

City of Toronto SAP Ariba Supplier Guide



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Changes to Bidding on City Contracts

What is Changing?

In September 2019, the City of Toronto transitioned to SAP Ariba Sourcing. The tool is used for procuring goods, services and construction and allows suppliers to download solicitation documents free of charge through the SAP Ariba portal. Paper copies of solicitations are no longer be sold via the Tender Office.

As of September 2021, the City of Toronto is implementing the new Supplier Lifecycle Performance module. This tool is used to onboard, manage, and segment suppliers. It is integrated with the SAP Ariba Sourcing module, supporting a smooth transition for supplier registration and maintenance.

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.

The addition of the Supplier Lifecycle Performance (SLP) module helps reduce onboarding times and also supports long term supplier management.

Changes and Benefits for Suppliers

What does the change mean for Suppliers?

- A unique City of Toronto link is available for new suppliers to register if interested in doing business with the City.
- All suppliers will be able to keep profile information current and accurate through the intuitive, self-service application.
- Current and new suppliers will be asked to fill out a registration questionnaire to support the City in our efforts to collect a supplier code of conduct agreement.
- Once the registration questionnaire is approved, suppliers will continue to have access in order to bid on City procurement opportunities
- 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
- All bids and proposals, except when identified otherwise, must be submitted electronically
- Questions about a specific solicitation should only be posted 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**.
- Although you can access Ariba Discovery through your supplier dashboard please register with the City using the [registration page link](#) as this will allow the City to communicate with you regarding updates to procurement programming.



How To Register

Step 1: How to Register with the City

Please do not use the general account creation process.

If you open an Ariba Network account from the SAP Ariba general webpage, your new account will not automatically create a trading relationship with the City of Toronto.

For new suppliers who have not done business with the City of Toronto previously:

Register using [Supplier self-registration request form](#)

Step 2: Supplier Self-registration Request Form

2. After clicking on the registration link you will be taken to the self-registration landing page. It is divided into three sections.

A. General Supplier Information
B. Primary Supplier Contact
C. Additional Information

A

General Supplier Information

Supplier Full Legal Name *

Supplier Main Address *

+

Street * ?

House Number * ?

Street 2 ?

Street 3 ?

District ?

Postal Code * ?

City * ?

Country * ?

B

Primary Supplier Contact

Contact First Name *

Contact Last Name *

Contact Email *

Contact Phone

Contact Location and Communication Language *

C

Additional Information

Category

Region

As the City moves toward to Ariba Buying and Invoicing(B&I) are you interested in information regarding doing business through the Ariba Network? *

☐ Yes

☐ No

Step 3: Enter General Supplier Information

3. Complete the required General Supplier Information

- Supplier Full Legal Name
- Supplier Main Address
 - Street Name and Number
 - Postal Code
 - City
 - Country
 - Region

General Supplier Information

Supplier Full Legal Name *

Supplier Main Address * +

Street * ? House Number * ?

Street 2 ?

Street 3 ?

District ?

Postal Code * ? City * ?

Country * ? Region * ?

Step 4: Enter Primary Supplier Contact

4. Complete the required Primary Supplier Contact information:
- Contact First Name
 - Contact Last Name
 - Contact Email
 - Contact Location and Communication Language

Primary Supplier Contact

Contact First Name *

Contact Last Name *

Contact Email *

Contact Phone

Contact Location and Communication Language *

Step 5: Additional Information

5. Complete the required Additional Information:
- Category (goods and/or services offered)
 - Region
 - Interest in receiving information regarding doing business through the Ariba Network

Note: You can select as many categories as you wish – simply click on the search button to browse and select categories

Additional Information

Category

Region

As the City moves toward to Ariba Buying and Invoicing(B&I) are you interested in information regarding doing business through the Ariba Network? *

Yes

No

Category

All Commodities

Landscape Architecture Service >

Apparel and Luggage and Personal Care Products >

Building and Construction Machinery and Accessories >

Building and Construction and Maintenance Services >

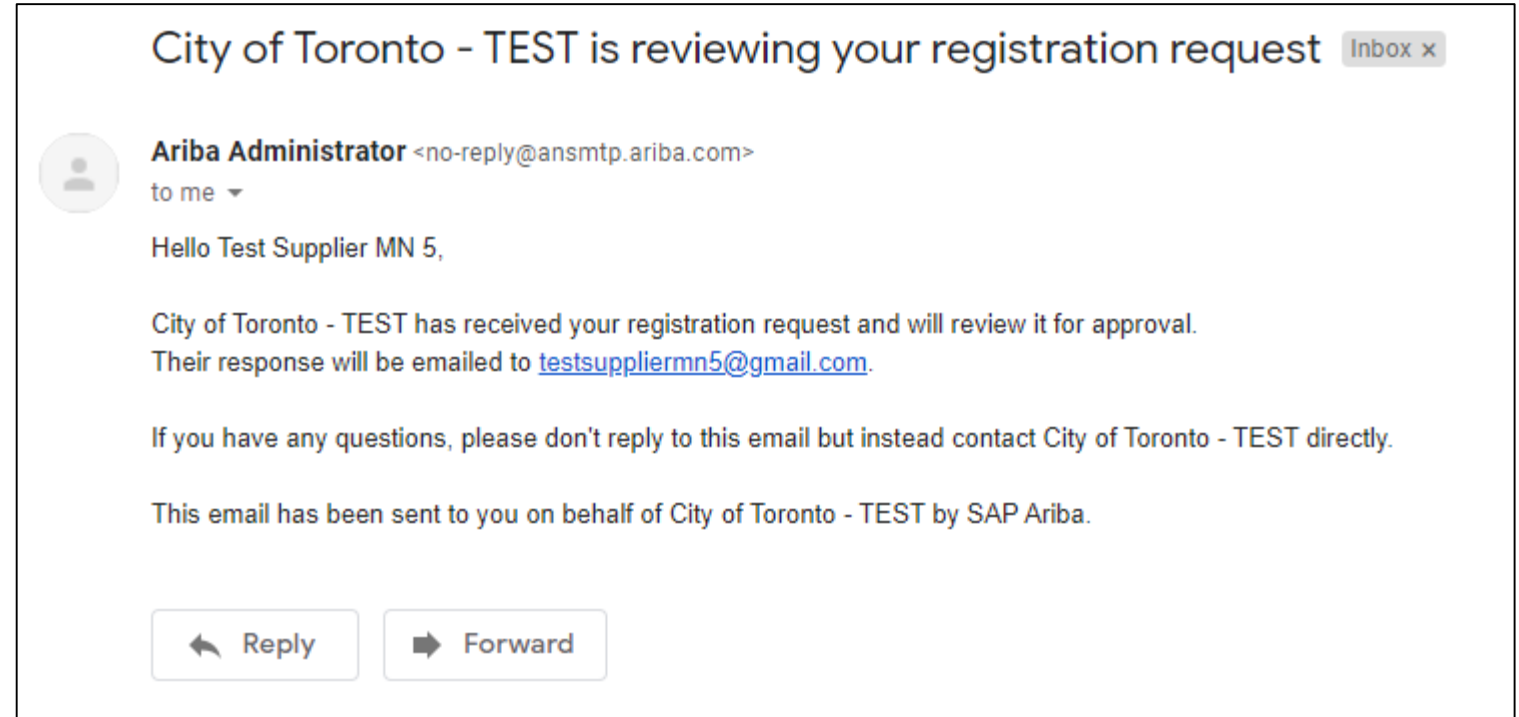
Chemicals including Bio Chemicals and Gas Materials >

Cleaning Equipment and Supplies >

Commercial and Military and

Step 6: Submit and await approval

6. Once you have populated all required fields, click 'Submit' at the bottom of the page. You will receive an automated email from Ariba that the City has received your registration request

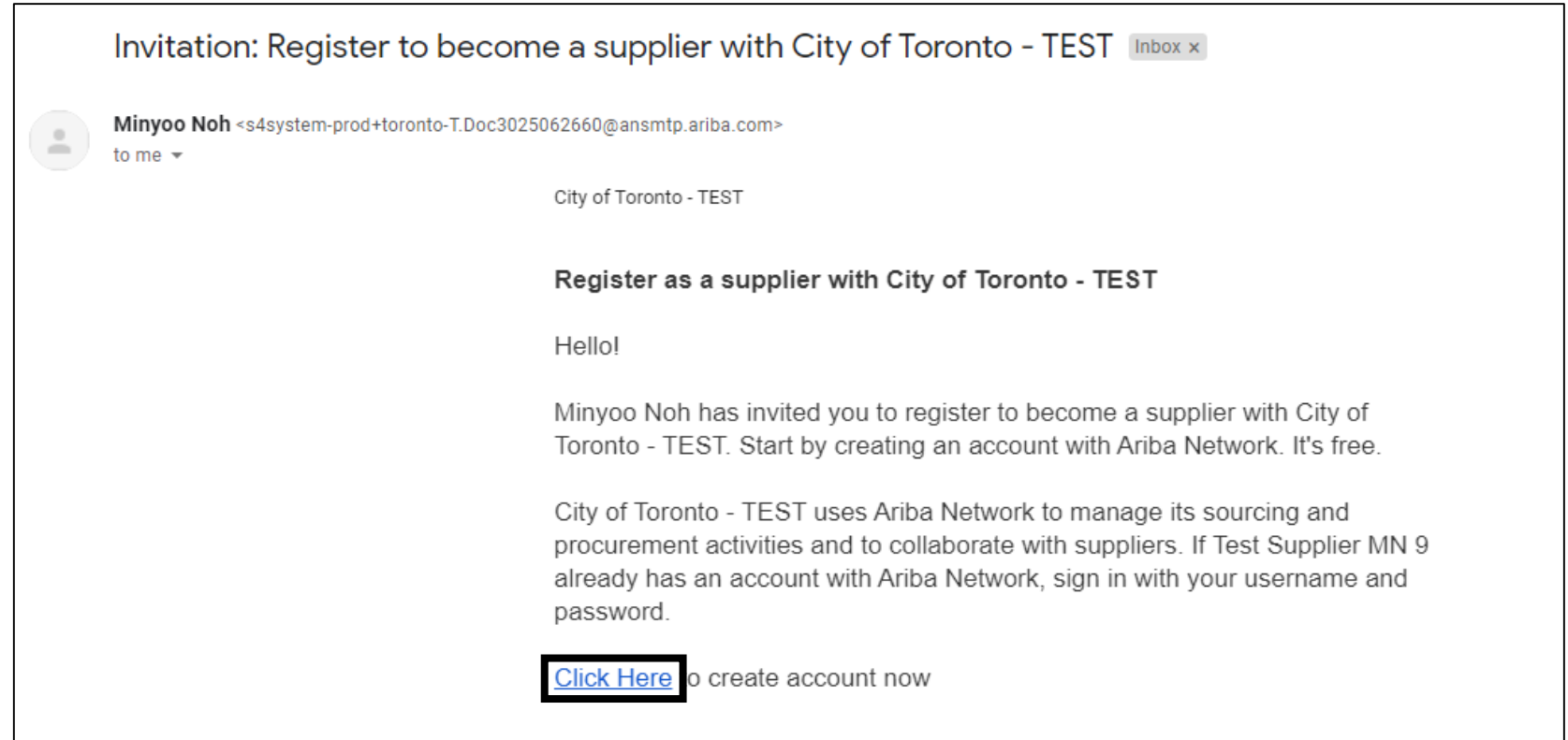


Note: Email Notifications Upon completing a Supplier Request

- Once you have completed the supplier request form, the City conducts a brief review of the account to verify your profile information and check for duplicate profiles.
- The service response time to approve an account is 3 business days, please make allotment for this in your business dealings.
- Once your request is approved, you will receive an email notification from SAP Ariba indicating that you have been invited to register and become a supplier with the City of Toronto.
- The City may send a non-system email (i.e. not from SAP Ariba) within the service response time of 3 days to request verification or inform you of a duplicate account.
- Please monitor your inbox following submission of the supplier request form, and respond back to follow-up emails quickly in order to complete the registration process and be approved.

Step 7: Registration Invitation

7. Once your registration request is approved, you will receive an email inviting you to register. Click on the 'Click Here' hyperlink within the email.



Step 8: Sign up or Log In

- 8A. If you are new to Ariba, click Sign up to create an account
- 8B. If you have an existing account (not previously linked with City of Toronto), click Log In and sign in with your credentials. Skip to slide 23 of this presentation

SAP Ariba Proposals and Questionnaires

Welcome, Test Supplier

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **City of Toronto - TEST** on SAP Ariba.

City of Toronto - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by City of Toronto - TEST.

[Sign up](#) 8A

Already have an account? [Log in](#) 8B

Step 8A-1: Registration Landing Page

8A-1. After selecting the registration link 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*

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 Ariba Privacy Statement

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

☒ Use my email as my username

Username*

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 browser.

Email orders to* Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organisation, 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* <- Browse

Ship-to or Service Locations* <- Browse

Tax ID: Enter your Company Tax ID number.

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

Step 8A-2: Enter Company and User Account Information

8A-2. 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 unique 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: *

Test Supplier

Country: *

Canada [CAN]

▼

Address: *

Line 1

Line 2

Line 3

City: *

Province: *

(no value)

▼

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

Name: *

First Name

Last Name

Email: *

☒ Use my email as my username

Username: *

aroncad@toronto.ca

Must be in email format(e.g john@newco.com) ⓘ

Password: *

Enter Password

Must contain a minimum 8 characters including letters and numbers. ⓘ

Repeat Password

Language:

English

▼

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 8A-3: Tell us more about your business

8A-3. 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:*

Enter Product and Service Categories

Add

-or-

Browse

Ship-to or Service Locations:*

Enter Ship-to or Service Location

Add

-or-

Browse

Tax ID:

Optional

Enter your Company Tax ID number.

DUNS Number:

Optional

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

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

Register

Cancel

Step 8A-3: Tell us more about your business (cont'd)

- 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

Product and Service Categories:*

Enter Product and Service Categories

Add

-or- Browse

B

Ship-to or Service Locations:*

Enter Ship-to or Service Location

Add

-or- Browse

Tax ID:

Optional

Enter your Company Tax ID number.

DUNS Number:

Optional

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

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

Register

Cancel

Step 8A-5: Confirm Your Email Address

- 8A-5. 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 ▼Ant

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to

Email address

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.

Resend

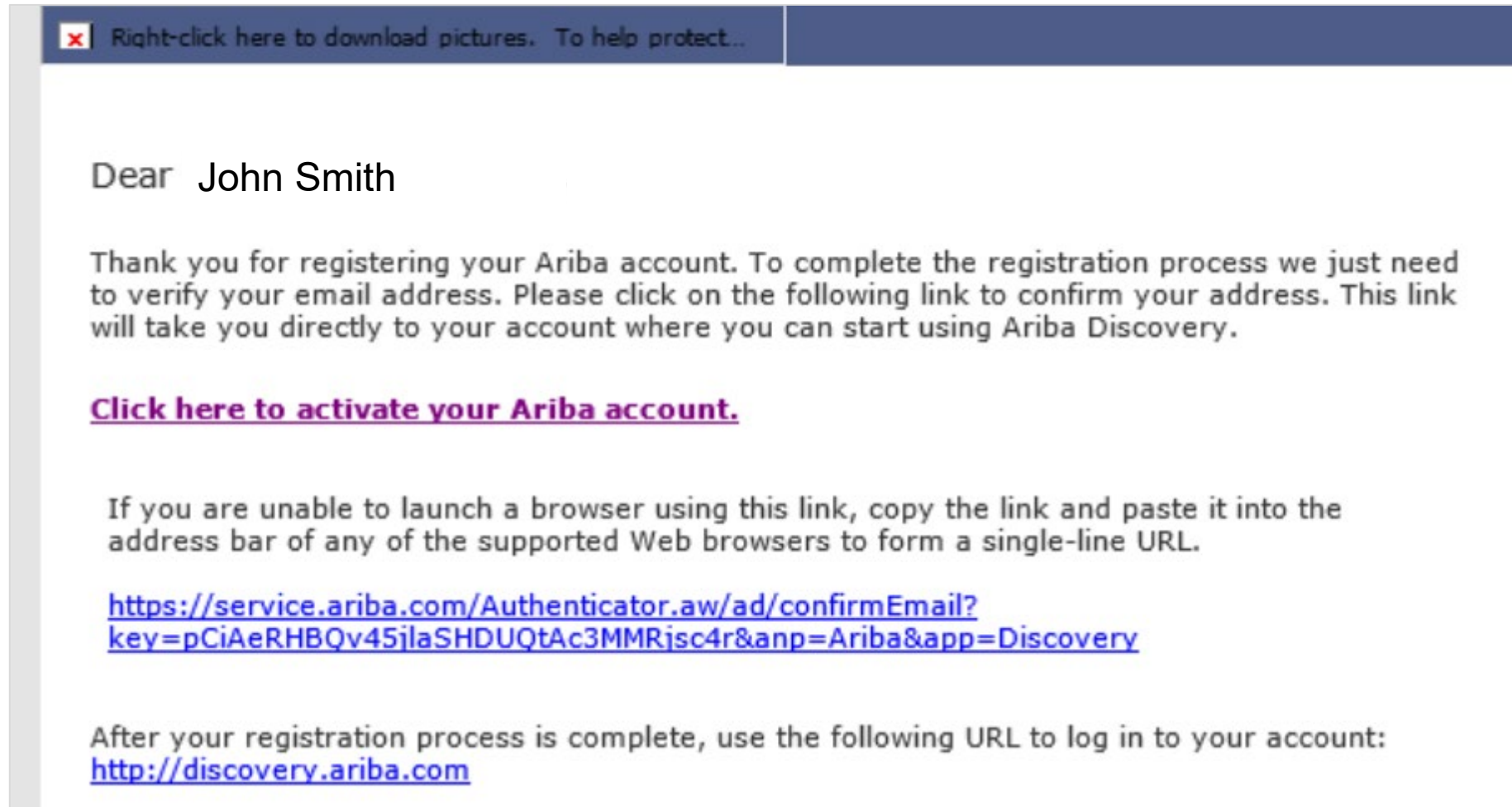
- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

Email address

Send

Step 8A-6: Activate Your Ariba Account

8A-6. Go to your email message and follow the instructions to confirm the email address.



Step 8A-7: Complete Your Company Profile Now

8A-7. 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 9: Supplier Registration Questionnaire

9. After signing in or creating an account, you will be taken directly to the Supplier Registration Questionnaire. Populate all mandatory and optional fields as applicable. Note that mandatory fields are marked with a red asterisk (*)

Console

Doc3058979639 - Supplier registration questionnaire

Time remaining
29 days 23:50:25

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 General Supplier Inf...

2 Diverse Supplier Inf...

3 Environmental Inform...

4 Additional Information

5 Awarded Supplier Inf...

All Content

Name ↑

▼ 1 General Supplier Information

1.1

Please confirm you have read, understood and agree to comply with the City's Policies and Legislation found on the City's website. Including the Supplier Code of Conduct found in Article 13 of the Toronto Municipal Code - Chapter 195

Link:
https://www.toronto.ca/business-economy/doing-business-with-the-city/understanding-the-procurement-process/purchasing-policies-legislation/

Unspecified

1.2

Supplier Full Legal Name

CoT Test Supplier 2

1.3

Supplier Full Legal Name Validation Documents ⓘ

Attach a file

1.4

Country Code (Main and Mobile telephone numbers)

Unspecified

1.5

Main telephone number

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Step 9: Supplier Registration Questionnaire (cont'd)

- 9. You must confirm that you have read, understood, and agree to comply with the City's Policies and Legislations, including the Supplier Code of Conduct. If you answer 'No', your registration will not be approved

| | |
|---|---------------------------|
| <p>▼ 1 General Supplier Information</p> <hr/> <p>1.1 Please confirm you have read, understood and agree to comply with the City's Policies and Legislation found on the City's website. Including the Supplier Code of Conduct found in Article 13 of the Toronto Municipal Code - Chapter 195</p> <p>Link: https://www.toronto.ca/business-economy/doing-business-with-the-city/understanding-the-procurement-process/purchasing-policies-legislation/</p> | <p>* <div>Yes ▼</div></p> |
|---|---------------------------|

Step 10: Diverse Supplier Information & Community Involvement

- 10A. If you are a Certified Diverse Supplier with a valid certificate from one of the organizations listed, select the organization
- 10B. If you are currently in the process of obtaining a Diverse Supplier certification, attach evidence of registration and progress through the program

▼ 2 Diverse Supplier Information and Community Involvement

2.1 Does your organization have a valid certificate from one of the Diverse Supplier certification organizations listed below?

- Canadian Aboriginal and Minority Supplier Council
- Canadian Gay and Lesbian Chamber of Commerce
- Inclusive Workplace Supply Council of Canada
- Women Business Enterprise Canada
- Canadian Council for Aboriginal Business

10A

☐ Canadian Aboriginal and Minority Supplier Council

☐ Canadian Gay and Lesbian Chamber of Commerce

☐ Inclusive Workplace Supply Council of Canada

☐ Women Business Enterprise Canada

☐ Canadian Council for Aboriginal Business

2.2 If you are currently in the process of a Diverse Supplier Certification, please provide evidence of your registration and progression through the program?

10B

Attach a file

Step 11: Environmental & Other Information

11. Answer the questions listed under Part 3 – Environmental Information and Part 4 – Additional Information:

- Net Zero emissions (learn more about [TransformTO and Net Zero Strategy](#))
- PCI Compliance
- Certificate of Recognition (COR) or ISO 45001
- WSIB Certificate

| | |
|--|-----------------|
| ▼ 3 Environmental Information | |
| 3.1 Is your organization committed to having Net Zero emissions by 2050? | * Unspecified ▼ |
| ▼ 4 Additional Information | |
| 4.1 Is your organization Payment Card Industry(PCI) compliant? | * Unspecified ▼ |
| 4.2 Are you required to submit or update a valid Certificate of Recognition(COR) or equivalent such as the ISO 45001 - Occupational Health and Safety certificate? | Unspecified ▼ |
| 4.3 Are you required to submit or update a valid Workplace Safety & Insurance Board certificate? | Unspecified ▼ |

Step 12: Awarded Supplier Information

- 12A. If you are a newly or previously awarded (active contract with the City of Toronto) supplier, answer 'Yes' to Question 5.1. Sections 6-8 will appear
- 12B. If you are a prospective supplier (no active contract with the City of Toronto), answer 'No'. You are not required to submit banking information. Skip to Step 15

| | |
|---|-----------------|
| ▼ 5 Awarded Supplier Information | |
| 5.1 Are you a newly or previously awarded supplier? Do you need to submit or update your banking information for payment reasons? | * Unspecified ▼ |

Step 13: Add Bank Information

13. To add banking information:

- A. Click 'Add Bank Information' under Section 6
- B. On the resulting screen, click 'Add Bank Information'
- C. Populate your banking information (following fields are mandatory):
 - Country
 - Either Account number AND Bank Key/ABA Routing Number or IBAN number
 - Attach bank reference or bank statement
 - Transaction Currency
- D. Click 'Save'

Bank Information (1)

Name ↑

Bank Information #1

Delete

Bank account information including:
Bank Code XXXX
Transit Number XXXXX
Account Number

Bank Type: No Choice ▾

Country: Canada ▾

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: 1234567

Account Number: 12345678

IBAN Number:

SWIFT Code:

Bank Account Type: No Choice ▾

Please attach a bank reference or bank statement from the nominated bank account ⓘ

Transaction Currency

CAD


Test doc.docx

Update file

Delete file

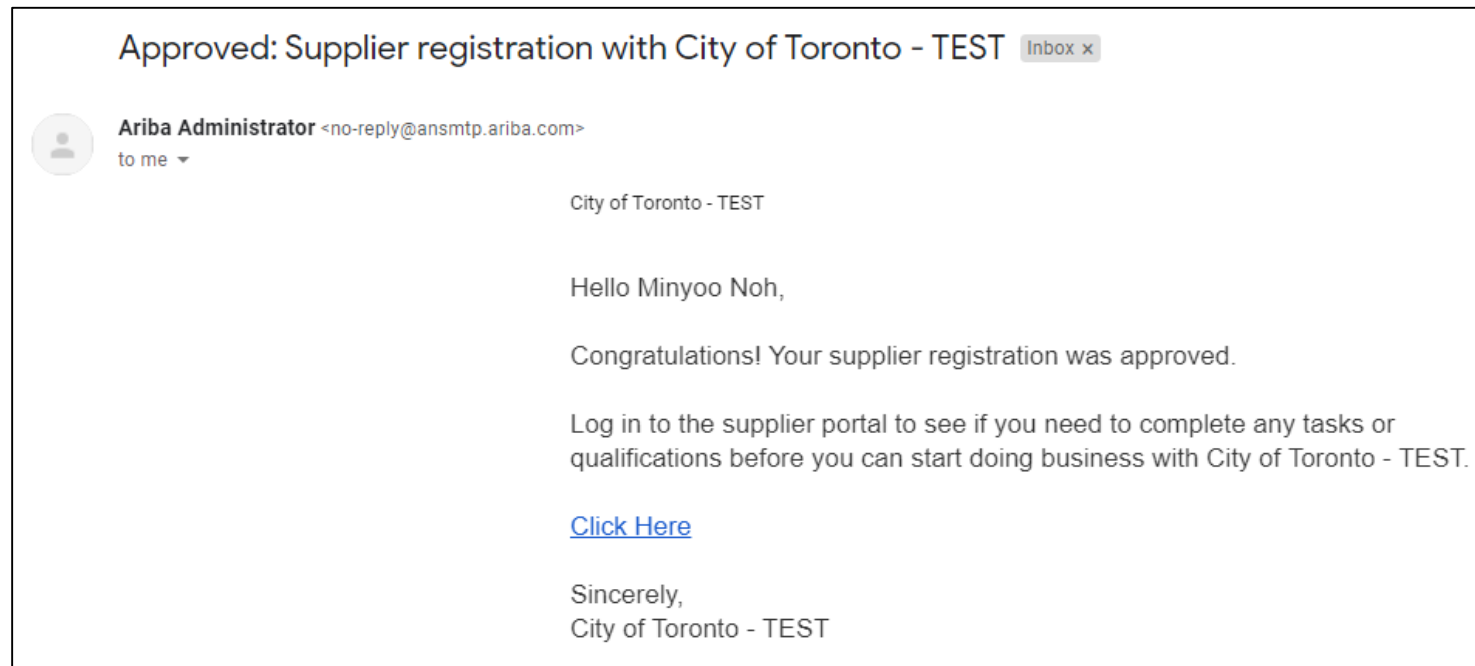
Step 14: Transaction & Tax Information

14. Populate Section 7 – Transaction Information and Section 8 – Tax Information. You will also need to attach documentation to support the tax information provided

| | |
|--|--|
| ▼ 7 Transaction Information | |
| 7.1 E-mail address for purchase orders | * <input type="text"/> |
| 7.2 E-mail address for accounts receivable | * <input type="text"/> |
| ▼ 8 Tax | |
| ▼ 8.1 Tax Information | |
| 8.1.1 Tax number(s) - GST/HST Number | * <input type="text"/> |
| 8.1.2 Please attach official supporting documentation that supports the tax information provided | *Attach a file  |

Step 15-16: Submit Registration and Await Approval

15. Once you have populated all fields, click 'Submit Entire Response' at the bottom of the screen. If you have missed any mandatory fields, an error message will appear. You will also receive an email confirming that the City of Toronto has received your registration information
16. The City will review your registration and contact you if further information/documentation is required. Once your registration is approved, you will receive an email confirming your approval





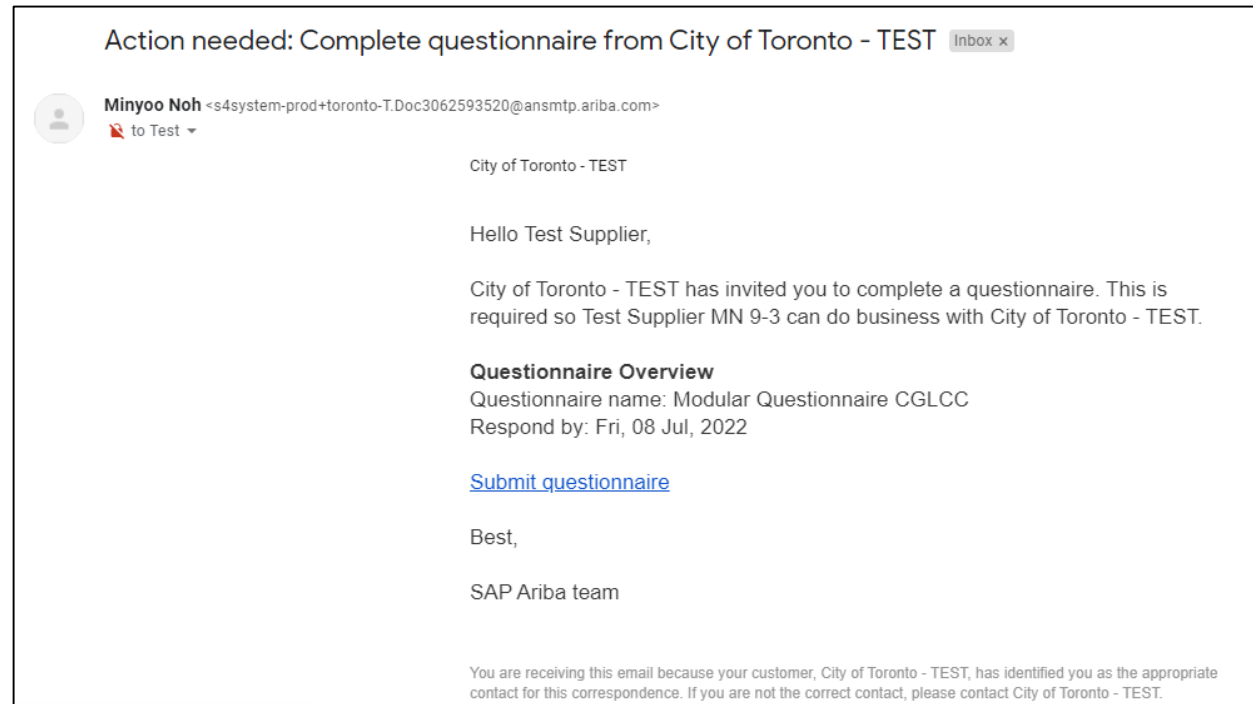
Questionnaires

Questionnaires

In the Registration Questionnaire, if you have indicated the following:

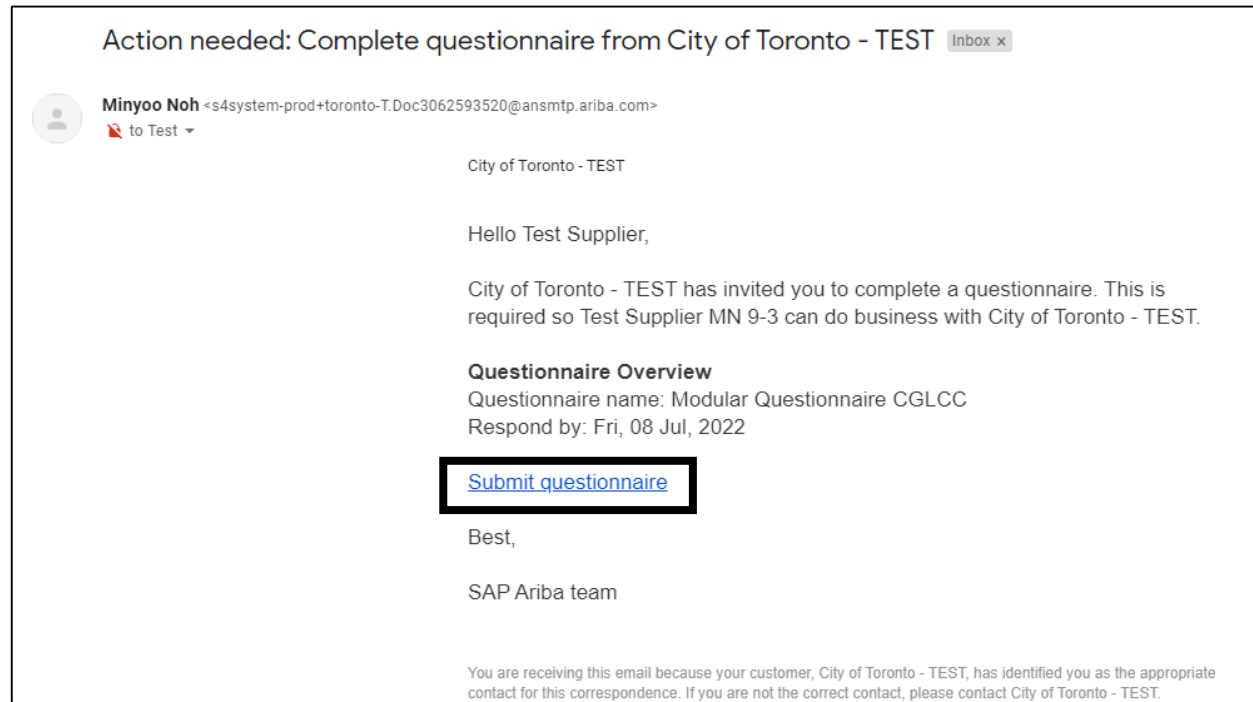
- Certified Diverse Supplier, and/or
- Required to submit/update Certificate of Recognition (COR) and/or ISO 45001 – Occupational Health and Safety Certificate, and/or
- Required to submit Workplace Safety & Insurance Board (WSIB) Certificate,

You will be contacted by the City to complete additional Questionnaire(s) to verify your certificate(s) before you can be fully approved



Step 1: Access the Questionnaire

1. In the email invitation, click the 'Submit questionnaire' hyperlink which will direct you to the Ariba Network Log in page. Log in with your credentials



Step 2: Complete the Questionnaire

- 2. Once you have logged in, you will be taken to the Questionnaire. Select ‘Yes’ to Question 1.1, then click ‘Details’ which will appear beside the response

Note: The example shown below is for the Certified Diverse Supplier – Canadian Gay and Lesbian Chamber of Commerce Certificate. However, all certificate questionnaires will follow the same format

Doc3062593520 - Modular Questionnaire CGLCC

Time remaining

364 days 23:48:47

All Content

Name ↑

▼ 1 Diverse Supplier Certificate

1.1 Please attach your Canadian Gay and Lesbian Chamber of Commerce Certificate ⓘ

★ Yes ▾

Details

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Step 3: Attach Certificate and Populate Details

3. On the resulting pop-up, populate all fields:
 - A. Issuer
 - B. Year of Publication
 - C. Certificate Number
 - D. Certificate Location
 - E. Effective Date
 - F. Expiration Date
 - G. Attach your CertificateClick 'OK', then 'Submit Entire Response'

1.1 Please attach your Canadian Gay and Lesbian Chamber of Commerce Certificate

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)


Certificate Type: Canadian Gay and Lesbian Chamber of Commerce Certificate


Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: * 

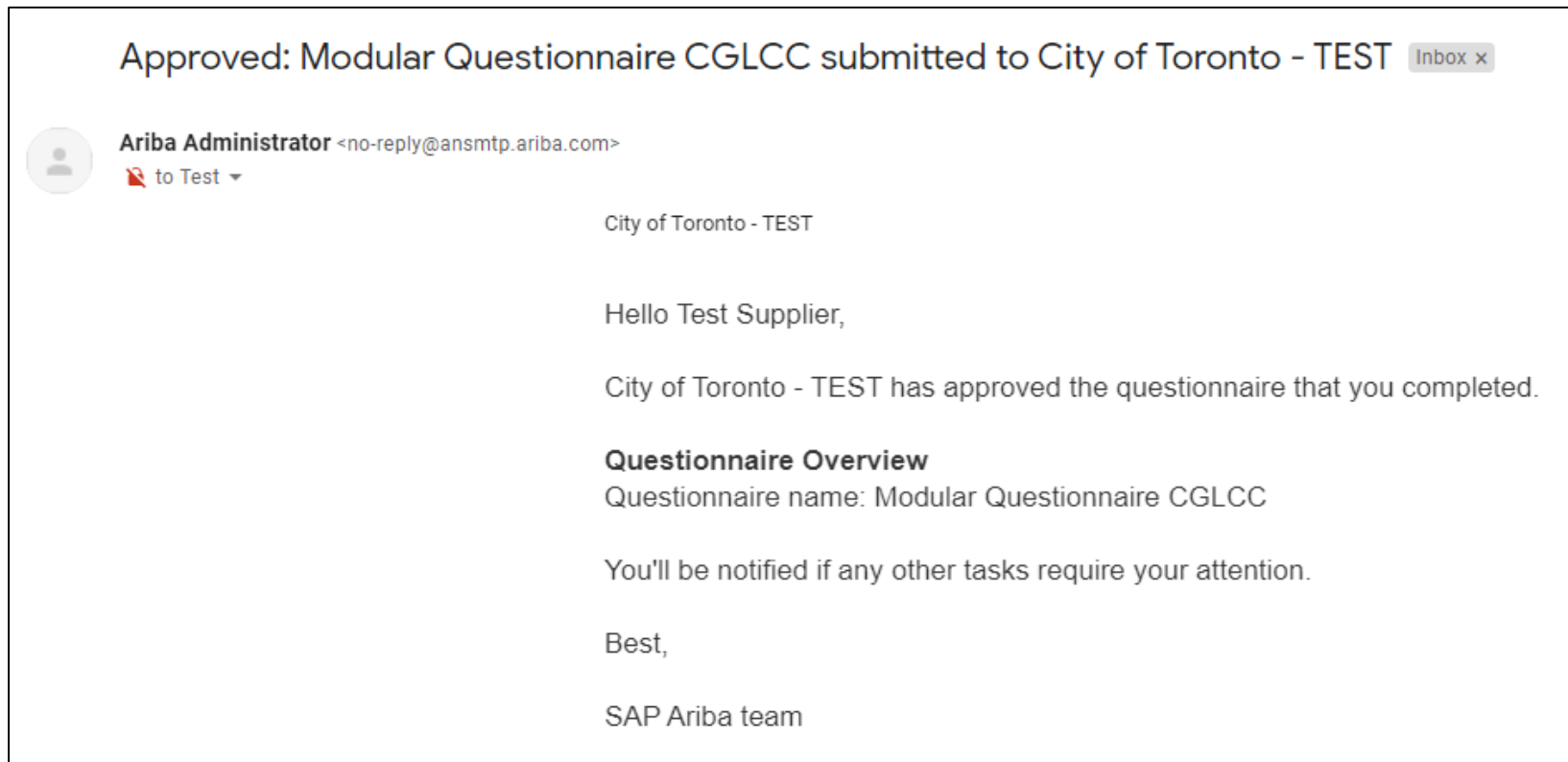
Expiration Date: * 

Attachment: * No file chosen

Description:

Step 4: Submit Certificate and Await Approval

4. Click 'Submit Entire Response', then 'OK'. Your certificate will be submitted to the City for approval. If approved, you will receive an email confirmation. The City may also contact you prior to approval if they required additional information



Step 5: Update Certificate prior to Expiry

5A. You will receive an email when it is time to update your certificate. Click on the ‘Click Here’ hyperlink within the email and log in with your credentials

5B. Click ‘Revise Response’ and ‘OK’ to update your certificate. Click ‘Submit Entire Response’ once done

5A

Your Canadian Gay and Lesbian Chamber of Commerce Certificate with City of Toronto - TEST expires on Wed, 30 Jun, 2021 Inbox x

Ariba Administrator <no-reply@ansmtp.ariba.com>

to me ▾

Mon, 14 Jun, 12:13

☆

↶

⋮

City of Toronto - TEST

Hello Minyoo Noh,

Please upload a new Canadian Gay and Lesbian Chamber of Commerce Certificate before the current certificate expires on Wed, 30 Jun, 2021.

[Click Here](#) to upload the certificate in Modular Questionnaire CGLCC.

Best,

SAP Ariba team

Doc3062593520 - Modular Questionnaire CGLCC

⌚

Time remaining

364 days 23:51:12

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

5B

Revise Response

All Content

| Name ↑ | |
|---|-----------------------------|
| ▼ 1 Diverse Supplier Certificate | |
| 1.1 Please attach your Canadian Gay and Lesbian Chamber of Commerce Certificate ⓘ | Yes Details |

37



Updating your Information

Step 1-2: Sign In and Open Registration Questionnaire


- 1. To update your information at any time, sign in to [Ariba Network](#)
- 2. In the Ariba Proposals and Questionnaires tab, click on 'Supplier registration questionnaire' under Registration Questionnaires



| Registration Questionnaires | | | |
|-------------------------------------|---------------|-------------------|------------|
| Title | ID | End Time ↓ | Status |
| ▼ Status: Completed (1) | | | |
| Supplier registration questionnaire | Doc3049234437 | 6/29/2021 9:36 AM | Registered |

Step 3: Revise Registration Questionnaire

3. Click 'Revise Response' then 'OK'. Update fields as necessary and click 'Submit Entire Response' once done. The updated Registration Questionnaire will be submitted to the City for review and approval

 Doc3067562616 - Supplier registration questionnaire

You have submitted a response for this event. Thank you for participating.

Revise Response



SAP Ariba Navigation

SAP Ariba - Navigation Options

From Ariba Network, you have the opportunity to navigate the three options as seen below:

A. Ariba Discovery – ability to explore available leads

B. Ariba Proposals and Questionnaires – an overview all of your leads previously registered to your ID

C. Ariba Network – home page for navigating your tasks

The screenshot displays the SAP Ariba Network user interface. At the top, the header includes the SAP logo, 'Ariba Network' with a dropdown arrow, 'Standard Account', and an 'Upgrade' button. On the right of the header are a help icon (?) and a user icon 'FM'. Below the header, a navigation menu on the left shows 'Home' (selected), 'Orders', and 'Pinned Documents' (0). A dropdown menu is open under 'Ariba Network', listing 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. The main content area shows filters for 'All Customers' and 'Last 14 days'. Below this is a table with columns: Document #, Document Type, Customer, Status, and Amount. The table currently displays 'No items'. On the right side, there are widgets for 'Trends' and 'Refresh', a mobile app promotion with 'Download on the App Store' and 'ANDROID APP ON Google play' buttons, and a 'Tasks' section with an 'Update Profile Information' button and a progress bar at 80%.

Step 1: Confirmation of Supplier ID Registration

1. To confirm that you have successfully been connected to the City of Toronto:
 1. Once logged into Supplier Login, select your initials on the top right
 2. Select **Company Profile**
 3. Select **Customer Requested** tab
 4. This will indicate if the profile is properly registered with City of Toronto Ariba

SAP Ariba Network Standard Account Upgrade

Company Profile

Basic Business Marketing (3) Contacts Certification 3 Customer Requested Additional Documents

* Indicates a required field

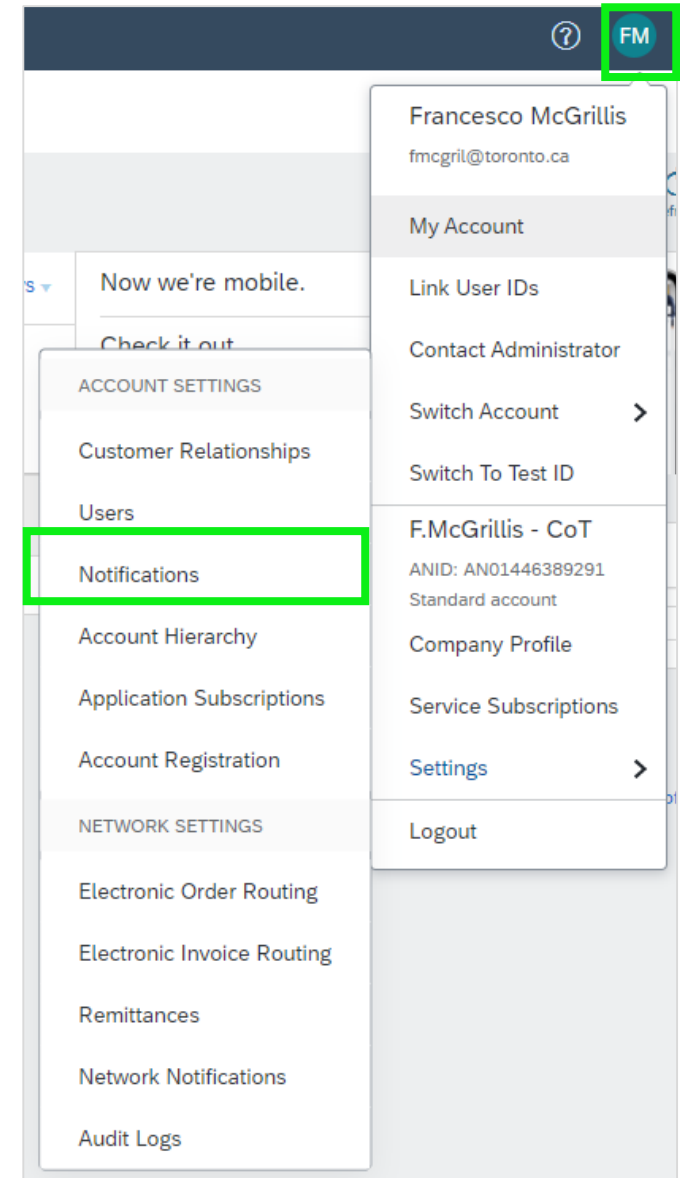
Sourcing Customer List

| Customer | Customer Requested Profile Information |
|-------------------|--|
| 4 City of Toronto | Complete |

Step 2A and 2B: Subscription Notifications of Opportunity

2. In order for your company to receive proactive notifications of new opportunities, we strongly recommend that you adjust your company profile to be notified by updating your Notification Settings. To review and adjust your notifications settings:

- A. From the **Company Settings** icon
- B. Select **Notifications**



Step 2C to 2F: Subscription Notifications of Opportunity

You will be taken to the Account Settings Notification screen

C. Select the **Discovery** Tab

D. Manually select under Business Opportunity the **Receive a daily digest of postings that match your capabilities**

E. Select **Save** to preserve your update

F. Ariba Account Settings will now confirm that **your profile has been successfully updated**

Account Settings

Customer Relationships Users **Notifications** Account Hierarchy Application Subscriptions

General **C** **Discovery** Sourcing & Contracts

Ensure that you have any required user consents before adding email addresses for sending notifications.
The Preferred Language configured by the user controls the language used in these notifications.

Business Opportunity

☒ Send a notification when invited to a new business opportunity on Ariba Discovery.

D ☒ Receive a daily digest of postings that match your capabilities.

☒ Notify when a buyer sends a message

E Save

* your email will default here

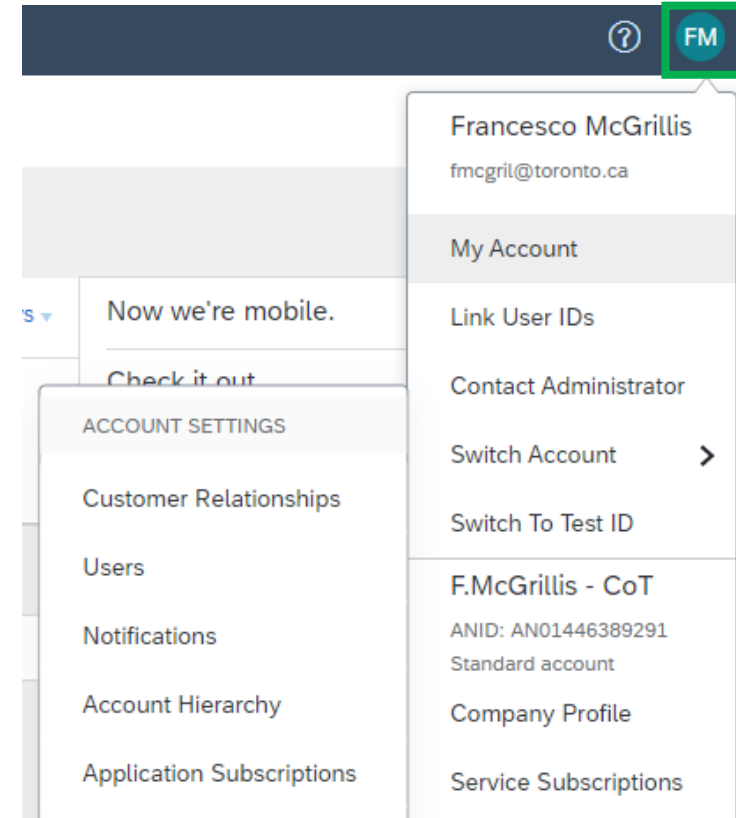
Account Settings

✓ Your profile has been successfully updated.

Customer Relationships **F** Users Notifications Account Hierarchy Application Subscriptions

Step 3A & 3B: Managing Your Account

3. You can enhance your profile with business, marketing, and certification related information. To manage your account, **click on the Company Initials icon** and you will be able to quickly access and update your company profile, users, notifications, account hierarchy, and settings in SAP Ariba Discovery
- A. At the main menu, select **Company Profile**.



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

Company Profile

| | | | | | | |
|-----------|--------------|---------------|----------|--------------------|--------------------|----------------------|
| Basic (3) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Customer Requested | Additional Documents |
|-----------|--------------|---------------|----------|--------------------|--------------------|----------------------|

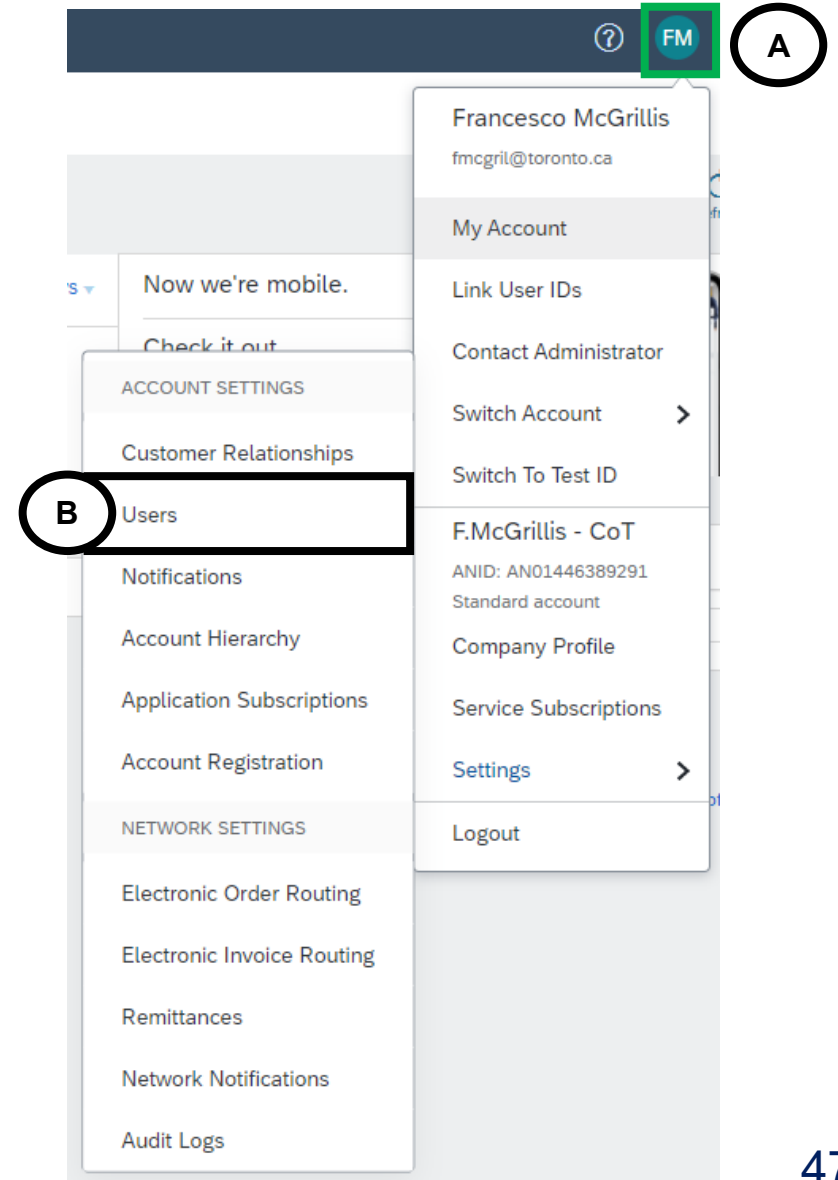
* Indicates a required field

Step 4A and Step 4B: Users and Roles

4. If you are the Administrator of your Supplier profile, you may need to maintain additional Ariba Users to help manage your company's activities. Suppliers must create and maintain one primary Company Profile with additional Users linked to the primary Company Profile. Duplicate profiles will block a bidder from submitting a bid.

In order to setup additional Users you need to:

- A. Open your **Company Settings**
- B. Select **Users**



Step 4C: Users and Roles

You will be taken to **Account Settings**. You can **create roles** for your required **Users**.

C. From the Account Settings page, got to the “Manage Roles” tab and select the plus button to **Create Role**

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsAccount HierarchyApplication SubscriptionsAccount Registration

Manage RolesManage Users

Roles (3)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

ApplyReset

| Role Name | Users Assigned | Actions |
|-------------------------------------|---------------------|---------|
| Administrator | Francesco McGrillis | |
| _ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_ | | |
| Viewer Access | Frank McGrillis | |

Step 4D: Users and Roles

You will be taken to **Create Role** page. Here you can **create roles** to assign to your required **Users**.

D. From **Create Role**, complete the **name field** and use descriptions if required.

Create Role

Save

+ Indicates a required field

New Role Information

D

Name: +Administrative Support

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

| Permission | Description |
|---|--|
| <input type="checkbox"/> Payment Profile | Configure your payment profile |
| <input type="checkbox"/> cXML Configuration | Configure account for cXML transactions |
| <input type="checkbox"/> Company Information | Review and update company profile information |
| <input type="checkbox"/> Transaction Configuration | Configure account for electronic transactions |
| <input type="checkbox"/> ID Registration Access | Register unique identifiers, like email domains |
| <input checked="" type="checkbox"/> Create and manage postings on Ariba Discovery | Create postings on Ariba Discovery |
| <input checked="" type="checkbox"/> Respond to postings on Ariba Discovery | Respond to postings on Ariba Discovery |
| <input type="checkbox"/> Premium Membership and Services Management | Manage your premium service subscriptions |
| <input checked="" type="checkbox"/> Access Proposals and Contracts | View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved Sourcing buyers before they can view or participate in events or contract tasks |

Step 4E and Step 4F: Users and Roles

E. Select appropriate **Permissions** (it is recommended that you select the three permissions below if your intent is to allow for Users to perform tasks associated with solicitation and solicitation management). These permissions include the following:

- Create and manage postings on Ariba Discovery
- Respond to postings on Ariba Discovery
- Access Proposals and Contracts

F. Select **Save** and you will have created a new role within your company profile

Create Role

* Indicates a required field

New Role Information

Name: * Administrative Support

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

| Permission | Description |
|---|--|
| <input type="checkbox"/> Payment Profile | Configure your payment profile |
| <input type="checkbox"/> cXML Configuration | Configure account for cXML transactions |
| <input type="checkbox"/> Company Information | Review and update company profile information |
| <input type="checkbox"/> Transaction Configuration | Configure account for electronic transactions |
| <input type="checkbox"/> ID Registration Access | Register unique identifiers, like email domains |
| <input checked="" type="checkbox"/> Create and manage postings on Ariba Discovery | Create postings on Ariba Discovery |
| <input checked="" type="checkbox"/> Respond to postings on Ariba Discovery | Respond to postings on Ariba Discovery |
| <input type="checkbox"/> Premium Membership and Services Management | Manage your premium service subscriptions |
| <input checked="" type="checkbox"/> Access Proposals and Contracts | View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved Sourcing buyers before they can view or participate in events or contract tasks |

Step 4G and 4H: Users and Roles

You will be taken back to the **Account Settings** Page.
G. Here you will see the new **Role** you have created
H. Create the **User** by selecting **Create User**

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsAccount HierarchyApplication SubscriptionsAccount Registration

Manage RolesManage Users

Users (1)

☐ Enable assignment of orders to users with limited access to Ariba Network. ⓘ
☐ Require multi-factor authentication (applies for all users of your organization)

Filter

Users (You can only search on one attribute at a time)

Username ▾Enter username

+

ApplyReset

☐

Username

Email Address

First Name

Last Name

Ariba Discovery Contact

Role Assigned

Authorization Profiles Assigned

Customer Assigned

Actions

☐

francesco.mcgrillis@toronto.ca

francesco.mcgrillis@toronto.ca

Frank

McGrillis

Yes

Viewer Access

All(0)

+

Actions ▾

↳

Add to Contact List

Remove from Contact List

Step 4I – 4L: Users and Roles

You will be taken to the **Create User Page**.

- I. Under **New User Profile** populate the mandatory fields as prompted by the asterisks. he **Username** must equal the associated email address for the **User**
- J. Leave the **defaults** as not selected
- K. Select the **Role** for which the **User** will be assigned
- L. Select **Done**

Create User

L

Done

Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

I

Username:*

supplychaintransformation@toro

①

Email Address:*

supplychaintransformation@toro

First Name:*

supplychaintransformation

Last Name:*

J

☐ Do not allow the user to resend invoices to the buyer's account. ①

☐ This user is the Ariba Discovery Contact ①

☐ Limited access ①

Country

Area

Number

Office Phone:

CAN 1

416

7771234

Role Assignment

K

| Name | Description |
|--|--------------------------------|
| <input type="checkbox"/> Proposals and Contracts Access | Access Proposals and Contracts |
| <input type="checkbox"/> Viewer Access | |
| <input checked="" type="checkbox"/> Administrative Support | |

Customer Assignment

Assign to Customer:

☒ All Customers

☐ Select Customers

Step 4M – 4O: Users and Roles

You will be taken to the Account Settings Page.

M. You should see the new **User** you created in the **Manage Users** section

N. You must select **Save** for your updates to take effect

O. Ariba **Account Settings** will now confirm that **your profile has been successfully updated**

Account Settings Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Manage Roles Manage Users

Users (2)

☐ Enable assignment of orders to users with limited access to Ariba Network. ⓘ
☐ Require multi-factor authentication (applies for all users of your organization)

Filter
Users (You can only search on one attribute at a time)

Username +

Apply Reset

☐

| Username | Email Address | First Name | Last Name | Ariba Discovery Contact | Role Assigned | Authorization Profiles Assigned | Customer Assigned | Actions |
|--|--------------------------------------|---------------------------|---------------------------|-------------------------|------------------------|---------------------------------|-------------------|-----------|
| <input type="checkbox"/> francesco.mcgrillis@toronto.ca | francesco.mcgrillis@toronto.ca | Frank | McGrillis | Yes | Viewer Access | | All(0) | Actions ▾ |
| <input checked="" type="checkbox"/> supplychaintransformation@toronto.ca | supplychaintransformation@toronto.ca | supplychaintransformation | supplychaintransformation | No | Administrative Support | | All(0) | Actions ▾ |

↶ Add to Contact List Remove from Contact List

Step 5A & 5B: Updating Time Zone

12.As a Supplier for City of Toronto the Preferred Time zone is **Canadian/Eastern time**
In order to set this up Users need to log into Ariba Discovery

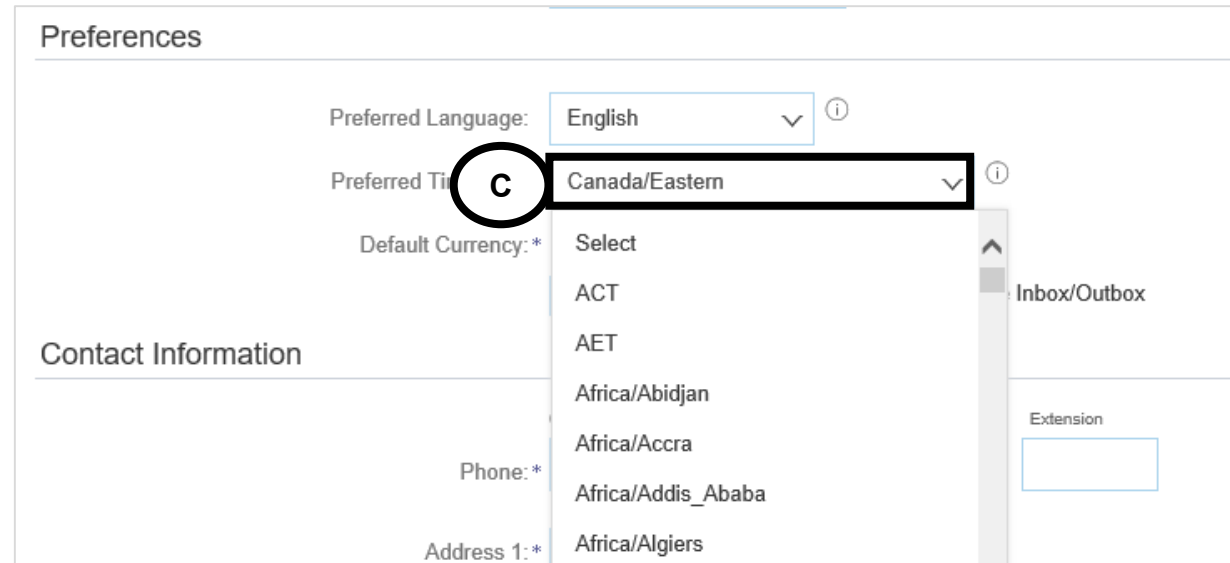
A. Click on your **Account Settings**

B. Select **My account** from the drop down

The screenshot displays the SAP Ariba Network interface. At the top, the header includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. The user's name 'FM' is visible in the top right corner. The main content area shows 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days'. Below this, there are 'Pinned Documents' (0) and a 'More...' link. A table with columns 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount' is shown, currently displaying 'No items'. On the right side, there is a sidebar with a 'Now we're mobile.' section, a 'Check it out.' section with 'App Store' and 'Google Play' buttons, and a 'Tasks' section with a 'Update Profile Information' link. The account settings dropdown menu is open, showing the user's name 'Francesco McGrillis' and email 'fmcgril@toronto.ca'. The menu options include 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', 'Switch To Test ID', 'F.McGrillis - CoT' (with ANID: AN01446389291 and 'Standard account'), 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'.

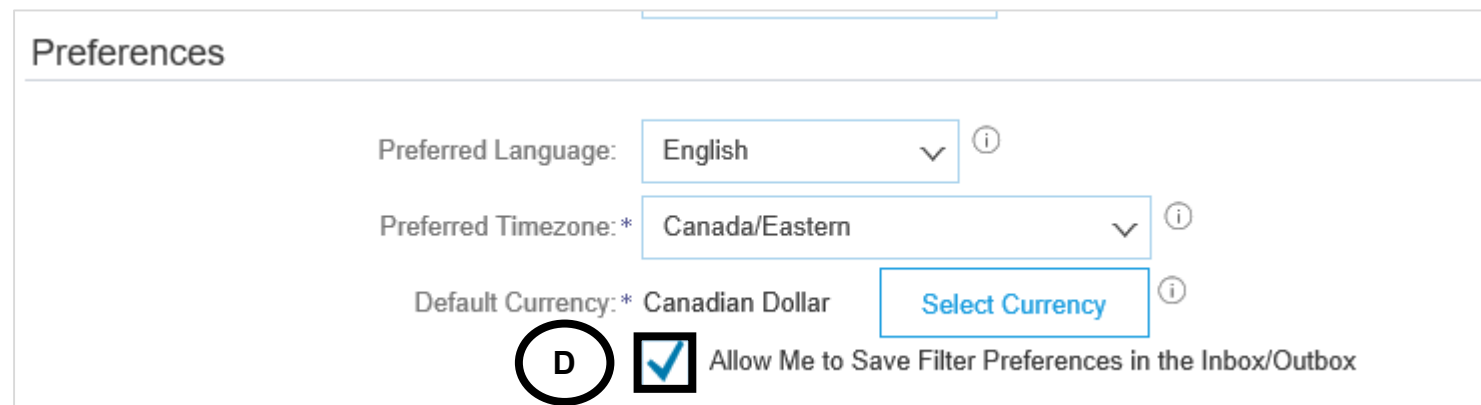
Step 5C & 5D: Updating Time Zone

C. Under **Preferences**, select your preferred Time zone from the drop down



The screenshot shows the 'Preferences' section of a form. The 'Preferred Language' dropdown is set to 'English'. The 'Preferred Time' dropdown is open, showing a list of time zones with 'Canada/Eastern' selected. A circled 'C' is next to the 'Preferred Time' label. Other options in the dropdown include ACT, AET, Africa/Abidjan, Africa/Accra, Africa/Addis_Ababa, and Africa/Algiers. To the right, there is an 'Inbox/Outbox' section with an 'Extension' input field. Below the preferences, the 'Contact Information' section is partially visible, showing 'Phone: *' and 'Address 1: *'.

D. Tick the box to confirm and **Save**



The screenshot shows the 'Preferences' section with 'Preferred Language' set to 'English' and 'Preferred Timezone' set to 'Canada/Eastern'. The 'Default Currency' is now 'Canadian Dollar', and a 'Select Currency' button is visible. At the bottom, a checkbox labeled 'Allow Me to Save Filter Preferences in the Inbox/Outbox' is checked. A circled 'D' is next to this checkbox. The 'Contact Information' section is still visible below.

Step 6: Updating Currency

6. To update the Currency to the City Of Toronto's only accepted Currency of CAD
Click on your **user** profile
- A. Select **My account** from the drop down
 - B. Under **Preferences, Default Currency**
 - C. Select **Canadian Dollar**
 - D. Make sure you **tick the box** "Allow me to save filter preferences in the Inbox/Outbox"

Preferences

Preferred Language:

English

⌵

i

Preferred Timezone:*

Canada/Eastern

⌵

i

Default Currency:*

Canadian Dollar

Select Currency

i

☒

Allow Me to Save Filter Preferences in the Inbox/Outbox

Step 6C: Updating Currency

Choose Currency

Cancel

Click **Select** to choose the desired currency. You can also click a page number to display the values that appear on that page, and then make your selection.

Page 1 ▾ »

| ISO Code | Name | Actions |
|----------|---------------------|---------|
| USD | US Dollar | Select |
| EUR | Euro | Select |
| ADP | Euro | Select |
| AED | UAE Dirham | Select |
| AFA | Afghanistan Afghani | Select |
| AFN | Afghanistan Afghani | Select |

Preferences

Preferred Language: English ▾ ⓘ

Preferred Timezone:* Canada/Eastern ▾ ⓘ

Default Currency:* Canadian Dollar

Select Currency ⓘ

☒ Allow Me to Save Filter Preferences in the Inbox/Outbox



Locating Opportunities

Locating Opportunities

Currently all City of Toronto procurement opportunities are advertised on the Online Call Document System as well as Ariba.

From [Searching and Bidding on City Contracts](#), expand “Search for Opportunities”. The Online Call Document System lists City solicitations in the following areas:

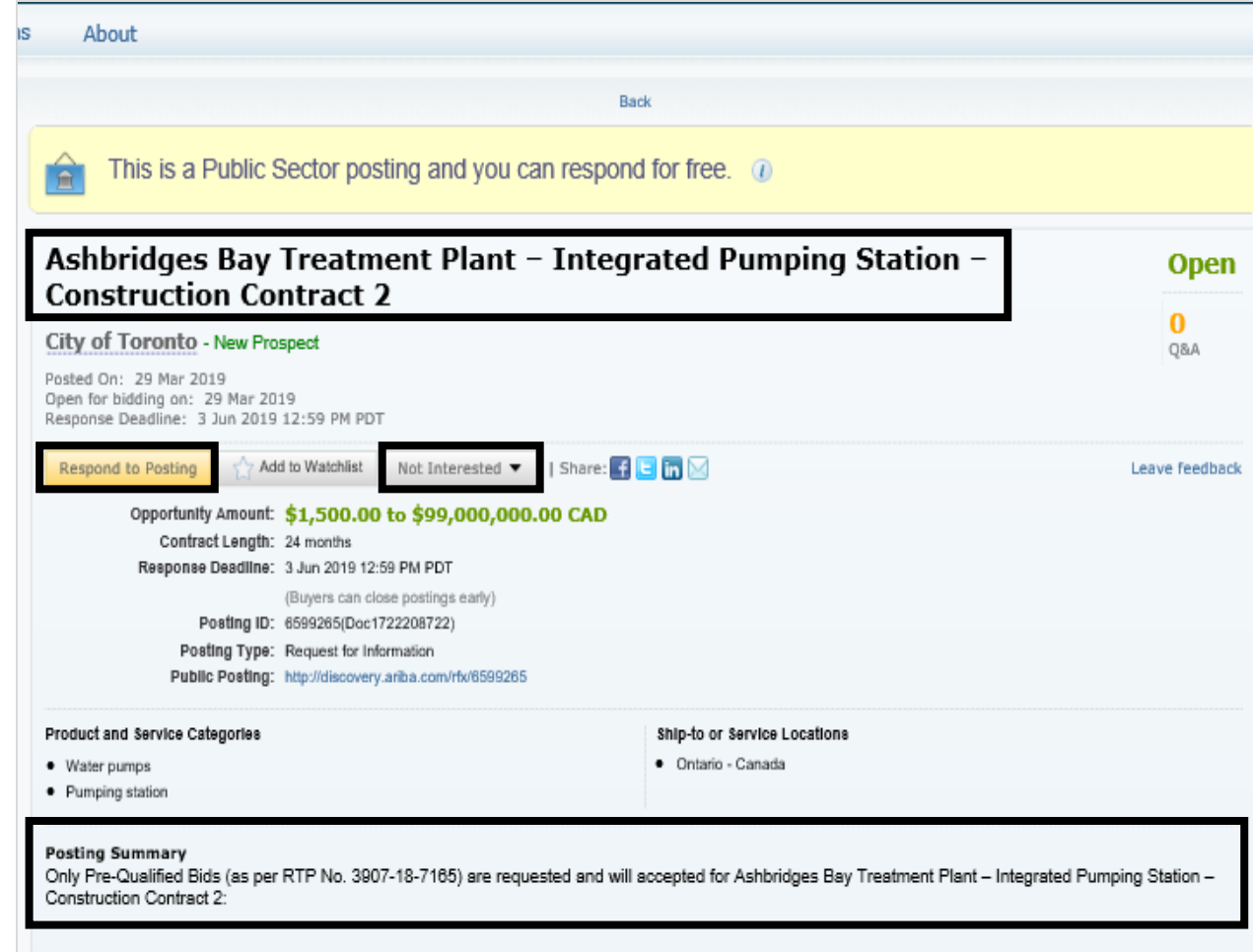
- [Goods & Services](#)
- [Professional Services](#)
- [Construction Services](#)
- [Offers to Purchase](#)

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 | | | |

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.
- **The Response Deadline shown in the posting will not reflect the actual time of the submission deadline.**
- This is due to a system limitation that only allows the date but not the time to be set in the supplier research posting.
- Please read the posting summary as it will describe important information highlighted in bold print including the closing date and time, however the most accurate submission deadline is shown in the countdown clock once you have entered the event.



is About





Back

This is a Public Sector posting and you can respond for free. ⓘ

Ashbridges Bay Treatment Plant – Integrated Pumping Station – Construction Contract 2

City of Toronto - New Prospect

Posted On: 29 Mar 2019
Open for bidding on: 29 Mar 2019
Response Deadline: 3 Jun 2019 12:59 PM PDT

Respond to Posting Add to Watchlist Not Interested ▾ | Share:    

Leave feedback

Opportunity Amount: **\$1,500.00 to \$99,000,000.00 CAD**
Contract Length: 24 months
Response Deadline: 3 Jun 2019 12:59 PM PDT
(Buyers can close postings early)
Posting ID: 6599265(Doc1722208722)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/6599265>

Product and Service Categories

- Water pumps
- Pumping station

Ship-to or Service Locations

- Ontario - Canada

Posting Summary
Only Pre-Qualified Bids (as per RTP No. 3907-18-7185) are requested and will be accepted for Ashbridges Bay Treatment Plant – Integrated Pumping Station – Construction Contract 2:



Bidding on a Solicitation

Practice Bidding & Mock Solicitations

- The City of Toronto has created three mock solicitations: Request for Tender, Request for Quotation, and Request for Proposal. These mock solicitations have been created to support Suppliers interested in doing business with the City of Toronto.
- These simulated events can be used for practice purposes and accessed from the links here:
 - [Request for Tender](#)
 - [Request for Quotation](#)
 - [Request for Proposal](#)
- These links can also be accessed on the City of Toronto's website at [Searching and Bidding on City Contracts](#) under the "SAP Ariba Supplier Guide & Mock Solicitations" section. We recommend that suppliers practice submitting bids for these mock solicitations to gain more familiarity with the process in preparation for live solicitations with the City of Toronto.

Event Details Page

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

Event Details

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

Time remaining
165 days 03:08:25

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Part 1 – RFT Process

2 Part 2 – Form of Con...

3 Part 3 - Specificati...

4 Part 4 - Submission ...

5 Part 5 - Pricing Form

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.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

Part 1 – RFT Process

(Section 1 of 5) Next »

Name ↑

▼ 1 Part 1 – RFT Process

1.1 This is not a real tender. This is a mock tender for training and practice purposes only.

This is where the Tender Process Terms and Conditions would be attached. Placeholder.docx

Next Section: Part 2 – Form of Con...

Event Overview and Timing Rules

Owner: Allison Phillips

Currency: Canadian Dollar

Event Type: RFP

Commodity: Commercial or industrial construction 721316

Publish time: 11/4/2019 13:50


Contract Months: 12

Due date: 10/4/2020 13:50

Specify how lot bidding will begin and end: Parallel

Project Owner Actions

Can Project owner create response team by default: No



63

Event Details Page - Timing

- 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.
- In the event of an inconsistency with the submission deadline displayed here and any other location including the Supplier Research Posting, the deadline as displayed in this countdown clock will take precedence.

Event Details

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

Time remaining

165 days 03:08:25

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

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.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

Event Details Page – The Console

- 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.

Console

[Event Messages](#)
[Response History](#)

▼ Checklist

✓ 1. [Review Event Details](#)

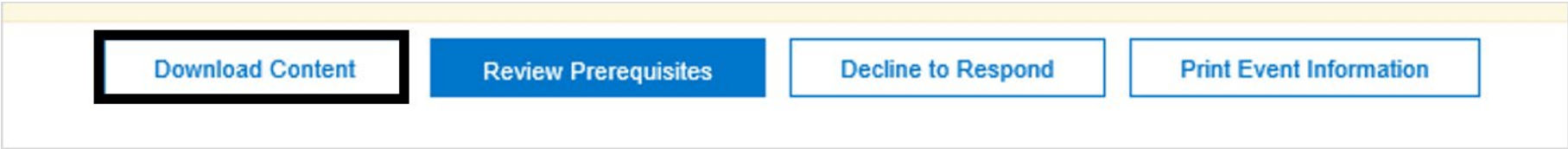
✓ 2. [Review and Accept Prerequisites](#)

✓ 3. [Select Lots](#)

4. [Submit Response](#)

Download the event content – Step 1 & 2

1. To download the event, click “**Download Content**” on the dashboard.



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 Continuing Ariba Help Desk / Technical Product Support |

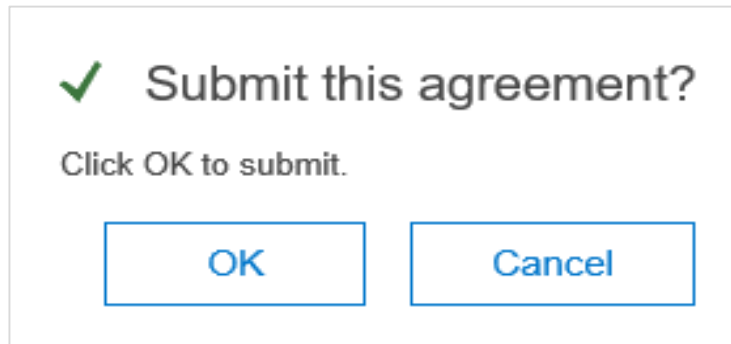
Review Prerequisites

- 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 |
| <div>▼ Checklist</div> <div><div>1. Review Event Details</div><div>2. Review and Accept Prerequisites</div><div>3. Select Lots</div><div>4. Submit Response</div></div> | <div>You accepted the prerequisites, which permits you to participate in this event.</div> <div><p>"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'):</p><p>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.</p><p>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.</p><p>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/</p></div> |

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 the buy 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 five (5) sections (Parts):

1. RFX Process
2. Form of Agreement
3. RFX Particulars
4. Submission Forms
5. Pricing Form

All Content

Name ↑

- ▶ 1 Part 1 – RFT Process
- ▶ 2 Part 2 – Form of Construction Agreement
- ▶ 3 Part 3 - Specifications and Drawings
- ▶ 4 Part 4 - Submission Forms
- ▶ 5 Part 5 - Pricing Form

(*) indicates a required field

Selecting Lots (If Applicable)


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 (if applicable), then click on **submit**.

Select LotsSelect Using Excel

You are required to select all 1 of the lots to which you have been invited. You currently have selected 1 of them.

You are Required to Select All Lots

| <input type="checkbox"/> | Name |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 5.2.1 Pricing Form |
| | This is a sample pricing form |
| | 5.2.1.1 Test Line Item 1 |
| | This is not a real tender. This is a mock tender for training and practice purposes. |
| | 5.2.1.2 Test Line Item 2 |
| | This is not a real tender. This is a mock tender for training and practice purposes. |
| | 5.2.1.3 Test Line Item 3 |

 Confirm Selected Lots

Selecting Lots (con't)

- 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.

| | Intend To Respond Instructions | Submit Response Instructions |
|----|--|------------------------------|
| 14 | Help Information. Do not modify this cell or the import may fail. | |
| 16 | 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. | |
| 18 | Intend to Bid data. These cells are required; specify Yes or No. | |
| 20 | Optional data | |
| 22 | Without the border, read only data | |

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.



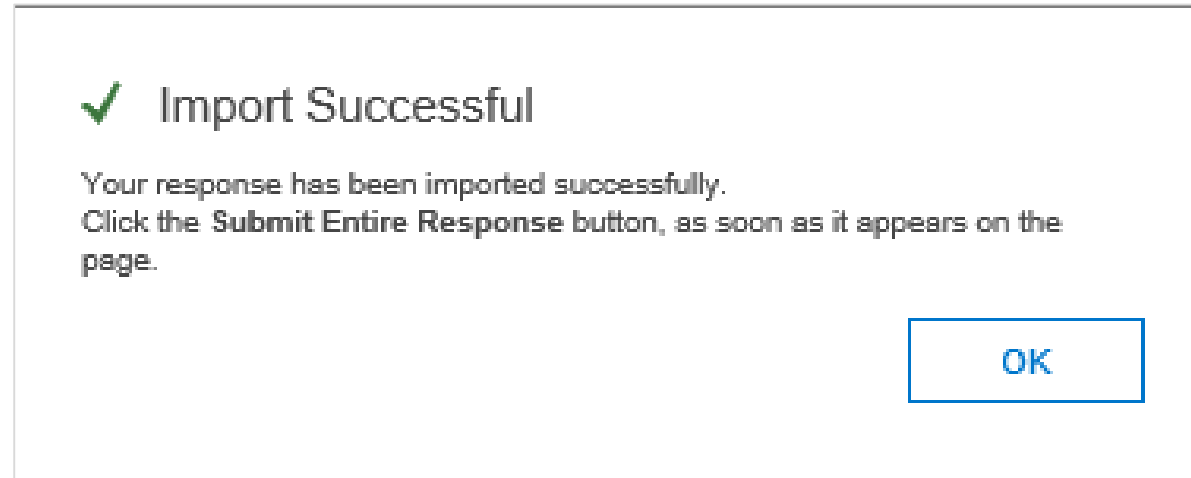
The screenshot shows a file upload interface. It features a text input field containing the file path 'H:\test.xlsx'. To the right of this field is a button labeled 'Browse...'. Below the text field is a dashed rectangular box with the text 'Or drop file here' inside it, indicating a drag-and-drop area.

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.

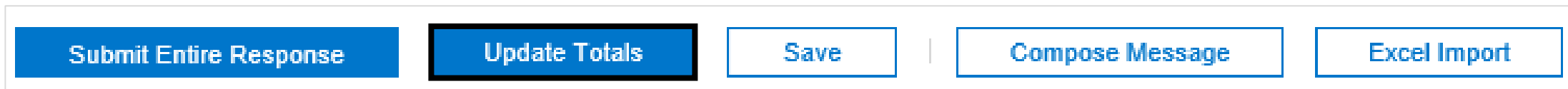


Upload Response from Excel (Optional)

- 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



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.

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

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 |
|--|-------|
| 1 Part 1 - Introduction to RFQ | |
| 1.1 Introduction | |
| Bids are invited for the non-exclusive supply and delivery including shipping and all costs of Squeegee kits for buckets on rubber tire loaders 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. | |
| 1.2 City Contact | |
| Buyer Name: Minyoo Noh, Corporate Buyer | |
| 1.3 Request for Quotation Timetable | |
| 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.

Missing Mandatory Items - Error Message

- If you miss a mandatory question or it is incomplete, you will trigger a red error message at the top of the screen.
- Read the message it will describe the exact question or line item number and the name of the question or line item.



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 >](#)

Missing Mandatory Items – Example: Part 1

- In the example below, the bidder has moved on to Part 5 – Pricing and tried to click submit.
- Nothing is highlighted in red because all the problems are in Part 4.
- The system message alerts the bidder by describing how many issues there are, where the first issue resides and how to navigate and find all remaining issues.
- Below the system describes the exact section numbers in the error message (i.e. Question 4.1.1.6 'Phone Number' as shown).

▼ Checklist

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

▼ Event Contents

All Content

- 1 Part 1 – RFT Process
- 2 Part 2 – Form of Con...
- 3 Part 3 - Specificati...
- 4 Part 4 - Submission ...
- 5 Part 5 - Pricing Form

Name 1

⚠ There are 7 problems that require completion or correction in order to complete your request.
You need to provide an answer to Question 4.1.1.6, 'Phone Number'.
Mouse over the red icons to learn more. Use the Next and Previous links to step through the errors as needed. [< Previous](#) | [Next >](#)

| | | | | | |
|----------|-------------------|-----------|---------|-----|----------------|
| 5.2.1.9 | Test Line Item 9 | More... + | \$23.00 | CAD | 34 each |
| 5.2.1.10 | Test Line Item 10 | More... + | \$5.00 | CAD | 2 each |
| 5.2.1.11 | Test Line Item 11 | More... + | \$25.00 | CAD | 40 each |
| 5.2.1.12 | Test Line Item 12 | More... + | \$32.00 | CAD | 1 each |
| 5.2.1.13 | Test Line Item 13 | More... + | \$3.00 | CAD | 34 each |
| 5.2.1.14 | Test Line Item 14 | More... + | \$5.00 | CAD | 2 each |
| 5.2.1.15 | Test Line Item 15 | More... + | \$3.00 | CAD | 100 square met |
| 5.2.1.16 | Test Line Item 16 | More... + | \$2.00 | CAD | 30 each |
| 5.2.1.17 | Test Line Item 17 | More... + | \$6.00 | CAD | 34 each |
| 5.2.1.18 | Test Line Item 18 | More... + | \$23.00 | CAD | 500 each |
| 5.2.1.19 | Test Line Item 19 | More... + | \$3.00 | CAD | 40 each |
| 5.2.1.20 | Test Line Item 20 | More... + | \$5.00 | CAD | 45 hour |

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Missing Mandatory Items – Example: Part 2

- Once you submit a bid and you are no longer in the Part that has errors, when you click into the Part needing corrections, the interaction will refresh and the errors will no longer be highlighted in red.
- To see the red highlights, a supplier should either be in the Part that has the errors (in this case Part 4) or, better yet, click on "**All Content**" (from the "Event Contents" at the left hand side) and then click submit again.
- As you click "**Next**" through the errors, the screen will advance and you will see the error highlighted in red.
- In the example on the next slide, displaying "All Content" and then clicking to submit again will show the remaining errors which will be highlighted.
- It's best to be displaying "All Content" in case the errors span more than one Part.
- Only once all the missed mandatory items are corrected will you be able to submit your completed work

Missing Mandatory Items – Example: Part 3

[Go back to Leads](#)

Console

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Part 1 – RFT Process

2 Part 2 – Form of Con...

3 Part 3 - Specificati...

There are 7 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 >

Desktop File Sync

Time remaining
160 days 23:38:54

All Content

| Name 1 | Price | Quantity | Extended Price |
|---|-----------|-----------------|----------------|
| <div>4.1.7 Disclosure of Information</div> <div>This is not a real tender. This is a mock tender for training and practice purposes.</div> <div>The Supplier hereby agrees that any information provided in this Bid, even if it is identified as being supplied in confidence, may be disclosed in accordance with the terms or the RFT or where required by law or by order of a court or tribunal.</div> | | | |
| ▼ 4.1.8 Authorized Signing Officer of the Supplier | More... + | | |
| 4.1.8.1 Name of Authorized Signing Officer | | <div>test</div> | |
| 4.1.8.2 Title of Authorized Signing Officer | | | |
| 4.1.8.3 Phone number of Authorized Signing Officer | | | |
| 4.1.8.4 Email address of Authorized Signing Officer | | | |
| 4.1.8.5 I, the individual stated above acknowledge and confirm that: (a) I have the authority to bind the Supplier (b) I am submitting this Bid on behalf of the Supplier, and (c) attest to the accuracy of the information provided in this Bid. | | | |

Communicating with City Representative – Part 1

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


Event Details


Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

 Doc1589276433 - Request for Quotations for the supply and de...

 Time remaining
3 days 19:55:11

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.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

Communicating with City Representative – Part 2

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

Compose New Message







SendCancel

From: Test-MN (Test Supplier)

To: Project Team

Subject: Doc1589276433 - Request for Quotations for the supply and delivery of Squeegee Kits


Attachments: [Attach a file](#)

 **B** *I* U   — size — Verdana   



Insert message here


Communicating with City Representative – Part 3

- 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 |
|--|-------------|----------------|------------------|-----------------|--------------|---------------------------|---|
| | 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 |
| | 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 |
| | 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 |
| | 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.

| | |
|--|---|
| <input type="checkbox"/> ☆ ZAR01-Buyer | Event TEST- Supply and Delivery of Various food products has changed. - |
|--|---|

- Any Addenda will appear as the last enveloped Part of every RFx type. Bidders can download the attachment and review the Addendum contents.
- 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.

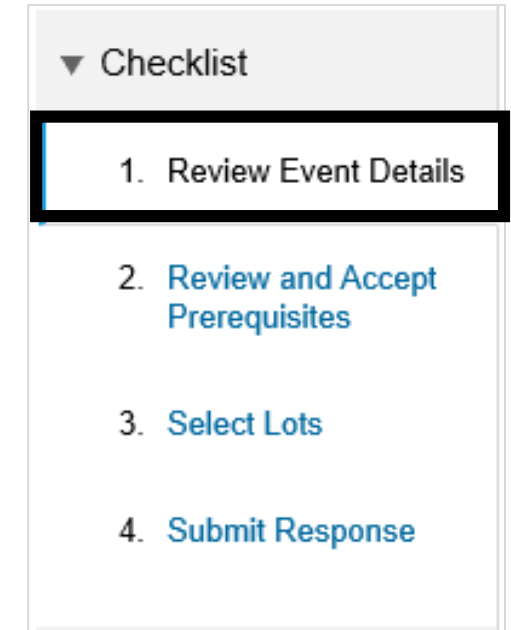
Addendum A

- In cases where the Pricing Form has been updated via Addenda, the Bidder will need to reselect Lots. To do this, follow the steps below:

Step 1:

Under the Checklist header.

Click **Review Event Details** to reactivate the preceding steps

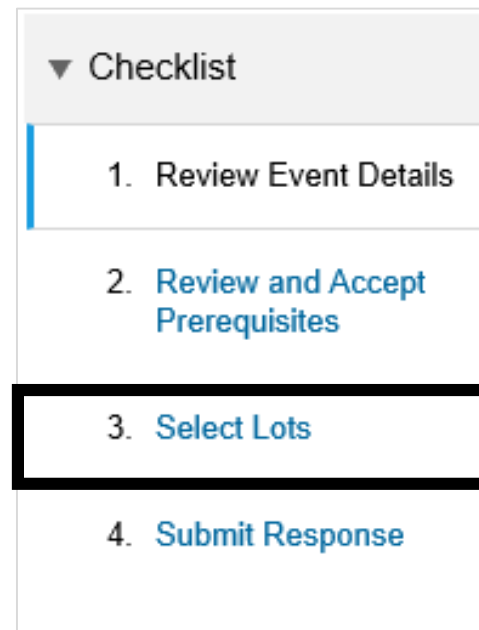


▼ Checklist

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

Step 2:

Click Select Lots



▼ Checklist

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

Addendum B

Step 3:

On the following screen, click **Select Lots**

Step 4:

Scroll down and click **Submit Selected Lots**

Once all the above Steps, have been completed, the revised Pricing Form will now be visible under Part 5- Pricing

Select Lots

Select Using Excel

Lots Available for Bidding

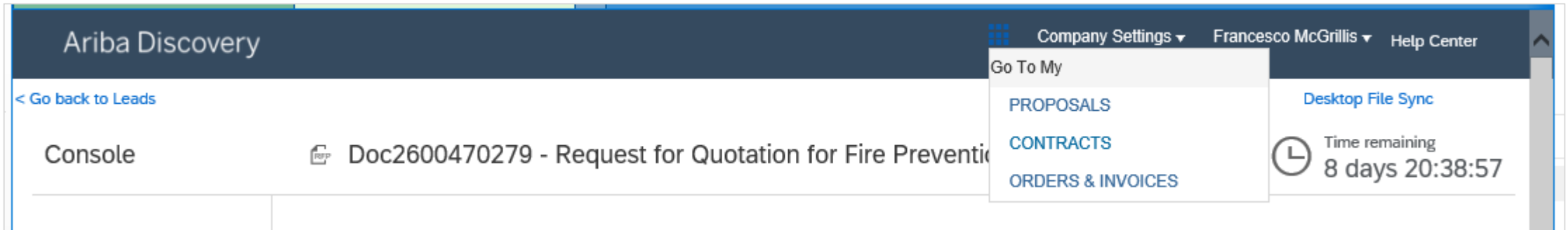
| | |
|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Name |
| <input checked="" type="checkbox"/> | ▼ 5.2 Pricing Form |
| Price complete per unit specified | |
| 5.2.1 EXTINGUISHER, FIRE,DRY | |
| Material #800006784 | |
| 5.2.2 STICKER, IN CASE OF FIRE | |
| Material #800034351 | |
| 5.2.3 EXTINGUISHER, FIRE,DRY | |
| Material #80007638 | |
| 5.2.4 EXTINGUISHER, FIRE,ABC, | |
| Material #800021198 | |

↳

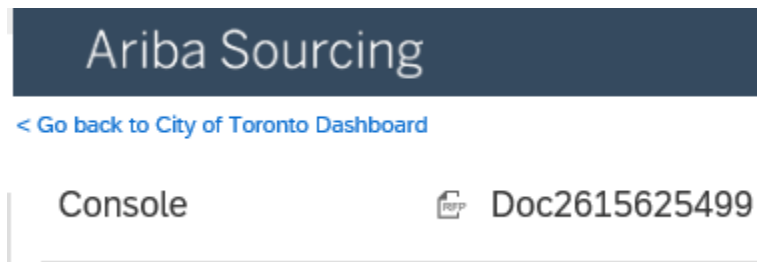
Confirm Selected Lots

Viewing the Ariba Proposals and Questionnaires

- The “Ariba Proposals and Questionnaires” section provides a list of previously accessed solicitations. This list is available for you to use to access solicitations quickly.
- To access this section from within the Event:
 1. You can go to the Grid icon next to the Company Settings at the top of the event and then select “Proposals” from the dropdown menu.

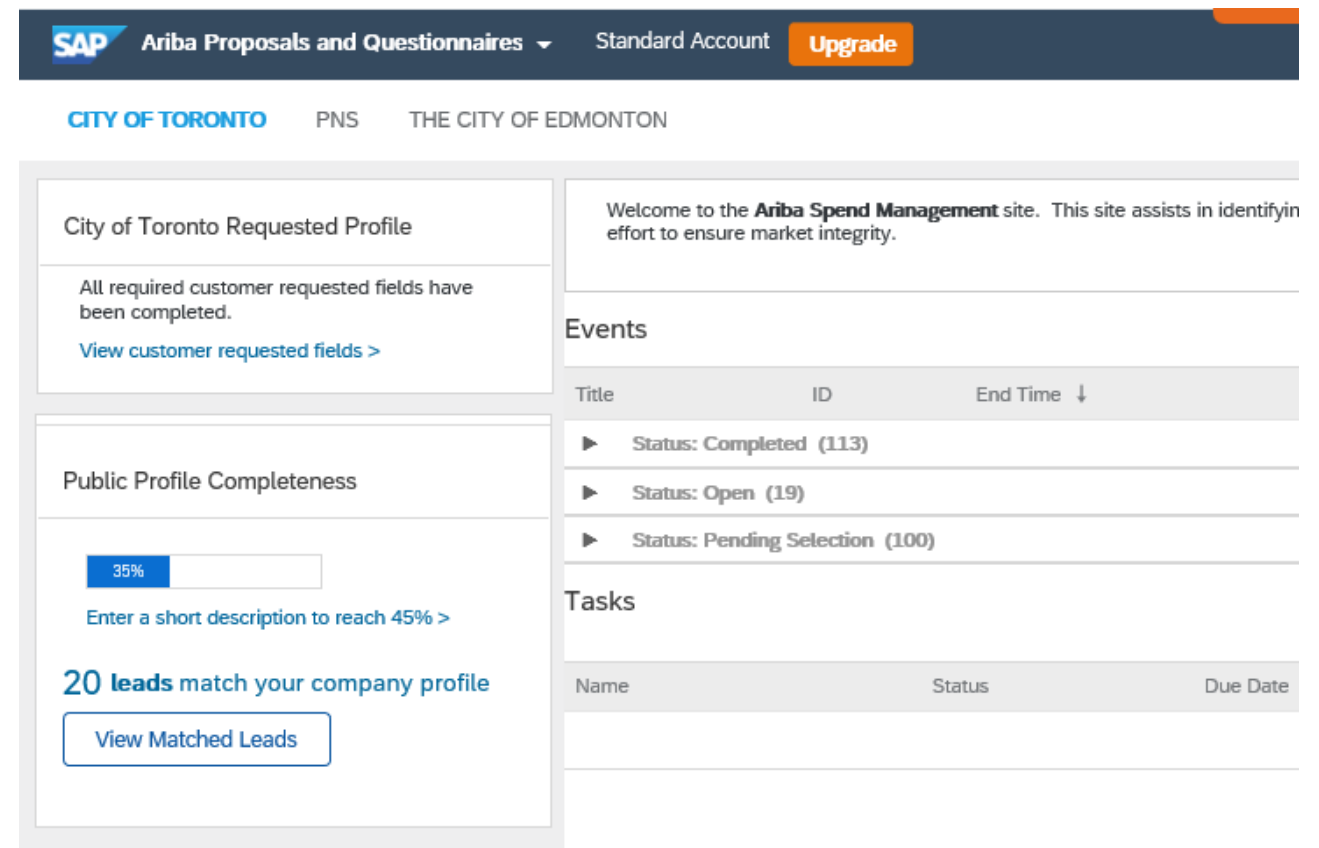
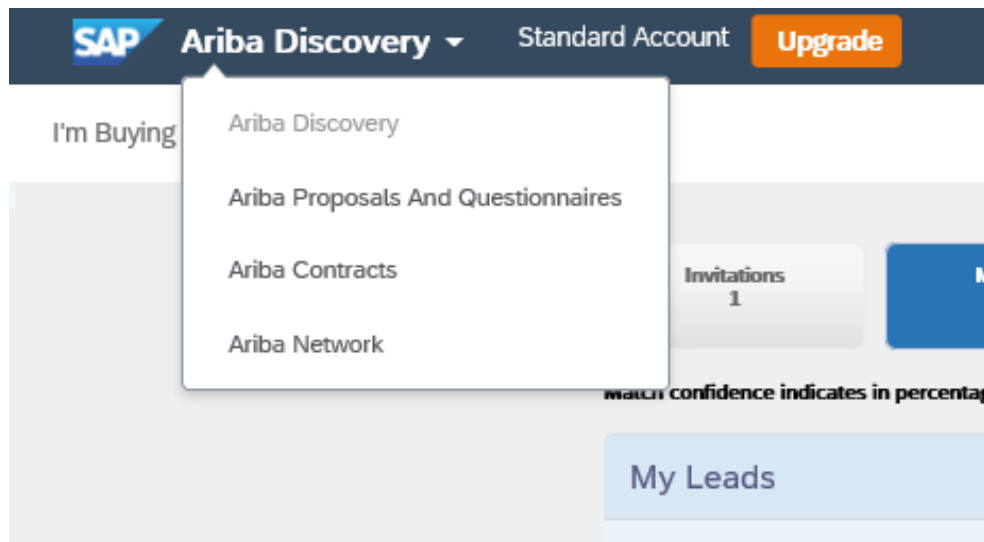


2. The Sourcing Event will allow you to now “Go back to City of Toronto dashboard”, which will take you to the “Ariba Proposals and Questionnaires” section.




Viewing the Ariba Proposals and Questionnaires (cont'd)

- To return to an Event you have previously accessed, you can also select the “Ariba Proposals and Questionnaires” section from the drop-down in the upper left hand corner. A list of events that you have previously accessed are organized by status (Open, Pending Selection, Completed).



Viewing the Ariba Proposals and Questionnaires (cont'd)

- When you open up each status, you will see City of Toronto solicitations that you have accessed, as well as their closing date and confirmation whether or not you have participated in that solicitation.

 **Ariba Proposals and Questionnaires** ▾ Standard Account [Upgrade](#) ? FM

[CITY OF TORONTO](#) [PNS](#) [THE CITY OF EDMONTON](#)

City of Toronto Requested Profile

All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness

35%

Enter a short description to reach 45% >

20 leads match your company profile
[View Matched Leads](#)

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

| Title | ID | End Time ↓ | Event Type | Participated |
|---|---------------|------------------|------------|--------------|
| ▶ Status: Completed (113) | | | | |
| ▼ Status: Open (19) | | | | |
| COT Mock RFP for Training and Practice Purposes only | Doc1836413859 | 31/12/2022 12:00 | RFP | Yes |
| COT Mock Tender for Training and Practice Purposes only | Doc1738234661 | 6/9/2022 16:30 | RFP | No |
| Request for Proposal for Professional Engineering Services to Prepare Two (2) Terms of Reference for Engineering Services and for the Operation, Maintenance, and Construction Services for the Green Lane Landfill | Doc2210614293 | 30/11/2020 12:00 | RFP | No |
| Request for Supplier Qualifications for River Works Subcontractor for 675mm Sanitary Sewer and River Stabilization at 1240 Sheppard Avenue East | Doc2664288224 | 17/11/2020 12:00 | RFP | No |
| Request For Proposal Bathurst Quay Neighbourhood Plan Implementation | Doc2615625499 | 10/11/2020 12:00 | RFP | No |
| Request for Quotation for Welding and Industrial Gases | Doc2234841558 | 6/11/2020 12:00 | RFP | No |
| Supply of all Labour, Materials, and Equipment necessary to perform Mechanical and Structural Safety Inspections, Repairs, and Certifications for Various Types of Vehicle Mounted Aerial Devices | Doc2634498552 | 6/11/2020 12:00 | RFP | No |



Additional Tips

Good to Know A

- 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 – RFQ Process |
| 2 | Part 2 – Form of Agr... |
| 3 | Part 3 - Specificati... |
| 4 | Part 4 - Submission ... |
| 5 | Part 5 - Pricing Form |
| 6 | Addenda |

Good to Know B

- 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

Useful Information Links

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

Thank you!

If you have any questions please send an email to :
supplychaintransformation@toronto.ca