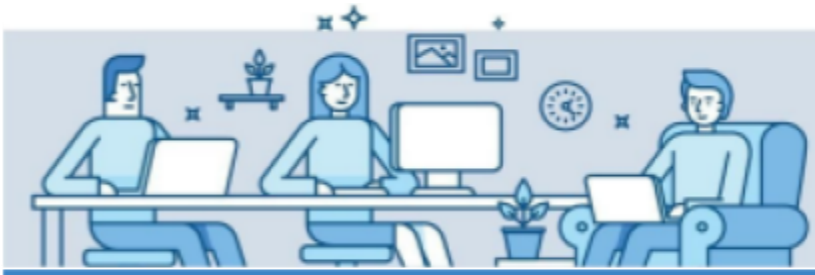


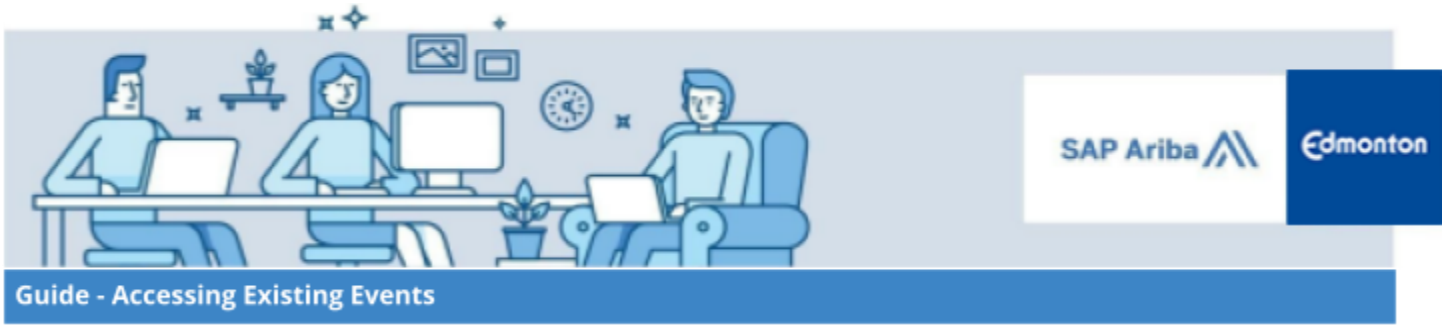
Guide - Accessing Existing Events

Accessing Existing Events

A step-by-step guide

Step 1: Log in to your SAP Ariba Network Supplier Account 2

Step 2: SAP Ariba Network Supplier Portal – Existing Events 2



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 Ariba.

Tip

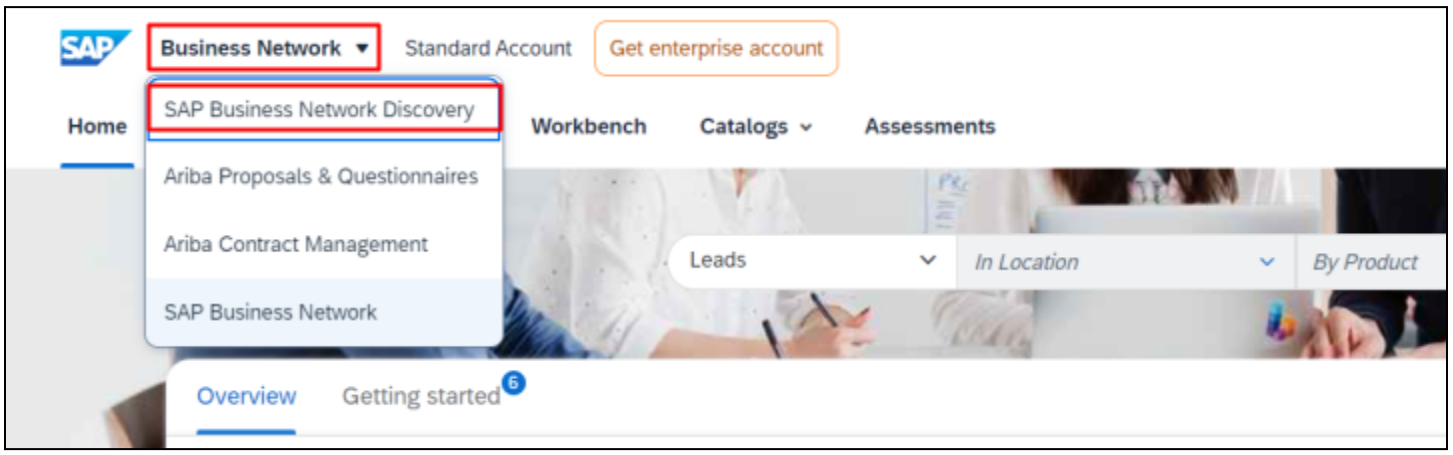
If you received a system-generated email inviting you to respond to a City of Edmonton sourcing event, you are also able to access the event using the link provided in that email.

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

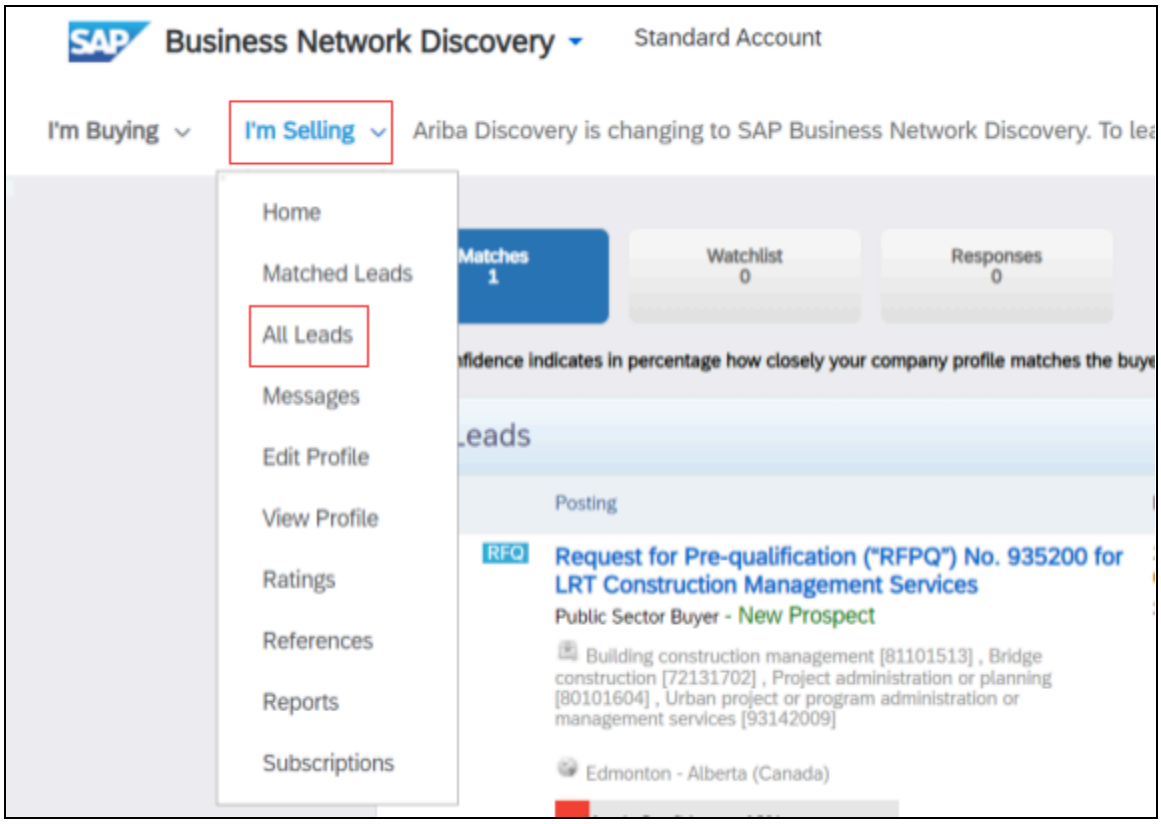
Log in to your Supplier SAP Ariba Network supplier account, using the link https://supplier.ariba.com

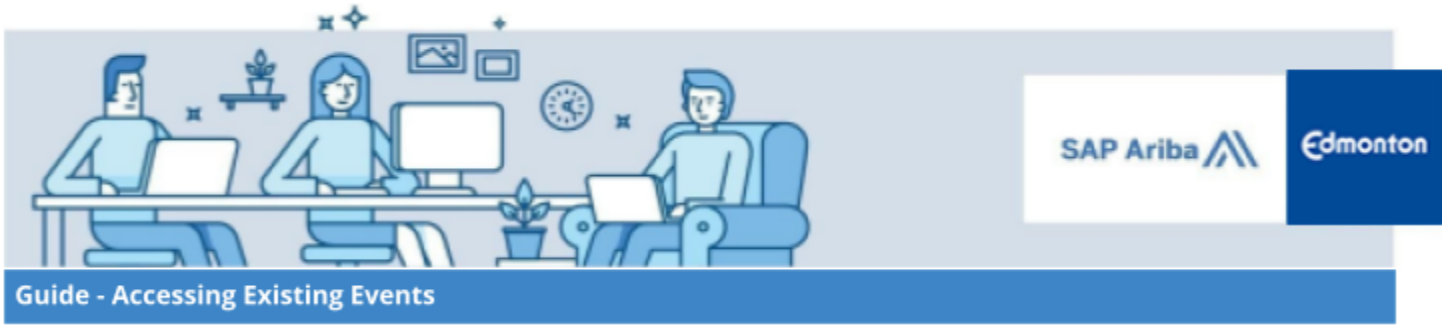
Step 2: SAP Ariba Network Supplier Portal – Existing Events

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

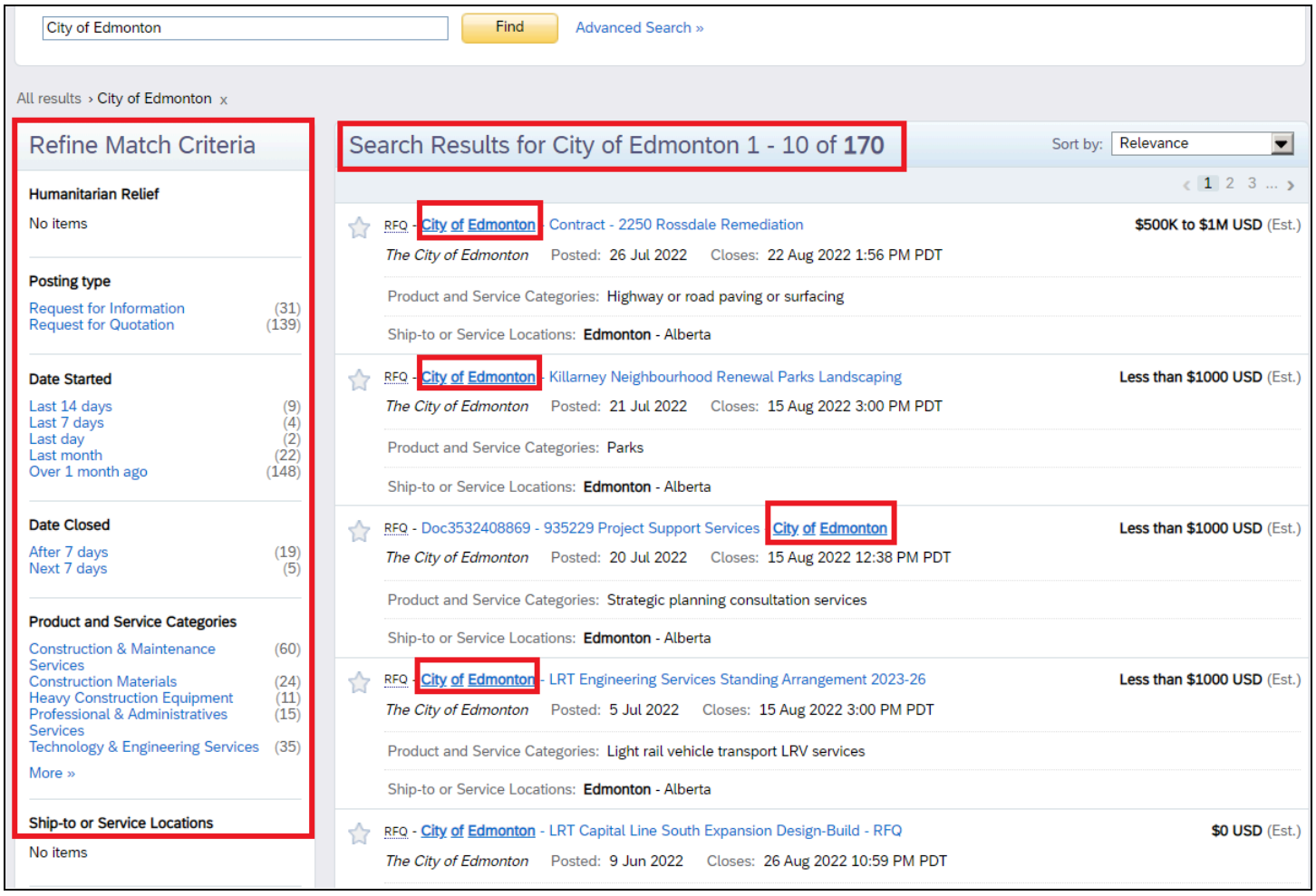


2.2. Click on **I'm Selling** tab and select **All Leads** from the dropdown menu

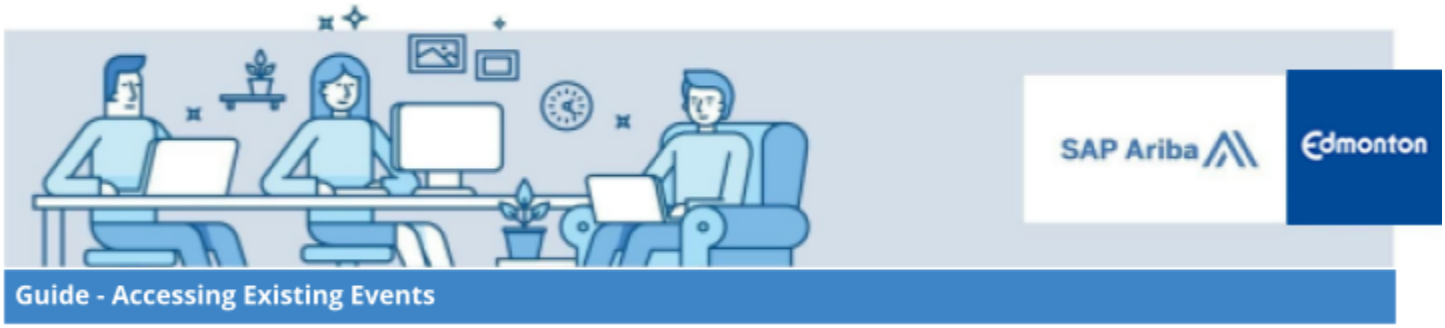




2.3. Review the list of procurement opportunities displayed on the screen. The right-hand column provides different types of filters you can use to find a particular event or you may type in the search bar **City of Edmonton** or use the **Refine Match Criteria** to search areas of interest. Select the appropriate event you wish to view.



2.4. Review the summary of the event which allows you to select **Respond to Posting** or **Add to Watchlist** or **Not Interested**.



The event statuses can be defined as follows:

- **OPEN**: includes opportunities that are currently accepting bids.
- **CLOSED:** includes opportunities that have closed and are being evaluated.
- **AWARDED**: includes opportunities that have been awarded and are closed.

Tip

Clicking on events with an Open status will allow you to continue to work on an existing sourcing event, or to revise a proposal that you have already submitted.

2.5. To complete a sourcing event, follow the instructions in the City of Edmonton Responding to a Sourcing Event guide.