Locating City of Edmonton Opportunities

A step-by-step guide

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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.

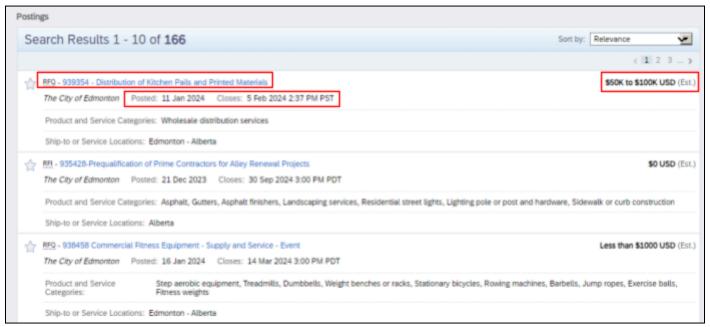
Option 2: is a targeted search for City of Edmonton opportunities that can be filtered based on commodity, search term etc.



Option 1: View the City of Edmonton's Public SAP Ariba 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 Ariba Discovery postings. Click on the opportunity name to obtain more information about the event.



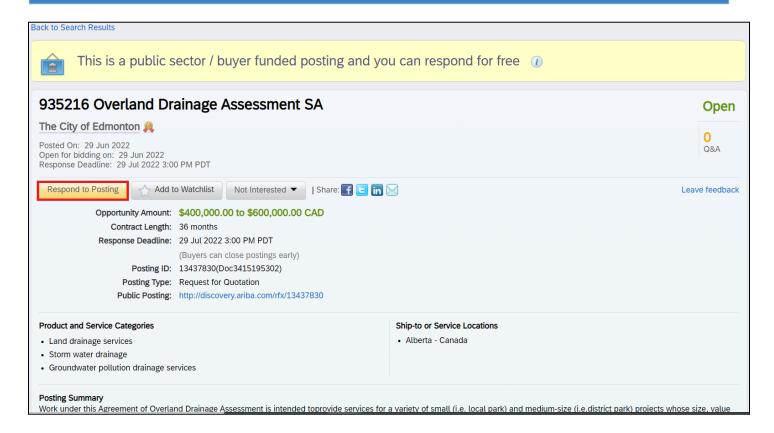
The information listed in this view includes:

- **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 A SAP Ariba Network Supplier Account is not required to view postings using this option.

Step 2: Click on Respond to Posting

Click **Respond to Posting** to enter into the Sourcing Event. If you have issues accessing a sourcing event posting, please refer to the <u>SAP Ariba Additional Help and Resources</u> document.





As a public sector organization, there is no fee to respond to procurement opportunities created by the City of Edmonton. Look for the message below to confirm.



This is a public sector / buyer funded posting and you can respond for free $\ensuremath{\textit{0}}$



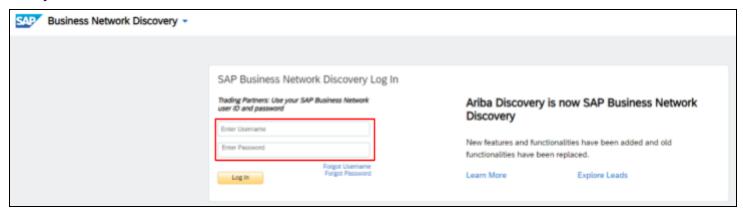
Option 2: Searching SAP Ariba for Leads

When a procurement opportunity on SAP Business Network 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 Business Network Discovery dashboard.

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

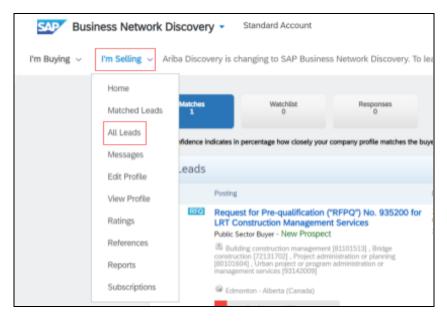
Step 1: Login to the SAP Business Network Discovery website

Enter your User ID and Password

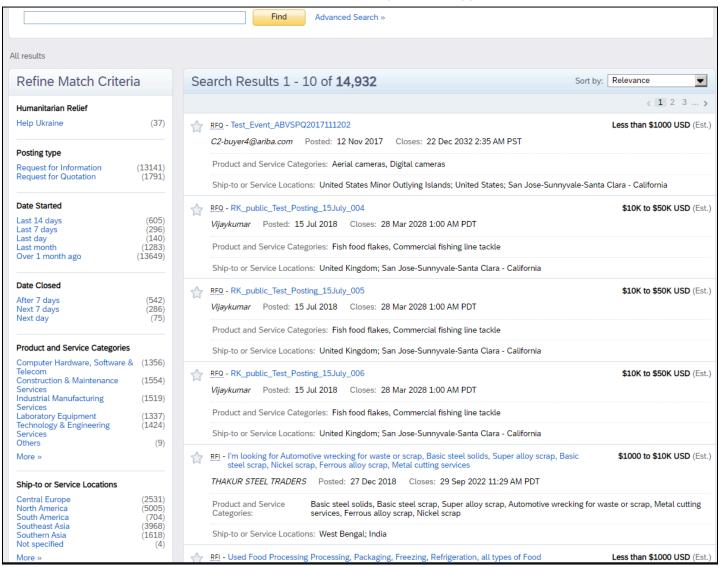


Step 2: View Leads

I. Under the "I'm Selling" drop down menu, select "All Leads".



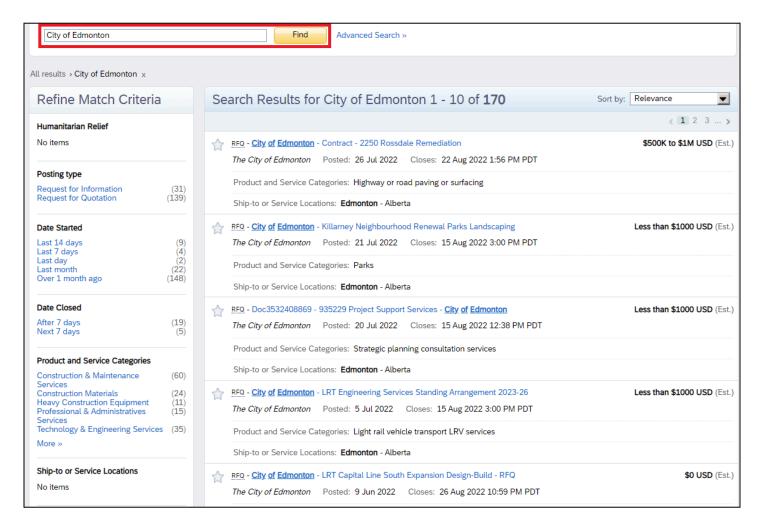
II. A list of all leads within SAP Business Network Discovery will then appear.





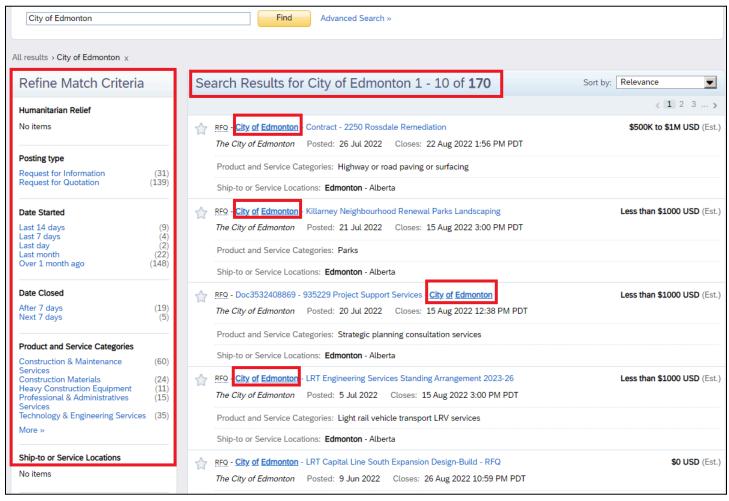
Step 3: Refine Search Results for Leads

The search for City of Edmonton opportunities can be performed by using the Find function and entering
"City of Edmonton" into the search bar. Click Find to filter opportunities and show only those related to the
City of Edmonton.





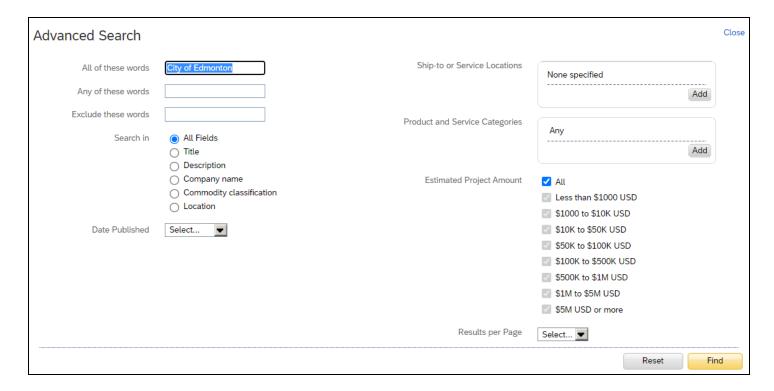
II. Use the **Refine Match Criteria** panel on the left side of the screen to make searches.



An alternative is to use the **Advanced Search** function.

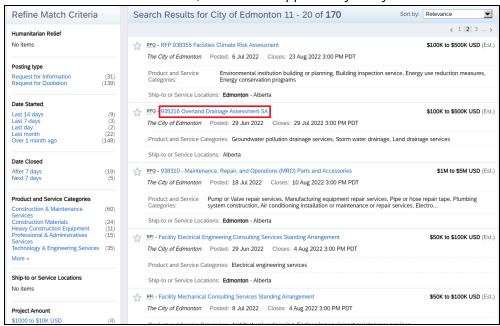






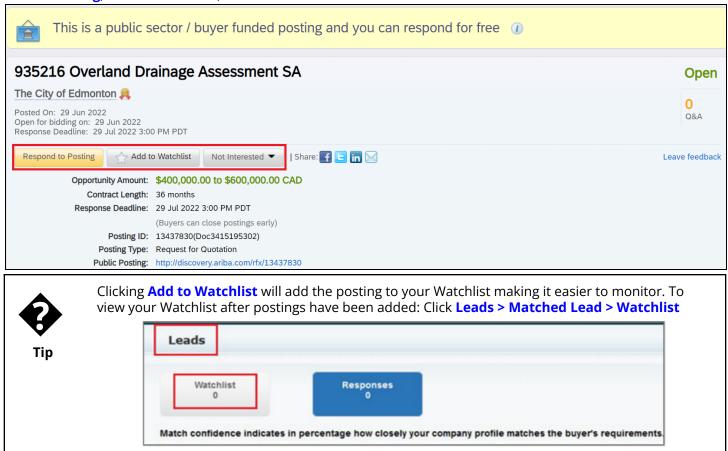
Step 4: Select and Review Leads

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





II. Once you click the opportunity title, the posting details page will appear, you can then choose to **Respond to Posting, Add to Watchlist**, or select the **Not Interested** button.



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**.

