

# How to access the Social Procurement Questionnaire

## Overview

Beginning in January 2025, all suppliers to The City of Calgary must submit the new version 2.1 of the Social Procurement questionnaire. All previous submissions and scores will be archived and won't be used for current or future evaluations.

For more information on this program, visit [Social Procurement](#).

The questionnaire is sent to the *Primary Contact* listed on your SAP Business Network account via an email with the subject line: “**Action needed: Complete Social Procurement Questionnaire V2.1.**”



**NOTE:** The email link is user-specific and cannot be shared with others in your organization.

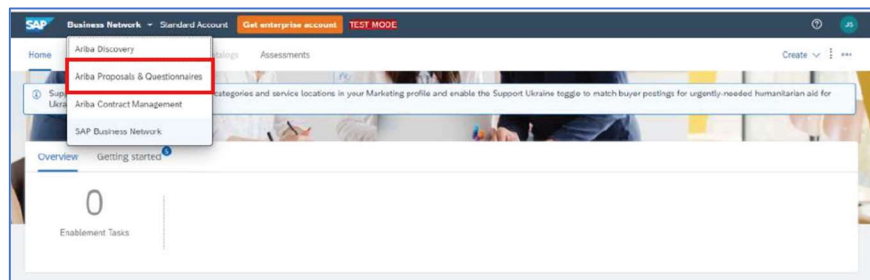
Only the *Primary Contact* on your SAP Business Network account can access the Social Procurement questionnaire.

## Accessing the Social Procurement questionnaire

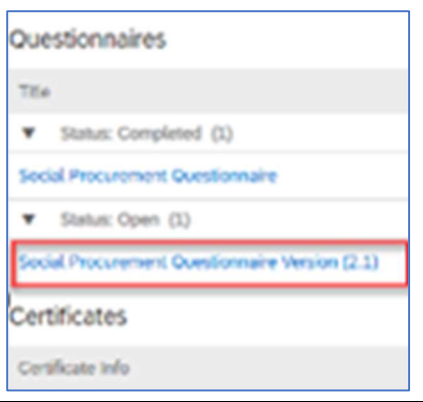
The Primary Contact can access the Social Procurement Questionnaire by logging in directly to their SAP Business Network account. This is the best method for accessing the questionnaire. The alternative method is to click the link in the email.

### Access by direct login

1. Open [SAP Business Network Discovery](#).
2. Enter your SAP Business Network username and password.
3. Click **Log In**.
4. Click the **Business Network** arrow and select **Ariba Proposals & Questionnaire** (The page may take up to a minute to load).



5. Scroll down to the **Questionnaires** section (bottom):

	<ol style="list-style-type: none"> <li>6. Click <b>Social Procurement Questionnaire (Version 2.1)</b>.</li> <li>7. This section may display your previous Social Procurement questionnaire and responses. Please ensure you complete the new version 2.1 questionnaire.</li> </ol>	 <p>The screenshot shows a 'Questionnaires' menu with a 'Status: Open (3)' dropdown. The item 'Social Procurement Questionnaire Version (2.1)' is highlighted with a red box.</p>
<p><b>Access by email</b></p>	<ol style="list-style-type: none"> <li>1. Open the email titled “<b>Action needed: Complete Social Procurement Questionnaire V2.1.</b>”</li> <li>2. Click the <b>Submit Questionnaire</b> link in the email.</li> <li>3. Enter your SAP Business Network username and password.</li> <li>4. Click <b>Log In</b>.</li> </ol> <p style="padding-left: 40px;">The <b>Social Procurement Questionnaire (Version 2.1)</b> will automatically open.</p>	