

# **Electronic Procurement using SAP Ariba Sourcing**

## **Supplier Guide**

**City of Toronto**

# Upcoming Changes to Bidding on City Contracts

## What is Changing

The City of Toronto is moving to electronic procurement using the SAP Ariba Sourcing and Contract technology solution. The tool is used for procuring goods, services and construction. It stores tendering events and documents in one easily accessible cloud-based tool.

## Why the change

The move to electronic procurement reduces paper based and manual processes, like dropping off a paper submission or participating in a public opening.

Initially, the City will be using SAP Ariba for Sourcing and Contracts, later in 2019 invoicing and payments will be introduced and Supplier Lifecycle Performance in 2020.

# Changes and Benefits for Suppliers

## What does the change mean for Suppliers

- Initially all notices will continue to be posted on the Online Call Document System with a link to the sourcing event (or tendering opportunity) that directs suppliers to Ariba Discovery
- Suppliers need to register on Ariba Discovery (for free) as a Supplier in order to bid on City procurement opportunities
- Those registered on Ariba Discovery can search for event postings and bid electronically on opportunities
- All bids and proposals, except when identified otherwise, must be submitted electronically
- Questions about a specific solicitation should only be posed in SAP Ariba through the event messages in the sourcing event.
- Addenda to a specific solicitation will only be posted in SAP Ariba sourcing event.

# Learning about Bidding Opportunities

- If you gain access to a solicitation via the link on the City Online Call Document System and have not registered in SAP Ariba previously, you will be redirected to the registration page where you are expected to register
- If you have registered on Ariba Discovery You may receive electronic notifications when public Solicitations (Request for Proposals, Request for Quotations, Request for Tenders, etc.) are issued for those **commodities that are listed on your profile**
- You can access Ariba Discovery through your supplier dashboard or you will receive an e-invite from the City of Toronto.

# **Accessing the Event via Ariba Discovery**

# Registering with SAP Ariba

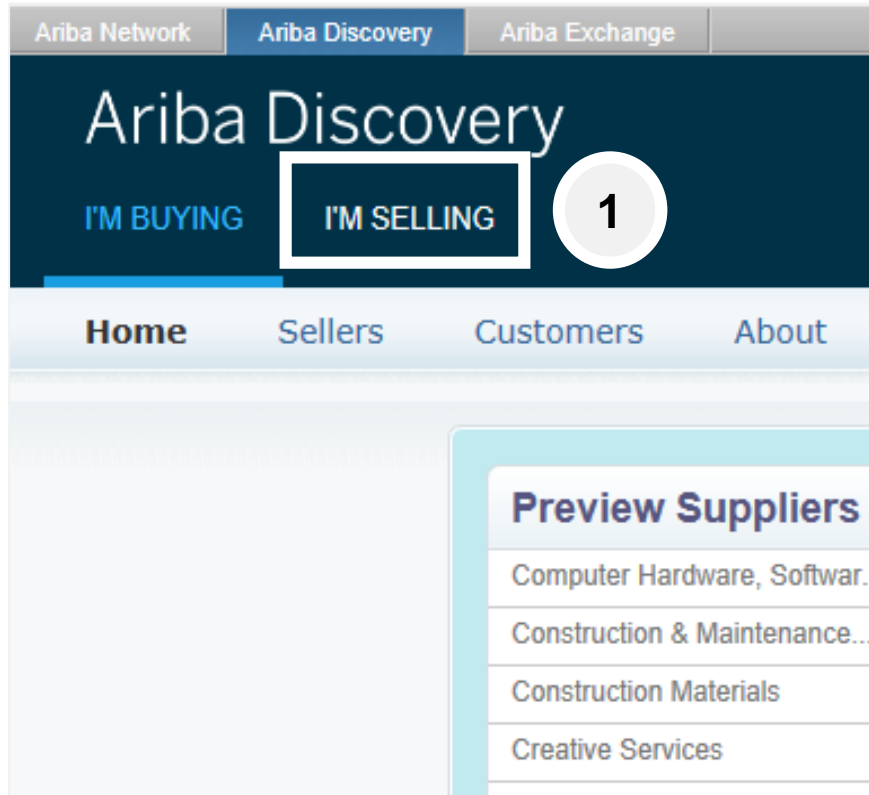
Suppliers can gain access to the community of active Buyers by registering on SAP Ariba Discovery and creating an SAP Ariba Network Supplier account and profile.

Go to the SAP Ariba Discovery website ([discovery.ariba.com](http://discovery.ariba.com))

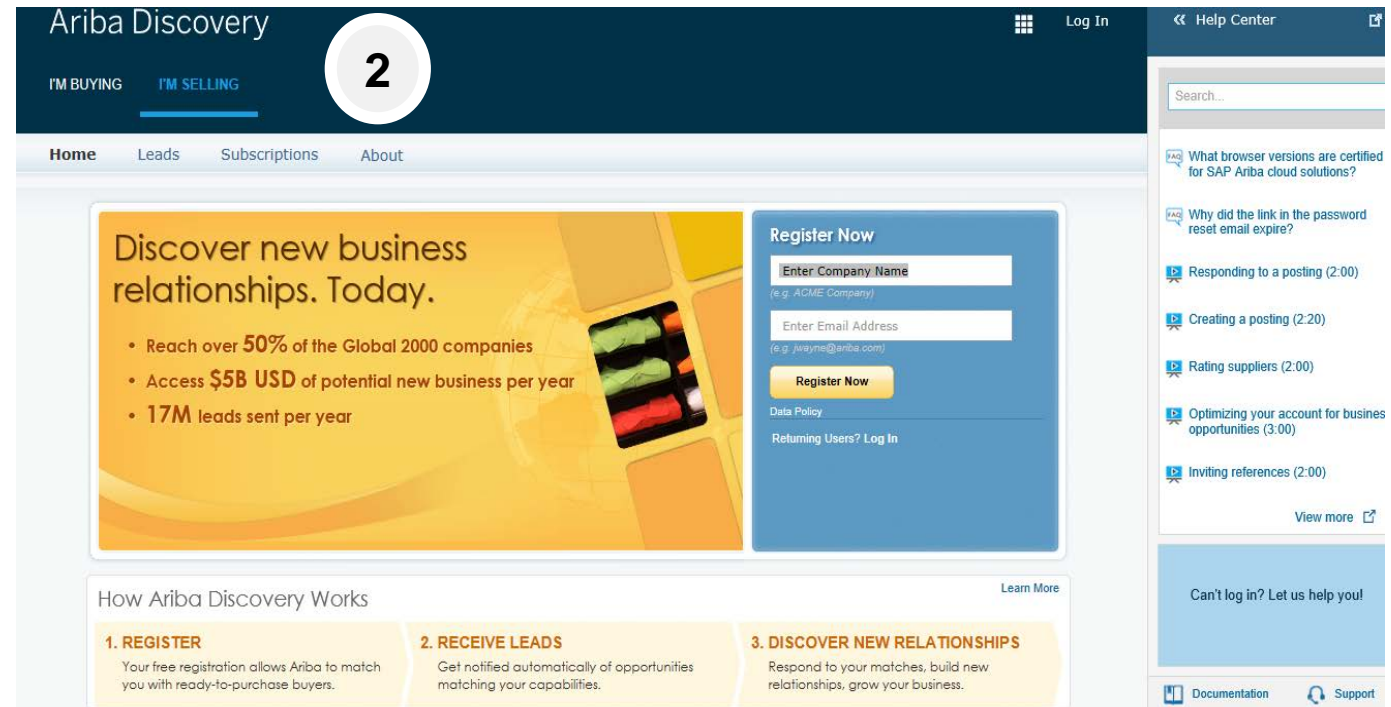
The screenshot shows the SAP Ariba Discovery website homepage. At the top, there are navigation tabs for 'Ariba Network', 'Ariba Discovery', and 'Ariba Exchange'. The main header includes the 'Ariba Discovery' logo, a 'Join Ariba Discovery' button, and links for 'Feedback', 'Help', and 'Log In'. Below the header, there are tabs for 'FM BUYING' and 'FM SELLING', and a 'Welcome to Ariba Discovery' message. The main content area features a 'Preview Suppliers' dropdown menu on the left, listing various categories like 'Computer Hardware, Softwar...', 'Construction & Maintenance...', 'Construction Materials', 'Creative Services', 'Distribution & Conditionin...', 'Electrical Systems & Lighting', 'Laboratory Equipment', 'Manufacturing Components &...', 'Professional & Administrat...', 'Technology & Engineering S...', 'More', and 'All Categories'. The central banner is titled 'Find the Right Sellers. For Any Project.' and states 'Access over 1.5M trading partners worldwide.' It includes a search form with 'Enter Product and Service Category', 'Enter Location', and an 'It's Free! Start Now' button. Below the search form, there are three key benefits: 'Quick & Easy - Post your project in only 5 minutes', 'Fast Results - Get multiple responses within 24 hours', and 'Proven Success - Over \$308.7M of business posted every month'. A 'Request a Demo' button is also present. The bottom section, titled 'How Ariba Discovery Works', outlines a three-step process: 1. CREATE A POSTING (Describe what you are looking for and we will match you with high-quality sellers.), 2. REVIEW PROPOSALS (Matched sellers will respond to you securely through Discovery.), and 3. MAKE SELECTION (Quickly compare qualified sellers, then create a shortlist or award business.). The footer includes the SAP Ariba logo, links for 'Data Policy', 'Security Disclosure', and 'Terms of Use', and a copyright notice: '© 1996-2019 Ariba, Inc. All rights reserved.'

# Step 1 & 2: Creating an Account

1. Click the “I’m Selling” tab at the top left corner of the screen.



2. The new screen will appear and the words I’m Selling will be underlined in blue.



# Step 3: Complete the Register Now fields

3. In the Register Now section of the screen, complete the required company information.

- A. Company Name
- B. Email Address

Then click the Register Now button.



The screenshot shows a 'Register Now' form with a blue background. At the top, the title 'Register Now' is displayed in white. Below the title are two white input fields. The first field is labeled 'Enter Company Name' with a placeholder example '(e.g. ACME Company)'. The second field is labeled 'Enter Email Address' with a placeholder example '(e.g. jwayne@anba.com)'. Below the input fields is an orange 'Register Now' button. At the bottom of the form, there are two links: 'Data Policy' and 'Returning Users? Log In'.



# Step 4: Registration Landing Page

4. You will be taken to the Registration landing page. It is divided into three sections.

- A. Register
- B. User Account Information
- C. Tell us more about your business

**A** Register

Company information

Company Name: \*  \* Indicates a required field

Country: \*  If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: \*

City: \*

Province: \*

Postal Code: \*

**B** User Account Information

Name: \*   SAP Arriba Privacy Statement

Email: \*  \* Indicates a required field

Use my email as my username Must be in email format (e.g. john@news.com) ⓘ

Username: \*

Password: \*  Must contain a minimum 8 characters including letters and numbers. ⓘ

Language:

Email orders to: \*  Customers may send you orders through Arriba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

**C** Tell us more about your business

Product and Service Categories: \*

Ship-to or Service Locations: \*

Tax ID:  Enter your Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

# Step 5: Enter Company and User Account Information

5. Complete the required Company information.

- Company Name
- Country
- Address
- City
- Province
- Postal Code

As you scroll down the landing page you will confirm your username and create a password.

**NOTE:** The username and password are required to access (sign-in) your SAP Ariba Network Supplier account, which includes SAP Ariba Discovery.



## Register

### Company information

\* Indicates a required field

Company Name: \*

Country: \*

Address: \*

City: \*

Province: \*

Postal Code: \*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

### User account information

\* Indicates a required field

SAP Ariba Privacy Statement

Name: \*

Email: \*

Use my email as my username

Username: \*  Must be in email format(e.g john@newco.com) ⓘ

Password: \*  Must contain a minimum 8 characters including letters and numbers. ⓘ

Language:

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: \*  Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

# Step 6A: Tell us more about your business

## 6. In the Tell us more about your business section you are asked to provide Product and Service information and Service locations

### A. Product and Service Categories

- SAP Ariba Discovery postings are matched to the product and service categories selected.
- **Choose categories** rather than the exact products or services by name to ensure you gain exposure to broader opportunities.
- If your products or services can be classified in multiple ways, select all possible categories to ensure better matches.

### Tell us more about your business

**A** Product and Service Categories:\*   -or- [Browse](#)

Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

# Step 6B: Tell us more about your business

- B. The Ship-to and service locations field lets Buyers view all geographic areas your company serves. Once the company information, user account information, and business information sections have been completed, review the Terms of Use and Privacy Statement. Then check the “I have read...” check boxes. To complete the registration process, click on the Register button.

Tell us more about your business

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Product and Service Categories:\*   -or- [Browse](#)

**B** Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. [i](#)

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Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

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You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

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# Step 7: Confirm Your Email Address

7. Confirming your email address is the last step in creating an SAP Ariba account. SAP Ariba sends an email to the address provided.

Ariba Discovery Company Settings ▾

## Confirm Your Email Address

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**ACTION REQUIRED**

Check your email inbox for a message from Ariba. Click the link in the activation email sent to [annemarie.roncadin@toronto.ca](mailto:annemarie.roncadin@toronto.ca).

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If you do not receive an activation email:

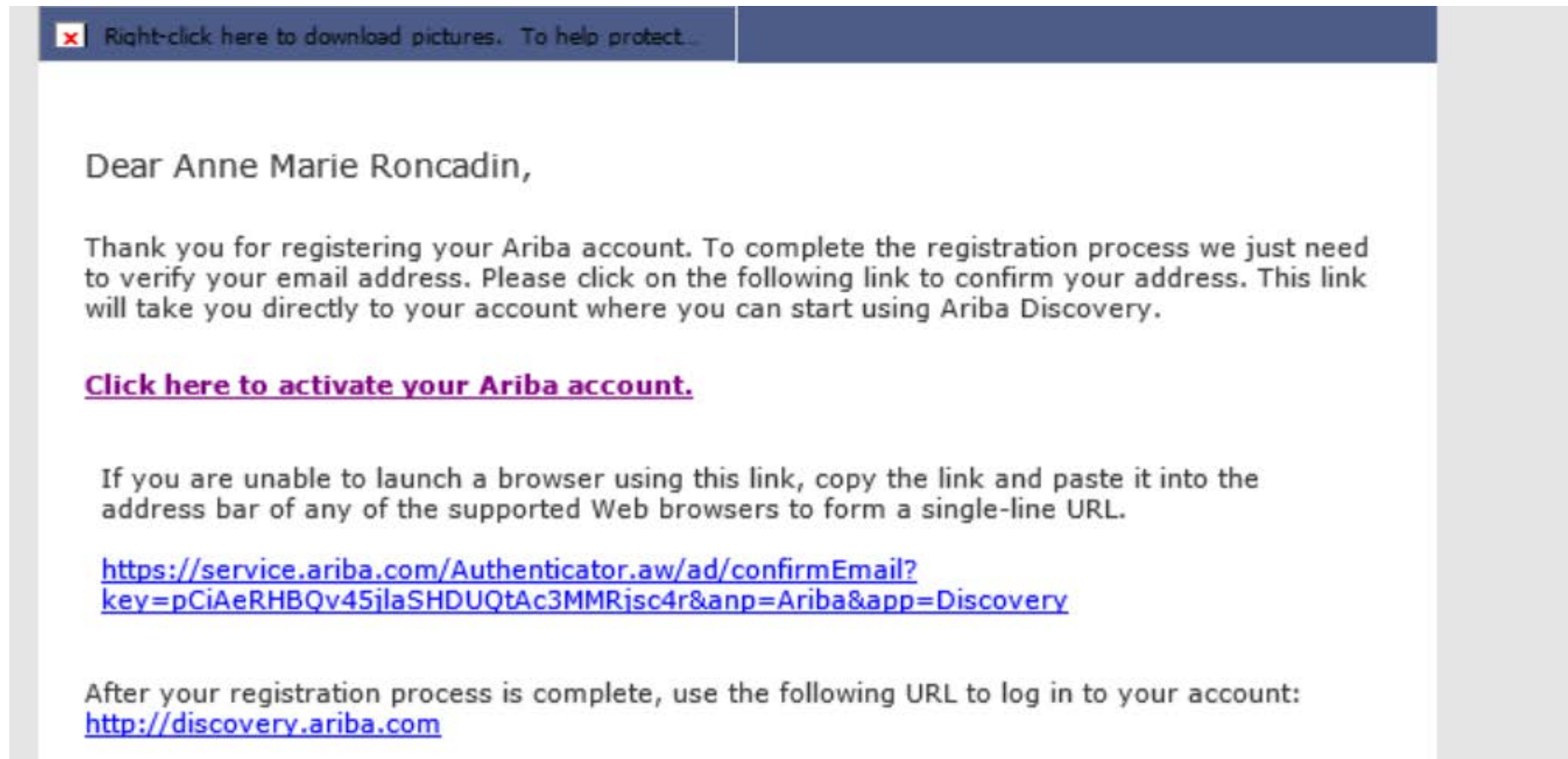
- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

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# Step 8: Active Your Ariba Account

8. Go to your email message and follow the instructions to confirm the email address.



# Step 9: Complete Your Company Profile Now

9. The final stage in setting up an account is to complete additional company profile information.

## Ariba Discovery

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✔ Your email address `annemarie.roncadin@toronto.ca` has been verified.
- ✔ Your Ariba username `annemarie.roncadin@toronto.ca` has been activated.

### Complete Your Company Profile Now

35%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

#### Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

[Complete my Company Profile later](#) [Go to my Company Profile](#)

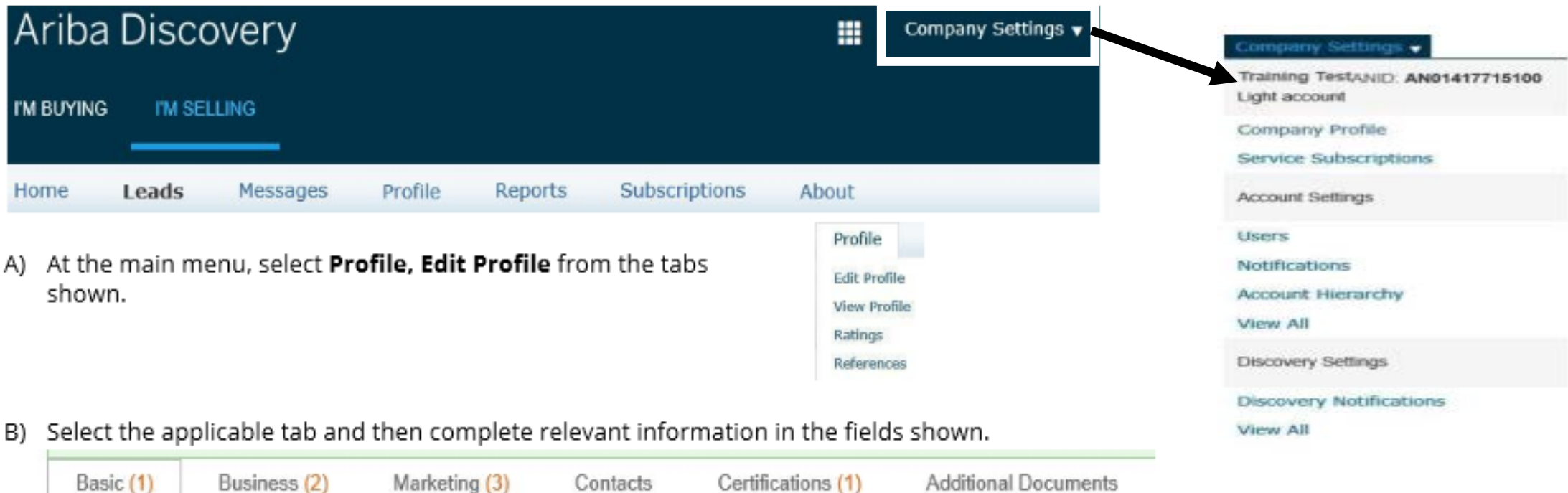


# Step 10: Enhancing and Managing Your Profile

10. You can enhance your profile with business, marketing, and certification related information.

To manage your account, **click on the Company Settings link** and you will be able to quickly access and update your company profile, users, notifications, account hierarchy, and settings in SAP Ariba Discovery

Log in to your SAP Ariba Network supplier account.



The screenshot displays the SAP Ariba Discovery user interface. At the top left, the 'Ariba Discovery' logo is visible. Below it, there are two tabs: 'I'M BUYING' and 'I'M SELLING', with 'I'M SELLING' currently selected. A navigation bar contains links for 'Home', 'Leads', 'Messages', 'Profile', 'Reports', 'Subscriptions', and 'About'. In the top right corner, a 'Company Settings' dropdown menu is open, showing a list of options: 'Training TestANID: AN01417715100', 'Light account', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Discovery Settings', 'Discovery Notifications', and 'View All'. An arrow points from the 'Company Settings' link in the top navigation bar to this dropdown menu. Below the main navigation bar, a sub-menu for 'Profile' is shown, containing 'Edit Profile', 'View Profile', 'Ratings', and 'References'. At the bottom of the page, a horizontal bar contains several tabs: 'Basic (1)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'.

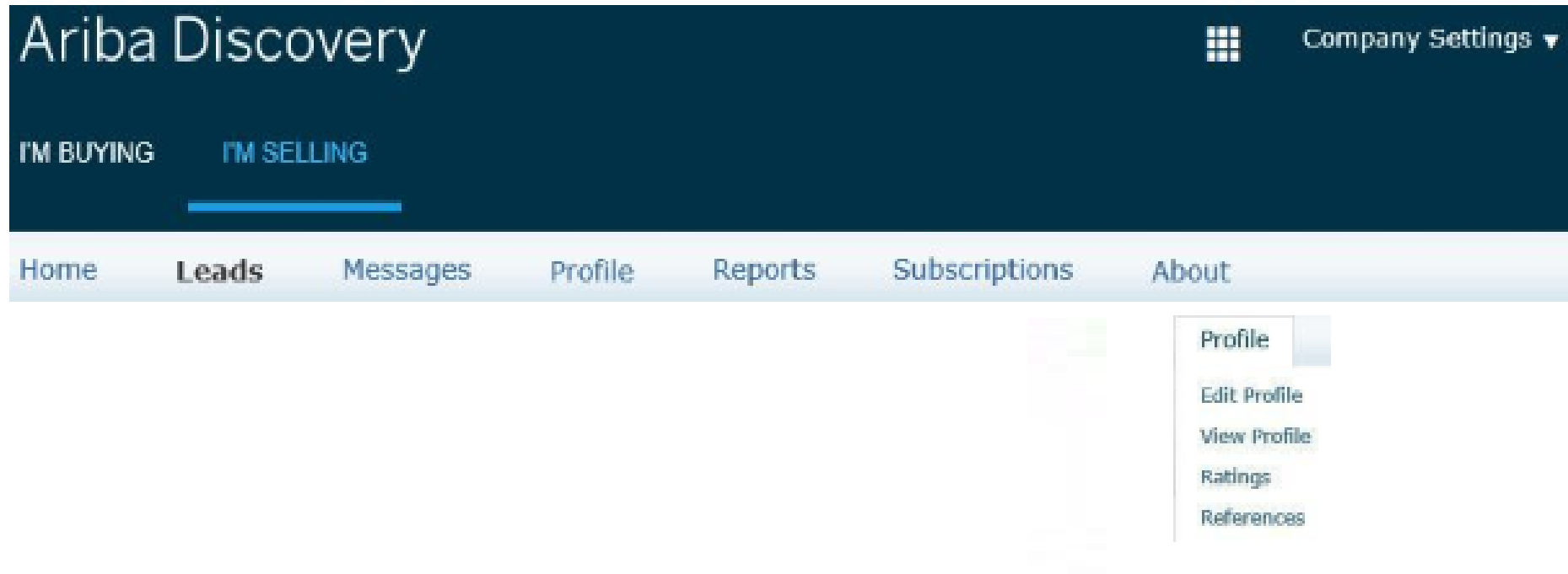
A) At the main menu, select **Profile, Edit Profile** from the tabs shown.

B) Select the applicable tab and then complete relevant information in the fields shown.



# Step 10A: Managing Your Account (cont'd)

10A) At the main menu, select **Profile**. From the Profile drop-down menu, select **Edit Profile** from the tabs shown.



B) Select the applicable tab and the incomplete relevant information in the fields shown

Basic (1)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

# Registering with City of Toronto

The City of Toronto encourages suppliers to complete a Supplier Self-Registration form to become part of the supplier database.

Suppliers will need to register with the City of Toronto if they are:

- Wanting to participate in an open competition posted by the City.
- Participating in a sourcing event, invitation to tender, or negotiation.
- Invited by the City's Corporate Procurement Supply Services.
- Selected and invited by the City for a specific contract.
- In the process of extending a contract with the City.

To do business with the City of Toronto on Ariba, you will need to [create an Ariba Commerce Cloud account](#).

# Locating Opportunities

- It is important to note that there is **no fee to respond** to a procurement opportunity created by the City of Toronto; however, SAP Ariba Discovery does charge a fee for other organizations buying goods and services through the SAP Ariba Discovery Network.
- Currently all City of Toronto procurement opportunities are posted on the On Line Call Document System located [Online Call Document System](#)
- Browse available City contracts using the Search & Bid on City Contracts for an up-to-date list of Request for Proposals (RFPs), Request for Quotations (RFQs), Request for Expression of Interest (REOI), Tenders, and Offers to Purchase.

# Locating Opportunities (cont'd)

From search and bid on city contracts, expand “Search for Opportunities”. The Online Call Document System lists City contracts in the following areas:

- [Goods & Services](#)
- [Professional Services](#)
- [Construction Services](#)
- [Offers to Purchase](#)

Choose your relevant purchasing group (i.e.: Goods and Services), and find the call you are interested in. Click on the “View Summary”. You may view Call Document Summaries **free of charge**.

## ▼ Vehicle - Parts / Tires / Repair / Maintenance / Service

### ▼ Request for Quotation - Call document #

**Squeegee Kits for buckets on rubber tire loaders**

January 3,  
2019

February 8, 2019

Attachment

[View summary](#)

# Searching opportunities of interest

Currently, paper based opportunities and electronic bidding opportunities are posted on the On Line Call Document System.

However only those available through Ariba have a link to Ariba Discovery.

By **September 2019**, the City of Toronto is committed to having all solicitations posted through SAP Ariba.

**Call Document Summary**  
This is a secure site

**GOODS & SERVICES**  
PROPOSALS \* QUOTATIONS \* TENDERS

ONLINE CALL DOCUMENT SYSTEM

**Request for Proposal** Call number: **1669593040**

**Commodity:** Goods and Services, Hospital - Medical - Dental - Supplies / Equipment / Services

**Description:** Sharps Container  
Sharps Containers ARIBA Doc 1669593040 - Quotations are invited for the procurement of Sharps Containers for the City of Toronto's Purchasing and Materials Management (Stores) Division

LINK TO PUBLIC POSTING ARIBA DISCOVERY:  
<http://discovery.ariba.com/rfx/6448387>

IMPORTANT NOTICE – Transition to City's new Source-to-pay tool – SAP Ariba

As of September, 2018, the City of Toronto will launch an online Source-to-Pay tool utilizing SAP Ariba and begin to migrate the City's Solicitations (RFQs, RFPs etc.) from being posted on the City's Online Call Document System to being posted through SAP Ariba. It is important for all Suppliers to register on the SAP Ariba network in order to continue to be able to access City of Toronto Solicitations. For more information on this transition please visit: [Upcoming Changes to Bidding on City Contracts](https://www.toronto.ca/business-economy/doing-business-with-the-city/upcoming-changes-to-bidding-on-city-contracts/).

Any questions about this transition should be directed to City Bids at: [citybids@toronto.ca](mailto:citybids@toronto.ca)

<https://www.toronto.ca/business-economy/doing-business-with-the-city/upcoming-changes-to-bidding-on-city-contracts/>

**Issue date:** April 10, 2019      **Closing date:** May 13, 2019 at 12:00 Noon

**Notes:** Attachment  
[NOIP\\_0505-19-0102\\_1669593040\\_.pdf](#) (523 Kbytes) - Posted on 04/12/2019 09:30:03 AM

The addenda and/or other files listed above are included with the Call Document purchase price but must be downloaded as separate documents. To view the document, click on its filename. To save it to your workstation.

# Supplier Research Posting

The hyperlink takes you to the SAP Supplier Research posting. If interested click on “Respond to Posting”.

If you are no longer interested you can choose “Not Interested” and provide feedback.

Please ensure you read the title of the posting and the Posting Summary.

Please ignore Posting Type

The screenshot shows a web interface for a supplier research posting. At the top, there are navigation links: Home, Leads, Subscriptions, and About. Below this is a 'Back' link. A yellow banner states: 'This is a Public Sector posting and you can respond for free.' The main title of the posting is 'Ashbridges Bay Treatment Plant - Integrated Pumping Station - Construction Contract 2', which is highlighted with a black box. To the right of the title is a green 'Open' status and a '0' with 'Q&A' below it. The posting is from 'City of Toronto - New Prospect'. It was posted on 29 Mar 2019, is open for bidding on 29 Mar 2019, and has a response deadline of 3 Jun 2019 12:59 PM PDT. Below the posting details are three buttons: 'Respond to Posting' (highlighted with a black box), 'Add to Watchlist', and 'Not Interested' (with a dropdown arrow, also highlighted with a black box). There are also social media share icons (Facebook, Twitter, LinkedIn, Email) and a 'Leave feedback' link. The opportunity amount is '\$1,500.00 to \$99,000,000.00 CAD'. Other details include Contract Length: 24 months, Response Deadline: 3 Jun 2019 12:59 PM PDT, Posting ID: 6599265(Doc1722208722), Posting Type: Request for Information, and Public Posting: http://discovery.ariba.com/rtx/6599265. At the bottom, there are two sections: 'Product and Service Categories' (Water pumps, Pumping station) and 'Ship-to or Service Locations' (Ontario - Canada). A 'Posting Summary' section at the bottom is highlighted with a black box, stating: 'Only Pre-Qualified Bids (as per RTP No. 3907-18-7165) are requested and will accepted for Ashbridges Bay Treatment Plant - Integrated Pumping Station - Construction Contract 2:'.

# Download the event content – Step 1 & 2

1. To download the event, “ Click "Download Content“ on the dashboard.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

2. Download both the content and attachments. Remember to select “Done” once complete.

## Export Content to Excel

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

# Download the event content – Step 3

Step 3: Please click on the “Title” box to confirm selection of **all** documents within the solicitation.

NOTE: download of attachments can take several minutes in keeping with system speed and other limits.

Ariba Discovery

[Go back to Leads](#)

### Download Attachments

Choose items for which you need to download the attachments. The amount of time it takes

#### Selected Attachments Summary

Total Size (MB):	0
Max Size (MB):	0
Total Number:	0

#### Selected Items

<input type="checkbox"/>	Title
<input type="checkbox"/>	Totals
<input type="checkbox"/>	1 Part 1 - Introduction to RFQ
<input type="checkbox"/>	1.1 Introduction
<input type="checkbox"/>	1.2 City Contact
<input type="checkbox"/>	1.3 Request for Quotation Timetable
<input type="checkbox"/>	1.4 Site Visit/Pre-Bid Meeting
<input type="checkbox"/>	1.5 Contracting After Help Desk / Technical and Product Support



# Event Details Page

< Go back to Leads

Desktop File Sync

## Event Details

Doc1738234661 - COT Mock Tender for Training and Practice Pu...

Time remaining  
269 days 03:55:25

- Event Messages
- Response History
- Download Tutorials

- Download Content
- Review Prerequisites
- Compose Response
- Print Event Information

### Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

### Event Contents

- All Content
- 1 Part 1 - Introductio...
- 2 Part 2 - Evaluation,...

### All Content

Name ↑	Price	Quantity	Extended Price
1 Part 1 - Introduction to Tender			
1.1 Summary			More... +
1.2 City Contact			More... +
1.3 Timetable			More... +
1.4 Site Visit/Pre-Bid Meeting			More... +
1.5 SAP Ariba Technical and Product Support			More... +

### Event Overview and Timing Rules

Owner: Allison Phillips ⓘ      Currency: Canadian Dollar  
 Event Type: RFP      Commodity: Commercial or industrial construction 721318  
 Contract Months: 12  
 Publish time: 11/4/2019 13:50  
 Due date: 10/4/2020 13:50

Take note of the Time Remaining to the closing of the event. You must submit your response prior to event closing. The Time Remaining is found in the top right corner of the screen.

You can review and respond to the event within Ariba, or download and review the contents saved to your desktop.



# Review Prerequisites

- Once you have reviewed the event details and intend to participate, click “Review Prerequisites”.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

- By accepting the terms of this agreement, system will prompt you:

✓ Submit this agreement?

Click OK to submit.

OK

Cancel

**Note:** You must review and respond to prerequisites prior to participation in the event.

# Accepting the Terms of the Event

Prerequisites

Doc1738234661 - COT Mock Tender for Training and Practice Purposes only

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

You accepted the prerequisites, which permits you to participate in this event.

"In consideration of the opportunity to participate in this Solicitation held and conducted by the City of Toronto ('City') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your firm ('Supplier') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. The City reserves the right to amend, modify or withdraw this Solicitation. The City reserves the right to accept or reject all or part of a Supplier's Bid. Submission of a Bid does not create a contract or any expectation by the Supplier of a future business relationship. Rather, by submitting a Bid, you are making an offer which the City may accept to form a contract, subject to section 2 below. The City is not liable for any costs incurred by the Supplier in the preparation, presentation, or any other aspect of the Supplier's bid.
2. Price Quotes. Except to the extent the City allows a non-binding Bid, all Bids which the Supplier submits through the Solicitation are legally valid Bids without qualification.
3. Procedures and Rules. The Supplier further agrees to be bound by the procedures and rules established by the Site and the City. The City of Toronto's Purchasing Legislation and Policies can be found here: <https://web.toronto.ca/business-economy/doing-business-with-the-city/understand-the-procurement-process/purchasing-policies-legislation/>

After reading all prerequisites, you should choose one of the options by clicking on the proper radio button at the bottom of the requirements list:

- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

# Decline to Respond

- Upon reviewing the event details, if you are no longer interested in participating, you can “Decline to Respond”.
- If you select this option you will be able to change your option at a later time. If you do decline, when you come back to the step you will see “Intent to respond” which will allow you to continue with the event.

 Doc866340347 - Office Supplies

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

# Suppliers Dashboard in SAP Ariba

You can review the event solicitation within SAP Ariba, each event consists of a minimum of seven (7) sections (Parts):

1. Introduction to RFx
2. Evaluation, Negotiation and Award
3. RFx Process Terms and Conditions
4. Form of Agreement
5. RFx Particulars
6. Submission Items
7. Pricing
8. Addenda (if any)

## All Content

Name ↑

▼ 1 Part 1 - Introduction to RFQ

1.1 Introduction

1.2 City Contact

1.3 Request for Quotation Timetable

▼ 1.4 Site Visit/Pre-Bid Meeting

1.4.1 Mandatory Site Meeting

# Selecting Lots

- After accepting the terms and prerequisites and submitting your acceptance, the system will take you to the selecting lots section. There are two (2) tabs: Select lots, or Select Using Excel
- You can put a check mark on the lots to choose manually, then click on submit.

### Lots Available for Bidding

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	▼ 7.1 Pricing Form
	7.1.1 Squeegee Kit
	7.1.2 Additional terms and Total

# Selecting Lots (cont'd)

- Click on the “Select Using Excel” tab and follow the instructions that are provided in the blue ribbon, you can use this method if multiple members of your team participation is required:
- Remember you should not change the structure of this excel sheet.

Select Lots

Select Using Excel

You are invited to participate in 1 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer

# Compose and Submit Response

- Once you have accepted prerequisites and selected lots, you can compose and submit your bid.
- Answers marked with an asterisk are mandatory. You will not be able to submit your bid if you do not complete these answers.
- Answer types can vary; Yes/No, text, attachment, Money, etc.
- **Failure to submit required documentation shall result in the Bid being rejected as non-compliant. i.e. Failure to submit a fully completed Bid Bond. The original Bid Bond will be submitted to the address and contact name identified in the RFX prior to the closing date and time or the Bid will be rejected as non-compliant.**
- Click “Save” to save your answers; you can return prior to the event closing to edit saved answers.
- Click “Update Totals” to calculate and validate extended prices.
- Click “Submit Entire Response” when you are ready to submit your bid.

Submit Entire Response

Update Totals

Save



# Upload Response from Excel (Optional)

- If you downloaded and completed your responses in Excel you can upload your file by clicking “Excel Import”.

All Content

Name ↑
▼ 1 Part 1 - Introduction to RFQ
1.1 Introduction
1.2 City Contact
1.3 Request for Quotation Timetable
▼ 1.4 Site Visit/Pre-Bid Meeting
1.4.1 Mandatory Site Meeting
1.4.2 Optional Site Visit

(\*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

# Upload Response from Excel: Step 1 & 2

- Step 1: Click Download Content used to upload response or download attachments for bid submission review
- Step 2: Save file(s) to your computer and begin working on your response in the Excel workbook.

The screenshot shows an Excel spreadsheet with a legend on the left side. The legend consists of five colored boxes with corresponding text descriptions:

- Yellow box:** Help Information. Do not modify this cell or the import may fail.
- Light yellow box:** Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (\*) in it.
- Light green box:** Intend to Bid data. These cells are required; specify Yes or No.
- White box with border:** Optional data
- White box without border:** Without the border, read only data

At the bottom of the spreadsheet, there is a navigation bar with the following elements:

- Navigation arrows (back and forward)
- Active tab: **Intend To Respond Instructions**
- Next tab: **Submit Response Instructions**
- Page indicator: 1 Part 1 - Introduction to RFQ
- Additional icons: a plus sign in a circle, a vertical ellipsis, and a left arrow.

# Upload Response from Excel: Step 3 & 4

- Only edit file with **your responses** and **do not** embed any other file in the document, delete any content or make any format changes. Please note you can **only enter text and numbers** in the file and you do not have to complete all Parts of the RFX to upload the file (i.e. Complete Pricing Form). Under Step 3, click “Browse” to locate your file or drag and drop your file into the highlighted spot.
- Click “Upload” to upload your file. Your responses will now be entered into the Event Contents.

**Note:** If you choose to upload your responses through Excel, this will overwrite any values you may have entered into the event directly.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.



H:\test.xlsx

Or drop file here

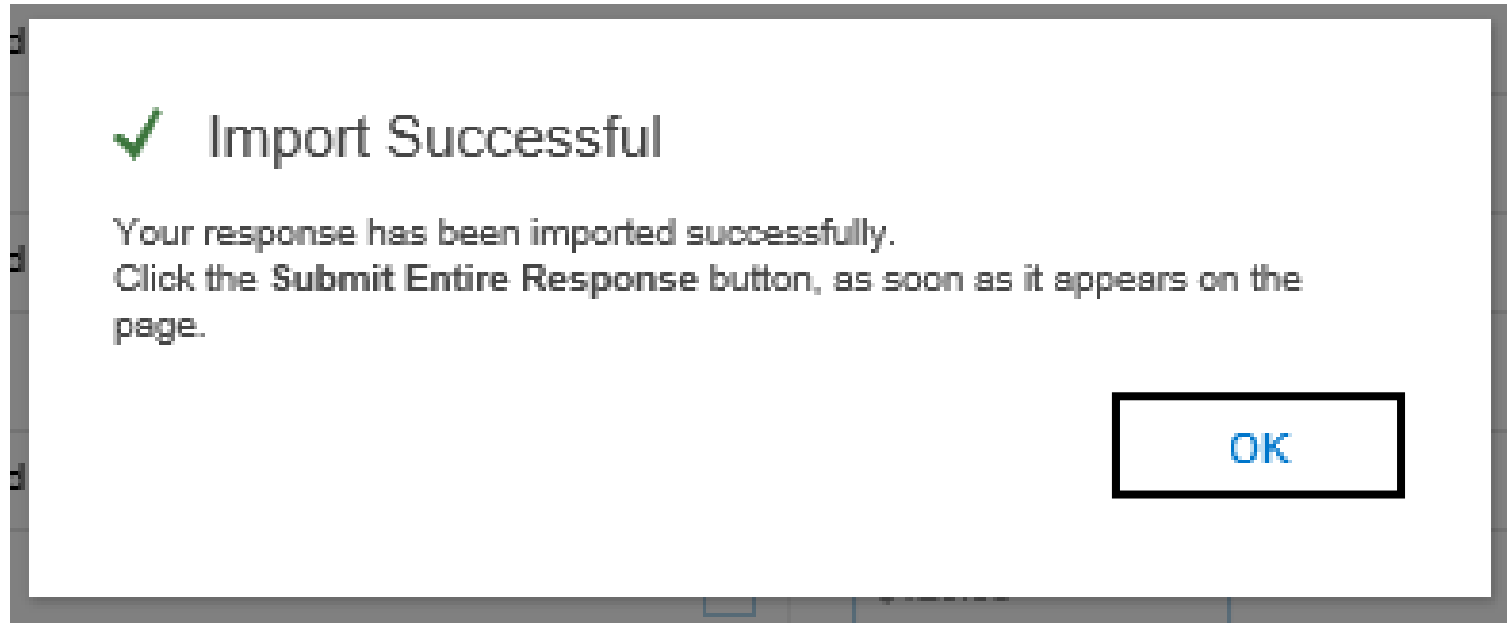
**Step 4.** Click Upload to import the contents of the Excel file to your event.

Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.



# Upload Response from Excel (Optional) (Cont'd)

- SAP Ariba will notify you that the file upload was successful.



- Once you receive the successful upload notification, click on the Update Totals in the sourcing event to update your bid pricing

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

# Print Event Information

[Download Content](#)
[Review Prerequisites](#)
[Compose Response](#)
[Print Event Information](#)

- You may also download a printed version of the event (**Word format**). The response shown in Print Version is the last accepted response.
- If there is no accepted response, the latest draft response will be shown. This will be your copy as a reference to your submission.

Timing Rules	
Publish time	2/1/2019 12:50
Due date	8/2/2019 13:00
Specify how lot bidding will begin and end	Parallel


Initiator Actions	
Can Project owner create response team by default	No


Content	
Name	Value
<b>1 Part 1 - Introduction to RFQ</b>	
<b>1.1 Introduction</b>	
Bids are invited for the <b>non-exclusive supply and delivery including shipping and all costs of Squeegee kits for buckets on rubber tire loaders</b> operated by the City of Toronto's Fleet Services Division for a period of one (1) year from the date of award, with the option to renew the Contract for four (4) separate one (1) year periods, all in accordance with the provisions and specifications contained in this Request for Quotation (RFQ) and the City of Toronto's Procurement Policies, Event Section 5 - Pricing, and the City of Toronto Fair Wage Policy and Labour Trades Contractual Obligations in the Construction Industry.	
<b>1.2 City Contact</b>	
Buyer Name: Minyoo Noh, Corporate Buyer	
<b>1.3 Request for Quotation Timetable</b>	
The RFQ Timetable is tentative only, and may be changed by the City at any time. For greater clarity, business days means all days that the City is open for business. Site Visit/ Pre-Bid Meeting - N/A Deadline for Questions - January 21, 2019 at 4 p.m. Deadline for Issuing Addenda - Three Business Days before Closing Deadline	

# Revising a Response

- You can revise a submitted response prior to the event closing.
- Click “Revise Response” on the event, then “OK”

 Doc1671362199 - TEST- Supply and Delivery of Various food pr...

 Time remaining  
14 days 23:54:08

 Your response has been submitted. Thank you for participating in the event.

Revise Response

- The answers will be auto-filled with your previously submitted response. Select answers and revise as necessary, then click “Submit Entire Response” to submit your revised response.
- If the event closes before a revised response has been submitted, the last submitted response will be submitted for evaluation.

# Communicating with City Representative

- All communication regarding an active event must be submitted through SAP Ariba
- To submit a question, click Event Messages in the Sourcing Event

The screenshot displays the SAP Ariba interface for an event. At the top, it shows 'Event Details' and the document title 'Doc1589276433 - Request for Quotations for the supply and de...'. A clock icon indicates 'Time remaining 3 days 19:55:11'. On the left sidebar, 'Event Messages' is highlighted with a black box, and 'Download Tutorials' is also visible. Below the sidebar, a 'Checklist' section shows '1. Review Event Details'. The main content area features a yellow warning box with the text: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below this warning box are four buttons: 'Download Content', 'Review Prerequisites' (which is highlighted in blue), 'Decline to Respond', and 'Print Event Information'.

# Communicating with City Representative (cont'd)

- You can insert your messages and attach files if necessary.
- Click **Send** to send your message to the City Representative.

Compose New Message

Send

Cancel

From: [Test-MN \(Test Supplier\)](#)

To: Project Team

Subject:

Attachments: [Attach a file](#)



Insert message here|



# Communicating with City Representative (cont'd)

- On Event Messages, you can review any messages and notifications from the City Representative or submit your own message by clicking Compose Message.

## Messages



	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/>	MSG65512053	No	11/02/2019 12:03	City of Toronto	Minyoo Noh	Participants (0) Team (0)	Event Request for Quotations for the supply and delivery of Squeegee Kits has been ex
<input type="radio"/>	MSG65510708	No	11/02/2019 11:41	City of Toronto	Minyoo Noh	Participants (0) Team (0)	Event Request for Quotations for the supply and delivery of Squeegee Kits has change
<input type="radio"/>	MSG65320401	No	06/02/2019 12:07	City of Toronto	Minyoo Noh	Participants (0) Team (0)	Event Request for Quotations for the supply and delivery of Squeegee Kits has been extend
<input type="radio"/>	MSG63786244	Not Applicable	02/01/2019 12:50	City of Toronto	Minyoo Noh	Participants (0) Team (0)	City of Toronto has invited you to participate in an event: Request for Quotations for th

< >

↳ View Reply **Compose Message** Download all attachments


# Addendum

- Bidders will receive an email update when an Addendum has been issued to an event they have responded to.

☆ ZAR01-Buyer **Event TEST- Supply and Delivery of Various food products has changed. -**

- Any Addenda will appear under Event Contents- Part 8. Bidders can download the attachment and review the Addendum contents.

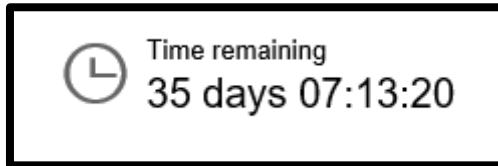
Part 8 - Addendum

Name ↑
▼ 8 Part 8 - Addendum
8.1 Addendum 1.pdf  Addendum 1.pdf ▼

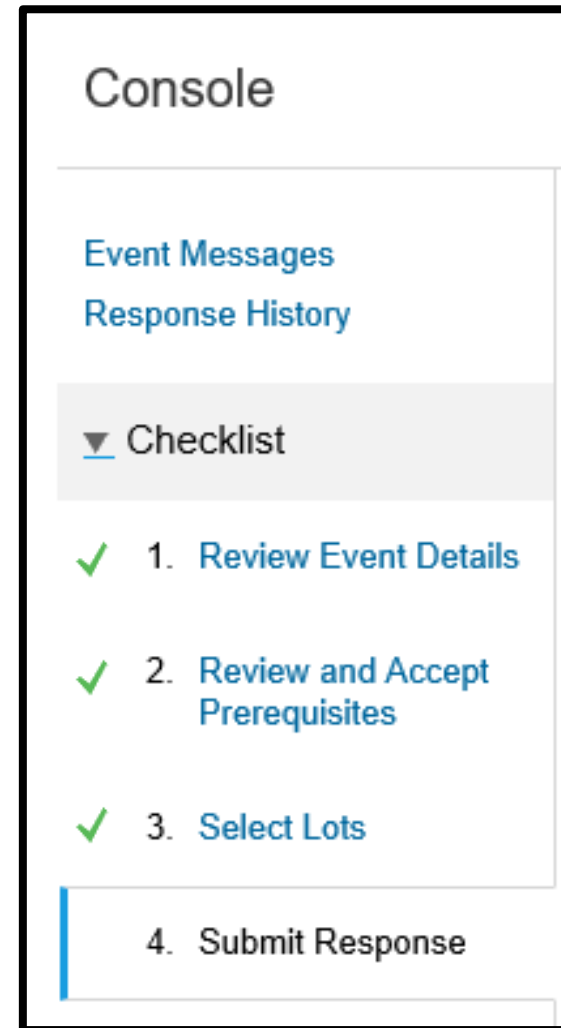
- It is the Bidder's responsibility to review any and all addenda issued by the City prior to the Event Closing. If any addenda are issued after the Bidder has submitted a response, the Bidder must review addenda and determine if a revised response must be submitted.

# Good to Know

- You can keep track of the call closing time by checking the timer on the top right corner :



- On the main console there is a check list of all the steps you have to complete. You can go back to each item and review it, all the check list items need to be completed to be able to submit your response.



# Good to Know (cont'd)

- On the main console you have “Event Contents”, which contain each part of the event.

You can click on each part and review each part individually.

- Response History: Click on the Name of a response to see details, including the lots and information submitted.

## ▼ Event Contents

All Content

1 Part 1 - Introductio...

2 Part 2 –  
Evaluation,...

3 Part 3 – RFQ  
Process...

4 Part 4 - Form of  
Agr...

5 Part 5 – RFQ  
Particu...

6 Part 6 -  
Submission ...

7 Part 7 - Pricing

# Good to Know (cont'd)

- Any (\*) field is a required field.
- Attempts to submit a response more than once will result in an error message. Although you cannot submit a response more than once, you can revise a submitted response within the RFx time frame.



**Duplicate bids are not allowed. Submit a bid which is not identical to your previous bid.**

- On the main console you have multiple tabs helping you achieve a smooth submission of your response.

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

# Good to know (cont'd)

- If you attempt to submit a response which is not fully completed, the system will stop you and give you details of what is missing and highlight the location.

 There are 36 problems that require completion or correction in order to complete your request.

Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

[< Previous](#) | [Next >](#)

- In order to move on and submit a response, you need to correct any errors or add in any missing details.

You need to provide an answer to Question 3.1, 'All Bidders must read and understand the terms and conditions presented in the attached document. By selecting yes, you are agreeing that you have read and understood the attached terms and conditions.'

\* Unspecified

# Useful Information Links

- [City of Toronto Transition to Ariba](#)
- [SAP Ariba Registration](#)
- [SAP Ariba](#)
- [SAP Ariba Login](#)
- [SAP Ariba Help Center](#)

# Thank you!

If you have any questions please send an email to :  
[supplychaintransformation@toronto.ca](mailto:supplychaintransformation@toronto.ca)