



# Quick Registration Guide for Suppliers

View a video version of this [SAP Ariba Discovery Quick Registration Guide](#).

1GX (One Government eXperience) is the Government of Alberta's modern solution to manage business functions across government. SAP Ariba (Ariba) applications support procurement with one login to access Ariba Discovery for competitive opportunities or sourcing events, and Ariba Network to manage orders and payment. Use of Ariba Network requires a new or existing business relationship (contract) with the Government of Alberta. There is no cost for suppliers to do business with the Government of Alberta in either Ariba Discovery or Ariba Network.

## Just 3 quick steps to register



## Confirm if you already have an Ariba account

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

### Found an existing account?

- A **pop-up box** will appear if an account already exists. **Click** on the **X** to close the box.
- We recommend you **set up a new account** specifically for Government of Alberta business.
- Proceed to the next step or contact [ari.ba/supplierquestions](http://ari.ba/supplierquestions) for assistance.



Visit [ari.ba/supplierquestions](http://ari.ba/supplierquestions) to obtain technical support and assistance with passwords and technical issues. For all other support, contact [1GXSupplierHelp@gov.ab.ca](mailto:1GXSupplierHelp@gov.ab.ca).

## Create a new Ariba 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](http://alberta.ca/1GX) or email [1GXSupplierHelp@gov.ab.ca](mailto: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 Ariba 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 ⊕

Commercial or industrial construction ✓

Bridge construction ⊕

Highway or road paving or surfacing ⊕

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.

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## 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 in Ariba (no account, subscription, transaction or document fees, regardless of volume of business).*

## Complete your Registration

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

1. **Open the email** from Ariba
2. **Select *Click here*** to activate your Ariba account

## Congratulations!

You are now registered in Ariba 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 Ariba 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 Ariba Network account (see the tab for Ariba Network at the top of the dashboard page once you are logged in). A [Quick Start Guide](#) is available to assist you. We recommend you set up a separate account for the Government of Alberta. There is no cost to set up an account and do business with the Government of Alberta in 1GX and 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 Ariba applications in 1GX. It may be several months before a specific department is ready to transact with its suppliers in 1GX.

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