



Important Information for City of Edmonton Suppliers

The City is now using the SAP Ariba Network

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

The City of Edmonton is improving and automating its procurement, invoice and payment management processes using SAP Ariba. We will be ready to work with you in SAP Ariba, starting **[DATE - TBD]**. This is your go-live date.

What this means for your company

As of **[DATE - TBD]**, the City will be able to do business with your company on the Ariba Network to:

- Issue purchase orders (POs)
- Receive invoices
- Communicate payment information

It's important that your company is ready to do business on the Ariba Network.

The checklist below will guide you on important next steps as you transition to working with us using the Ariba Network.

- **View our prerecorded online summit hosted by SAP Ariba and the City of Edmonton [here](#).**

This summit will provide information about SAP Ariba and working with the City on the Ariba Network. We encourage suppliers new to the Ariba Network to watch this video.

- **Your company may need to create an SAP Ariba 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 Ariba account, you do not need to create another.

To create an SAP Ariba account, please visit <https://supplier.ariba.com>

- **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 Ariba Network information should be sent to someone else within your company, please forward this email to them and notify the City of Edmonton to update your contact information by following the steps noted below.

□ **Update your company business contact payment information with the City of Edmonton**

[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 Ariba Network account. In order to avoid any payment delays, please inform the City of any changes to these fields immediately. This will allow us to update values in our system in order to avoid mismatched information.

□ **Tell others in your company about this change**

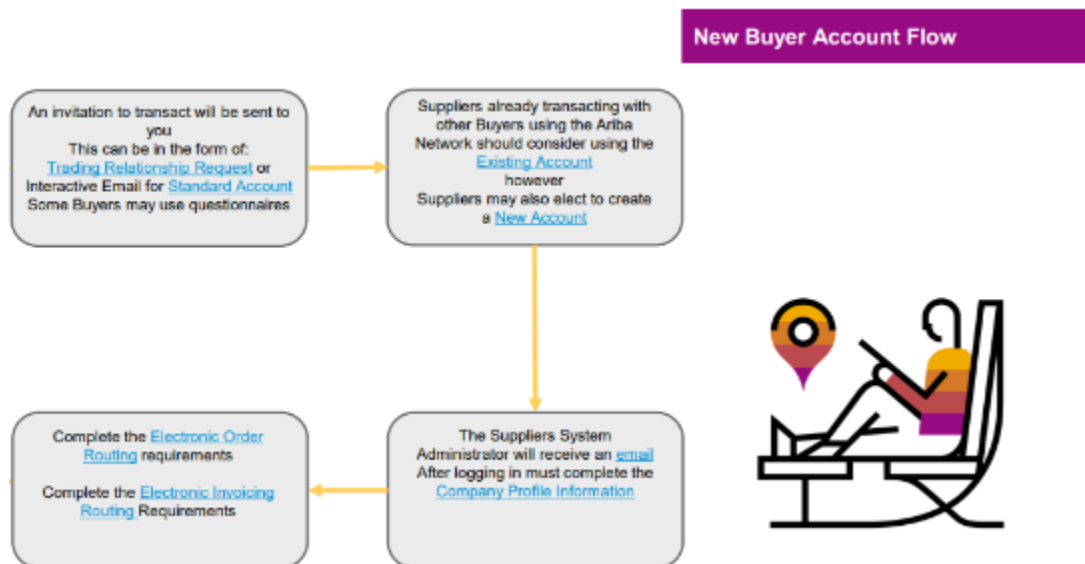
The following processes in your business will be impacted: PO delivery, service entry sheets, invoice submission and payment remittance. Please forward this message to include others who need to know about the City's transition to using the Ariba Network.

□ **Go-live**

Prior to the go-live date, you will receive an email from the City:

- Reminding you of your go-live date
- Providing a training session invitation to assist you in transacting with the City.

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



Helpful links on how you can prepare to work with the City of Edmonton

Click on each box for more details)

Create a New Account

Accept Trading Relationship
Request (TRR)

Review Account Information -
Duplicate Account Process

Training Guide for Suppliers

Ariba Network Account Overview

Other Training Resources

Visit edmonton.ca/SAPArriba to learn more about SAP Ariba at the City
<https://supplier.ariba.com> to create an SAP Ariba Account
[Visit SAP Ariba](#) to learn more from SAP Ariba about the Ariba network.

If you have any questions about the City's use of SAP Ariba, contact
suppliermanagement@edmonton.ca

Warm regards,

City of Edmonton Supplier Enablement Team