



Quick Reference Guide for Suppliers

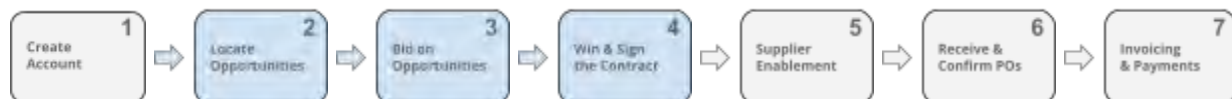
Purpose

The purpose of this document is to provide a quick overview of how suppliers can conduct business with the City of Edmonton from account creation in SAP Business Network to receiving payments. There are hyperlinks provided throughout the document so Suppliers may have quick access to detailed training resources to complete activities and transactions while doing business with the City of Edmonton.

Overview

Suppliers have the opportunity to transact with the City of Edmonton in two (2) ways:

- The City's preferred procurement method is *Competitive* that includes a contract award after competitive bidding (*steps 1 through 7*).
- If it is a one time Low value Purchase Order (order below \$25,000) a contract might not be required (*steps 1 and 5 through 7*).



Steps unique to *Competitive procurement* Steps required for *One-time Low Value Purchase Order (< \$25,000)*;

Note: If you face video quality issues, please find the settings button on the video and select the highest definition available.

1. Create Your Account

Suppliers can access the City of Edmonton procurement opportunities by creating an SAP Business Network Supplier account on SAP Business Network Discovery. Your profile may need to be approved by the City of Edmonton before you are able to respond to an opportunity. If you need assistance with your account approval, please email suppliermanagement@edmonton.ca.

1. Supplier System Administration Process ([Training Guide](#))
2. Register with SAP Business Network ([Training Guide](#), [4:32 min video](#), [5:06 min video](#))
3. Navigate SAP Business Network Dashboard ([Training Guide](#), [11:45 min video](#))
4. Add Additional Users ([Training Guide](#), [2:37 min video](#))

2. Locating Sourcing Events/ Opportunities

The City of Edmonton posts procurement opportunities, known as sourcing events, in [SAP Business Network Discovery](#). The city's procurement opportunities can also be viewed on the [Alberta Purchasing Connection](#).

Quick Reference Guide for Suppliers

1. Locate Sourcing Events ([6:03 min video](#))
2. Locate Sourcing Events in SAP Business Network Discovery ([Training Guide](#))
3. Locate Opportunities in Alberta Purchasing Connection ([Training Guide](#))
4. Access Existing Events ([Training Guide](#))

3. Responding to an RFP/RFQ/RFI

This can be initiated in two (2) ways, either by logging into the *SAP Business Network portal* and selecting a specific opportunity to respond to or by getting a direct invitation from the City. An email is usually sent for direct invitation which contains all instructions to navigate the event.

1. Respond to a sourcing event ([Training Guide, 6:04 min video](#))
2. Accept Bidder Agreements ([2:20 min video](#))
3. Review and answer Prerequisite questions ([3:28 min video](#))
4. Participate in Events ([4:53 min video](#))
5. Respond to Requests for Information (RFIs) ([2:51 min video](#))
6. Respond to Requests for Proposals (RFPs) ([3:46 min video](#))
7. Submit Additional or Alternative Response ([Training Guide](#))

4. Contract Management

The City of Edmonton awards a contract to the successful bidder, this contract ensures that obligations of both parties are fulfilled from the contract outset to the completion and financial closeout. DocuSign is integrated with SAP Business Network to enable both parties (the City and supplier) sign the contract.

1. How to use DocuSign ([Training Guide](#))

5. Supplier Enablement **No contract is required*

To transact with the City of Edmonton, all suppliers work with the City's *Supplier Management team* to be on-boarded onto the *SAP Business Network production environment* through the *enablement process*. After the Supplier is enabled they can receive *purchase orders* and submit *invoices*. Suppliers who have an Enterprise Account must accept the *Trading Relationship Request* during the enablement process.

1. Supplier Account Set Up ([5:06 video, Functional Training](#))

6. Purchase Order

The City uses the [SAP Business Network](#) to create and transmit *purchase orders* to enabled suppliers who receive the purchase order, send an order confirmation and/or attach an advance shipment notice.

1. Confirm Purchase Order ([Training Guide, 3:54 min video](#))

Quick Reference Guide for Suppliers

Important Note: If there's anything you disagree with on the *Purchase Order*, please **do not** reject the entire order. Instead, please follow up with the *purchaser* to make the necessary correction, and they will send you a changed order.

2. Advance Shipment notices ([Training Guide](#))

7. Invoicing and Payments

The supplier receives the purchase order, delivers the goods/services and flips the purchase order into an invoice using the [SAP Business Network](#).

1. Submit Material PO invoice ([Training Guide, 1:53 min video](#))
2. Submit Service PO invoice ([Training Guide, 100% Planned Line 2:23 min video, 0% Planned lines 3:08 min video](#))
3. Add a Discount ([Training Guide](#))

Important Note: If *Discount* is set up for the purchase order, it should be applied at the **line item level**.

4. Create a Credit Memo ([Training Guide](#))

Help and Support

1. SAP Business Network Assistance ([Training Guide](#))
2. Ways the City make purchases ([3:06 min video](#))
3. Sustainable Procurement ([1:44 min video](#))
4. Supplier Code of Conduct ([Pdf Document](#))
5. SAP webinars ([SAP Business Network Supplier Success Sessions](#))
6. SAP Business Network Network Training for Suppliers ([Functional Training](#))