

**From:** [supplychain](#)  
**To:** [supplychain](#)  
**Subject:** Important - City of Toronto SAP Business Network: Introduction to Supplier Enablement  
**Date:** July 16, 2025 10:05:39 AM  
**Attachments:** [image001.png](#)

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Hello Supplier,

The City of Toronto is pleased to announce a new initiative to streamline the procurement and accounts payable processes by transacting via the SAP Business Network.

The City's transition to SAP Business Network and online invoicing will support greater transparency, speed, and tracking for invoices between the City and registered Suppliers. While not all awarded procurements will be invoiced on the SAP Business Network immediately, Suppliers are encouraged to register in advance to support a smooth transition.

Suppliers registered on the SAP Business Network receive many benefits, including real-time PO delivery, use of online catalogue invoice automation, and potential new business opportunities through the SAP Business Network.

- **What does this mean for you?**

Currently, upon award, the Purchase Order is emailed to the Supplier, and in turn, emails the invoice to Accounts Payable ([apinvoice@toronto.ca](mailto:apinvoice@toronto.ca)) upon completion of the work, as per [Accounts Payable Requirements – City of Toronto](#).

After September 2025, if a Supplier receives their Purchase Order via the SAP Business Network, they will be requested to submit their invoice over the SAP Business Network.

If you are not already a registered Supplier with the City, use the [Supplier Registration link](#) to begin your registration process to become an approved Supplier for the City of Toronto.

- **When will this take effect?**

The City of Toronto will be transitioning to the SAP Business Network by the end of September 2025.

In the coming months, SAP will send you important communications and instructions for joining SAP Business Network. This may include establishing a trading relationship with City of Toronto on the network and assistance with properly configuring your SAP Business Network account.

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**How do I learn more?**

- Watch this short video to [Get Ready to Transact](#) (3:44 duration)
- Register to attend our web-based supplier summit via the options below. There will be time for you to participate in a live Q&A with experts from both SAP Business Network and City of Toronto.

Summit Title	Date	Time	Registration
City of Toronto Enterprise Supplier Summit	Tuesday, July 29, 2025	10:00 AM EDT	<a href="#">Register Here</a>
City of Toronto Standard Supplier Summit	Tuesday, July 29, 2025	11:00 AM EDT	<a href="#">Register Here</a>

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**What are the next steps?**

You will receive a Trading Relationship Request email to action from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com) to connect with City of Toronto.

There is no cost to create or use a Standard Account on the SAP Business Network. Suppliers may choose to upgrade to or use an Enterprise Account at their own expense, but again this is not required by the City.

To learn more about different account types within the SAP Business Network, please visit [SAP Business Network Subscriptions and Pricing](#).

If you are not the correct recipient or have questions, please contact our Supplier Enablement Team at [supplychain@toronto.ca](mailto:supplychain@toronto.ca).

Kind Regards,

**Supply Chain Team**

Purchasing & Materials Management Division

[City of Toronto](#)

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