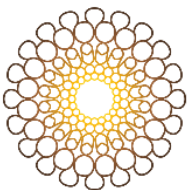


# Expo 2020 Dubai Ariba Guide for Supplier Registration

Registering as a new vendor with Expo 2020 Dubai



إكسبو 2020 EXPO 2020  
دبي، الإمارات العربية المتحدة  
DUBAI, UNITED ARAB EMIRATES

# Join the Expo 2020 Dubai supplier database

Complete online **Supplier Request** form



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# Complete Supplier Request form

## You'll be added to Expo's supplier database for future sourcing events

Click [here](#) to complete the Supplier Request form and join the Expo supplier database

Download & agree to our **Supplier Code of Conduct**

The screenshot shows the 'Supplier self-registration request form' for Expo 2020. It includes a section for the 'Supplier Code of Conduct' with a download link for a PDF file. Below this is a dropdown menu to 'Do you agree to the Supplier Code of Conduct?'. The 'Supplier Information' section contains fields for 'Company Name' (with a maximum length of 35 characters), 'Main Address' (with lines 1, 2, and 3), 'City', 'Postal Code', and 'Country'. There are also dropdown menus for 'Registration Type' (set to 'Company') and 'Do you have Proof of Company Registration?' (set to 'Yes'). At the bottom right, there is an 'Upload File' button for the 'Upload Company Registration Certificate'.

Supplier self-registration request form

Supplier Code of Conduct

Please download supplier "Code of Conduct" attached under reference. Read it carefully and provide your acceptance. You must agree to the Supplier Code of Conduct to register as a potential supplier of Expo 2020 Dubai.

708.28 kb Supplier\_Code\_of\_Conduct.pdf

Do you agree to the Supplier Code of Conduct? \*

Supplier Information

Company Name (Max Length 35 characters) \*

Company Name (Continued, Max Length 35 characters)

Main Address: \*

Street \*

Line 2

Line 3

City \*

Postal Code

Country \*

Registration Type \*

Do you have Proof of Company Registration? \*

Upload Company Registration Certificate \*

Upload File

Insert **Company Name** as per Trade License / Commercial Registration

Upload **Trade License / Commercial Registration** Certificate if available

# Complete Supplier Request form

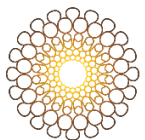
Be sure to select all business categories to match your company's offerings

Provide **primary Contact Details**.  
Additional contacts can be added later

Select any relevant **business category** you would be open to sourcing opportunities from Expo 2020 Dubai

The screenshot shows a 'Supplier Request form' with the following sections and fields:

- Supplier Contact Details**
  - Contact First Name \*
  - Contact Last Name \*
  - Contact Email \*
  - Contact Phone (Enter your Phone Number prefixed with your Country Dialing Code without any space or separator like (+,-), only numbers are allowed) \*
  - Contact Mobile Phone (Enter your Mobile Phone Number prefixed with your Country Dialing Code without any space or separator like (+,-), only numbers are allowed) \*
- Additional Information**
  - Category \* (with a search icon)
  - Is your company an SME? (Employees fewer than 250 and turnover less than 250 million) - Dropdown menu with 'No' selected.
- Business Categories** (A popup window showing a list of categories with checkboxes):
  - ☐ All Commodities
  - ☐ Events & Ceremonies
  - ☐ Legacy Projects
  - ☐ Manpower
  - ☒ Marketing & Communication
  - ☐ Operations
  - ☐ Overlay
  - ☐ AGENCY, ADVERTISING AND MEDIA BUYING
  - ☐ BRANDING & DESIGN SERVICES
  - ☐ CONCEPT DESIGN & CONTENT DEVELOPMENT
  - ☒ DIGITAL & SOCIAL MEDIA SERVICES
  - ☐ MARKET RESEARCH, STATISTICS & FORECASTING
  - ☐ PHOTOGRAPHY, VIDEOGRAPHY
- Buttons**
  - Submit (highlighted with a yellow box)
  - Cancel



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# Congratulations – you've now been added to our database

## Your company may be invited to participate in future sourcing events

Your request for registration as a supplier with Expo 2020 Dubai is complete.

The Expo 2020 Dubai - TEST supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at

Supplier self-registration request form

[Print](#)

Supplier Code of Conduct

Please download supplier "**Code of Conduct**" attached under reference. Read it carefully and provide your acceptance.  
You must agree to the Supplier Code of Conduct to register as a potential supplier of Expo 2020 Dubai.

 708.28 kb [Supplier\\_Code\\_of\\_Conduct....](#)

Do you agree to the Supplier Code of Conduct?

Yes

# Complete Supplier Registration on Award

Provide your company's banking information upon awarding of a  
sourcing event



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# Complete Supplier Registration by Invitation

## Provide all company and bank account information

Before you are awarded a Purchase Order or Contract by Expo 2020 Dubai, you will be invited to complete **Supplier Registration** via Ariba.

This includes submission of all required company information and your banking information.

You will need an **Ariba account** to transact with Expo 2020 Dubai throughout the procure-to-pay cycle

You will receive an invitation by email  
**Subject:** Invitation: Register to become a supplier with Expo 2020 Dubai

### Expo 2020 Dubai

#### Register as a supplier with Expo 2020 Dubai

Hello!

Expo 2020 Dubai invites you to register to become a supplier with Expo 2020 Dubai. Start by creating an account with Ariba Network. It's free.

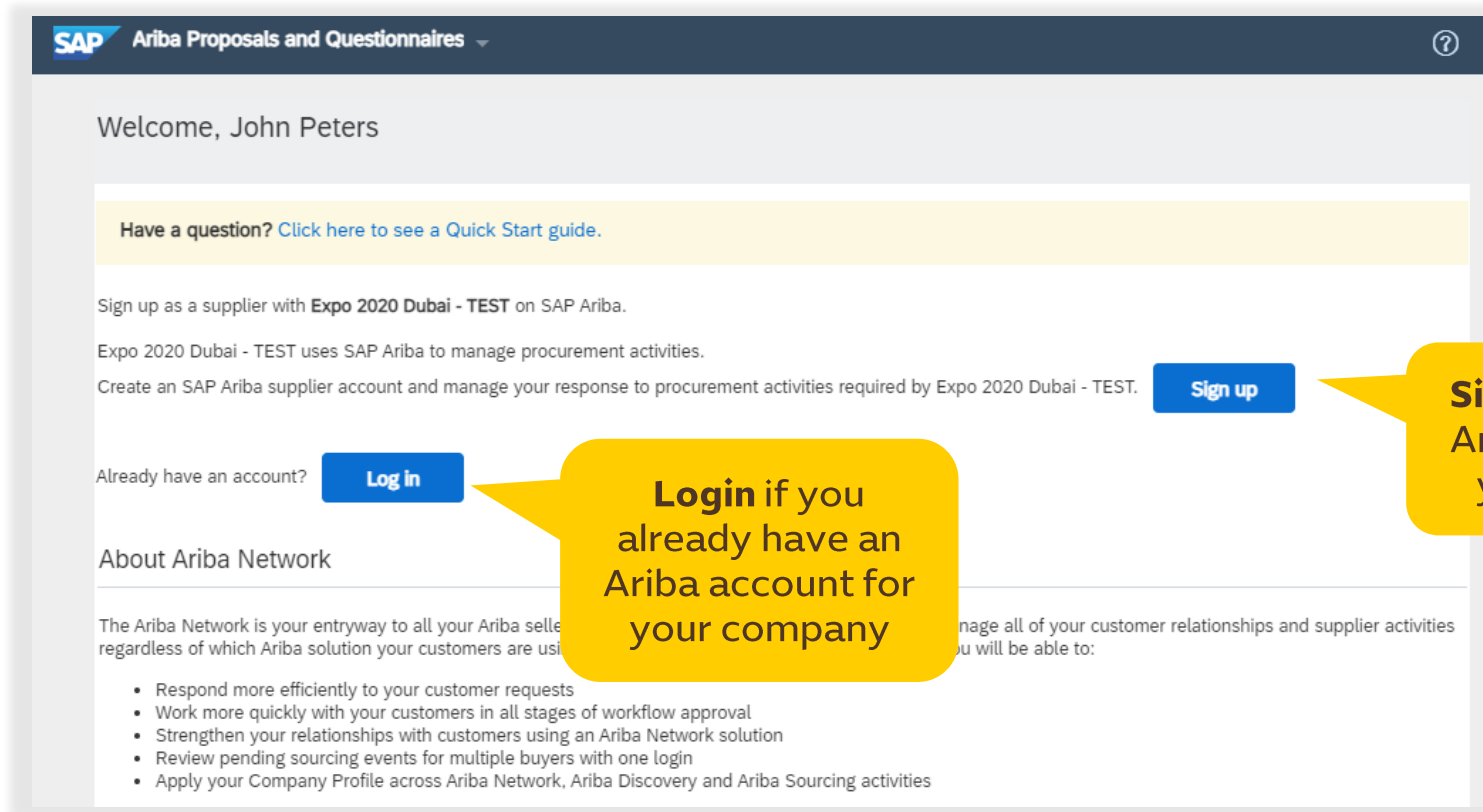
Expo 2020 Dubai uses Ariba Network to manage its sourcing and procurement. To transact with suppliers, you must create an account with Ariba Network. If Training Supplier Expo 100 already has an account with Ariba Network, sign in with your username and password.

**Click here to access Ariba**

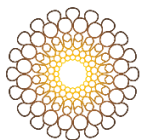
[Click Here](#) to create account now

# Login to your existing Ariba account

## If you don't have one, click Sign Up to complete account set up



Refer to Ariba  
Registration guide for  
account creation steps



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# Complete supplier registration questionnaire

## Please complete all mandatory fields and submit

Ariba Sourcing

Go back to Expo 2020 Dubai - TEST Dashboard

Company Settings John Peters

Desktop File Sync

Console Doc162836633 - External Questionnaire - Supplier Registration

Time remaining 29 days 23:25:12

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Supplier Information

1.1 Company Name \*

1.2 Company Name (Continued)

1.3 Company Name (Continued)

1.4 Company Name (Continued)

1.5 Type of Incorporation \*

Unspecified

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Questionnaire includes

- **Supplier Information** – provide your key company details
- **SME Details** – confirm your SME classification status
- **Contacts Details** – confirm your address and contact details
- **Ultimate Parent Company** – confirm details of parent company (if relevant)
- **Transaction Information** – email contacts for receiving POs
- **Bank Information** – input your company's bank account details for future payment
- **VAT / Tax Information** – provide your VAT details

# Complete supplier registration questionnaire

You can provide information for one or more Company bank accounts

The screenshot displays the 'Event Contents' sidebar on the left, listing sections from 'Supplier Information' to 'VAT or Tax Information'. The main form area shows sections 4.1 through 5.2, followed by section 6 'Bank Information'. A yellow callout bubble points to the 'Add Bank Information (0)' link in section 6. Below this, section 7 'VAT or Tax Information' is visible. A second yellow callout bubble points to the 'Add Bank Account Details' button in a modal window titled 'Bank Information (0)'. The modal window shows a table with a header 'Name ↑' and a button 'Add Bank Account Details' at the bottom.

Click to 'Add Bank Information'

Click to 'Add Bank Account Details'

# Complete supplier registration questionnaire

## Provide required Bank Account details

All Content > 6 Bank Information

### Bank Information (1)

Name ↑

▼ Bank Account Details #1

**Mandatory Fields** - Country | Name (Bank Name)| Account Holder Name | Bank Key/ABA F or IBAN (As Applicable for your account) | Account Number | SWIFT Code. Please download b document attached under 'References' and provide banking data accordingly.

**Non Mandatory Fields** - Bank Address

**Country Specific Fields** - Bank Control Key (Mandatory only for Japan)

**Conditional Fields** - Is your Bank Account number greater than 18 Digits | Enter Account Num (Remaining Digits here) [References](#) ▼

Reference Documents

Expo 2020 Banking Help Document.docx

Bank Key and Mandatory Fields.xlsx

Download all attachments

Country: (no value) ▼

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▼

Is your Bank Account number greater than 18 Digits \* No ▼

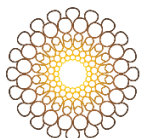
Please attach a **bank reference or bank statement** from the nominated bank account \*[Attach a file](#)

[Add an additional Bank Account Details](#)

Please carefully provide your complete Bank account details.

Attach a bank reference letter or bank statement for the bank account you're adding.

Follow on screen instructions & download bank help



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# Complete supplier registration questionnaire

## Submit your questionnaire

1 **Save** **Cancel**

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

Name ↑

▼ Bank Account Details #1

2 **Submit this response?**  
Click OK to submit.  
**OK** **Cancel**

Click 'Save' and then 'OK' to submit your questionnaire

3 **Pending Approval**

Console Doc162836633 - External Questionnaire - Supplier Registration

You have submitted a response to the questionnaire.

All Content

Name ↑

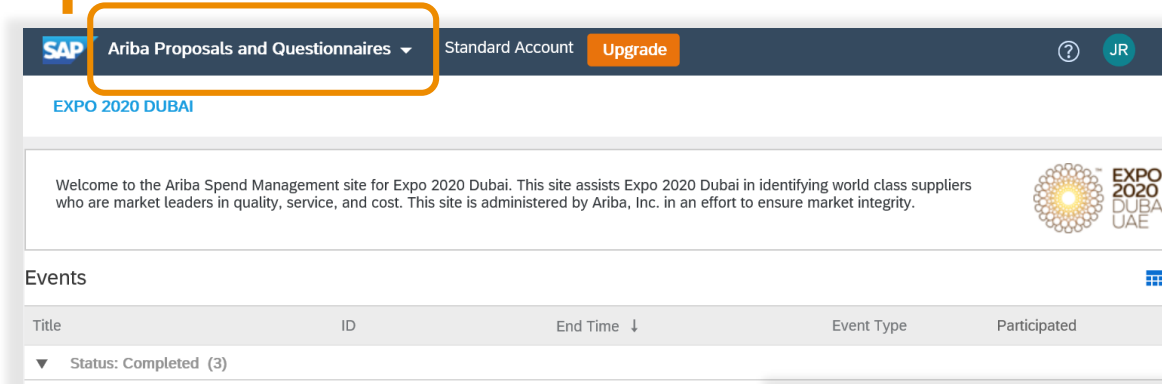
3.3	Mobile	8765656566
3.4	Website ((http://www.example.com or https://www.example.com))	
▼ 4	Ultimate Parent Company	
4.1	Do you have a Parent Company?	Yes
4.2	Please specify Parent Company Name	ABC Ltd
4.3	Total Number of Employees in Parent Company	3233
4.4	Annual Turnover of Parent Company	764532422
▼ 5	Transaction Information	

You will receive a notification of submission, and once approved

# Update your registration details

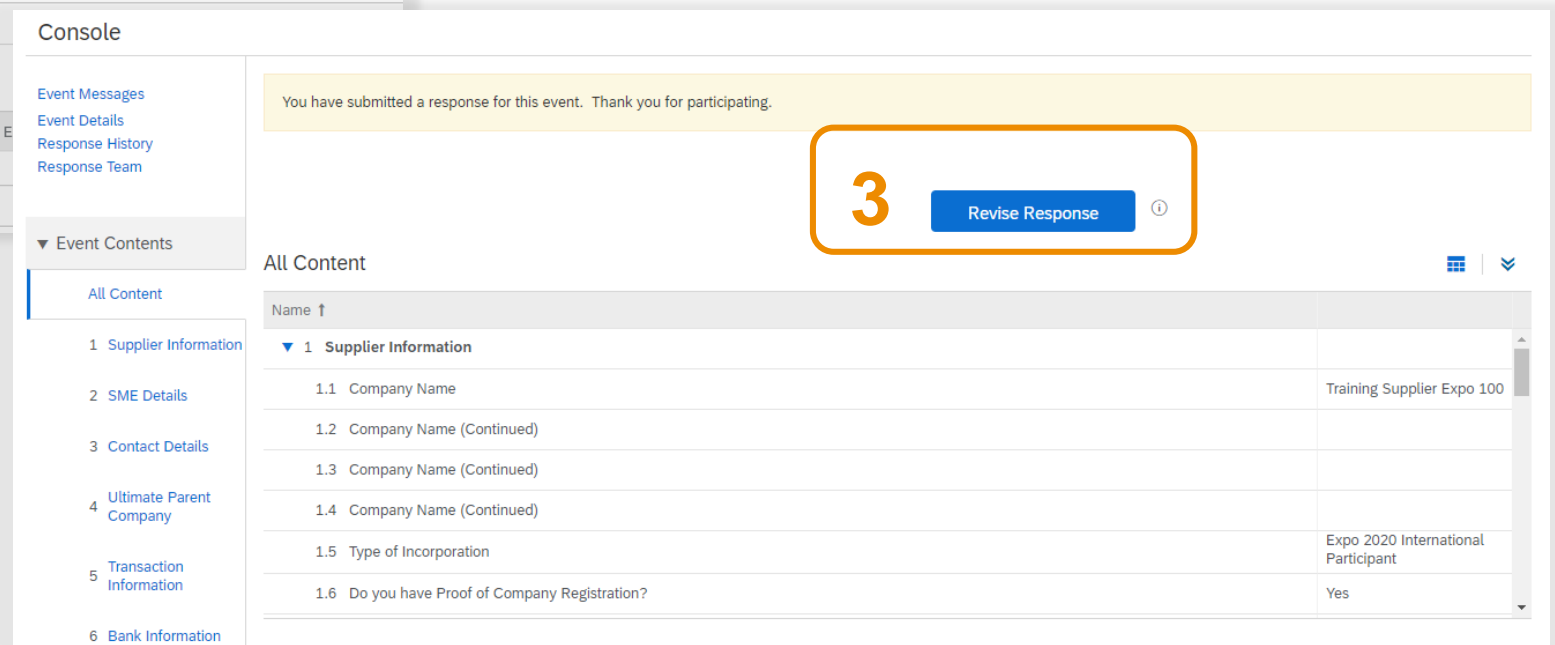
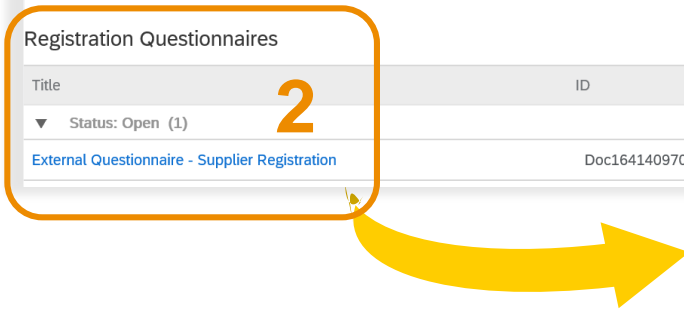
At any point, you can update your company's registration details with us

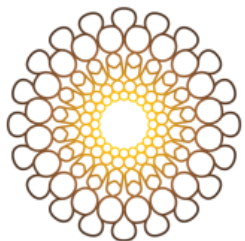
1



Login to your Ariba account [here](#)

1. Navigate to 'Ariba Proposals & Questionnaires'
2. Click to open the Supplier Registration form
3. Click 'Revise Response' button to edit your existing answers and re-submit





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