

# Responding to a Sourcing Event

Access sourcing event and complete your submission



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

# Access a sourcing event on Ariba from the email invitation

You will receive an invitation by email

**Subject:** Expo 2020 Dubai has invited you to participate in an event

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**Expo 2020 Dubai - TEST**

Expo 2020 Dubai has registered you on the Ariba Commerce Cloud event site and invited you to participate in the following event: **SAP Ariba Fit-Out**. The event starts on **Monday, February 15, 2021 at 2:00 PM** and ends on **Saturday, February 20, 2021 at 11:00 PM**, Pacific Standard Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access the event.

NOTE: This link is only valid for **30** days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link to access the event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

**Click here to login to Ariba and access the event**

**SAP Ariba**

Supplier Login

User Name

Password

Login 2

[Forgot Username or Password](#)

New to Ariba?  
[Register Now](#) or [Learn More](#)

Click on the link in the invite, to login to your Ariba account and access the sourcing event to start your response.

# Review event timing and proceed to review Pre-Requisites

The screenshot shows the SAP Ariba interface for reviewing event prerequisites. The page title is "Doc162772912 - Request for Information". In the top right corner, a clock icon indicates "Time remaining 6 days 23:19:51".

On the left side, there is a navigation menu with "Event Messages" and "Download Tutorials" at the top, followed by a "Checklist" section containing three items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response".

The main content area features a yellow warning box with the text: "Review and respond to the prerequisites. Prerequisite owner of the event to review and accept your response to participate in this event. You can view event content or participate in the event. Some prerequisites may require the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event." Below this box are three buttons: "Review Prerequisites" (highlighted in green), "Decline to Respond", and "Print Event Information".

Below the buttons is the "Event Overview and Timing Rules" section, which includes the following details:

- Owner: Tanuj Saxena (with an information icon)
- Event Type: RFI
- Publish time: 12/11/2020 1:19 PM
- Due date: 12/18/2020 1:19 PM
- Description:
- Currency: UAE Dirham
- Commodity: Construction 1

At the bottom of the page, there is a footer with the text: "Tanuj Saxena (test100-tanuj.saxena@bcone.com) last visited 26 Aug 2020 1:44:58 AM Create Media Services DMCC AN01559377023-T © 1996–2019 Ariba, Inc. All rights reserved." and links for "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

Click on Review Prerequisites

Click here if you wish to decline invitation

View the closing date of the event

# Complete the pre-requisite questions and submit to view the event questionnaire

The screenshot shows a web application interface for prerequisites. On the left, a checklist has three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The second item is selected. The main content area contains a blue banner with instructions: 'To continue with this event, complete the prerequisites...'. Below this, a question asks 'Would you like to accept the Bidder Agreement?' with two radio button options: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.'. A yellow callout bubble points to the selected option with the text 'Click to accept the standards terms'. Below the radio buttons is a section titled 'Prerequisites' with a table of requirements:

Name ↑
1 Pre-Requisites Section
1.1 Please attach a valid Trade License, Certificate of Incorporation or Commercial Registration Certificate
1.2 Provide a Power of Attorney (PoA) showing the authorized signatory for your company
1.3 Please review, sign and return the Non-Disclosure Agreement

Each requirement has an 'Attach a file' button. A yellow callout bubble points to the first 'Attach a file' button with the text 'Complete the pre-requisite questions'. An inset window titled 'Add Attachment' is shown, with a 'Choose File' button highlighted by a yellow callout bubble. Another inset window titled 'Submit this response?' is shown, with an 'OK' button highlighted by a yellow callout bubble. A final yellow callout bubble points to the 'OK' button in the 'Submit this response?' window with the text 'Click 'OK' to submit pre-requisites responses'. The bottom left corner features the EXPO 2020 logo and text: 'إكسبو 2020 دبي، الإمارات العربية المتحدة DUBAI, UNITED ARAB EMIRATES'.

# Proceed to complete your response for the event

**Checklist**

1. Review Event Details
2. Review and Accept Prerequisites
3. **Submit Response**

**Event Contents**

- All Content
- 1 Pre-Requisites Section
- 2 RFI Event General Qu...

### All Content

Name ↑

**1 Pre-Requisites Section**

- 1.1 Please attach a valid Trade License, Certificate of Incorporation or Commercial Registration Certificate
- 1.2 Provide a Power of Attorney (PoA) showing the authorized signatory for your company
- 1.3 Please review, sign and return the Non-Disclosure Agreement [References](#) ▾

**2 RFI Event General Questionnaire**

- 2.1 Please confirm your interest in responding to this opportunity
- 2.2 Please confirm you have a valid trade license appropriate for the delivery of the works
- 2.3 Please upload your written expression of interest for this opportunity on your company letterheaded document
- 2.4 Provide a company profile t
- 2.5 Provide your Company's org
- 2.6 Please provide a summary o
- 2.7 Please provide reference de
- 2.8 Provide your past 3 years fi

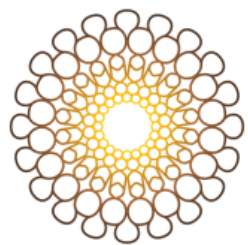
(\*) indicates a requirement

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

**Submit Entire Response** | Save draft | Compose Message | Excel Import

Provide responses to the RFX event questionnaire

Click on Submit Entire Response once completed



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