



E-Commerce Project Notification



Dear City of Ottawa Supplier,

The City of Ottawa is pleased to announce a new initiative to streamline our procurement and accounts payable processes. We are partnering with **SAP Ariba®** to electronically exchange purchase orders and invoices with our suppliers – improving invoice processing timelines and the supplier experience.

As part of this new initiative, your organization has been selected to be a part of our **pilot wave**. Your organization will be among the first group of suppliers to be transacting with the City through the SAP Ariba network.

➤ **What does this mean for you?**

You will be submitting and receiving purchase orders and invoices (PO and Non-PO) through your SAP Ariba network account on your go-live date of **early July**. Transacting on the Ariba Network will require a FREE standard account, which will allow you to complete the necessary transactions mentioned above. Alternatively, you may choose to upgrade to an enterprise account to take advantage of additional functionality.

➤ **What are the next steps?**

1. Join us for a Standard Account Webinar to learn more. This webinar will include a brief overview of the system, an introduction to the project, and an opportunity to ask questions.

Webinar Title	Date	Time	Registration
City of Ottawa Standard Account Supplier Summit	Thursday, June 04, 2020	2:00 PM – 3:00 PM EST	Register Here

2. We recommend that you [register](#) for an SAP Ariba Network account in advance of receiving your first purchase order. However, you can still complete registration after you receive your first purchase order via e-mail.

➤ **What can you expect from us?**

The City of Ottawa supplier enablement team will support our suppliers through this transition. We are developing training guides, which will be made available to all suppliers. Additionally, we will provide suppliers with a virtual training session, to show you how to perform the most common transactions using the new system. You will receive further communication in the coming weeks to confirm the date for training, as well as the go-live date. For more information, please visit doing business with the City on Ottawa.ca.

We sincerely appreciate your collaboration as we move forward with this new initiative. If you have any questions or concerns, please don't hesitate to contact the supplier enablement team.

Kind Regards,

City of Ottawa Supplier Enablement Team

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