

SAP Ariba Supplier Lifecycle and Performance

BCACG Update November 8, 2021



Changes to Bidding on City Contracts

The Supplier Lifecycle Performance Module (SLP) launched on October 1, 2021. The cloud based solution provides suppliers with an opportunity to manage and update profile information anytime from anywhere the internet is available. It provides the opportunity to collect relevant supplier profile and performance data that supports the City of Toronto's communication and procurement related programs.

Suppliers who are **currently registered** with the City of Toronto on the SAP Ariba Network will receive an email request to update their supplier information from the Supplier Lifecycle Performance module as part of the new detailed registration process beginning October 1, 2021.

New suppliers (who have not previously registered with the City of Toronto), who are interested in viewing and bidding on City of Toronto solicitations, can register by going to the <u>City of Toronto's Registration Page</u>

For further information and instructions, please visit the SLP Info Session Guide or the recording can be found on the City of Toronto's Youtube page.



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 are asked to fill out a registration questionnaire to support the City in our efforts to collect relevant information including a supplier code of conduct agreement.
- Easy and efficient monitoring of **Suppliers' Certificate information and expiration dates** is now available to the City and will help us manage our relationship with you.
- Performance Evaluation Reports will be generated through Supplier Lifecycle Performance and will use a standard percentage scoring.



Supplier Request and Registration

 For new suppliers the experience is a two step process that includes filling out a request, that is processed using smart search and identifies duplicate records in the system, followed by the receipt of a registration questionnaire. ALL previously registered suppliers will receive an email request to "Register to become a supplier with the City of Toronto" that houses a link to your Ariba Network profile.

 During the "smart search" verification process the City may send a non-system email (i.e. not from SAP Ariba) within the service response time of 3 days to resolve duplicate account issues. Using the link to log into your Ariba Network profile triggers access to the City of Toronto registration.

- If you are a **new supplier** you will either need to create an Ariba Network profile or log into your existing profile on the network to trigger the access to the City of Toronto registration.
- You are asked to complete the registration questionnaire as soon as possible to maintain your active status with the City.



When responding to the Registration Questionnaire

Please review the document types needed to validate this information found in the "help tip text"

Legal Name Documents

Legal Name

a)Copy of the invoice that would clearly display your Supplier name, address, GST No. and contact info e)Ontario Corporation Form 1

f)Status of Certificate

b)Copy of the application form from the bidder

g)Professional Engineers of Ontario Certificate of Authorization

c)Articles of Incorporation submitted to the

h)Revenue Agency HST

Government within Canada Document

d)Master Business License i)Business Number & Legal submitted to the Ontario Entity Document Ministry of Services

Name Change or Change Address

Name Change

j)Letter signed by Legal Rep. of the Supplier's company or the Legal documentation

Change Address

k)Letter signed by an authorized officer from the Supplier's company which must indicate the new location and effective date of the move.

I)Master Business License submitted to the Ontario Ministry of Services m)Ontario Corporation Form 1 n)Articles of Incorporation submitted to the Government within Canada



Supplier Registration Questionnaire: Awarded Supplier

Awarded Supplier Information

Question 5.1 is to be completed if you are a supplier who currently holds a contract with the City or if
you have held a contract with the City in the last five years?

• This information **is not necessary** if you are a prospective supplier who has not been awarded a contract with the City.

 Updating profile information at the time of award ensures the City has the most up to date information and reduces the amount of updates needed by the supplier.



Questions 5 to 8 in the Registration Questionnaire

5.0 Awarded Supplier Information

- 5.1 Are you a Supplier that currently holds a contract with the City or have you held a contract with the City in the last five years?
- 5.2 Is your remittance address different from what is currently in your Supplier profile?
- 5.3 Please provide remittance address in the space provided

6.0 Bank Information

- 6.1 Please note your Bank Code + Transit Number = Bank Key
- 6.2 Please note either populate your Account Number or IBAN number, not both
- 6.3 To ensure the accuracy of our account information, you must submit a physical copy void cheque or an electronic void cheque with a bank stamp or an authorized letter from the bank confirming the account holder information or any authorized bank document with bank account information.
- 6.4 Transaction Currency

7.0 Transaction Information

- 7.1 E-mail address for purchase orders
- 7.2 E-mail address for accounts receivable

8.0 Tax Information

- 8.1 Tax number(s) GST/HST Number
- 8.2 Please attach official supporting documentation that supports the tax information provided



TRANSITIONING TO THE NEW CONTRACTOR PERFORMANCE

EVALUATION

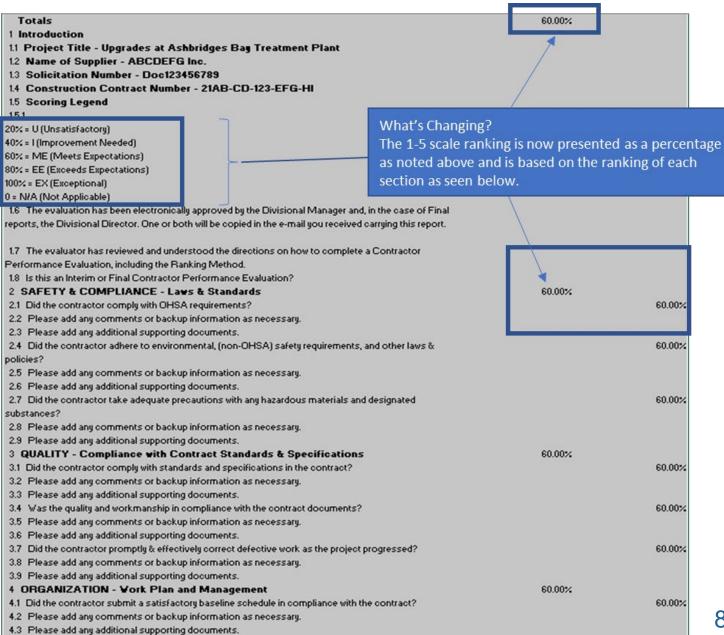
Behind the scenes

 Pilot evaluations using existing CPE reports November 2021

 Pilot system evaluations on active Contracts December 2021- January

2022







Thank you!

If you have any questions please send an email to :

supplychain@toronto.ca

or call

Supply Chain Help Desk @ (416)-397-4141

