



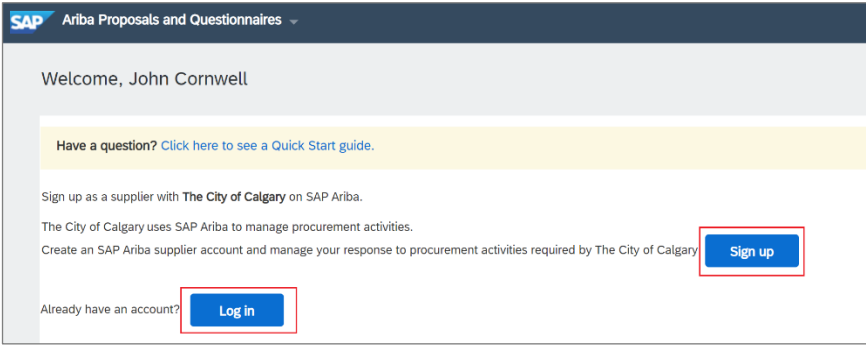
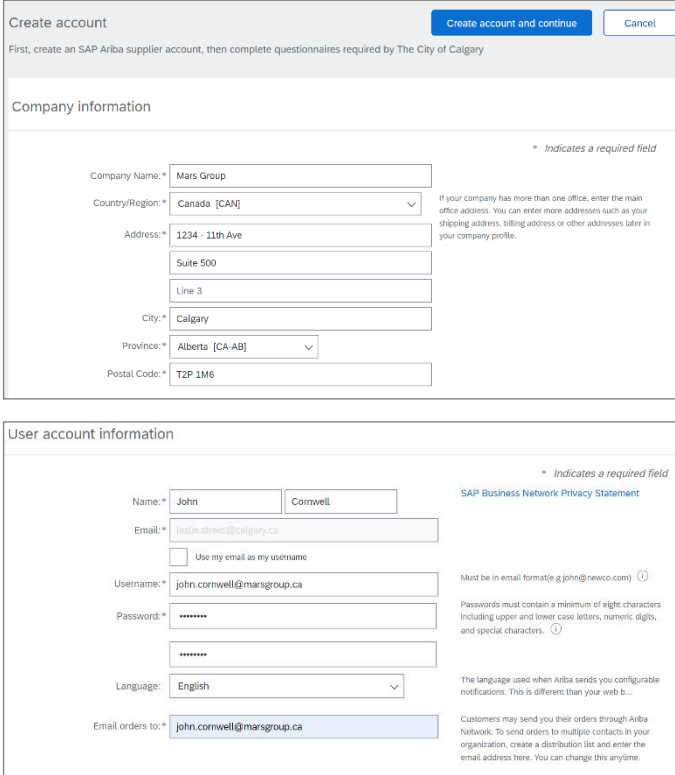
How to Register as a Supplier with the Calgary Housing Company through the City of Calgary Portal

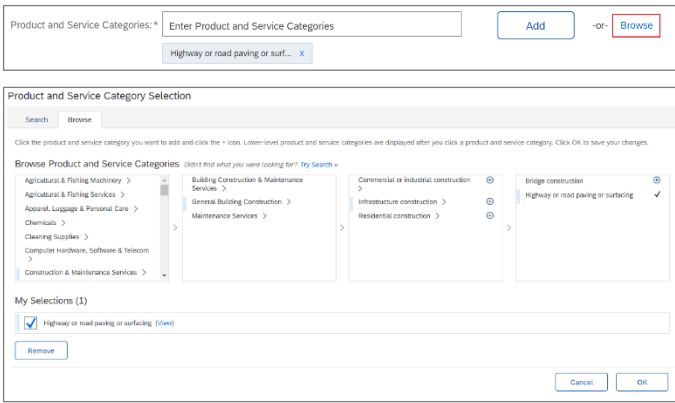
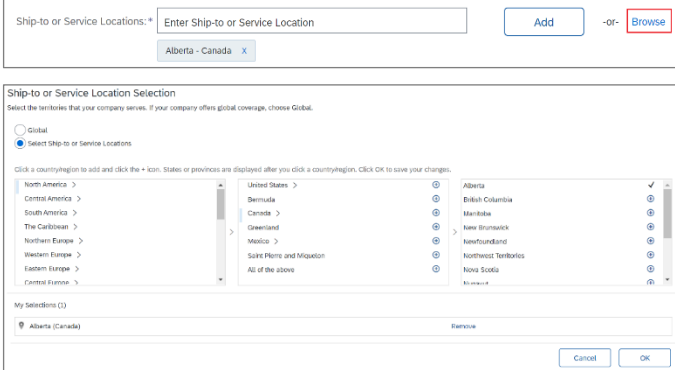
When to use this How to Guide:

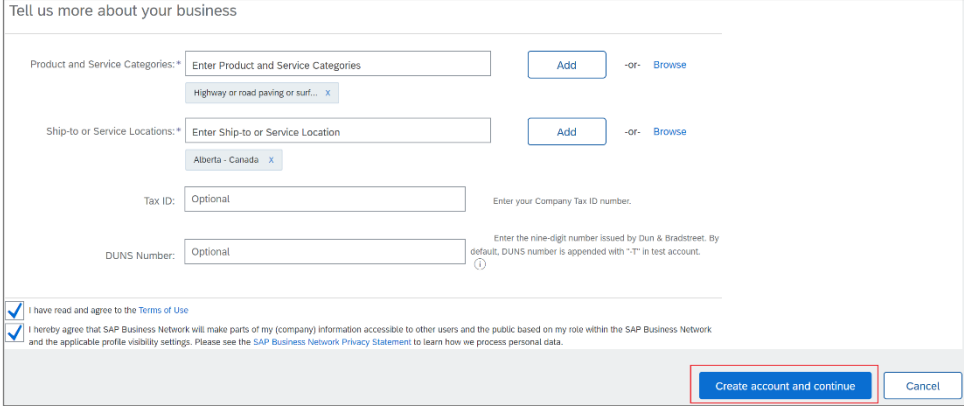
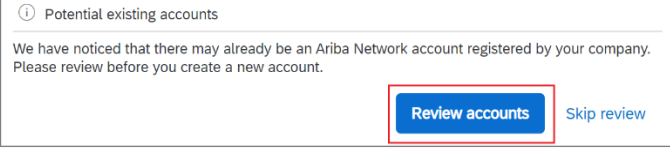
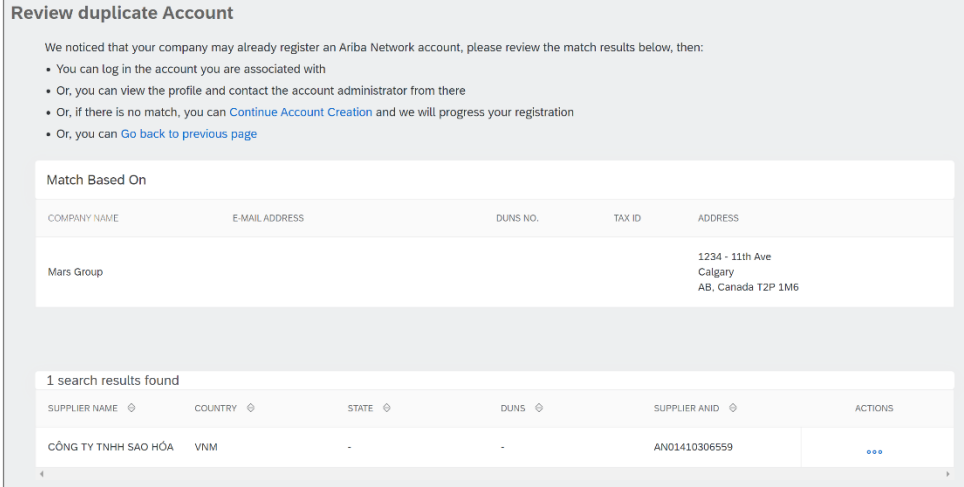
Existing City of Calgary suppliers with an active contract and new suppliers who are looking to work with Calgary Housing Company will follow the steps in this guide to register as a supplier with the City of Calgary in SAP Ariba.

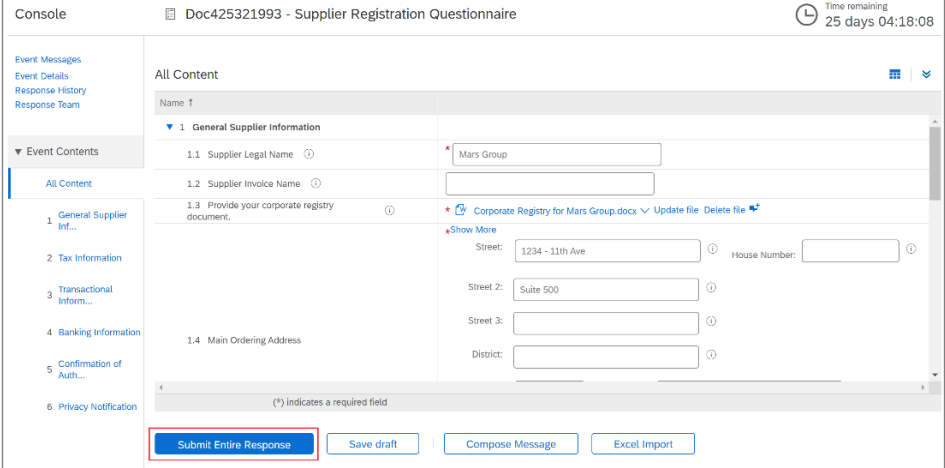

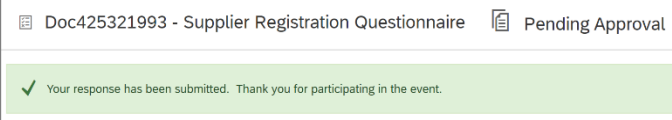
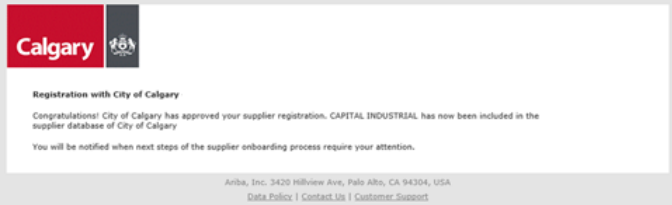
Note: Suppliers can only be registered once on the SAP Business Network. Verify that your company does not already have an SAP Business Network Account before creating one.

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> <div data-bbox="396 890 1349 1331" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Register on the Ariba Network as a Supplier with The City of Calgary</p> <p>Hello!</p> <p>You have been invited to register as a Supplier with The City of Calgary on the Ariba Network. The City of Calgary uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.</p> <p>Your company will need to have a single Ariba Network account to do business with The City of Calgary.</p> <p>If your organization already has an account with Ariba Network, sign in with your username and password. Attention: If your company already has an Ariba account to transact with other customers, you must register with the City of Calgary using that account.</p> <p>If you do not have an Ariba account, start by creating an account with Ariba Network, it's free. Please create one following the link below.</p> <p>Click Here to sign in or create account.</p> <p style="text-align: center; font-size: small;">Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA Data Policy Contact Us Customer Support</p> </div>

STEP	ACTION
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>. 
PART 2	CREATE AN ACCOUNT
1.	<p>On the Create account page:</p> <ol style="list-style-type: none"> Complete the Company information section. Complete the User account information section. 

STEP	ACTION
<p>2.</p> <p>i. Select Product and Service Categories.</p> <p>a. Click Browse.</p> <p>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.</p>	 <p>The screenshot shows the 'Product and Service Categories' selection process. At the top, there is a search bar with the placeholder 'Enter Product and Service Categories' and buttons for 'Add' and 'Browse'. Below this is a 'Product and Service Category Selection' dialog box. It contains a search bar and a list of categories. The 'Highway or road paving or surf...' category is selected. At the bottom, there are 'Cancel' and 'OK' buttons.</p>
<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>	 <p>The screenshot shows the 'Ship-to or Service Location Selection' dialog box. It has a search bar with the placeholder 'Enter Ship-to or Service Location' and buttons for 'Add' and 'Browse'. Below the search bar, there are radio buttons for 'Global' and 'Select Ship-to or Service Locations'. The 'Select Ship-to or Service Locations' option is selected. The dialog box contains a list of geographic areas, including 'Alberta - Canada', which is selected. At the bottom, there are 'Cancel' and 'OK' buttons.</p>

STEP	ACTION
3.	<p>Finish creating the account.</p> <ol style="list-style-type: none"> Enter Tax ID and/or DUNS Number (optional). Select the I have read and agree... and I hereby agree that SAP... check boxes. Click Create account and continue. 
4.	<p>SAP Ariba validates the information entered against existing accounts.</p> <p>If a potential match is found, a Potential existing accounts dialog box will appear.</p> <ol style="list-style-type: none"> On the Potential existing accounts dialog box, click Review accounts.  <ol style="list-style-type: none"> Follow the instructions that appear on the screen. 

STEP	ACTION
PART 3	REGISTER AS A CITY SUPPLIER
<p>1.</p>	<p>After you log in or create an account, the Supplier Registration Questionnaire page will open.</p> <ol style="list-style-type: none"> i. Complete the All Content section. ii. Click Submit Entire Response.  <p>Note: Click on a tooltip  for information about specific fields.</p>
<p>2.</p>	<p>Your supplier registration is pending approval. The City will review your information and contact you if further information or documentation is required.</p> 
<p>3.</p>	<p>When your account is approved by The City, you will receive an email confirmation.</p> 
<p>NEXT STEP</p>	<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). Learn how to Manage SAP Ariba Account Settings</p>