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Purpose:

This guide explains how suppliers use SAP Business Network to take part in procurement events posted by The City of Calgary.

Instructions:

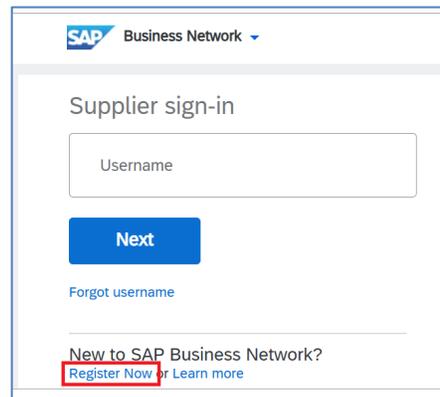
CREATE AN SAP BUSINESS NETWORK ACCOUNT

Suppliers who want to bid on a City of Calgary procurement posted on SAP Discovery must submit their bids through an SAP Business Network account.

Contact information

Access the SAP Business Network

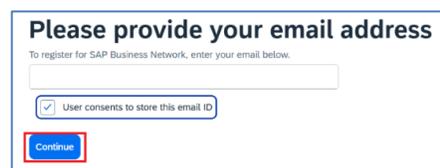
1. Open the [SAP Business Network Supplier Sign-in](#) page.
2. Click **Register Now**.



The screenshot shows the 'Supplier sign-in' page on the SAP Business Network. It features a 'Username' input field, a blue 'Next' button, and a 'Forgot username' link. At the bottom, there is a section for new users: 'New to SAP Business Network?' with a red box around the 'Register Now' link and a 'Learn more' link.

Validate your email address

3. Enter your email address.
4. Select **User consents to store this email ID**.
5. Click **Continue**.
6. Enter the one-time password that is sent to the email address you provided.
7. Click **Continue**
8. Select **USA: Quincy, WA** as the chosen data centre and click **Next**



The screenshot shows the 'Please provide your email address' step. It includes an email input field, a checkbox labeled 'User consents to store this email ID' which is checked, and a blue 'Continue' button with a red box around it.



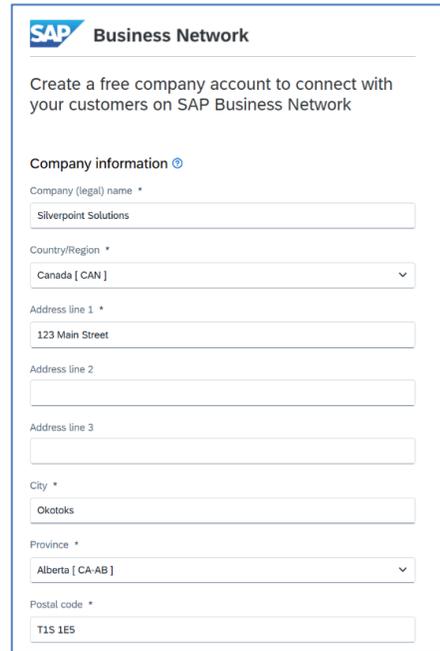
The screenshot shows the 'Enter your One Time Password' step. It instructs the user to 'Insert password below. Your password expires in 30 minutes.' Below this is a row of six input boxes containing the digits '4', '5', '9', '9', '2', and '6'. A blue 'Continue' button with a red box around it is at the bottom.



The screenshot shows the 'Choose a Data Center' step. It states 'Your account and profile will be created and maintained in the chosen data center'. There are three radio button options: 'USA: Quincy, WA' (selected), 'Netherlands: Amsterdam', and 'Saudi Arabia: Dammam'. A blue 'Next' button with a red box around it is at the bottom.

Provide company information

9. Enter your **Company information.**



SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information

Company (legal) name *
Silverpoint Solutions

Country/Region *
Canada [CAN]

Address line 1 *
123 Main Street

Address line 2

Address line 3

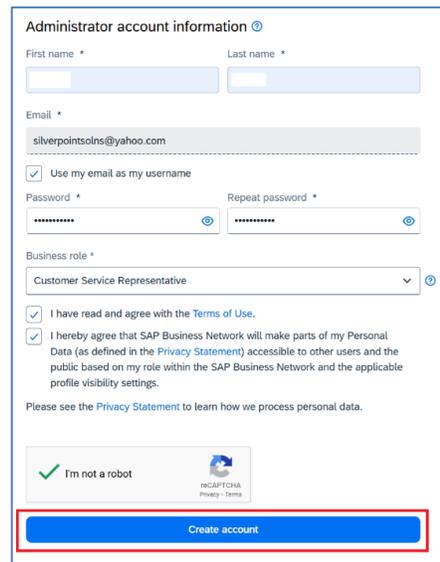
City *
Okotoks

Province *
Alberta [CA-AB]

Postal code *
T1S 1E5

Provide administrator information

10. Enter the **Administrator account information.**
11. Click **Create account.**



Administrator account information

First name * Last name *

Email *

silverpointsofns@yahoo.com

Use my email as my username

Password * Repeat password *

Business role *

Customer Service Representative

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

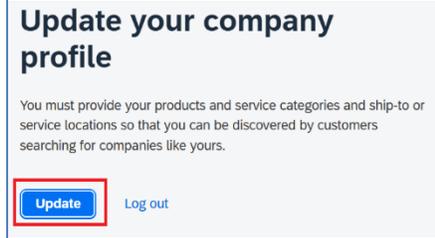
 reCAPTCHA
Privacy - Terms

Create account

Confirm account set up

You will receive an email from SAP Business Network confirming the account set up.

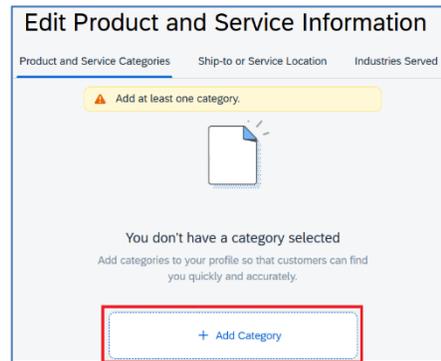
12. Click the link in the email to open the SAP Business Network login page.
13. Login to your account.
14. Click **Update** to open the **Edit Product and Service Information** page



Operational information

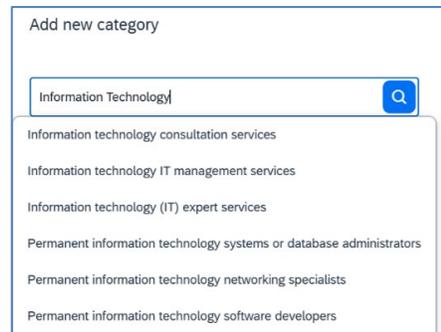
Add product and service information

15. Click **+ Add Category** to open the **Add new category** page



Select products and services

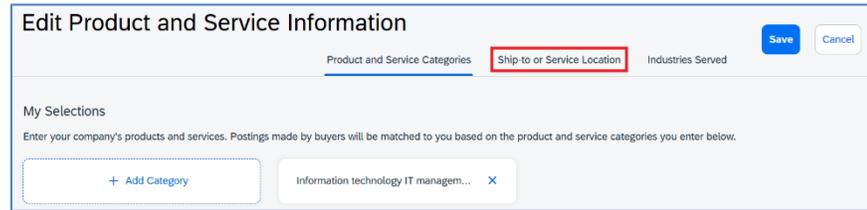
16. Enter a search term into the search field.
17. Select a category from the list.
18. Repeat the above steps to add additional categories, if required.
19. Click **Add** at the bottom of the page.



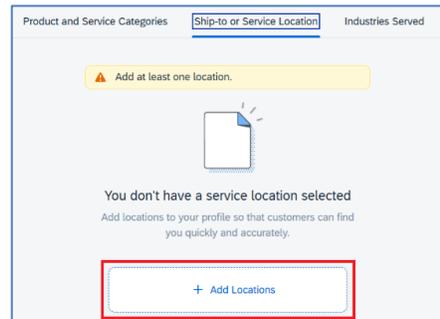
The selected category(ies) appear(s) on the **Edit Product and Service Information** page:

Add location information

20. Click **Ship-to or Service Location**.



21. Click **+ Add Locations** to open the **Add new locations** page.



Select locations

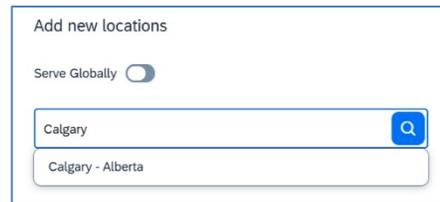
22. Enter a location into the search field.

23. Select a location from the list.

24. Repeat the above steps to add any additional locations from where you provide services.

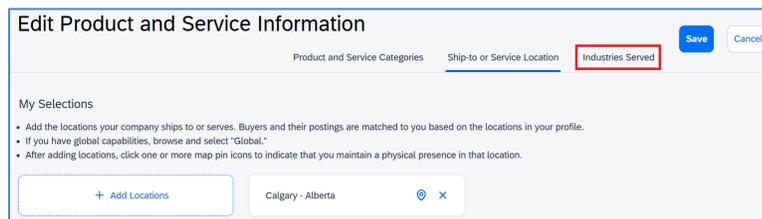
25. Click **Add** at the bottom of the page.

The selected location(s) appear(s) on the **Edit Product and Service Information** page:



Add industries

26. Click **Industries Served**.



Select industries

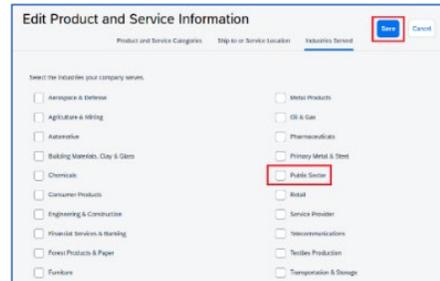
Select the industries your company serves.

27. Select **Public Sector**.

28. Select all other applicable industries.

29. Click **Save**.

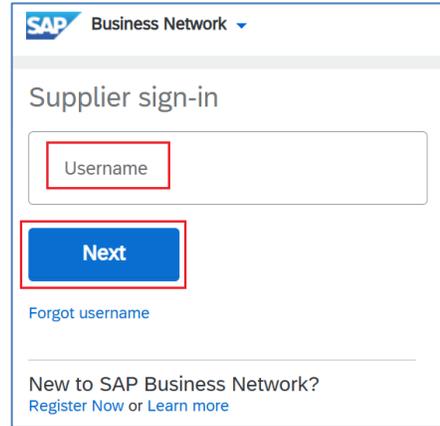
The SAP Business Network landing page for your supplier account opens.



LOG INTO EXISTING SAP BUSINESS NETWORK ACCOUNT

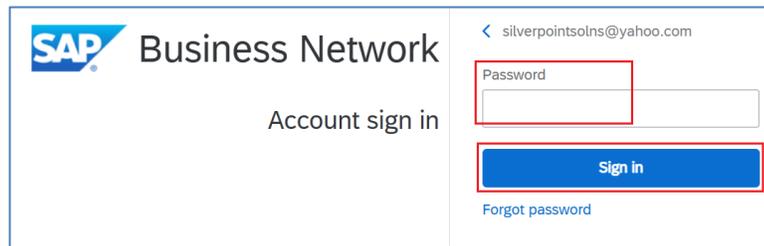
Enter Username

1. Open the [SAP Business Network Supplier Sign-in](#) page.
2. Enter your **Username**.
3. Click **Next**.



Enter Password

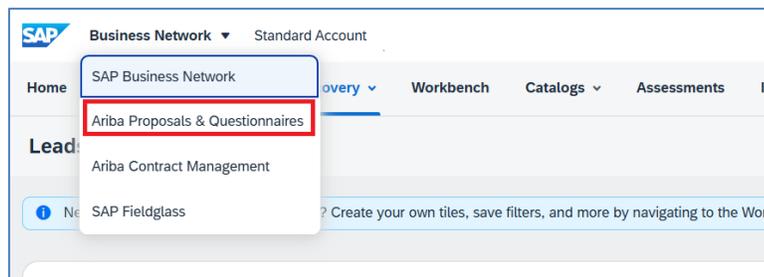
4. Enter your **password**.
5. Click **Sign in**.



The SAP Business Network landing page for your supplier account opens.

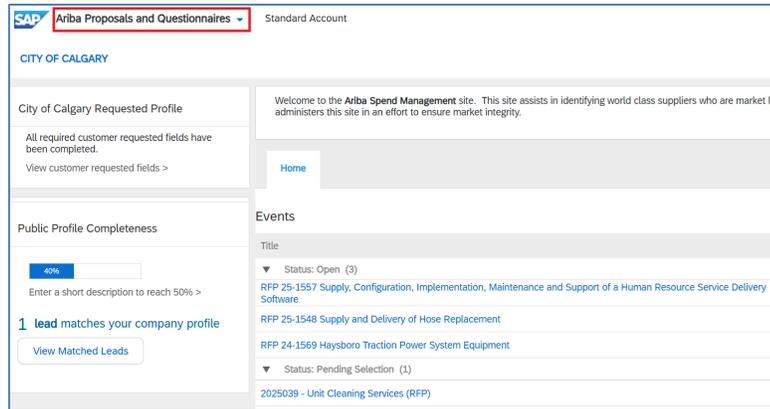
View Ariba proposals and questionnaires

The **Ariba Proposals and Questionnaires** section of the SAP Business Network provides a list of previously accessed sourcing events.



The **Events** section lists events that you have previously viewed, grouped by status.

- i. Expand the sections to see sourcing events by status.
- ii. Click an event name for more information.



The screenshot shows the SAP Business Network interface for a 'Standard Account'. The top navigation bar includes 'SAP', 'Ariba Proposals and Questionnaires', and 'Standard Account'. Below this, the 'CITY OF CALGARY' header is visible. The main content area is divided into several sections:

- City of Calgary Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'.
- Public Profile Completeness:** A progress bar showing 40% completion. Below it, a message says '1 lead matches your company profile' with a 'View Matched Leads' button.
- Events:** A list of sourcing events with a 'Status' filter. The events listed are:
 - RFP 25-1557 Supply, Configuration, Implementation, Maintenance and Support of a Human Resource Service Delivery Software (Status: Open (3))
 - RFP 25-1548 Supply and Delivery of Hose Replacement
 - RFP 24-1569 Haysboro Traction Power System Equipment
 - 2025039 - Unit Cleaning Services (RFP) (Status: Pending Selection (1))

PREQUALIFIED AND NON-PREQUALIFIED SUPPLIERS

Suppliers participate in City sourcing events on either a prequalified or non-prequalified basis.

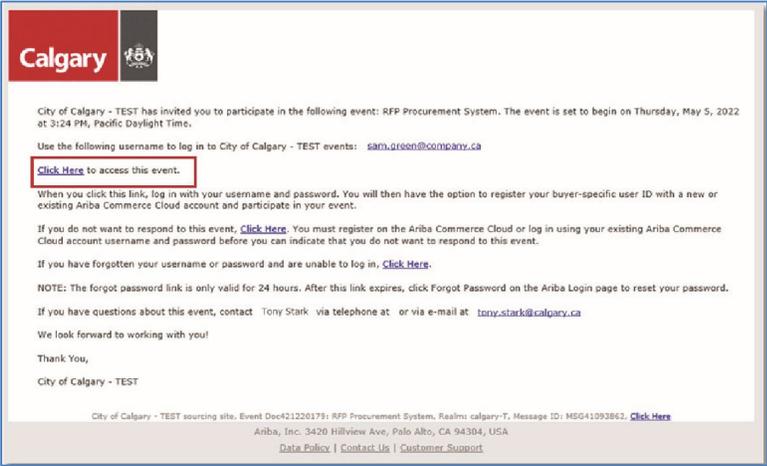
Prequalification is the process by which The City shortlists potential suppliers for future procurement opportunities, using predetermined criteria to assess whether they have the necessary financial capacity, technical expertise, managerial ability, project success, or relevant experience to undertake the project at hand

A contract or purchase order does not result directly from the prequalification process. A further selection and award process must occur.

Suppliers can prequalify under the categories of construction, consulting, engineering and architecture.

Refer to the [Prequalification](#) page on The City’s website for more information.

Prequalified or non-prequalified suppliers access sourcing events in different ways.

Supplier type	Access to City sourcing events
Non-prequalified	Refer to Locate Open City of Calgary Opportunities .
Prequalified	<p>Prequalified suppliers may be invited to participate in an RFx for an event in a category for which they are prequalified.</p> <ol style="list-style-type: none"> i. On the email invitation, click Click Here to access this event. <div data-bbox="574 1159 1341 1625" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <ol style="list-style-type: none"> ii. Refer to Bid on Posted City Opportunity.

LOCATE OPEN CITY OF CALGARY OPPORTUNITIES (FOR NON-PREQUALIFIED SUPPLIERS)

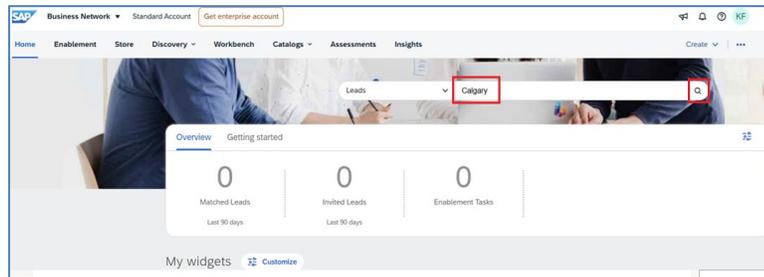
You can search for open opportunities with The City on SAP Discovery in either of the following ways:

- Search for [all open opportunities](#) at The City.
- Search for [a specific open opportunity](#) at The City.

Search for all open opportunities

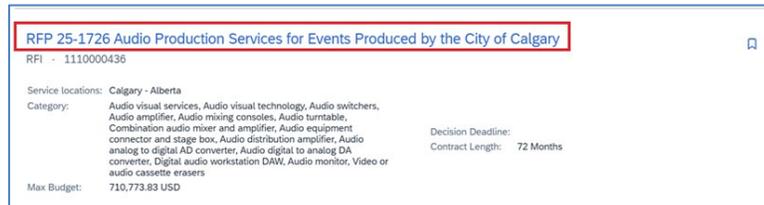
Search within
Calgary

1. Log into the SAP Business Network.
2. Enter *Calgary* in the search bar.
3. Click the **magnifying glass**.

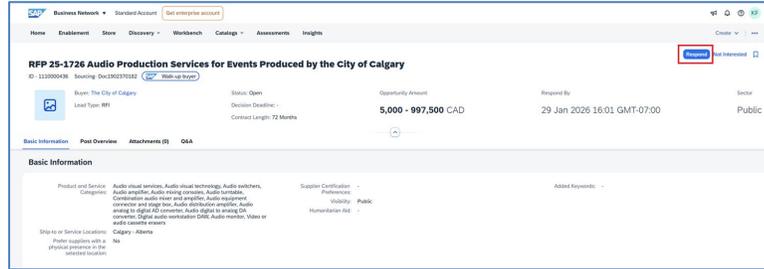


Select an
opportunity

4. Click the title of a posted opportunity to learn more details.



Respond to posting 5. Click **Respond**.



6. Go to [Bid on Posted City Opportunity](#).

Search for a specific open opportunity

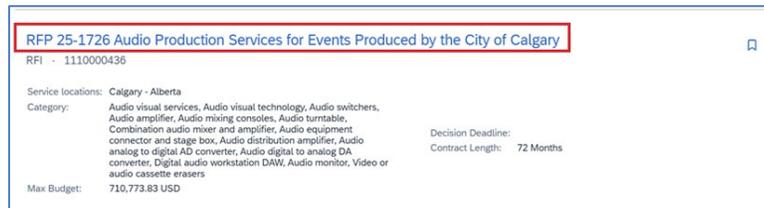
Search by RFX number

1. Log into the SAP Business Network.
2. Enter an RFX number into the **By Product** field.
3. Click the **magnifying glass**.

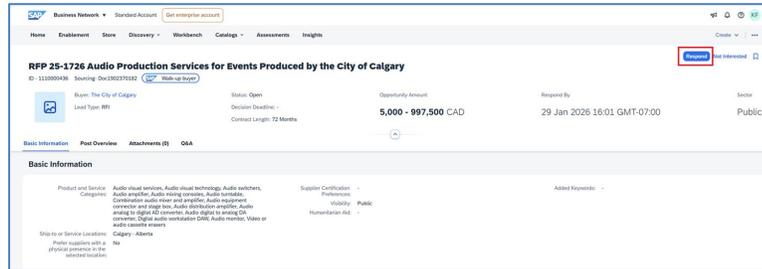


View an opportunity

4. Click the title of a posted opportunity to learn more details.



Respond to posting 5. Click **Respond**.



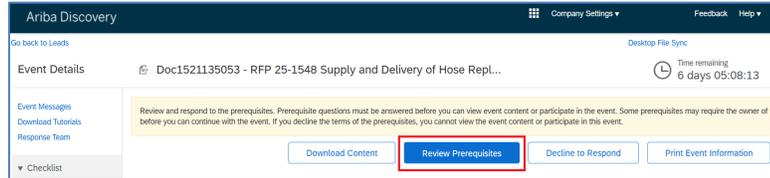
6. Go to [Bid on Posted City Opportunity](#).

BID ON POSTED CITY OPPORTUNITY

Submit a bid

Review prerequisites

1. Click **Review Prerequisites**.



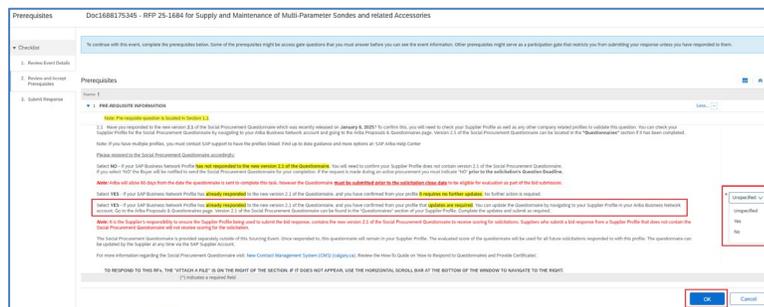
 **NOTE:** Time remaining until the event closes is shown in the top right corner.

Respond to prerequisites

2. In Section 1, **Prerequisite Information**, select **Yes** or **No** to indicate if your company has completed the City's *Social Procurement Questionnaire*.

If you select	Then
Yes and want to proceed	Go to Review event contents
Yes but wish to change your response	Follow the onscreen instructions
No	The buyer will send the questionnaire to you to complete

3. Click **OK**.
4. When prompted to **Submit this response**, click **Yes**.



5. Click **OK** on the confirmation dialog box.

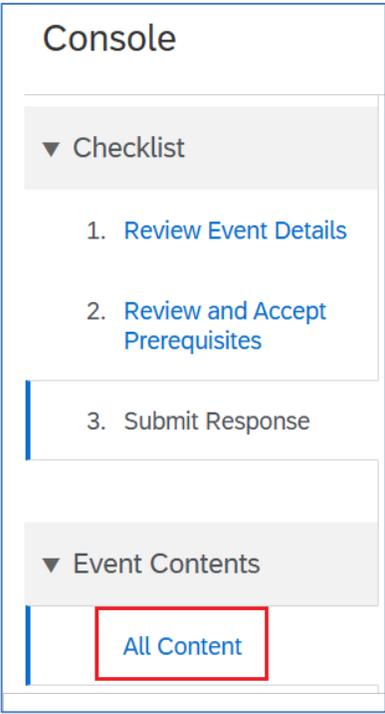


NOTE: Suppliers are encouraged to complete the Social Procurement Questionnaire to avoid losing points during evaluation.

The answer to this prerequisite question cannot be changed after clicking **OK**.

Review event contents

6. On the **Console** page for the event, click **All Content** from the **Event Contents** menu on the left
7. Click the chevron symbol  on the top right of the screen to expand the window.
8. Review Section 2, **Sourcing Event Information**.



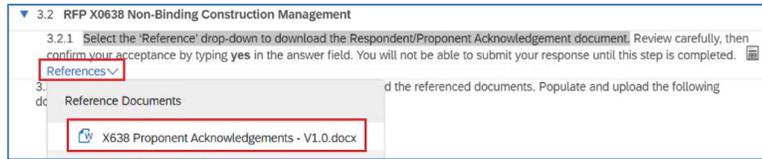
RFx information and supplier submission

In Section 3, certain non-binding procurements may require accepting the *Respondent/Proponent Acknowledgement* to continue with bid submission.

If	Then
This section includes an instruction to “Select the ‘Reference’ drop-down to download the Respondent/Proponent Acknowledgement document.”	Go to Electronic acknowledgment
This section does not include that instruction	Go to Complete supplier submission

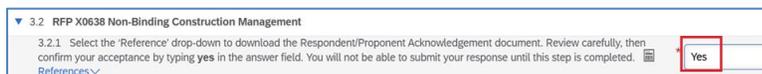
Electronic acknowledgment

9. Click **References**, then click [**respondent/proponent acknowledgment**] to download the document.



10. Open and review the downloaded document.

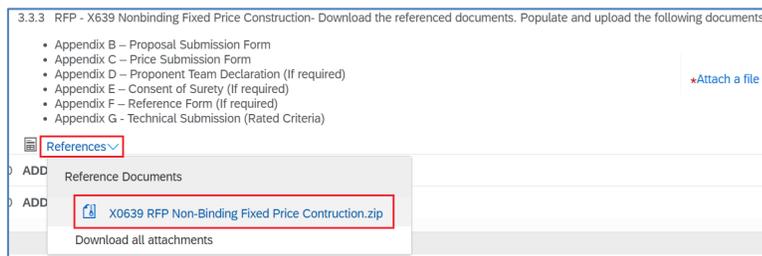
11. Type **Yes** to indicate if you agree with the acknowledgment.



If	Then
You type Yes	A list of required submission documents opens. Go to complete supplier submission .
You do <i>not</i> type Yes	You will not be able to submit your bid.

Complete supplier submission

12. Click **References**, then click the zipped submission package to download it.

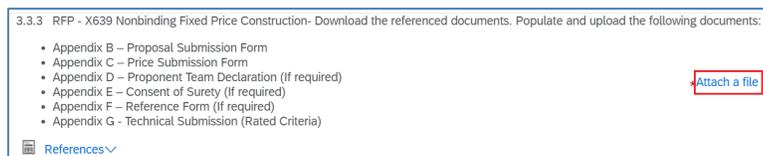


13. Unzip the file and complete all required fields in each of the documents.

14. Save the completed documents in one zipped file.

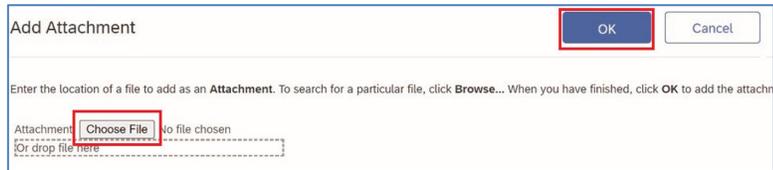
Submit bid response

15. Click **Attach a file**.

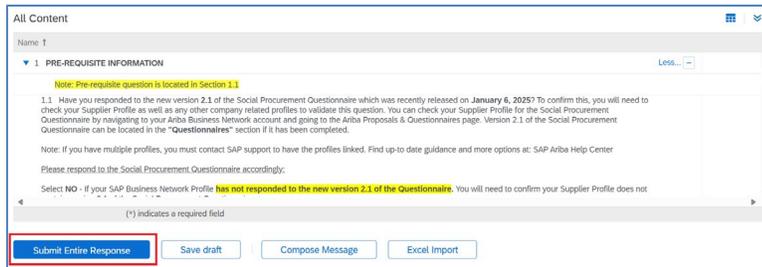


16. On the **Add Attachment** page, click **Choose File**.

17. Navigate to your completed bid submission, then click **OK**.



18. When your response is finalized click **Submit Entire Response**.



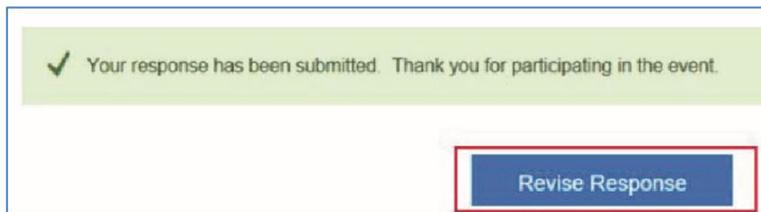
19. Click **OK** on the confirmation dialog box.

Revise your response

If you revise your submitted response before the event closes, the buyer will only see the final response you submitted.

To revise a response:

- i. Click **Revise Response** and follow the prompts.
- ii. Select answers to be revised and edit as necessary.
- iii. Click **Submit Entire Response**.
- iv. When prompted to **Submit this response**.
- v. Click **OK** on the confirmation dialog box.



COMMUNICATE WITH THE CITY

Access Event Messages

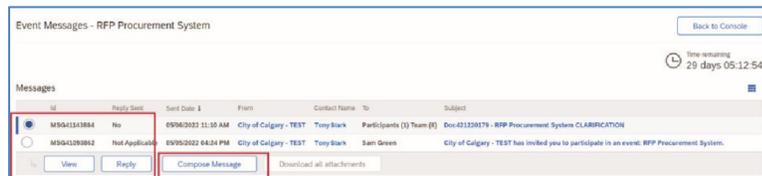
All communication regarding sourcing events must be submitted through **Event Messages** in SAP Ariba.

On the **Console** page, click **Event Messages** to view messages and/or submit a question.



On the **Event Messages** page, you can:

- Select a message and click **Reply**.
- Select a message and click **View** to open it, then click **Reply** within the message.
- Click **Compose Message** to send a new message to the project team.





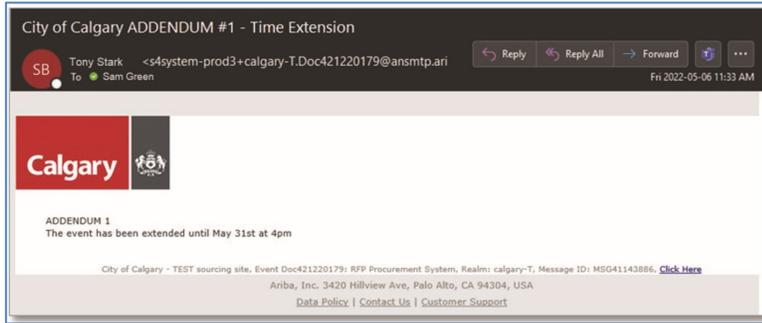
CAUTION: Any bid submitted through Event Messages will be deemed to be non-compliant.

Respond to addenda issued by The City

Suppliers will receive an email when an addendum is issued for an event to which they have responded.

Addenda information is automatically updated in the **Event Contents**. A list of addenda will appear in the **Event Messages**.

It is the supplier's responsibility to review all addenda prior to the submission deadline to determine if a revised response is needed.



Related References:

External Standards	
City/Department/BU Policies	
References	
Work Instructions	
Templates/Forms	
Checklists/Other such as RACI	

Revision History:

Revision Number	Completed by	Revision Date (yyyy mmm dd)	Revision Description/Comments
1.0	Leslie Street	2026 Jan 06	Initial draft consolidating previous stand-alone documents: <ul style="list-style-type: none"> • How to Navigate the SAP Business Network • How to Set Up a SAP Business Network Account • How to Locate Opportunities on SAP Ariba Discovery • How to Participate in a Sourcing Event