



When to use this How to Guide:

Follow the steps in this guide to submit a response to a sourcing event with Calgary Housing Company.

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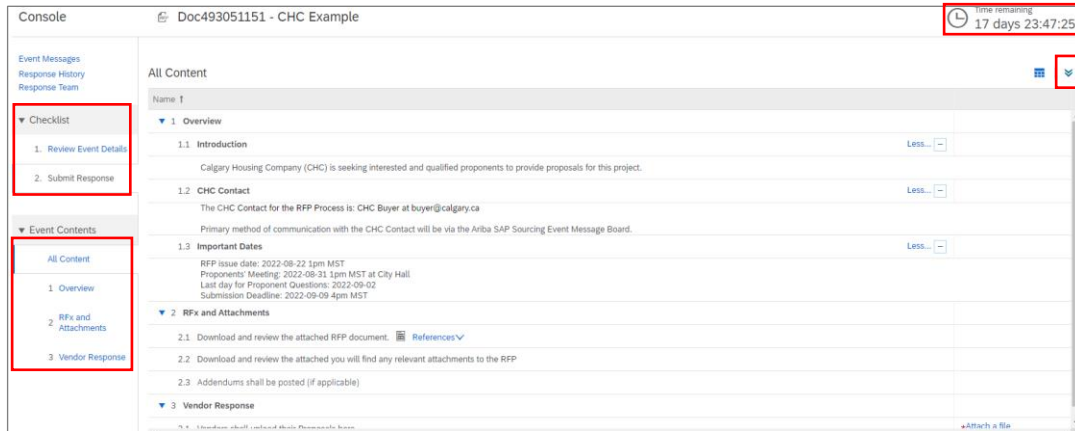
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STEP	ACTION
PART 1 - ACCESS SOURCING OPPORTUNITIES AT CALGARY HOUSING COMPANY	
	<ol style="list-style-type: none"> <li data-bbox="289 401 1495 470">1. Suppliers can access sourcing opportunities in non-prequalified categories through Ariba Discovery. Refer to the instructions for <i>How to Locate Opportunities on SAP Ariba Discovery</i>.


STEP	ACTION
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PART 2 - REVIEW EVENT DETAILS

1. To review details about the sourcing event prior to creating a response:
 - i. On the **Checklist**, click **Review Event Details**.
 - ii. Click through the sections under **Event Contents** to review sourcing event details.



Note: The **Time remaining** until the event closes is shown in the top right corner of the page. If there is inconsistency between the **Time remaining** and any other submission deadline in the posting, the **Time remaining** deadline takes priority.

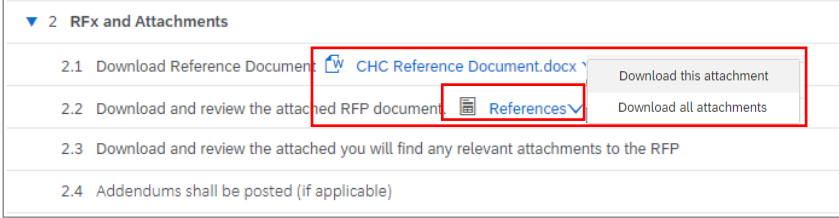
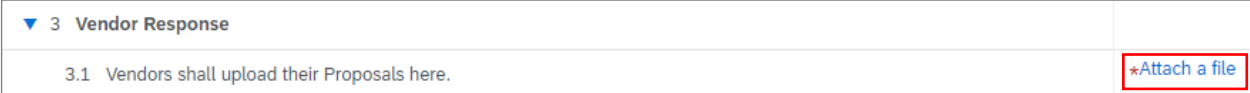
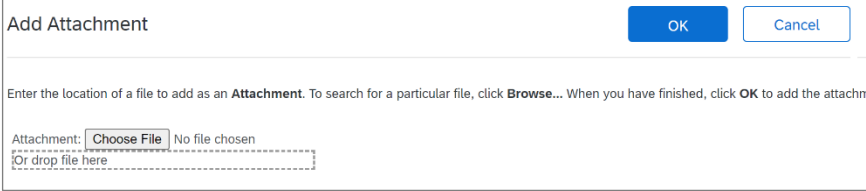
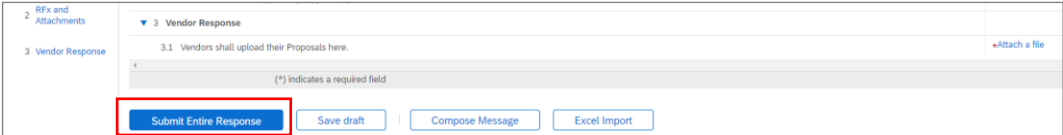
Tip: Click the **Minimize / Maximize table** icon  in the top right corner of the page to expand the table view.

2. To submit a response to a posted sourcing event:
 - i. Click **Intend to Participate**. This step is mandatory and will ensure you receive all communication for the sourcing opportunity

You can compose your response to the sourcing event outside of Ariba system then attach the PDF into the system.

PART 3 - RESPOND THROUGH THE SYSTEM

1. To create your response:
 - i. On the **Checklist**, click **Submit Response**.
 - ii. Read and respond to the questions in each section under **Event Contents**.
 - iii. Click **Save draft** to save your answers. You can edit saved answers at any time prior to the event closing.

STEP	ACTION
3.	<p>To download RFX and attachments:</p> <ol style="list-style-type: none"> i. Click the document name. ii. Click Download this attachment. 
4.	<p>To attach a file to your response:</p> <ol style="list-style-type: none"> i. Click Attach a file.  <ol style="list-style-type: none"> ii. On the Add Attachment page, click Choose File to locate your file. iii. Click OK.  <p>The file will be uploaded into the Event Contents.</p>
5.	<p>When your response is finalized click Submit Entire Response.</p> 

STEP	ACTION
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PART 4 - REVISE YOUR RESPONSE

You can revise a submitted response prior to the event closing. The CHC Buyer will only see the last response that is submitted before the event closes.

To revise a response:

- i. Click **Revise Response** and follow the prompts.
- ii. Select answers to be revised and edit as necessary.
- iii. Click **Submit Entire Response**.

✓
Your response has been submitted. Thank you for participating in the event.

Revise Response

PART 5 - COMMUNICATING WITH CALGARY HOUSING COMPANY

1. All communication regarding sourcing events must be submitted through SAP Ariba.

To view messages and submit a question, click **Event Messages**.

Console Doc421220179 - RFP Procurement System Time remaining 29 days 05:28:05

Event Messages

Response History

Response Team

All Content

Name 1 Extended Price

▼ 1 SOURCING EVENT INFORMATION

1.1 PROJECT SUMMARY Less...

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2. On the **Event Messages** page, you can:

- Select a message and click **Reply**.
- Select a message and click **View** to open it. Then click **Reply** within the message.
- Click **Compose Message** to send a new message to the project team.

Event Messages - RFP Procurement System Back to Console

Time remaining 29 days 05:12:54

Messages

id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG41143884	No	05/06/2022 11:10 AM	City of Calgary - TEST	Tony Stark	Participants (1) Team (8)	Doc421220179 - RFP Procurement System CLARIFICATION
MSG41093862	Not Applicable	05/05/2022 04:24 PM	City of Calgary - TEST	Tony Stark	Sam Green	City of Calgary - TEST has invited you to participate in an event: RFP Procurement System.

View
Reply
Compose Message
Download all attachments

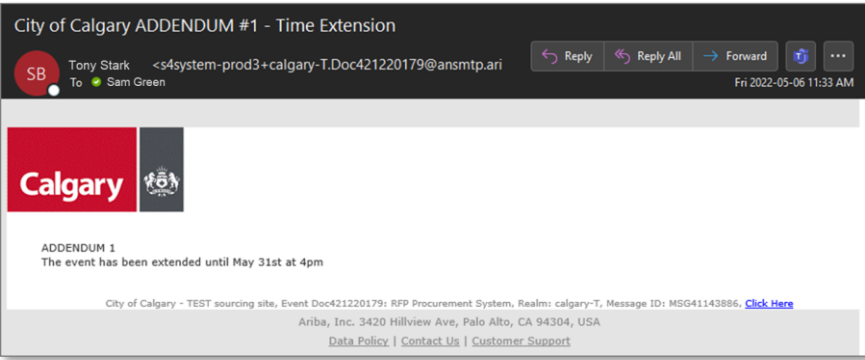
STEP	ACTION
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PART 6 - ADDENDA ISSUED BY CALGARY HOUSING COMPANY

Suppliers will receive an email when an addendum is issued for an event to which they have responded.

Addenda information is automatically updated within the **Event Contents**. A list of addenda will appear in the **Event Messages**.

It is the supplier’s responsibility to review all addenda prior to the submission deadline to determine if a revised response is needed.



PART 7 - VIEW ARIBA PROPOSALS AND QUESTIONNAIRES

The **Ariba Proposals and Questionnaires** section of the SAP Business Network provides a list of previously accessed Sourcing Events. To access this section:

- i. Ensure the selected customer is **City of Calgary**.
- ii. In the **Events** section, a list of events that you have previously accessed are grouped by status. This will show both City of Calgary and Calgary Housing Company
- iii. Expand the sections to see sourcing events by status.
- iv. Click an event name for more information.

