



# CITY OF HOUSTON

Strategic Procurement Division  
611 Walker Street, 5<sup>th</sup> Floor | Houston, TX 77002

## Update: E-Commerce Project Notification Letter

Dear Valued City of Houston Supplier,

We would like to share an update with you about the upcoming SAP Business Network implementation. The City of Houston expects to fully transition the transmission of all bids, proposals, purchase orders, PO-based invoices, and credit memos to SAP Business Network **effective December 4<sup>th</sup>, 2023**. This transition will help the City of Houston fulfill our vision of moving away from paper and towards automating the procurement process for greater ease of use for our valued suppliers.

Remember, all suppliers can register for a **free** Standard account on SAP Business Network. Although not required, if you'd like to upgrade to an Enterprise account, a fee may be incurred based on the volume of transactions you have on the network across all customer relationships beyond the City of Houston. Any potential fees may be offset by the many benefits of the network. For more, please visit [SAP Business Network Subscriptions and Pricing](#).

If you would like any further information, please visit the Supplier Information Portal at: [City of Houston Supplier Information Portal \(ariba.com\)](#)

We believe this innovation will strengthen our business relationships with our valued suppliers and allow for a more streamlined and robust collaborative experience as we strive to meet the needs of our community.

Kind Regards,

*Jedediah Greenfield, Chief Procurement Officer and the City of Houston Enablement Team*

