

How to Locate Opportunities in SAP Ariba Discovery

April 2025

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.	On <u>The City's Contract Management System (CMS)</u> page, click SAP Ariba Discovery.
	Calgary (2) Select Language (2) Prevenday (2
	Supply Management Procurement Policy Procurement Policy Social Procurement Innovation Through Procurement Purchasing Process Supply Management Social Procurement Innovation Through Procurement Purchasing Process Supply Management Social Procurement Innovation Through Procurement Supply Management Supply Management Purchasing Process Supply Management Supply Management Supply Management Description Through Procurement Purchasing Process Supply Management Supply Management </th
2.	On the SAP Business Network Discovery page, click Explore Leads.
	SAP Business Network Discovery Log In Trading Partners: Use your SAP Business Network Berter Username Enter Password Forget Username Log In Proget Password Learn More Explore Leads
3.	Click inside the Type or select location field.
	Business Network Leads ✓ Type or select location ✓ Type or select category



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Step	ACTION
4.	i. Enter "Calgary". ii. Click Calgary – Alberta .
	iii. Click the magnifying glass.
	SAP Business Network
	Calgary Type or select category Calgary - Alberta Calgary - Alberta Calgary - Alberta
5.	Click the title of any available lead to learn more details.
	CH-2025017 Bridgeland Construction Management RFP 280K ~ 350K The City of Calgary - ID: 22427629 USD Product and Service Categories: Feb 13, 2025, 03:34:09 PM C Condominium remodeling service, General residential construction contractor service, New apartment building construction service, Apartment remodeling service Mar 18, 2025, 04:00:00 PM C Ship-to or Service Locations: Calgary - Alberta
6.	Click Respond to reply to a posted opportunity.
	SAP Business Network < Lead Details Respond Lead Detail OBA
	CH-2025017 Bridgeland Construction Management RFP The City of Calgary Procurement Customer - Feb 13, 2025 - ID: 22427629 - Sourcing
	Request for Information (RFI) Beclsion Deadline Beclsion Deadline B



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7.	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.
	() Information
	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.
	Register/Login Cancel
NEXT Step	Refer to the instructions for <i>How to Participate in a Sourcing Event: Part 2 - Review Event Details</i> .