



Project Owner Search and Creation

USER
MANUAL

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1.0

Overview

The aim of this tutorial is to provide step by step guide on how to search, relate and create Project Owner in S4HANA system using e-service portal.

1.1 Service features

1. Find existing Business Partner in the portal using their Identification Number and relate them as Project Owner.
2. Adding new project owner using Trade License or Emirates ID by submitting application and triggering approval workflow for same.

**Please note User should be already enrolled with consultant or contractor role. User has credentials available for login into Builder Portal. Active Identification ID should be available to search or relate or register as new Project owner.*

1.2 How to request

Project Owner Registration can be accessed after consultant/contractor login into e-service portal with their registered credentials under My Dashboard services. Here we would be taking two scenarios in consideration.

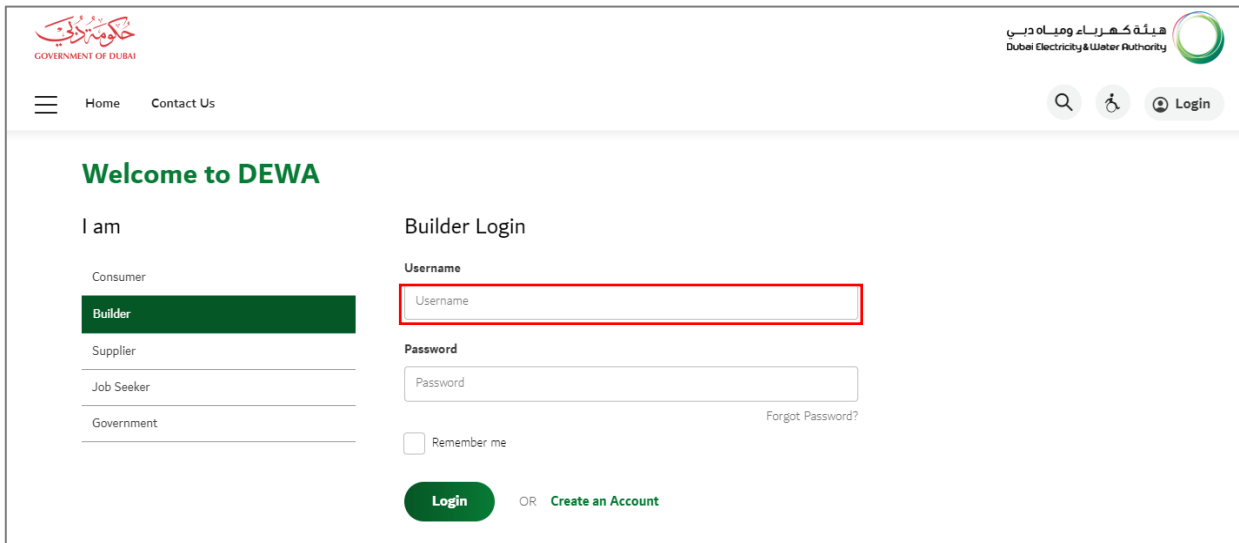
Builder Portal URL : <https://crm.dewa.gov.ae/irj/portal/anonymous/crmownreg>

As part of services offered to Consultant/Contractor, Project Owner search and Relate is added as part of functionality. Following ID types can be utilized for project owner search:

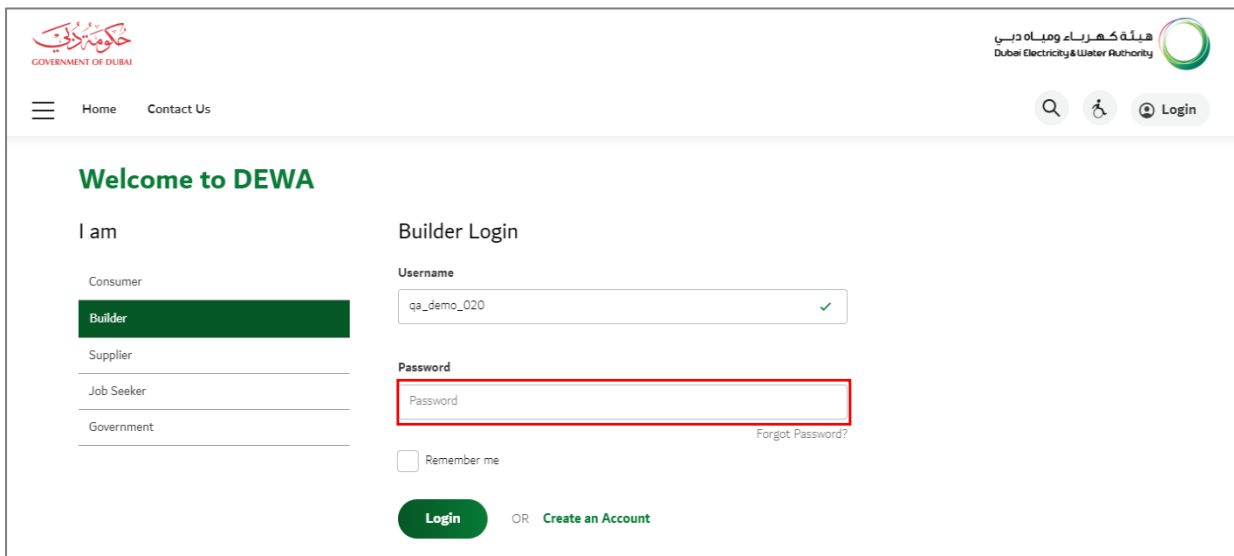
1. Emirates ID
2. Idbera Number
3. Trade Licence
4. Application
5. Build Noc
6. Govt. List No.

1.2.1 Scenario 1- Search and Relate Project Owner

1.2.1.1 Navigate to Builder login page



User Action: Enter username with registered user ID



User Action: Enter Password

Welcome to DEWA

I am

Consumer

Builder

Supplier

Job Seeker

Government

Builder Login

Username

qa_demo_020

Password

☐ Remember me

[Forgot Password?](#)

Login OR [Create an Account](#)

User Action: Click on **Login** Button.

1.2.1.2 My Dashboard

Electricity Network Services

- Getting Electricity Connections
- Electricity Network Modification
- Electricity Connection Cost Calculator

Shams Dubai Guides Tools

- DRRG Solar PV Consultants & Contractors Enrollment
- Enrolled Solar PV Consultants & Contractors
- Solar PV Equipment Eligibility
- Shams Dubai for Consultants & Contractors
- Shams Dubai Calculator
- Shams Dubai Newsletter Subscription

Technical Discussion & Support

- Request Call Back
- Request Email
- Request SMS
- Request Online Discussion

→ Infrastructure Projects Services

→ Solar PV Certification Training

→ Jointer Certification for DEWA Projects

→ Connections Estimate History

Useful Links & Guides

- DEWA Circulars & Regulations
- Consultants & Contractors Guide
- Consultants & Contractors Enrollment
- SOQQOR Programme
- Owek Initiative
- Technical Publications & Resources
- Major Project Guidelines
- Technical User Manuals
- EHV protective regulations
- Forms
- Green Buildings
- Frequently Asked Questions
- Project Owner Registration**
- Change Password
- Update Profile
- Frequently Asked Questions & Tutorial Videos

User Action: Under My Dashboard, check Useful Links and Guides. There you will find link for **Project Owner Registration**. Select that.

User Action: The above step will lead you to the screen where it will display current Project owners associated with company. In this case there are none, we will come back and check again this screen once we relate or create new owner. For now, click on **Search/Create Owner** button.

1.2.1.3 Search and Relate Owner using Emirates ID

User Action: In Search Owner screen, select Leftmost drop down and choose “**Search By Emirates ID**”.

User Action: Enter Emirates ID in adjacent field.

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Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Emirates ID

784197981436906

Search

Government Organizations Help

Create Owner

Owner Number	Owner Name	Actions

User Action: Click Search. This will return you with BP associated with that Emirate ID if it exists in system.

[< Back](#)

Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Emirates ID

784197981436906

Search

Government Organizations Help

Create Owner

Owner Number	Owner Name	Actions
11306398	MURAT AYDOGDU .	Relate Owner

User Action: Click on **Related Owner** under Actions Column to assign Owner role to selected BP.

1.2.1.4 Search and Relate Owner using Trade License

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Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Trade License No

Enter Trade License No

Search

Government Organizations Help

Create Owner

Owner Number	Owner Name	Actions
11306398	MURAT AYDOGDU .	

User Action: Similar to Emirates ID, same procedure can be applied for Organization BP using Trade License.
In Search Owner screen, select Leftmost drop down and choose “Search By Trade License”

[< Back](#)

Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Trade License No ▾

1040830

Search

Government Organizations Help

Create Owner

Owner Number	Owner Name	Actions
11306398	MURAT AYDOGDU .	

User Action: Enter Trade License Number in adjacent field

[< Back](#)

Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Trade License No ▾

1040830

Search

Government Organizations Help

Create Owner

Owner Number	Owner Name	Actions
11306398	MURAT AYDOGDU .	

User Action: Click **Search**. This will return you with BP associated with that Trade License if it exists in system.

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Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Trade License No. [Search](#) [Government Organizations Help](#) [Create Owner](#)

Owner Number	Owner Name	Actions
11857207	AL DHABIAH AL FAKHRAH ELECTRONICS TRADING	Relate Owner

User Action: Click on **Related Owner** under Actions Column to assign Owner role to selected BP.

1.2.1.5 Search and Relate Owner using Government List Number

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Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

[Search by Government List No.](#) [Search](#) [Government Organizations Help](#) [Create Owner](#)

Owner Number	Owner Name	Actions
11857207	AL DHABIAH AL FAKHRAH ELECTRONICS TRADING	

User Action: Similar to Emirates ID, same procedure can be applied for Organization BP using Government List Number. In Search Owner screen, select Leftmost drop down and choose “**Search by Government List Number**”

< Back

Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Government List ▼ Search [Government Organizations Help](#) Create Owner

Owner Number	Owner Name	Actions
11857207	AL DHABIAH AL FAKHRAH ELECTRONICS TRADING .	

User Action: Enter Business Partner Number in adjacent field to find specific partner or simply click on Search without entering any number.

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Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Government List ▼ Search [Government Organizations Help](#) Create Owner

Owner Number	Owner Name	Actions
11857207	AL DHABIAH AL FAKHRAH ELECTRONICS TRADING .	

User Action: Click **Search** button without entering any number for this scenario.

< Back

Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Government List ▼ Search [Government Organizations Help](#) Create Owner

Owner Number	Owner Name	Actions
17090655	ABUDHABI GOVT- ZAYED EDU. COMPLEX	Relate Owner
10026188	AL AHLI CLUB	Relate Owner

User Action: Click on **Related Owner** under Actions Column to assign Owner role to selected BP.

1.2.1.6 Project Owner Display Screen

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Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

[Government Organizations Help](#)

Owner is maintained as your Owner

Owner Number	Owner Name	Actions
17090655	ABUDHABI GOVT- ZAYED EDU. COMPLEX	
10026188	AL AHLI CLUB	Relate Owner
10025662	AL BAYAN PRESS PRINTING & PUB EST	Relate Owner
10025141	AL MAKTOUM FOUNDATION	Relate Owner

User Action: It's time to revisit Project Owner Display screen. Simply click **Back** on current Project Owner Search Screen and it will navigate to display screen.

Project Owners

Owner Number	Owner Name	Actions
11306398	MURAT AYDOGDU .	View Details
11857207	AL DHABIAH AL FAKHRAH ELECTRONICS TRADIN .	View Details
17090655	EMIRATES SCHOOLS ESTABLISHMENT	View Details

User Action: You will observe all 3 partners are now being displayed as owners.

1.2.2 Scenario- 2 – Create Project Owner as Orgnization with Non-DED Trade License

Project Owner

Owner can be created as an Organization or Individual with their respective identifications:

- Emirates ID - Individual
- Trade License No – Organization

Foreign Investor

For Foreign investor, passport ID will be used as source of identification method. As displayed in below screens, we will take input from logged in user at start of this process and accordingly will display relevant fields.

1.2.2.1 Create Owner Screen

Project Owners			Search/Create Owner
Owner Number	Owner Name	Actions	
11306398	MURAT AYDOGDU .	View Details	
11857207	AL DHABIAH AL FAKHRAH ELECTRONICS TRADIN .	View Details	
17090655	EMIRATES SCHOOLS ESTABLISHMENT	View Details	

User Action: Click **Search/Create Owner** on my Project's Owners screen to navigate to search screen.

[< Back](#)

Search Owners

Search existing Owner BP to relate with your project or if not found, click on the 'Create Owner' for the new owner registration.

Search by Emirates ID

Enter Emirates ID

Search

Government Organizations Help

Create Owner

Owner Number	Owner Name	Actions
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User Action: Click **Create Owner** button on Search Owner screen to navigate to Create Owner screen

Project Owner Registration

All fields are mandatory, unless marked optional

Owner Details

Basic Information of the Owner

Document Uploads

Documents required to submit the application

Owner Details

Register Associated Business partner as

☒ Project Owner
 ☐ Foreign Investor

Select Owner Type

☒ Organization
 ☐ Individual

Trade License Number

Expiry Date

Issued By

[Search & Auto-Fill details](#)

User Action: Select Radio button as “Project Owner” under “Register Associated Business Partner as”. Select Radio button as “Organization” under “Select Owner Type”

Project Owner Registration

All fields are mandatory, unless marked optional

Owner Details
Basic Information of the Owner

Document Uploads
Documents required to submit the application

Owner Details

Register Associated Business partner as

☒ Project Owner ☐ Foreign Investor

Select Owner Type

☒ Organization ☐ Individual

Trade License Number Expiry Date

239183 31/01/2030

Issued By

Dubai Economic Department
Non-Dubai Economic Department

User Action: Enter Trade License Number

Project Owner Registration

All fields are mandatory, unless marked optional

Owner Details

Basic Information of the Owner

Document Uploads

Documents required to submit the application

Owner Details

Register Associated Business partner as

☒ Project Owner
 ☐ Foreign Investor

Select Owner Type

☒ Organization
 ☐ Individual

Trade License Number

Expiry Date

Issued By

Dubai Economic Department

Non-Dubai Economic Department

User Action: Enter Expiry Date of Trade License. Select “Issue By” field as Non-DED for this case.

Project Owner Registration

All fields are mandatory, unless marked optional

Owner Details

Basic Information of the Owner

Document Uploads

Documents required to submit the application

Owner Details

Register Associated Business partner as

☒ Project Owner
 ☐ Foreign Investor

Select Owner Type

☒ Organization
 ☐ Individual

Trade License Number

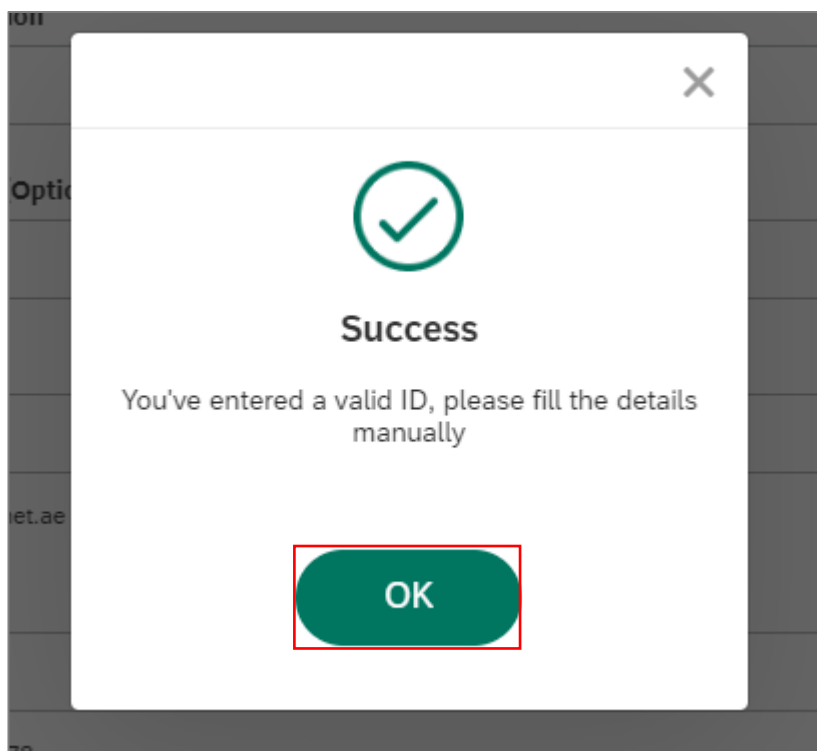
Expiry Date

Issued By

Non-Dubai Economic Department

Search & Auto-Fill details

User Action: Click on **Search & Auto-Fill details** button to check whether this BP already exists in system or not, if it is not data needs to be filled manually.



User Action: Click OK.

Enter following mandatory fields:

- Owner Name
- Company Activity Description
- Email
- Mobile Number
- City
- PO Box
- Office Location Area
- Telephone Number

Owner Name

Company Activity Description

VAT Registration Number (Optional)

E-mail

i eg. yourname@emirates.net.ae or yourname@companyname.com

Mobile Number

+971

i SXXXXXXX eg: 512345678

Street Name (Optional)

City

P.O.Box

Telephone

+971

Extension (Optional)

4XXXXXXX eg: 41234567

User Action: Click Next after filling above detail to navigate to attachments page.

Project Owner Registration

All fields are mandatory, unless marked optional

Owner Details
Basic information of the Owner

Document Uploads
Documents required to submit the application

Document Uploads

Trade License

i Supported File Types: PDF,PNG,JPG (Upto 5 MB)

PDF

120110.pdf

1.463MB

X

VAT Registration Letter (Optional)


i Supported File Types: PDF,PNG,JPG (Upto 5 MB)

Owner Authorization Letter

i Supported File Types: PDF,PNG,JPG (Upto 5 MB)

User Action: Upload Mandatory Attachments. And click submit

1.2.2.2 Track Application



Submission Successful

Your reference number is 3000142
Your request(s) is under review

Submitted Date

30 Nov 2023 | 03:38:50

ID Number

239182

Owner Name

Al Tayer ATD

What's Next?

Your application is being processed. We will send you an E-mail and SMS once application status changes.

[Track Application](#)

User Action: Click on **Track Application** to know more details

Track your Application

Search Criteria

Request No

Start Date

Project Owner Creation

From Date

To Date

*Please select Service type first

[Search](#)

User Action: Select **Project Owner Creation** and Click on **Search**

Track your Application

Search Criteria

Request No ▼

Start Date ▼

Project Owner Creation ▼

From Date 📅

To Date 📅

*Please select Service type first

Search

Application Status

Request Number	Name	Status	Submitted Date	View Details
0003000142	Al Tayer ATD	Submitted	30.11.2023	View
0003000140	abv	Returned	25.11.2023	View

User Action: Current status of submitted applications will be displayed.