

PROCUREMENT PROCESSES CURRICULUM
SAP Ariba SOURCING
SUPPLIER GUIDE

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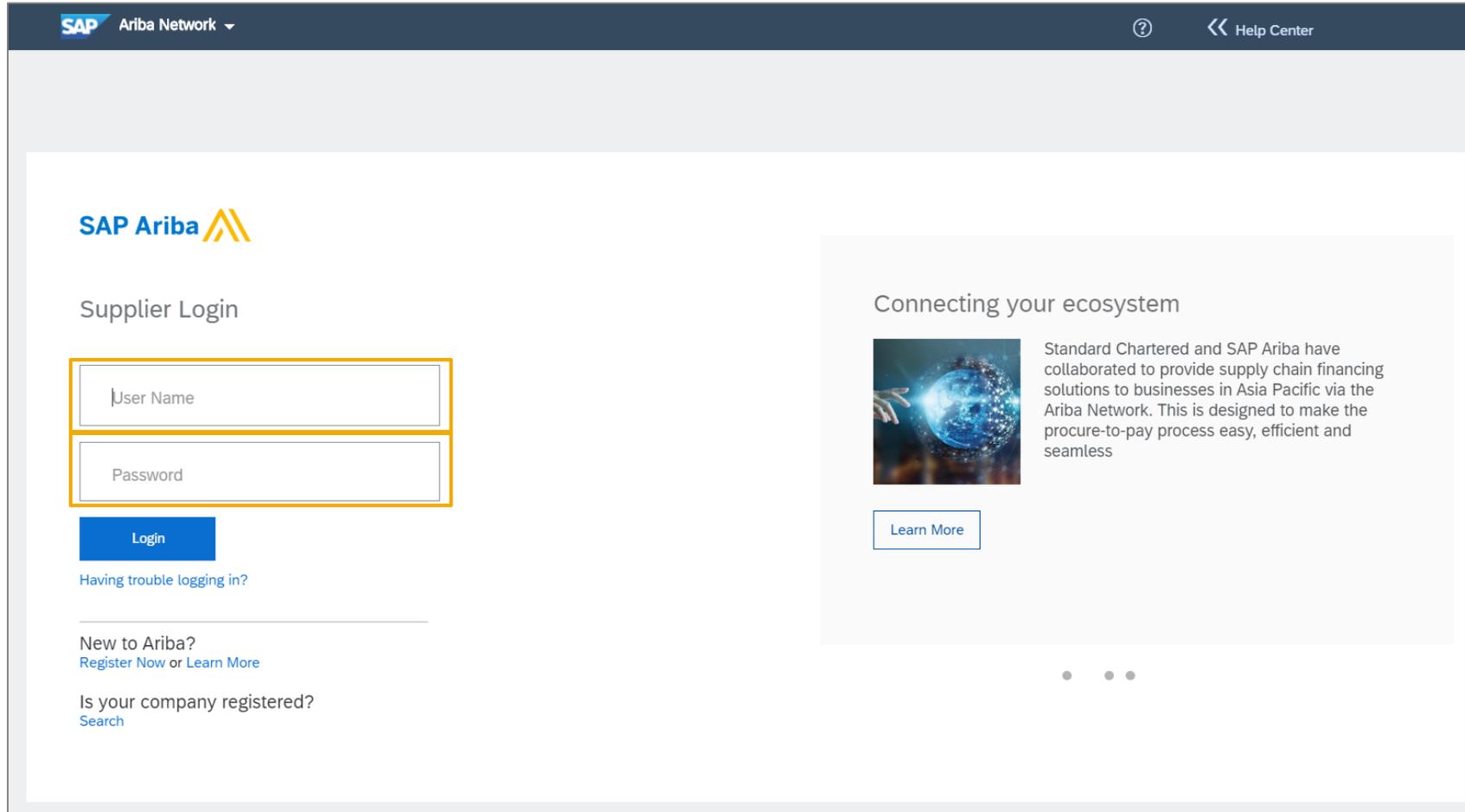
SAP Ariba Network SOURCING EVENT OVERVIEW

SAP ARIBA SUPPLIER SYSTEM LOGIN PAGE



A valid Supplier User Name and Password is needed to access the SAP Ariba Network.

URL: <https://service.ariba.com/Sourcing.aw/>



SAP ARIBA SUPPLIER DASHBOARD OVERVIEW



Ariba Network Dashboard displays the Sourcing Event the supplier is invited.

Title	ID	End Time ↓	Event Type
▶ Status: Completed (8)			
▶ Status: Open (1)			
▶ Status: Pending Selection (35)			

A Click the **gear icon** to access supplier account setting, time zone and sourcing notifications.

B Click the **Help menu** to view the option for Help Center, FAQs, Documentation and Ariba Contact

C Click account **user name initial** to view the Logout link and supplier's preferences

SAP ARIBA SUPPLIER DASHBOARD OVERVIEW



1. From Ariba Network you have the opportunity to navigate to the three options.
2. **Ariba Discovery** – ability to explore events posted on Ariba Discovery.
3. **Ariba Proposals & Questionnaires** – shows all the events the supplier is invited to.
4. **Ariba Contract Management** – for contracts and collaborative terms & conditions.

SAP ARIBA SUPPLIER DASHBOARD OVERVIEW



Event refers to the sourcing tenders that bidders see and respond.

1. **Title** shows the name of the sourcing event.
2. **ID** show the unique document ID for the sourcing event.
3. **End Time** shows the expiration date and time of the sourcing event.
4. **Event Type** shows what kind of sourcing event is raised. Explanation for each sourcing event is explained on next slide.

Events			
1 Title	2 ID	3 End Time ↓	4 Event Type
▶	Status: Completed (8)	5	
▶	Status: Open (1)	6	
▶	Status: Pending Selection (35)	7	

5. Completed – event is finished. The completed state is last stage of an event after the time expires
6. Open – the event is open for participant responses.
7. Pending Selection – the event is closed for responses and is pending for the buyer analysis



Event 'End Time' is shown in the time zone of supplier as setup in Ariba Network supplier account. Please refer appendix to set time zone.

SAP ARIBA DASHBOARD OVERVIEW



1. Time remaining for the sourcing event.
2. Click "Download Content" to download and review your event in an Excel Spreadsheet.
3. Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event.
4. Click Decline to respond if the bidder does not want to participate.

The screenshot displays the SAP Ariba Sourcing interface for an event titled "Doc154803482 - Full Sourcing - Request for Proposal (Limited...)". The top right corner shows a clock icon with "Time remaining 09:17:38" and a notification icon with the number "1". Below the event title, a yellow banner contains the text: "Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event." Below this banner are four buttons: "Download Content", "Review Prerequisites", "Decline to Respond", and "Print Event Information". A yellow arrow points from the "Download Content" button in this row to a larger, highlighted version of the same four buttons below. The "Review Prerequisites" button in this larger set is highlighted in blue. Below the buttons, a table shows the RFP overview with two items: "1.1 Dhabli Government Entity" and "1.2 Brief overview of the RFP (which includes the background and purpose/objective of the RFP)". At the bottom, there are fields for "Publish time: 3/5/2020 11:53 AM", "Response start date: 3/5/2020 11:53 AM", "Due date: 3/5/2020 9:53 PM", and "Specify how lot bidding will begin and end: Parallel".

5. Event information can be downloaded as a document and accessible to print.

SAP ARIBA DASHBOARD OVERVIEW



1. Click Event Messages to received and send message to the buyer.
2. Click Download Tutorials for the on-hand FAQ's.
3. Click Response Team to view members from bidder organization who can participate in this event.
4. There is a checklist of all the steps bidder have to complete. Bidder can go back to each item and review it. All the checklist items need to be completed to be able to submit the response.

The screenshot displays the SAP Ariba dashboard for a Request for Proposal (RFP) event. The interface includes a sidebar with navigation options: Event Messages, Download Tutorials, and Response Team. A central panel shows the RFP details, including a checklist of steps: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. Below the checklist, there are sections for Event Contents (All Content) and Event Overview and Timing Rules. The event details include the name 'Request for Proposal (RFP) Overview', owner 'Sourcing Lead_UAT User9', event type 'RFP', and publish time '3/5/2020 11:53 AM'. A table lists the RFP overview items, such as '1.1 Abu Dhabi Government Entity' and '1.2 Brief overview of the RFP'. A callout box highlights the 'Event Messages', 'Download Tutorials', and 'Response Team' options, with numbered markers 1, 2, and 3. A clock icon in the top right corner indicates a time remaining of 08:17:46.



✓ Remember: all queries related to the sourcing event should be discussed with the buyer using 'event messages' only.

SOURCING EVENT RESPONSE



بوابة المشتريات الرقمية
DIGITAL PROCUREMENT GATE

Reimagining the Future of Procurement

SOURCING EVENT EMAIL NOTIFICATION



1. The bidder receives the email invitation to participate in the event.
2. Click the 'Click Here' link to access the event.
3. Login to Ariba Network using the Username and Password.
4. Click Login button.


 دائرة الإمداد الحكومي
 DEPARTMENT OF GOVERNMENT SUPPORT

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL - PLEASE READ THE BELOW INFORMATION CAREFULLY

Dear Bidder,

Abu Dhabi Digital Authority invites you to participate in the following event: Full Sourcing - Request for Proposal (Limited Tender), which is set to begin on Thursday, January 23, 2020 at 8:00 AM, Gulf Standard Time and finish by [END DATE].

Sourcing Events have following stages: 1. Event Published > 2. Event Open for Bidding > 3. Event Pending Bid Review > 4. Event Closed.

Full Sourcing - Request for Proposal (Limited Tender) is currently at '1. Event Published' stage.

Please visit [Click Here](#) to access the event and log in with your username and password. If you do not wish to participate in this event, click here: [Click Here](#).

If you have forgotten your username or password or are unable to log in, click here: [Click Here](#). NOTE: The forgot password link is valid only 24 hours.

If you have any questions or need clarifications regarding the event, please contact the Project Team using the 'Event Messages' functionality.

For any technical issues, please contact helpdesk at _____ or _____.

Best Regards,
Abu Dhabi Digital Authority

You are receiving this email because your customer, Department of Government Support - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Department of Government Support - TEST.

Department of Government Support - TEST sourcing site, Event Doc154065398: Full Sourcing - Request for Proposal (Limited Tender), Realm: dofad-T, Message ID: MSG3986241, [Click Here](#)

Abu Dhabi Department of Finance

Offices | Data Policy | Contact Us | Customer Support

Powered by 



As prerequisite, bidder must go through the SLP Registration process before they can access the SAP Ariba Supplier site. Please refer to the Appendix Section.

SAP Ariba 

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

SAP Ariba Supplier Homepage



5. Ariba Network dashboard page is displayed.
6. Beside the SAP logo, click the Ariba Network name.
7. Choose Ariba Proposals & Questionnaires.

The screenshot shows the SAP Ariba Supplier Homepage. At the top left, the SAP logo is followed by the 'Ariba Network' dropdown menu, which is highlighted with a yellow box and labeled '6'. Below this dropdown, a menu is open, showing options: 'Ariba Discovery', 'Ariba Proposals & Questionnaires' (highlighted with a yellow box and labeled '7'), 'Ariba Contract Management', and 'Ariba Network'. To the right of the dropdown, there is a 'Standard Account' label with a '6' in a yellow circle, an 'Upgrade' button, and a 'TEST MODE' button. The top right corner contains a settings gear, a help icon, and the user initials 'JF'. Below the navigation bar, there are 'Documents' and 'Create' dropdowns, 'Trends' and 'Refresh' icons, and a 'Now we're mobile.' section with app download buttons for the App Store and Google Play. A 'Pinned Documents' section shows '0' items. A table with columns 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount' is displayed, showing 'No items'. A 'Tasks' section includes 'Update Profile Information' with a '35%' progress indicator.

SOURCING EVENT DETAILS PAGE



8. Ariba Proposals & Questionnaires dashboard page is displayed.
9. Go to the Events section
10. Click the Open status.

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

DEPARTMENT OF GOVERNMENT SUPPORT - TEST

There are no matched postings.

Welcome to Department of Government Support - TEST!

Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (9)			
▶ Status: Open (1)			
▶ Status: Pending Selection (35)			

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

SOURCING EVENT DETAILS PAGE



11. Event details is visible on the page.

- a. Title
- b. ID
- c. End Time
- d. Event Type

12. Click the Title of the Open event.

Events			
Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Full Sourcing - Request for Proposal (Limited Tender)	Doc154803482	3/5/2020 9:53 PM	RFP
▶ Status: Pending Selection (35)			

▼ Status: Open (1)			
Full Sourcing - Request for Proposal (Limited Tender)	Doc154803482	3/5/2020 9:53 PM	RFP

SOURCING EVENT – DOWNLOAD CONTENT



1. Event overview is displayed. Take note of the Time Remaining to the closing of the event. Bidder must submit their response prior to event closing.
2. Click on 'Download Content' to download the content to desktop.
3. Click 'Download Content' to start the download.
4. Click 'Download Attachments' to start the download of attachments.

Event Details Doc154803482 - Full Sourcing - Request for Proposal (Limited... 1 Time remaining 05:57:10

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

2 Download Content Review Prerequisites Decline to Respond Print Event Information

Request for Proposal (RFP) Overview (Section 1 of 3) Next >>

Name ↑	
1 Request for Proposal (RFP) Overview	
1.1 Abu Dhabi Government Entity	241 Statistic Centre Abu Dhabi
1.2 Brief overview of the RFP (which includes the background and purpose/objective of the RFP)	conduct RFP for SCAD Furniture

» Next Section: Expression of Interest

Event Overview and Timing Rules

Owner: Sourcing Lead_UAT User9 ⓘ	Description:
Event Type: RFP	Currency: UAE Dirham
	Commodity: Office machines and their supplies and accessories (آلات مكتبية وتجهيزاتها وممثلاتها) 44100000
	Regions: AE United Arab Emirates
Publish time: 3/5/2020 11:53 AM	
Response start date: 3/5/2020 11:53 AM	
Due date: 3/5/2020 9:53 PM	

Export Content to Excel Done

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
 Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

3 Download Content Download Attachments 4

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.



SOURCING EVENT – REVIEW PREREQUISITES

1. Once bidder has reviewed the event details and intends to participate, click 'Review Prerequisites'.
2. Bidder will be redirected to the Prerequisites page.
3. System notification appears indicating that completion of prerequisites is required before accessing the event information.
4. Question with asterisk (*) are mandatory for bidder
5. Click 'OK'
6. By accepting the terms of the event, system will prompt bidder the submit response question. Click 'OK'.

The screenshot shows the 'Event Details' page for 'Doc154803482 - Full Sourcing - Request for Proposal (Limited...)'. A yellow notification box at the top states: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the prerequisites, you cannot view the event content or participate in this event.' Below this are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Review Prerequisites' button is highlighted with a yellow circle and the number 1.

The 'Prerequisites' page for 'Doc154803482 - Full Sourcing - Request for Proposal (Limited Tender)' is shown below. A blue notification box states: 'To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.' Below this is a checklist with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The '2. Review and Accept Prerequisites' item is highlighted with a yellow circle and the number 3.

The 'Prerequisites' table is shown below. It has columns for 'Name' and 'Status'. The first row is '1 Request for Proposal (RFP) Overview'. The second row is '2 Expression of Interest', which is expanded to show two questions: '2.1 Are you willing to participate in this RFP?' and '2.2 Please confirm that you have understood and agree to the Non-Disclosure Agreement (NDA) by selecting "Yes". Select "No" if you do not agree, this will exclude you from further accessing this RFP...'. The '2.1' question is marked with an asterisk (*) and has a dropdown menu set to 'Unspecified'. The '2.2' question is also marked with an asterisk (*) and has a dropdown menu set to 'Unspecified'. The '2.2' question has a file upload button and a link to 'Non_Disclosure_Agreement-v1.0.docx'. The '2.2' question is highlighted with a yellow circle and the number 4.

The 'Submit this response?' dialog box is shown at the bottom. It contains the text 'Submit this response?' and 'Click OK to submit.' Below this are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a yellow circle and the number 5.

SOURCING EVENT – DECLINE TO RESPOND



1. Upon reviewing the event details, if bidder is not interested in participating, they can Decline to Respond.
2. Message box of Reason for Declining to Respond is available.
3. Once done, click OK.
4. If bidder decides to come back to the event, they will see “Intent to Respond” which will allow bidder to continue with the event.

Event Details Doc154803482 - Full Sourcing - Request for Proposal (Limited... Time remaining 05:57:10

Event Messages
Download Tutorials
Response Team

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

▼ Checklist

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

OK Cancel

Event Details Doc154803482 - Full Sourcing - Request for Proposal (Limited... Time remaining 04:13:32

Event Messages
Download Tutorials
Response Team

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event

Download Content Intend to Respond Print Event Information

Request for Proposal (RFP) Overview (Section 1 of 3) Next >>

Name ↑	
▼ 1 Request for Proposal (RFP) Overview	
1.1 Abu Dhabi Government Entity	241 Statistic Centre Abu Dhabi
1.2 Brief overview of the RFP (which includes the background and purpose/objective of the RFP)	conduct RFP for SCAD Furniture

Next Section: Expression of Interest >>

▼ Event Contents

SOURCING EVENT – SELECTING LOTS



1. After the bidder submits the prerequisite answers, the system will take bidder to the selecting lots/items section.
2. There are two (2) tabs, Select lots and Select Using Excel.
3. Bidder can put a check mark on the lots to select manually.
4. Then click on 'Confirm Selected Lots'.

Select Lots Doc154803482 - Full Sourcing - Request for Proposal (Limited Tender) Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

▼ Checklist

1. Review Event Details Select Lots Select Using Excel
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	9.6 Table 10 white round table
<input type="checkbox"/>	9.7 Chairs 30 wooden white chairs

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	9.6 Table 10 white round table
<input checked="" type="checkbox"/>	9.7 Chairs 30 wooden white chairs

Confirm Selected Lots

SOURCING EVENT – SELECTING LOTS



1. Click on the Select Using Excel tab.
2. Follow the instructions that are provided in the blue ribbon, bidder can use this method if multiple members of their team participation is required.
3. Detailed step-by-step process are indicated for the bidder to complete this action using excel import.

Select Lots Select Using Excel 1

You are invited to participate in 2 lot(s), and have already signed up for 2 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below. 2

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content
Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File
No file chosen
Or drop file here
3

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload



✓ Remember bidder should not change the structure of the excel sheet when updating the response and importing.

SOURCING EVENT DETAILS PAGE



1. System notification will appear once the response to the prerequisites has been submitted.
2. Event contents are accessible by using these sections.

Event Messages
Response History
Response Team

1

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

- 1 Request for Proposal...
- 2 Expression of Interest
- 3 Confidentiality & No...
- 4 RFP Definitions
- 5 RFP Scope
- 6 RFP Terms and Condit...
- 7 Bidder Instructions
- 8 1st Envelope - Tech...
- 9 2nd Envelope - Comme...

2

Your response to the prerequisites has been submitted.

All Content

Name ↑

▼ 6 RFP Terms and Conditions

6.1 Please refer to RFP Terms and Conditions

6.2 Please confirm if you have understood and agree to the 'RFP Terms & Conditions'?

▼ 7 Bidder Instructions

7.1 Please refer to the Bidder Instructions having guidelines for responding to the RFP [References](#) ▼

▼ 8 1st Envelope - Technical Bid

▼ 8.1 Bid Bond

8.1.1 Have you submitted 'Bid Bond'?

8.1.2 Please upload the scanned copy of the 'Bid Bond'

▼ 8.2 Scope

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)



1. Selected section is displayed on the event page.
2. Click “Prev” or “Next” to browse through different sections.
3. Answers marked with an asterisk (*) are mandatory. Bidder will not be able to submit the bid if these questions are not answered.

1st Envelope - Technical Bid 1 (Section 8 of 9) 2 [← Prev](#) | [Next →](#)

Name ↑

▼ 8 1st Envelope - Technical Bid

▼ 8.1 Bid Bond

8.1.1 Have you submitted 'Bid Bond'? * Yes ▾

8.1.2 Please upload the scanned copy of the 'Bid Bond' * [Attach a file](#) 3

▼ 8.2 Scope

8.2.1 Is your Proposal covering the entire Scope of the RFP? * Unspecified ▾

▼ 8.3 Approach

(*) indicates a required field



- ✓ Answers to the questions can be of different types i.e. Yes/No, Text, Attachment, Money, etc.

SOURCING EVENT – CONTENT WEIGHTS



To view the weightages of the questions, please follow the below steps

1. Click the table icon 
2. Choose Participants on the Select/Filter option.
3. Click the checkbox for the Overall Weight.
4. Then click OK.

The screenshot shows the Ariba Sourcing interface for a sourcing event. The breadcrumb trail is: < Go back to Department of Government Support - TEST Dashboard. The main heading is '1st Envelope - Technical Bid'. A table icon is highlighted with a yellow circle '1'. A dropdown menu is open, showing 'Participants...' highlighted with a yellow circle '2'. Below the table, a 'Select Values for Participants...' dialog is shown with three options: 'Participants...' (checked), 'Overall Weight' (checked and highlighted with a yellow circle '3'), and 'My Response' (checked). At the bottom right, the 'OK' button is highlighted with a yellow circle '4'.



SOURCING EVENT – CONTENT WEIGHTS

1. The individual and average weight for each section, subsection and question is displayed.

Response History Response Team		1st Envelope - Technical Bid		(Section 8 of 9) < Prev. Next >
▼ Checklist		My Response		Overall Weight
1. Review Event Details		Name ↑		Weight
2. Review and Accept Prerequisites		▼ 8 1st Envelope - Technical Bid		76.92%
3. Select Lots		▼ 8.1 Bid Bond		
4. Submit Response		8.1.1 Have you submitted 'Bid Bond'?	* Yes ▾	
▼ Event Contents		8.1.2 Please upload the scanned copy of the 'Bid Bond'	* TEST EVENT ATTACHMENT.docx ▾ Update file Delete file	
All Content		▼ 8.2 Scope		6.99%
1 Request for Proposal...		8.2.1 Is your Proposal covering the entire Scope of the RFP?	* Completely ▾	6.99%
2 Expression of Interest		▼ 8.3 Approach		13.99%
3 Confidentiality & No...		8.3.1 Is your proposed Approach and Methodology inline with RFP?	* Completely ▾	2.8%
4 RFP Definitions		8.3.2 Highlight the Leading practices covered in your proposal.	* <test only>	2.8%
5 RFP Scope		8.3.3 Do you comply with the Health/Safety/Environment standards?	* Yes ▾	2.8%
6 RFP Terms and Condit...		8.3.4 Do you offer any Quality Assurance mechanism in your proposal?	* Yes ▾	2.8%
7 Bidder Instructions		8.3.5 Do you ensure resources and capabilities to deliver this proposal?	* Yes ▾	2.8%
8 1st Envelope - Tech...		▼ 8.4 Quality		13.99%
9 2nd Envelope - Comme...		8.4.1 Can you meet all the RFP requirements?	* Completely ▾	3.5%
		8.4.2 Are there any specific deviations from the RFP requirements?	* Yes ▾	3.5%
		8.4.3 Does your proposal provide Proof-of-concept/Sample?	* Yes ▾	3.5%
		8.4.4 Do you have certifications that are relevant to your proposal?	* Yes ▾	3.5%
		▼ 8.5 Timeline		13.99%
		8.5.1 Do the proposed timelines meet RFP requirements?	* Completely ▾	6.99%
		8.5.2 Contingencies have been taken in to consideration?	* Yes ▾	6.99%

(*) indicates a required field

SOURCING EVENT – SUBMIT RESPONSE



1. Click 'Save draft' to save bidder response; bidders can return prior to the event closing to edit saved answers.
2. Click 'Update Totals' to calculate and validate extended prices.
3. Click 'Submit Entire Response' when bidder is ready to submit their bid.
4. Click 'Excel Import' to upload response using file.

2nd Envelope - Commercial Bid (Section 9 of 9) < Prev.

Name ↑	Quantity	Price
9.2 Payment terms		Unspecified
9.3 Please provide your ICV Score (Abu Dhabi Local Content program is sponsored by the Department of Economic Development of Abu Dhabi. For further information please visit https://idb.added.gov.ae/)		<input type="text"/>
9.4 Please upload your ICV Certificate		Attach a file
9.6 Table	More...	10 each <input type="text"/> AED [*]
9.7 Chairs	More...	30 each <input type="text"/> AED [*]

(*) indicates a required field

Submit Entire Response 3

Update Totals 2

Save draft 1

Compose Message

Excel Import 4



SOURCING EVENT – SUBMIT RESPONSE

1. Click 'Download Content' to download the event content in a excel file. And click 'Download Attachment' to download associated attachments in the event
2. Save file(s) to computer and begin working on bidder response in the Excel workbook.
3. Click "Choose File" to locate your file or drag and drop your file into the highlighted spot.
4. Click "Upload" to upload your file. Your responses will now be entered into the Event Contents.

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

1 Download Content Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

3 Choose File No file chosen
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have

4 Upload

2

AutoSave (DP) Full Sourcing - Request for Proposal (RFP) (Limited Tender) (1) - Compatibility Mode - Excel

File Home Insert Page Layout Formulas Data Review View Help Search

Clipboard Font Alignment Protection Number Styles Cells Editing

Data Classification: Not set

Required Action

Submit the answers to the questions.

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

	Header and System ID Information. Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

Test Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example: if you want to enter 50000000 as text then you need to enter '50000000 in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.

Submit Response Instructions | 1 Request for Proposal (RFP)... | 2 Expression of Interest | 3 Confidentiality & Non Disc... | 4 RFP Definitions | 5 RFP Scope | 6 RFP Terms and Conditions | 7 Bidder Instructic...



SOURCING EVENT – SUBMIT RESPONSE

1. System will notify the bidder that the file upload was successful.
2. Once the bidder receives the successful upload notification, click on the Update Totals in the sourcing event to update the bid pricing.
3. Submit Entire Response can be done.
4. If bidder missed a mandatory question or it is incomplete, system will trigger a red error message at the top of the screen.

The screenshot shows a notification box with a green checkmark and the text: "Import Successful. Your response has been imported successfully. Click the Submit Entire Response button, as soon as it appears on the page." Below the notification is a table with two rows, each with a "More..." button, a quantity, and a price field. The first row shows "10 each" and the second row shows "30 each". Below the table are several buttons: "Submit Entire Response" (highlighted with a yellow box and a '3' marker), "Update Totals" (highlighted with a yellow box and a '2' marker), "Save draft", "Compose Message", and "Excel Import".

The screenshot shows the Ariba Sourcing interface. At the top, there is a red error message: "There are 31 problems that require completion or correction in order to complete your request." Below the error message, there is a yellow notification box that says: "Your response to the prerequisites has been submitted." The interface also shows a "Console" section with the document title "Doc154803482 - Full Sourcing - Request for Proposal (Limited...)" and a "Checklist" section with the item "1st Envelope - Technical Bid".



SOURCING EVENT – SUBMIT RESPONSE

1. Read the message, it will describe the exact question or line item number and the name of the question or line item.
2. Once completed with the answers. Bid can now be submitted.
3. Click OK to proceed with the response submission.



As a good practice, after the bid is submitted, please open the bid and check if the answers are visible. If the answers not visible, please inform the buyer immediately



SOURCING EVENT – REVISING RESPONSE

1. System notification appears for the submitted response.
2. Bidder can revise a submitted response prior to the event closing. Click “Revise Response” on the event.
3. Then click “OK”. The answers will be auto-filled with previously submitted response. Select the answers and revise as necessary, then click “Submit Entire Response” to submit revised response.

The screenshot shows a web application interface for a sourcing event. At the top, a console message states: "Your response has been submitted. Thank you for participating in the event." Below this, a "Revise Response" button is highlighted. A modal dialog box is open, asking "Revise Response?" with the text: "You have already submitted a response for this event. Click OK if you would like to revise your response." The dialog has "OK" and "Cancel" buttons. In the background, a table titled "All Content" is visible, listing various questions and their corresponding answers.

Name ↑	Quantity	Price
8.3.2 Highlight the Leading practices co	<test only>	
8.3.3 Do you comply with the Health/Sa	Yes	
8.3.4 Do you offer any Quality Assuranc	Yes	
8.3.5 Do you ensure resources and cap	Yes	
8.4 Quality		
8.4.1 Can you meet all the RFP requirements?	Completely	
8.4.2 Are there any specific deviations from the RFP requirements?	Yes	
8.4.3 Does your proposal provide Proof-of-concept/Sample?	Yes	
8.4.4 Do you have certifications that are relevant to your proposal?	Yes	
8.5 Timeline		



✓ If the event closes before a revised response has been submitted, the last submitted response will be submitted for evaluation.

SOURCING EVENT - BIDDER COMMUNICATION



All business queries regarding an active event must be submitted through SAP Ariba.

1. To submit a question, click Event Messages in the Sourcing Event.
2. Event history and logs can be seen in this page.
3. To send new message, click Compose Message.

Event Details
Doc154803482 - Full Sourcing - Request for Proposal (Limited...
Time remaining 17:39:38

Event Messages 1

Response History

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. [Review and Accept Prerequisites](#)

Download Content
Review Prerequisites
Select Lots
Print Event Information
Download Bid Change Report

Request for Proposal (RFP) Overview

(Section 1 of 9) Next »

Name ↑	
▼ 1 Request for Proposal (RFP) Overview	
1.1 Abu Dhabi Government Entity	241 Statistic Centre Abu Dhabi
1.2 Brief overview of the RFP (which includes the background and purpose/objective of the RFP)	conduct RFP for SCAD Furniture

» Next Section: Expression of Interest

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG4037314	No	03/08/2020 02:09 PM	Department of Government Support - TEST	Sourcing Lead_UAT User9	Yasmin Ismail	Responses submitted for the event: Full Sourcing - Request for
MSG4037216	Not Applicable	03/08/2020 02:09 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	Response (ID=ID169544922) in event Full Sourcing - Request for
MSG4037312	No	03/08/2020 02:09 PM	Department of Government Support - TEST	Sourcing Lead_UAT User9	Yasmin Ismail	Responses submitted for the event: Full Sourcing - Request for
MSG4037215	Not Applicable	03/08/2020 02:09 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	Response (ID=ID169544921) in event Full Sourcing - Request for
MSG4037308	Not Applicable	03/08/2020 02:08 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	All access prerequisites have been answered and accepted and
MSG4037307	Not Applicable	03/08/2020 02:08 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	UAT SUPPLIER 102 (Yasmin Ismail) has accepted prerequisite 2.
MSG4037211	Not Applicable	03/08/2020 02:08 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	Response (ID=ID169544920) in event Full Sourcing - Request for
MSG4037299	No	03/08/2020 02:06 PM	Department of Government Support - TEST	Sourcing Lead_UAT User9	Yasmin Ismail	Responses submitted for the event: Full Sourcing - Request for
MSG4037209	Not Applicable	03/08/2020 02:06 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	Response (ID=ID169544919) in event Full Sourcing - Request for
MSG4037298	Not Applicable	03/08/2020 02:05 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	UAT SUPPLIER 102 (Yasmin Ismail) has accepted prerequisite 3.
MSG4037208	Not Applicable	03/08/2020 02:05 PM	UAT SUPPLIER 102	Yasmin Ismail	Sourcing Lead_UAT User9	Response (ID=ID169544917) in event Full Sourcing - Request for

View
Rep 3
Compose Message
Download all attachments

SOURCING EVENT - BIDDER COMMUNICATION



1. Compose New Message page is displayed.
2. Input the message on the message box.
3. Once done, click Send.
4. Another way to do the communication is through the Compose Message. Then repeat step 1, 2 and 3 to complete.

1

Compose New Message Send Cancel

From: UAT SUPPLIER 102 (Yasmin Ismail)

To: Project Team

Subject:

Attachments: [Attach a file](#)

2

3

9.4 Please upload your ICV Certificate [Attach a file](#)

9.6 Table More... +	10 each	*	<input type="text"/> AED
9.7 Chairs More... +	30 each	*	<input type="text"/> AED

(*) indicates a required field

4

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

MODIFIED SOURCING EVENT



On instances, when a buyer modifies the sourcing event.

1. Bidder receives an email notification
2. Click the link access to SAP Ariba Supplier Login.
3. To complete the update or bid response, follow the steps documented on previous slides within this section.

1

[External] Event: Full Sourcing - Request for Proposal (Limited Tender) has been MODIFIED

AA Ariba Administrator <no-reply@smtp.mn1.ariba.com>
To: Villanueva, Rhona M. P.

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.



دائرة الإمداد الحكومي
DEPARTMENT OF GOVERNMENT SUPPORT

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL - PLEASE READ THE BELOW INFORMATION CAREFULLY

Dear Bidder,

This is to inform you that the event Full Sourcing - Request for Proposal (Limited Tender) has been updated with the following modifications:

Please review the modified event and provide responses accordingly.

Sourcing Events have following stages: 1. Event Published > 2. **Event Open for Bidding** > 3. Event Pending Bid Review > 4. Event Closed.

Full Sourcing - Request for Proposal (Limited Tender) is currently at '2. **Event Open for Bidding**' stage.

You can **2** [Click Here](#) to access the event and log in with your username and password.

If you have any questions or need clarifications on the event, please contact the Project Team using the 'Event Messages' functionality.

For any technical issues related to the event, please contact helpdesk at _____ or _____.

Best Regards,
Statistics Centre Abu Dhabi

You are receiving this email because your customer, Department of Government Support - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Department of Government Support - TEST.

Department of Government Support - TEST sourcing site, Event Doc154803482: Full Sourcing - Request for Proposal (Limited Tender), Realm: dofad-T, Message ID: MSG4038826. [Click Here](#)

Department of Government Support - TEST

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

SOURCING EVENT – REVERSE AUCTION



When participating in a reverse auction, please note the below points -

1. Take note of the Time Remaining to the closing of the event. Bidder must submit their response prior to event closing.
2. Click Review Prerequisites.
3. Review and accept the prerequisites.
4. Click OK.

Event Details
Doc154988917 - Sourcing Event- Reverse Auction 03112020-001

1
Time remaining in open bidding
2 days 23:56:10

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the prerequisites, you cannot view the event content or participate in this event.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

All Content
ADERP - Item Number: PPR-8020

Name ↑	Price	Quantity												
Prerequisites Doc154988917 - Sourcing Event- Reverse Auction 03112020-001														
To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.														
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>▼ Checklist</p> <ol style="list-style-type: none"> 1. Review Event Details <li style="border-left: 2px solid orange;">2. Review and Accept Prerequisites 3. Select Lots 4. Submit Bids </div> <div style="width: 65%;"> <p>Prerequisites</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Name ↑</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #e0f0ff;"> 2 Expression of Interest </td> </tr> <tr> <td style="padding: 5px;">2.1 Are you willing to participate in this event? *</td> <td style="text-align: right; padding: 5px;">Unspecified ▼</td> </tr> <tr> <td colspan="2" style="background-color: #e0f0ff;"> 4 Confidentiality & Non Disclosure </td> </tr> <tr> <td style="padding: 5px;">4.1 The content of this Auction is to be treated as confidential. Please confirm that you have agreed on our Non-Disclosure Agreement (NDA) by selecting "Yes" as your response to this question. Select "No" if you do not agree, this will exclude you from further accessing this Auction. References ▼</td> <td style="text-align: right; padding: 5px;">Unspecified ▼</td> </tr> <tr> <td colspan="2" style="background-color: #e0f0ff;"> 8 Specific Terms and Conditions </td> </tr> </tbody> </table> <p style="font-size: small; text-align: center;">(*) indicates a required field</p> </div> </div>			Name ↑		2 Expression of Interest		2.1 Are you willing to participate in this event? *	Unspecified ▼	4 Confidentiality & Non Disclosure		4.1 The content of this Auction is to be treated as confidential. Please confirm that you have agreed on our Non-Disclosure Agreement (NDA) by selecting "Yes" as your response to this question. Select "No" if you do not agree, this will exclude you from further accessing this Auction. References ▼	Unspecified ▼	8 Specific Terms and Conditions	
Name ↑														
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8 Specific Terms and Conditions														
OK Cancel														

SOURCING EVENT – REVERSE AUCTION



5. Select the lots.
6. In case bidder does not select a lot for bidding, reason for not bidding a lot must be provided from the dropdown list.
7. Once completed selecting lots, click Confirm Selected Lots.
8. Answers marked with an asterisk (*) are mandatory. Bidder will not be able to submit bid if they do not complete these answers.

Select Lots Doc154988917 - Sourcing Event- Reverse Auction 03112020-001 Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots 5
4. Submit Bids

Select Lots Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding	Status
<input type="checkbox"/>	12 Photocopy Premium Paper A3, 80GSM, 500 Sheets/Ream, White	(no value)	Open
<input type="checkbox"/>	13 Photocopy Premium Paper A4, 80GSM, 500 Sheets/Ream, White	(no value)	Open

Confirm Selected Lots 7

Reason for not bidding

(no value) ▾

(no value)

We don't carry a compatible part/material

We don't supply at the requested quantity

Discontinued Item

We are currently at full capacity

Missing information / not enough information provided

Other

Cancel

Jem Faizan (UatSupplier101@dgs.gov.ae) last visited 11 Mar 2020 1:58:24 AM UAT SUPPLIER 101 AN01439931729-T
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[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

▼ 8 Specific Terms and Conditions

8.1 Specific Terms and Conditions of the Auction

9 Have you submitted 'Bid Bond'?

12 Photocopy Premium Paper A3, 80GSM, 500 Sheets/Ream, White	More... +	<input type="checkbox"/>	<div style="border: 1px solid orange; padding: 5px;"> <p>* Unspecified ▾</p> <p>* <input type="text"/> AED 500 box</p> <p>* <input type="text"/> AED 100 box</p> </div>
13 Photocopy Premium Paper A4, 80GSM, 500 Sheets/Ream, White	More... +	<input type="checkbox"/>	

Decrement selected items by value ▾ Apply

(*) indicates a required field

SOURCING EVENT – REVERSE AUCTION



- 9. Bidder provides their offered price for the specific line item.
- 10. Once completed, click Submit Entire Response.

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

Event Contents

All Content

- 1 Auction Overview
- 2 Expression of Interest
- 3 Bidder Instructions
- 4 Confidentiality & No...
- 5 Definitions
- 6 Event Details
- 7 General Terms and Co...
- 8 Specific Terms and C...

Choose Lot

View all lots

12 Photocopy 10

Name ↑	Rank	Price	Quantity
12 Photocopy Premium Paper A3, 80GSM, 500 Sheets/Ream, White ▾		* 9 AED	500 box
ADERP - Item Number: PPR-8020			
Requested Delivery Date: Tue, 7 Apr, 2020			
Ship To:		Street: <input type="text"/> City: <input type="text"/> State/Province/Region: <input type="text"/> Postal Code: <input type="text"/> Country: (no value) ▾	
13 Photocopy Premium Paper A4, 80GSM, 500 Sheets/Ream, White ▾		* 9 AED	100 box
ADERP - Item Number: PPR-9020			
Requested Delivery Date: Tue, 7 Apr, 2020			
Ship To:		Street: <input type="text"/> City: <input type="text"/> State/Province/Region: <input type="text"/> Postal Code: <input type="text"/> Country: (no value) ▾	

Decrement selected items by value ▾

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

APPENDIX SECTION



SUPPLIER REGISTRATION

Refer to the below guide for the Supplier Registration Guide available on Al Maqta'a Portal.

URL: <https://almaqtaa.gov.ae/web/dgs-site/becoming-a-registered-supplier>

Becoming a Registered Supplier

Thank you for your interest in working with us.

The Department of Government Support Abu Dhabi is pleased to announce the launch of the Digital Marketplace - Al Maqta'a Portal.

Organizations interested in doing business with Abu Dhabi Government Entities must complete the registration on the Procurement Gate - information technology platform of the Government for procurement running on SAP Arba. The registration is a one-time activity centralized for Abu Dhabi Government Entities. Once registered, the profiles of suppliers are visible to buyers from all entities operating through the Procurement Gate.

The supplier registration process consists of the following stages:

There are two ways to raise the 'Supplier Request' which starts the registration process. The relevant route to follow depends on the status of a supplier.

1. Existing Suppliers of ADGEs
Suppliers already registered in the ADERP (Abu Dhabi Government Resource Management System) should raise 'Self - Request' to re-register in the Procurement Gate.

2. Prospective Suppliers of ADGEs
Suppliers who are not yet registered in the ADERP and intend to deliver goods or services inside the UAE to the Abu Dhabi Government Entities should raise 'Self - Request' in the Procurement Gate themselves.
However, suppliers not yet registered in the ADERP who intend to deliver goods or services only outside the UAE must have the registration process initiated by the Abu Dhabi Government Entity interested in working with them. In such cases, suppliers should provide specified information to interested entities for them to raise the 'Entity - Request'.

Please click on the link below to access the webpage to raise 'Self-Request'

SELF REGISTRATION REQUEST

Required Documents

- Commercial / Industrial / Trade License
- Tax Registration Certificate (or valid justification on Company Letterhead, if tax registration is not applicable)
- Authorization on Company Letterhead for the person authorized to provide registration information on behalf of the supplier
- Bank Account Confirmation Letter

FREQUENTLY ASKED QUESTIONS

- Why can't I see the Supplier Administrator tab on the DGP Online Portal (ADERP)?
- How do I provide Additional / Accurate Information required in 'Registration Questionnaires'?
- How do I access Sourcing Events / Tenders / Invoices etc. in SAP Arba?
- Why am I not receiving emails from SAP Arba?

To view of FAQs and responses, please download and review the 'Frequently Asked Questions'.

NEED MORE HELP?

For further guidance or queries, please contact the Help Desk at 02 8101430 or helpdesk@dot.abudhabi.ae

Please access below sources for general information about the registration process

- Supplier Registration Guide for 'New Suppliers'
- Supplier Registration Guide for 'Existing ADERP Suppliers'

VISIT HELP CENTER

To download the **Supplier Registration Guide** for:

1. New Supplier
2. Existing ADERP Suppliers

Please access below sources for general information about the registration process

- 1 → **Supplier Registration Guide for 'New Suppliers'**
- 2 → **Supplier Registration Guide for 'Existing ADERP Suppliers'**



TIMEZONE UPDATE

Below are the steps to update the Timezone in Ariba Network account.

1. Login to the network using the valid user name and password.
2. Click Login.
3. User will be directed to the home page. Click the user name initial.
4. Choose My Account

The screenshot shows the SAP Ariba Supplier Login process. The top part shows the login form with 'User Name' and 'Password' fields, and a 'Login' button. A yellow box highlights the login fields with a '1' callout. Below the login form is a 'Having trouble logging in?' link. The bottom part shows the SAP Ariba Network home page. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. A user profile dropdown is open, showing the user's name 'Jem Faizan' and email 'UatSupplier101@dgs.gov.ae'. A yellow box highlights the 'My Account' option in the dropdown with a '4' callout. Other options in the dropdown include 'Link User IDs', 'Contact Administrator', and 'Logout'. A '3' callout points to the user profile icon in the top right corner.



TIMEZONE UPDATE

5. Go to Preferences section.
6. Click the dropdown on the Preferred Timezone field.
7. Choose the Preferred Timezone on the list.
8. Click Save.

My Account

Account Settings

* Indicates a required field

Account Information

Username: * ⓘ
Change Password

Email Address: *

First Name: *

Middle Name:

Last Name: *
Personal Information Change Log ⓘ

Business Role: ▾

Preferred Language: ▾ ⓘ

Preferred Timezone: * ▾ ⓘ **6**

Default Currency: * ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Country	Area	Number	Extension
Phone: * <input type="text" value="AFG 93"/> ▾	<input type="text" value="2312"/>	<input type="text" value="123124123"/>	<input type="text"/>

5 Preferences

7 Select

- ACT
- AET
- Africa/Abidjan
- Africa/Accra
- Africa/Addis_Ababa
- Africa/Algiers
- Africa/Asmara
- Africa/Asmera
- Africa/Bamako
- Africa/Bangui
- Africa/Banjul
- Africa/Bissau
- Africa/Blantyre
- Africa/Brazzaville
- Africa/Bujumbura
- Africa/Cairo
- Africa/Casablanca
- Africa/Ceuta
- Africa/Conakry
- Africa/Dakar
- Africa/Dar_es_Salaam
- Africa/Djibouti
- Africa/Douala
- Africa/EL_Aaiun
- Africa/Freetown
- Africa/Gaborone

8 Save Close