



CITY OF HOUSTON
Strategic Procurement Division
611 Walker Street, 5th Floor | Houston, TX 77002

Topic: Acceptance of Trading Relationship Request from the City of Houston

Dear Valued Suppliers,

The City of Houston has implemented an enhanced procurement process to streamline how suppliers receive purchase orders and submit invoices through the Ariba Business Network.

Our records indicate that, as of today, **your organization has not yet accepted the Trading Relationship Request (TRR)** that was sent to the email address associated with your Ariba Business Network account. This step has to be completed on your end before we can route purchase orders or process invoices through Ariba. We will resend the TRR in the next 3 business days. To avoid any disruption to future purchase order delivery and invoice processing, please review and accept the TRR **no later than the close of business (5:00 p.m. CST) on Friday, August 14, 2026. After this date, your account will be temporarily put on hold, and it may delay processing of your invoice and payment.**

Please note that suppliers with **Enterprise Accounts are subject to SAP Ariba's applicable subscription and transaction fees in accordance with their agreement with SAP Ariba.** You may choose a standard account to accept the TRR.

If you have not received the TRR, if this email should be sent to a different email address, or if you require assistance with this step, please contact the City's Supplier Enablement Desk at: SupplierEnablement@houstontx.gov

Thank you for your prompt attention to this matter.

City of Houston

Supplier Management Team