EXPO 2020 DUBAI
UNITED ARAB EMIRATES

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Dear Valued Supplier,

Welcome to the EXPO 2020 eSourcing Portal user guide.

This document will guide you through the registration process in a step-by-step approach.

Once you have completed the registration process you will be granted access to the EXPO 2020 eSourcing Portal and will be able to start participating in relevant tender opportunities.

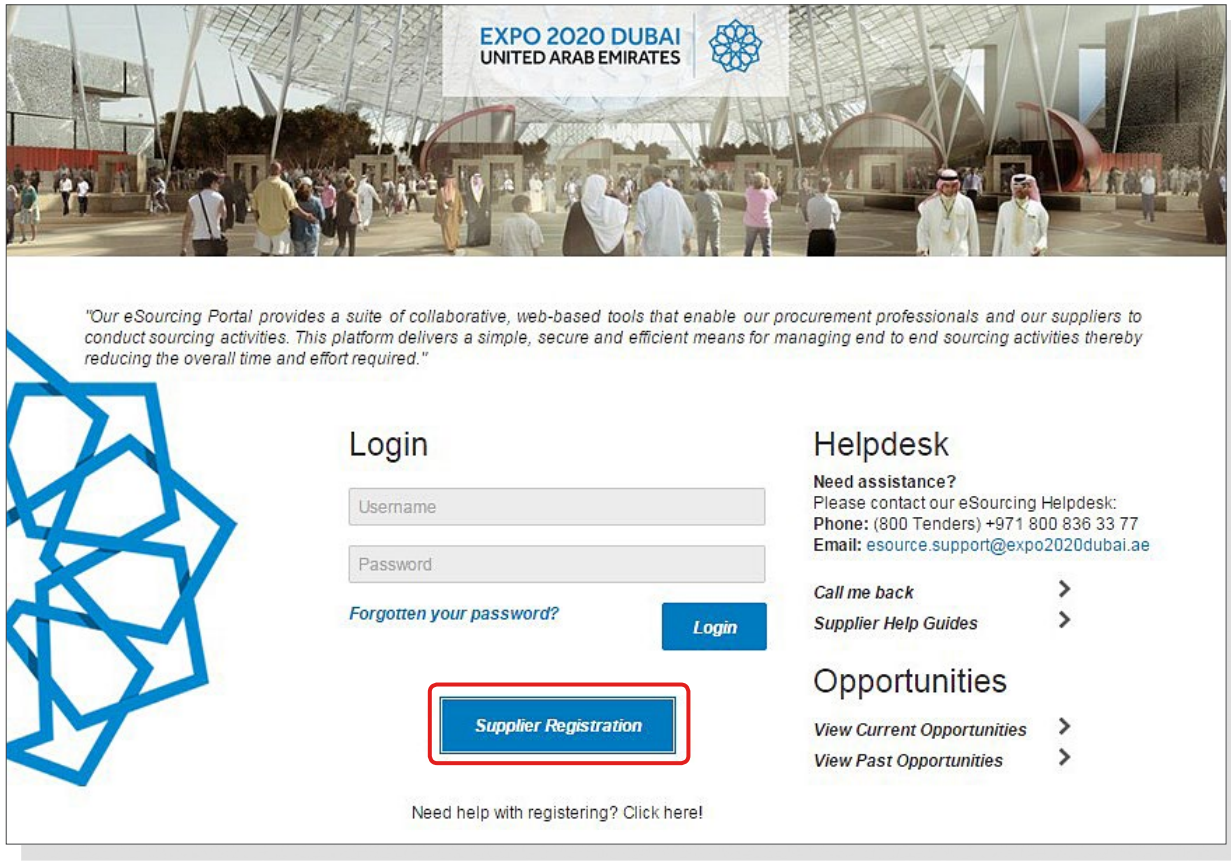
If you are facing difficulties at any time during the registration process you can contact our helpdesk.

Email: esource.support@expo2020dubai.ae
Telephone: +971 800 8363377 (800 Tenders)

The helpdesk operates Sundays to Thursdays 8:00am – 5:00pm (GMT + 4:00) Abu Dhabi, Muscat.

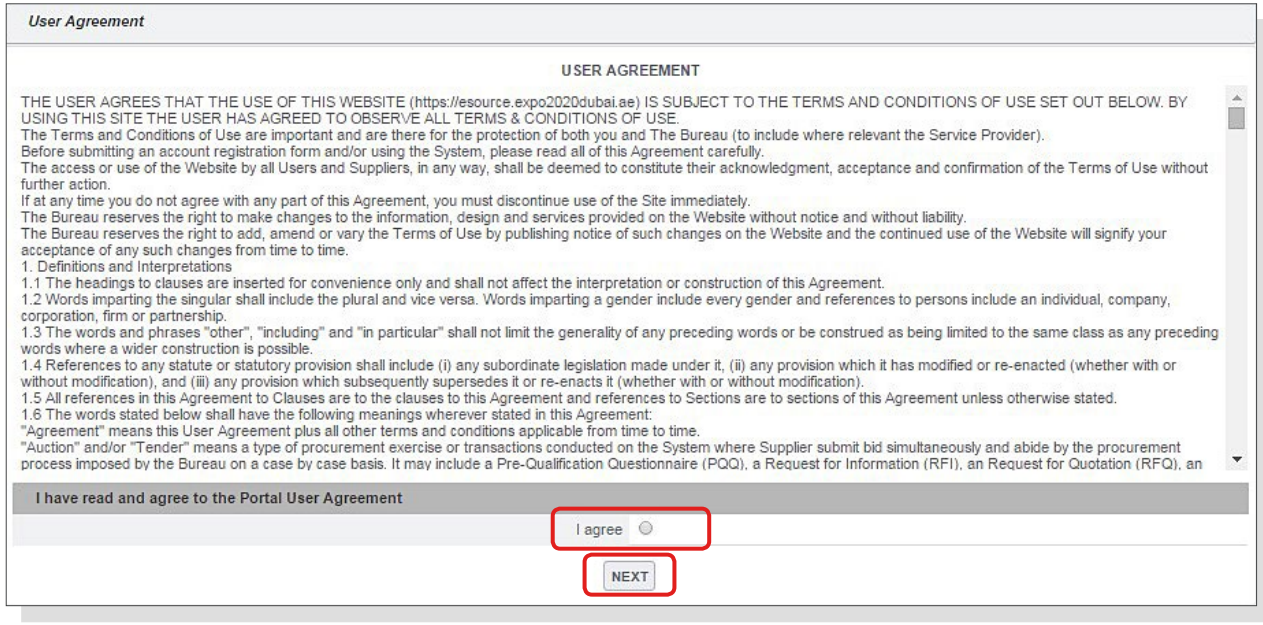
Sincerely,

EXPO 2020 HO Procurement



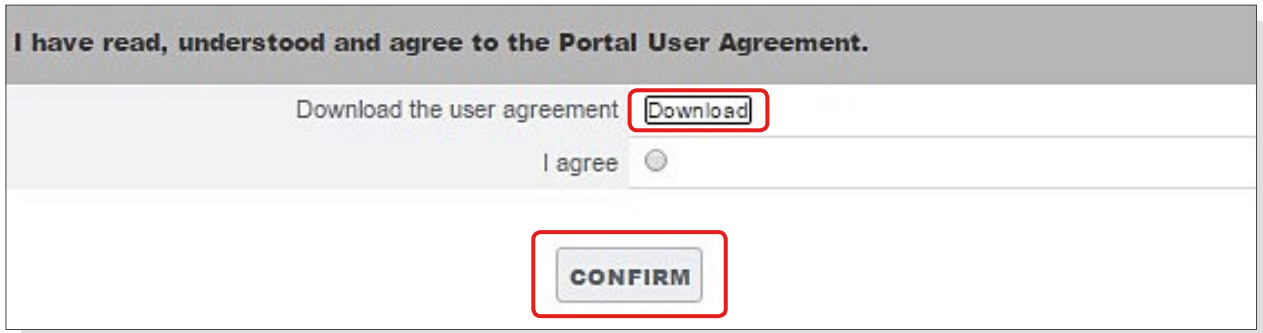
Step 1:

Visit **https://esource.expo2020dubai.ae** and click on **Supplier Registration**.



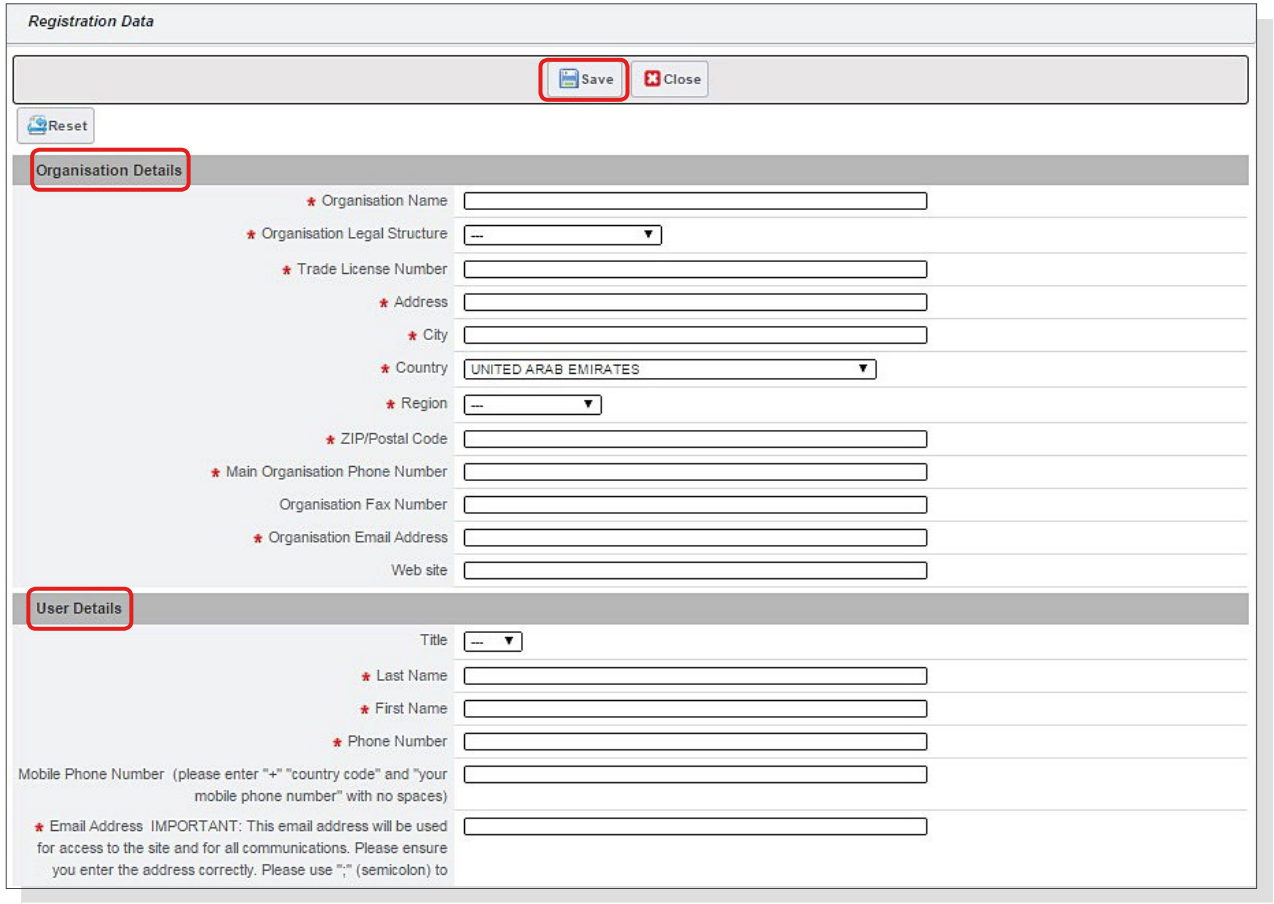
Step 2:

A new browser window detailing the EXPO 2020 User Agreement will open up. Review the EXPO 2020 User Agreement carefully. If you agree to the User Agreement and wish to continue to register as a supplier, tick the **I agree** box and click **Next**.



Step 3:

Once you have clicked on **Next** you will be asked to download the User Agreement for your record. Once you have downloaded the document please click **Confirm**.



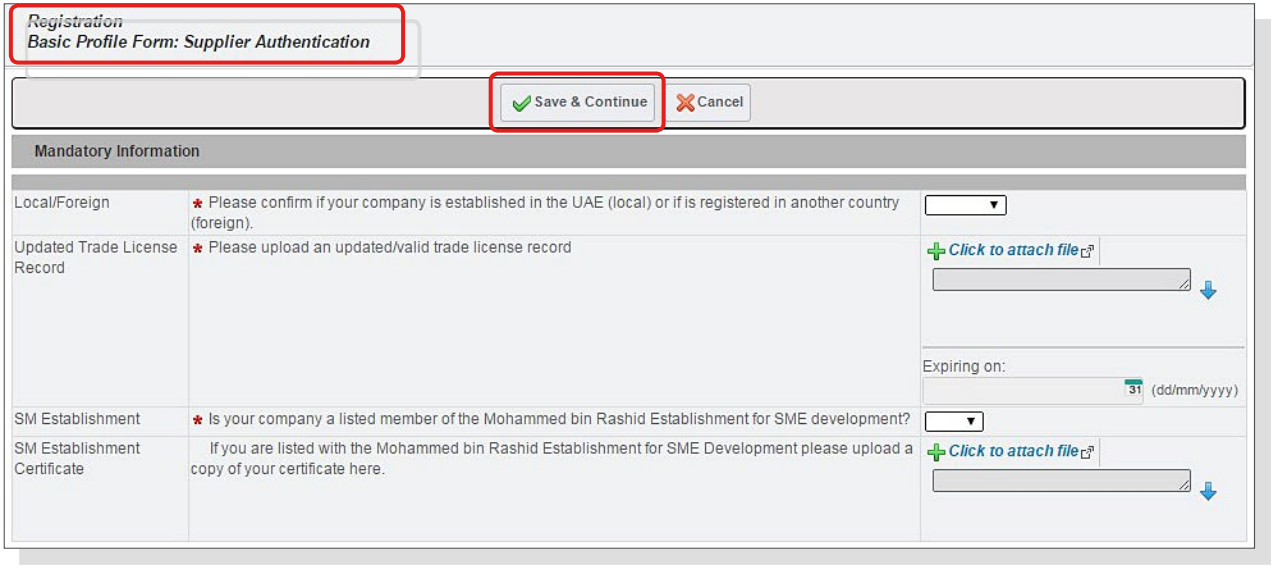
Step 4:

You will be required to complete the supplier registration form.

The accuracy of this information is critical and will be reviewed by EXPO 2020 so it is important that the information provided is accurate and up to date.

Fields that are marked with a red asterisk (*) are mandatory and must be completed.

When you have filled the required data fields, click on the **Save** button at the top of the page.

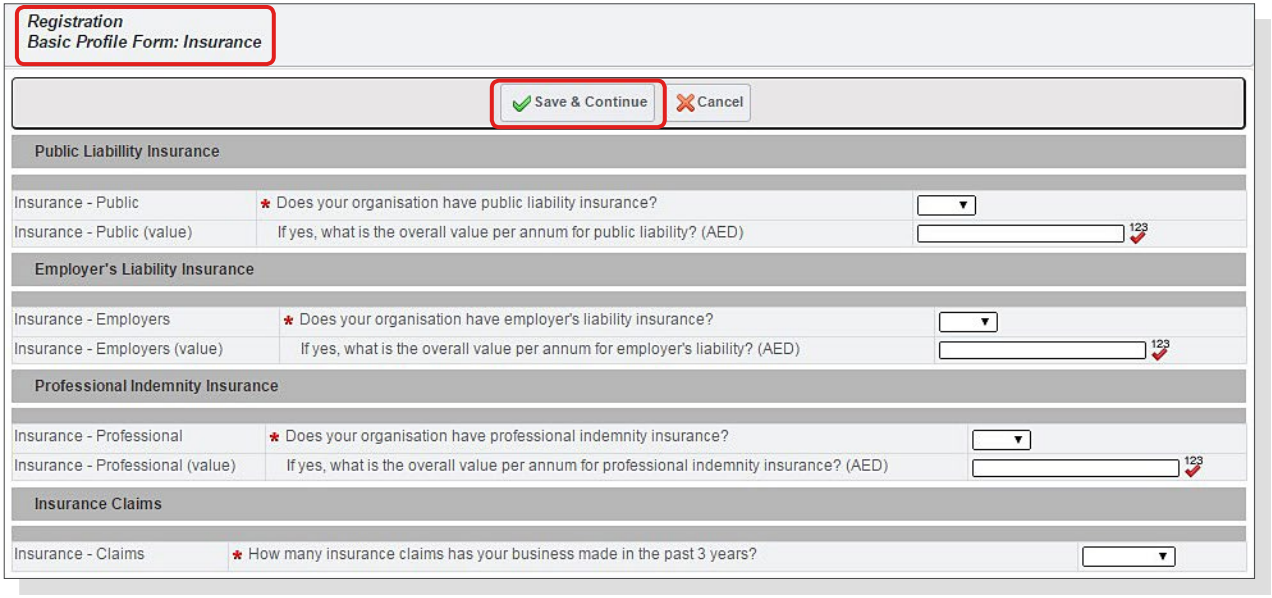


Step 5:

Now that you have completed & saved the Supplier Registration page, you will be directed to the form: **'Supplier Authentication'**.

Answer all of the questions accurately.
Questions that are marked with a red asterisk (*) are mandatory.

When you have answered all of the questions, click on the **Save & Continue** button at the top of the page to proceed with the Registration.

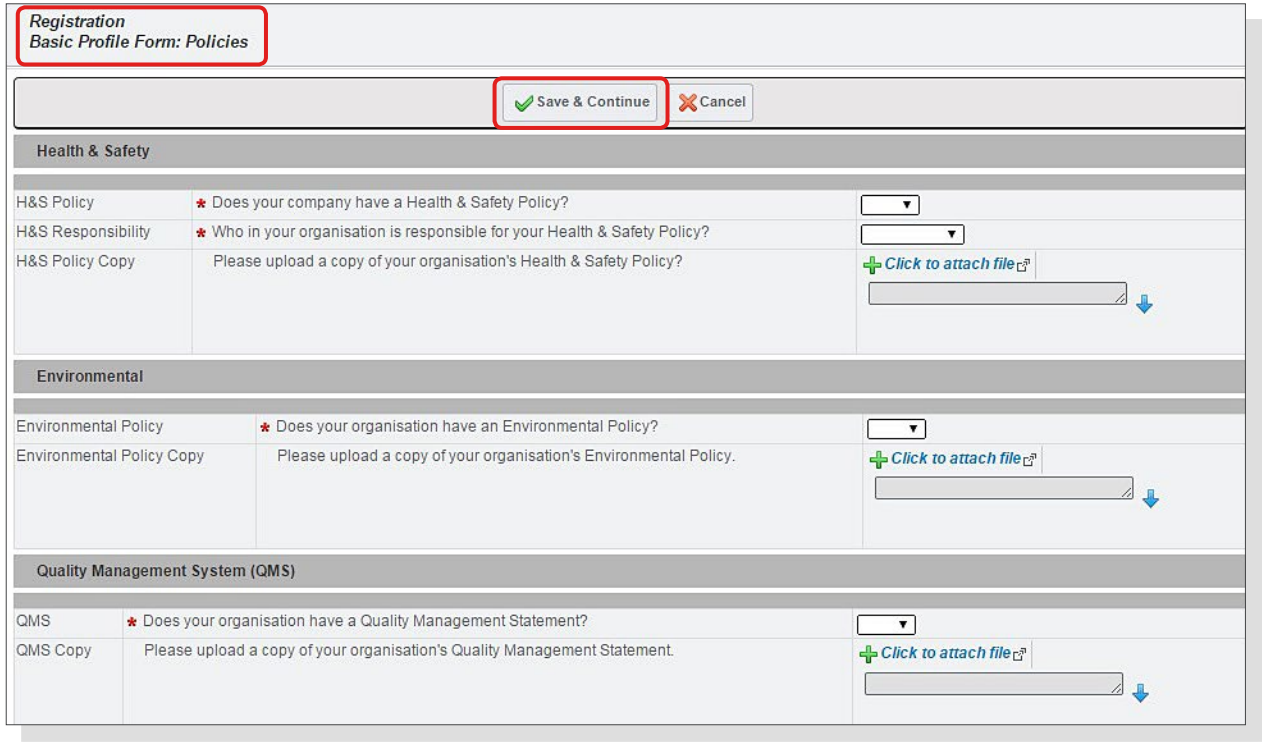


Step 6:

Now that you have completed & saved the form: **'Supplier Authentication'** you will be directed to the form: **'Insurance'**.

Answer all of the questions accurately.
Questions that are marked with a red asterisk (*) are mandatory.

When you have answered all of the questions, click on the **Save & Continue** button at the top of the page to proceed with the Registration.

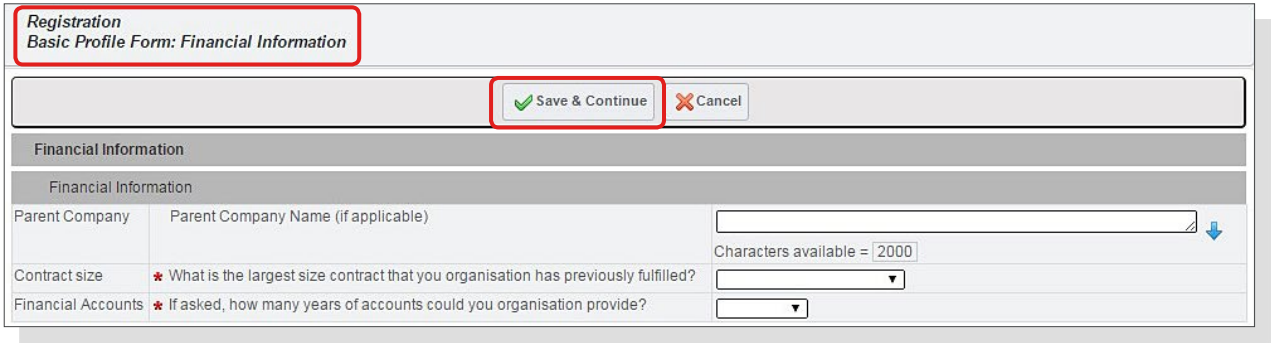


Step 7:

Now that you have completed & saved the form: **'Insurance'** you will be directed to the form: **'Policies'**.

Answer all of the questions accurately.
Questions that are marked with a red asterisk (*) are mandatory.

When you have answered all of the questions, click on the **Save & Continue** button at the top of the page to proceed with the Registration.

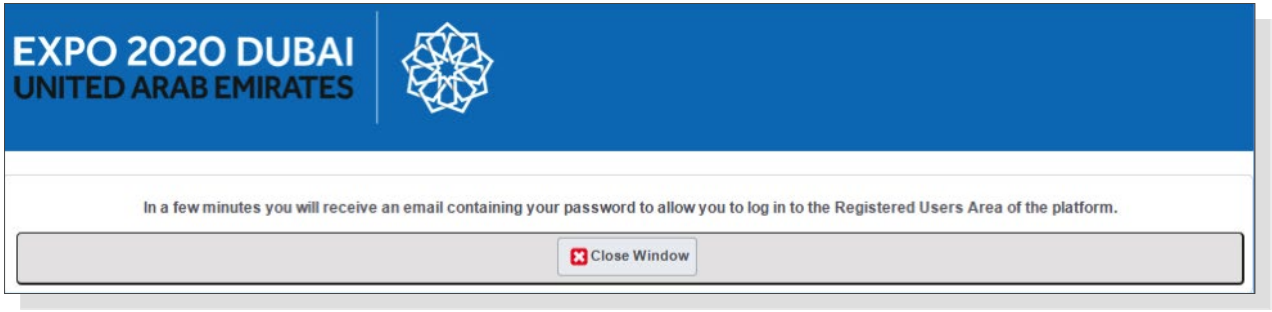


Step 8:

Now that you have completed & saved the form: **'Policies'** you will be finally directed to the form: **'Financial Information'**.

Answer all of the questions accurately.
Questions that are marked with a red asterisk (*) are mandatory.

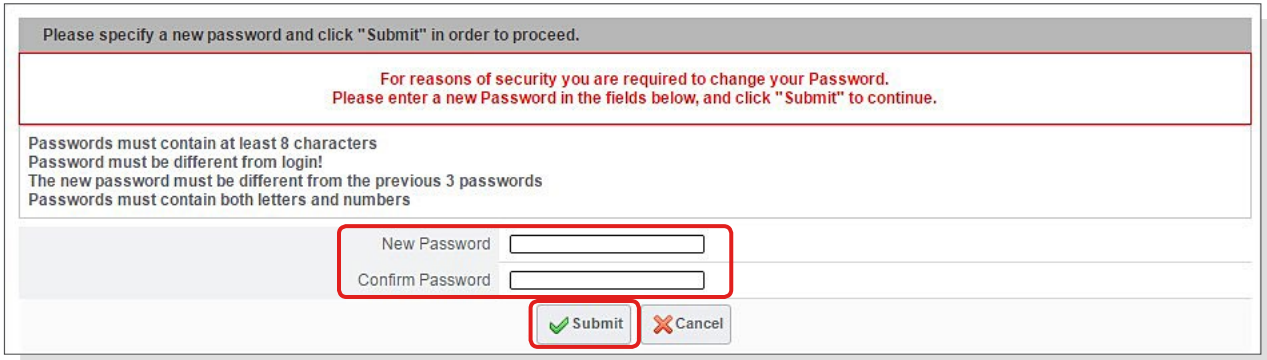
When you have answered all of the questions, click on the **Save & Continue** button at the top of the page to proceed with the Registration.



Step 9:

Congratulations, you have just successfully registered as a supplier on the EXPO 2020 Portal.

A message confirming your successful registration will be displayed and an email with your temporary password will be issued to the registered email address.

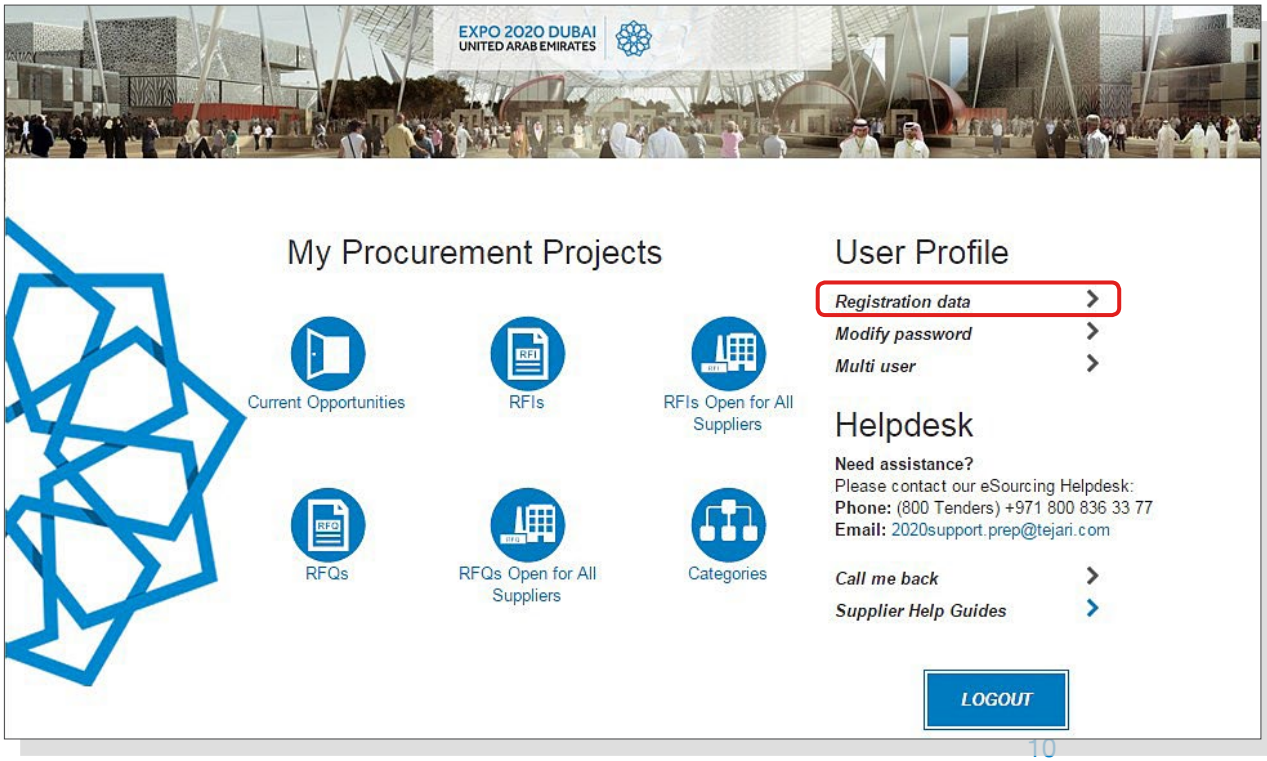


Step 10:

Go to your registered email address to retrieve the temporary password which has just been emailed to you. Navigate back to the portal (**https://esource.expo2020dubai.ae**) and use the username you created during registration and the temporary password to gain access to the portal.

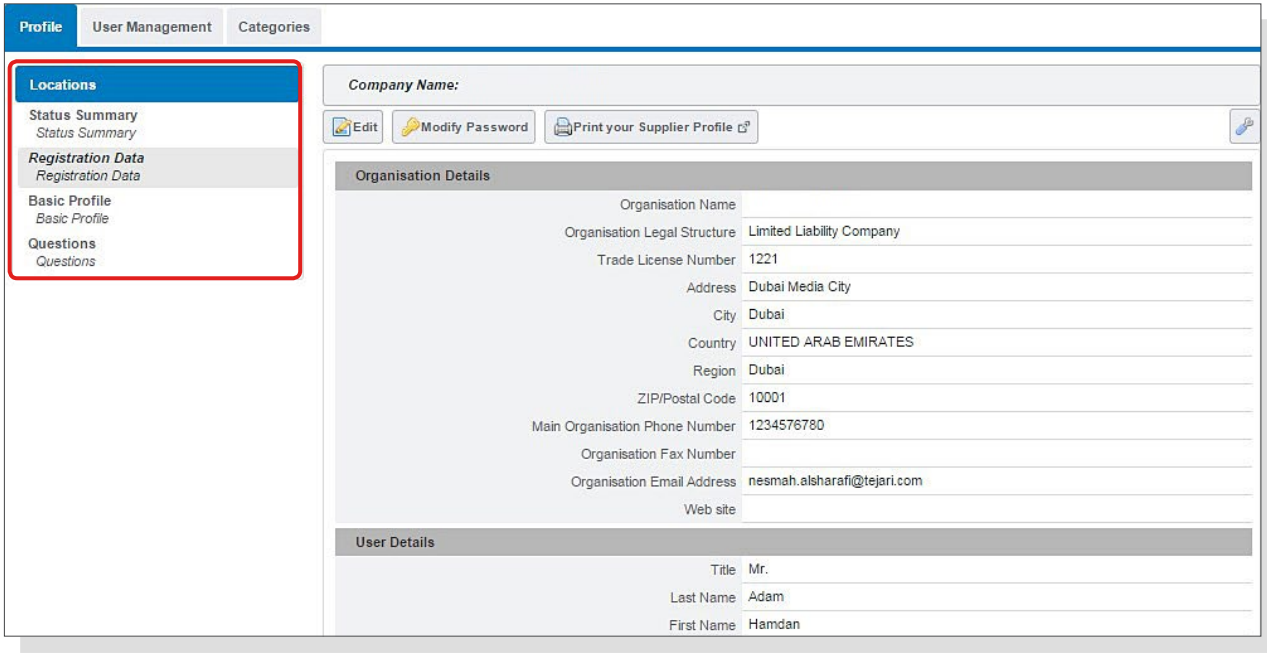
Step 11:

When you login to the portal for the first time you will be asked to change your password.



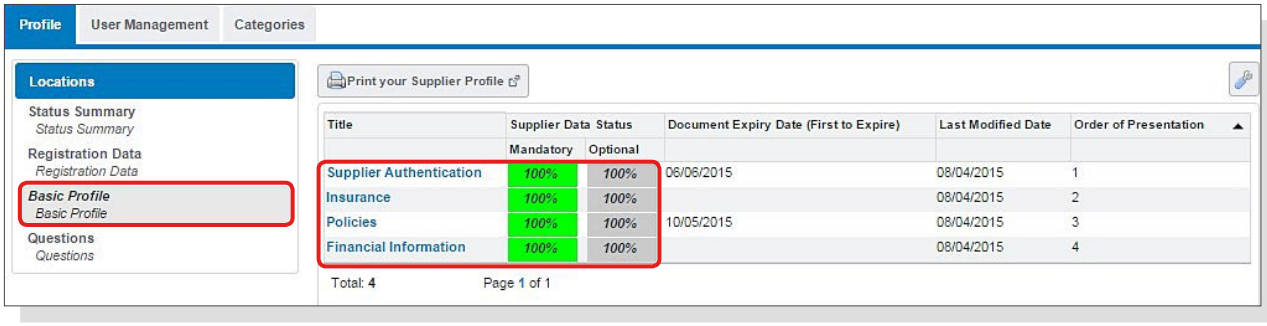
Step 12:

To amend information provided during registration click on **Registration Data** under the **User Profile** menu.



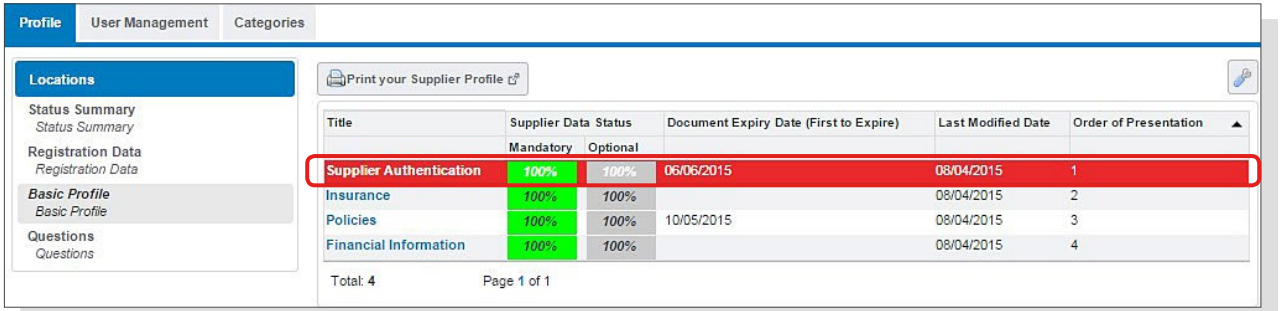
Step 13:

You will be taken to your Registration Page. On the left-hand side panel you will see the Locations tab, click on **Basic Profile**.



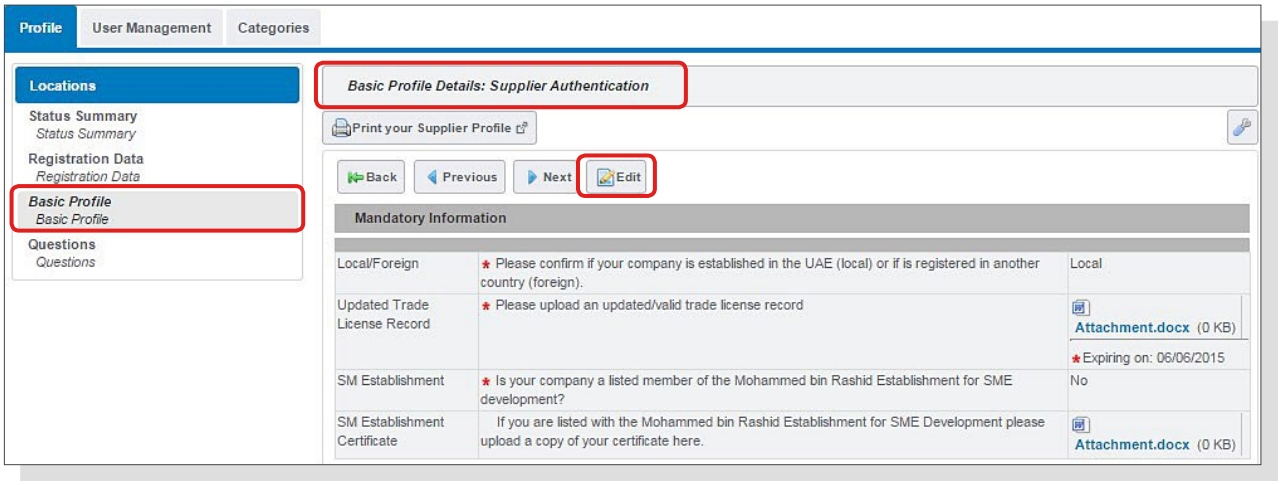
Step 14:

Once you have clicked on the **Basic Profile** tab, you will be able to view the different registration forms that have been completed in the initial registration process.



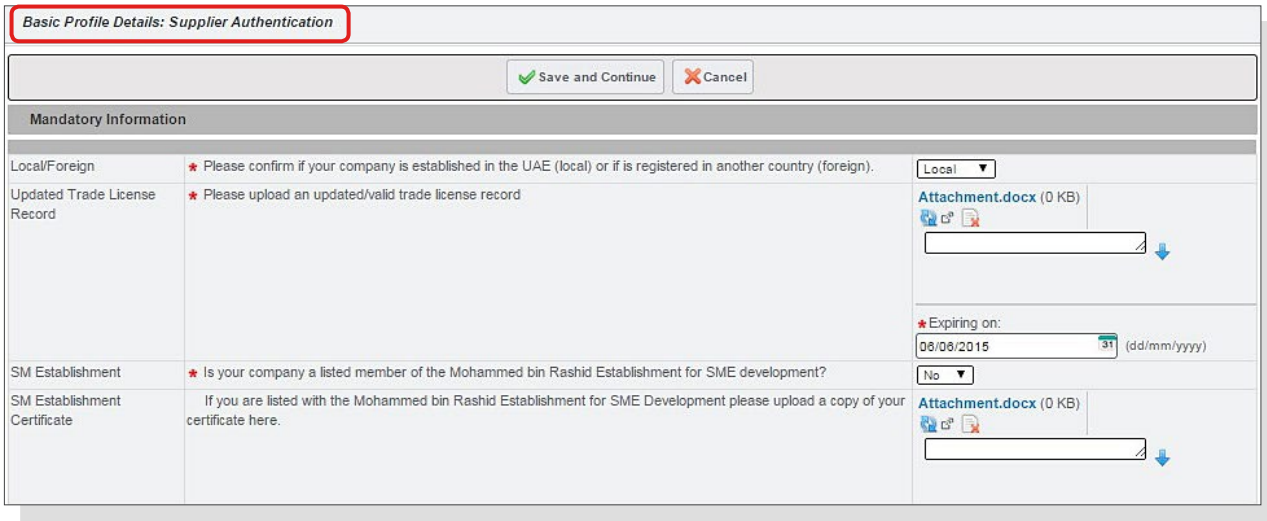
Step 15:

If you wish to edit and update your registration forms, you need to click on the form you wish to update.



Step 16:

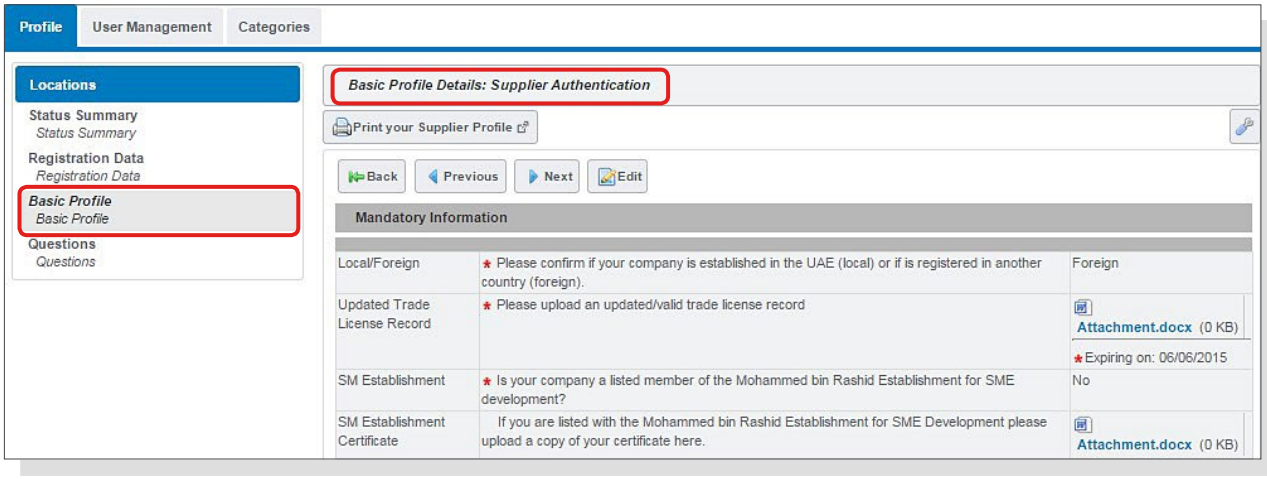
Once you have clicked on the form you wish to update, you need to click on the **'Edit'** icon to edit or update your answers to the listed questions.



Step 17:

Now that you are in the edit mode, you need to answer all of the questions accurately.

Questions that are marked with a red asterisk (*) are mandatory. When you have answered all of the questions, click on the **'Save'** button at the top of the page.



Step 18:

You will be taken back to the summary of the first page so you can review your responses. If you want to further edit your responses, click on **'Edit'** again.

Congratulations, you have now updated your Company Profile on the EXPO 2020 eSourcing Portal.

You may need to update the information in your profile from time to time to ensure your company records are always up to date.

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For further assistance please contact the
EXPO 2020 eSourcing Helpdesk

Phone: (800 Tenders) +971 800 836 33 77
Email: esource.support@expo2020dubai.ae

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