

## When to use this How to Guide:

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

ACTION	
To search for opportunities with The City on Ariba Discovery: i. Sign in to the SAP Business Network. ii. On the SAP title bar, click <b>Business Network</b> . iii. Click <b>Ariba Discovery.</b>	
Home Ariba Discovery talogs Ariba Proposals & Questionnaires	rprise account ② JC Create ✓ Í *** Ind service locations in yen aid for
	Supplier Login
Note: If you don't have an SAP Ariba account:	User Name
<ul> <li>ii. Click <b>Register Now.</b></li> <li>iii. Follow the instructions for How to Set Up an SAP Business Network Account, Part 2 – Create an Account.</li> </ul>	Password Login Forgot Username or Password New to SAP Business Network? Register Now or Learn More
	<ul> <li>To search for opportunities with The City on Ariba E</li> <li>i. Sign in to the SAP Business Network.</li> <li>ii. On the SAP title bar, click Business Network.</li> <li>iii. Click Ariba Discovery.</li> </ul> SAP Business Network Standard Account Get enter Ariba Proposals & Questionnaires the categories a the categories a Ariba Contract Management states is the categories a Ariba Contract Management states Network. Note: If you don't have an SAP Ariba account: <ul> <li>i. Go to supplier.ariba.com.</li> <li>ii. Click Register Now.</li> <li>iii. Follow the instructions for How to Set Up an SAP Business Network Account, Part 2 –</li> </ul>



STEP	ACTION		
2.	On the <b>Ariba Discovery</b> page:		
	i. Click <b>I'm Selling</b> .		
	ii. Click <b>Leads</b> .		
	SAP Ariba Discovery - Ariba Discovery - Ariba Discovery -		
	I'm Buying ~ I'm Selling ~		
	Home		
	Preview Su Leads Find the Right Sellers. For Any Project.		
	Computer Hardy Customers Access over 4M trading partners worldwide.		
	Construction Ma		
	Distribution & Conditionin  Enter Product and Service Category Enter Location Start Now		
	Electrical Systems & Lighting Based on the LNSPSC classification system (City, State, Country) Laboratory Equipment		
	Manufacturing Components &   Quick & Easy – Post your project in only 5 minutes  Professional & Administrat		
	Technology & Engineering S  Fast Results – Get multiple responses within 24 hours Technology & Engineering S  Proven Success – Over \$308 7M of business posted even month		
	All Categories		
3.	On the Discover New Business Opportunities page:		
	i. Search by key word(s) or use Advanced Search to enter more search filters.		
	ii. Use the <b>Refine Match Criteria</b> menu to narrow search parameters.		
	iii. Under <b>Search Results</b> , click an event name to view more details.		
	SAP Ariba Discovery -   C ()  I'm Buying -  I'm Selling -		
	Discover New Business Opportunities Get matched to active buyers and access 3508 USD in buying power		
	Aritia Discovery will match you to real business opportunities from the work's leading companies. Dun't watte your time targeting prospects that are not ready to buy. Focus your efforts on Aritia Discovery, and quickly and effectively market yoursel' to relevant buyers.		
	Advanced Search -		
	All results Refine Match Criteria Search Results 1 - 10 of 14,076 Sort by Relevance		
	Humakarian Relef		
	Poding type  Poding type  Commission Commissin Commission Commission Commissi		
	Bequest for information Request for Outration         (1243) (1633)         Product and Service Categories. Avril a cameras, Digital cameras.           Ship-to or Service Locations:         United States Monor Outlying Islands: United States: San Jose-Sumyvale-Santa Clare - Catifornia		
	Date Statistic         opp         PE0 - Rec_dmatc_Text_/Detat_B124(x), 004         \$100 kts \$500 kts \$500 kts (bt)           List 1 down         0.950 kts         Villyplumer         Point: 15 AN 2018         Close st 20M 2028 1:00 AM PDT           List 7 down         0.950 kts         Villyplumer         Point: 15 AN 2018         Close st 20M 2028 1:00 AM PDT           List 7 down         0.951 kts         0.951 kts         Close st 20M 2028 1:00 AM PDT         Close st 20M 2028 1:00 AM PDT		
	Over 1 morm agn (12/09) Stip-to or Service Locations: United Kingdom; San Jose-Sunyvaid-Santa Clara - California		
	Date Closed         1/2         859 - RX_public_Text_Posting_15.54/p.005         510K to 350K USD (Ext.)           Alm? Zein         (514)         Vijeytumar         Posted 12 Jul 2018         Close: 28 Mar 2028 1:00 AM PDT           Next Zeiny         (77)         Vijeytumar         Posted 12 Jul 2018         Close: 28 Mar 2028 1:00 AM PDT		
	Product and Service Extension: Beh from Sales Foremental Solition instantal		



STEP	ACTION	
4.	On the SAP Supplier Research posting, review the <b>Posting Summary</b> , and do one of the following:	
	i. Click <b>Respond to Posting</b> , or	
	ii. Click <b>Not Interested</b> if you do not want to respond to the posting.	
	Note: The <b>Response Deadline</b> 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 <b>Time remaining</b> on the event page in <b>Ariba Discovery</b> .	
	Underground Utility Locating Services Open	
	Operation         Operation <t< th=""></t<>	
	Respond to Posting       Moti Interested       I have: Si interested	
	Product and Service Categories     Ship-to or Service Locations       Landscaping services     Edmonton - Alberta       Apphatr     Sidewalk or curb construction       Sidewalk or curb construction     Gutters       Toppol     Toppol	
	Posing Summary This Contract shall include excervation, curb gutter, sidewalk and commercial crossing concrete work, full depth rectamation (EDR) with foarmed apphalt, catch basin (EB) replacement, surface milling, apphaltic concrete resurfacing, lundicaping restoration using toppol, and sod, and all incidental Work that is required to complete the Contract in accordance with the Contract Documents and the City Design and Construction Blandard Specifications. Bidders who are interested in submitting their bids should click on <b>"Respond to Posting"</b> and accept and submit Prerequisites to this Sourcing Event in order to view the complete Sourcing Event. Bidders will then need to accept the bidder agreement and accept the Prerequisites to view the complete Sourcing Event.	
NEXT Step	Refer to the instructions for <i>How to Participate in a Sourcing Event: Part 2 - Review Event Details</i> .	