



Quick Registration Guide for Suppliers

1GX (One Government eXperience) is the Government of Alberta's modern solution to manage business functions across government. SAP Business Network applications support procurement with one login to access SAP Discovery for competitive opportunities and SAP Ariba to manage orders and payment. Use of SAP Ariba requires a new or existing business relationship (contract) with the Government of Alberta. An existing business relationship is not required for SAP Discovery.

There is no cost for suppliers to do business with the Government of Alberta in SAP Business Network applications.

Just 3 quick steps to register



Confirm if you already have an SAP Business Network account

1. Visit <https://service.ariba.com/> and click **Supplier**
2. Click on “**Register Now**” under *New to SAP Business Network?*
3. **Enter your company’s name.** If no pop-up box appears, continue to “Create a new account”.

Found an existing account?

- A **pop-up box** will appear if an account already exists. **Click** on the **X** to close the box.
- Proceed to the next step or contact ari.ba/supplierquestions for assistance.



Visit ari.ba/supplierquestions to obtain technical support and assistance with passwords and technical issues. For all other support, contact 1GXSupplierHelp@gov.ab.ca.

Create a new SAP Discovery account

Complete Company and User Account information profile

1. **Complete the Company Information profile**
 - Company Name
 - Country
 - Company Address – if your company has multiple offices it is recommended that you use the main office address. You can add additional offices in later sections.

For more information on 1GX, visit alberta.ca/1GX or email 1GXSupplierHelp@gov.ab.ca

2. Complete your User Account Information

- Name, User Account Email, Username, Password
- Company Email – to be used to email orders. It can be your email address or another company email address depending on your organization's preferences.



We recommend that suppliers who are new to SAP Business Network watch the Supplier Summit introductory webinar in the Government of Alberta's [Supplier Information Portal](#).

Enter details and activate account

1. Confirm what you sell

- **Select Browse** to add Product and Service Categories
- **Select your business offerings from the categories listed** – the initial categories are high-level and get more specific as you select products and services from left to right.
- **Click the ⊕ sign** to add a product or service to your profile
- **Click OK** once you have completed your selection(s)

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

1 Construction & Maintenance Services >

2 General Building Construction >

3 Infrastructure construction ⊕

My Selections (1)

Commercial or industrial construction (View)

Remove

Cancel OK

2. Select where you deliver your goods and services

- **Click Browse** to select your Ship-to or Service Location
- In the next screen, **select the Ship-to or Service Locations** which represent where your company provides products or services
- **Click the ⊕ sign to add a location, then click OK**



To ensure you receive Government of Alberta opportunities and notifications, select **Alberta** as the Ship-to or Service Location.

For more information on 1GX, visit alberta.ca/1GX or email 1GXSupplierHelp@gov.ab.ca

Terms of Use and Privacy Statement

Agree to SAP Ariba's Terms of Use and Privacy Statement.

1. **Review and check** the *I have read and agree to Terms of Use* box
2. **Review and check** the *I have read and agree to the SAP Ariba Privacy Statement* box
3. **Click Register**

There is NO COST to suppliers to do business with the Government of Alberta (no account, subscription, transaction or document fees, regardless of the volume of business).

Complete your Registration

Activate your account by following the prompts in an email you will receive from SAP Business Network – the confirmation email is sent to the contact information that was provided in your User Account Information Profile.

1. **Open the email** from SAP
2. **Select *Click here*** to activate your SAP Business Network account

Congratulations!

You are now registered in SAP Discovery and can search, view, download, and bid on Government of Alberta procurement or sourcing opportunities created in 1GX. New opportunities to supply goods, services or construction to the Government of Alberta will continue to be posted on [Alberta Purchasing Connection](#). Opportunities created in 1GX will require registration in SAP Ariba Discovery to view and download the full documents for that opportunity. There is no cost to suppliers. See the Find [1GX Opportunities in APC guide](#).

Next steps

Once you receive a purchase order as a successful bidder or to transition a current contract to 1GX, you'll need to complete set up of your SAP Ariba transaction account to receive and fulfill orders, submit invoices and track payment (see the tab for SAP Ariba at the top of the dashboard page once you are logged in). A [Quick Start Guide](#) is available to assist you. There is no cost to set up an account and do business with the Government of Alberta in 1GX and SAP Ariba.

Additional resources to assist you are available in the Government of Alberta's [Supplier Information Portal](#).

Note

- 1GX is being introduced in phases and only departments that are phased in will be able to do business in SAP Business Network applications in 1GX. It may be many months before a specific department is ready to transact with its suppliers in 1GX.
- SAP Business Network includes several applications including SAP Ariba and SAP Discovery and was previously known as SAP Ariba Network before May 21, 2021. Click [here](#) for how to get started and set up your SAP Business Network account and the new Portal and Dashboard for suppliers.

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