



Registering as a Supplier



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



EXPO 2020 DUBAI
UNITED ARAB EMIRATES

"Our eSourcing Portal provides a suite of collaborative, web-based tools that enable our procurement professionals and our suppliers to conduct sourcing activities. This platform delivers a simple, secure and efficient means for managing end to end sourcing activities thereby reducing the overall time and effort required."

Login

[Forgotten your password?](#)

[Login](#)

[Supplier Registration](#)

Helpdesk

Need assistance?
Please contact our eSourcing Helpdesk:
Phone: (800 Tenders) +971 800 836 33 77
Email: esource.support@expo2020dubai.ae

[Call me back](#) >

[Supplier Help Guides](#) >

Opportunities

[View Current Opportunities](#) >

[View Past Opportunities](#) >

Need help with registering? Click here!

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**.

User Agreement

USER AGREEMENT

THE USER AGREES THAT THE USE OF THIS WEBSITE (<https://esource.expo2020dubai.ae>) IS SUBJECT TO THE TERMS AND CONDITIONS OF USE SET OUT BELOW. BY USING THIS SITE THE USER HAS AGREED TO OBSERVE ALL TERMS & CONDITIONS OF USE.

The Terms and Conditions of Use are important and are there for the protection of both you and The Bureau (to include where relevant the Service Provider). Before submitting an account registration form and/or using the System, please read all of this Agreement carefully.

The access or use of the Website by all Users and Suppliers, in any way, shall be deemed to constitute their acknowledgment, acceptance and confirmation of the Terms of Use without further action.

If at any time you do not agree with any part of this Agreement, you must discontinue use of the Site immediately.

The Bureau reserves the right to make changes to the information, design and services provided on the Website without notice and without liability.

The Bureau reserves the right to add, amend or vary the Terms of Use by publishing notice of such changes on the Website and the continued use of the Website will signify your acceptance of any such changes from time to time.

1. Definitions and Interpretations

1.1 The headings to clauses are inserted for convenience only and shall not affect the interpretation or construction of this Agreement.

1.2 Words imparting the singular shall include the plural and vice versa. Words imparting a gender include every gender and references to persons include an individual, company, corporation, firm or partnership.

1.3 The words and phrases "other", "including" and "in particular" shall not limit the generality of any preceding words or be construed as being limited to the same class as any preceding words where a wider construction is possible.

1.4 References to any statute or statutory provision shall include (i) any subordinate legislation made under it, (ii) any provision which it has modified or re-enacted (whether with or without modification), and (iii) any provision which subsequently supersedes it or re-enacts it (whether with or without modification).

1.5 All references in this Agreement to Clauses are to the clauses to this Agreement and references to Sections are to sections of this Agreement unless otherwise stated.

1.6 The words stated below shall have the following meanings wherever stated in this Agreement:

"Agreement" means this User Agreement plus all other terms and conditions applicable from time to time.

"Auction" and/or "Tender" means a type of procurement exercise or transactions conducted on the System where Supplier submit bid simultaneously and abide by the procurement process imposed by the Bureau on a case by case basis. It may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Request for Quotation (RFQ), an

I have read and agree to the Portal User Agreement

☒ I agree

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**.

I have read, understood and agree to the Portal User Agreement.

Download the user agreement **Download**

☒ I agree

CONFIRM



Registration Data

Save
Close

Reset

Organisation Details

* Organisation Name

* Organisation Legal Structure

--

* Trade License Number

* Address

* City

* Country

UNITED ARAB EMIRATES

* Region

--

* ZIP/Postal Code

* Main Organisation Phone Number

Organisation Fax Number

* Organisation Email Address

Web site

User Details

Title

--

* Last Name

* First Name

* Phone Number

Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)

* Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to

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.



Registration
Basic Profile Form: Supplier Authentication

Save & Continue
Cancel

Mandatory Information

Local/Foreign	* Please confirm if your company is established in the UAE (local) or if is registered in another country (foreign).	<div></div>
Updated Trade License Record	* Please upload an updated/valid trade license record	<div> + Click to attach file </div> <div></div> <div> Expiring on: 31 (dd/mm/yyyy) </div>
SM Establishment	* Is your company a listed member of the Mohammed bin Rashid Establishment for SME development?	<div></div>
SM Establishment Certificate	If you are listed with the Mohammed bin Rashid Establishment for SME Development please upload a copy of your certificate here.	<div> + Click to attach file </div> <div></div>

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.



Registration
Basic Profile Form: Insurance

Public Liability Insurance

Insurance - Public	* Does your organisation have public liability insurance?	<input type="text"/>
Insurance - Public (value)	If yes, what is the overall value per annum for public liability? (AED)	<input type="text"/> 123 ✓

Employer's Liability Insurance

Insurance - Employers	* Does your organisation have employer's liability insurance?	<input type="text"/>
Insurance - Employers (value)	If yes, what is the overall value per annum for employer's liability? (AED)	<input type="text"/> 123 ✓

Professional Indemnity Insurance

Insurance - Professional	* Does your organisation have professional indemnity insurance?	<input type="text"/>
Insurance - Professional (value)	If yes, what is the overall value per annum for professional indemnity insurance? (AED)	<input type="text"/> 123 ✓

Insurance Claims

Insurance - Claims	* How many insurance claims has your business made in the past 3 years?	<input type="text"/>
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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.



Registration
Basic Profile Form: Policies

Save & Continue
Cancel

Health & Safety

H&S Policy	* Does your company have a Health & Safety Policy?	▼
H&S Responsibility	* Who in your organisation is responsible for your Health & Safety Policy?	▼
H&S Policy Copy	Please upload a copy of your organisation's Health & Safety Policy?	+ Click to attach file <div> </div>

Environmental

Environmental Policy	* Does your organisation have an Environmental Policy?	▼
Environmental Policy Copy	Please upload a copy of your organisation's Environmental Policy.	+ Click to attach file <div> </div>

Quality Management System (QMS)

QMS	* Does your organisation have a Quality Management Statement?	▼
QMS Copy	Please upload a copy of your organisation's Quality Management Statement.	+ Click to attach file <div> </div>

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.



Registration
Basic Profile Form: Financial Information

Financial Information

Financial Information

Parent Company	Parent Company Name (if applicable)	<input type="text"/>
		Characters available = 2000
Contract size	* What is the largest size contract that you organisation has previously fulfilled?	<input type="text"/>
Financial Accounts	* If asked, how many years of accounts could you organisation provide?	<input type="text"/>

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.

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In a few minutes you will receive an email containing your password to allow you to log in to the Registered Users Area of the platform.

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.



Please specify a new password and click "Submit" in order to proceed.

**For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.**

Passwords must contain at least 8 characters
Password must be different from login!
The new password must be different from the previous 3 passwords
Password must contain both letters and numbers

New Password

Confirm Password

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.




My Procurement Projects




Current Opportunities




RFIs




RFIs Open for All Suppliers



RFQs



RFQs Open for All Suppliers



Categories

User Profile

Registration data >

Modify password >

Multi user >

Helpdesk

Need assistance?
Please contact our eSourcing Helpdesk:
Phone: (800 Tenders) +971 800 836 33 77
Email: 2020support.prep@tejari.com

Call me back >

Supplier Help Guides >

[LOGOUT](#)



Profile User Management Categories

Locations

Status Summary
Status Summary

Registration Data
Registration Data

Basic Profile
Basic Profile

Questions
Questions

Company Name:

Edit Modify Password Print your Supplier Profile

Organisation Details

Organisation Name

Organisation Legal Structure Limited Liability Company

Trade License Number 1221

Address Dubai Media City

City Dubai

Country UNITED ARAB EMIRATES

Region Dubai

ZIP/Postal Code 10001

Main Organisation Phone Number 123456780

Organisation Fax Number

Organisation Email Address nesmah.alsharafi@tejari.com

Web site

User Details

Title Mr.

Last Name Adam

First Name Hamdan

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**.

Profile User Management Categories

Locations

Status Summary
Status Summary

Registration Data
Registration Data

Basic Profile
Basic Profile

Questions
Questions

Print your Supplier Profile

Title	Supplier Data	Status	Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
	Mandatory	Optional			
Supplier Authentication	100%	100%	06/06/2015	08/04/2015	1
Insurance	100%	100%		08/04/2015	2
Policies	100%	100%	10/05/2015	08/04/2015	3
Financial Information	100%	100%		08/04/2015	4

Total: 4 Page 1 of 1

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.



Profile User Management Categories

Locations

Status Summary
Status Summary

Registration Data
Registration Data

Basic Profile
Basic Profile

Questions
Questions

Print your Supplier Profile

Title	Supplier Data	Status	Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
	Mandatory	Optional			
Supplier Authentication	100%	100%	08/06/2015	08/04/2015	1
Insurance	100%	100%		08/04/2015	2
Policies	100%	100%	10/05/2015	08/04/2015	3
Financial Information	100%	100%		08/04/2015	4

Total: 4 Page 1 of 1

Step 15:

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

Profile User Management Categories

Locations

Status Summary
Status Summary

Registration Data
Registration Data

Basic Profile
Basic Profile

Questions
Questions

Basic Profile Details: Supplier Authentication

Print your Supplier Profile

Back Previous Next Edit

Mandatory Information

Local/Foreign	★ Please confirm if your company is established in the UAE (local) or if is registered in another country (foreign).	Local
Updated Trade License Record	★ Please upload an updated/valid trade license record	Attachment.docx (0 KB) ★ Expiring on: 06/06/2015
SM Establishment	★ Is your company a listed member of the Mohammed bin Rashid Establishment for SME development?	No
SM Establishment Certificate	If you are listed with the Mohammed bin Rashid Establishment for SME Development please upload a copy of your certificate here.	Attachment.docx (0 KB)

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.



Basic Profile Details: Supplier Authentication

[Save and Continue](#) [Cancel](#)

Mandatory Information

Local/Foreign	★ Please confirm if your company is established in the UAE (local) or if it is registered in another country (foreign).	Local
Updated Trade License Record	★ Please upload an updated/valid trade license record	Attachment.docx (0 KB) [Upload icon] [X] [Download icon]
SM Establishment	★ Is your company a listed member of the Mohammed bin Rashid Establishment for SME development?	No
SM Establishment Certificate	If you are listed with the Mohammed bin Rashid Establishment for SME Development please upload a copy of your certificate here.	Attachment.docx (0 KB) [Upload icon] [X] [Download icon]

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.

Profile | User Management | Categories

Locations

- Status Summary
- Registration Data
- Basic Profile**
- Questions

Basic Profile Details: Supplier Authentication

[Print your Supplier Profile](#)

[Back](#) [Previous](#) [Next](#) [Edit](#)

Mandatory Information

Local/Foreign	★ Please confirm if your company is established in the UAE (local) or if it is registered in another country (foreign).	Foreign
Updated Trade License Record	★ Please upload an updated/valid trade license record	Attachment.docx (0 KB) [Upload icon] [X] [Download icon]
SM Establishment	★ Is your company a listed member of the Mohammed bin Rashid Establishment for SME development?	No
SM Establishment Certificate	If you are listed with the Mohammed bin Rashid Establishment for SME Development please upload a copy of your certificate here.	Attachment.docx (0 KB) [Upload icon] [X] [Download icon]

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.



For further assistance please contact the
EXPO 2020 eSourcing Helpdesk

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