

## How to Locate Opportunities on SAP Ariba Discovery

## When to use this *How to Guide*:

Follow the steps in this guide to search for opportunities with The City.

Step	ACTION				
1.	To search for opportunities with The City on Ariba Discovery:				
	i. Sign in to the SAP Business Network.				
	ii. On the SAP title bar, click <b>Business Network</b> .				
	iii. Click <b>Ariba Discovery.</b>				
	Home Ariba Discovery Italogs Ariba Proposals & Questionnaires	Home     Ariba Discovery     talogs     Create < i			
		Supplier Login			
	Note: If you don't have an SAP Ariba account:	User Name Password Login Forgot Username or Password			
	<ul><li>i. Go to <u>supplier.ariba.com</u>.</li><li>ii. Click <b>Register Now.</b></li></ul>				
	<ul> <li>iii. Follow the instructions for How to Set Up an SAP Business Network Account, Part 2 – Create an Account.</li> </ul>				
		New to SAP Business Network? Register Now or Learn More			



Step	ACT	TION						
2.	On the <b>Ariba Discovery</b> page:							
	i. Click <b>I'm Selling</b> .							
	ii. Click <b>Leads</b> .							
		SAP Arit	a Discovery -			ති	<b>P</b> (1)	Φ
		I'm Buying 🗸	I'm Selling $\!$					
			Home					
		Preview St	Leads		ind the Right Sellers.	For Any Projec	t.	
		Computer Hardy			cess over 4M trading partners worldwide.			
		Construction & I Construction Ma	Learnimore	, ,				
		Creative Service Distribution & C		<u>-</u> [	nter Product and Service Category	Enter Location	It's Free! Start Now	
		Electrical Syster			sed on the UNSPSC classification system	(City, State, Country)	Start Hon	
		Laboratory Equi			wick & Facy Doct your project in only 5 m	inutes		
		Professional & A			Duick & Easy – Post your project in only 5 m ast Results – Get multiple responses within			
		Technology & Er	gineering S	×	roven Success – Over \$308.7M of business			
		All Categories						
3.	On th	ne Discover	New Bus	iness	Opportunities page:			
	<ul> <li>On the Discover New Business Opportunities page:</li> <li>i. Search by key word(s) or use Advanced Search to enter more search filters.</li> <li>ii. Use the Refine Match Criteria menu to narrow search parameters.</li> </ul>							
						-		
	iii. Under Search Results, click an event name to view more details.							
							₽ 0	
		I'm Buying 🗸	I'm Selling ~					
			Discover New Bu	siness Or	pportunities			
			Get matched to active I	buyers and a	ccess 350B USD in buying power			
	Ariba Discovery will match you to real business opportunities from the world's leading companies. Don't watte your time targeting prospects that are not ready to buy. Focus your efforts on Ariba Discovery, and quickly and effectively market yourself to relevant buyers.						ns on	
					Find Advanced Search >			
			All results Refine Match Crit	aria	Search Results 1 - 10 of 14,076	Sort by: Relevance	-	
			Humanitarian Relief			<1	2 3 >	
			Help Ukraine Posting type	(22)	859 - Test_Event_ABVSPQ2017111202           C2-coyer-grance.com         Posteo: 12 Nov 2017           Closes: 22 Dec 2030	Less than \$100 2 2:35 AM PST	O USD (Est.)	
			Request for Information Request for Quotation	(12443) (1633)	Product and Service Categories: Aerial cameras, Digital cameras Ship-to or Service Locations: United States Minor Outlying Islands; Unit	ted States; San Jose-Sunnyvale-Santa Clara - California		
			Date Started Lost 14 days	(595)	BEQ - RK_public_Test_Posting_15Juby_004           Viaysiumar         Posted: 15 Jul 2018         Closes: 28 Mar 2028 1:00 AM PC	\$10K to \$50		
			Last 7 days Last day Last month Over 1 month ago	(246) (122) (1385) (12691)	Product and Service Categories: Fish food flakes, Commercial fishing lik	ine tackle		
			Date Closed After 7 days	(514)	Ship-to or Service Locations: United Kingdom; San Jose-Sunnyvale-San	\$10K to \$50	K USD (Est.)	
			After 7 days Next 7 days Next day	(514) (404) (77)	Vijeykumar Posted: 15 Jul 2018 Closes: 28 Mar 2028 1:00 AM PC Product and Sensire Categories: Bish food Bakes, Commercial Eshioa Ia			



STEP	ACTION					
4.	On the SAP Supplier Research posting, review the <b>Posting Summary</b> , following: i. Click <b>Respond to Posting</b> , or ii. Click <b>Not Interested</b> if you do not want to respond to the postir	ıg.				
	Note: The <b>Response Deadline</b> shows the correct date, but not the corsubmission deadline. The correct date <i>and</i> time of the deadline to recorportunity is displayed as the <b>Time remaining</b> on the event page in This is a public sector / buyer funded posting and you can respond for free	espond to a posted				
	Underground Utility Locating Services	Open				
	The City of Calgary           Posted On: 12 Apr 2022         Open for bidding on 12 Apr 2022           Open for bidding on 12 Apr 2022         Response Deadline: 9 May 2022 3:00 PM PDT	O QSA				
	Respond to Posting       Add to Witschlini       Not Interested        Interested	Leave feedback				
	Product and Service Categories Ship-to or Service Locations Landscaping services Edmonton - Alberta Apphalt Sidewalk or curb construction Gutters Topsolt					
	Posting Summary This Contract shall include excavation, curb, gutter, sidewalk and commercial crossing concrete work, full depth reclamation (FDR) with foamed asphalt, catch basin (CB) replacement, surface milling, asphaltic concrete resurfacing, landscaping restoration using topsol and sod, and all incidental Work that is required to complete the Contract in accordance with the Contract Documents and the City Design and Construction Standard Specifications. Bidders who are interested in submitting their bids should click on <b>'Respond to Posting'</b> and accept and submit Prerequisites to this Sourcing Event, in order to view the complete Sourcing Event, Bidders will then need to accept the bidder agreement and accept the Prerequisites to view the complete Sourcing Event.					
NEXT Step	Refer to the instructions for How to Participate in a Sourcing Event: Part	2 - Review Event Details.				