



E-Commerce Go-live Notification



Dear City of Ottawa Supplier,

As we have communicated over the past several weeks, we are moving our accounts payable and procurement processes to the Ariba Network electronic platform. Please note, adoption of the Ariba Network is required to do business with the **City of Ottawa**. This letter is to inform you that we are ready to “go-live” and will be turning this process on in our production environment on **October 13, 2020**.

What “Go-live” Means to You

- Any purchase order with an open value will be re-sent to you with a new purchase order number on October 13, 2020 via e-mail from the Ariba Network
- Any new purchase orders issued after October 13, 2020 will be routed to you electronically via e-mail from the Ariba Network
- Invoices are no longer accepted by fax, postal mail, or e-mail
- All invoices must be submitted using the Ariba Network

Transacting with the City of Ottawa through the Ariba Network will require a supplier to obtain a free standard account. Alternatively, you may choose to upgrade to an enterprise account to take advantage of additional functionality. For more details about fees, please visit [SAP Ariba Subscriptions and Pricing](#).

To help prepare suppliers for transacting on the network the City and SAP have prepared a demonstration of the invoicing procedure for standard accounts. This invoicing demonstration will include:

1. Steps to register for the Ariba Network
2. Creating and submitting invoices
3. Account setup and notifications

To view the **prerecorded** invoicing demonstration, please [click here](#). Once you’ve had an opportunity to view our invoicing demonstration, please register for one of our Q&A sessions below. This will be an opportunity to ask questions to representatives from both the City of Ottawa and SAP Ariba.

Title	Date	Time	Registration
Q&A Session 1	Tuesday, September 29, 2020	11:00 AM – 12:00 PM EST	Register Here
Q&A Session 2	Thursday October 1, 2020	1:00 PM – 2:00 PM EST	Register Here

Thank you again for working with us over the past several weeks to prepare for this exciting change. We truly appreciate your partnership.

Kind Regards,

City of Ottawa Supplier Enablement Team

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