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NOTE: User interfaces within SAP Business Network may vary based on system updates and account configurations. As a result, the screenshots and examples provided in this guide may differ slightly from what you see; however, the documented process and instructions remain applicable.

Purpose:

This guide explains how suppliers use SAP Business Network to take part in procurement events posted by The City of Calgary.

Instructions:

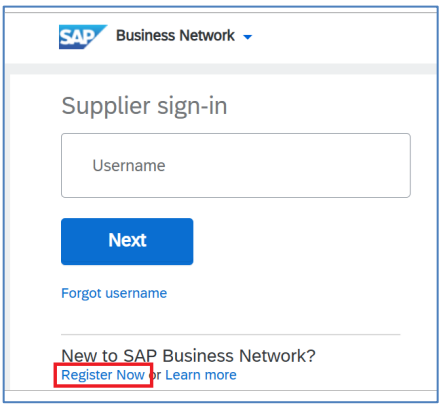
Create an SAP Business Network Account

Suppliers who want to bid on a City of Calgary procurement posted on SAP Discovery must submit their bids through an SAP Business Network account.

Contact information

Access the SAP Business Network

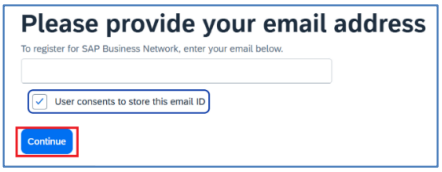
1. Open the SAP Business Network Supplier Sign-in page.
2. Click **Register Now**.

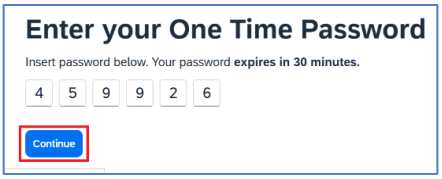


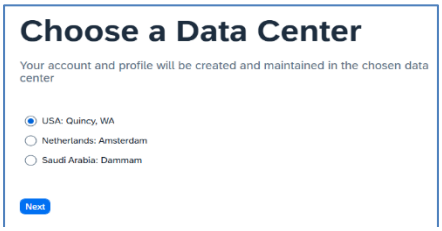
Validate your email address

3. Enter your email address.
4. Select **User consents to store this email ID**.
5. Click **Continue**.
6. Enter the one-time password that is sent to the email address you provided.
7. Click **Continue**

   Select **USA: Quincy, WA** as the chosen data centre and click **Next**







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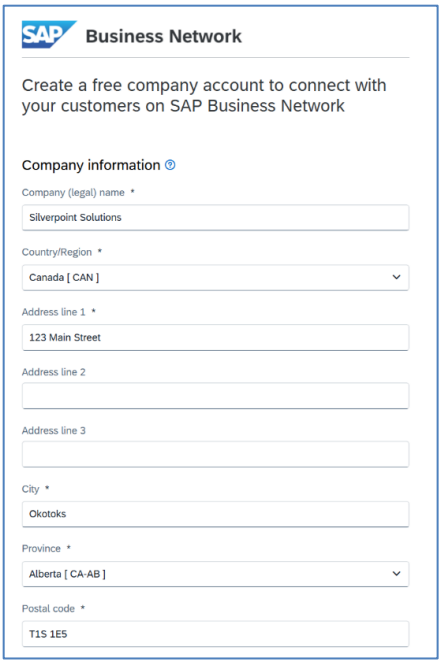
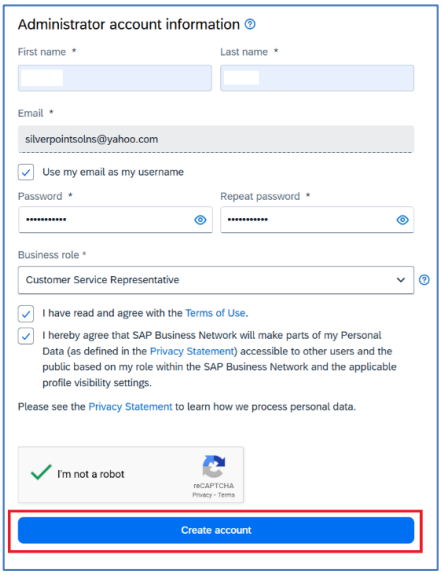
Provide company information

8. Enter your **Company information**.



Provide administrator information

9. Enter the **Administrator account information**.
10. Click **Create account**.



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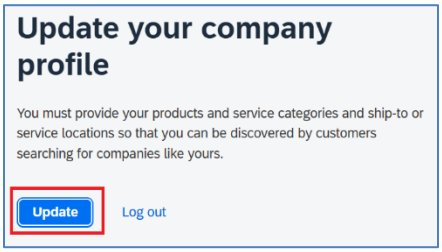
Confirm account set up

You will receive an email from SAP Business Network confirming the account set up.

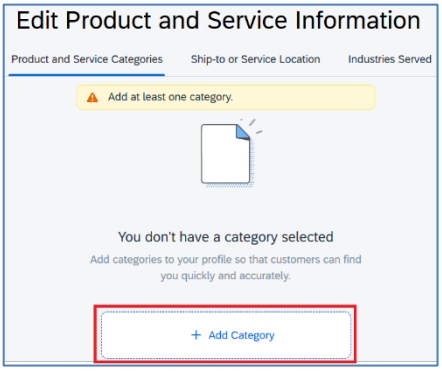
11. Click the link in the email to open the SAP Business Network login page.
12. Login to your account.
13. Click **Update** to open the **Edit Product and Service Information** page



Operational information

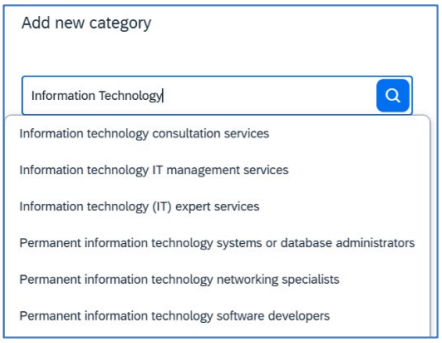
Add product and service information

14. Click **+ Add Category** to open the **Add new category** page



Select products and services

15. Enter a search term into the search field.
16. Select a category from the list.
17. Repeat the above steps to add additional categories, if required.
18. Click **Add** at the bottom of the page.



The selected category(ies) appear(s) on the **Edit Product and Service Information** page:

Add location information

19. Click **Ship-to or Service Location**.

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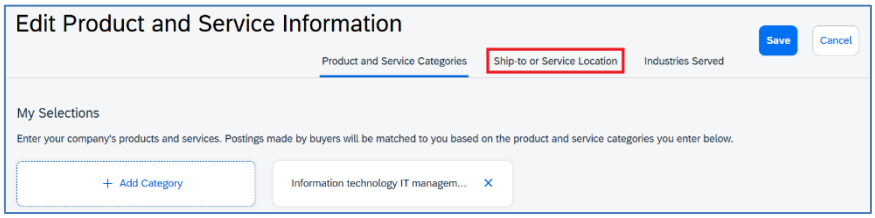
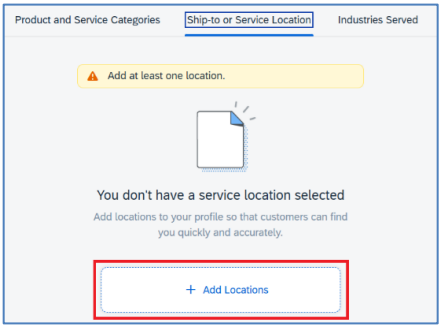
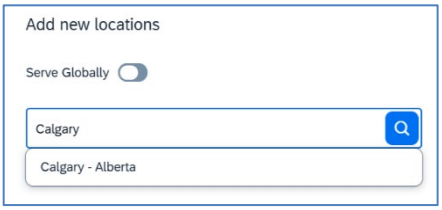


20. Click **+ Add Locations** to open the **Add new locations** page.



Select locations

21. Enter a location into the search field.
22. Select a location from the list.
23. Repeat the above steps to add any additional locations from where you provide services.

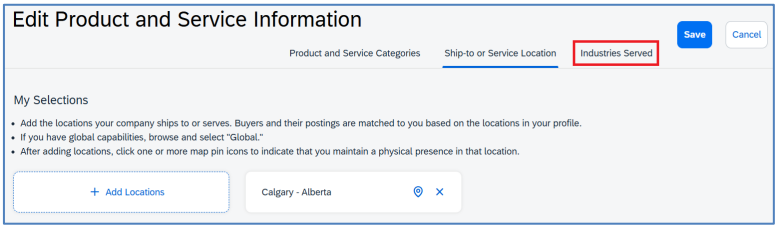


24. Click **Add** at the bottom of the page.

The selected location(s) appear(s) on the **Edit Product and Service Information** page:

Add industries

25. Click **Industries Served**.



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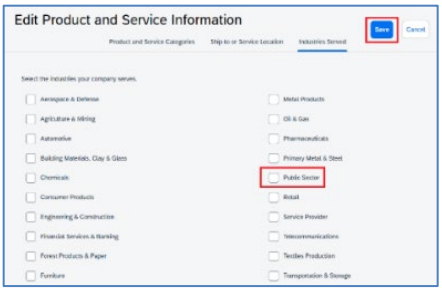
Select industries

Select the industries your company serves.



26. Select **Public Sector**.
27. Select all other applicable industries.
28. Click **Save**.

The SAP Business Network landing page for your supplier account opens.

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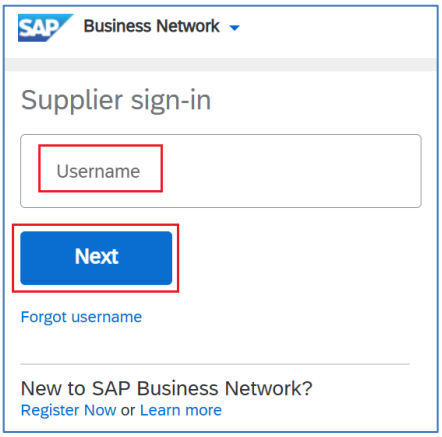
LOG INTO EXISTING SAP BUSINESS NETWORK ACCOUNT

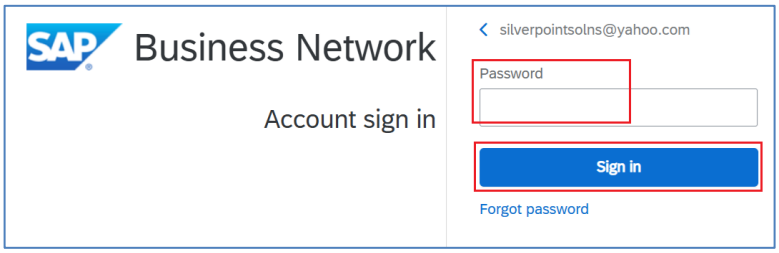
Enter Username

1. Open the SAP Business Network Supplier Sign-in page.
2. Enter your **Username**.
3. Click **Next**.



Enter Password

4. Enter your **password**.
5. Click **Sign in**.



The SAP Business Network landing page for your supplier account opens.

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Prequalified and Non-Prequalified Suppliers

Suppliers participate in City sourcing events on either a prequalified or non-prequalified basis.

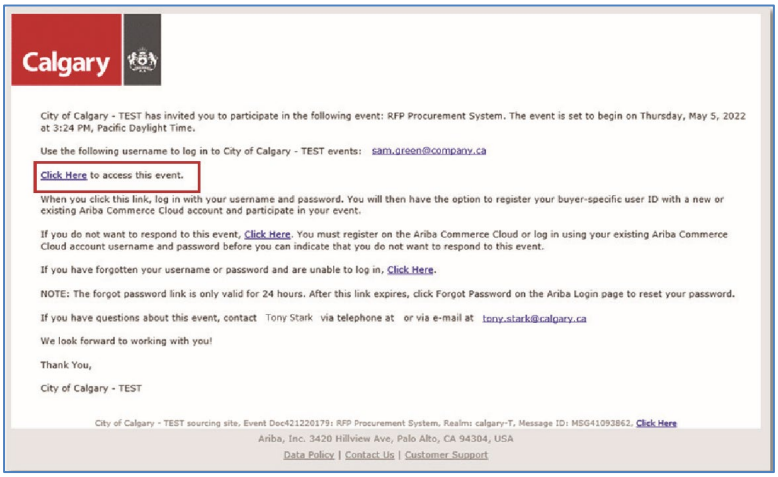
Prequalification is the process by which The City shortlists potential suppliers for future procurement opportunities, using predetermined criteria to assess whether they have the necessary financial capacity, technical expertise, managerial ability, project success, or relevant experience to undertake the project at hand

A contract or purchase order does not result directly from the prequalification process. A further selection and award process must occur.

Suppliers can prequalify under the categories of construction, consulting, engineering and architecture.

Refer to the Prequalification page on The City's website for more information.

Prequalified or non-prequalified suppliers access sourcing events in different ways.

Supplier type	Access to City sourcing events
Non-prequalified	Refer to *Locate Open City of Calgary Opportunities*.
Prequalified	Prequalified suppliers may be invited to participate in an RFx for an event in a category for which they are prequalified. i. On the email invitation, click **Click Here to access this event**.  ii. Refer to *Bid on Posted City Opportunity*.

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LOCATE OPEN CITY OF CALGARY OPPORTUNITIES (FOR NON-PREQUALIFIED SUPPLIERS)

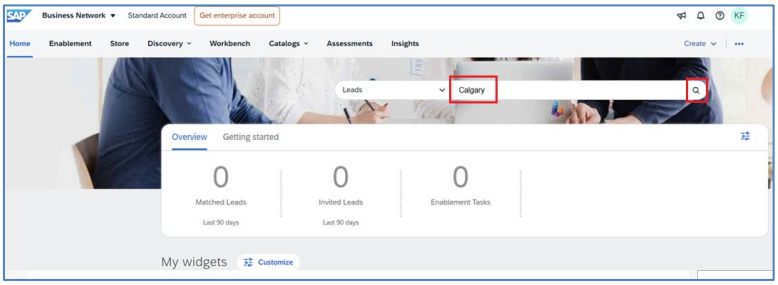
You can search for open opportunities with The City on SAP Discovery in either of the following ways:

- Search for all open opportunities at The City.
- Search for a specific open opportunity at The City.

Search for all open opportunities

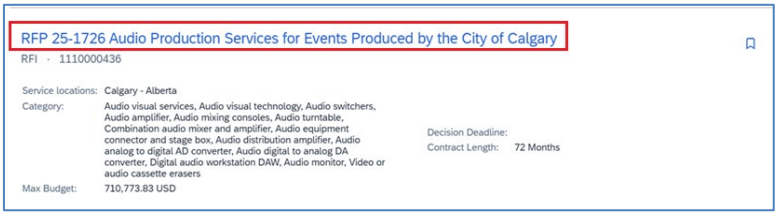
Search within Calgary

1. Log into the SAP Business Network.
2. Enter *Calgary* in the search bar.
3. Click the **magnifying glass**.



Select an opportunity

4. Click the title of a posted opportunity to learn more details.



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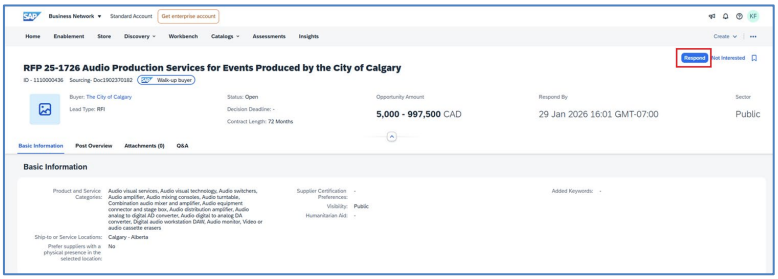
Respond to posting

5. Click **Respond**.

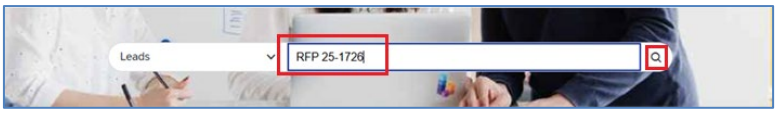


6. Go to *Bid on Posted City Opportunity*.

Search for a specific open opportunity

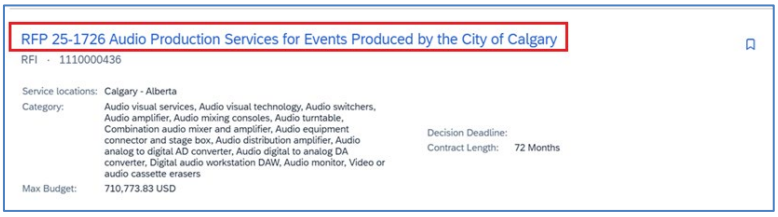
Search by RFx number

1. Log into the SAP Business Network.
2. Enter an RFx number into the **By Product** field.
3. Click the **magnifying glass**.



View an opportunity

4. Click the title of a posted opportunity to learn more details.



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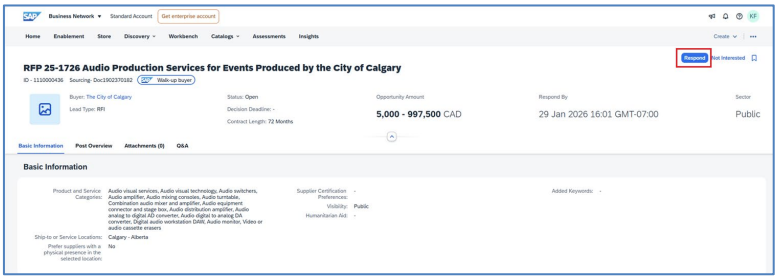
Respond to posting

5. Click **Respond**.



6. Go to *Bid on Posted City Opportunity*.

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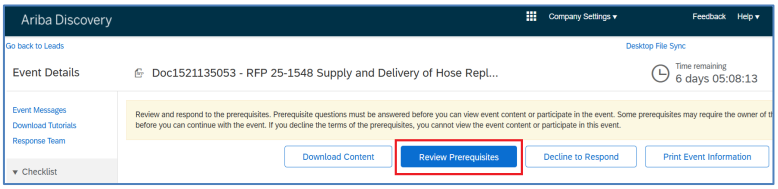
BID ON POSTED CITY OPPORTUNITY

Review prerequisites

1. Click **Review Prerequisites**.



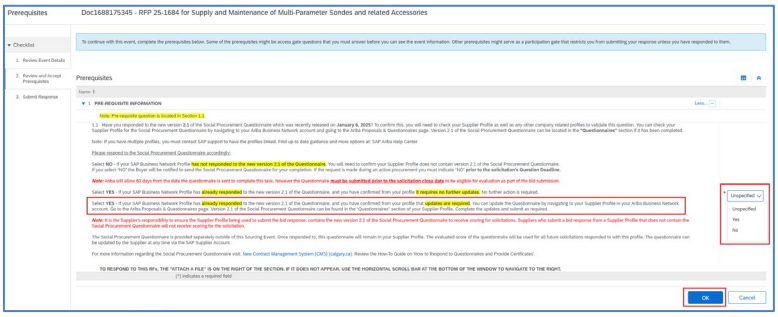
NOTE: Time remaining until the event closes is shown in the top right corner.

Respond to prerequisites

2. In Section 1, **Prerequisite Information**, select **Yes** or **No** to indicate if your company has completed the City's *Social Procurement Questionnaire*.

If you select	Then
Yes and want to proceed	Go to Review event contents
Yes but wish to change your response	Follow the onscreen instructions
No	The buyer will send the questionnaire to you to complete

3. Click **OK**.
4. When prompted to **Submit this response**, click **Yes.**



5. Click **OK** on the confirmation dialog box.

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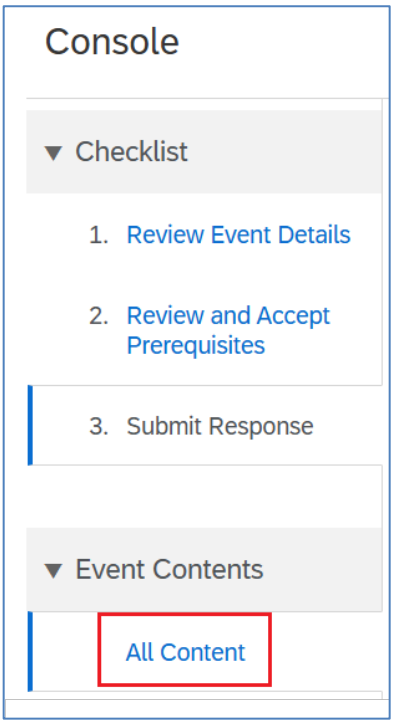
> **NOTE:** Suppliers are encouraged to complete the Social Procurement Questionnaire to avoid losing points during evaluation.
>
> The answer to this prerequisite question cannot be changed after clicking **OK**.

Review event contents

6. On the **Console** page for the event, click **All Content** from the **Event Content**s menu on the left
7. Click the chevron symbol ⌄⌄ on the top right of the screen to expand the window.
8. Review Section 2, **Sourcing Event Information**.



RFx information and supplier submission

In Section 3, certain non-binding procurements may require accepting the *Respondent/Proponent Acknowledgement* to continue with bid submission.

If	Then
This section includes an instruction to "*Select the 'Reference' drop-down to download the Respondent/ Proponent Acknowledgement document*."	Go to Electronic acknowledgment
This section does not include that instruction	Go to Complete supplier submission

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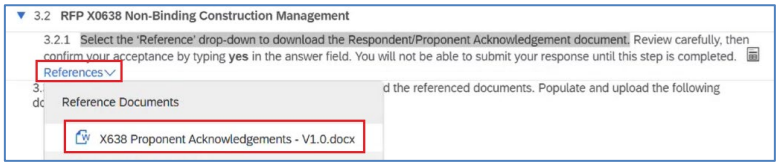
Electronic acknowledgment

9. Click **References**, then click **[respondent/proponent acknowledgment]** to download the document.

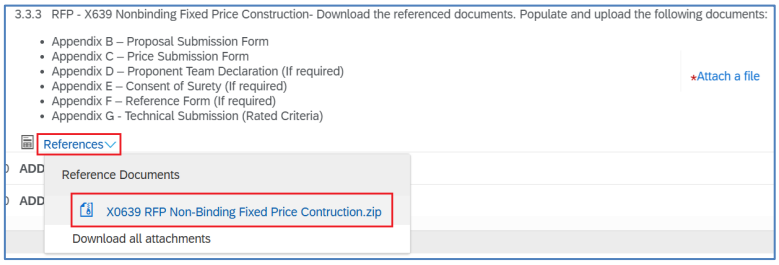


10. Open and review the downloaded document.
11. Type **Yes** to indicate if you agree with the acknowledgment.

If	Then
You type Yes	A list of required submission documents opens. Go to complete supplier submission.
You do *not* type Yes	You will not be able to submit your bid.

Complete supplier submission

12. Click **References**, then click the zipped submission package to download it.



13. Unzip the file and complete all required fields in each of the documents.
14. Save the completed documents in one zipped file.

> **CAUTION**: Do not include any special characters within the file name of any uploaded document.

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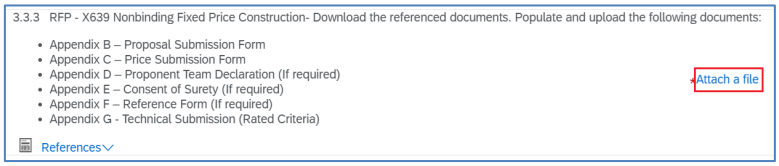
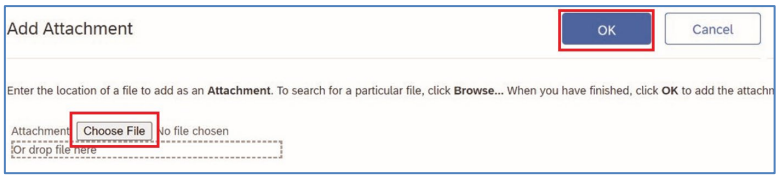
Submit bid response

15. Click **Attach a file**.

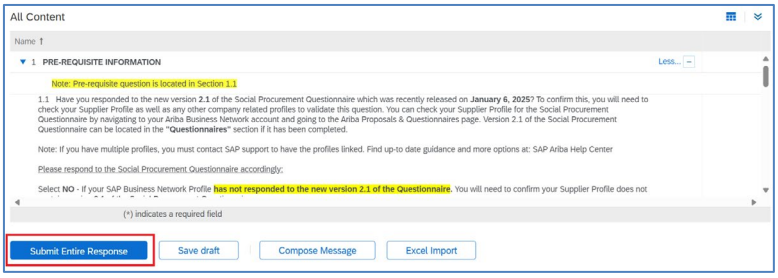


16. On the **Add Attachment** page, click **Choose File**.

17. Navigate to your completed bid submission, then click **OK**.

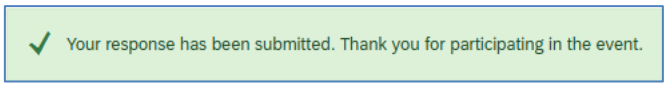


18. When your response is finalized click **Submit Entire Response**.



19. Click **OK** on the confirmation dialog box.

The following message will appear to confirm that your bid was successfully submitted:



Revise your response

If you revise your submitted response before the event closes, the buyer will only see the final response you submitted.

To revise a response:

1. Log into your SAP Business Network Supplier Account.
2. Click Business Network then click **Ariba Proposals and Questionnaires**.
3. Click the **Title** of the event for which you want to revise your response.

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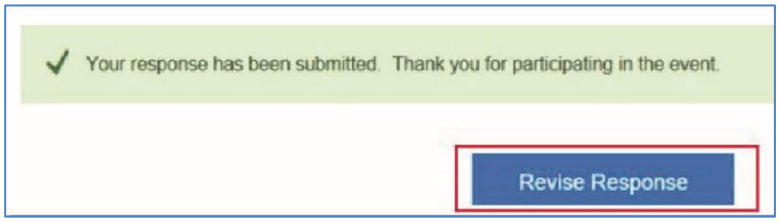
4. Click **Revise Response** and follow the prompts.



5. Select answers to be revised and edit as necessary.
6. Click **Submit Entire Response**.
7. Click **OK** on the confirmation dialog box.

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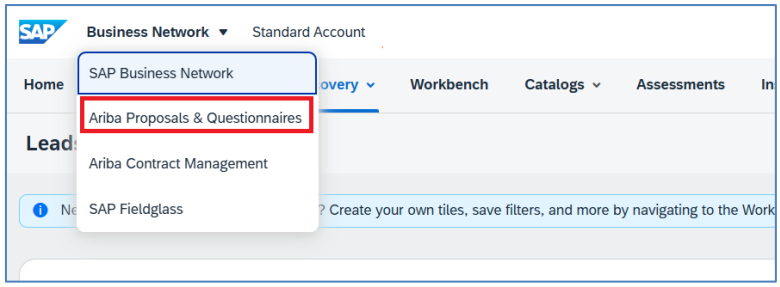
VIEW ARIBA PROPOSALS AND QUESTIONNAIRES

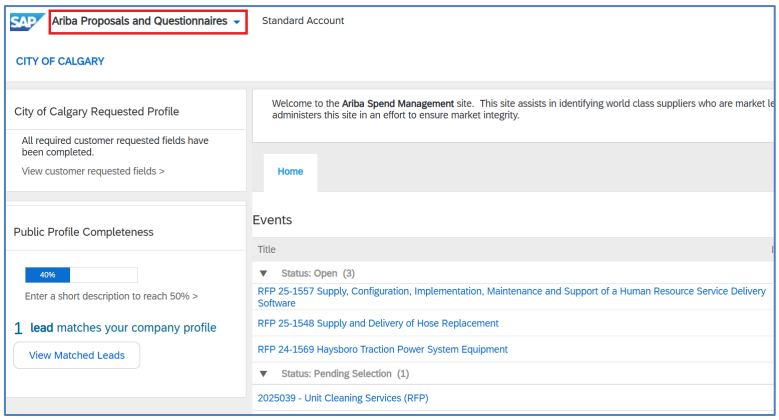
View Ariba proposals and questionnaires

The **Ariba Proposals and Questionnaires** section of the SAP Business Network provides a list of previously accessed sourcing events.



The **Events** section lists events that you have previously viewed, grouped by status.

1. Expand the sections to see sourcing events by status.
2. Click an event **Title** for more information.



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COMMUNICATE WITH THE CITY

Suppliers must send *all* communication related to sourcing events through **Event Messages** in SAP Ariba, including replies to emails received from The City.

Your City Contact may send out communications via SAP Ariba Event Messaging which triggers an email notification. Supplier responses must be made through the Event Messages, not by reply to the email notification.

> **CAUTION**: All communication related to this procurement opportunity must be submitted through Event Messages, as e-mail replies are not received by The City and cannot be considered as official responses to the procurement

Email notification received

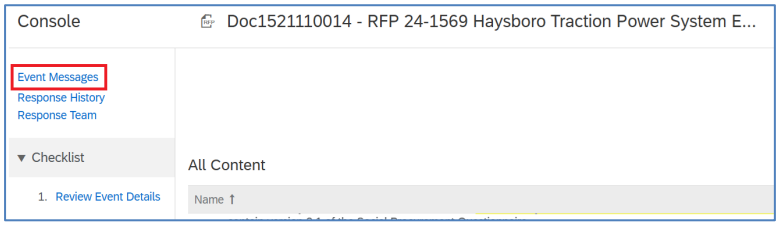
1. Your City of Calgary contact will communicate via **SAP Ariba Event Messages**, which trigger an e-mail notification; **do not reply to the system generated e-mail address on the notification**.

   There are two methods to access **Event Messages**.

Access Method	Steps
Click on the **Click Here** link within the email	1. Login to SAP Business Network. You will be re-directed to the Sourcing Event 2. Continue to Access Event Messages.
Access directly through SAP Business Network.	1. Login to SAP Business Network. 2. Click Proposals and Contracts 3. Select the respective event 4. Continue to Access Event Messages.

Access Event Messages

2. On the **Console** page, click **Event Messages** to view messages and/or submit a question.



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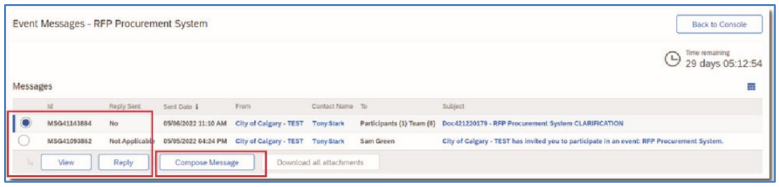
3. On the **Event Messages** page, you can:
   - Select a message and click **Reply**.
   - Select a message and click **View** to open it, then click **Reply** within the message.
   - Click **Compose Message** to send a new message to the project team.



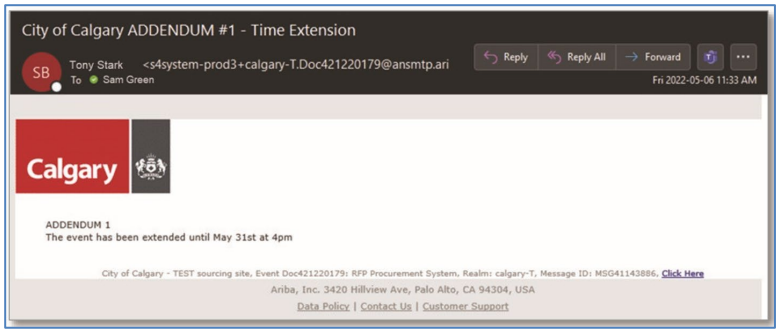
CAUTION: Any bid submitted through Event Messages will be deemed to be non-compliant.

Respond to addenda issued by The City

Suppliers will receive an email when an addendum is issued for an event to which they have responded.

Addenda information is automatically updated in the **Event Contents.** A list of addenda will appear in the **Event Messages.**

It is the supplier's responsibility to review all addenda prior to the submission deadline to determine if a revised response is needed.



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