

How to access the Social Procurement Questionnaire

Overview

Starting January 2025, all suppliers must resubmit the new version 2.1 of the Social Procurement questionnaire. All previous submissions and scores will be archived and won't be used for current or future evaluations. For more information on this program, visit [Social Procurement](#).

The questionnaire is typically sent to the default recipient, which is the Primary Contact listed in your SAP Business Network Company Profile under **Contacts > Contact Personnel** – the first contact in the list.



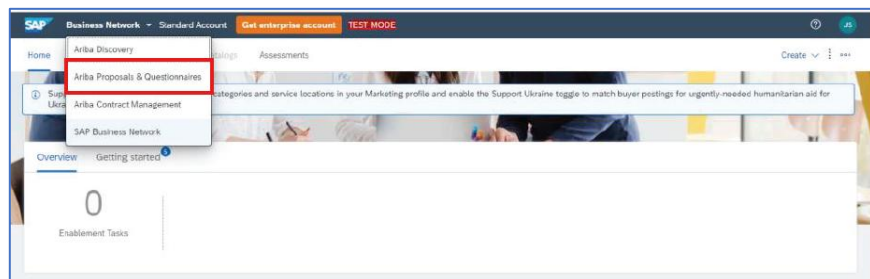
NOTE: The questionnaire is user-specific and cannot be shared with others in your organization.

Accessing the Social Procurement questionnaire

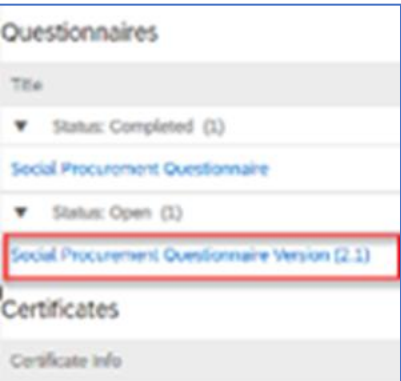
The most reliable way for the Primary Contact to access the Social Procurement Questionnaire is by logging in directly to their SAP Business Network account. Alternatively, they can access it via the link included in the email.

Access by direct login

1. Open [SAP Business Network Discovery](#).
2. Enter your SAP Business Network username and password.
3. Click **Log In**.
4. Click the **Business Network** drop down list and select **Ariba Proposals & Questionnaire**.



5. Allow up to a minute for the Proposals & Questionnaire screen to load.

	6. Scroll down to the Questionnaires section (bottom): 7. Click Social Procurement Questionnaire (Version 2.1). 8. This section may display your previous Social Procurement questionnaire and responses. Please ensure you complete the new version 2.1 questionnaire. 
Access by email	1. The email will have the subject line: “Action needed: Complete Social Procurement Questionnaire V2.1 from The City of Calgary” 2. Click the Submit Questionnaire link in the email. 3. Enter your SAP Business Network username and password. 4. Click Log In. The Social Procurement Questionnaire (Version 2.1) will automatically open. 5. Click the Business Network drop down list and select Ariba Proposals & Questionnaire (The page may take up to a minute to load), to review your submission.