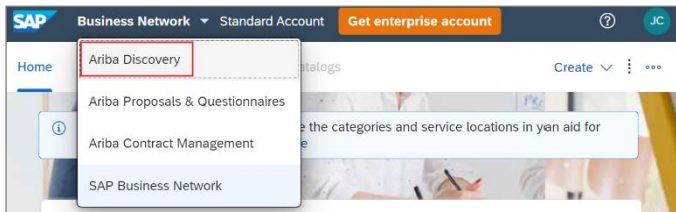
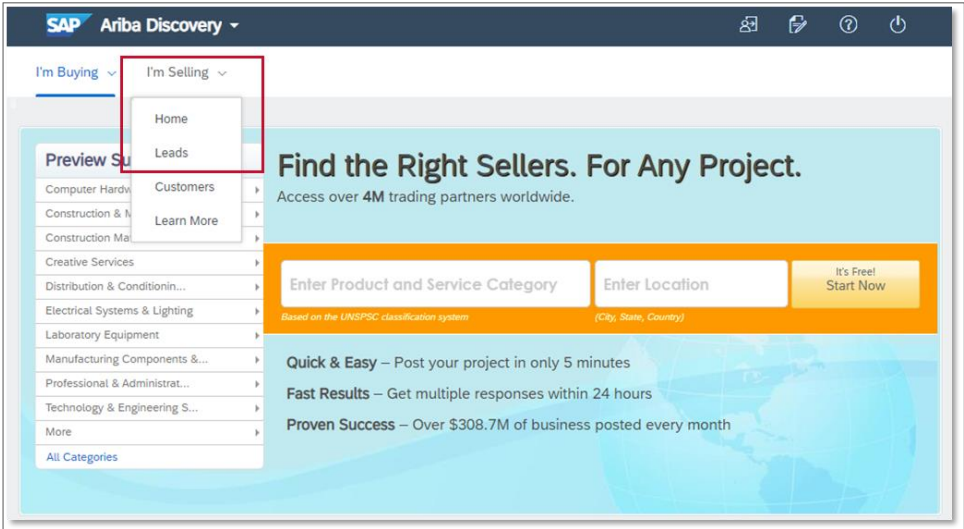
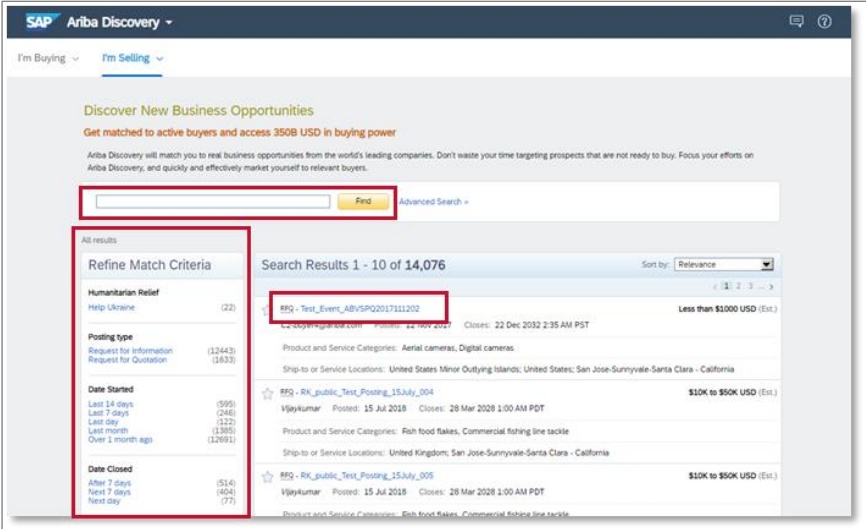
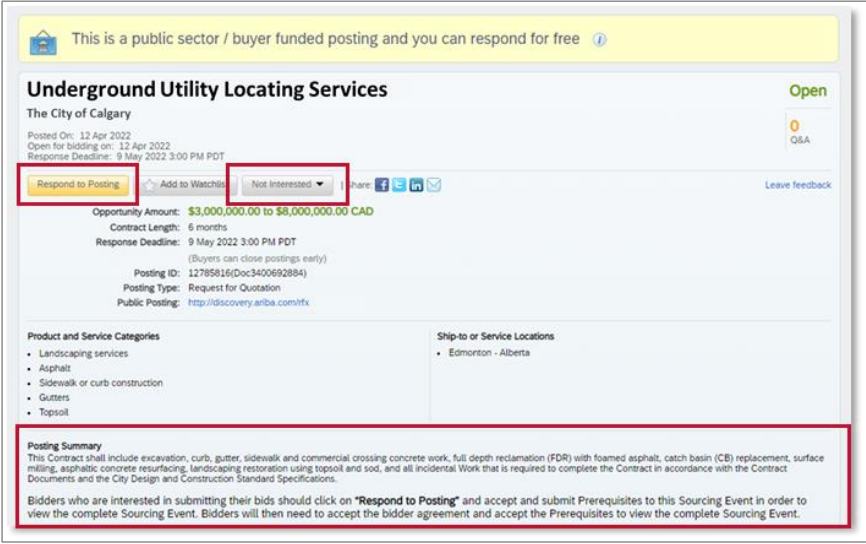


When to use this How to Guide:

Follow the steps in this guide to search for opportunities with The City.

STEP	ACTION
<p>1.</p>	<p>To search for opportunities with The City on Ariba Discovery:</p> <ol style="list-style-type: none"> i. Sign in to the SAP Business Network. ii. On the SAP title bar, click Business Network. iii. Click Ariba Discovery.  <p>Note: If you don't have an SAP Ariba account:</p> <ol style="list-style-type: none"> i. Go to supplier.ariba.com. ii. Click Register Now. iii. Follow the instructions for <i>How to Set Up an SAP Business Network Account, Part 2 – Create an Account</i>. <div data-bbox="935 1003 1414 1507" style="border: 1px solid black; padding: 10px;"> <p>Supplier Login</p> <p>User Name</p> <p>Password</p> <p>Login</p> <p>Forgot Username or Password</p> <p>New to SAP Business Network? Register Now or Learn More</p> </div>

STEP	ACTION
2.	<p>On the Ariba Discovery page:</p> <ol style="list-style-type: none"> Click I'm Selling. Click Leads. 
3.	<p>On the Discover New Business Opportunities page:</p> <ol style="list-style-type: none"> Search by key word(s) or use Advanced Search to enter more search filters. Use the Refine Match Criteria menu to narrow search parameters. Under Search Results, click an event name to view more details. 

STEP	ACTION
4.	<p>On the SAP Supplier Research posting, review the Posting Summary, and do one of the following:</p> <ol style="list-style-type: none"> Click Respond to Posting, or Click Not Interested if you do not want to respond to the posting. <p>Note: The Response Deadline shows the correct date, but not the correct time of the submission deadline. The correct date <i>and</i> time of the deadline to respond to a posted opportunity is displayed as the Time remaining on the event page in Ariba Discovery.</p> 
NEXT STEP	Refer to the instructions for <i>How to Participate in a Sourcing Event: Part 2 - Review Event Details</i> .