

How to Respond to Questionnaires and Provide Certificates

When to use this *How to Guide*:

Follow the steps in this guide to provide any certificates that are required as part of the supplier registration process and throughout the lifecycle of the supplier's relationship with The City.

Step	ACTION				
1.	If needed, The City will contact you for additional information or certificates to finalize your company's supplier registration. On the email from The City, click Submit questionnaire and login with your username and password.		Celebrary Description Mile Add to the service of the operation on the is a required to CAPITAL INDUSTRIAL can do business with a comparison on the final service of the operation of of t		
2.	On the Questionnaire page: i. Complete the All Content section. ii. Click Submit Entire Response.				
	Console Event Messages Event Details Response History Response Team	Doc427539972 - Insurance Co	ertificate (COI) Questionnaire		emaining ays 23:41:21
		Insurance. E References V 2 Commercial General Liability (CGL) 2.1 Effective Date 2.2 Expiration Date 2.3 Provide your total per occurrence limit fr (*) indicates a required	list that The City uses to validate certificates of More +	Commercial General Liability (CGL) Commercial General Liability (PL) Sat. 1 Jan. 2022 Sat. 31 Dec. 2022 Sat. 31 Dec. 2022 Sat. 31 Dec. 2022 Commercial Sat. 32 Dec. 2022 Commercial Commer	



STEP ACTION

3. The City of Calgary will review your certificate and contact you if further information or documentation is required.

When your certificate is approved, you will receive an email confirming your approval.



Hello Sam Green, City of Calgary has approved the questionnaire that you completed. Questionnaire Overview Questionnaire name: Insurance Certificate (COI) Questionnaire You'll be notified if any other tasks require your attention. Best, SAP Ariba team Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA Data Policy | Contact Us | Customer Support

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