Important Information for City of Edmonton (CoE), Edmonton Police Service (EPS), and Edmonton Public Library (EPL) Suppliers

CoE, EPS, and EPL are now using the SAP Business Network

The information below is time-sensitive and action is required.

The City of Edmonton (CoE), Edmonton Police Service (EPS), and Edmonton Public Library are improving and automating their procurement, invoice and payment management processes using SAP Business Network.

This transition is part of our initiative to enhance the efficiency and transparency of our operations. By implementing the SAP Business Network (Ariba), CoE, EPS, and EPL aim to optimize our transactions with suppliers, fostering stronger partnerships and ultimately providing better service to the community.

We will be ready to work with you in SAP Business Network, starting **[Date - TBD].** This is your go-live date.

What does this mean for your company?

Effective **[Date - TBD]**, the CoE, EPS, and EPL will conduct business with your company on the SAP Business Network to:

- Issue purchase orders (POs)
- Receive invoices

Important Note: Please be advised that POs issued by EPS and EPL will feature the branding of the City of Edmonton.

The list below will guide you on important next steps as you transition to working with us using the SAP Business Network.

➢ **Register for an online training hosted by SAP Ariba and the City of Edmonton**

Join us online for one hour to learn more about SAP Business Network and working with the CoE, EPS, and/or EPL on the Network. We encourage suppliers new to the SAP Business Network to attend.

Training Title: **The City of Edmonton Standard Account Supplier Functional Training**
Training Date: **[Date - TBD]**

Register Now

➢ **View our prerecorded online summit hosted by SAP Ariba and the City of Edmonton here**.
This summit will provide information about SAP Business Network and working with the City, EPS, and/or EPL on the SAP Business Network. We encourage suppliers new to the SAP Business Network to watch this video.

➢ **Your company may need to create an SAP Business Network account**
It's important to have only one account per supplier. Multiple users can be assigned to one account. If you already have an existing SAP Business Network account, you do not need to create another.
To create an SAP Business Network account, please visit the the SAP Business Network page.

➢ **Standard Account Information**
A Standard Account is a free account and can also be created from the email invitation from your Buyer. When creating a standard account you will receive an interactive Purchase Order. With the Purchase Order open click on **Process Order**. Either 'Log In' to use an existing account or 'Sign Up' to create a new one (please see the **Helpful links** below).

➢ **Confirm you are the right contact for this important information**
If this email and further SAP Business Network information should be sent to someone else within your company, please forward this email to them and notify us to update your contact information by following the steps noted below.

➢ **Update your company business contact payment information with the CoE, EPS, and EPL**
Click here to submit your business contact and payment information
We need to ensure we have to correct contact information on file to issue purchase orders (POs) and properly communicate payment information.

Your company's invoice address (remittance address) and Tax ID will be stored in your SAP Business Network account. In order to avoid any payment delays, please inform the CoE, EPS, or EPL of any changes to these fields immediately. This will allow us to update values in our system in order to avoid mismatched information.

➢ **Notify others in your company about this change**
The following processes in your business will be impacted: PO delivery, service entry sheets, invoice submission and payment remittance. Please forward this message to include others who need to know about the CoE, EPS and EPL's transition to using the SAP Business Network.

➢ **Go-live**
Prior to the go-live date, you will receive an email from the City reminding you of your go-live date of **[Date - TBD]**.

Important Note: Over the coming months it is possible that some POs may be manual and others will be in SAP Business Network, as the CoE, EPS, and EPL's business areas also prepare to use SAP Business Network. Only POs sent on the SAP Business Network should be invoiced using the SAP Business Network.

Helpful links on how you can prepare to work with us
(Click on each box for more details)

Create a New Account | Training Guide for Suppliers

SAP Business Network Account Overview | Supplier Information Portal

Accept Trading Relationship Request (TRR) | Other Training Resources

Visit **edmonton.ca** to learn more about SAP Business Network at the City, EPS, and EPL.
Visit **SAP Business Network** login to create an account.
Visit **SAP** to learn more from SAP about the SAP Business Network.

Should you have any inquiries regarding this transition or if you require assistance with SAP Business Network, please do not hesitate to contact us at **suppliersupport@edmonton.ca** or your respective buyer contact.

Warm regards,
City of Edmonton Systems Support Services Team