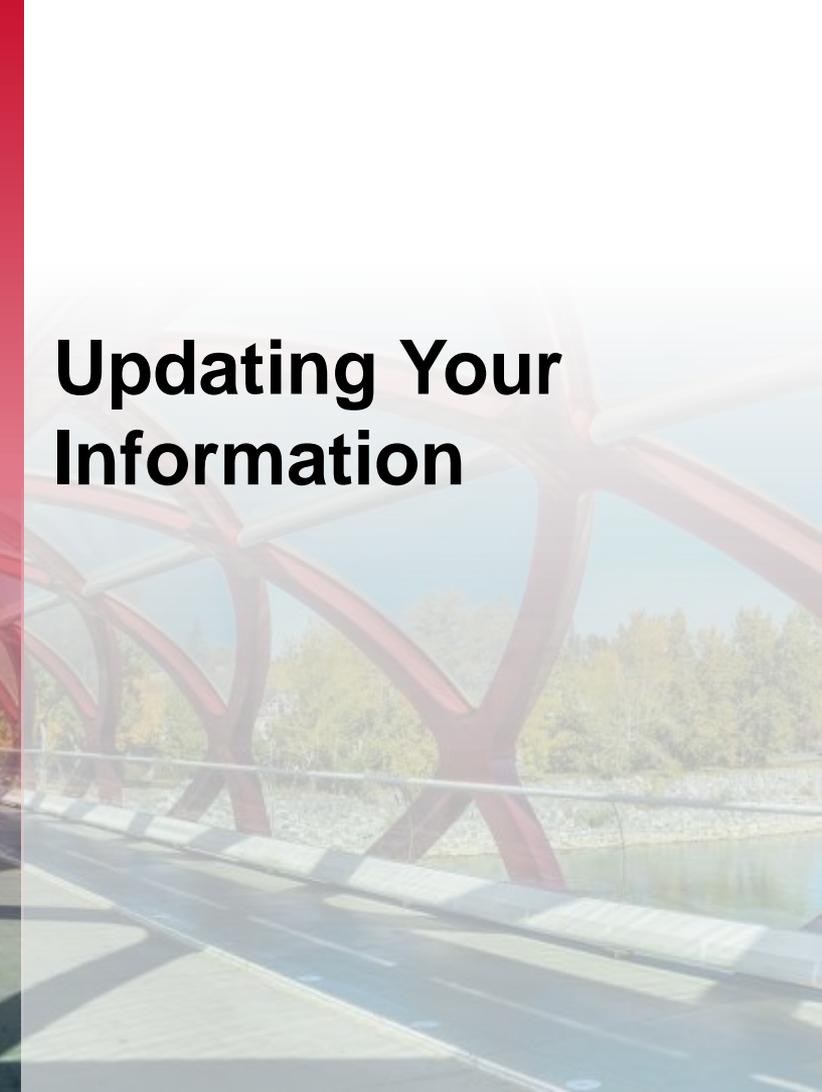
You will be notified when next steps of the supplier onboarding process require your attention.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)



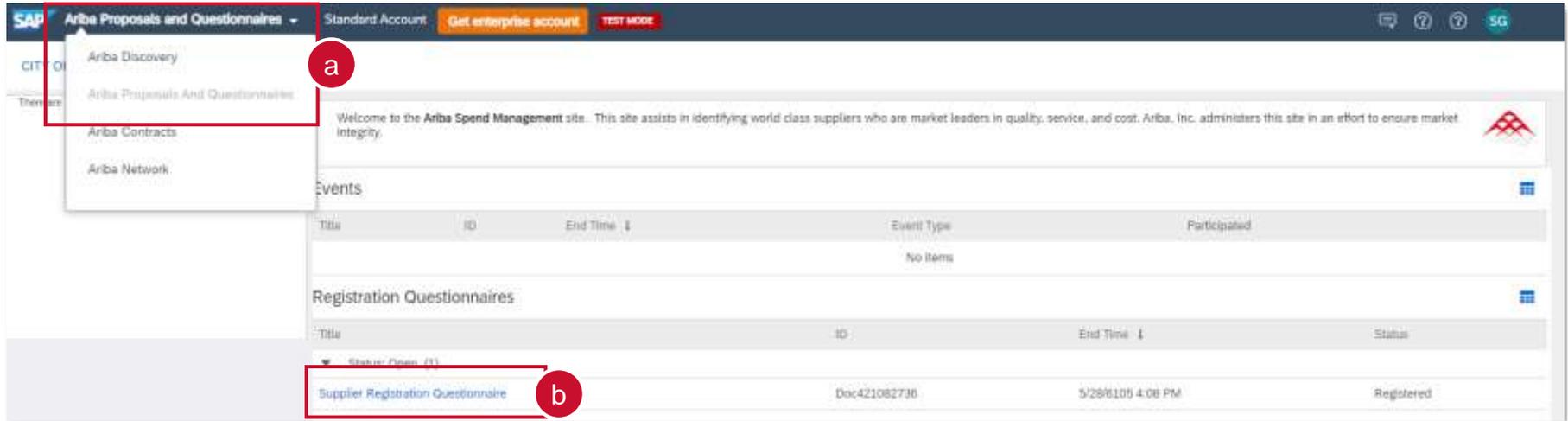
# Updating Your Information



# Step 1: Sign In and Open Registration Questionnaire

To update your information at any time, sign-in to the SAP Business Network

- a. Go to *Ariba Proposals and Questionnaires*
- b. Click **Supplier Registration Questionnaire** under the *Registration Questionnaires* section



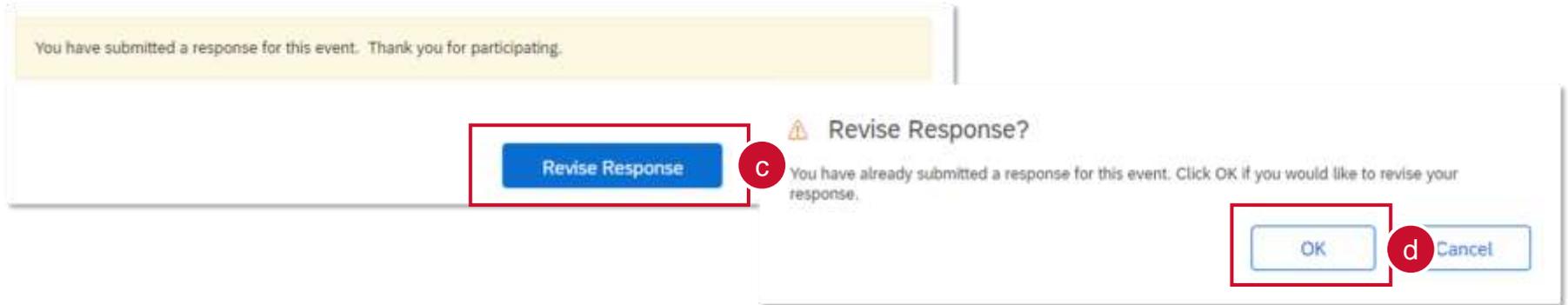
The screenshot shows the SAP Ariba Spend Management interface. A red box labeled 'a' highlights the 'Ariba Proposals and Questionnaires' dropdown menu in the top navigation bar. Below it, another red box labeled 'b' highlights the 'Supplier Registration Questionnaire' link in the 'Registration Questionnaires' section of the main content area.

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc421082736	5/28/105 4:08 PM	Registered

## Step 2: Revise Registration Questionnaire

You will be taken to the Supplier Registration Questionnaire screen

- c. Click **Revise Response**
- d. Click **OK**.
- e. Update the fields as necessary and click **Submit Entire Response**. The updated Registration Questionnaire will be submitted to the City for review and approval.



The screenshot displays a yellow confirmation message at the top: "You have submitted a response for this event. Thank you for participating." Below this is a dialog box titled "Revise Response?" with a warning icon. The dialog contains the text: "You have already submitted a response for this event. Click OK if you would like to revise your response." The dialog features three buttons: "Revise Response" (highlighted with a red box and a red circle labeled 'c'), "OK" (highlighted with a red box and a red circle labeled 'd'), and "Cancel".



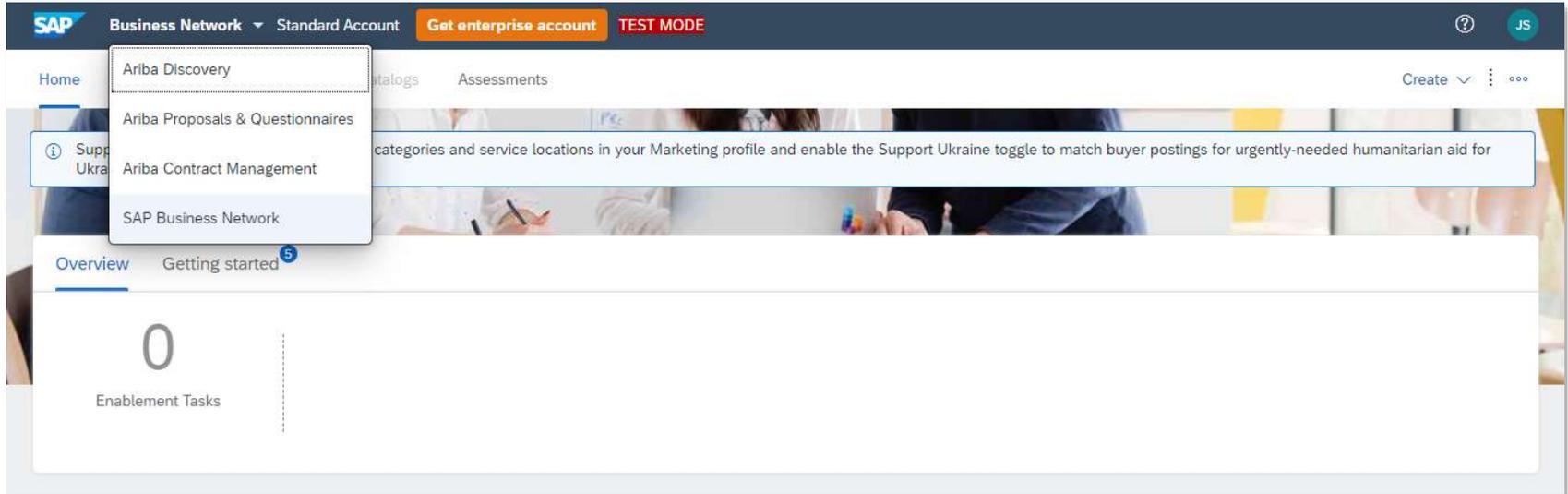
# SAP Business Network Navigation



# SAP Ariba – Navigation Options

From the SAP Business Network, you can navigate the four options as seen below:

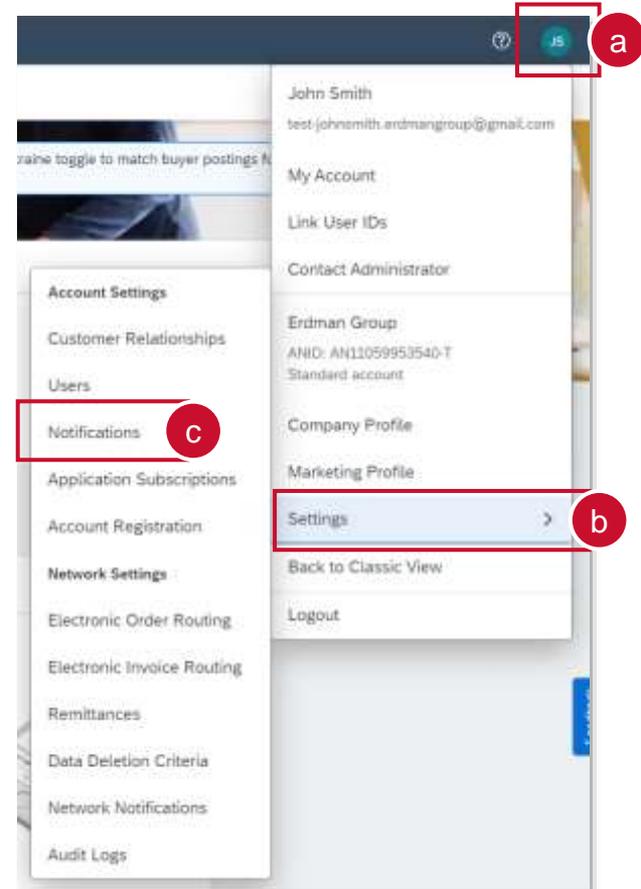
- **Ariba Discovery** – ability to explore available leads
- **Ariba Proposals & Questionnaires** – an overview of all of your leads previously registered to your ID
- **Ariba Contract Management** – view tasks related to contracts such as negotiation and signature tasks
- **SAP Business Network** – home page for navigating your tasks



## Step 1: Subscription Notifications of Opportunity

For your company to receive proactive notifications of new opportunities, we strongly recommend that you adjust your company profile to be notified by updating your notification settings. To review and adjust your notifications settings:

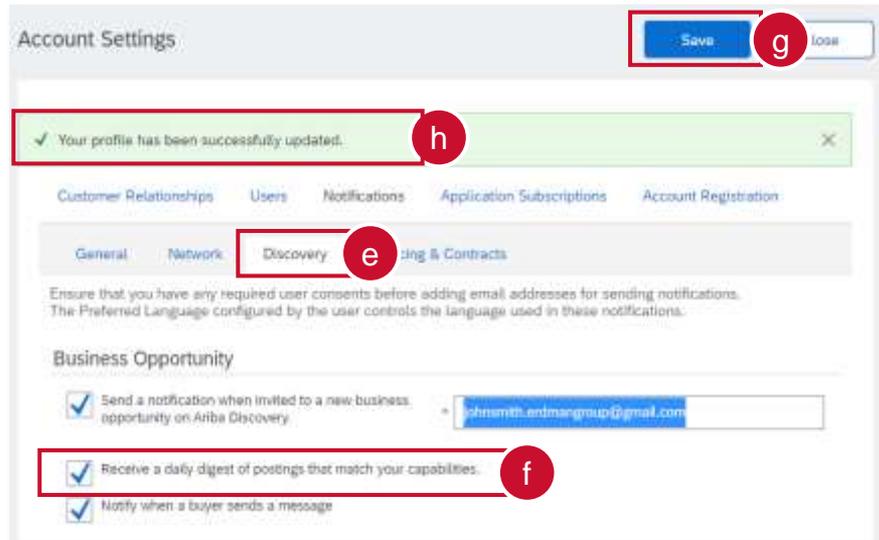
- a. Click the **Account Settings** icon
- b. Select **Settings**
- c. Select **Notifications**



# Step 1: Subscription Notifications of Opportunity (cont'd)

You will be taken to the Account Settings Notification screen

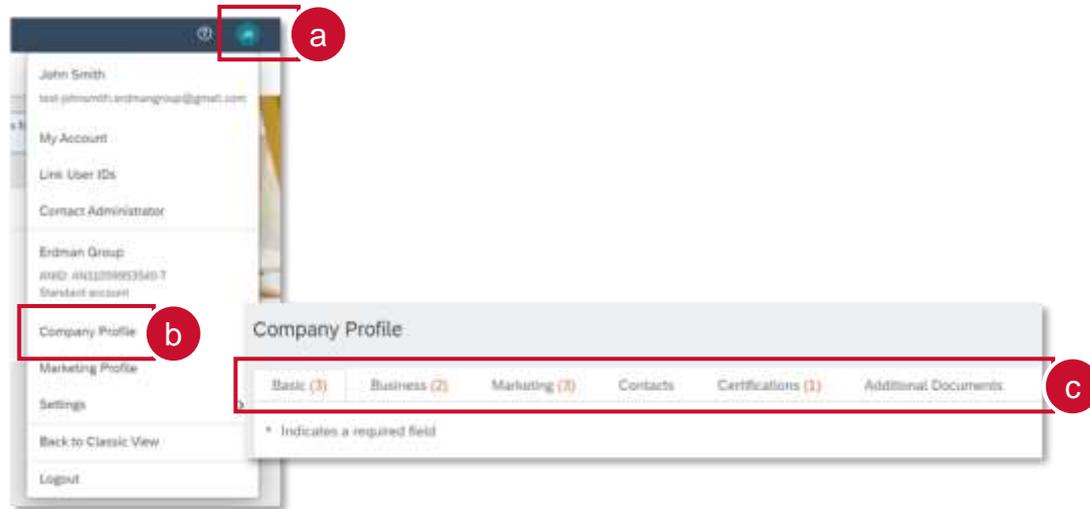
- e. Click the **Discovery** tab
- f. Under *Business Opportunity*, select **Receive a daily digest of postings that match your capabilities**
- g. Click **Save**
- h. A confirmation will appear that your profile has been successfully updated



## Step 2: Managing Your Account

You can enhance your profile with business, marketing, and certification related information. To manage your account, click on the Account Settings icon and you will be able to quickly access and update your company profile, users, notifications, account hierarchy, and settings in SAP Ariba Discovery.

- Click the Account Settings icon
- Select Company Profile
- Select the applicable tab and complete relevant information in the fields shown

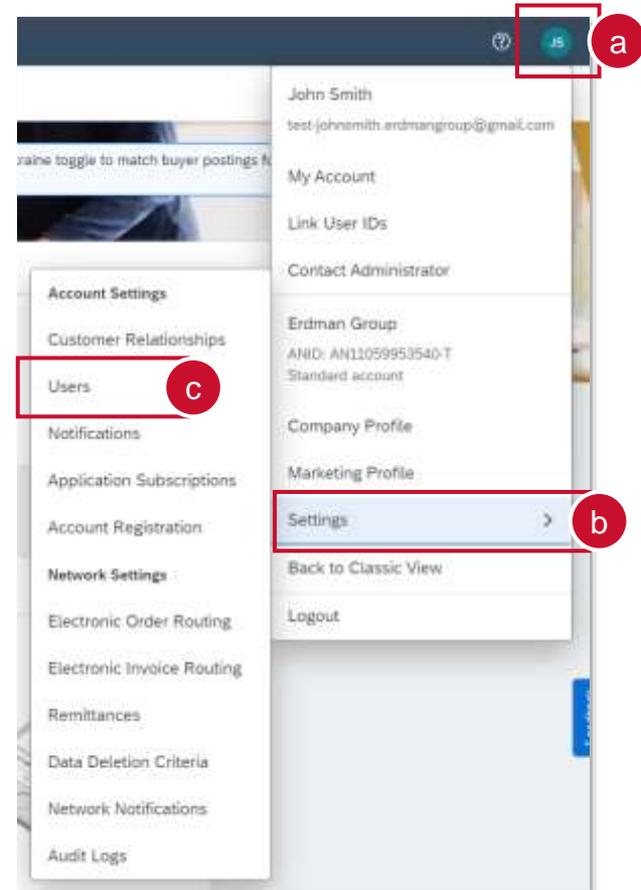


## Step 3: Create a New Role

If you are the Administrator of your Supplier profile, you may need to maintain additional Ariba Users to help manage your company's activities. Suppliers must create and maintain one primary Company Profile with additional Users linked to the primary Company Profile. Duplicate profiles will block a bidder from submitting a bid.

In order to setup additional users, you need to first set up a role:

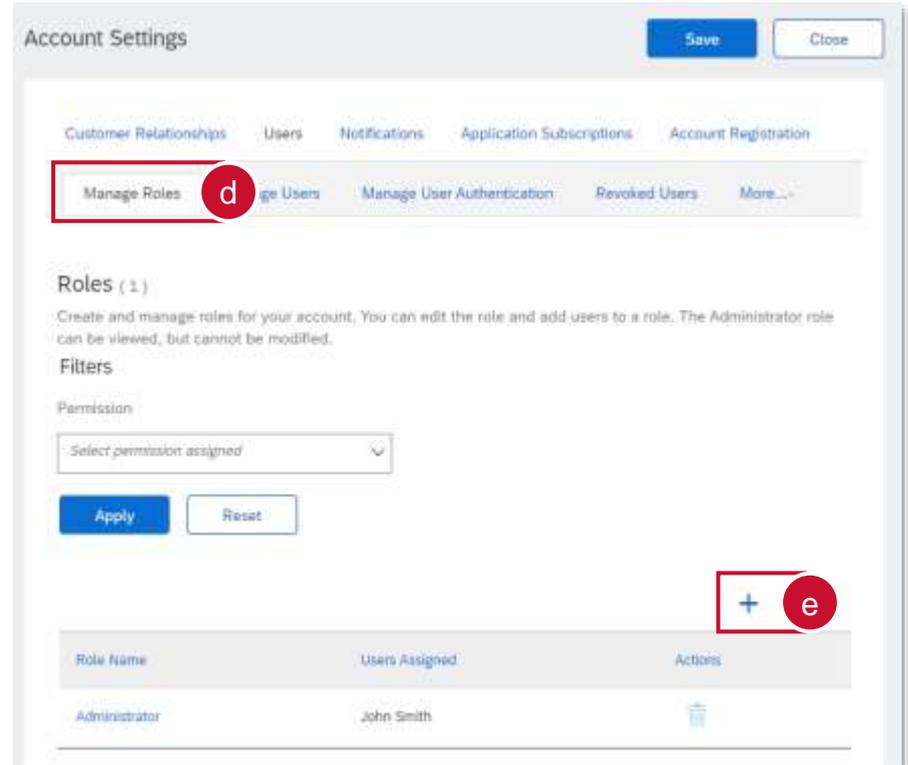
- a. Click the **Account Settings** icon
- b. Select **Settings**
- c. Select **Users**



## Step 3: Create a New Role (cont'd)

You will be taken to Account Settings. You can create roles for your required Users.

- d. Click the **Manage Roles** tab
- e. Click the **+** icon



The screenshot shows the 'Account Settings' page. At the top right are 'Save' and 'Close' buttons. Below is a navigation bar with tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'. The 'Manage Roles' tab is highlighted with a red box and a red circle containing the letter 'd'. Below the tabs, there is a section titled 'Roles (1)' with a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Underneath is a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned', and 'Apply' and 'Reset' buttons. At the bottom right, a red box and red circle containing a plus sign and the letter 'e' highlight the '+' icon in the 'Actions' column of the table below.

Role Name	Users Assigned	Actions
Administrator	John Smith	

## Step 3: Create a New Role (cont'd)

You will be taken to Create Role page. Here you can create roles to assign to your required Users.

- f. Enter the role **Name** and add an optional Description
- g. Select the appropriate Permissions (it is recommended that you select the three permissions below if your intent is to allow for Users to perform tasks associated with solicitation and solicitation management. These permissions include the following:
  - *Create and manage postings on Ariba Discovery*
  - *Respond to postings on Ariba Discovery*
  - *Access Proposals and Contracts*
- h. Click **Save** and you will have created a new role within your company profile

Create Role

Save Cancel

\* Indicates a required field

New Role Information

Name:\*

Description:

Permissions

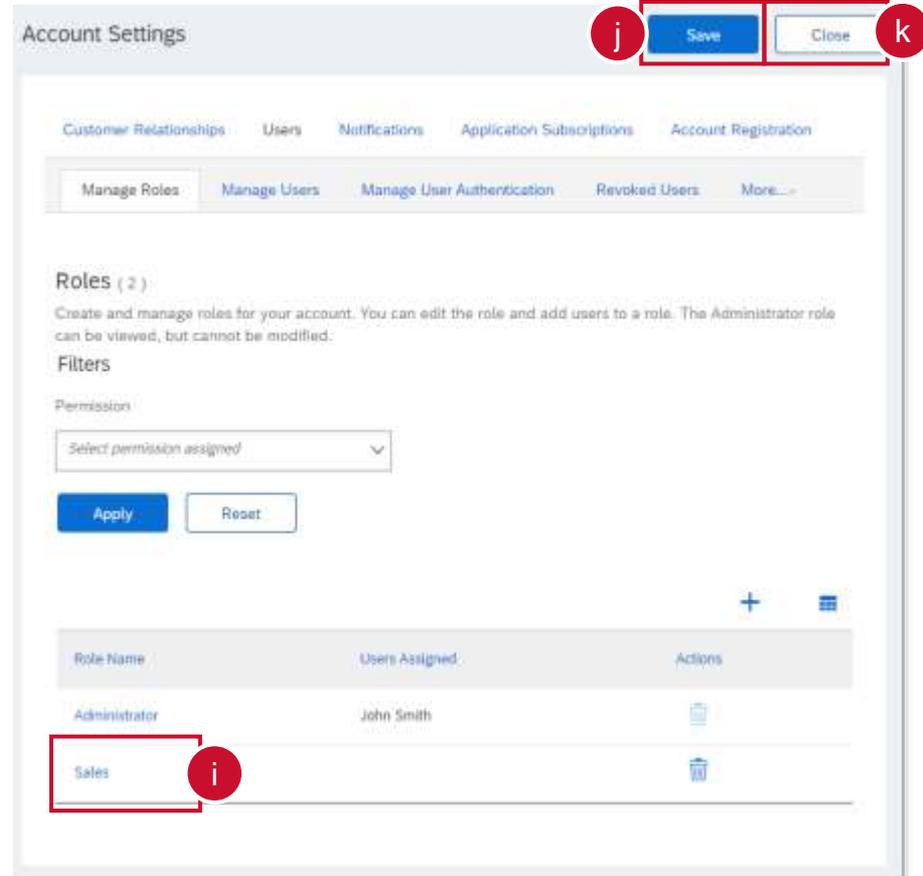
Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> eXML Configuration	Configure account for eXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery

## Step 3: Create a New Role (cont'd)

You will be taken back to the Account Settings Page.

- i. You will see the new Role you have created
- j. Click **Save**
- k. Click **Close** to return to the home screen



Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication Revoked Users More...

**Roles ( 2 )**

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

**Filters**

Permission

Select permission assigned

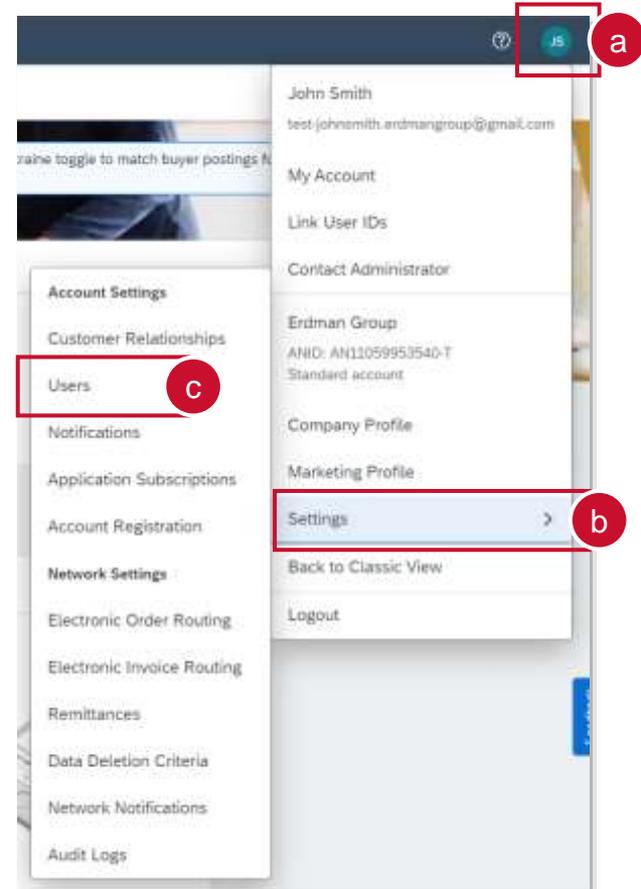
Apply Reset

Role Name	Users Assigned	Actions
Administrator	John Smith	
Sales		

## Step 4: Create a New User

With the appropriate role created, you can now create new users and assign them to the role:

- a. Click the **Account Settings** icon
- b. Select **Settings**
- c. Select **Users**



# Step 4: Create a New User (cont'd)

You will be taken to Account Settings:

- d. Click the **Manage Users** tab
- e. Click the **+** icon

The screenshot shows the 'Account Settings' window with the 'Users' tab selected. The 'Manage Users' sub-tab is highlighted with a red box and a red circle containing the letter 'd'. Below the tabs, there is a section for 'Users (1)' with a checkbox to 'Enable assignment of orders to users with limited access to Ariba Network'. A search filter is present with the text 'Users (You can only search on one attribute at a time)'. Below the filter is a search input field with a dropdown menu set to 'Username' and a '+' icon. At the bottom right of the user list area, there is a red box around a '+' icon with a red circle containing the letter 'e'. Below the search field is a table with the following data:

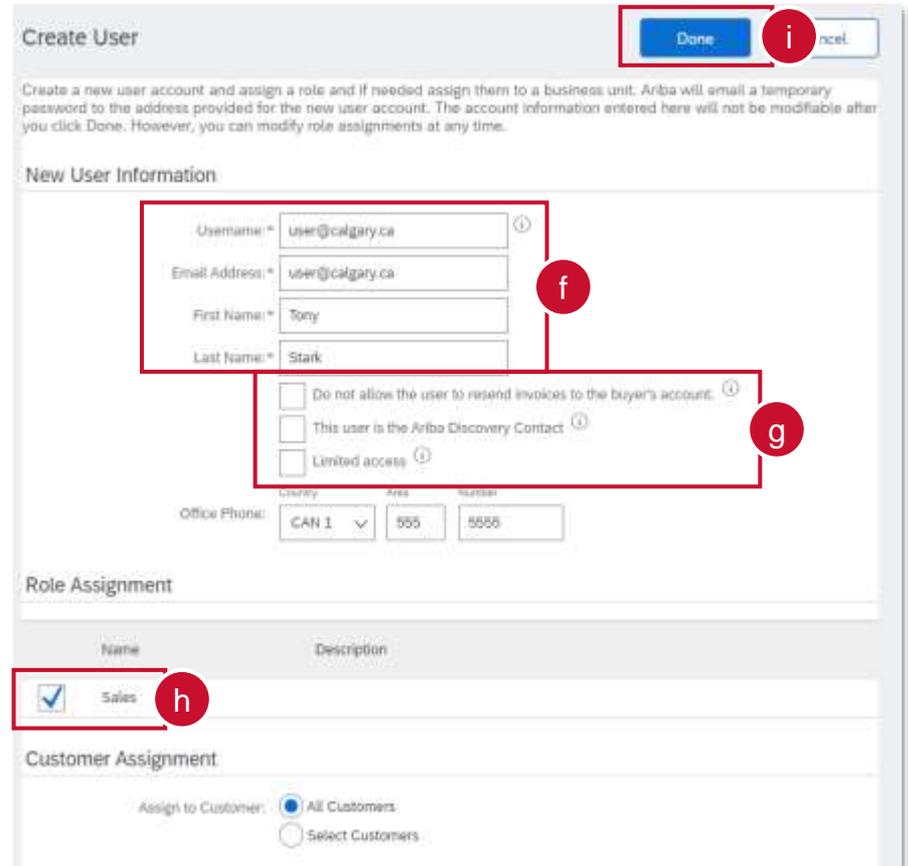
<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Arriba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Arriba Access	Actions
<input type="checkbox"/>	js@johnsmithandmgroupp@gmail.com	johnsmithandmgroupp@gmail.com	John	Seth	No	SOURCING_SUPPLIER_BASE		AR00	Yes	

At the bottom of the table, there are two buttons: 'Add to Contact List' and 'Remove from Contact List'.

## Step 4: Create a New User (cont'd)

You will be taken to the Create User Page:

- f. In the *New User Profile Information* section, populate the mandatory fields as prompted by the asterisks.
- NOTE:** the *Username* must equal the associated *Email Address* for the User
- g. Leave the selection boxes as not selected
- h. Select the *Role Assignment* for which the User will be assigned
- i. Click **Done**



The screenshot shows the 'Create User' page in SAP Ariba. The page is titled 'Create User' and has a 'Done' button in the top right corner, annotated with 'i'. Below the title is a brief instruction: 'Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.'

The 'New User Information' section contains several fields:

- Username: \* user@calgary.ca (annotated with 'f')
- Email Address: \* user@calgary.ca (annotated with 'f')
- First Name: Tony
- Last Name: Stark

Below these fields are three checkboxes, all of which are unchecked and annotated with 'g':

- Do not allow the user to resend invoices to the buyer's account.
- This user is the Ariba Discovery Contact
- Limited access

The 'Office Phone' section has three input fields: Country (CAN 1), Area (555), and Number (5555).

The 'Role Assignment' section is a table with two columns: Name and Description. The 'Sales' role is selected with a checkmark and annotated with 'h':

Name	Description
<input checked="" type="checkbox"/> Sales	

The 'Customer Assignment' section has a radio button for 'All Customers' (selected) and a radio button for 'Select Customers'.

# Step 4: Create a New User (cont'd)

You will be taken to the Account Settings Page:

- j. You will see the new User you have created
- k. Click **Save**
- l. Click **Close** to return to the home screen

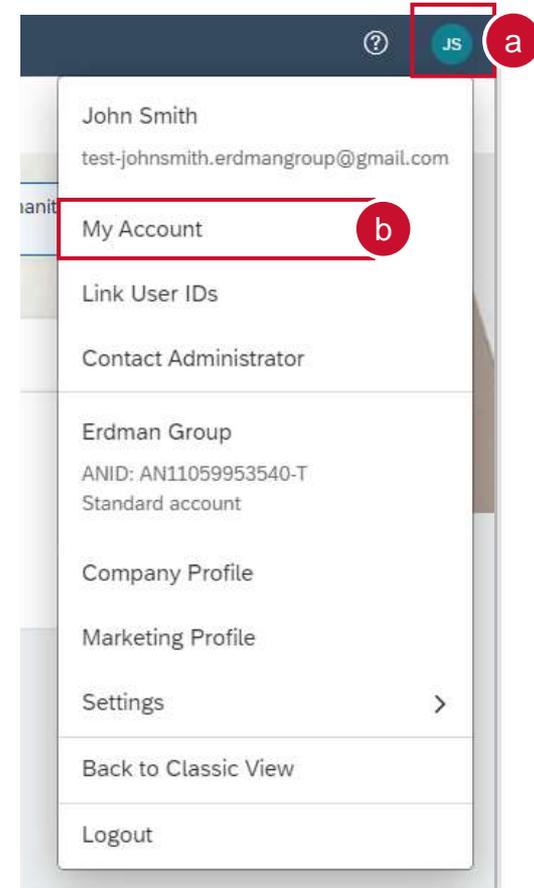
The screenshot shows the 'Account Settings' page with a 'Users' tab selected. A table lists users with columns for Username, Email Address, First Name, Last Name, Auto Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and SA Access. The user 'user@calgary.ca' is highlighted with a red box and labeled 'j'. At the top right, the 'Save' button is labeled 'k' and the 'Close' button is labeled 'l'.

Username	Email Address	First Name	Last Name	Auto Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	SA Access	Actions
test	test@calgary.ca	John	Smith	No	SOURCING_SUPPLIER_ROLE		ABC	Yes	
user@calgary.ca	user@calgary.ca	Emily	Mark	No	Sales		ABC	Yes	Actions

## Step 5: Updating Time Zone and Currency

As a Supplier for City of Calgary the preferred time zone is Canadian/Mountain time and currency is Canadian Dollar (CAD):

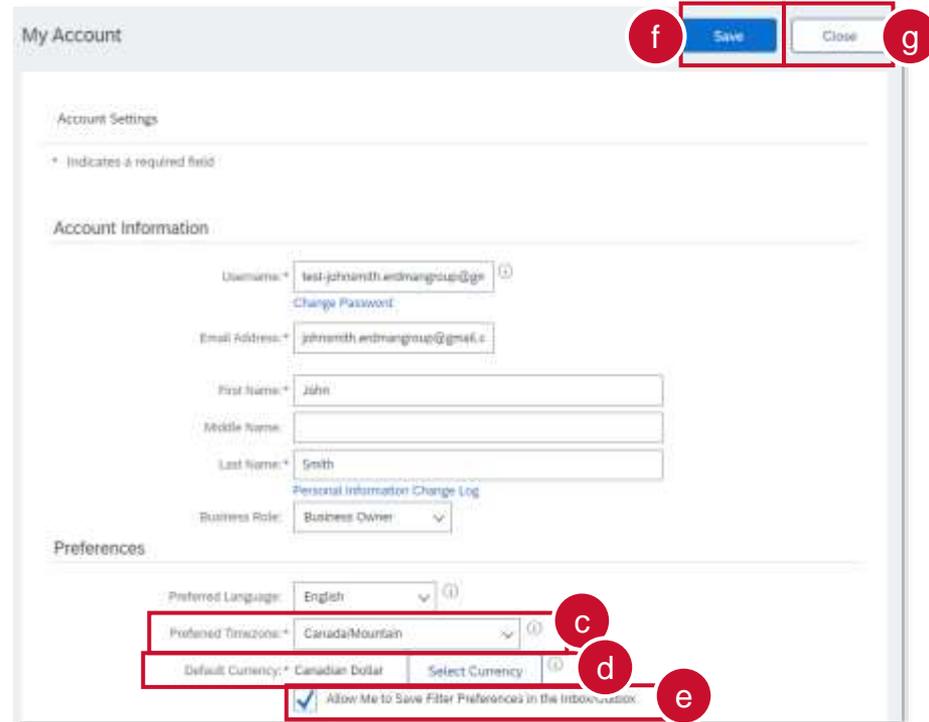
- a. Click the **Account Settings** icon
- b. Select **My Account**



# Step 5: Updating Time Zone and Currency (cont'd)

You will be taken to the My Account page:

- c. In the *Preferences* section, select your **Preferred Timezone** from the drop down
- d. Click **Select Currency** and select your preferred currency
- e. Select **Allow Me to Save Filter Preferences in the Inbox/Outbox**
- f. Click **Save**
- g. Click **Close**



The screenshot shows the 'My Account' page with the following sections and highlighted elements:

- Account Settings:** Includes a note '\* Indicates a required field'.
- Account Information:**
  - Username: test-johnsmith.edm@group-036
  - Change Password: [Change Password](#)
  - Email Address: johnsmith.edm@group@gmail.com
  - First Name: John
  - Middle Name: (empty)
  - Last Name: Smith
  - Personal Information Change Log: [Personal Information Change Log](#)
  - Business Role: Business Owner
- Preferences:**
  - Preferred Language: English
  - Preferred Timezone: Canada/Mountain (highlighted with red box 'c')
  - Default Currency: Canadian Dollar (highlighted with red box 'd')
    - Select Currency: [Select Currency](#) (highlighted with red box 'e')
  - Allow Me to Save Filter Preferences in the Inbox/Outbox. (highlighted with red box 'e')
- Buttons:** 'Save' (highlighted with red box 'f') and 'Close' (highlighted with red box 'g') buttons are located at the top right.



# Locating Opportunities



# Locating Opportunities on APC

All competitive City of Calgary procurement opportunities will continue to be advertised on Alberta Purchasing Connection (APC) in addition to Ariba Discovery.

To access, visit [www.purchasingconnection.ca](http://www.purchasingconnection.ca), select “I Am a Vendor” and then click the Search Opportunities button. Enter the word “Calgary” in the Keyword(s) search field and click Search. Scroll through the results to identify active City of Calgary competitive procurements. Click on the Title / Description to view more information.



**Search**  
Search for opportunities.

Use the search feature to find opportunities based on a general word search or any combination of search criteria such as "gov" to find opportunities that contain the words govern or government.

Keyword(s):

Category:

Reference ID:

Solicitation No:

Status:

Posting Date:

Closing Date:

Jurisdiction:

Results per page:



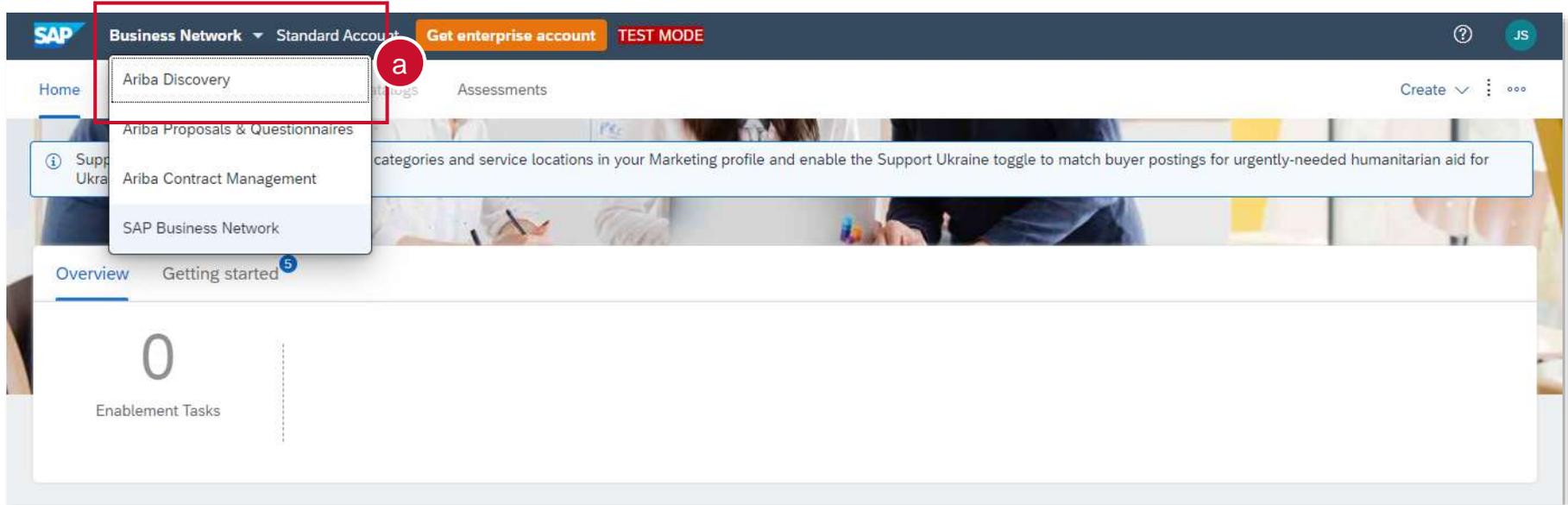
Status	Title / Description	Jurisdiction	Closing Date (MM/dd/yyyy)	Posting Date (MM/dd/yyyy)
8 Open	<b>AB-2022-03698: GENERAL SECURITY GUARD DEPLOYMENT FOR FIXED POSTS (20-1715)</b> The City Of Calgary	Alberta	07/06/2022 04:00:59 PM Alberta Time	06/08/2022 10:04:24 AM Alberta Time
9 Open	<b>AB-2022-03575: PI Development Services</b> The City Of Calgary	Alberta	07/06/2022 04:00:59 PM Alberta Time	06/01/2022 06:32:05 PM Alberta Time
10 Open	<b>AB-2022-03688: Supply Of D10 Cat(S) At Spy Hill Crusher</b> The City Of Calgary	Alberta	07/06/2022 04:00:59 PM Alberta Time	06/07/2022 03:01:25 PM Alberta Time

Pages: 1 2 3 4 5 6 7 8 Next

# Locating Opportunities on Ariba Discovery

To search for opportunities on Ariba Discovery access the SAP Business Network:

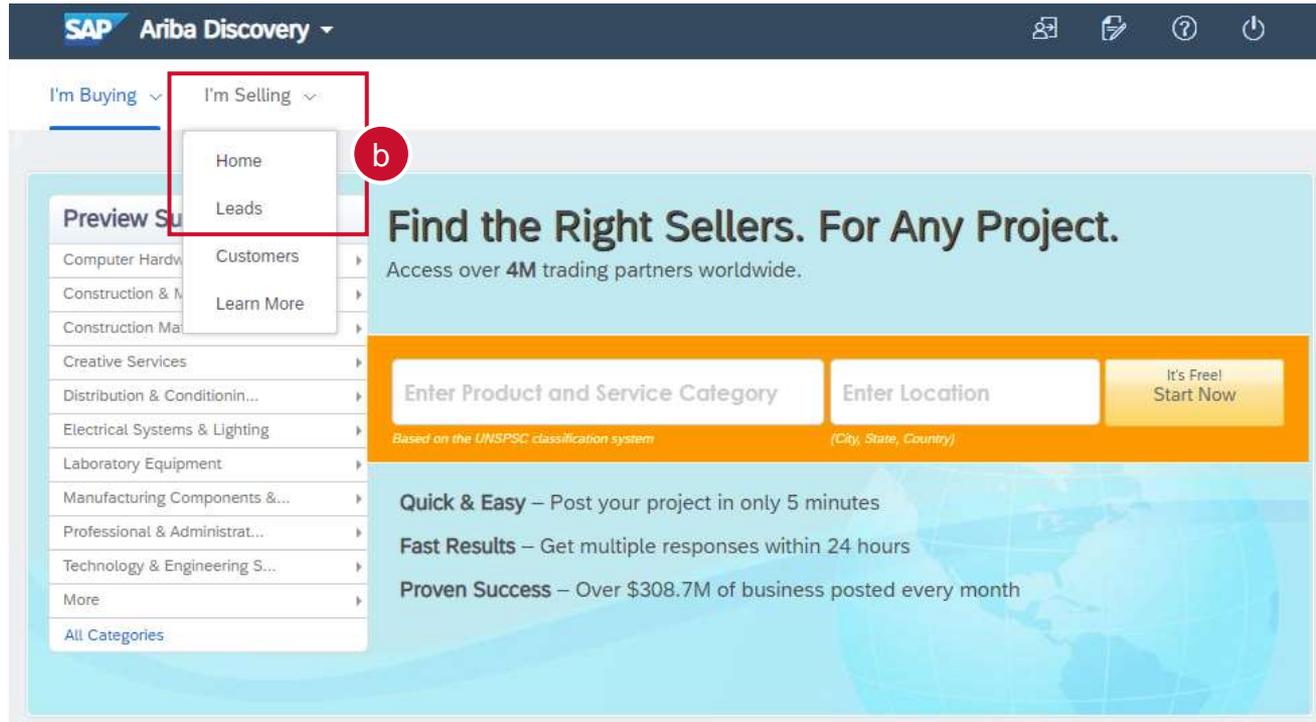
- a. Click **Business Network** and select **Ariba Discovery**



# Locating Opportunities on Ariba Discovery (Cont'd)

You will be directed to Ariba Discovery

b. Click **I'm Selling** and select **Leads**

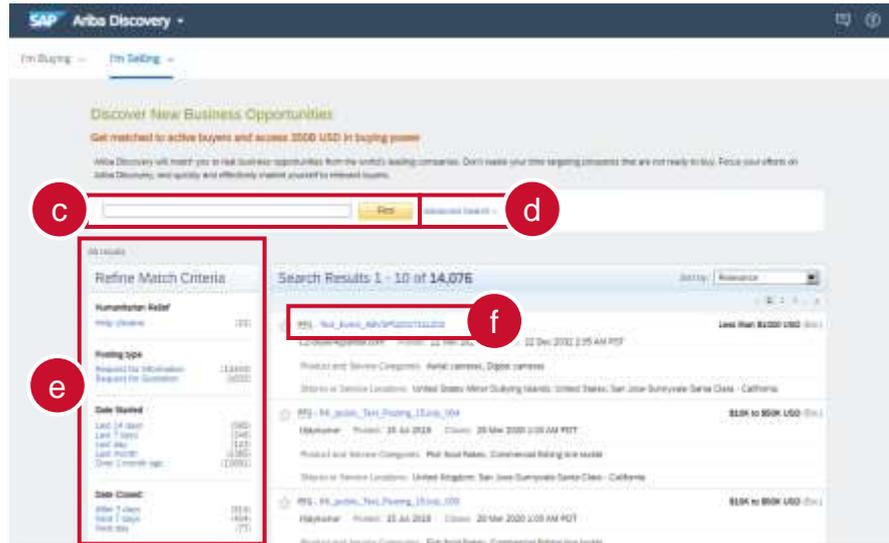


The screenshot shows the SAP Ariba Discovery interface. At the top, there is a dark blue header with the SAP logo and 'Ariba Discovery' text. Below the header, there are two dropdown menus: 'I'm Buying' and 'I'm Selling'. The 'I'm Selling' dropdown is open, showing a list of options: Home, Leads, Customers, and Learn More. A red circle with the letter 'b' is placed over the 'Leads' option. To the left of the dropdown is a 'Preview' section with a list of categories such as Computer Hardware, Construction & Materials, Creative Services, etc. The main content area features a large blue banner with the text 'Find the Right Sellers. For Any Project.' and 'Access over 4M trading partners worldwide.' Below this banner is an orange search bar with three input fields: 'Enter Product and Service Category', 'Enter Location', and 'It's Free! Start Now'. The search bar is based on the UNSPSC classification system and requires City, State, and Country. Below the search bar, there are three key benefits listed: 'Quick & Easy – Post your project in only 5 minutes', 'Fast Results – Get multiple responses within 24 hours', and 'Proven Success – Over \$308.7M of business posted every month'.

# Locating Opportunities on Ariba Discovery (Cont'd)

You will be directed to the *Discover New Business Opportunities* page

- c. Search by using *key words* and clicking **Find**
- d. Alternatively, click **Advanced Search** to enter more search filters
- e. Further filter by using the *Refine Match Criteria* menu
- f. Click the *event name* to view more details



# Supplier Research Posting

- The hyperlink takes you to the SAP Supplier Research posting. If interested, click **Respond to Posting**
- If you are no longer interested, you can choose “Not Interested” and provide feedback.

**NOTE: The Response Deadline shown in the posting will not reflect the actual time of the submission deadline. This is due to a system limitation that only allows the date but not the time to be set in the supplier research posting.**

- Please read the posting summary as it will describe important information including the closing date and time, however the most accurate submission deadline is shown in the countdown clock once you have entered the event.

The screenshot shows a SAP Supplier Research Posting for "Underground Utility Locating Services" by The City of Calgary. The posting is public sector and buyer-funded. Key details include:

- Posting ID:** 127058100Doc3400902864
- Posting Type:** Request for Quotation
- Public Posting:** <http://sprocurement.alpha.siemens.com>
- Opportunity Amount:** \$3,000,000.00 to \$8,000,000.00
- Contract Length:** 6 months
- Response Deadline:** 5 Mar 2022 3:00 PM PDT (Expires with clock posting entry)
- Product and Service Categories:** Landscaping services, Asphalt, Sidewalk or curb construction, Curbs, Topsoil
- Ship-to or Service Locations:** Edmonton - Alberta

Callouts in the image:

- a:** Points to the "Respond to Posting" button.
- b:** Points to the "Not Interested" button.
- c:** Points to the "Posting Summary" section, which contains the following text:
 

**Posting Summary**  
This Contract shall include excavation, cuts, gutter, sidewalks and commercial paving concrete work, full depth restoration (FDR) with bonded asphalt, curb base (CB) replacement, surface milling, asphalt concrete resurfacing, landscaping restoration using topsoil and sod, and all incidental Work that is required to complete the Contract in accordance with the Contract Documents and the City Design and Construction Standards Specifications.

Bidders who are interested in submitting their bids should click on "Respond to Posting" and accept and submit Prerequisites to this Sourcing Event in order to view the complete Sourcing Event. Bidders will then need to accept the bidder agreement and accept the Prerequisites to view the complete Sourcing Event.



## **Additional Resources**



# Ariba Resources for Suppliers

SAP Ariba has numerous resources available to assist with your questions. Here are a few to get you started.

- [SAP Ariba Supplier Support](#)
- [How to Use the Ariba Help Center](#)
- [Ariba Network for Suppliers](#)





Visit <https://calgaryhousingcompany.org/suppliers/>

You can also contact the SAP Ariba support team at [supplier.ariba@calgary.ca](mailto:supplier.ariba@calgary.ca).

