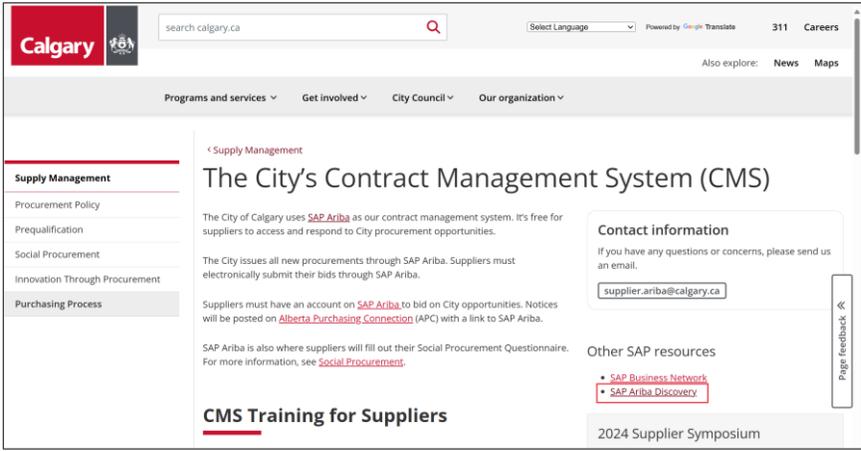
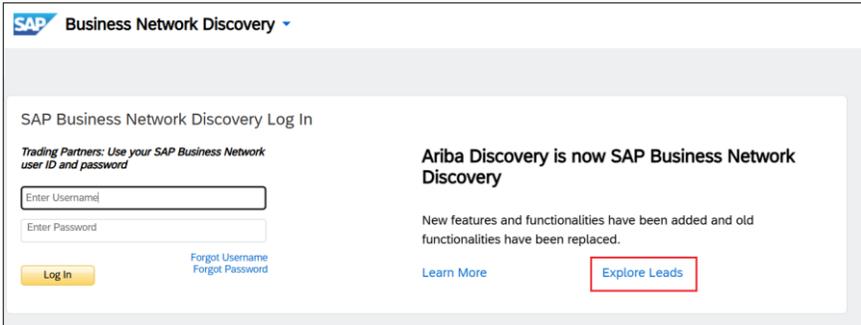
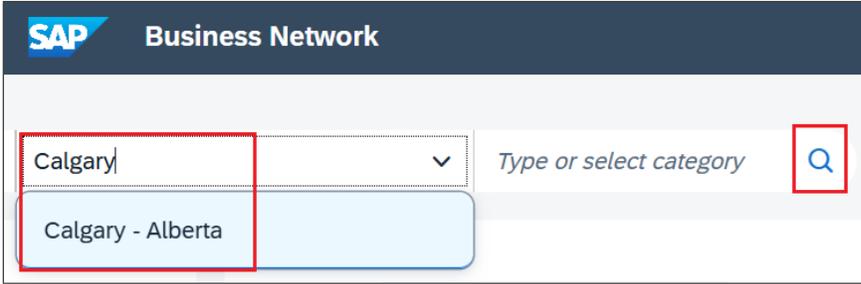
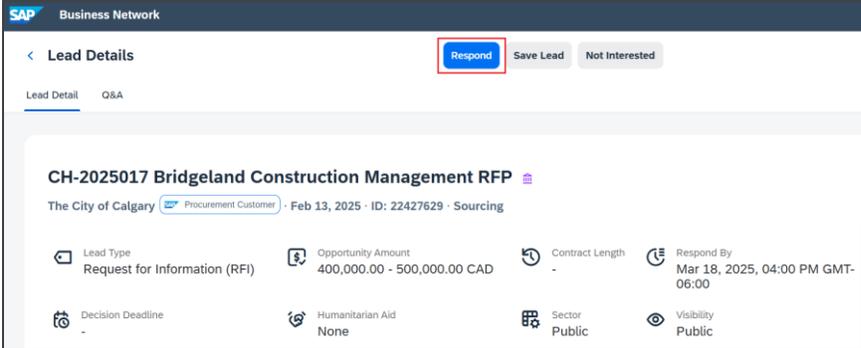


When to use this *How to Guide*:

Follow the steps in this guide to search for opportunities with The City on Ariba Discovery:

STEP	ACTION
1.	<p>On The City's Contract Management System (CMS) page, click SAP Ariba Discovery.</p> 
2.	<p>On the SAP Business Network Discovery page, click Explore Leads.</p> 
3.	<p>Click inside the Type or select location field.</p> 

STEP	ACTION
4.	<p>i. Enter "Calgary".</p> <p>ii. Click Calgary – Alberta.</p> <p>iii. Click the magnifying glass.</p> 
5.	<p>Click the title of any available lead to learn more details.</p> 
6.	<p>Click Respond to reply to a posted opportunity.</p> 

STEP	ACTION
7.	<p>If you are not already logged into SAP Discovery you will be required to either Register with SAP Discovery or log in to your account to respond.</p> <div data-bbox="540 466 1117 699" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>i Information</p> <hr/> <p>Register or login to your account before using Discovery Search Leads. Once logged in, all features such as Respond, Save, and Check Lead Details are activated.</p> <p style="text-align: right;"> Register/Login Cancel </p> </div>
NEXT STEP	Refer to the instructions for <i>How to Participate in a Sourcing Event: Part 2 - Review Event Details</i> .