

SUPPLIER'S GUIDE TO ELECTRONIC BIDDING WITH THE CITY OF EDMONTON

Edmonton

edmonton.ca/sellingtothecity



Supplier's Guide to e-Bidding with the City

Table of Contents		
		click on the information below for direct access to the page
1.0 Introduction		3
1.1 What is e-Bidding		3
1.2 Benefits for Suppliers		3
1.3 What does e-Bidding mean for Suppliers		4
1.3.1 What is NOT covered by e-Bidding		4
1.4 Key Terms and Definitions		4
2.0 Using SAP Ariba Discovery		7
2.1 Registering with SAP Ariba Network		7
2.2 Managing or Updating your SAP Ariba Discovery Company Profile		11
2.3 Registering with City of Edmonton		12
3.0 Locating Opportunities		16
3.1 Accessing Various Opportunity Types		16
3.2 Competitive Procurement Opportunities		16
3.2.1 Alberta Purchasing Connection Website		16
3.2.2 Searching SAP Ariba for Matched Leads and All Leads		21
3.2.3 City of Edmonton on SAP Ariba		24
3.3 Invitational Procurement Opportunities		27
4.0 Responding to an Event		29
4.1 Event Detail Response Areas		29
4.1.1 Event Details Checklist		30
4.1.2 Event Contents		30
4.1.3 Download Content		30
4.1.4 Decline to Respond		30
4.1.5 Review Prerequisites		30
4.1.6 Review Content and Submit Response		30
4.2 Respond to Sourcing Questions		31
4.3 Identify and Correct Errors		31
4.4 Viewing Addenda		32
4.5 Revising Responses		32
5.0 Event Messages		33
5.1 Using the Event Message Board		33
6.0 Contract Award		34
7.0 Additional Help		35

1.0 Introduction

The City of Edmonton has switched from paper to online, electronic procurement using SAP Ariba, a web-based platform, popular world-wide in both the public and private sectors.

Moving online to electronic procurement changes the way the City and Suppliers interact, making it easier to do business together on the Ariba network, while ensuring open, fair and transparent procurement and contract management processes are followed.

The intent of this guide is to provide information on how to use SAP Ariba Discovery to monitor and respond to procurement opportunities at the City of Edmonton.

1.1 What is e-Bidding

Simply stated, e-Bidding is a process where Suppliers can submit electronic bids to open and/or invitational procurement/sourcing competitions. As a result, Suppliers wishing to *Sell to the City* need to be registered users of SAP Ariba Discovery to interact with City procurement opportunities.

1.2 Benefits for Suppliers

SAP Ariba Discovery uses a windows layout comprised of menus, toolbar buttons, pop-up dialog window boxes, and working screen windows similar to any Windows based environment. Key elements to the SAP Ariba environment are as follows:

- SAP Ariba is a cloud-based solution, accessible anywhere the internet is available.
- e-Bidding will save time and money by eliminating the need to drop off paper copies to the Procurement Office.
- SAP Ariba allows Suppliers to build submissions from the time of posting to the time of closing by providing a workspace to save document development work.
- SAP Ariba has a robust notification function. Once a Supplier has identified intention to participate in a procurement opportunity, notifications are sent automatically when addendums are issued, competitions are extended or cancelled, and for other related information.
- Suppliers have a consolidated view of all opportunities in which to participate or have already participated in.
- Suppliers can tailor their profile to be notified of upcoming opportunities in categories of interest (e.g. construction, agriculture, etc.).
- Suppliers will gain access to other procurement opportunities within the SAP Ariba Discovery environment. This is a global network that allows Suppliers to search opportunities from SAP Ariba's other customer organizations.

NOTE: There may be costs associated with responding to opportunities with other organizations on the SAP Discovery Ariba Network that are not public sector.

Supplier's Guide to e-Bidding with the City

1.3 What does e-Bidding mean for Suppliers

The implementation of e-Bidding will affect Suppliers in the following ways:

- Suppliers must create an account and register on the SAP Ariba Discovery Network to participate in these opportunities.
- All City notices will be posted on the Alberta Purchasing Connection (APC) website with a link to the procurement opportunities.
- Competitive, non-competitive, and invitational procurement opportunities will be posted electronically.
- Supplier questions on procurement opportunities can only be posted and responded to using the e-Bidding system in SAP Ariba.
- All bids, except when identified otherwise, must be submitted electronically through SAP Ariba.

1.3.1 What is NOT covered by e-Bidding

The following current processes will continue and e-Bidding will not be used for these procurement opportunities with the City:

- Self Service procurement.
- Low Value Purchase Order (L-order)

1.4 Key Terms and Definitions

Following are some terms you may want to become familiar with as the terms are used in this document and in the SAP Ariba Discovery Network.

Term	Definition
Advanced Contract Award Notice (ACAN)	ACAN means a notice advising potential Suppliers in advance of the City's intention to non-competitively award a Contract where it is believed that no other source exists in the market.
Alberta Purchasing Connection (APC)	The Alberta Purchasing Connection (APC) is a web-based tool where public and private sector users manage, advertise, distribute, and download public purchasing opportunities for goods, services, construction, or intellectual property rights in Alberta.
Bid Submission	A bid submission is an offer to provide services or supply goods that is the result of a Request for X (RFx); includes the terms proposal, quotation, offer and tender.
Bidder	Bidder means a Supplier who submits a Bid to be considered by the City in any Procurement process. SAP Ariba Sourcing uses the word <i>Participant</i> .
Competitive Procurement	An open bidding process such as an Invitation to Tender, Request for Proposal or similar process, issued by the City or another government entity for the City, wherein Suppliers compete to win the option to enter into a Contract with the City; and in accordance with the City of Edmonton's Administrative Procedure for Competitive Procurement . SAP Ariba may refer to competitive procurement as an Open Competition.

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Construction	Construction, reconstruction, demolition, repair or renovation of a building, structure, road or other engineering or architectural work, but does not include professional consulting services related to the Construction contract, unless they are included in the procurement.
COOLnet (BuildWorks)	<p>COOLnet (BuildWorks) is a web-based tool which the Edmonton Construction Associated (ECA) uses to advertise, distribute, and post opportunities to inform their members of opportunities for construction.</p> <p>With COOLnet, Buyers advertise construction procurement opportunities and Suppliers find opportunities to sell their construction services.</p>
e-Bidding	The process of submitting a bid electronically.
Goods	Materials, furniture, merchandise, equipment, stationery, and other supplies required by the City of Edmonton for the transaction of its business and affairs, and include Services that are incidental to the provision of such goods.
Invitational Procurement	A competitive process in which an invitation to submit Bids is issued preferably to at least three potential Suppliers in accordance with the City of Edmonton's Administrative Procedure for Invitational Procurement .
Non-Competitive Procurement	A process where Suppliers do not compete for the option to enter a Contract with the City. With a non-competitive procurement an invitation to submit a Bid is issued to a single or sole Supplier in accordance with the City of Edmonton's Administrative Procedure for Non-Competitive Procurement
Open Competition	Refer to Competitive Procurement.
Participant	A prospective Supplier that is submitting an electronic bid through SAP Ariba Discovery in response to a competitive, invitational, or non-competitive procurement opportunity.
Procurement Opportunity	The electronic notification used to solicit Bids from Suppliers (Participants). The City of Edmonton may refer to a procurement opportunity as a Competitive, Non-Competitive, or Invitational event type for acquiring goods, services, construction, or intellectual property rights from Suppliers.
SAP Ariba Discovery	SAP Ariba Discovery is a quick and easy way to add additional suppliers to procurement opportunities. It is a premier matching service that connects buyers and sellers globally. This solution helps ease the burden of finding qualified suppliers for buyers. Posting can be created from within a procurement opportunity on the supplier step. SAP Ariba Discovery matches buyer postings with suppliers' profiles based on specific criteria, which can be category (commodity, project amount, contract length, etc.), ship-to or service location and opportunity amount. This solution also increases competition and potential savings.
Services	Services required by the City of Edmonton for the transaction of its business and affairs. These Services would include professional consulting services, but do not include Services provided by an employee of a Public Sector Entity through a Personal Services Contract.
Sourcing Event	The electronic procurement opportunity created in SAP Ariba event for an RFx or Invitation to Tender which enables the City of Edmonton to communicate a Procurement need to potential Participants; the Sourcing Event enables the communication of needs, issuance of addenda, receipt of Bids and electronic Scoring.

Supplier's Guide to e-Bidding with the City

Supplier	A person or business carrying on the work of providing goods, services, construction, or intellectual property rights by purchase, rental, lease, conditional sales, or any other means, and includes the terms vendor, consultant, Contractor, and lessor.
Supplier Research Posting	A Supplier Research Posting is a broadcast to all potential Suppliers on SAP Ariba Discovery that match the commodity code/service and region specified on the posting by the Buyer. This posting is published on SAP Ariba Discovery and allows SAP Ariba Sourcing Buyers to reach the vast number of Suppliers on the SAP Ariba Discovery Network. The Supplier Research Posting is utilized in the Open Sourcing Event to allow Participants to access the SAP Ariba Sourcing Event (see below) content without having to be directly invited. Fields that are required to post a Supplier Research Posting are: Start date, end date, commodity code/service, project amount, contract length and territory.

2.0 Using SAP Ariba Discovery

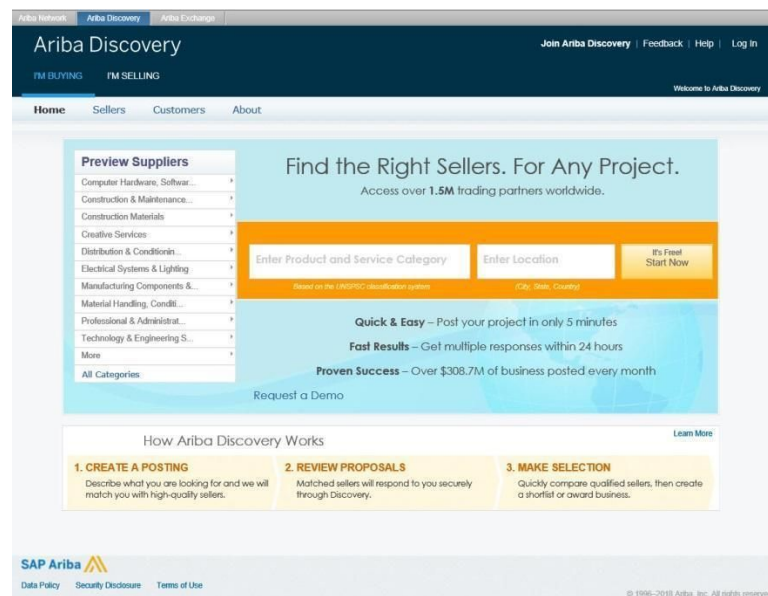
This section provides information on how to register with SAP Ariba Discovery, locate procurement (Sourcing Event) opportunities, respond to a Sourcing Event, submit and resubmit bids, and monitor Sourcing Event information.

2.1 Registering with SAP Ariba Network

Suppliers can gain access to the community of active Buyers by registering on SAP Ariba Discovery and creating an SAP Ariba Network Supplier account and profile.

Step 1 – Access SAP Ariba Discovery Network

Go to the SAP Ariba Discovery website (discovery.ariba.com)



Step 2 – Initiate Account Creation

Click the "I'm Selling" tab at the top left corner of the screen.

A new screen will open.



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Step 3 – Complete Account Registration

In the **Register Now** section of the screen, complete the required company information.

- A. Company Name
- B. Email Address

Then click the *Register Now* button.

Step 4A – Company Information

A register screen will appear. Complete the required information.

- A. Company Information
 - Company Name
 - Country
 - Address
 - City
 - Province
 - Postal Code

Register

Company information

* Indicates a required field

Company Name: *

Country: * ▼

Address: *

City: *

Province: * ▼

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.

NOTE: If a Supplier is outside of Canada, once the Country field is selected remaining fields will adjust to represent the address requirement for the specific Country. For example, Country = USA the postal code will be replaced with zip code and province will be replaced with state.

Supplier's Guide to e-Bidding with the City

Step 4B – User Account Information

B. User Account Information

- Name
- Email
- Username
- Password
- Email Orders To

NOTE: The username and password are required to access (sign-in) to your SAP Ariba Network Supplier account, which includes SAP Ariba Discovery.

User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name:* First Name Last Name

Email:*

☒ Use my email as my username

Username:*

Must be in email format(e.g. john@newco.com) ①

Must contain a minimum 8 characters including letters and numbers. ①

Password:* Enter Password

Repeat Password

Language: English

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

Email orders to:*

Customers may send you 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.

Step 5 – Business Information

Business information in the account setup identifies two categories.

- Product and Service
- Locations

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.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories -or- Browse

Ship-to or Service Locations:* Enter Ship-to or Service Location -or- Browse

Tax ID: Optional Enter your Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. ①

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

- ☐ I have read and agree to the [Terms of Use](#)
- ☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

Ship-to or Service Locations

The Ship-to and service locations field lets Buyers view all geographic areas your company serves.

Once the company information, user account information, and business information sections have been completed, review the terms of use and privacy statement. Then check the "I have read..." check boxes.

To complete the registration process, click on the *Register* button.

Supplier's Guide to e-Bidding with the City

Step 6 – Confirm Contact Information

Confirming your email address is the last step in creating an SAP Ariba account.

SAP Ariba sends an email to the address provided. Go to your email message and follow the instructions to confirm the address.

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to [redacted]

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

Resend

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

Send

Step 7 – Verify Account Setup

Once the SAP Ariba contact email has been confirmed, the final stage in setting up an account is to complete additional company profile information.

Ariba Discovery

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✓ Your email address [redacted] has been verified.
- ✓ Your Ariba username [redacted] has been activated.

Complete Your Company Profile Now

30%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Complete my Company Profile later

Go to my Company Profile

2.2 Managing or Updating your SAP Ariba Discovery Company Profile

Once your SAP Ariba Network Supplier account is setup, you can choose to enhance and manage your profile with business, marketing, and certification information.

Step 1 – Update Company Profile

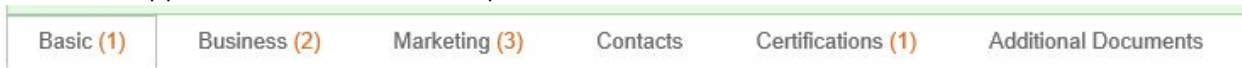
Log in to your SAP Ariba Network supplier account.



- A) At the main menu, select **Profile**, **Edit Profile** from the tabs shown.

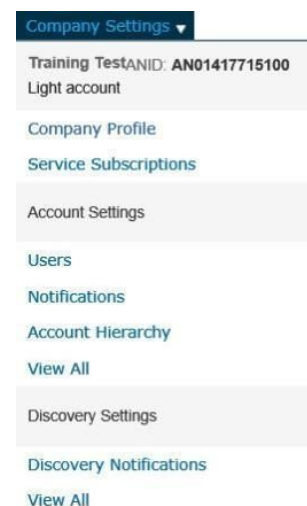


- B) Select the applicable tab and then complete relevant information in the fields shown.



Step 2 – Manage Account Settings

- A) At the main screen, click the drop-down arrow beside **Company Settings** in the upper right corner of the window.
- B) Select the desired line item and then complete relevant information in the fields that display based on the selection made.



Supplier's Guide to e-Bidding with the City

2.3 Registering with City of Edmonton

After Suppliers have an SAP Ariba account, you can choose to complete a Supplier Self-Registration Request form to become part of the City of Edmonton's supplier database.

Suppliers will need to register with the City of Edmonton if they are:

- Wanting to participate in an open competition posted by the City.
- Participating in a sourcing event, invitation to tender, or negotiation with the City.
- Invited by the City's Corporate Procurement Supply Services.
- Selected and invited by the City for a specific contract.
- In the process of extending a contract with the City.

Step 1 – City of Edmonton Registration

Registration on the City's SAP Ariba system is completed only once. If Suppliers participate in additional procurement opportunities, you do not need to register again. It is important to note that Suppliers registered with the City's SAP Ariba system are responsible for keeping their SAP Ariba Network account information up-to-date.

The following information details the steps necessary to register with the City.

1. Complete the Supplier Self Registration Request

Suppliers access the Supplier Self-Registration Request form by clicking on a URL that will take you directly to the form.

Click on the URL

<http://Edmonton.supplier.ariba.com/ad/selfRegistration>

The Self-Registration Request Form will then be displayed.

NOTE: If the URL does not take you directly to the registration request form, copy and paste the link into the web browser site address space

https://

Supplier's Guide to e-Bidding with the City

Supplier self-registration request form

Supplier Information

*Do you have an existing SAP Ariba supplier account with City of Edmonton?

☐ Yes ☐ No

Please reach out to your Supplier Administrator to be added to the existing supplier profile, and CANCEL this request.

*Supplier Name

*Legal Name of Supplier

*Main Address

Street House Number [Show All](#)

Street 2

Street 3

District

Postal Code City

*Country Region

*Contact First Name

*Contact Last Name

*Contact Email

*Contact Phone Number

Contact Fax Number

[Submit](#) [Cancel](#)

As a minimum, complete all the required fields that are marked with an asterisk (*), then click the **Submit** button.

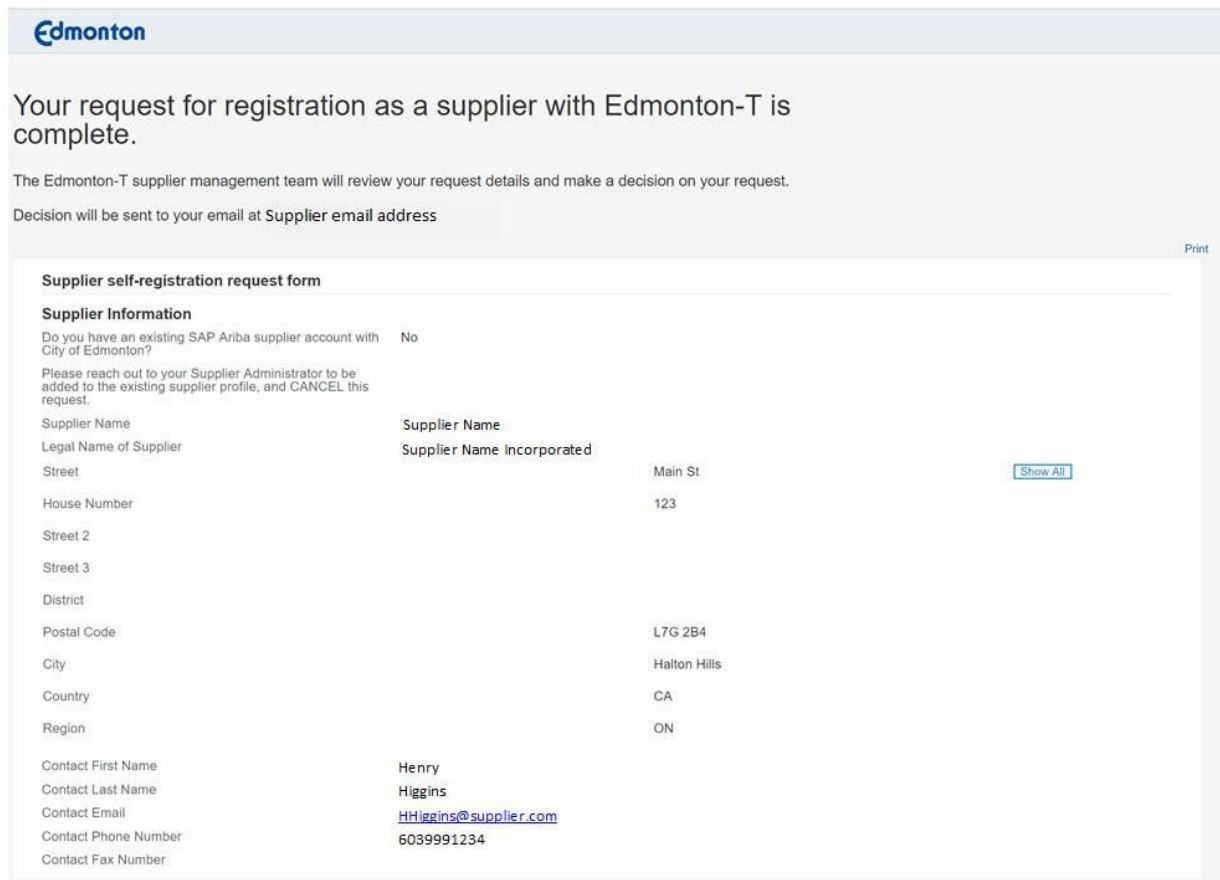
NOTE: The Supplier Self-Registration Request form is based on a Canadian address style for field names; however, Suppliers outside of Canada can still complete this form as is. Fields such as Postal Code will allow for Zip Code information, and Region represents Province, State, etc. The Region field will display once the Country has been selected.

Supplier's Guide to e-Bidding with the City

2. City Registration Submission Confirmation

Once the Supplier Self-Registration Request form has been submitted, a message pop-up box will display on the computer. In addition, an email message will be sent to the Supplier's email address confirming that the submission has been sent.

The submission email will be similar to the following example.



Edmonton

Your request for registration as a supplier with Edmonton-T is complete.

The Edmonton-T supplier management team will review your request details and make a decision on your request.

Decision will be sent to your email at **Supplier email address**

[Print](#)

Supplier self-registration request form

Supplier Information	
Do you have an existing SAP Ariba supplier account with City of Edmonton?	No
Please reach out to your Supplier Administrator to be added to the existing supplier profile, and CANCEL this request.	
Supplier Name	Supplier Name
Legal Name of Supplier	Supplier Name Incorporated
Street	Main St
House Number	123
Street 2	
Street 3	
District	
Postal Code	L7G 2B4
City	Halton Hills
Country	CA
Region	ON
Contact First Name	Henry
Contact Last Name	Higgins
Contact Email	HHiggins@supplier.com
Contact Phone Number	6039991234
Contact Fax Number	

[Show All](#)

Figure: Example of Email confirming completion of Supplier Self-Registration Request form information

Supplier's Guide to e-Bidding with the City

3. City Registration Confirmation

When the City registration has been completed, Suppliers will receive an additional email confirming completion of the Supplier self-registration process.

From: Ariba Administrator <no-reply@ansmtp.ariba.com>
Sent: Wednesday, September 26, 2018 10:37 AM
To: **Supplier Name**
Subject: The City of Edmonton - TEST is reviewing your registration request

Hello Supplier Name

The City of Edmonton - TEST has received your registration request and will review it for approval. Their response will be emailed to Supplier email address.

If you have any questions, please don't reply to this email but instead [APPROVER_USER_MAILTO].

This email has been sent to you on behalf of The City of Edmonton - TEST by SAP Ariba.

Figure: Example of Email with final confirmation of self-registration process

4. City Registration Completion

Review and approval will be performed by the City. No further action will be needed by the Supplier if the registration application is approved.

In the event that the registration submission is declined, the Supplier will receive an email similar to the following example.

From: Ariba Administrator <no-reply@ansmtp.ariba.com>
Sent: Wednesday, September 26, 2018 6:57 PM
To: **Supplier Name**
Subject: The City of Edmonton - TEST declined your registration request

Hello Supplier Name

The City of Edmonton - TEST has declined your registration request.

Decline reason:
test only

If you have any questions, please don't reply to this email but instead [APPROVER_USER_MAILTO].

This email has been sent to you on behalf of The City of Edmonton - TEST by SAP Ariba.

Figure: Example of Email declining Supplier self-registration submission

Now that Suppliers have completed the SAP Ariba Discovery account registration and the City of Edmonton registration, they can participate in City of Edmonton procurement opportunities or view events they are currently involved in.

3.0 Locating Opportunities

3.1 Accessing Various Opportunity Types

This section will provide information on how to locate opportunities from the City of Edmonton.

It is important to note that there is no fee to respond to a procurement opportunity created by the City of Edmonton; however, SAP Ariba Discovery does charge a fee for other organizations buying goods and services through the SAP Ariba Discovery Network.

3.2 Competitive Procurement Opportunities

There are a few ways to locate Open Competition procurement opportunities:

- Alberta Purchasing Connection (APC)
- COOLNet Alberta now BuildWorks
- SAP Ariba Matched Leads and All Leads
- SAP Ariba Network Supplier Portal

3.2.1 Alberta Purchasing Connection Website

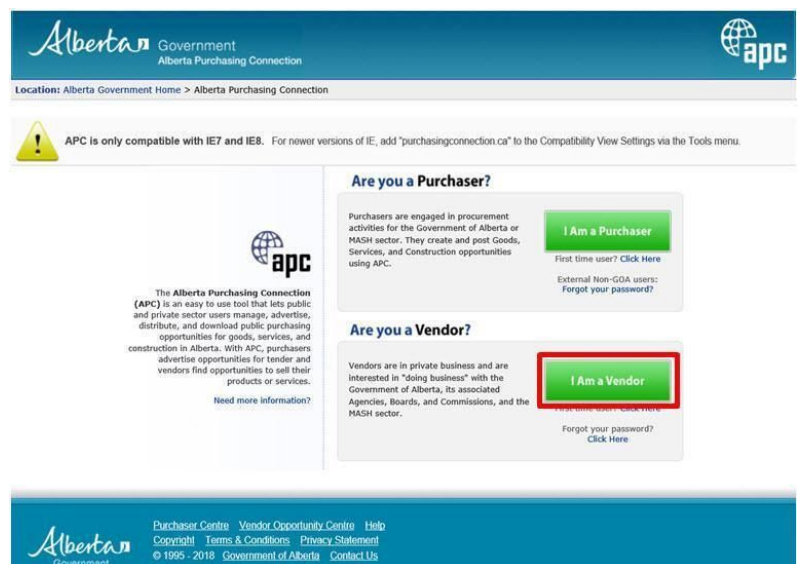
The City of Edmonton posts all procurement opportunities on APC. The Edmonton Construction Association (ECA) posts procurement opportunities on the COOLnet Alberta (now BuildWorks) website.

From the APC site, Suppliers will be directed to the SAP Ariba Discovery network site to view the details of the procurement opportunity.

Refer to *Section 2* of this document for instructions on creating an account in SAP Ariba Discovery.

Step 1 – Log in to APC

- To access an opportunity through the APC website, go to the website address
<http://www.purchasingconnection.ca>
- At the APC main page click the “I am a Vendor” button to access the opportunities page.
- If you do not have an APC account, click on the *First time user? Click here link*.



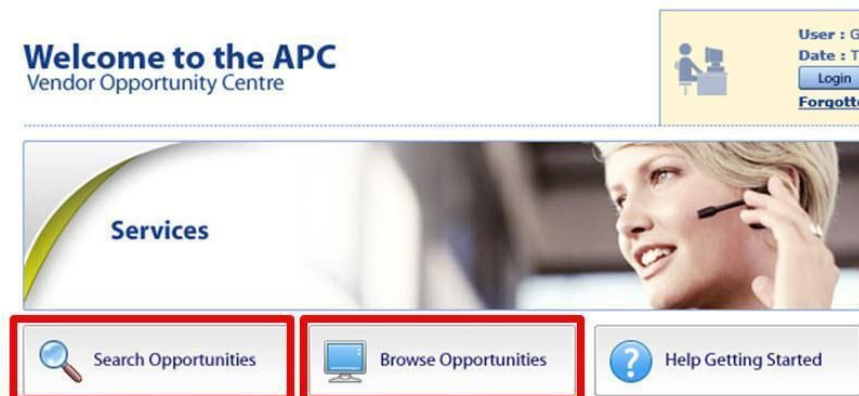
Supplier's Guide to e-Bidding with the City

The *Welcome to the APC Vendor Opportunity Centre* page will be displayed.



Step 2 – Searching or Browsing Opportunities

The APC website allows Suppliers (Vendors) to browse or search for open procurement opportunities.



Supplier's Guide to e-Bidding with the City

Browse Opportunities

The Browse Opportunities screen allows Vendors (Suppliers) to select a category and commodity group then browse related opportunities.

Browse Opportunities
Browse through the database of open opportunities.

Set Criteria

Select a category then choose a commodity group to browse opportunities.

A Results per page: 10 ▼

B

	Last 7 days	Open
Goods	95	371
Services	82	445
Construction	43	211

- A. Select the number of results to be displayed on a page.
- B. Click on the link for the desired term: Goods, Services, or Construction to expand the list of opportunities.
The opportunities within the commodity group will display with information about the status, opportunity title and description, jurisdiction, closing date, and posting date.

General Purpose Automatic Data Processing Equipment (with
Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
Hand Tools

- C. Click on the opportunity title to display a more detailed description of the event.

Set Criteria

Results

Found 33 opportunities.

	Status	Title / Description	Jurisdiction	Closing Date (MM/dd/yyyy) ▲	Posting Date (MM/dd/yyyy)
21	Open	AB-2018-04833: 60 Foot Diesel Powered Articulated Transit Buses Edmonton Addendum No. 8: - Replacing the Mandatory Requirements Declaration Form NOTE: The replaced version of the Mandatory Requirements Declaration Form MUST replace all other versions and be submitted in order for a response to be considered	Alberta	09/20/2018 02:00:59 PM Alberta Time	08/02/2018 03:18:44 PM Alberta Time

Supplier's Guide to e-Bidding with the City

Search Opportunities

The Search Opportunities screen allows Vendors (Suppliers) to search for opportunities based on a general word search or any combination of search criteria. The search fields allows partial word searches such as "city*" to find opportunities that contain the words "City of Edmonton".

Search

Search for opportunities.

Use the search feature to find opportunities based on a general word search or any combination of search criteria. You may use partial word searches 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:

- A. Enter information in any combination of the search fields listed.

Keyword(s):

Category:

- B. Click the Search button.

- C. Opportunities that match the search criteria will be displayed.

Set Criteria

Results

Found 3 opportunities.

	Status	Title / Description	Jurisdiction	Closing Date (MM/dd/yyyy) ▾	Posting Date (MM/dd/yyyy)
1	Open	AB-2018-05121: Supply Of Bus Rims Edmonton Addendum No. 2 - September 10, 2018 Addendum No. 1 - August 10, 2018	Alberta	09/24/2018 04:00:59 PM Alberta Time	08/07/2018 09:57:09 AM Alberta Time
2	Open	AB-2018-05731: Yellow School Bus East Central Alberta Catholic Separate Schools Regional Division 70 Passenger School Bus with gasoline engine	Alberta	09/20/2018 08:30:00 AM Alberta Time	09/11/2018 05:30:00 PM Alberta Time
3	Open	AB-2018-05574: Supply Of One (1) New 30' Transit Bus Grande Prairie County	Alberta	09/14/2018 02:00:00 PM Alberta Time	08/31/2018 04:06:30 PM Alberta Time

Pages: 1



Supplier's Guide to e-Bidding with the City

Step 3 – Opportunity Details

Once an opportunity has been identified, click the opportunity heading link to open a more detailed description of the procurement opportunity.

3	Open	AB-2017-00699: Prequalification Of General Contractors For Landscaping Construction Services 2017 - 2022	Alberta	03/31/2022 04:00:00 PM Alberta Time	02/01/2017 01:31:12 PM Alberta Time
		Edmonton			

When a Supplier clicks the opportunity link, a page will display providing further information about the procurement opportunity.


Alberta Purchasing Connection


Opportunity Notice
Prequalification of General Contractors for Landscaping Construction Services 2017 - 2022

Category: Construction
 Potential vendors (bidders) may view the bid package in the following location(s).
 APC (Notice only)
 BuildWorks Canada
 Interested vendors (bidders) who wish to submit a response to this opportunity should register their interest by selecting the "Express Interest" button or downloading the document(s) from the bid package. This will result in you automatically receiving an email notification each time an amendment is made to the opportunity for which you have registered.

Opportunity Information

Organization: Edmonton
Organization Address:
Reference Number: AB-2017-00699
Solicitation Number: 931020
Solicitation Type: Request for Pre-Qualification
Posting (MM/dd/yyyy): 02/01/2017
 01:31:12 PM Alberta Time
Closing (MM/dd/yyyy): 03/31/2022
 04:00:00 PM Alberta Time
Last Update (MM/dd/yyyy): 05/03/2018
 08:33:19 AM Alberta Time
Agreement Type: AIT & NWPTA
Region of Opportunity: Open
Region of Delivery: Alberta
Opportunity Type: Open & Competitive
Commodity Codes: 5139A: Construction Services, Not Elsewhere Specified

Bid Information

Project Description: The Prequalification is phase one of a two-phase procurement process. This phase involves selecting the evaluated Respondents that score 65 or higher per each construction category and range value during the Prequalification who will subsequently be invited to submit bids for invitational Tenders that will be issued throughout the period of April 2017 - March 31, 2022.
Pre-Bid Meeting: N/A
Bid Security: Provide Proof of bonding ability in the form of written confirmation from a Canadian financial institution or a surety company that the Respondent will be able to make arrangements with for the required security. Successful Respondents to this Prequalification will be required to provide a bid bond for the resulting Tenders in the amount of 10% of the Tender sum and the successful bidder will be required to provide performance security in the amount of 50% of the sum of the resulting contract. A Labour and Materials payment bond may also be required.
Additional Requirements: The City shall reject a Submission submitted by a Respondent who has not obtained a C.O.R. or S.E.C.O.R. appropriate to their industry issued by the Alberta Construction Safety Association or other industry association.
Tendering Authority Contact Information: Pospeshin, Igor
 Senior Buyer
 9803-102A Avenue NW
 Century Place (4th Floor)
 Edmonton, Alberta T5J 3A3
 Tel: 780-508-9456
 Fax: 780-496-5015
 Email: igor.pospeshin@edmonton.ca

Bid Document Availability

Hard Copy Bid Documents: www.coolnetedmonton.ab.ca
Hard Copy Plan Rooms: www.coolnetedmonton.ab.ca
Electronic Plan Rooms: www.coolnetedmonton.ab.ca

Opportunity Description:
 The Prequalification is phase one of a two-phase procurement process. This phase involves selecting the evaluated Respondents that score 65 or higher per each construction category and range value during the Prequalification who will subsequently be invited to submit bids for invitational Tenders that will be issued throughout the period of April 2017 - March 31, 2022.

APC "Opportunity Notices" This notice is provided for information purposes only. Refer to the "Opportunity Documents" in the bid package for authoritative information.

Supplier's Guide to e-Bidding with the City

3.2.2 Searching SAP Ariba for Matched Leads and All Leads

When a procurement opportunity on SAP Ariba Discovery matches the product (goods) and service categories Suppliers list in their SAP Ariba profile, as well as the ship-to or service locations Suppliers serve, opportunities will appear in the SAP Ariba Discovery dashboard.

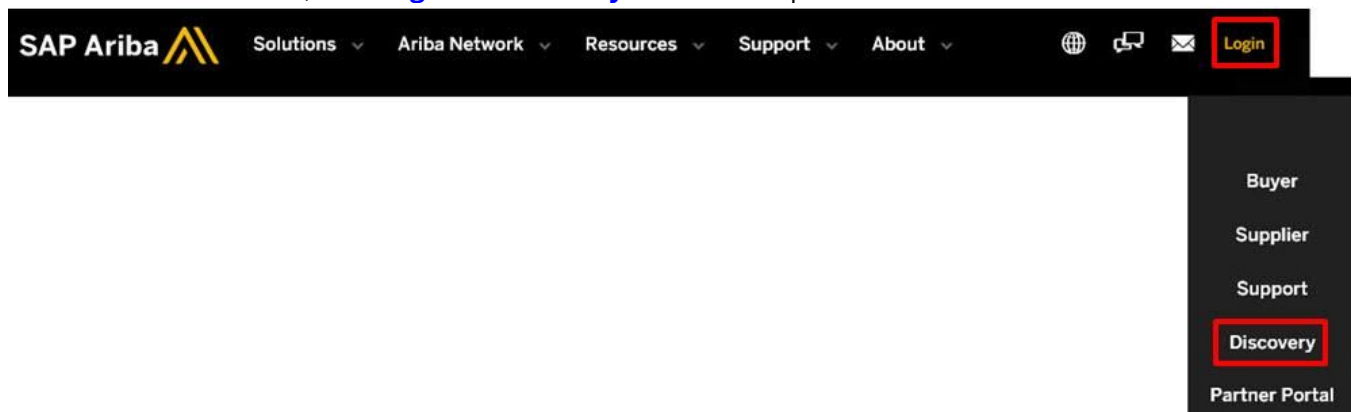
The following steps describe how Suppliers can search for leads in SAP Ariba.

Step 1 – Login

Open an internet page for SAP Ariba (www.ariba.com/).



On the SAP Ariba screen, click **Login >> Discovery** from the dropdown menu.



Log in to SAP Ariba Discovery using your Supplier login information.



Step 2 – View Leads

On the *I'm Selling* page, select the **Leads** tab.

In the Leads dropdown list, select **Matched Leads** or **All Leads**.

- **Matched Leads** will display opportunities based on the settings made in your Company Profile for the product (goods) and service categories as well as ship-to and service locations.
- Procurement Sourcing Event opportunities that do not match your Company Profile settings can be displayed by selecting **Leads >> All Leads**.

Once you have selected the type of leads you would like to search -matched or all leads – you can further refine the search results.



Supplier's Guide to e-Bidding with the City

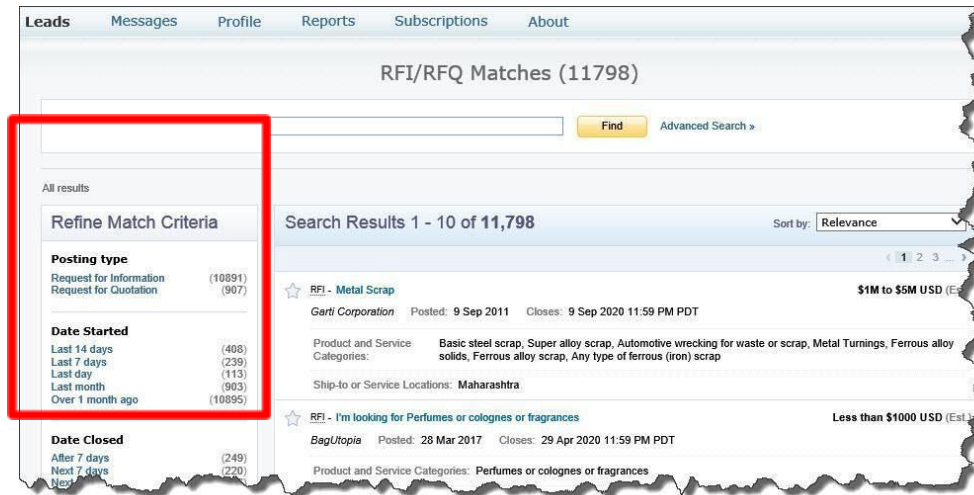
Step 3 – Refine Search Results for Leads

- A. The search for Leads can be performed by using the **Find search** function.



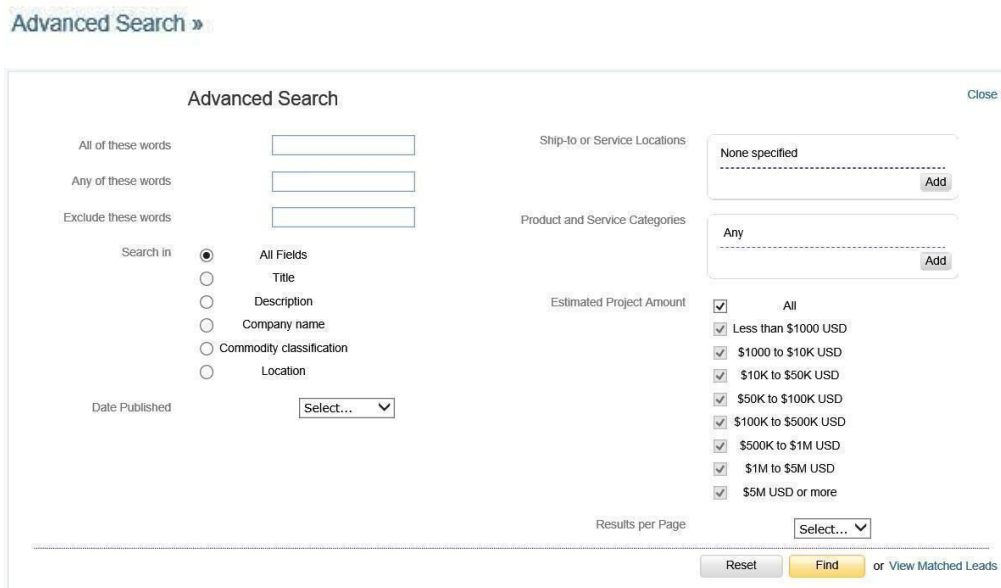
A search bar with a placeholder text and a yellow button labeled "Find".

- B. Searches can further be refined by using the **Refine Match Criteria** panel on the left side of the screen.



The screenshot shows the "RFI/RFQ Matches (11798)" page. On the left, the "Refine Match Criteria" panel is highlighted with a red box. It includes sections for "Posting type" (Request for Information: 10891, Request for Quotation: 907), "Date Started" (Last 14 days: 408, Last 7 days: 239, Last day: 113, Last month: 903, Over 1 month ago: 10895), and "Date Closed" (After 7 days: 249, Next 7 days: 220). The main area shows "Search Results 1 - 10 of 11,798" with a "Sort by: Relevance" dropdown. Two results are visible: "RFI - Metal Scrap" by Garti Corporation and "RFI - I'm looking for Perfumes or colognes or fragrances" by BagUtopia.

- C. Searches can also be narrowed down by using the **Advanced Search** function.



The "Advanced Search" form includes several sections: "All of these words", "Any of these words", and "Exclude these words" (each with a text input field). The "Search in" section has radio buttons for "All Fields" (selected), "Title", "Description", "Company name", "Commodity classification", and "Location". There is a "Date Published" dropdown menu. The "Ship-to or Service Locations" section has a "None specified" dropdown with an "Add" button. The "Product and Service Categories" section has an "Any" dropdown with an "Add" button. The "Estimated Project Amount" section has checkboxes for various ranges: "All", "Less than \$1000 USD", "\$1000 to \$10K USD", "\$10K to \$50K USD", "\$50K to \$100K USD", "\$100K to \$500K USD", "\$500K to \$1M USD", "\$1M to \$5M USD", and "\$5M USD or more". At the bottom, there is a "Results per Page" dropdown, a "Reset" button, a "Find" button, and a link "or View Matched Leads".

Supplier's Guide to e-Bidding with the City

- D. Once you enter advanced search criteria, click the Find button.
A list of matching opportunities will be displayed.

Refine Match Criteria

Posting type
Request for Information (68)
Request for Quotation (11)

Date Started
Last 14 days (1)
Last 7 days (1)
Last month (6)
Over 1 month ago (73)

Date Closed
After 7 days (3)

Product and Service Categories
Computer Hardware, Software & Telecom (7)
Industrial Manufacturing Services (11)
Technology & Engineering Services (13)
Transportation, Storage & Mail Services (13)
Vehicles (51)
More »

Ship-to or Service Locations
British Columbia (48)
Manitoba (1)
Nova Scotia (15)
Ontario (7)
Quebec (1)
More »

Search Results 1 - 10 of 79 Sort by: Relevance

1 2 3 ... >

☆ **RFI - RFI for SkyTrain Passenger Railcars** **Less than \$1000 USD (Est.)**
South Coast BC Transportation Authority (TransLink) Posted: 26 Feb 2018 Closes: 31 Oct 2018 11:59 PM PDT
Product and Service Categories: Subway transport, Passenger rail cars, Continental or inter continental rail services, Light rail vehicle transport LRV services
Ship-to or Service Locations: Canada; Vancouver (Surrey, Burnaby) - British Columbia; British Columbia

☆ **RFI - Doc1424060769 - RFI-Trolley Overhead Trucks Replacement** **Less than \$1000 USD (Est.)**
South Coast BC Transportation Authority (TransLink) Posted: 28 Aug 2018 Closes: 30 Sep 2018 11:59 PM PDT
Product and Service Categories: Truck chassis, Cab over engine tractors without sleeper, All terrain vehicles tracked or wheeled, Motor vehicles manufacture services, Automotive hydraulic systems, Self elevating workover platforms, ...
Ship-to or Service Locations: Canada; British Columbia

☆ **RFI - RFP-CNG Bus-Fueling Facilities Repair and Maintenance Services** **\$50K to \$100K USD (Est.)**
South Coast BC Transportation Authority (TransLink) Posted: 11 Sep 2018 Closes: 3 Oct 2018 11:59 PM PDT
Product and Service Categories: Supply of natural gas, Pressure controller maintenance or repair or operation, Natural gas production services, Plumbing system maintenance or repair
Ship-to or Service Locations: Vancouver (Surrey, Burnaby) - British Columbia

☆ **RFI - Bus Production Line Inspection Services** **Less than \$1000 USD (Est.)**
South Coast BC Transportation Authority (TransLink) Posted: 28 Dec 2017 Closed
Product and Service Categories: Vehicle inspection services

Step 4 – Select and Review Leads

- A. In the search results list, click on the opportunity title link to display the details of the posting.
B. In the posting details page, you can choose to Respond to Posting, Add to Watchlist, or select the Not Interested button.

This is a Public Sector posting and you can respond for free. ⓘ

Doc161235431 - Request for Supplier Qualifications for Environmental Consulting Services **Open**

Response Deadline: 24 Sep 2018 7:59 PM PDT

Respond to Posting Add to Watchlist Not Interested ▾ | Share: Leave feedback

- C. You can also scroll down to the bottom of the page to the Questions & Answers section to request additional information regarding the opportunity.

Questions & Answers

Ask Buyer a question...

Supplier's Guide to e-Bidding with the City

3.2.3 City of Edmonton on SAP Ariba

As stated in Section 3.2, the City of Edmonton's procurement opportunities can be viewed on the Alberta Purchasing Connection, BuildWorks, and SAP Ariba sites.

To view and participate in a procurement opportunity listed on SAP Ariba; Suppliers will need to meet the following criteria.

- Have an existing SAP Ariba Discovery account that allows access to SAP Ariba Network Supplier Portal.
- Be registered with the City of Edmonton.

Step 1 – SAP Ariba Discovery – Competitive Procurement Opportunities

Open an internet page for SAP Ariba (ariba.com).

<https://www.ariba.com>



Select the Login link then choose **Discovery** from the dropdown list.



Complete the login fields then click the LogIn button.
NOTE: If you do not have an SAP Ariba account follow the steps described in Section 2.



Confirm the I'm Selling tab is selected.



Refer back to **Section 3.2.2 Steps 2-4** to search competitive procurement opportunities.

Step 2 – SAP Ariba Network Supplier Portal – Existing Events

Supplier's Guide to e-Bidding with the City

Open an internet page for SAP Ariba Network Supplier Portal (supplier.ariba.com).



Log in to the supplier portal using your SAP Ariba Network Supplier login information.

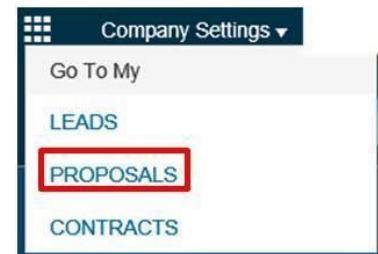
On the home page for SAP Ariba Discovery Supplier Login, click the [Go To Ariba APPS](#) icon situated in the top right corner of the screen.



In the dropdown menu, select Proposals.

A list of procurement opportunities the Supplier is involved in will display.

- **OPEN:** Sourcing Event opportunities that you are interested in and intend to respond to, or where you have submitted a Bid, but it is not yet pending or closed.
- **PENDING:** Sourcing Event opportunities that have closed and are being evaluated.
- **CLOSED:** Sourcing Event opportunities that have been awarded and are closed.



Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (20)			
▶ Status: Open (4)			
▶ Status: Pending Selection (4)			

Click the triangle button (as shown on the left) to open or collapse the list of Sourcing Event types listed.

- A right pointing triangle will open the list.
- A down pointing triangle will collapse the list.



Supplier's Guide to e-Bidding with the City

In the list of procurement opportunities that have a **Status: OPEN**, [click the hyperlink](#) on the desired event to view the event details.

Events

Title	ID	End Time ↓	Event Type
► Status: Completed (20)			
▼ Status: Open (4)			
PQ-010 AW 09052018 Sourcing Event UAT	Doc1452242722	9/30/2018 10:08 AM	RFI
SR3 Supplier Test 09042018	Doc1451570993	9/29/2018 5:19 PM	RFP
SR2 Supplier Test 09042018	Doc1451534966	9/29/2018 5:18 PM	RFP
SR Supplier Test 09042018	Doc1451534948	9/29/2018 5:17 PM	RFP
► Status: Pending Selection (4)			

NOTE: Each procurement opportunity has a unique document ID for reference (e.g. Doc 1452242722)

Supplier's Guide to e-Bidding with the City

3.3 Invitational Procurement Opportunities

An Invitational Procurement is a competitive method for procuring goods, services, construction, or intellectual property rights in which multiple suppliers are invited to submit bids.

Step 1 – Accessing Invitational Procurement Opportunities

If you have been invited to Bid on an Invitational procurement opportunity, you will receive an email as shown below. This email is sent to the Supplier email address the City has on record.

The City of Edmonton - TEST

The City of Edmonton - TEST has invited you to participate in the following event: VL West Demo RFP Issued 09252018. The event is set to begin on Monday, September 24, 2018 at 9:30 PM, Pacific Daylight Time.

Use the following username to log in to The City of Edmonton - TEST events: Example Email

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Contact's Name via telephone at or via e-mail at Contact's Email

We look forward to working with you!

Thank You,

The City of Edmonton - TEST

You are receiving this email because your customer, The City of Edmonton - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact The City of Edmonton - TEST.

The City of Edmonton - TEST sourcing site, Event Doc1472707791: VL West Demo RFP Issued 09252018, Realm: Edmonton-T, Message ID: MSG59568786, [Click Here](#)

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

Powered by  SAP Ariba

Confidentiality Warning:

This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system. Thank You.

If you do not wish to receive future commercial electronic messages from Deloitte, forward this email to unsubscribe@deloitte.ca

Avertissement de confidentialité:

Ce message, ainsi que toutes ses pièces jointes, est destiné exclusivement au(x) destinataire(s) prévu(s), est confidentiel et peut contenir des renseignements privilégiés. Si vous n'êtes pas le destinataire prévu de ce message, nous vous avisons par la présente que la modification, la retransmission, la conversion en format papier, la reproduction, la diffusion ou toute autre utilisation de ce message et de ses pièces jointes sont strictement interdites. Si vous n'êtes pas le destinataire prévu, veuillez en aviser immédiatement l'expéditeur en répondant à ce courriel et supprimez ce message et toutes ses pièces jointes de votre système. Merci.

Si vous ne voulez pas recevoir d'autres messages électroniques commerciaux de Deloitte à l'avenir, veuillez envoyer ce courriel à l'adresse unsubscribe@deloitte.ca

Supplier's Guide to e-Bidding with the City

Step 2 – Accessing Events

After a Supplier receives an *Invitation to Participate* email (as described in Step 1), the Supplier can click the link to view and participate in the event.



The Supplier will be directed to the SAP Ariba Network Supplier Portal to login.



Log in to the supplier portal using your SAP Ariba Network Supplier login information.

Once the Supplier is logged into SAP Ariba you will be directed to the event details as displayed in Section 4.1.

4.0 Responding to an Event

Responding to City of Edmonton procurement opportunities can occur two separate ways.

1. Searching Leads on the SAP Ariba Network

At any time Suppliers can log into the SAP Ariba Network supplier portal and search for procurement opportunities as described in Section 3.2.2. Within the procurement opportunities that result from a search, you can select a specific opportunity to view the event details and respond if desired.

2. Direct Invitation from the City

When a Supplier is invited to participate in a procurement opportunity event, Supplier's will receive an email from the City via SAP Ariba. The email will contain instruction and links to navigate, taking the Supplier directly to the event details. (Refer to Section 3.3).

4.1 Event Detail Response Areas

In SAP Ariba Discovery, once you have clicked on the *Respond to Posting* button in an event opportunity, the event details will display.

The screenshot shows the SAP Ariba Event Details interface. At the top, the event title is 'Doc1354649992 - Coaching and Leadership Development' with a timer showing 'Time remaining 25 days 09:21:51'. A yellow banner contains a warning: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below the banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted in blue), 'Decline to Respond', and 'Print Event Information'.

On the left sidebar, there are sections for 'Event Messages', 'Download Tutorials', 'Response Team', and a 'Checklist' with three items: '1. Review Event Details' (selected), '2. Review and Accept Prerequisites', and '3. Submit Response'. Below the checklist is 'Event Contents' with 'All Content' and two numbered items: '1 OPG Provided Documents' and '2 Proponents Proposal'.

The main content area is titled 'OPG Provided Documents' with a sub-header '(Section 1 of 2) Next'. It lists various documents under a tree structure:

- 1 OPG Provided Documents
 - 1.1 RFP Documents
 - 1.1.1 RFP Version 1 of RFP Documents
 - 1.1.1.1 RFP Rules (with a 'References' link)
 - 1.1.1.2 RFP Data Sheet (with a 'References' link)
 - 1.2 Schedule F Part 4 - Pricing Submission Requirements
 - 1.2.1 Financial Submission Requirements - Project 1 - Leadership Assessment Solutions (with a 'References' link)
 - 1.2.2 Financial Submission Requirements - Project 2 - Leadership Coaching Solutions (with a 'References' link)
 - 1.2.3 Financial Submission Requirements - Project 3 - Leadership Assessment and Coaching Solutions (with a 'References' link)
 - 1.2.4 Financial Submission Requirements - Project 4 - Knowledge Management and Knowledge Retention Solutions (with a 'References' link)
 - 1.2.5 Financial Submission Requirements Pricing Table (4 tabs) (with a 'References' link)

At the bottom of the main content area, there is a link 'Next Section: Proponents Proposal' and a section header 'Event Overview and Timing Rules'.

Supplier's Guide to e-Bidding with the City

4.1.1 Event Details Checklist

The checklist itemizes the steps to complete before submitting a Bid.

4.1.2 Event Contents

The event content section allows you to review the different sections within the event documentation. You can view the requirements, evaluation criteria, and other documentation specific to the event.

4.1.3 Download Content

If you prefer to have a copy that can be reviewed outside of the SAP Ariba Discovery environment or printed, you can click on the **Download Content** button. You will be given the chance to download content and attachments.

Export Content to Excel Done

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.

Done

4.1.4 Decline to Respond

After reviewing content for the event opportunity you can click on the **Decline to Respond** button to decline and exit the opportunity.

4.1.5 Review Prerequisites

Once all the event details have been reviewed, you can click on the **Review Prerequisites** button to review the prerequisites of the selected opportunity.

Once you have reviewed the prerequisites you must answer all the questions listed in the prerequisites then click the OK button. It is important to note that to be permitted to participate in the opportunity you must accept the prerequisites.

4.1.6 Review Content and Submit Response

Review each of the content line items and provide information as indicated such as attaching the appropriate documents. When all information requirements have been completed, you can click on the **Submit Entire Response** button.

Note: Questions denoted by an asterisk (*) are mandatory questions and must be answered to be able to submit a response.

4.2 Respond to Sourcing Questions

When responding to sourcing questions, you may be asked to provide responses in various formats. The following table illustrates the types of answers participants may be requested to provide in SAP Ariba Discovery.

Answer Type	Description
Text (single line limited)	The answer field accepts a single line of text (numerical and alphabetic characters). There is no ability to click Enter. It is limited to 256 characters.
Text (single line)	The answer field accepts a single line of text (numerical and alphabetic characters). There is no character limit.
Text (multiple lines)	The answer can be multiple lines of text. There is no character limit.
Whole Number	A whole number, for example, 3, 27, 936.
Decimal Number	A decimal number, for example, 18.1, or 5.43. The default value is two decimal places.
Date	A formatted date, for example: Fri., 19 May 2017.
Money	A decimal number plus currency symbol. The default value is two decimal places.
Yes/No	The input field will contain a drop-down menu with Yes or No for selection.
Attachment	Participants may be provided with an attachment (e.g. an informational read-only attachment that can be downloaded)
Certificate	Certificates allow Participants to add attachments with certificate numbers and effective and expiration dates.
Percentage	The answer field will appear as a percentage. For example: 22%, 86%, 300%. The default value is two decimal places.
Quantity	The answer field will contain a quantity.
Lot Item	The price of a lot is the combined total of all the items in the lot.
Line Item	Used for pricing, the answer field will allow for numerical entry. A line item is the smallest unit that Participants compete on. It is an individual part or service that has an associated price. A line item always has an associated quantity, for example, 50 items, 10 lbs., or 8 hours. Line item terms may roll up to the lot level and show as a sum.

Note: These questions are for example purposes only and may not be reflective of questions asked during a real Invitational or competitive event.

4.3 Identify and Correct Errors

If there is an error when trying to submit, SAP Ariba Discovery will notify you with a prompt at the top of the screen and with a note flagged on the area in question (see below). To successfully submit your response, you will need to return to this area, and answer the question in the requested format.

4.4 Viewing Addenda

The City of Edmonton may issue addenda to a Non-Competitive, Invitational, or Competitive procurement opportunity of which you are a Participant. This could be to update the requested event content for response (e.g. questions), revise the due date, provide additional information, etc.

If an addendum is issued, you will receive an email update. You can view the updated content, in the **Addendum Section** of the event in SAP Ariba Discovery Sourcing.

4.5 Revising Responses

If you have already submitted your response, you can revise it before the time remaining in the opportunity expires.

- A. Open the event and click the Revise Response button.
- B. A pop-up box will appear requesting you to confirm that you want to revise your response. Click the OK button.
- C. Revise your response as needed.

5.0 Event Messages

You can view all updates / messages within the **Event Messages** link in the specific opportunity.

5.1 Using the Event Message Board

Once you have accessed the procurement opportunity and are ready to respond, you can communicate with the City of Edmonton's Procurement representative, as necessary.

1. To review any notifications or messages, or to communicate with the City of Edmonton, such as the Procurement representative identified within the procurement opportunity event, click **Event Messages** in the Sourcing Event homepage.
2. Specific messages can be reviewed or responded to by clicking on the button beside the message you would to view/reply to and then select **View** or **Reply**.
 - a. You can also choose to create a message (click **Compose Message**); or
 - b. To download attachments as applicable (click **Download all attachments**).

Note. If you send a message to the City of Edmonton, it cannot be viewed by other Participants that have responded or intend to respond to the opportunity. It is a private message between both parties.

- c. Click **Back to Console** as necessary to return to the details of the event.
3. When composing your message to the City, you can revise the subject header, insert your message, and attach files, as necessary.
4. Click **Send** to send the composed message to the City of Edmonton.

6.0 Contract Award

City of Edmonton procurement opportunity successful participant(s) will be notified and requested to register with the City of Edmonton, if not already part of the City's supplier database.

The City of Edmonton - TEST

Register as a supplier with The City of Edmonton

Hello!

CoE SAP Ariba Coordinator has invited you to register to become a supplier with The City of Edmonton. Start by creating an account with Ariba Network. It's free.

The City of Edmonton uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Name already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

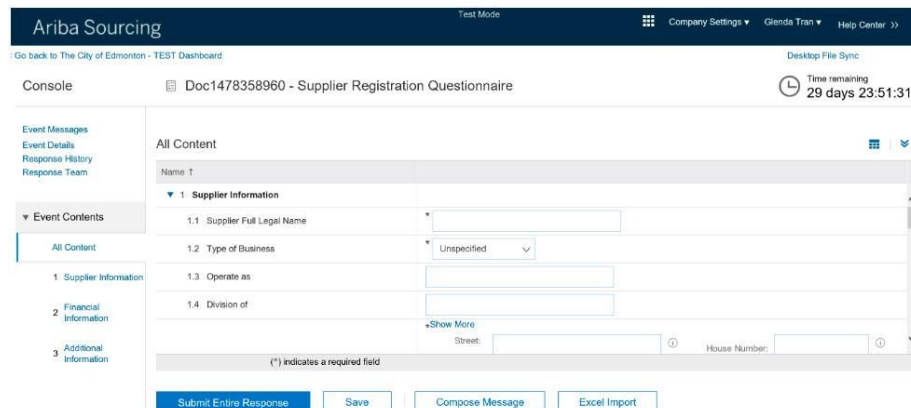
You are receiving this email because your customer, The City of Edmonton - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact The City of Edmonton - TEST.

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

Powered by 

Figure: Example of City Registration Request email

Within the email as the Supplier, you will click on the "Click Here" linked text to open the Supplier Registration Questionnaire to complete required information for the City of Edmonton procurement process.



7.0 Additional Help

For **opportunity / event content specific questions**, contact the City of Edmonton's Procurement representative through the SAP Ariba Discovery Event Message Board.

For any general **technical support or guidance** using SAP Ariba Discovery, you may:

- Call the SAP Ariba Help Desk at **1-866-218-2155** (24 hours support Monday – Friday).
- Visit <https://support.ariba.com/help> to select an SAP Ariba Help Center For Suppliers:
 - Ariba Network – Orders and Invoices
 - Ariba Discovery – Leads
 - Ariba Sourcing – Proposals
 - Ariba Contract Management – Contracts

To access the SAP Ariba Discovery Help Center follow the steps listed.

1. Click **Help Center** located in the top right corner of SAP Ariba Sourcing.
2. The **Help Center** will pop out. You can open the **Help Center** in a new window/tab by clicking the symbol.
3. Click the **Home** tab to review popular topics, access the **Learning Center** and **Support Center**, obtain **Additional Resources**, and review **Popular Tags**.
4. Click the **Learning** tab to review common **Product Documentation**, watch a series of **Tutorials**, and search for a specific question / topic.
5. Click the **Support** tab to search for a specific question / topic or select from communication preferences.