

Calgary



City of Calgary

# SAP Ariba Supplier Guide





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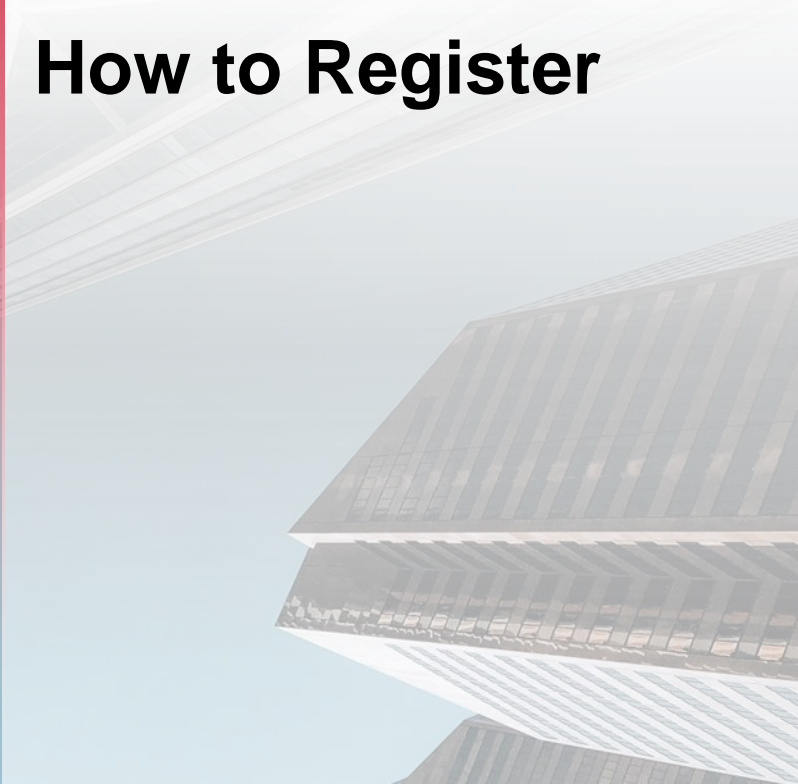
## Changes to Bidding on City Contracts

The City of Calgary (The City) 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.

Additionally, the City has implemented SAP Ariba Supplier Lifecycle Performance (SLP) which is used to onboard, manage, and segment suppliers. It is integrated with the SAP Ariba Sourcing module, supporting a seamless transition for supplier registration and maintenance.



# How to Register







## Step 1: Registration Invitation

If you are currently an active supplier with the City or are a new supplier that is currently going through negotiations, you will receive an email inviting you to register. Click the **Click Here** hyperlink within the email.

The screenshot shows an email header with the Calgary logo and a main heading: "Register on the Ariba Network as a Supplier with The City of Calgary". The body of the email includes a greeting "Hello!", an invitation to register as a supplier, and instructions on how to create an account or sign in. A blue hyperlink "Click Here" is highlighted with a red box. The footer contains contact information for Ariba, Inc. and links to "Data Policy", "Contact Us", and "Customer Support".

**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.

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[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 login
- 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:\*

Country/Region:\* Canada [CAN] ▼

Address:\*

City:\*

Province:\* (no value) ▼

Postal Code:\*

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.

### User account information

\* Indicates a required field

SAP Business Network Privacy Statement

Name:\*

Email:\*

Use my email as my username

Username:\*

Password:\*

Language: English ▼

Email orders to:\*

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

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.

a

b



## 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.

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

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

Tell us more about your business

Product and Service Categories:\*   -or- [Browse](#)

Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.





## 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** 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	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
CAPITAL INDUSTRIAL	sam.green@company.ca			123 MAIN STREET EDMONTON AB, CANADA M1M 1M1

8 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
COMPANY	CAN	BC	-	AN01042171218	<b>h</b>
CAPITAL INDUSTRIAL INCORPORATED	CAN	BC	-	AN01527792071	...
COMPANY CORP.	CAN	BC	-	AN01047010460	...



## 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 Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 General Supplier Inf...  
2 Tax Information  
3 Transactional Inform...  
5 Authorized Submission  
6 Privacy Notification

All Content

1 General Supplier Information

1.1 Supplier Legal Name (\*) CAPITAL INDUSTRIAL

1.2 Supplier Invoice Name (optional)

1.3 Provide your corporate registry document. (optional) Attach a file Show More

Street: 123 Main Street (optional) House Number: (optional)

Street 2: (optional)

Street 3: (optional)

District: (optional)

Postal Code: M1M 1M1 (optional) EDMONTON (optional)

(\*) 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:

Calgary



### 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.

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



# Certificate Questionnaires



## Step1: Access Questionnaires

If the City requires any certificates from you, you will be contacted by the City to complete additional Questionnaire(s):

- a. Click **Submit questionnaire** and login with your credentials

The screenshot shows an email from the City of Calgary. At the top left is the Calgary logo. The main body of the email contains the following text:

Hello,

City of Calgary - TEST has invited you to complete a questionnaire. This is required so CAPITAL INDUSTRIAL can do business with City of Calgary - TEST.

**Questionnaire Overview**  
Questionnaire name: Insurance Certificate (COI) Questionnaire  
Respond by: Sat, 04 Jun, 2022  
Update Request Comments:

A red box highlights the [Submit questionnaire](#) link, which is accompanied by a red circle containing the letter 'a'. This link corresponds to step 'a' in the preceding list.

Best,

SAP Ariba team

At the bottom of the email, there is a footer with the following information:

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



## Step 2: Complete the Questionnaire

Once you have logged in, you will be taken to the Questionnaire

- a. Answer all applicable questions
- b. Click **Submit Entire Response**

Console Doc421289240 - Insurance Certificate (COI) Questionnaire Time remaining 29 days 23:54:34

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents  
All Content  
1 Introduction  
2 Commercial General L...

### All Content

Name ↑

▼ 1 Introduction

1.1 Select the certificate(s) of insurance that is/are applicable to your firm.

Commercial General Liability (CGL)  
 Professional Liability (PL)

1.2 Attached for your reference is the checklist that The City uses to validate certificates of insurance. [References](#) ▼

▼ 2 Commercial General Liability (CGL) Less... ▾

Provide the information requested in this section and attach your Commercial General Liability certificate.

2.1 Effective Date

2.2 Expiration Date

2.3 Provide your total per occurrence limit for Commercial General Liability insurance.

2.4 Attach your Commercial General Liability certificate. [\\*Attach a file](#)

(\*) indicates a required field

**Submit Entire Response** **b** Save draft | Compose Message | Excel Import





## Step 3: Await Approval

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



Calgary



Hello Sam Green,

City of Calgary - TEST has approved the questionnaire that you completed.

**Questionnaire Overview**

Questionnaire name: Insurance Certificate (COI) Questionnaire

You'll be notified if any other tasks require your attention.

Best,

SAP Ariba team

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

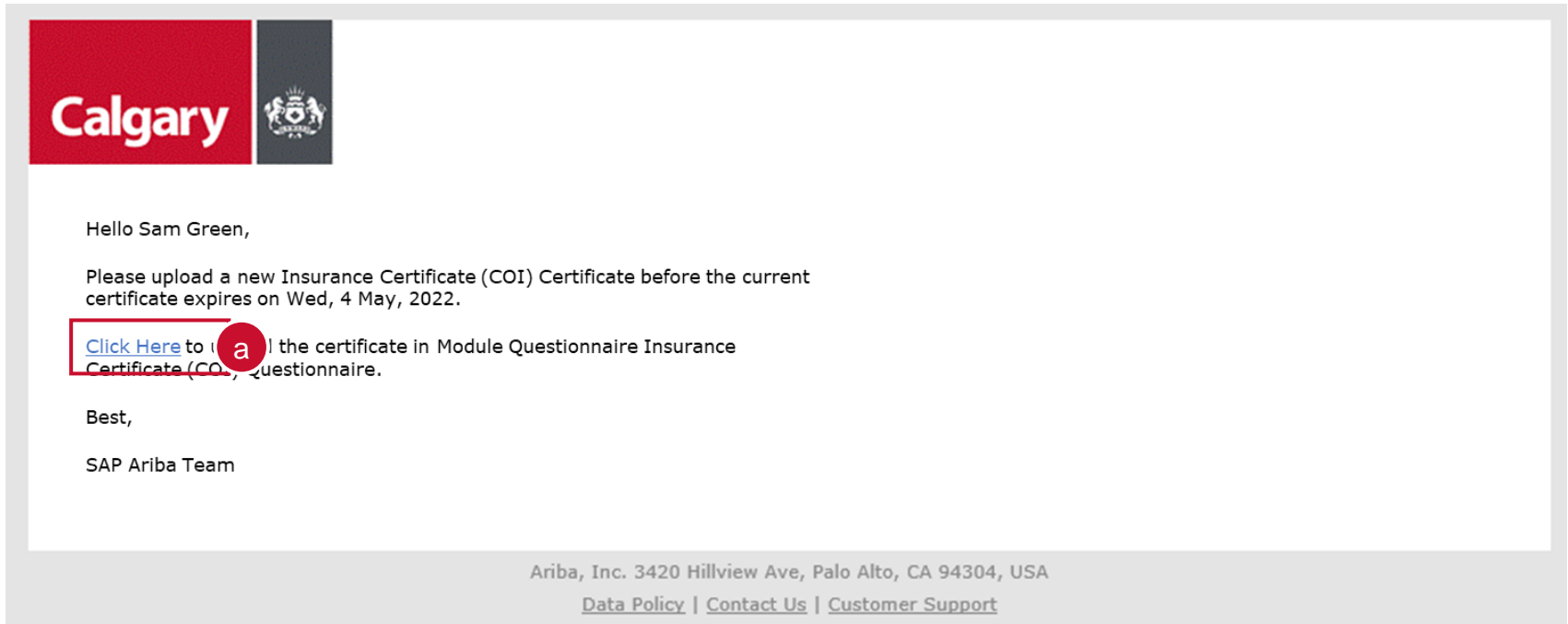
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)



## Step 4: Update Certificate prior to Expiry

You will receive an email when it is time to update your certificate.

- a. Click on the **Click Here** hyperlink within the email and log in with your credentials





## Step 4: Update Certificate prior to Expiry (cont'd)

You will be taken to the certificate questionnaire screen

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

The screenshot shows the 'Doc421289240 - Insurance Certificate (COI) Questionnaire' interface. At the top right, a clock icon indicates 'Time remaining: 364 days 23:58:32'. A yellow informational banner states: 'If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.' Below this, a blue button labeled 'Revise Response' is highlighted with a red box and a red circle containing the letter 'b'. The main content area is titled 'All Content' and shows a list of sections under 'Introduction', including '1.1 Select the certificate(s) of insurance that is/are applicable to your firm.' and '1.2 Attached for your reference is the checklist that The City uses to validate certificates of insurance. [References](#)'. A dialog box titled 'Revise Response?' is overlaid on the bottom right, containing the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog box has two buttons: 'OK' (highlighted with a red box) and 'Cancel' (with a red circle containing the letter 'c').



# Updating Your Information

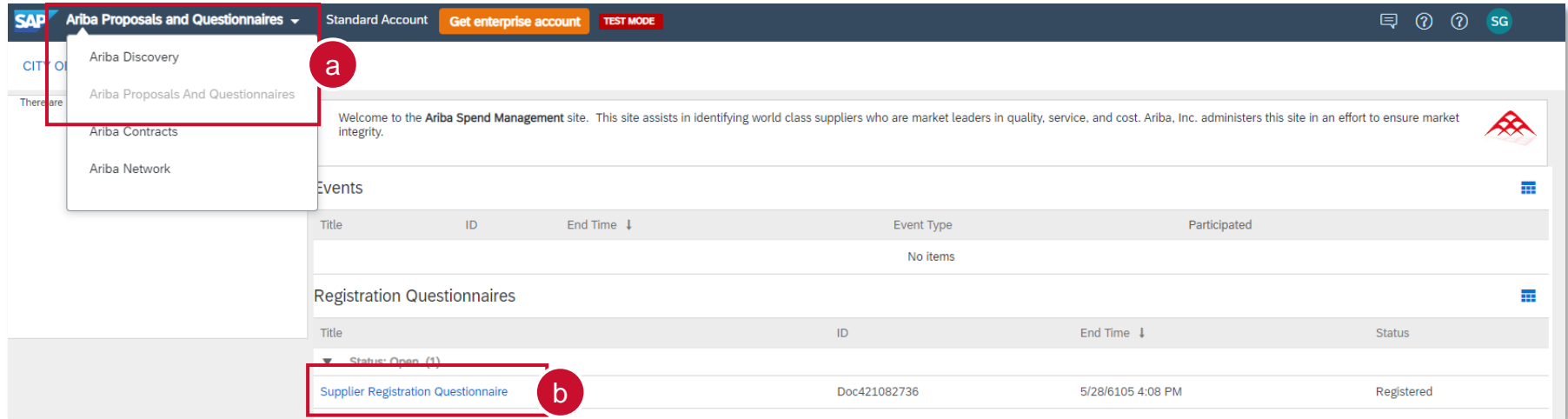




# Step 1: Sign In and Open Registration Questionnaire

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. The top navigation bar includes 'Ariba Proposals and Questionnaires' with a dropdown menu. Step 'a' points to the 'Ariba Proposals And Questionnaires' option in the dropdown. Below the navigation bar, there is a welcome message and an 'Events' section with a table showing 'No items'. The 'Registration Questionnaires' section contains a table with one entry: 'Supplier Registration Questionnaire' (ID: Doc421082736, Status: Registered). Step 'b' points to this entry.

Title	ID	End Time ↓	Status
Supplier Registration Questionnaire	Doc421082736	5/28/6105 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.

You have submitted a response for this event. Thank you for participating.

Revise Response



 Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK



Cancel





# SAP Business Network Navigation

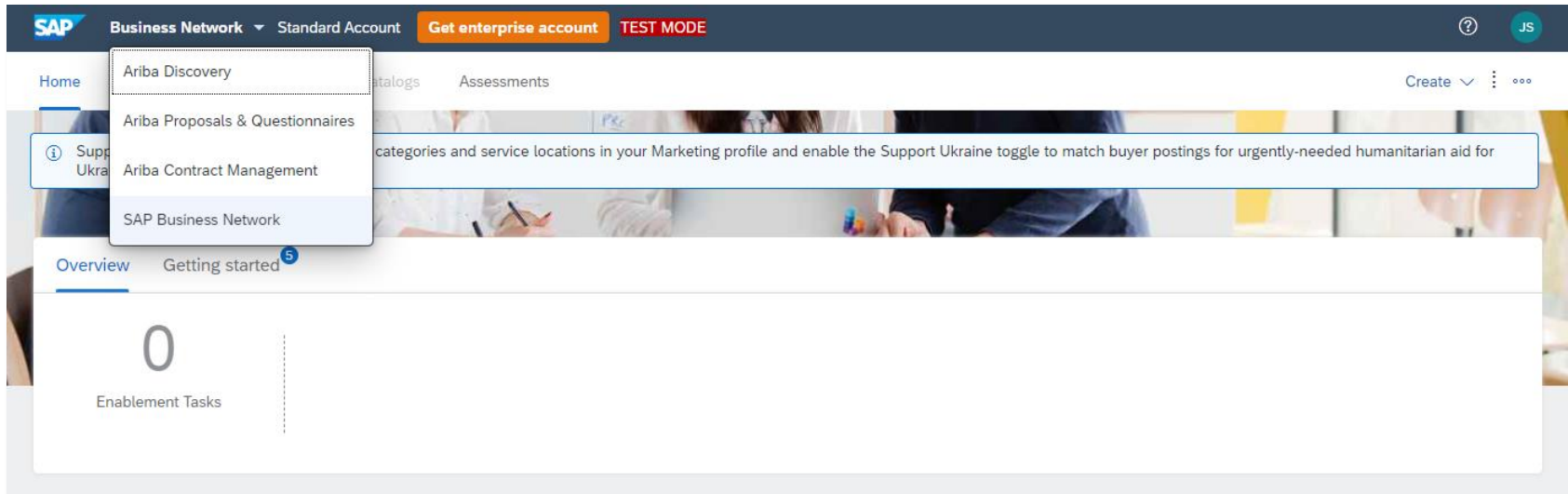




# SAP Ariba – Navigation Options

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

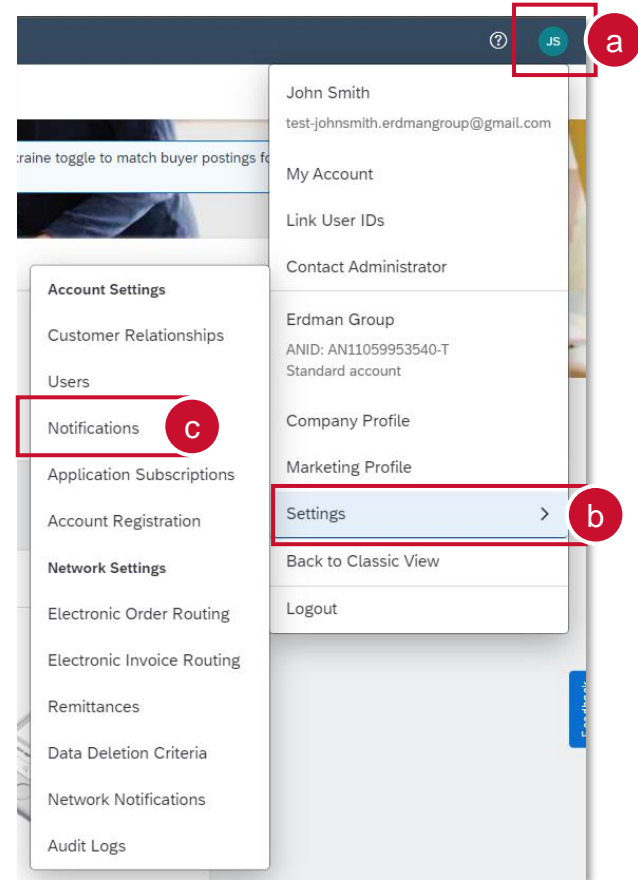
- **Ariba Discovery** – ability to explore available leads
- **Ariba Proposals & Questionnaires** – an overview of all of your leads previously registered to your ID
- **Ariba Contract Management** – view tasks related to contracts such as negotiation and signature tasks
- **SAP Business Network** –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



The screenshot displays the SAP Ariba user interface. At the top right, a user profile icon labeled 'JS' is highlighted with a red box and a red circle containing the letter 'a'. A dropdown menu is open, showing various options. The 'Settings' option is highlighted with a red box and a red circle containing the letter 'b'. Within the 'Settings' dropdown, the 'Notifications' option is highlighted with a red box and a red circle containing the letter 'c'. The background shows a user profile for John Smith with email test-johnsmith.erdmangroup@gmail.com and account details for Erdman Group.



## 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

The screenshot shows the 'Account Settings' interface. At the top right, there is a 'Save' button (annotated with 'g') and a 'Cancel' button. Below this, a green confirmation message states 'Your profile has been successfully updated.' (annotated with 'h'). The main content area has a navigation bar with tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'. Under 'Application Subscriptions', there are sub-tabs: 'General', 'Network', 'Discovery' (annotated with 'e'), and 'Posting & Contracts'. Below the sub-tabs, there is a note: 'Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the user controls the language used in these notifications.' The 'Business Opportunity' section contains three notification options, each with a checked checkbox: 'Send a notification when invited to a new business opportunity on Ariba Discovery.' (with an email field containing 'johnsmith.erdmangroup@gmail.com'), 'Receive a daily digest of postings that match your capabilities.' (annotated with 'f'), and 'Notify when a buyer sends a message'.

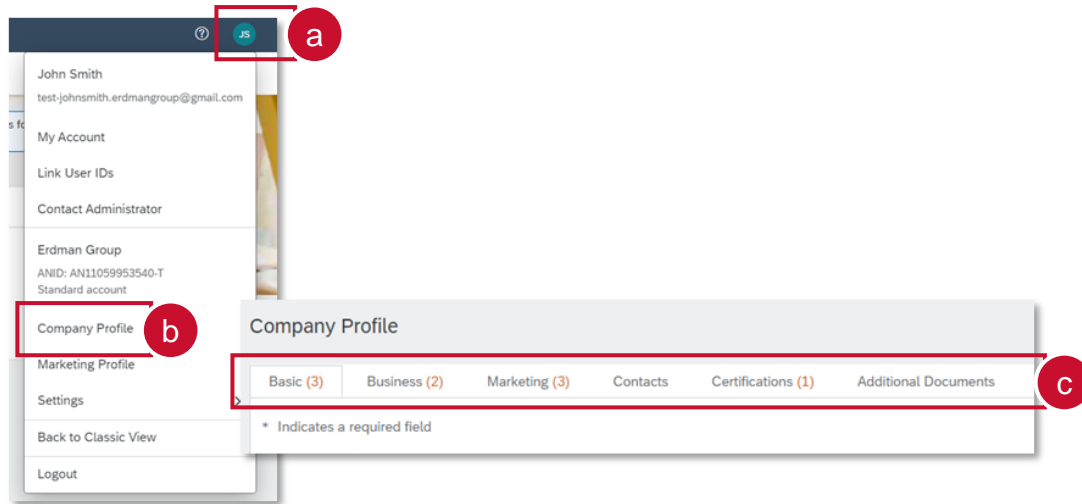




## Step 2: Managing Your Account

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



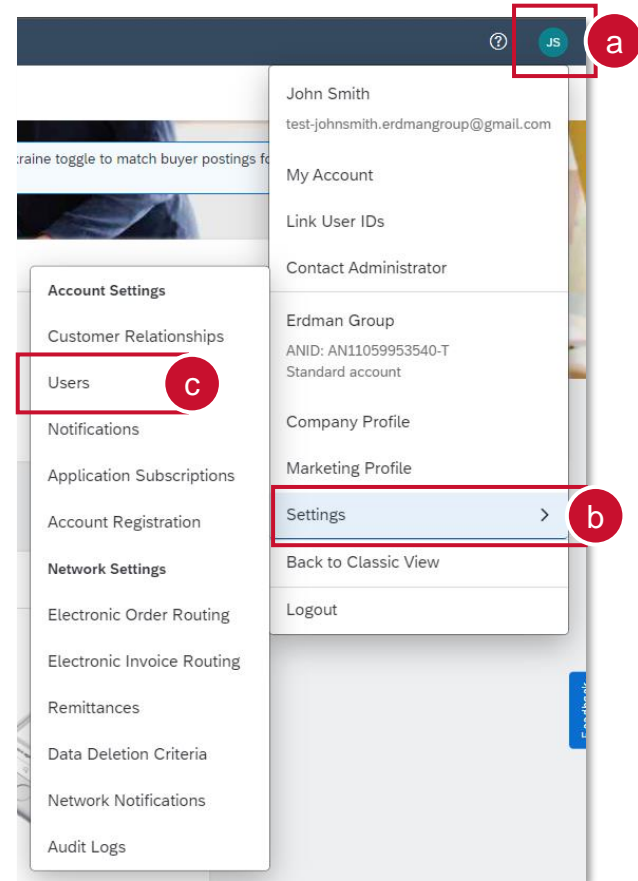


## Step 3: Create a New Role

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

Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration

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

**Roles** ( 1 )

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 v

Apply Reset

+ e

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
h ancel

\* Indicates a required field

**New Role Information**

Name:\*

Description:

f

**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"/>	cXML Configuration Configure account for cXML 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

g



## 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**

The screenshot displays the SAP Ariba user interface. In the top right corner, the user profile 'JS' is highlighted with a red box and labeled 'a'. A dropdown menu is open, showing account settings for John Smith (test-johnsmith.erdman@group@gmail.com). The 'Settings' option in this menu is highlighted with a red box and labeled 'b'. A secondary dropdown menu is open under 'Account Settings', with the 'Users' option highlighted by a red box and labeled 'c'. Other options in the 'Account Settings' menu include Customer Relationships, Notifications, Application Subscriptions, Account Registration, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Remittances, Data Deletion Criteria, Network Notifications, and Audit Logs.



# 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

Account Settings [Save](#) [Close](#)

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration

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

Users ( 1 )

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

**Filter**

Users (You can only search on one attribute at a time)

Username ▾  +

[Apply](#)   [Reset](#)

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	test-johnsmith.erdmangroup@gmail.com	johnsmith.erdmangroup@gmail.com	John	Smith	No	SOURCING_SUPPLIER_BASE.+5		All(0)	Yes	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">+</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">e</span>

↳ [Add to Contact List](#)   [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**

Create User

Done

i ncel

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.

### New User Information

Username:\*

Email Address:\*

First Name:\*

Last Name:\*

f

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone:

### Role Assignment

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

### Customer Assignment

Assign to Customer:  All Customers  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

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

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

Users ( 2 )

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username  +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	test-	johnsmith.erdman@group@gmail.com	John	Smith	No	SOURCING_SUPPLIER_BASE, +5		All(0)	Yes	
<input type="checkbox"/>	user@calgary.ca	user@calgary.ca	Tony	Stark	No	Sales		All(0)	Yes	Actions ▾

+ 📄 🗑️

↳ Add to Contact List Remove from Contact List

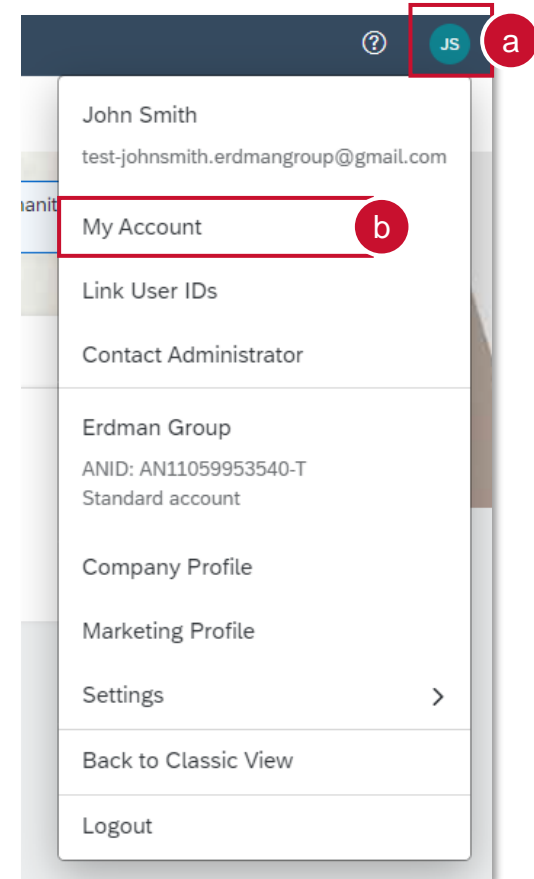




## Step 5: Updating Time Zone and Currency

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**

My Account

Account Settings

\* Indicates a required field

Account Information

Username:\* test-johnsmith.erdmangroup@gr ⓘ  
[Change Password](#)

Email Address:\* johnsmith.erdmangroup@gmail.c

First Name:\* John

Middle Name:

Last Name:\* Smith  
[Personal Information Change Log](#)

Business Role: Business Owner ▾

Preferences

Preferred Language: English ▾ ⓘ

Preferred Timezone:\* Canada/Mountain ▾ ⓘ **c**

Default Currency:\* Canadian Dollar [Select Currency](#) ⓘ **d**

Allow Me to Save Filter Preferences in the Inbox/Outbox **e**

**f** Save **g** Close



# 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.

Set Criteria Results

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:



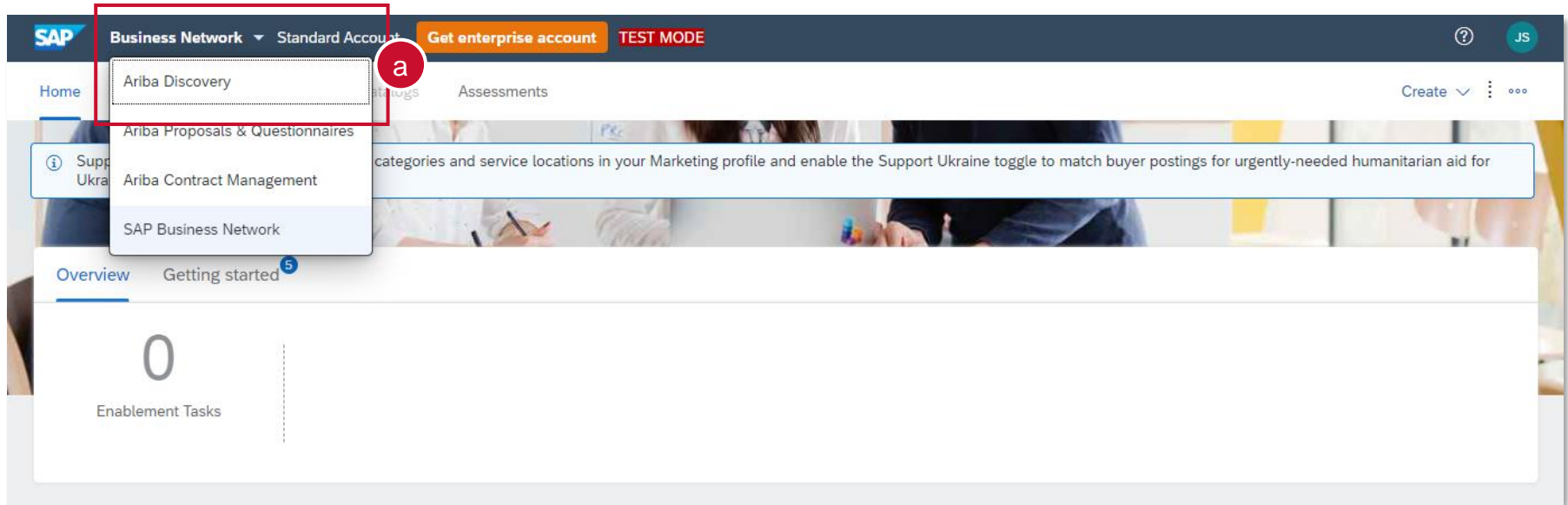
	Status	Title / Description	Jurisdiction	Closing Date (MM/dd/yyyy)	Posting Date (MM/dd/yyyy)
8	Open	<b>AB-2022-03698: GENERAL SECURITY GUARD DEPLOYMENT FOR FIXED POSTS (20-1715)</b> The City Of Calgary	Alberta	07/06/2022 04:00:59 PM Alberta Time	06/08/2022 10:04:24 AM Alberta Time
9	Open	<b>AB-2022-03575: 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**



The screenshot displays the SAP Business Network user interface. At the top, the SAP logo is on the left, followed by 'Business Network' and 'Standard Account'. To the right, there are buttons for 'Get enterprise account' and 'TEST MODE'. A user profile icon with the initials 'JS' is in the top right corner. Below the header, a navigation menu is visible, with 'Ariba Discovery' highlighted in a red box and a red circle containing the letter 'a' next to it. Other menu items include 'Home', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'SAP Business Network'. Below the navigation menu, there is a banner for 'Support Ukraine' with a toggle switch. The main content area shows 'Overview' and 'Getting started' tabs, with a large '0' indicating 'Enablement Tasks'.



# 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's 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 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 like 'Computer Hardware', 'Construction & Materials', etc. The main content area has a light blue background with a globe. It features a large heading 'Find the Right Sellers. For Any Project.' and a sub-heading 'Access over 4M trading partners worldwide.' Below this is a search bar with two input fields: 'Enter Product and Service Category' and 'Enter Location', and a yellow button that says 'It's Free! Start Now'. Underneath the search bar, there are three bullet points: '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

The screenshot shows the SAP Ariba Discovery interface. At the top, there are navigation tabs for 'I'm Buying' and 'I'm Selling'. Below this is the 'Discover New Business Opportunities' section, which includes a search bar and a 'Find' button (labeled 'c'). To the right of the search bar is an 'Advanced Search' link (labeled 'd'). On the left side, there is a 'Refine Match Criteria' sidebar (labeled 'e') with categories like 'Humanitarian Relief', 'Posting type', 'Date Started', and 'Date Closed'. The main content area displays 'Search Results 1 - 10 of 14,076'. The first result is 'RFQ - Test\_Event\_ABVSPQ2017111202' (labeled 'f'), which is highlighted with a red box. Below the search bar, there is a red box containing the text 'RFQ - Test\_Event\_ABVSPQ2017111202' and a red circle with the letter 'f' next to it.



# 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.

This is a public sector / buyer funded posting and you can respond for free ⓘ

## Underground Utility Locating Services

The City of Calgary

Posted On: 12 Apr 2022  
Open for bidding on: 12 Apr 2022  
Response Deadline: 9 May 2022 3:00 PM PDT

**a** [Respond to Posting](#) [Add to Watchlist](#) **b** [Not Interested](#) [Feedback](#) [Leave feedback](#)

Opportunity Amount: \$3,000,000.00 to \$8,000,000.00  
Contract Length: 6 months  
Response Deadline: 9 May 2022 3:00 PM PDT  
(Buyers can close postings early)  
Posting ID: 12785816(Doc3400692884)  
Posting Type: Request for Quotation  
Public Posting: <http://discovery.ariba.com/txx>

**Product and Service Categories**

- Landscaping services
- Asphalt
- Sidewalk or curb construction
- Gutters
- Topsoil

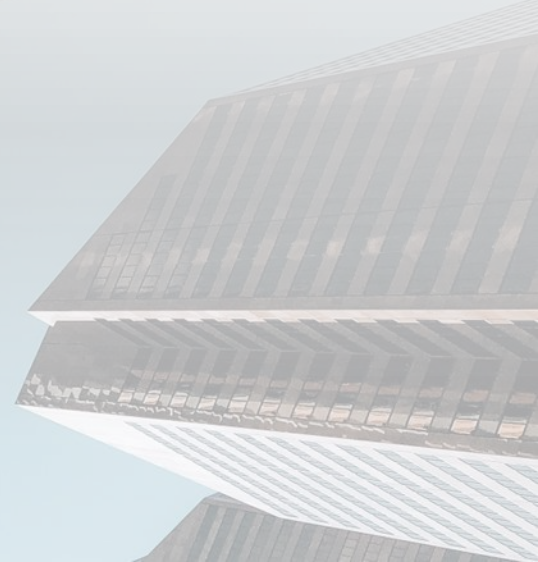
**Ship-to or Service Locations**

- Edmonton - Alberta

**c** **Posting Summary**  
This Contract shall include excavation, curb, gutter, sidewalk and commercial crossing concrete work, full depth reclamation (FDR) with foamed asphalt, catch basin (CB) replacement, surface milling, asphaltic 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 Standard 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.



# **Responding to Sourcing Events (RFx)**





## Responding to a Sourcing Event Invite

If you have been invited to participate in an RFX due to being pre-qualified in a specific category, you will receive an email from the City of Calgary requesting you to participate.

- a. Click **Click Here** to access *this event*

The screenshot shows an email from the City of Calgary. At the top left is the Calgary logo. The main text of the email reads: "City of Calgary - TEST has invited you to participate in the following event: RFP Procurement System. The event is set to begin on Thursday, May 5, 2022 at 3:24 PM, Pacific Daylight Time. Use the following username to log in to City of Calgary - TEST events: [sam.green@company.ca](mailto:sam.green@company.ca). [Click Here](#) to access this event." A red circle with the letter 'a' is drawn around the "Click Here" link. Below this, the email provides instructions on how to log in and register, and offers a "Forgot Password" link. It also provides contact information for Tony Stark. The footer contains the City of Calgary - TEST sourcing site information, the Ariba, Inc. address, and links for Data Policy, Contact Us, and Customer Support.



# Event Details Page -Timing

- Take note of the *Time remaining* to the closing of the event. You must submit your response prior to event closing. The *Time remaining* is found in the top right corner of the screen.
- In the event of an inconsistency with the submission deadline displayed here and any other location including the *Supplier Research Posting*, the deadline as displayed in this countdown clock will take precedence.

Event Details Doc421220179 - RFP Procurement System

Time remaining 29 days 23:49:19

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

SOURCING EVENT INFORMATION (Section 1 of 12) Next

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

Event Contents

All Content

1 SOURCING EVENT INFOR...

2 SECTION 1 - INTRODUC...

3 SECTION 2 - THE RFP ...

1.1 PROJECT SUMMARY Less...

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

1.2 PROJECT SPECIFIC DETAILS Less...

The Project consists of all of the Work described in the RFP.

1.3 CITY CONTACT Less...

The City Contact for the RFP is:

Tony Stark  
tony.stark@calgary.ca

Primary method of communication with the City Contact will be via Ariba

Next Section: SECTION 1 - INTRODUC...



# Event Details Page –The Console

On the main console there is a check list of all the steps you must complete. You can go back to each item and review it. All the check list items need to be completed to be able to submit your response.

Event Details Doc421220179 - RFP Procurement System Time remaining 29 days 23:49:19

You must decide whether or not you intend to participate in this event.

[Download Content](#)
[Intend to Participate](#)
[Decline to Participate](#)
[Print Event Information](#)

**SOURCING EVENT INFORMATION** (Section 1 of 12) Next >>

Name ↑	
<ul style="list-style-type: none"> <li>1 SOURCING EVENT INFORMATION</li> </ul>	
<ul style="list-style-type: none"> <li>1.1 PROJECT SUMMARY</li> </ul> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p>	Less... -
<ul style="list-style-type: none"> <li>1.2 PROJECT SPECIFIC DETAILS</li> </ul> <p>The Project consists of all of the Work described in the RFP.</p>	Less... -
<ul style="list-style-type: none"> <li>1.3 CITY CONTACT</li> </ul> <p>The City Contact for the RFP is:</p> <p>Tony Stark tony.stark@calgary.ca</p> <p>Primary method of communication with the City Contact will be via Ariba</p>	Less... -

Next Section: SECTION 1 - INTRODUC...



# Intending to Participate and Selecting Lots

If you were invited to the event, you must Intend to Participate

- a. Click Intend to Participate
- b. Go to the *Select Lots/Line Items* tab, select the lots you want to bid on and click **Confirm Selected Lots/Line Items**

**NOTE:** if all Lots/Line items have been made required by the City you will not have the option to select which lots you want to participate in.

The screenshot displays the 'Event Details' page for 'Doc421220179 - RFP Procurement System'. A yellow banner at the top states, 'You must decide whether or not you intend to participate in this event.' Below this banner are four buttons: 'Download Content', 'Intend to Participate' (highlighted with a red box), 'Decline to Participate', and 'Print Event Information'. The main content area is titled 'SOURCING EVENT INFORMATION' and contains sections for 'PROJECT SUMMARY', 'PROJECT SPECIFIC DETAILS', and 'CITY CONTACT'. A 'Select Lots' modal window is open in the foreground, showing a 'Lots Available for Bidding' table with columns for 'Name', 'Reason for not bidding', and 'Total Bid Price'. The 'Confirm Selected Lots/Line Items' button at the bottom of this modal is also highlighted with a red box. A sidebar on the left contains a 'Checklist' with items like 'Review Event Details', 'Select Lots/Line Items', and 'Submit Response'. A top right corner shows a 'Time remaining' of 29 days 23:49:19.





# Responding to Sourcing Events

The links below will help you navigate through this section:

<a href="#">Responding through the user interface (UI)</a>	49
<a href="#">View Section Weights for Evaluation</a>	52
<a href="#">Responding using Excel</a>	53
<a href="#">Revising a Response</a>	59
<a href="#">Missing Mandatory Items</a>	60
<a href="#">Communicating with the City</a>	61
<a href="#">Addendums</a>	64
<a href="#">Viewing the Ariba Proposals and Questionnaires</a>	65





# Step 1: Event Contents Review Responding Through the UI

You can review the Event Contents within SAP Ariba by clicking through the different section headers:

Event Details
Doc421220179 - RFP Procurement System
🕒 Time remaining  
29 days 10:05:22

Event Messages

Download Tutorials

Response Team

---

▼ Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Response

---

▼ Event Contents

- All Content
- 1 SOURCING EVENT INFOR...
- 2 SECTION 1 - INTRODUC...
- 3 SECTION 2 - THE RFP ...
- 4 SECTION 3 - THE RFP ...
- 5 SECTION 4 - SUBMISSI...
- 6 SECTION 5 - PROPOSAL...

Download Content
Select Lots
Print Event Information

### All Content

Name ↑	Extended Price
▶ 1 SOURCING EVENT INFORMATION	
▼ 2 SECTION 1 - INTRODUCTION	
▼ 2.1 Interpretation	
2.1.1 Unless otherwise defined in the RFP, capitalized terms and expressions have the meaning given to them in the Sample Contract Letter, and its schedules.	
2.1.2 In the RFP Documents: words in the singular include the plural and vice-versa; words in one gender include all genders; all references to dollar amounts are to the lawful currency of Canada; the words "will", "must" or "shall" will be construed and interpreted as synonymous; and the words "include", "includes", or "including" will not be considered to set forth an exhaustive list.	
2.1.3 All references in the RFP Documents to "discretion" or "sole discretion" means in the sole and absolute discretion of the party exercising the discretion.	
2.1.4 If the RFP Documents cite or refer to an Act, regulation, code, bylaw, policy, guideline, standard, or procedure, the citation or reference is to the Act, regulation, code, bylaw, policy, guideline, standard, or procedure as amended from time to time and includes reference to any Act, regulation, code, bylaw, policy, guideline, standard, or procedure that may be substituted in its place.	
▼ 2.2 Definitions	Less... <input type="text"/>
In the RFP Documents, the following terms have the meanings set out:	
2.2.1 <b>Addendum</b> means a written addendum to the RFP Documents issued by The City as set out in Section 4.6.	
2.2.2 <b>Additional Visit</b> means a visit to the Project Site by a Proponent subsequent to the Site Visit.	

---

### Event Overview and Timing Rules

Owner: <a href="#">Sam Bowyer</a> ⓘ	Currency: Canadian Dollar
Event Type: RFP	Commodity: Building and Construction and Maintenance Services 72
Publish time: 5/5/2022 4:24 PM	
Due date: 6/4/2022 4:24 PM	



## Step 2: Compose and Submit Response Responding Through the UI

Once you have accepted prerequisites and selected lots, you can compose and submit your bid.

- a. Ensure you are in the *Submit Response* section of the *Checklist*
- b. Read and respond to the questions throughout the Sourcing Event
  - Answers marked with an asterisk are mandatory. You will not be able to submit your bid if you do not complete these answers.
  - Answer types can vary; Yes/No, text, attachment, Money, etc.
- c. Click **Save draft** to save your answers; you can return prior to the event closing to edit saved answers.
- d. Click **Update Totals** to calculate and validate extended prices.
- e. Click **Submit Entire Response** when you are ready to submit your bid.



# Step 2: Compose and Submit Response (cont'd)

Console Doc421220179 - RFP Procurement System Time remaining 29 days 09:57:56

Event Messages  
Response History  
Response Team

**▼ Checklist**

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response a

**▼ Event Contents**

All Content

- 1 SOURCING EVENT INFOR...
- 2 SECTION 1 - INTRODU...
- 3 SECTION 2 - THE RFP ...
- 4 SECTION 3 - THE RFP ...
- 5 SECTION 4 - SUBMISSI...
- 6 SECTION 5 - PROPOSAL...
- 7 SECTION 6 - EVALUATI...

**All Content**

Name ↑	Extended Price
12.7.2 Download and review the Technical Submission Requirements document <a href="#">X 639 Appendix G Part 2 2021-05-13.docx</a> ↓	
12.7.3 Download and review the Financial Submission Requirements document <a href="#">X 639 Appendix G Part 3 2021-05-13.docx</a> ↓	
<b>▼ 12.8 TECHNICAL SUBMISSION</b>	
<b>▼ 12.8.1 General Requirements</b>	
12.8.1.1 All functionality being described within your proposal must be available within the current version of your proposed solution which is in full production and not any kind of testing or development phase.	* Yes <input type="text"/>
12.8.1.2 Describe the overall out-of-the-box functionality of the proposed solution: 1. List all components and modules proposed; 2. Describe the functionality of the proposed components or modules; 3. Describe the integration and Data flow from Procurement Planning through to Contract Lifecycle; and 4. Include screen prints and process flow diagrams to clarify the proposed functionality.	* Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. <span style="float: right;">b</span>
<b>▼ 12.8.2 Company Profile</b>	
12.8.2.1 Provide the number of years it has been delivering solutions similar to those outlined in this RFP	* 6-10 years <input type="text"/>
12.8.2.2 Upload your proposed teams resumes	Attach a file
<b>▼ 12.8.3 Project Methodology</b>	
12.8.3.1 Describe your project methodology for the implementation of the proposed solution.	More... +
12.8.3.2 Provide a high-level project management plan for the proposed solution	* Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. <span style="float: right;">c</span>
(*) Indicates a required field	

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

e
d
c



# View Section Weights Responding Through the UI

To see the section weights for evaluation:

- a. Click the **Table Options Menu** icon
- b. Select **Participants...**
- c. Select **Overall Weight**
- d. Click **OK**

The screenshot shows the SAP Ariba procurement system interface. The main content area displays a table of requirements under the heading "All Content". The table has columns for "Name" and "ID". The requirements listed are:

- 12.7.2 Download and review the Technical Submission Requirements document [X 639 Appendix G Part 2 2021-05-13.docx](#) ✓
- 12.7.3 Download and review the Financial Submission Requirements document [X 639 Appendix G Part 3 2021-05-13.docx](#) ✓
- 12.8 TECHNICAL SUBMISSION
  - 12.8.1 General Requirements
    - 12.8.1.1 All functionality being described within your proposal must be available within the current version of your proposed solution which is in full production and not any kind of testing or development phase.
    - 12.8.1.2 Describe the overall out-of-the-box functionality of the proposed solution:
      - List all components and modules proposed;
      - Describe the functionality of the proposed components or modules;
      - Describe the integration and Data flow from Procurement Planning through to Contract Lifecycle; and
      - Include screen prints and process flow diagrams to clarify the proposed functionality.
  - 12.8.2 Company Profile
    - 12.8.2.1 Provide the number of years it has been delivering solutions similar to those outlined in this RFP

At the bottom of the table, there is a note: "(\*) indicates a required field". Below the table are buttons for "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import".

Overlaid on the right side of the screenshot is a dialog box titled "Select Values for Participants...". The dialog box has a "Select / Filter" dropdown menu at the top, which is currently set to "Participants...". Below this is a "Pivot Table Layout" section with a "Show Detail Rows" checkbox. The main area of the dialog box is titled "Select values." and contains a list of checkboxes: "Participants..." (checked), "Overall Weight" (checked), and "My Response" (checked). At the bottom of the dialog box is an "OK" button.

Red circles with letters 'a' through 'd' are overlaid on the screenshot to indicate the steps:

- 'a' points to the table options menu icon (a small grid icon) in the top right corner of the table.
- 'b' points to the "Participants..." option in the "Select / Filter" dropdown menu.
- 'c' points to the "Overall Weight" checkbox in the "Select values." section.
- 'd' points to the "OK" button at the bottom of the dialog box.



# Step 1: Download the event content Responding Using Excel

To download the event into Excel

- a. Click **Download Content**
- b. Click **Download Content** in the Export Content to Excel screen
- c. Click **Download Attachments**

The screenshot displays the 'Event Details' page for 'Doc421220179 - RFP Procurement System'. A yellow banner at the top states: 'You must decide whether or not you intend to participate in this event.' Below this banner are four buttons: 'Download Content', 'Agree to Participate', 'Decline to Participate', and 'Print Event Information'. The 'Download Content' button is highlighted with a red box and a red circle containing the letter 'a'. The left sidebar shows a 'Checklist' with '1. Review Event Details' selected. Below the main content area, there is a table titled 'SOURCING EVENT INFORMATION' with columns for 'Name' and 'Less...'. The table contains three rows: '1.1 PROJECT SUMMARY', '1.2 PROJECT SPECIFIC DETAILS', and '1.3 CITY CONTACT'. An inset window titled 'Export Content to Excel' is overlaid on the bottom right. It contains two steps: 'Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded event. If you want to start over, click "Download Original Excel Bid Sheets."' and 'Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.' In this inset window, the 'Download Content' button is highlighted with a red box and a red circle labeled 'b', and the 'Download Attachments' button is highlighted with a red circle labeled 'c'. A 'Done' button is located in the top right corner of the inset window.



## Step 1: Download the event content (cont'd) Responding Using Excel

- d. Select the *Title* box to confirm selection of all documents within the Sourcing Event
- e. Click **Download Attachments**
- f. Click **Done** (and **Done** again to return to the Event Details screen)

**NOTE:** Downloading attachments can take several minutes

Download Attachments

Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the [More](#)

Selected Attachments Summary

Total Size (MB): 0.35  
Max Size (MB): 0.04  
Total Number: 9

Selected Items: 117

Download Attachments

Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 SOURCING EVENT INFORMATION
<input checked="" type="checkbox"/>	1.1 PROJECT SUMMARY
<input checked="" type="checkbox"/>	1.2 PROJECT SPECIFIC DETAILS
<input checked="" type="checkbox"/>	1.3 CITY CONTACT
<input checked="" type="checkbox"/>	1.4 PREQUALIFICATION
<input checked="" type="checkbox"/>	1.5 PROJECT SITE
<input checked="" type="checkbox"/>	1.6 TIMETABLE
<input checked="" type="checkbox"/>	1.7 PROPONENTS' MEETING
<input checked="" type="checkbox"/>	1.8 SITE VISIT





## Step 2: Compose Response in Excel Responding Using Excel

- a. Open the downloaded Excel document
- b. Review the submit instructions
  - Populate the questions throughout the tabs. Most, if not all, questions should be within the appendices tab.
  - Only edit file with your responses and do not embed any other file in the document, delete any content or make any format changes.
  - You do not have to complete all parts of the RFX to upload the file
  - **Questions that require an attachment upload will need to be completed in the UI.**

O24

Required Action

**Submit the answers to the questions.**

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 500000000 as text then you need to enter '500000000' in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.

Intend To Respond Instructions **Submit Response Instructions** 1 SOURCING EVENT INFORMATION



# Step 3: Upload Response from Excel Responding Using Excel

To submit your Excel response:

- Ensure you are in the *Submit Response* section of the *Checklist*
- Click **Excel Import**

The screenshot displays the SAP Ariba Supplier Guide interface for a procurement system. The main content area shows a checklist for 'Doc421220179 - RFP Procurement System'. The checklist is expanded to the '3. Submit Response' section, which is highlighted with a red box and a red circle containing the letter 'a'. The checklist items include '1. Review Event Details', '2. Select Lots/Line Items', and '3. Submit Response'. The '3. Submit Response' section is further expanded to show '12.8 TECHNICAL SUBMISSION' and '12.8.1 General Requirements'. The '12.8.1 General Requirements' section is further expanded to show '12.8.1.1 All functionality being described within your proposal must be available within the current version of your proposed solution which is in full production and not any kind of testing or development phase.' and '12.8.1.2 Describe the overall out-of-the-box functionality of the proposed solution:'. The '12.8.1.2' section is further expanded to show '1. List all components and modules proposed;', '2. Describe the functionality of the proposed components or modules;', '3. Describe the integration and Data flow from Procurement Planning through to Contract Lifecycle; and', and '4. Include screen prints and process flow diagrams to clarify the proposed functionality.'.

The bottom of the interface shows a navigation bar with several buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Excel Import' button is highlighted with a red box and a red circle containing the letter 'b'. The top right corner of the interface shows a clock icon and the text 'Time remaining 29 days 09:57:56'.



## Step 3: Upload Response from Excel (cont'd) Responding Using Excel

- c. Click **Choose File** to locate your file
- d. Click **Upload** to upload your file. Your responses will now be entered into the Event Contents
- e. SAP Ariba will notify you that the file upload was successful. Click **OK**.

Note: If you choose to upload your responses through Excel, this will overwrite any values you may have entered the event directly.

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content Download Attachments

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

Choose File None Open

OR drop file here

**Step 4.** Click **Upload** to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered.

Upload

**Import Successful**

✓ Your response has been imported successfully.  
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK



# Step 4: Submit Response Responding Using Excel

When all questions have been answered:

a. Click **Submit Entire Response**

Console Doc421220179 - RFP Procurement System Time remaining 29 days 09:57:56

Event Messages  
Response History  
Response Team

▼ Checklist

- Review Event Details
- Select Lots/Line Items
- Submit Response

▼ Event Contents

All Content

Name ↑	Extended Price
12.7.2 Download and review the Technical Submission Requirements document X 639 Appendix G Part 2 2021-05-13.docx	
12.7.3 Download and review the Financial Submission Requirements document X 639 Appendix G Part 3 2021-05-13.docx	
▼ 12.8 TECHNICAL SUBMISSION	
▼ 12.8.1 General Requirements	
12.8.1.1 All functionality being described within your proposal must be available within the current version of your proposed solution which is in full production and not any kind of testing or development phase.	* Yes
12.8.1.2 Describe the overall out-of-the-box functionality of the proposed solution: 1. List all components and modules proposed; 2. Describe the functionality of the proposed components or modules; 3. Describe the integration and Data flow from Procurement Planning through to Contract Lifecycle; and 4. Include screen prints and process flow diagrams to clarify the proposed functionality.	* Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua
▼ 12.8.2 Company Profile	
12.8.2.1 Provide the number of years it has been delivering solutions similar to those outlined in this RFP	* 6-10 years
12.8.2.2 Upload your proposed teams resumes	Attach a file
▼ 12.8.3 Project Methodology	More...
12.8.3.1 Describe your project methodology for the implementation of the proposed solution.	* Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua
12.8.3.2 Provide a high-level project management plan for the proposed solution	Attach a file

(\*) indicates a required field

**Submit Entire Response** a ite Totals Save draft Compose Message Excel Import



## Revising a Response

You can revise a submitted response prior to the event closing. The City Buyer will only see the last response that you have submitted.

a. Click **Revise Response** and follow the prompts

The answers will be auto-filled with your previously submitted response. Select answers and revise as necessary, then click **Submit Entire Response** to submit your revised response.

If the event closes before a revised response has been submitted, the last submitted response will be submitted for evaluation.

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

a



## Missing Mandatory Items - Error Message

- If you miss a mandatory question or it is incomplete, you will trigger a red error message at the top of the screen.
- Read the message it will describe the exact question or line item number and the name of the question or line item.



**There are 36 problems that require completion or correction in order to complete your request.**

Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.



[< Previous](#) | [Next >](#)



# Communicating with the City

All communication regarding the Sourcing Event must be submitted through SAP Ariba. To view messages and submit a question:

- a. Click **Event Messages**

Console
Doc421220179 - RFP Procurement System
Time remaining  
29 days 05:28:05

- Event Messages a
- Response History
- Response Team

▼ Checklist

- 1. Review Event Details

All Content ☰ | ▼

Name ↑	Extended Price
▼ 1 SOURCING EVENT INFORMATION	
1.1 PROJECT SUMMARY	Less... <input type="text" value="-"/>
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	





## Communicating with the City (cont'd)

On Event Messages, you can:

- b. Review and reply to messages from the City Buyer by selecting the message and clicking **Reply** (alternatively, you can open the message by selecting the message, clicking **View** and replying within the message)
- c. Submit your own message by clicking **Compose Message**

Event Messages - RFP Procurement System [Back to Console](#)

🕒 Time remaining  
29 days 05:12:54

Messages ☰

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input checked="" type="radio"/> MSG41143884	No	06/06/2022 11:10 AM	City of Calgary - TEST	Tony Stark	Participants (1) Team (8)	Doc421220179 - RFP Procurement System CLARIFICATION
<input type="radio"/> MSG41093862	Not Applicable	05/05/2022 04:24 PM	City of Calgary - TEST	Tony Stark	Sam Green	City of Calgary - TEST has invited you to participate in an event: RFP Procurement System.



## Communicating with the City (cont'd)

On the Compose New Message screen

- d. Add an optional attachment
- e. Insert your message
- f. Click **Send**

Compose New Message

From: CAPITAL INDUSTRIAL

To: Project Team

Subject: Doc421220179 - RFP Procurement System

Attachments: [Attach a file](#)

1 (8 pt) — font —

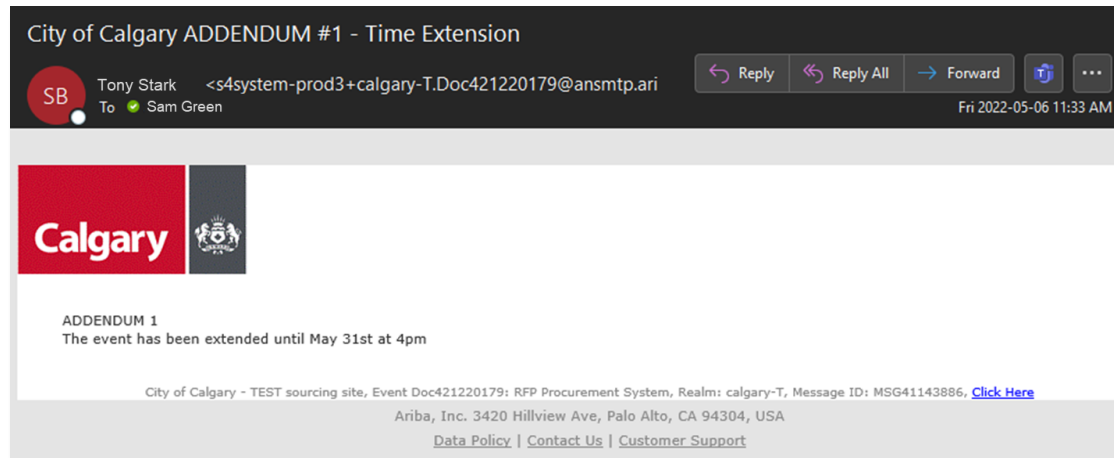
Insert message

Send Cancel



## Addendum

- Bidders will receive an email update when an Addendum has been issued to an event they have responded to.
- Any addenda will automatically be updated within the events contents. The list of addenda will appear in the Event Messages.
- It is the Bidder's responsibility to review all addenda issued by the City prior to the Event Closing. If any addenda are issued after the Bidder has submitted a response, the Bidder must review addenda and determine if a revised response must be submitted.





# Viewing the Ariba Proposals and Questionnaires

The *Ariba Proposals and Questionnaires* section provides a list of previously accessed Sourcing Events. To access this section:

- a. Ensure you are on the *Ariba Proposals and Questionnaires* section
- b. Ensure you the selected customer is *City of Calgary*
- c. A list of events that you have previously accessed are organized by status in the *Events* section (Open, Pending Selection, Completed)
- d. Expand the sections to see Sourcing Events by status and *select* the event for more information

The screenshot displays the SAP Ariba Spend Management interface. At the top, the navigation bar shows 'Ariba Proposals and Questionnaires' selected (a). Below it, the customer selection dropdown is set to 'City of Calgary' (b). The main content area features a welcome message and an 'Events' table. The table is organized by status, with 'Status: Open (1)' (c) and 'Status: Pending Selection (2)' (d) expanded. The following table represents the data shown in the 'Status: Pending Selection (2)' section:

Title	ID	End Time ↓	Event Type	Participated
RFP Procurement System	Doc421220179	6/4/2022 4:24 PM	RFP	No



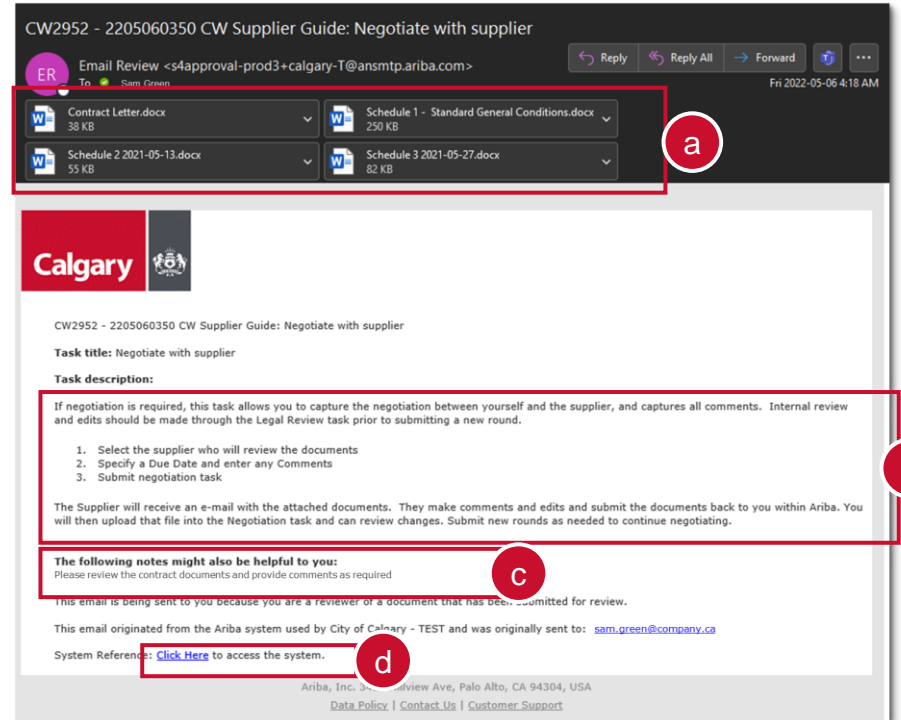
# Receive Contract Notification



# Step 1: Receive Contract Notification

SAP Ariba facilitates communication between your organization and the City of Calgary during the contract negotiation phase. When a City Buyer is ready to begin contract negotiation, you will receive an email:

- Save the draft contract documents from the email attachment for your review.
- The task description section is automatically included in your email notification. **Note that these instructions are included on the negotiation task for our City Buyers. You may disregard this section.**
- The following notes might also be helpful to you:* displays comments from the City Buyer.
- Use the **Click Here** link to log in to your SAP Business Network account and go directly to the contract negotiation task.





# Step 2: Create Counter Proposal

a. If you would like any portion of the draft contract to be revised, select Create Counter Proposal.

Negotiation Task
Exit

---

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. Additional task instructions are presented below.

2205060350 CW Supplier Guide / [Negotiate with supplier](#)

---

TSK421331272 Negotiate with supplier
Round 1: Awaiting Response(s) ⓘ

---

If negotiation is required, this task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be made through the Legal Review task prior to submitting a new round.

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task

The Supplier will receive an e-mail with the attached documents. They make comments and edits and submit the documents back to you within Ariba. You will then upload that file into the Negotiation task and can review changes. Submit new rounds as needed to continue negotiating.

**Sam Bowyer**  
Please review the attached contract documents and provide any comments

Contract Documents (Read Only)

📄 Contract Letter ▾

📄 Schedule 1 - Standard General Conditions ▾

📄 Schedule 2 2021-05-13 ▾

📄 Schedule 3 2021-05-27 ▾

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal ⓘ

a

Accept Proposal ⓘ

---

Properties
Task History

---

Owner
Date

Sam Bowyer ▾
 05/06/2022 03:54 AM

Please review the attached contract documents and provide any comments





## Step 2: Create Counter Proposal (cont'd)

- b. Provide a *Message* to the Buyer in the large textbox at the top of the screen
- c. Click **Choose File** to attach your counter proposal for the applicable document(s)
- d. Click **OK**

Counter Proposal

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. [More](#)

Message:

Countered

Access Control: (No additional restrictions)

Document	Attach Revised Document
Contract Documents	<input type="button" value="Choose File"/> No file chosen Or drop file here
Contract Letter	<input type="button" value="Choose File"/> No file chosen Or drop file here
Schedule 1 - Standard General Conditions	<input type="button" value="Choose File"/> No file chosen Or drop file here
Schedule 2 2021-05-13	<input type="button" value="Choose File"/> No file chosen Or drop file here



## Step 3: Receive Counter Proposal

If the City Buyer responds with another counter proposal, you will receive an email asking you to act.

- a. Save the draft contract documents from the email attachment for your review.
- b. The task description section is automatically included in your email notification. **Note that these instructions are included on the negotiation task for our City Buyers. You may disregard this section.**
- c. *The following notes might also be helpful to you:* displays comments from the City Buyer.
- d. Use the **Click Here** link to log in to your SAP Business Network account and go directly to the contract negotiation task.

The screenshot shows an email from 'Email Review <s4approval-prod3+calgary-T@ansmtp.ariba.com>' to 'Sam Green' on 'Fri 2022-05-06 4:18 AM'. The email contains four attachments: 'Contract Letter.docx' (38 KB), 'Schedule 1 - Standard General Conditions.docx' (250 KB), 'Schedule 2 2021-05-13.docx' (55 KB), and 'Schedule 3 2021-05-27.docx' (82 KB). The main body of the email includes the City of Calgary logo, the task title 'Negotiate with supplier', and a detailed task description. The task description explains the negotiation process and lists three steps: 1. Select the supplier who will review the documents, 2. Specify a Due Date and enter any Comments, and 3. Submit negotiation task. Below the task description, there is a section titled 'The following notes might also be helpful to you:' which says 'Please review the countered documents'. At the bottom, there is a system reference with a 'Click Here' link to access the system. The email footer includes the Ariba, Inc. address and contact information. Red boxes and letters (a, b, c, d) are overlaid on the image to highlight specific elements: 'a' points to the attachments, 'b' points to the task description, 'c' points to the helpful notes section, and 'd' points to the 'Click Here' link.



# Step 4: Accept Contract Proposal

You and the City Buyer may continue creating counter proposals until the negotiation is complete. When you are ready to accept the City Buyer's latest proposal:

a. Click **Accept Proposal**

Negotiation Task Exit

---

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. Additional task instructions are presented below.

2205060350 CW Supplier Guide / [Negotiate with supplier](#)

---

TSK421331272 Negotiate with supplier Round 1: Awaiting Response(s) ⓘ

---

If negotiation is required, this task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be made through the Legal Review task prior to submitting a new round.

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task

The Supplier will receive an e-mail with the attached documents. They make comments and edits and submit the documents back to you within Ariba. You will then upload that file into the Negotiation task and can review changes. Submit new rounds as needed to continue negotiating.

**Sam Bowyer**  
Please review the attached contract documents and provide any comments

Contract Documents (Read Only)

- Contract Letter ▾
- Schedule 1 - Standard General Conditions ▾
- Schedule 2 2021-05-13 ▾
- Schedule 3 2021-05-27 ▾

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal ⓘ

Accept Proposal ⓘ

---

Properties
Task History

---

Owner
Date

<b>Sam Bowyer</b> ▾	05/06/2022 03:54 AM
---------------------	---------------------

Please review the attached contract documents and provide any comments



## Step 4: Accept Contract Proposal (cont'd)

- b. Type a *Message* to the City Buyer in the text box
- c. Click **OK**

Proposal Accepted

OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. [More](#)

Message:

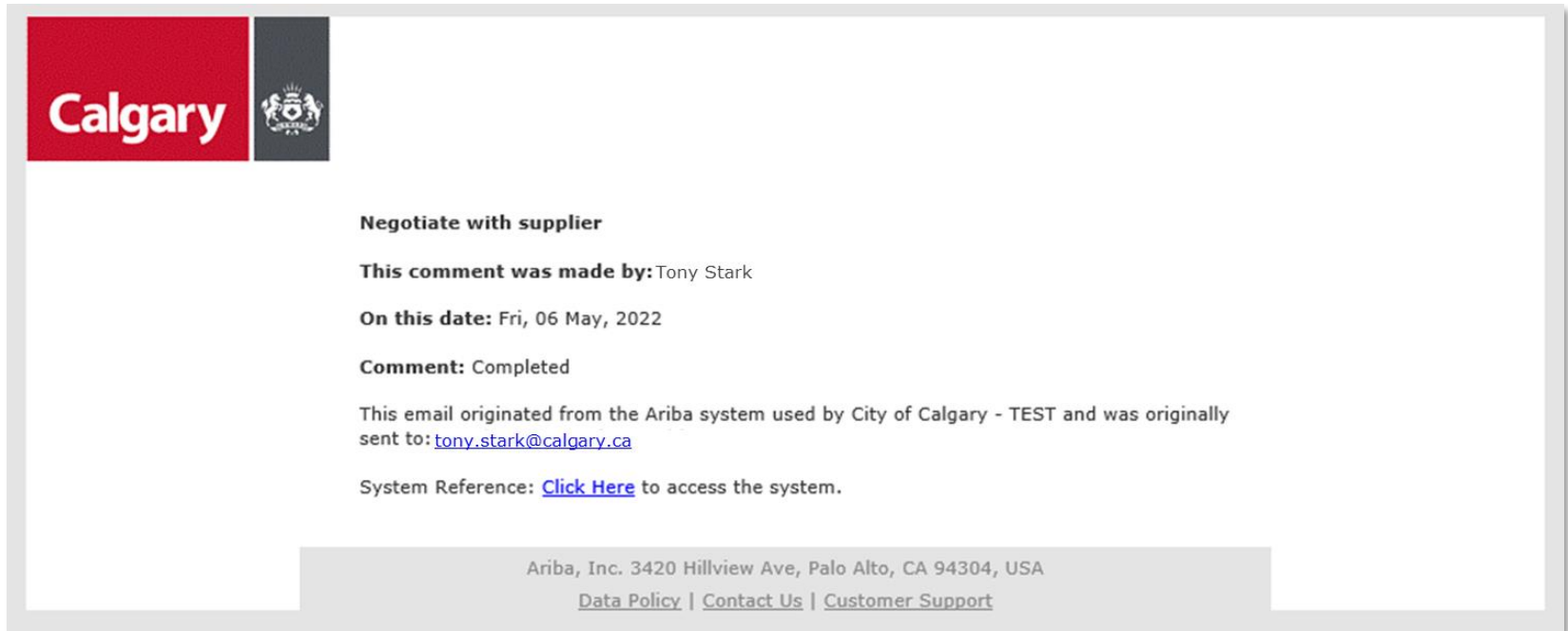
Proposal Accepted

Access Control: (No additional restrictions) ⓘ



## Step 5: City Acceptance

If the City Buyer accepts one of your counter proposals, you will receive an email notification like the one shown below. The comment “Completed” will show by default, but the Buyer can edit this message as needed.





# DocuSign



SAP Ariba works together with DocuSign to facilitate the collection of signatures on contract documents. When a City Buyer needs you to sign a document, you will receive an email. Use the link in the email to access, review, and sign the document.

If you are new to DocuSign, you can review their instructions on [How to Sign a DocuSign Document](#).

## DocuSign



Tony Stark sent you a document to review and sign

[REVIEW DOCUMENT](#)

**Tony Stark**

[tony.stark@calgary.ca](mailto:tony.stark@calgary.ca)

Please review and sign

### Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

### Alternate Signing Method

Visit [DocuSign.com](https://www.docusign.com), click 'Access Documents', and enter the security code:  
1C2C4AA7F8124155B440420CB4C1524B1





# **Supplier Performance Management Scorecards**

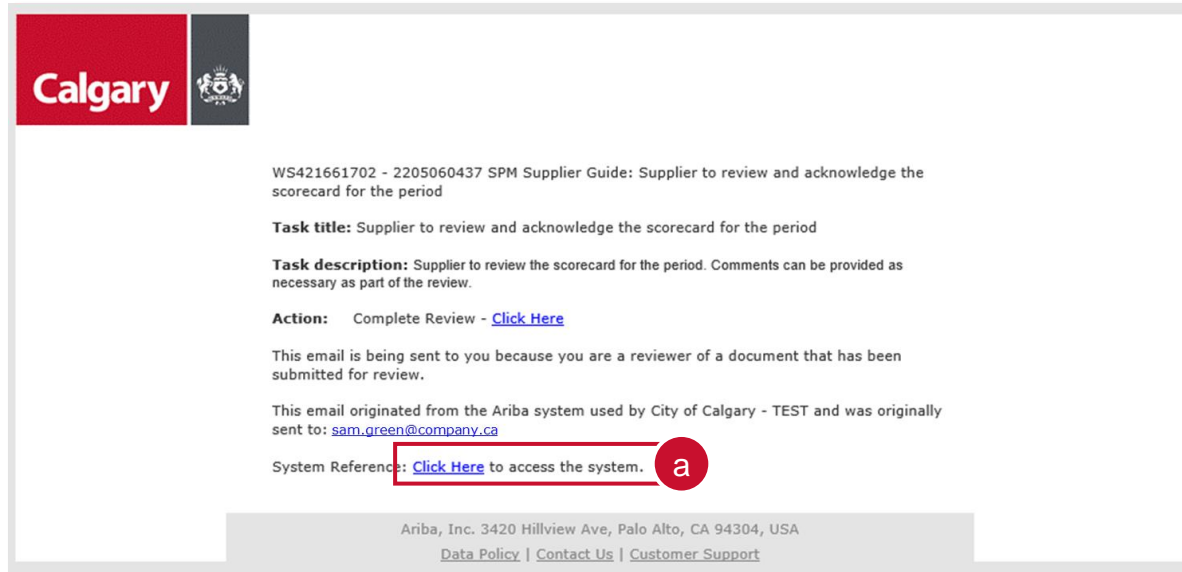




## Step 1: Receive Scorecard Review

If you are selected to participate in Ariba Supplier Performance Management, scorecards that show your score on each of the goals your company has established with the City will be published periodically to your account. You will receive an email to acknowledge your review of the scorecard for the period.

- a. Click **Click Here** to access the system and login to your SAP Business Network account





## Step 2: Review Scorecard

You will be directed to the Review Task screen

- a. Click the *Master Scorecard for the period* and select **Open**

Review Task Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can [More](#)

[2205060437 SPM Supplier Guide](#) / [Monitor Performance - Quarterly \(Jun 2022\)](#) / [Supplier to review and acknowledge the s...](#)

TSK421661763 Supplier to review and acknowledge the scorecard for the period Round 1: Awaiting Response(s) ⓘ

Supplier to review the scorecard for the period. Comments can be provided as necessary as part of the review.

**Tony Stark**  
Please review the scorecard for the period

Master Scorecard (Jun 2022) ▾

Action
Open

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.

Complete Review ⓘ



## Step 2: Review Scorecard (cont'd)

- b. The name of each Key Performance Indicator (KPI) is listed in bold.
- c. The weight column describes how the score for each KPI is weighted relative to the others is your overall grade. In this example, the weight of each KPI is equal, so no KPI's grade has a greater effect on your overall grade than others do.
- d. Your current score for each KPI is listed in the Grade column. Grades in red font are below the target grade set for that KPI.
- e. Click **Done**

Master Scorecard (Jun 2022) e

Review your scorecard, paying attention to those grades highlighted as being below the target grade. Note, the owner may not have granted you full visibility to [More](#)

CAPITAL INDUSTRIAL Performance from 02/28/2022 to 05/30/2022

Name	Weight	Grade
<b>Totals</b>	2	62.42% (D)
<b>1 Customer Service</b>	1	66.67% (D)
1.1 Administration	1	80.00% (D)
Value 80%		
1.2 Communication	1	60.00% (D)
Value 60%		
1.3 Cooperation/Flexibility	1	80.00% (D)
Value 80%		
1.4 Invoicing	1	60.00% (D)
Value 60%		
1.5 Public Relations/Complaints	1	40.00% (D)
Value 40%		
1.6 Response	1	80.00% (D)

*Note: In the original image, the 'Name' column is highlighted with a red box (b), the 'Weight' column is highlighted with a red box (c), the 'Grade' column is highlighted with a red box (d), and the 'Done' button is highlighted with a red box (e). The grade for '1.5 Public Relations/Complaints' is highlighted in red in the original image.*



## Step 3: Acknowledge Review

Once you have reviewed your scorecard, acknowledge the review:

- a. Click **Complete Review**
- b. Add an optional *Message*
- c. Click **OK**

The screenshot displays the 'Review Task' interface. On the left, a 'Review Task' card shows details for 'TSK421661763 Supplier to review and acknowledge the scorecard for the period' and a 'Complete Review' button highlighted with a red box and labeled 'a'. On the right, a 'Reviewed' dialog box is open, showing a 'Message' field with the text 'Reviewed' and an 'OK' button highlighted with a red box and labeled 'c'. A red box around the message field is labeled 'b'. The 'Access Control' dropdown is set to '(No additional restrictions)'.



# Viewing Scorecards in the SAP Business Network

- a. To view past scorecards, log in to your SAP Business Network account and ensure that you are in the Proposals and Questionnaires section.
- b. You can review the *Performance From* and *Performance To* dates to understand the time period to which the scorecard applies.
- c. Each Scorecard will have a title, which typically includes the contract ID and the month and year when that scorecard was published. Click on a *scorecard's title* to open it.

The screenshot shows the SAP Ariba interface for the City of Calgary. The navigation bar includes 'Ariba Proposals and Questionnaires' (highlighted with a red box and 'a'), 'My Account', 'Get enterprise account', and 'TEST MODE'. The main content area displays a 'Scorecards' table with the following data:

Title	ID	Project Title	Performance From	Performance To ↓
Master Scorecard (Jun 2022) (highlighted with a red box and 'c')	0c421661758	2205060437 SPM Supplier Guide	02/28/2022	05/30/2022 (highlighted with a red box and 'b')





## **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 [www.calgary.ca](http://www.calgary.ca) and search “SAP Ariba” to access to more information on the City of Calgary Supply Management’s implementation of SAP Ariba.

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

