

How to Register as a Supplier with The City of Calgary

When to use this *How to Guide*:

Existing City suppliers with an active contract and new suppliers who are going through negotiations will follow the steps in this guide to register as a supplier with the City of Calgary in SAP Ariba.



Note: Suppliers can only be registered once on the SAP Business Network. Verify that your company does not already have an SAP Business Network Account before creating one.

STEP	ACTION
PART 1	INVITATION TO REGISTER
1.	<p>Eligible City suppliers will receive an email inviting them to register as a supplier with The City in SAP Ariba.</p> <p>On the email invitation, click Click Here.</p> 
2.	<p>On the SAP Ariba Welcome page:</p> <ol style="list-style-type: none"> Click Sign up and follow the steps in <i>Part 2 – Create an Account</i>, or Click Log in and follow the steps in <i>Part 3 – Register as a City Supplier</i>. 



STEP	ACTION				
PART 2	CREATE AN ACCOUNT				
<p>1.</p> <p>On the Create account page:</p> <ul style="list-style-type: none"> i. Complete the Company information section. ii. Complete the User account information section. 	<div data-bbox="656 415 1325 814"> <p>Create account Create account and continue Cancel</p> <p>First, create an SAP Ariba supplier account, then complete questionnaires required by The City of Calgary</p> <hr/> <p>Company information * Indicates a required field</p> <p>Company Name: Mars Group</p> <p>Country/Region: Canada [CAN]</p> <p>Address: 1234 - 11th Ave Suite 500 Line 3</p> <p>City: Calgary</p> <p>Province: Alberta [CA-AB]</p> <p>Postal Code: T2P 1M6</p> <p><small>If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.</small></p> </div> <div data-bbox="656 835 1325 1192"> <p>User account information * Indicates a required field</p> <p><small>SAP Business Network Privacy Statement</small></p> <p>Name: John Cornwell</p> <p>Email: leslie.street@calgary.ca</p> <p><input type="checkbox"/> Use my email as my username</p> <p>Username: john.cornwell@marsgroup.ca <small>Must be in email format (e.g. john@newco.com)</small></p> <p>Password: *****</p> <p>Language: English</p> <p>Email orders to: john.cornwell@marsgroup.ca <small>Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.</small></p> <p><small>Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.</small></p> <p><small>The language used when Ariba sends you configurable notifications. This is different than your web browser.</small></p> </div>				
<p>2.</p> <p>In the Tell us more about your business section:</p> <ul style="list-style-type: none"> i. Select Product and Service Categories. <ul style="list-style-type: none"> a. Click Browse. b. On the Product and Service Category Selection page, follow the on-screen instructions to select product(s) or service(s) offered by your company. 	<div data-bbox="656 1268 1325 1331"> <p>Product and Service Categories: Enter Product and Service Categories Add -or- Browse</p> <p>Highway or road paving or surf... x</p> </div> <div data-bbox="656 1352 1325 1667"> <p>Product and Service Category Selection</p> <p>Search Browse</p> <p>Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.</p> <p>Browse Product and Service Categories <small>Didn't find what you were looking for? Try Search</small></p> <table border="1"> <tr> <td> <ul style="list-style-type: none"> Agricultural & Fishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance Services > </td> <td> <ul style="list-style-type: none"> Building Construction & Maintenance Services > General Building Construction > Maintenance Services > </td> <td> <ul style="list-style-type: none"> Commercial or industrial construction > Infrastructure construction > Residential construction > </td> <td> <ul style="list-style-type: none"> Bridge construction > Highway or road paving or surfacing ✓ </td> </tr> </table> <p>My Selections (1)</p> <p><input checked="" type="checkbox"/> Highway or road paving or surfacing (New)</p> <p>Remove Cancel OK</p> </div>	<ul style="list-style-type: none"> Agricultural & Fishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance Services > 	<ul style="list-style-type: none"> Building Construction & Maintenance Services > General Building Construction > Maintenance Services > 	<ul style="list-style-type: none"> Commercial or industrial construction > Infrastructure construction > Residential construction > 	<ul style="list-style-type: none"> Bridge construction > Highway or road paving or surfacing ✓
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	<p>ii. Select Ship-to or Service Locations.</p> <p>a. Click Browse.</p> <p>b. On the Ship-to or Service Location Selection page, select the Global or Select Ship-to or Service Locations option.</p> <p>c. If you choose the Select Ship-to or Service Locations option, follow the on-screen instructions to select the geographic areas your company serves.</p> <div data-bbox="649 472 1323 850" style="border: 1px solid #ccc; padding: 5px;"> <p>Ship-to or Service Locations: * <input type="text" value="Enter Ship-to or Service Location"/> <input type="button" value="Add"/> -or- <input style="border: 2px solid red;" type="button" value="Browse"/></p> <p style="text-align: center;">Alberta - Canada X</p> <hr/> <p>Ship-to or Service Location Selection <small>Select the territories that your company serves. If your company offers global coverage, choose Global.</small></p> <p><input type="radio"/> Global <input checked="" type="radio"/> Select Ship-to or Service Locations</p> <p><small>Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.</small></p> <table border="0"> <tr> <td>North America ></td> <td>United States ></td> <td>Alberta</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Central America ></td> <td>Bermuda</td> <td>British Columbia</td> <td><input type="checkbox"/></td> </tr> <tr> <td>South America ></td> <td>Canada ></td> <td>Manitoba</td> <td><input type="checkbox"/></td> </tr> <tr> <td>The Caribbean ></td> <td>Greenland</td> <td>New Brunswick</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Northern Europe ></td> <td>Malta ></td> <td>Newfoundland</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Western Europe ></td> <td>Saint Pierre and Miquelon</td> <td>Northwest Territories</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eastern Europe ></td> <td>All of the above</td> <td>Nova Scotia</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Central Europe ></td> <td></td> <td>Prince Edward Island</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>Quebec</td> <td><input type="checkbox"/></td> </tr> </table> <p>My Selections (1)</p> <p>Alberta (Canada) <input type="button" value="Remove"/></p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="OK"/></p> </div>	North America >	United States >	Alberta	<input checked="" type="checkbox"/>	Central America >	Bermuda	British Columbia	<input type="checkbox"/>	South America >	Canada >	Manitoba	<input type="checkbox"/>	The Caribbean >	Greenland	New Brunswick	<input type="checkbox"/>	Northern Europe >	Malta >	Newfoundland	<input type="checkbox"/>	Western Europe >	Saint Pierre and Miquelon	Northwest Territories	<input type="checkbox"/>	Eastern Europe >	All of the above	Nova Scotia	<input type="checkbox"/>	Central Europe >		Prince Edward Island	<input type="checkbox"/>			Quebec	<input type="checkbox"/>
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STEP ACTION

4. SAP Ariba validates the information entered against existing accounts.
If a potential match is found, a **Potential existing accounts** dialog box will appear.
 - i. On the Potential existing accounts dialog box, click Review accounts.

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

- ii. Follow the instructions that appear on the screen.

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Mars Group				1234 - 11th Ave Calgary AB, Canada T2P 1M6

1 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
CÔNG TY TNHH SAO HỎA	VNM	-	-	AN01410306559	...

PART 3 REGISTER AS A CITY SUPPLIER

1. After you log in or create an account, the **Supplier Registration Questionnaire** page will open.
 - i. Complete the **All Content** section.
 - ii. Click **Submit Entire Response**.

Console Time remaining: 25 days 04:18:08

Doc425321993 - Supplier Registration Questionnaire

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 General Supplier Int...

2 Tax Information

3 Transactional Inform...

4 Banking Information

5 Confirmation of Auth...

6 Privacy Notification

All Content

Name 1

▼ 1 General Supplier Information

1.1 Supplier Legal Name ⓘ

1.2 Supplier Invoice Name ⓘ

1.3 Provide your corporate registry document. ⓘ Update file Delete file

Show More

Street: ⓘ House Number:

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

1.4 Main Ordering Address

(*) indicates a required field

Note: Click on a tooltip ⓘ for information about specific fields.

STEP	ACTION
2.	<p>Your supplier registration is pending approval. The City will review your information and contact you if further information or documentation is required.</p> <div data-bbox="446 436 1117 562" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Doc425321993 - Supplier Registration Questionnaire Pending Approval</p> <hr/> <p>✓ Your response has been submitted. Thank you for participating in the event.</p> </div>
3.	<p>When your account is approved by The City, you will receive an email confirmation.</p> <div data-bbox="446 632 1117 835" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>Registration with City of Calgary</p> <p>Congratulations! City of Calgary has approved your supplier registration. CAPITAL INDUSTRIAL has now been included in the supplier database of City of Calgary.</p> <p>You will be notified when next steps of the supplier onboarding process require your attention.</p> <p style="font-size: small; text-align: center;">Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA Data Policy Contact Us Customer Support</p> </div>
NEXT STEP	<p>If further information or documentation is required to finalize your company's supplier registration with The City, you may be contacted to complete additional questionnaire(s). Refer to the instructions for <i>How to Respond to Questionnaires and Provide Certificates</i>.</p>