

How to Locate Opportunities on SAP Ariba Discovery

When to use this *How to Guide*:

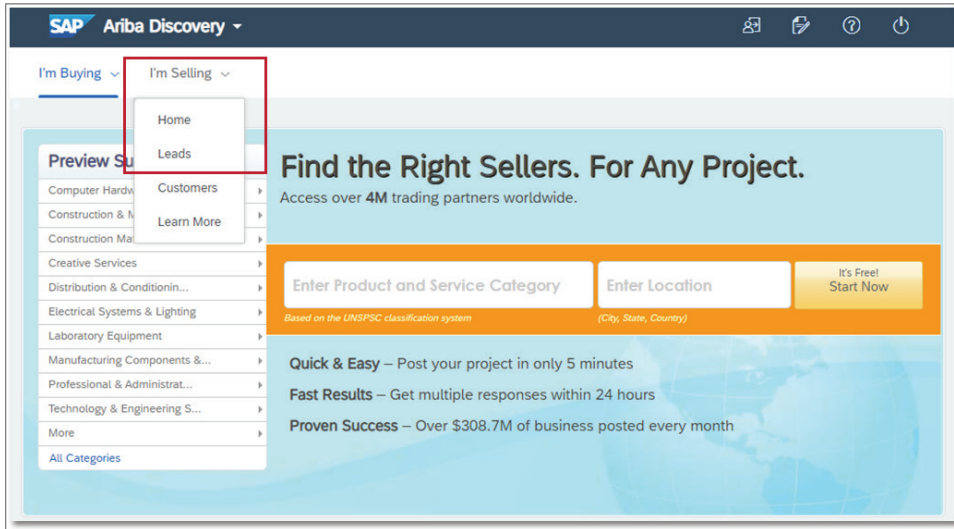
Follow the steps in this guide to search for opportunities with The City.

STEP	ACTION
1.	<p>To search for opportunities with The City on Ariba Discovery:</p> <ol style="list-style-type: none"> i. Sign in to the SAP Business Network. ii. On the SAP title bar, click Business Network. iii. Click Ariba Discovery. <div data-bbox="446 903 1117 1113" data-label="Image"> </div> <p>Note: If you don't have an SAP Ariba account:</p> <ol style="list-style-type: none"> i. Go to supplier.ariba.com. ii. Click Register Now. iii. Follow the instructions for <i>How to Set Up an SAP Business Network Account, Part 2 – Create an Account</i>. <div data-bbox="847 1134 1328 1633" data-label="Form"> <div style="border: 1px solid #ccc; padding: 10px;"> <h3>Supplier Login</h3> <div style="margin-bottom: 10px;"> <input type="text" value="User Name"/> </div> <div style="margin-bottom: 10px;"> <input type="password" value="Password"/> </div> <div style="margin-bottom: 10px;"> <input type="button" value="Login"/> </div> <p>Forgot Username or Password</p> <hr/> <p>New to SAP Business Network? Register Now or Learn More</p> </div> </div>

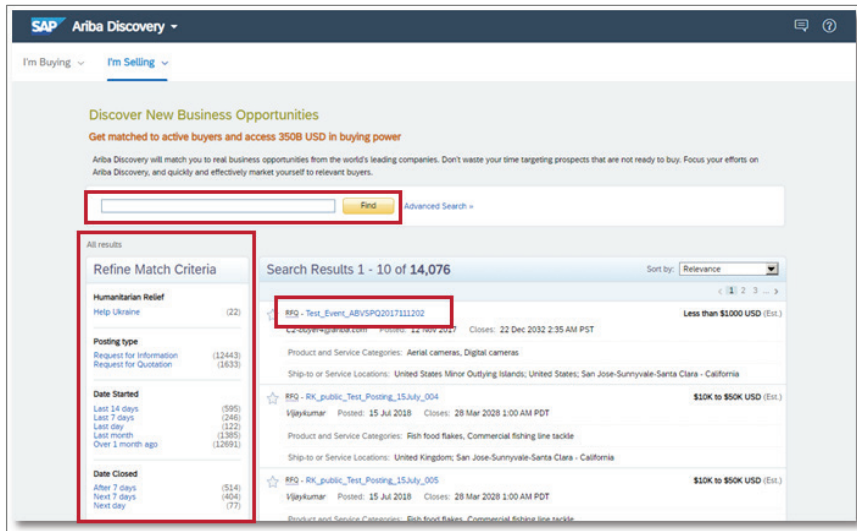


STEP ACTION

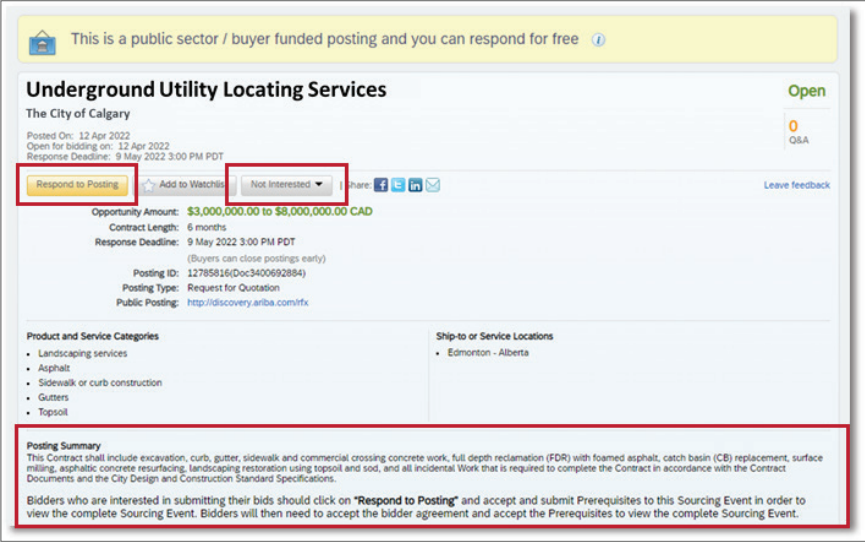
2. On the **Ariba Discovery** page:
 - i. Click **I'm Selling**.
 - ii. Click **Leads**.



3. On the **Discover New Business Opportunities** page:
 - i. Search by key word(s) or use **Advanced Search** to enter more search filters.
 - ii. Use the **Refine Match Criteria** menu to narrow search parameters.
 - iii. Under **Search Results**, click an event name to view more details.





STEP	ACTION
<p>4.</p>	<p>On the SAP Supplier Research posting, review the Posting Summary, and do one of the following:</p> <ol style="list-style-type: none"> Click Respond to Posting, or Click Not Interested if you do not want to respond to the posting. <p>Note: The Response Deadline shows the correct date, but not the correct time of the submission deadline. The correct date <i>and</i> time of the deadline to respond to a posted opportunity is displayed as the Time remaining on the event page in Ariba Discovery.</p> 
<p>NEXT STEP</p>	<p>Refer to the instructions for <i>How to Participate in a Sourcing Event: Part 2 - Review Event Details</i>.</p>