1GX
Quick Start for Suppliers

Welcome to 1GX

Meet 1GX (One Government eXperience), the Government of Alberta's modern solution that supports many business functions across government and uses the SAP Business Network and SAP Ariba applications for e-procurement. 1GX will create one experience when you supply goods, services or construction to government, regardless of whether you do business with one department, multiple departments or the entire Government of Alberta.

Easier, faster and more cost-effective

No matter how big or small your business, 1GX makes full use of automation as a quick and easy way to bid, fulfill orders, create invoices, receive payment, and more! Plus, you'll be able to see where your payment is in the process, online anytime – and better yet, you'll receive payments faster.

No cost to suppliers

Normally, you would have to pay fees to use an online procurement platform like SAP Ariba, but when you do business with the Government of Alberta in 1GX, you pay nothing (no account, subscription, transaction or document fees, regardless of the volume of business you transact with us).

Account set-up is as easy as 1-2-3

If you're new to SAP Business Network, Standard Account set up is three easy steps, and you can upgrade to an enterprise account at any time to enjoy more features, also at no cost and no fees.

1   Click "Process Order" in Purchase Order email
Sent to you by the Government of Alberta for new and existing contracts

2   Create login and company profile to join SAP Business Network
Enter basic details about your company to create a profile

3   Select notifications
Set up how you prefer to be notified

Step 1: Click "Process Order" to join SAP Business Network

1. **Open** interactive email **Purchase Order** from the Government of Alberta
2. **Click** on the **Process Order** button
3. Do one of two things:
   - Already have an account, **click Log In.**
   - No account, **click Sign Up**.

Already have an existing SAP Business Network standard account? You can add the Government of Alberta to that account. Need help? Contact ari.ba/supplierquestions.

Step 2: Set up a standard account

1. **Review** your **Company information**
2. **Enter** your **User account information**
3. **Accept Terms of Use** and click **Register**

TIP: Skip the optional VAT ID/Tax ID, Remittance Address and Currency sections when setting up your Government of Alberta SAP Business Network account.

Step 3: Set up email notices

You can specify which email notifications you receive and where they are sent by selecting email notification preferences.

1. In the **Company Settings** menu, select **Notifications**
2. **Select Network Notifications**, or you may switch to the Network tab when in Notifications
3. **Enter up to three email addresses** for each notification type – separate each by a comma with NO spaces

See the Standard Account Guide for detailed instructions and screen shots to assist you in getting started in SAP Business Network, available in the Supplier Information Portal.

Congratulations!

You are ready to transact with the Government of Alberta in 1GX in SAP Business Network and SAP Ariba. You are now able to receive and track orders, create invoices and receive payments at no cost to suppliers. You may also view where you are in the process at anytime from anywhere.

For technical issues, password reset and assistance in setting up your account, please contact SAP Ariba at ari.ba/supplierquestions.