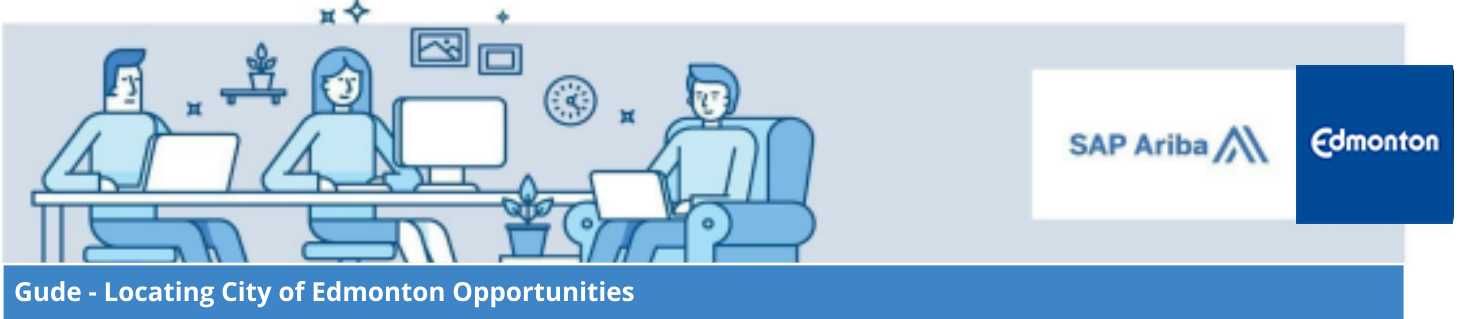


Locating City of Edmonton Opportunities

A step-by-step guide

Option 1: View the City of Edmonton’s Public SAP Business Network Discovery Profile	3
Step 1: View the City’s SAP Business Network Discovery Profile	3
Step 2: Click on Respond to Posting	4
Option 2: Searching SAP Business Network for Leads	5
Step 1: Login to the SAP Business Network Discovery website	5
Step 2: View Leads	5
Step 3: Select and Review Leads	6



Gude - Locating City of Edmonton Opportunities

This guide provides information on how to locate opportunities from the City of Edmonton on SAP Business Network Discovery. SAP Business Network Discovery is SAP's tool to match corporate and business buyers and sellers. It provides one location for the City of Edmonton to advertise all current and future sourcing opportunities.

There are two options for viewing the City's SAP Business Network Discovery postings:

Option 1: is through a listing of all of the City's current and closed SAP Business Network Discovery postings.

Option 2: is a targeted search for City of Edmonton opportunities that can be filtered based on commodity, search term etc.



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Option 1: View the City of Edmonton’s Public SAP Business Network Discovery Profile

Step 1: View the City’s SAP Business Network Discovery Profile

Navigate to <http://discovery.ariba.com/profile/AN01394774623>, scroll to the bottom of the page to view the City’s current and closed SAP Business Network Discovery postings. Click on the opportunity name to obtain more information about the event.

Postings	
Search Results 1 - 10 of 166	
Sort by: Relevance	
< 1 2 3 ... >	
★ RFQ - 939354 - Distribution of Kitchen Pails and Printed Materials	\$50K to \$100K USD (Est.)
The City of Edmonton Posted: 11 Jan 2024 Closes: 5 Feb 2024 2:37 PM PST	
Product and Service Categories: Wholesale distribution services	
Ship-to or Service Locations: Edmonton - Alberta	
★ RF - 935428-Prequalification of Prime Contractors for Alley Renewal Projects	\$0 USD (Est.)
The City of Edmonton Posted: 21 Dec 2023 Closes: 30 Sep 2024 3:00 PM PDT	
Product and Service Categories: Asphalt, Gutters, Asphalt finishers, Landscaping services, Residential street lights, Lighting pole or post and hardware, Sidewalk or curb construction	
Ship-to or Service Locations: Alberta	
★ RFQ - 938458 Commercial Fitness Equipment - Supply and Service - Event	Less than \$1000 USD (Est.)
The City of Edmonton Posted: 16 Jan 2024 Closes: 14 Mar 2024 3:00 PM PDT	
Product and Service Categories: Step aerobic equipment, Treadmills, Dumbbells, Weight benches or racks, Stationary bicycles, Rowing machines, Barbells, Jump ropes, Exercise balls, Fitness weights	
Ship-to or Service Locations: Edmonton - Alberta	

The information listed in this view includes:

- **Posted:** Indicates the date at which the opportunity was posted
- **Closes:** Indicates the final date and time to respond to the opportunity
- **Closed:** indicates the opportunity has been closed and is being evaluated
- **Opportunity Amount:** Indicates an estimated award amount for the opportunity

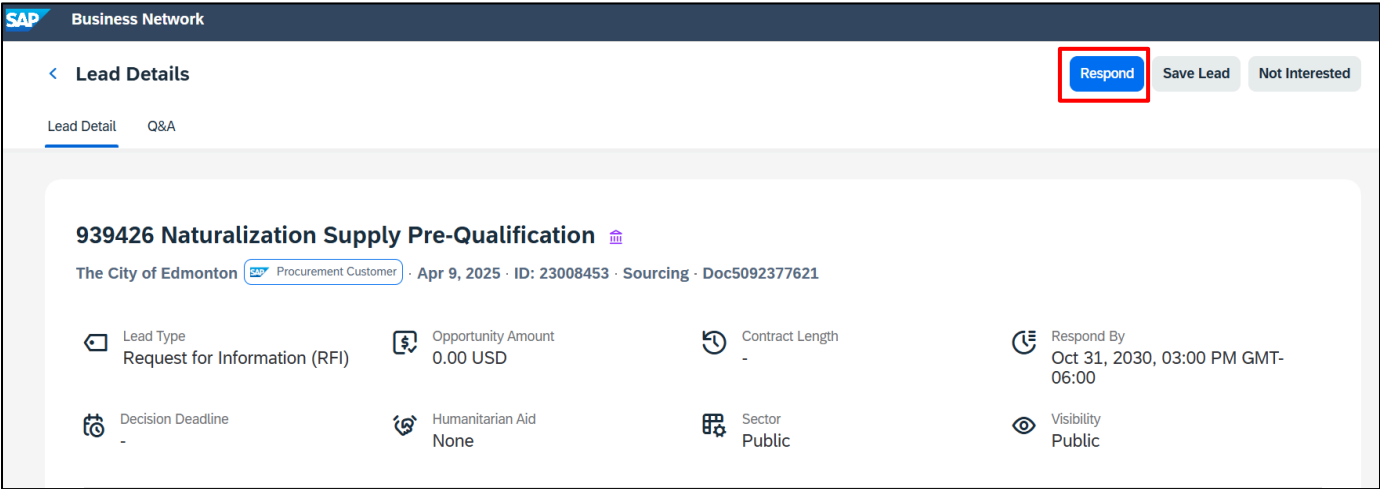
Note An SAP Business Network Supplier Account is not required to view postings using this option.



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Step 2: Click on Respond to Posting

Click **Respond** to enter into the Sourcing Event. If you have issues accessing a sourcing event posting, please refer to the [SAP Business Network Additional Help and Resources](#) document.





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Option 2: Searching SAP Business Network for Leads

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

The following steps describe how Suppliers can search for City of Edmonton opportunities in SAP Business Network.

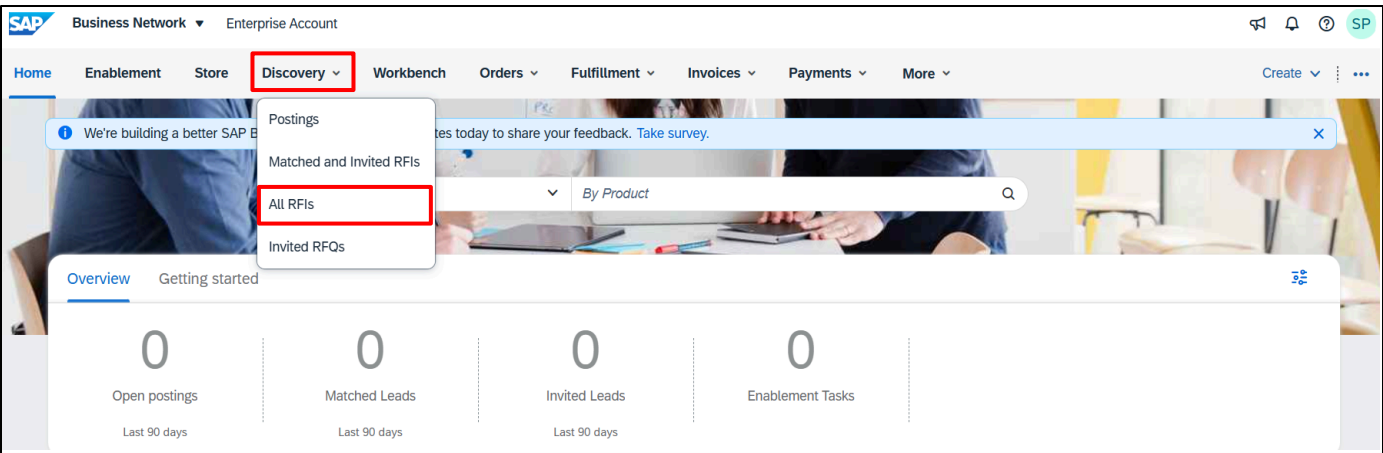
Step 1: Login to the [SAP Business Network Discovery website](#)

Enter your User ID and Password

A screenshot of the SAP Business Network Discovery Log In page. The page has a light blue header with the SAP logo and 'Business Network Discovery' text. The main content area is white. On the left, there's a login form with two input fields: 'Enter Username' and 'Enter Password', both highlighted with a red border. Below these fields is a 'Log In' button. To the right of the login form, there's a section titled 'Ariba Discovery is now SAP Business Network Discovery' with a message about new features and functionalities. Below this message are two links: 'Learn More' and 'Explore Leads'.

Step 2: View Leads

- I. Click on **Discovery** and then **All RFIs**





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II. A list of all leads within the SAP Business Network Discovery will be displayed..

SAP Business Network Enterprise Account

Home Enablement Store Discovery Workbench Orders Fulfillment Invoices Payments More

Search

1512 results

Filters Clear all

Lead Type

☐ RFI - Request for Information (1512)

Budget Amount

Minimum Amount (USD): All (1489)

Sector

Sector: All

Date Range

Sort by: Response Deadline Soon

COE Test Event 2 2025DEC05 LMB

RFI · 1110000151

Service locations: Edmonton - Alberta

Category: Business intelligence consulting services

Max Budget: 92,632.18 USD

Decision Deadline: 01 Mar 2026

Contract Length: 144 Months

NUHSD-RFP-25-0005 Supply and Delivery of Non-Sterile Latex Examination Gloves

RFI · 23589153

Service locations: Singapore

Category: Medical exam or non surgical procedure gloves

Max Budget: 539,582.21 USD

Decision Deadline:

Contract Length: 60 Months

Step 3: Select and Review Leads

I. In the search results list, click on the opportunity title you are interested in to view the details of the posting.

SAP Business Network Enterprise Account

Home Enablement Store Discovery Workbench Orders Fulfillment Invoices Payments More

Search

1512 results

Filters Clear all

Lead Type

☐ RFI - Request for Information (1512)

Budget Amount

Minimum Amount (USD): All (1489)

Sector

Sector: All

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- II. Once you click the opportunity title, the posting details page will appear, you can then choose to **Respond** or **Not Interested** or **Save lead** (🔖) button.

The screenshot shows the SAP Ariba Business Network interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'More'. Below this, the opportunity title 'COE Test Event 2 2025DEC05 LMB' is displayed. To the right of the title are three buttons: 'Respond', 'Not Interested', and a bookmark icon. Below the title, there's a section with details: ID - 1110000151, Sourcing - Doc5471254224, SAP Walk-up buyer, Buyer: Boom Internal Test Account, Status: Open, Opportunity Amount: 80,000 - 130,000 CAD, Respond By: 17 Dec 2025 16:00 GMT-07:00, Sector: Public, Lead Type: RFI, Decision Deadline: 01 Mar 2026 00:00 GMT-07:00, and Contract Length: 144 Months. Below this is a tabbed interface with 'Basic Information', 'Post Overview', 'Attachments (0)', and 'Q&A'. The 'Basic Information' tab is active, showing product and service categories, ship-to or service locations, and supplier certification preferences.

- III. You can also scroll down to the bottom of the page to the Questions & Answers section to post a question to the City of Edmonton buyer requesting additional information.

Note: These questions should be **non-event specific**.

The screenshot shows the 'Q&A' section of the opportunity page. At the top, there's a warning message: 'Please refrain from sharing any sensitive information, as the buyer has the option to make the communication thread public.' Below this, there's a section for 'Boom Internal Test Account'. At the bottom, there's a text input field with the placeholder 'Enter your question' and a 'Send' button (📤).