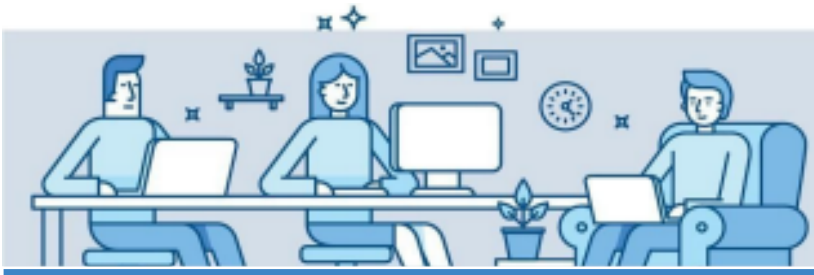
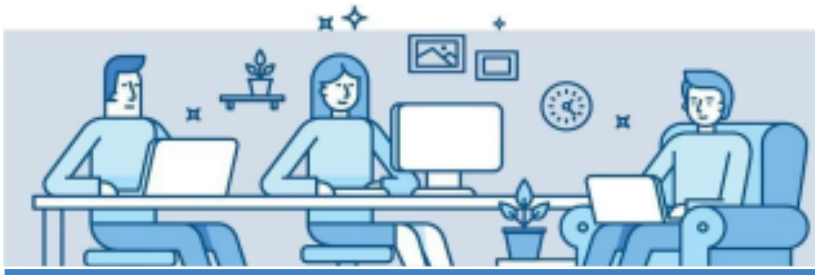


Accessing Existing Events

A step-by-step guide

Introduction 2
Step 1: Log in to your SAP Business Network Supplier Account 2
Step 2: SAP Business Network Supplier Portal – Existing Events 2



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

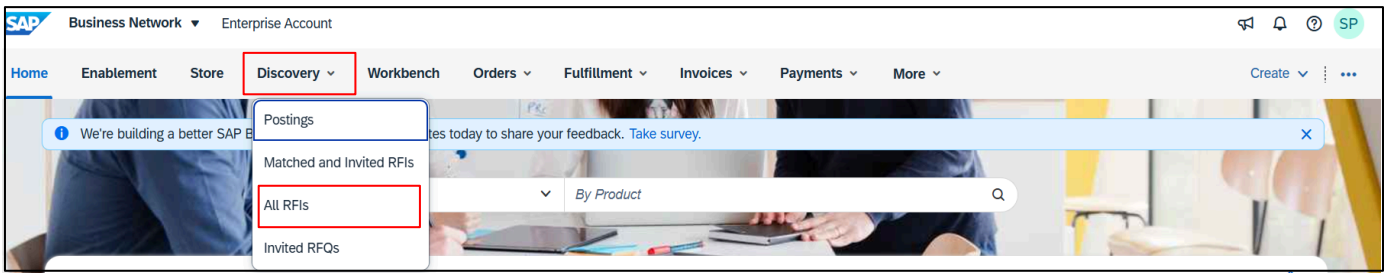
If you received a system-generated email inviting you to respond to a City of Edmonton sourcing event, you are also able to access the event using the link provided in that email.

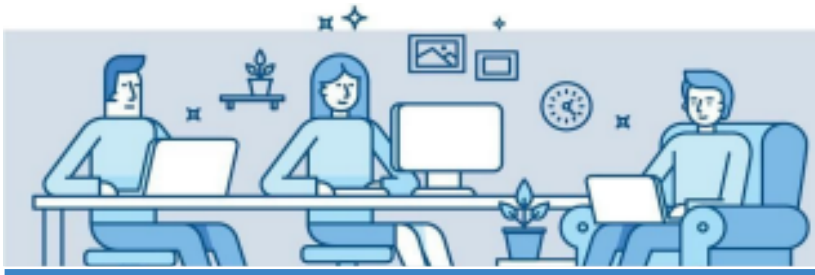
Step 1: Log in to your SAP Business Network Supplier Account

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**

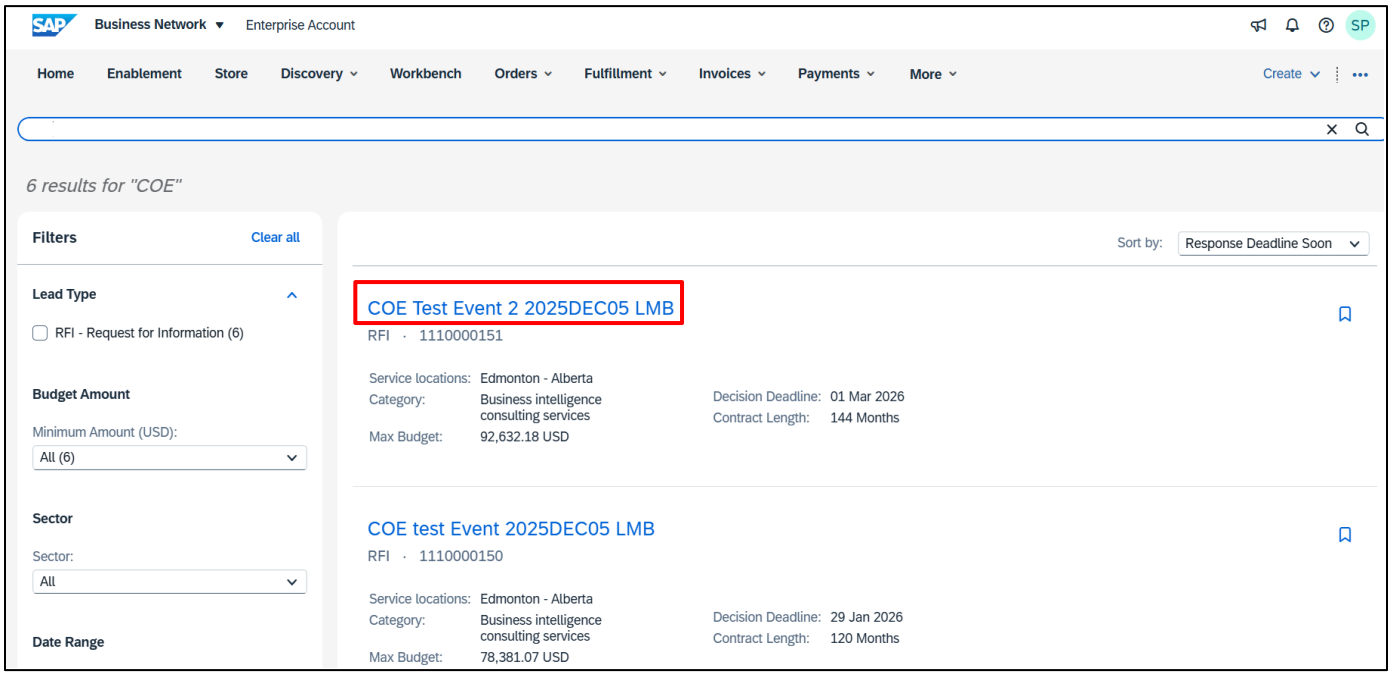




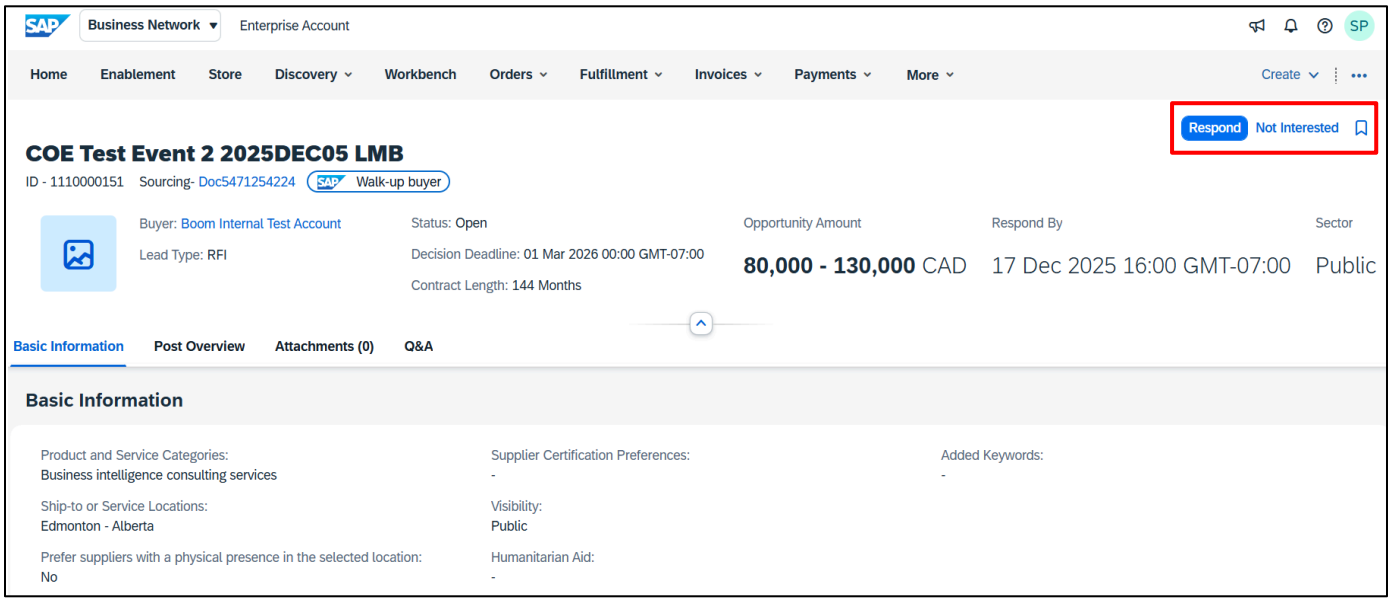
SAP Ariba Edmonton

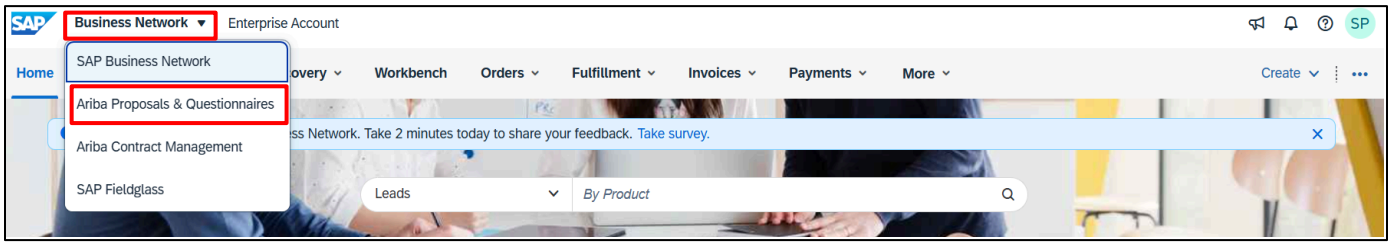
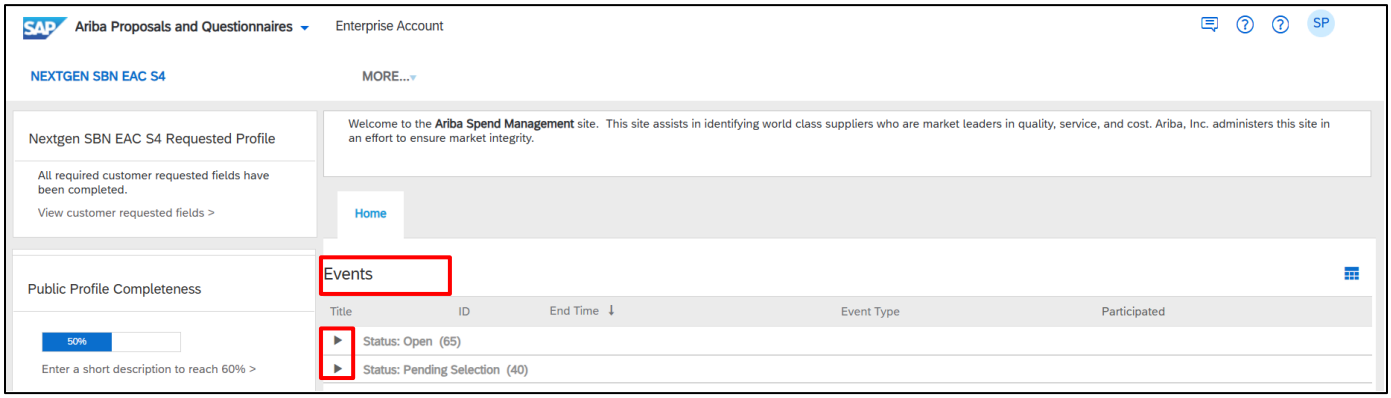
Guide - Accessing Existing Events

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.



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



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.