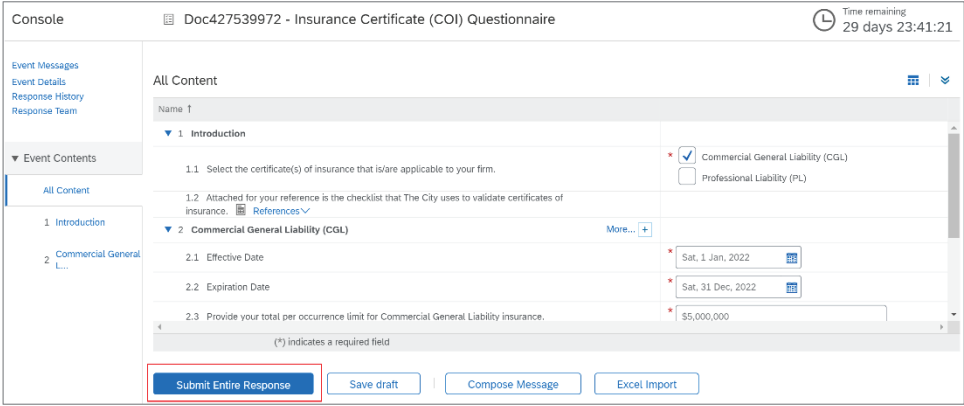# How to Respond to Questionnaires and Provide Certificates

When to use this *How to Guide*:

Follow the steps in this guide to provide any certificates that are required as part of the supplier registration process and throughout the lifecycle of the supplier's relationship with The City.

STEP	ACTION
1.	If needed, The City will contact you for additional information or certificates to finalize your company's supplier registration. On the email from The City, click **Submit questionnaire** and login with your username and password.
2.	On the **Questionnaire** page: i. Complete the **All Content** section. ii. Click **Submit Entire Response.**

STEP	ACTION
3.	The City of Calgary will review your certificate and contact you if further information or documentation is required. When your certificate is approved, you will receive an email confirming your approval.

Hello Sam Green,

City of Calgary 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

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