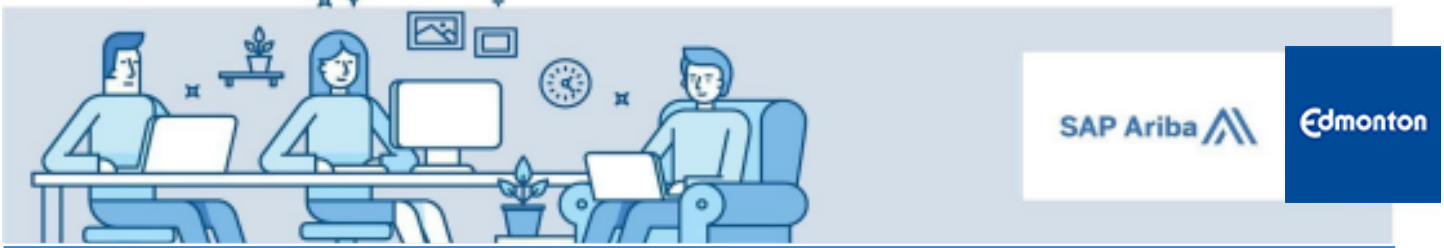




Accessing Existing Events

A step-by-step guide


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Guide - Accessing Existing Events

Introduction

This guide provides information on how to access events that you may have been invited to, already begun to complete or that have closed for submission in SAP Business Network.



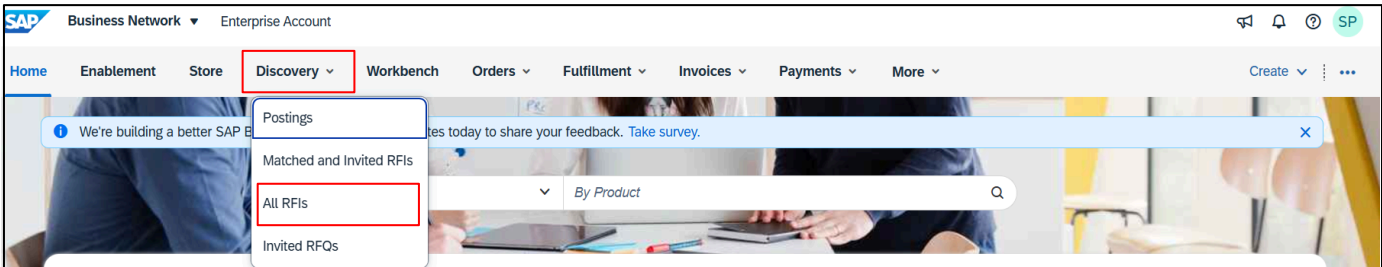
Tip If you received a system-generated email inviting you to respond to a City of Edmonton sourcing event, you are also able to access the event using the link provided in that email.

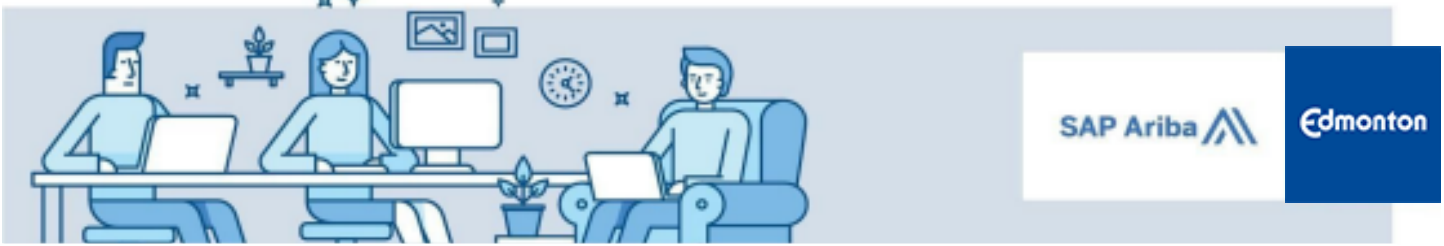
Step 1: Log in to your SAP Business Network Supplier Account

Log in to your Supplier SAP Business Network Network supplier account, using this [link](#)

Step 2: SAP Business Network Supplier Portal – Existing Events

2.1. On the SAP Business Network Supplier account home page, click the **Discovery** situated in the top left corner of the screen, then select **All RFIs**





Guide - Accessing Existing Events

2.2. A list of procurement opportunities will be displayed on the screen, click on the title of the event you would like to review.

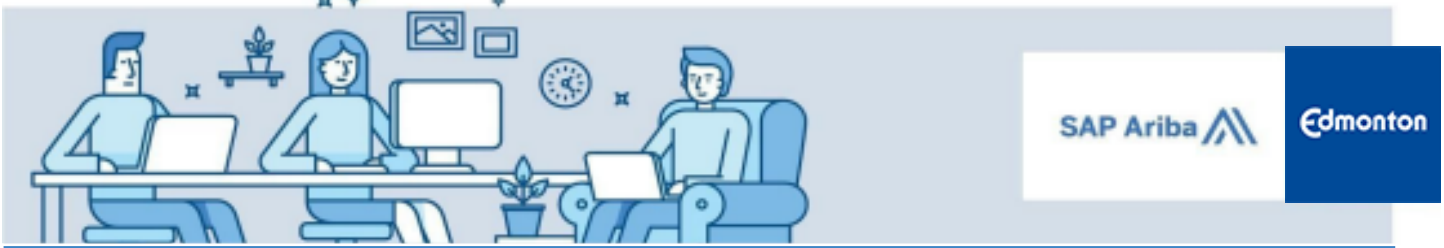
The screenshot shows the SAP Business Network interface with the following details:

- Search results for "COE": 6 results.
- Sort by: Response Deadline Soon.
- Event 1: **COE Test Event 2 2025DEC05 LMB** (highlighted in red). RFI: 1110000151. Service locations: Edmonton - Alberta. Category: Business intelligence consulting services. Decision Deadline: 01 Mar 2026. Contract Length: 144 Months. Max Budget: 92,632.18 USD.
- Event 2: **COE test Event 2025DEC05 LMB**. RFI: 1110000150. Service locations: Edmonton - Alberta. Category: Business intelligence consulting services. Decision Deadline: 29 Jan 2026. Contract Length: 120 Months. Max Budget: 78,381.07 USD.

2.3. Review the summary of the event which allows you to select **Respond** or **Not Interested** or **Save** (🔖).

The screenshot shows the detailed summary of the event with the following information:

- Event Title: **COE Test Event 2 2025DEC05 LMB**
- ID: 1110000151 | Sourcing: Doc5471254224 | SAP Walk-up buyer
- Buttons: **Respond** (highlighted in red), **Not Interested**, and **Save** (🔖).
- Buyer: Boom Internal Test Account | Status: Open
- Lead Type: RFI | Decision Deadline: 01 Mar 2026 00:00 GMT-07:00
- Opportunity Amount: **80,000 - 130,000 CAD**
- Respond By: 17 Dec 2025 16:00 GMT-07:00
- Sector: Public
- Contract Length: 144 Months
- Basic Information tabs: Basic Information, Post Overview, Attachments (0), Q&A.
- Basic Information details:
 - Product and Service Categories: Business intelligence consulting services
 - Supplier Certification Preferences: -
 - Added Keywords: -
 - Ship-to or Service Locations: Edmonton - Alberta
 - Visibility: Public
 - Prefer suppliers with a physical presence in the selected location: No
 - Humanitarian Aid: -



Guide - Accessing Existing Events

- 2.4. To complete a sourcing event, follow the instructions in the City of Edmonton [Responding to a Sourcing Event](#) guide.
- 2.5. To find events you have participated in, click **Business Network** on the top left menu and select **Ariba Proposals & Questionnaires** and then click on the arrows under **Events** on the next page.

