SOSA App Instructions

1.- Go to the SOSA App page

https://buyandsell.gc.ca/applications/standing-offers-and-supply-arrangements-application-SOSA-App

2.- Login with your myKEY

3.- Go to My Agreements

Government of Canada (GC) employees who access SOSA App on a GC network will view all agreements; a Canadian Collaborative Procurement Initiative (CCPI) user who accesses SOSA App using a GCkey will view only those agreements that were onboarded to that particular organization.

Start your search by using the Keyword search field. To search for a specific commodity you must enter the commodity name, a [Goods and Services Identification Number (GSIN)](#) or [United Nations Standard Products and Services Code (UNSPSC)](#) directly into the keyword search. The search function only returns keywords that exist within the agreement details page, meaning that you are more likely to get results when searching for a specific term (Such as a GSIN or UNSPSC).

If necessary, narrow the results further by using some filters on the right-hand side of the screen. Multiple filters can be applied concurrently, so that only agreements meeting all requirements will be displayed. Mutually exclusive filters or filters that cannot produce results are unavailable.

You can see a list of the applied filters displayed over the results. Filters can be individually removed by clicking the X to their right (see small red arrow), or you can remove all filters at once by clicking the Reset filters button (see large red arrow on the right).

Choosing a province as a region of delivery will automatically select Canada , as agreements marked Canada are available in all provinces.

Choosing a department, agency or Crown Corporation will also display all National Master Standing Offers (NMSO), Regional Master Standing Offers (RMSO) and Departmental Individual Standing Offers (DISO) that belong to Public Services and Procurement Canada (PSPC) since PSPC procures on behalf of other government departments.