



# Supplier Enrolment - Foreign Suppliers (Outside UAE)

**USER  
MANUAL**

ISSUE DATE

28 Nov 2023

REVISION DATE

28 NOV 2023

VERSION

1.0

## Overview

The objective of this Tutorial is to learn the DEWA SAP Vendor Registration Processes – Foreign Vendor (Tender Purchase and Non-Tender Purchase), different types of registration process, tracking the application and resubmit the application in case sent for clarification.

Difference between Tender Purchase and Non-Tender Purchase is as given below :

Tender Purchase Vendor	Non-Tender Purchase Vendor
For Tender Purchase Quotation can be apply before vendor creation.	Non-Tender vendor didn't get access for bidding before approval
Vendor BP get create before Approval of Application	Vendor BP get create after approval of Application
Till Application Final Approval – Purchase Organization is remained in Blocked status; it get unblocked after approval.	Purchase Organization get create only after final approval

### 1.1 Service features

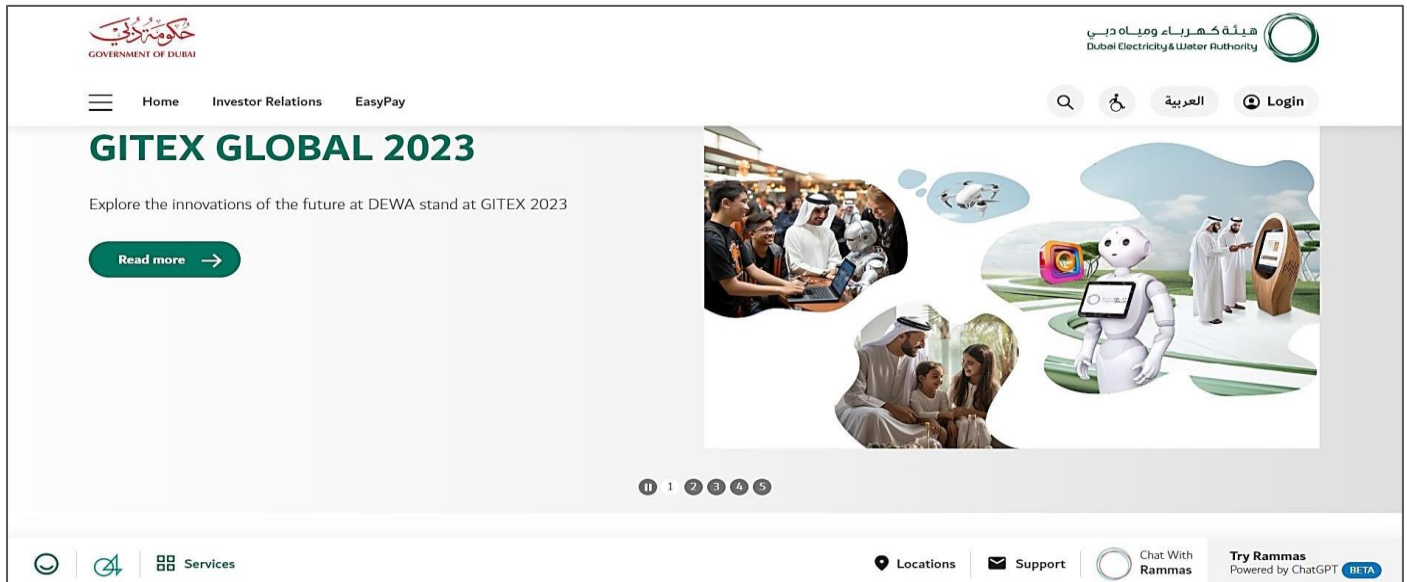
- Supplier and Admin Registration – Foreign Vendor (Non-Tender Purchase)
  - Company & Trade License Details
  - Other Company and Admin Details
  - User Details
  - Product Details
  - Document Uploads
- Supplier and Admin Registration – Foreign Vendor (Tender Purchase)
  - Company & Trade License Details
  - Other Company and Admin Details
  - User Details
  - Product Details
  - Document Uploads

### 1.2 How to request

New Supplier Registration is an enhanced service on SRM portal for new supplier registration.

User can use <https://www.dewa.gov.ae/en/supplier> to access the dewa webpage.

### 1.2.1 Supplier and Admin Registration – Foreign Vendor (Non - Tender Purchase)



**User Action:** User can use <https://www.dewa.gov.ae/en/supplier> link to access this portal

Home Investor Relations EasyPay

العربية Login

Consumer Builder Partner **Supplier** Student

**Trending Services**

- Bill Payment
- Request for Activation of Electricity/Water (Move-in)
- Attending Technical Notifications – Electricity/Water (Smart Response)

**Supply Management**

- Request for Activation of Electricity/Water (Move-in)
- Request for Deactivation of Electricity/Water (Move-out)
- Transfer of Electricity/Water (Move-to)

**Consumption Management**

- Smart Living **NEW**
- Request for Consumption Verification - Electricity/Water
- Compare Multiple Accounts

**User Action:** Scroll down and click on Supplier to access the supplier portal.

Consumer Builder Partner **Supplier** Student

**Main Services**

- **Register New Vendor**
- Open Tender
- Procurement
- RFX & Auction
- Purchase Order Collaboration

**Support Services**

- Submission of Generation Projects Documents
- Suggestions & Complaints

**Useful Links & Guides**

- Frequently Asked Questions & Tutorial Videos
- New Vendor Registration Guide
- Update Vendor Profile Guide
- Suppliers code of Conduct & Ethics
- RFX & Quotation Submission for Contracts Section
- RFX & Quotation Submission for Local Purchase

**User Action:** Click on **Register New Vendor** Service to register new vendor. This will open Enrollement Page.

### 1.2.1.1 Company & Trade License Details

In this section user must enter the details of the company and trade license.

## Create an Account

All fields are mandatory, unless marked optional

**Company & Trade License Details**  
Basic information of the Company &  
Trade License details

**Other Company & Admin Details**  
Additional details of the Company  
details of the Company Administrator

**User Details**  
Users who coordinate with DEWA on  
behalf of company

**Product Details**  
Details of products available in stock  
for Exclusive & Non-Exclusive Agent or  
Distributors

**Document Uploads**  
All documents that are to be uploaded  
for the process

### Details of the company

**Company Full Name**

Westrock Pvt Ltd

① Company Full Name as per Trade License

**Street Name**

Unit no. 25, Apurav Industrial Estate

**Country**

**City**

City

**PO Box/Postal Code**

PO Box/Postal Code

**User Action:** Enter the **Company Full Name** and the **Street Name** for the company.

### Details of the company

**Company Full Name**

Westrock Pvt Ltd

① Company Full Name as per Trade License

**Street Name**

Unit no. 25, Apurav Industrial Estate

**Country**

India

India

India

Indonesia

Iran

Iraq

Ireland

**User Action:** Select **Foreign Country** for ex. India as user is registering for a Foreign Vendor.

City

Mumbai

PO Box/Postal Code

401201

Company Telephone

+91 ▾ 226451

Extension

Extension

ⓘ eg:4XXXXXXX

Mobile Number (Optional)

+91 ▾ 9895123456

ⓘ eg:5XXXXXXX

E-mail

yourname@companyname.com

ⓘ Only Company E-mail address is allowed

**User Action:** Enter City Name. For ex., Mumbai. Also enter PO Box/ Postal Code of the City, the Company Telephone Number, Mobile Number, Company Email Address

E-mail

yourname@companyname.com

ⓘ Only Company E-mail address is allowed

Are you registering for Tender Purchase

☐ Yes
☒ No

Are you registering for HR Training related Procurement?

☐ Yes
☒ No

**User Action:** Select Radio Button as “No” for both questions as user is registering for Non-Tender Purchase and Non-HR Training Vendor.

**Are you registering for Tender Purchase**

☐ Yes ☒ No

**Are you registering for HR Training related Procurement?**

☐ Yes ☒ No

**Details of Foreign Unique ID**

**Issuing Authority**

Government of India

**Foreign Unique ID**

37458323

<b>Foreign Unique ID - Date of Issue</b>	<b>Foreign Unique ID - Date of Expiry</b>
01/11/2022	31/10/2028

**Is this company in any way is owned or related to one of DEWA Employee?**

☐ Yes ☒ No

**Save and Continue**

**User Action:** You can enter issuing authority name who has issued foreign unique ID to vendor. Provide Foreign Unique ID of the vendor with Issue date and Expiry date



Are you registering for Tender Purchase

☐ Yes ☒ No

Are you registering for HR Training related Procurement?

☐ Yes ☒ No

## Details of Foreign Unique ID

Issuing Authority

Government of India

Foreign Unique ID

37458323

Foreign Unique ID - Date of Issue

01/11/2022



Foreign Unique ID - Date of Expiry

31/10/2028



Is this company in any way is owned or related to one of DEWA Employee?

☐ Yes ☒ No

Save and Continue

**User Action:** Select Radio button as “No” if the company is not owned by DEWA employee. And click on **Save and continue** button

### 1.2.1.2 Other Company and Admin Details

In this section user must provide Company Sponsor and Admin. Here User must follow the two step Verification process for Admin and other users such as Email and Mobile Verification.

Create an Account

All fields are mandatory, unless marked optional

✔

**Company & Trade License Details**  
Basic information of the Company & Trade License details

●

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

○

**User Details**  
Users who coordinate with DEWA on behalf of company

○

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

○

**Document Uploads**  
All documents that are to be uploaded for the process

#### Additional Company Details

**Web URL (Optional)**

**Company Activity**

**Category**  
  
☐ Gear unit for indust

**Passport Number**

**User Action:** Enter Company **Web URL**. Select **Company Activity** from dropdown list. For ex., Supply and Services and **Category** for company, for ex., Software Client Oper.

### Category

Generator X

Gaskets X

Gear unit for indust X



## Details for Company Administrator

Do you have Emirates ID Number?



Yes



No

Passport Number

Z23454312

Passport Issue Date

30/10/2018



Passport Expiry Date

29/11/2028



Admin First Name

Admin First Name

Admin Last Name

Admin Last Name

Designation

**User Action:** Select Radio button as “Yes” if Admin is having Emirate Id else Admin can be registered with Passport details as well. Enter Emirate Id number and Select Passport Issue & Expiry Date.



Do you have Emirates ID Number?

☐

Yes

☒

No

Passport Number

Z23454312

Passport Issue Date

30/10/2018



Passport Expiry Date

29/11/2028



Admin First Name

Rahul

Admin Last Name

Jain

Designation

MANAGING PARTNER



MANAGING DIRECTOR

MANAGING PARTNER

MARKETING EXECUTIVE

MARKETING MANAGER

MEP ENGINEER

MEP MANAGER

Do you need access to all services?



**User Action:** Enter First and Last Name. Select Designation for Admin from dropdown list. For ex. Managing Partner



<b>Admin First Name</b>	<b>Admin Last Name</b>
<input type="text" value="Rahul"/>	<input type="text" value="Jain"/>
<b>Designation</b>	
<input type="text" value="MANAGING PARTNER"/>	
<b>Admin E-mail</b>	
<input type="text" value="rahulj@westrock.co.in"/>	<input type="button" value="Verify"/>
<b>Mobile Number</b>	
<input type="text" value="+91"/>	<input type="text" value="Mobile Number"/>
<b>Do you need access to all services?</b>	
<input type="text"/>	


**User Action:** Provide Admin E-mail address and click on Verify button. User will receive OTP on given Email address.



Passport Issue Date      Passport Expiry Date

×

### Verify Email Address



Please enter the 6-digit OTP sent to your e-mail **rahulj@westrock.co.in**.

9

9

9

9

9

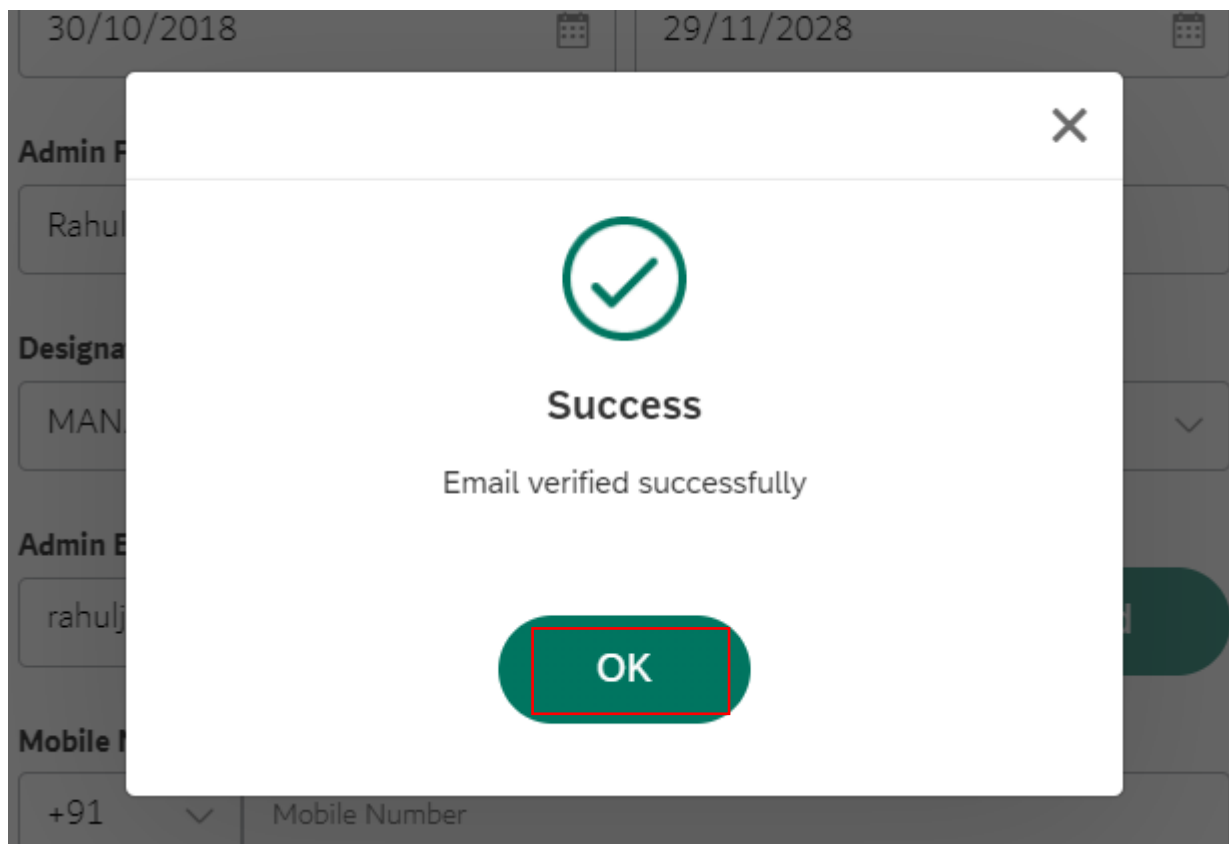
9|

The session will end in **2:49**  
Didn't receive any code? [Resend](#)

Verify

Do you need access to all services?

**User Action:** User must pass OTP received on email and click on Verify button



**User Action:** Click OK button on Successful verification.

**Admin E-mail**

rahulj@westrock.co.in

✓

Verified

**Mobile Number**

+91

9895123123

**Do you need access to all services?**

Yes

✓

**Letter from the Company**

[Download Template](#)

**User Action:** Enter Admin Mobile number. If vendor need access to all services – Select “Yes” otherwise select “No”.

Do you need access to all services?

Yes

Letter from the Company

[Download Template](#)

[Upload your File](#)

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF Letter of Company.pdf

0.066MB

Passport Copy

[Upload your File](#)

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF Passport.pdf

0.066MB

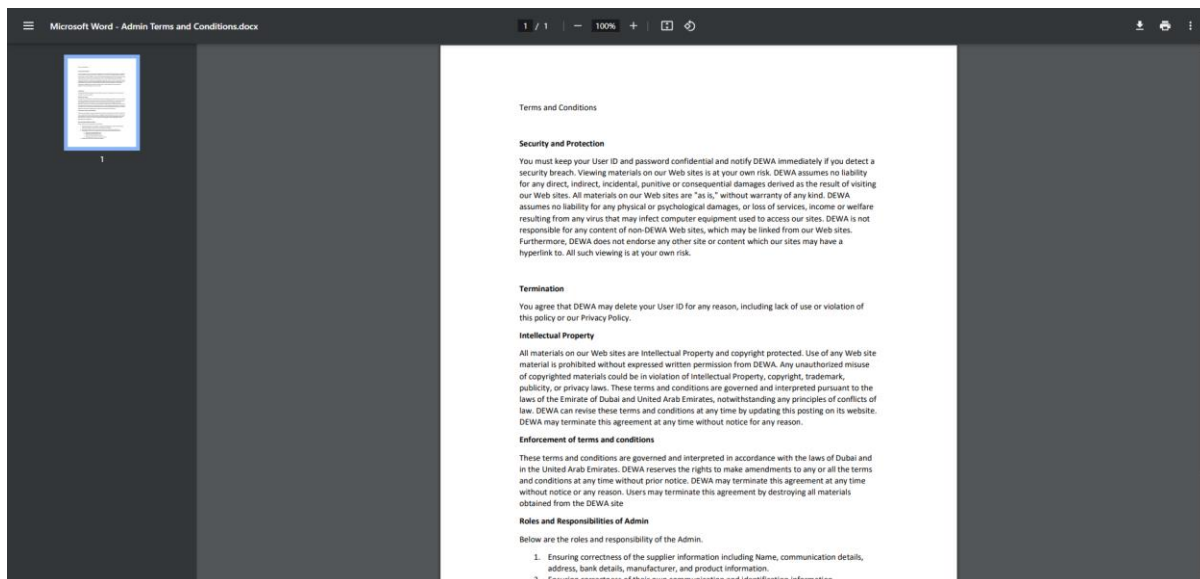
☐ I have read and understood the [Terms and Conditions](#) of Use

Back

Next

**User Action:** User must attach Admin Employee ID or Letter from the company as a proof as well as Passport Copy. Click on Upload your File button to attach the document. Click on Terms and Conditions hyperlink to read the clauses.





Letter from the Company

Download Template

Upload your File

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

Letter of Company.pdf

0.066MB

Passport Copy

Upload your File

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

Passport.pdf

0.066MB

☒ I have read and understood the [Terms and Conditions of Use](#)

Back

Next

**User Action:** Select Checkbox to accept the conditions and click on Next button to move on next page.

### 1.2.1.3 User Details

Information: In this section user can add single or multiple Users by providing their details.

## Create an Account

All fields are mandatory, unless marked optional

✓

**Company & Trade License Details**  
Basic information of the Company & Trade License details

✓

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

●

**User Details**  
Users who coordinate with DEWA on behalf of company

○

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

○

**Document Uploads**  
All documents that are to be uploaded for the process

**Contact Person 1**

Do you have Emirates ID Number?

☐ Yes
 ☒ No

Passport Number

Passport Issue Date

Passport Expiry Date

First Name

Last Name

E-mail

**User Action :** Select appropriate radio button with which user want to fill up the details. For ex., “No” to register user with passport details. Enter passport details of a User. Select Passport Issue Date and Expiry Date. Enter First and Last Name of a User, Email address and Mobile number of the User.

#### Role details:

- **Bidder** – This role allows access to services related to RFX response submission. If required alternate quotations, you required to create multiple user under contact person for same RFX.
- **Procurement** – This role allows access to services related to operational procurement including PO acknowledgement, Advance Shipment Notification creation, Good receipt status, Invoice Submission.
- **GIS** - This allow access to submit As is build drawing submission on supplier portal.
- **Site Note Consultant** – This role allows access to services which display information related to ongoing Site Projects.
- **Site Note Contractor** - This role allows access to services which display information related to ongoing Site Projects.



**E-mail**

rahulr@westrock.com

**Mobile Number**

+91



9895123123

eg:5XXXXXXX

**User Role**

BIDDER ×

PROCUREMENT ×



BIDDER



GIS



PROCUREMENT



SITE CONSULTANT



SITE CONTRACTOR

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

**User Action:** Select Role for user from dropdown list. For ex., BIDDER & PROCUREMENT.

**E-mail**

**Mobile Number**  

+91

9895123123

(i) eg:5XXXXXXX

**User Role**  

BIDDER X

PROCUREMENT X

**Designation**  

BRAND MANAGER

**Passport Copy**  

Upload your File

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

+ [Add a new Contact Person](#)

Back

Next

**User Action:** Select Designation for user from dropdown list. For ex. Brand Manager

**User Role**

BIDDER × PROCUREMENT ×

**Designation**

BRAND MANAGER

**Passport Copy**

Upload your File

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

Passport copy.pdf

0.066MB

×

+ [Add a new Contact Person](#)

Back

Next

**User Action:** Click on Upload your File button to add supporting documents of a user. Click on Add a new Contact Person. Otherwise click on Next button to move on next page.

©2021 DUBAI ELECTRICITY AND WATER AUTHORITY.

PAGE 21 OF 49

## Contact Person 2



Do you have Emirates ID Number?

☐ Yes

☒ No

Passport Number

U1212132

Passport Issue Date

15/11/2023



Passport Expiry Date

14/11/2029



First Name

Suresh

Last Name

Vaidya

E-mail

E-mail

Mobile Number

+91



9890123123

eg:5XXXXXXX

User Role

SITE CONSULTANT ✕



**User Action:** Enter Contact Person 2 details

**User Role**

SITE CONSULTANT X

**Designation**

BUSINESS CONSULTANT

**Passport Copy**

Upload your File

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

Passport Suresh.pdf

X

0.066MB

+ [Add a new Contact Person](#)

Back

Next

**User Action:** Click on Upload your File button to add supporting documents of a user. Click on **Next** button to move on next page.

©2021 DUBAI ELECTRICITY AND WATER AUTHORITY.

PAGE 23 OF 49

### 1.2.1.4 Product Details

## Create an Account

All fields are mandatory, unless marked optional

✓

**Company & Trade License Details**  
Basic information of the Company & Trade License details

✓

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

✓

**User Details**  
Users who coordinate with DEWA on behalf of company

●

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

○

**Document Uploads**  
All documents that are to be uploaded for the process

**Product 1**

Choose Type

☒ Product Exclusive Agent

☐ Product Non-Exclusive Agent

**Product Name**

**Product**

**Brand**

**Stock Held**

+ [Add new Product](#)

Back

Next

**User Action:** Select appropriate radio button for Product type whether it is an Exclusive Agent or Non-Exclusive agent, also Enter Product Name. For ex. Anti Virus. Also enter Product and Brand Name of the product.



All fields are mandatory, unless marked optional

✓ ✓ ✓ ● ●

**Company & Trade License Details**  
Basic information of the Company & Trade License details

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

**User Details**  
Users who coordinate with DEWA on behalf of company

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

**Document Uploads**  
All documents that are to be uploaded for the process

**Product 1**

Choose Type

☒ Product Exclusive Agent ☐ Product Non-Exclusive Agent

Product Name  
Generator Assembly

Product  
Generator

Brand  
Luminous

Stock Held  
Yes

+ [Add new Product](#)

Back Next

**User Action:** Select Stock held status of the product. To add new product details click on Add new Product option. Otherwise click on Next button to move on next page.

### 1.2.1.5 Document Uploads

This section is used to upload all the relevant documents such as Trade License, Passport Copy of Owner/ Manager, VAT Certificate, etc. User have to check and upload all the mandatory documents.

The attachments are to be provided to get registered with DEWA, failed which your application may get rejected.

#### Mandatory Documents :

- Trade License
- Passport Copy of Owner/Sponsor/Manager

#### Optional Documents:

- Certificate of Chamber of Commerce and Industry
- Product Catalogue
- Agency registration Certificate
- SME Registration Copy

### Create an Account

All fields are mandatory, unless marked optional

✓

**Company & Trade License Details**  
Basic information of the Company & Trade License details

✓

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

✓

**User Details**  
Users who coordinate with DEWA on behalf of company

✓

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

○

**Document Uploads**  
All documents that are to be uploaded for the process

### Document Uploads

Trade License (Attach if Trade License not issued by DED) / Foreign vendor Registration attachment

Upload your File

① Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

Trade license.pdf

✕

0.066MB

Passport copy of Owner/Manager

Upload your File

① Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

Passport owner.pdf

✕

0.066MB

Chamber of Commerce & Industry Certificate (Optional)

Upload your File


**User Action:** Click on Upload your File button to upload the Trade License document and Passport copy.



- ☒ The Supplier / User Account holders and their custodians hereby agree to have read and understood the above clauses in the [Terms & Conditions](#) and commit to comply on the intent of these and any other expressly written security and privacy requirements communicated through any other channels, but not in this acknowledgement
- ☒ I have read and agreed the [Code of Conduct](#)
- ☒ We hereby confirm that no DEWA staff or his or her relatives upto third degree has ownership of partnership in our company and our participation in DEWA Tenders does not constitute a conflict or perceived conflict of interest.
- ☒ [Supplier Acknowledgement \(Click here to read\)](#)

You cannot enroll unless you agree Past Supply/ Work record/ Company Profile/ Financial Statement (if Applicable).

Please review the [Privacy Policy](#) and [Disclaimer](#) before enrolling with DEWA.

☐ I'm not a robot
 
  
reCAPTCHA
  
[Privacy](#) - [Terms](#)

Back

Submit

**User Action:** Click on Terms & Conditions Hyperlink to read the clauses. Click on Code of Conduct before agreeing the same. Click [Supplier Acknowledgement \(Click here to read\)](#) to read the acknowledgment. Tick the checkbox to Agree all conditions

Upload your File

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

☒ The Supplier / User Account holders and their custodians hereby agree to have read and understood the above clauses in the [Terms & Conditions](#) and commit to comply

☒

☒

☒

You can  
Stateme

Please r

☐

Select all squares with

**motorcycles**

If there are none, click skip

SKIP

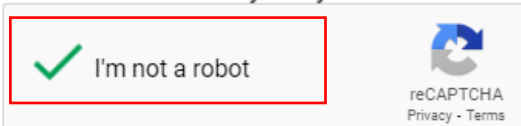
**User Action:** Click in checkbox to access the puzzle. Click Verify button after selection of correct options.



- ☒ The Supplier / User Account holders and their custodians hereby agree to have read and understood the above clauses in the [Terms & Conditions](#) and commit to comply on the intent of these and any other expressly written security and privacy requirements communicated through any other channels, but not in this acknowledgement
- ☒ I have read and agreed the [Code of Conduct](#)
- ☒ We hereby confirm that no DEWA staff or his or her relatives upto third degree has ownership of partnership in our company and our participation in DEWA Tenders does not constitute a conflict or perceived conflict of interest.
- ☒ [Supplier Acknowledgement \(Click here to read\)](#)

You cannot enroll unless you agree Past Supply/ Work record/ Company Profile/ Financial Statement (if Applicable).

Please review the Privacy Policy and Disclaimer before enrolling with DEWA.



Back

Submit

**User Action:** Click Submit button to do the final submission for creation of the vendor.



## Submission Successful

Your reference number is 0000021811  
Your request(s) is under review

Submitted Date

29 Nov 2023 | 06:54:41

Application Number

0000021811

Trade License/Company Registration Number

37458324

Company Full Name

Westrock Pvt Limited

### What's Next?

Your application is being processed. We will send you an E-mail and SMS once application status changes.  
Once application is approved, an email with a link to create user name and password will be sent.

[Track Application](#)

- Upon submission, you will get the Request Number which will be used for future reference till your registration process completion.
- Upon the data verification by DEWA Procurement Team, your vendor code will be created in DEWA System in case of successful registration which will be sent to you E Mail.
- You will get notified with the Rejection E Mail in case of data verification failure.

## 1.2.2 Supplier and Admin Registration – Foreign Vendor (Tender Purchase)

### 1.2.2.1 Company & Trade License Details

In this section user must enter the details of the company and trade license.

### Create an Account

All fields are mandatory, unless marked optional

**Company & Trade License Details**  
Basic information of the Company & Trade License details

Other Company & Admin Details  
Additional details of the Company details of the Company Administrator

User Details  
Users who coordinate with DEWA on behalf of company

Product Details  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

Document Uploads  
All documents that are to be uploaded for the process

#### Details of the company

**Company Full Name**

① Company Full Name as per Trade License

**Street Name**

**Country**

India

**City**

**PO Box/Postal Code**

**Company Telephone**

+91

2323232

**Extension**

**User Action:** Enter the Company Full Name, Street Name, Select Foreign Country for ex. India as user is registering for a Foreign Vendor. Enter City Name, PO Box/ Postal Code of the City, Company Telephone Number and Mobile Number



E-mail

admin@companyname.com

(i) Only Company E-mail address is allowed

Are you registering for Tender Purchase

☒ Yes ☐ No

Are you registering for HR Training related Procurement?

☐ Yes ☒ No

**User Action:** Provide the Company Email Address. Select Radio Button as “Yes” for Tender Purchase and “No” for HR Training Purchase.



Are you registering for Tender Purchase

☒ Yes ☐ No

Are you registering for HR Training related Procurement?

☐ Yes ☒ No

## Details of Foreign Unique ID

Issuing Authority

Government of India

Foreign Unique ID

IND123121

Foreign Unique ID - Date of Issue

21/11/2018

Foreign Unique ID - Date of Expiry

29/12/2028

Is this company in any way is owned or related to one of DEWA Employee?

☐ Yes ☒ No

Save and Continue

**User Action:** You can enter issuing authority name who has issued foreign unique ID to vendor. Provide Foreign Unique ID of the vendor, Foreign Unique ID Issue date and Expiry date. Select Radio button as "No" if the company is not owned by DEWA employee. And click on **Save and continue** button

### 1.2.2.2 Other Company and Admin Details

In this section user must provide Company Sponsor and Admin. Here User must follow the two step Verification process for Admin and other users such as Email and Mobile Verification.

## Create an Account

All fields are mandatory, unless marked optional

✓

**Company & Trade License Details**  
Basic information of the Company & Trade License details

●

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

○

**User Details**  
Users who coordinate with DEWA on behalf of company

○

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

○

**Document Uploads**  
All documents that are to be uploaded for the process

### Additional Company Details

**Web URL (Optional)**

**Company Activity**

Supply and Services
▼

**Category**

Generator X
Gear unit for indust X
Gaskets X
▼

**User Action:** Enter Company Web URL. Select Company Activity from dropdown list. For ex., Supply and Services. Select category for company, for ex., Generator, Gasket, Gear Unit for Industry

## Details for Company Administrator

Do you have Emirates ID Number?



Yes



No

Passport Number

W1213456

Passport Issue Date

29/11/2018



Passport Expiry Date

28/11/2028



Admin First Name

Charles

Admin Last Name

Soans

Designation

MANAGING PARTNER



**User Action:** Select Radio button as “No” if Admin is having not Emirate Id, admin can be registered with Passport Details. Enter Passport number. Enter Passport number, Issue and Expiry Date. Enter Admin First Name and Last Name. Select Designation for Admin from dropdown list. For ex. Managing Partner

Admin First Name

Charles

Admin Last Name

Soans

Designation

MANAGING PARTNER

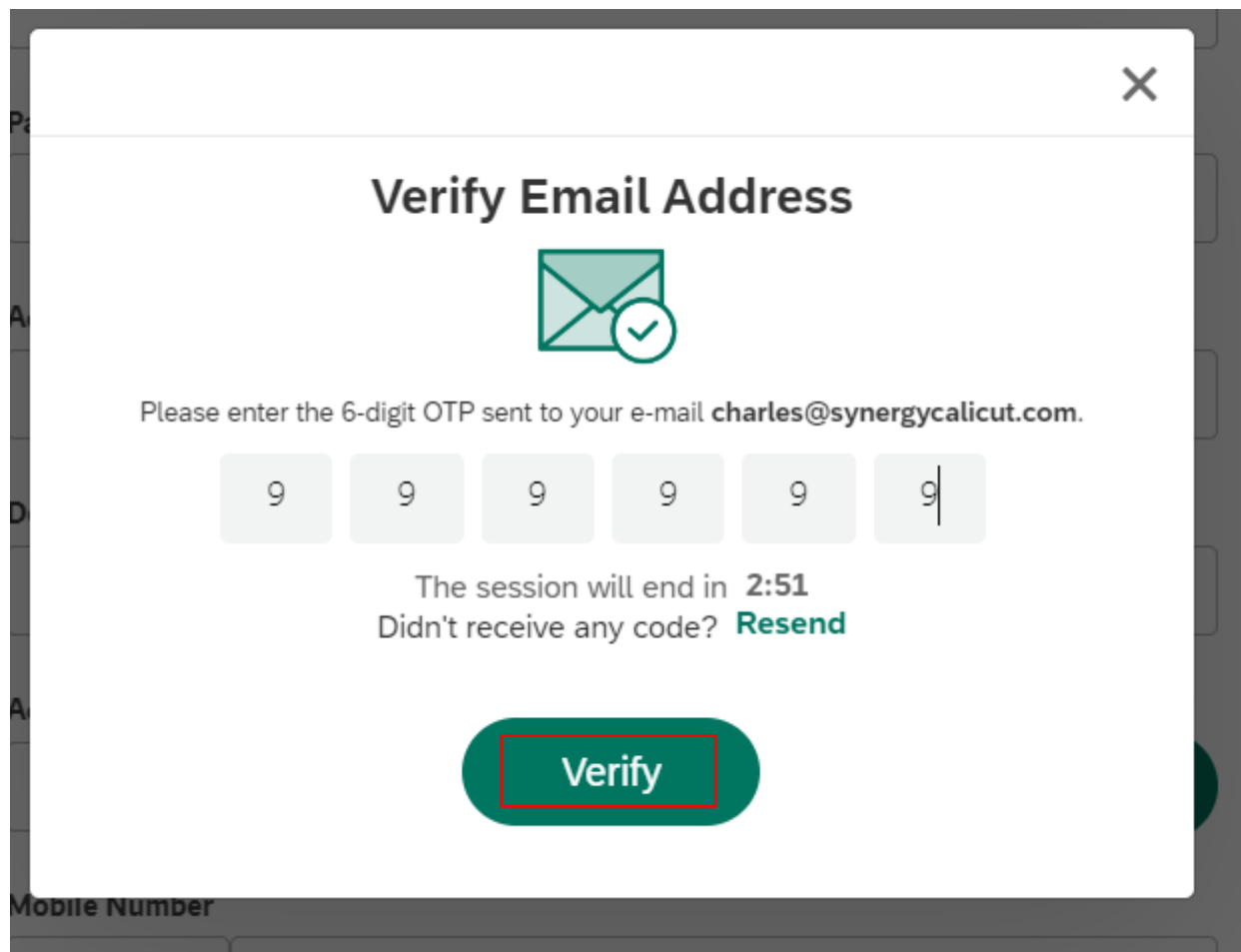


Admin E-mail

charles@synergycalicut.com

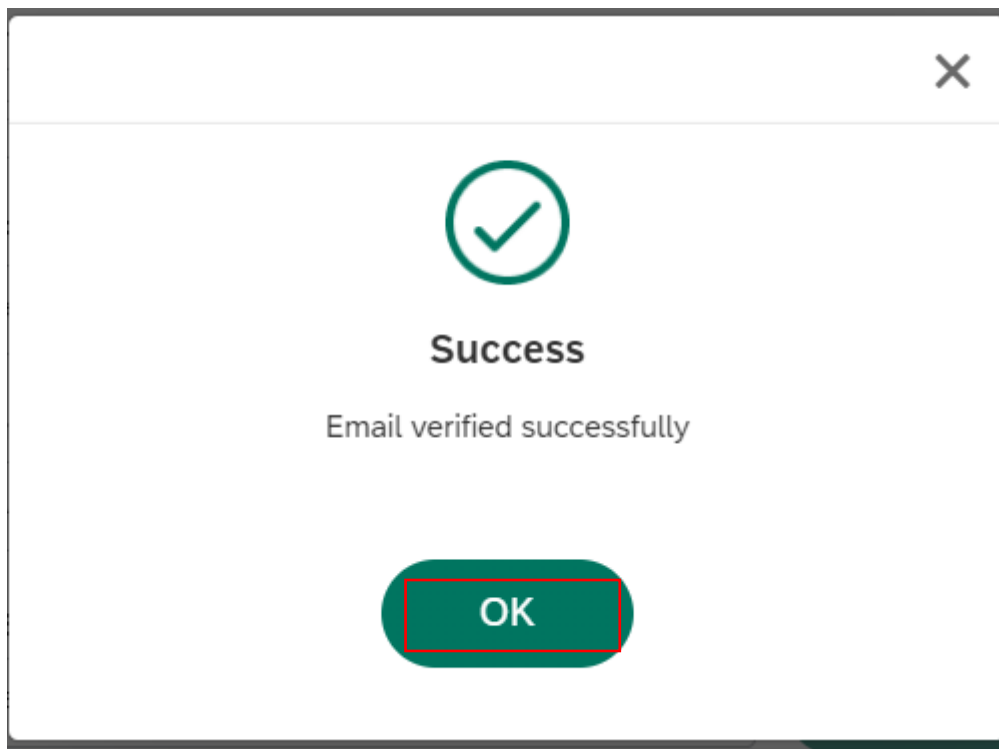
Verify

**User Action:** Provide Admin E-mail address and click on Verify button. User will receive OTP on given Email address.

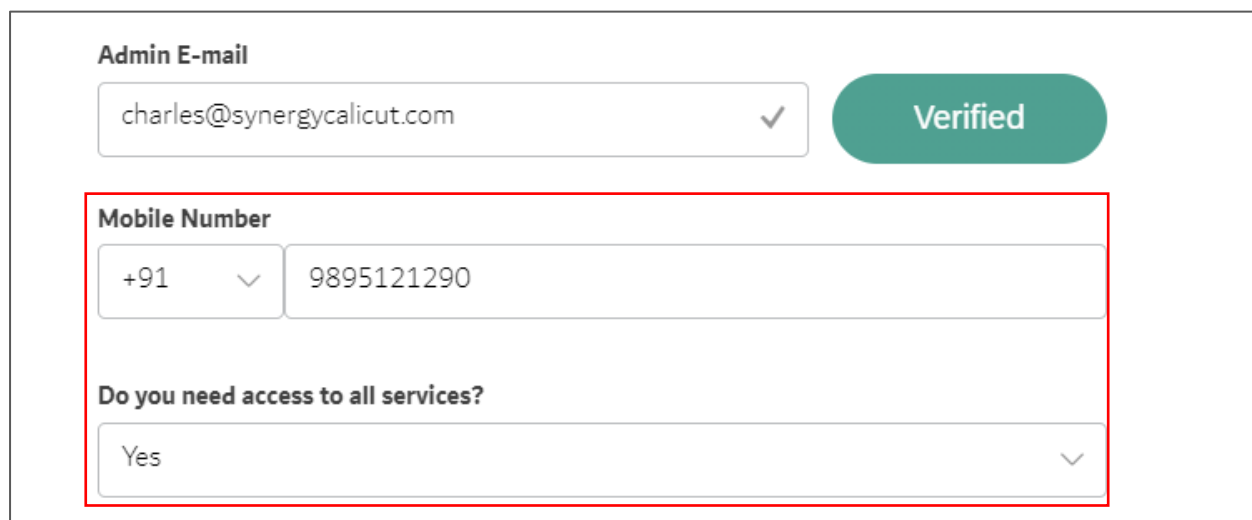


The image shows a 'Verify Email Address' dialog box. At the top, there is a title 'Verify Email Address' and a close button (X). Below the title is an icon of an envelope with a checkmark. The text inside the dialog says: 'Please enter the 6-digit OTP sent to your e-mail **charles@synergycalicut.com**.' Below this text is a row of six input fields, each containing the digit '9'. Underneath the input fields, it says 'The session will end in **2:51**' and 'Didn't receive any code? **Resend**'. At the bottom of the dialog is a large green button labeled 'Verify'.

**User Action:** User must pass OTP received on email and click on **Verify** button



**User Action:** Click OK button on Successful verification.



A screenshot of a registration form. At the top, there is a section for "Admin E-mail" with a text input field containing "charles@synergycalicut.com" and a green checkmark icon. To the right of this field is a green rounded button labeled "Verified". Below this, there is a red rectangular box containing two sections. The first section is labeled "Mobile Number" and contains a dropdown menu with "+91" selected and a text input field with "9895121290". The second section is labeled "Do you need access to all services?" and contains a dropdown menu with "Yes" selected. A red rectangular border highlights the entire area containing the "Mobile Number" and "Do you need access to all services?" sections.

**User Action:** Enter Admin Mobile number. If vendor need access to all services – click on “Yes” radio button otherwise select “No”.



### Letter from the Company

[Download Template](#)

Upload your File

*i* Supported File Types: PNG,JPG,PDF(Up to 5 MB)



### Passport Copy

Upload your File

*i* Supported File Types: PNG,JPG,PDF(Up to 5 MB)



☐ I have read and understood the [Terms and Conditions of Use](#)

Back

Next

**User Action:** User must attach Admin Employee ID or Letter from the company as a proof as well as Passport Copy. Click on Upload your File button to attach the document.

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

PDF

**Authorize letter.pdf**  
0.370MB

×

Passport Copy

Upload your File

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

PDF

**Passport owner.pdf**  
0.066MB

×

☒ I have read and understood the [Terms and Conditions of Use](#)

Back

Next

**User Action:** Select Checkbox to accept the conditions and click on Next button to move on next page.

### 1.2.2.3 User Details

Information: In this section user can add single or multiple Users by providing their details.

Select required role for the contact person. Based on the role the person access will be granted.

Role details:

- Bidder – This role allows access to services related to RFX response submission. If required alternate quotations, you required to create multiple user under contact person for same RFX.
- Procurement – This role allows access to services related to operational procurement including PO acknowledgement, Advance Shipment Notification creation, Good receipt status, Invoice Submission.
- GIS- This allow access to submit As is build drawing submission on supplier portal.
- Site Note Consultant – This role allows access to services which display information related to ongoing Site Projects.
- Site Note Contractor - This role allows access to services which display information related to ongoing Site Projects.

## Create an Account

All fields are mandatory, unless marked optional



**Company & Trade License Details**  
Basic information of the Company & Trade License details



**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator



**User Details**  
Users who coordinate with DEWA on behalf of company



**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors



**Document Uploads**  
All documents that are to be uploaded for the process

### Contact Person 1



Do you have Emirates ID Number?



Yes



No

Passport Number

Y12q3521

Passport Issue Date

22/11/2020



Passport Expiry Date

21/11/2030



First Name

Ancil

Last Name

Soans

E-mail

ancil@synergycalicut.com

Mobile Number

+91 9895190912

**User Action:** Select appropriate radio button with which user want to fill up the details. For ex., "No" to register user with passport details. Enter passport details. Issue and Expiry date of the User. Also enter Email address and Mobile number of the user.





E-mail

ancil@synergycalicut.com

Mobile Number

+91



9895190912

(i) eg:5XXXXXXX

User Role

BIDDER X

PROCUREMENT X



Designation

BRAND MANAGER



Passport Copy

Upload your File

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

PDF

Passport Ancil.pdf



0.066MB

+ [Add a new Contact Person](#)

Back

Next

**User Action:** Select Roles for user from dropdown list. For ex., BIDDER & PROCUREMENT. Select Designation for user from dropdown list. For ex. Brand Manager. Click on Upload your File button to add supporting documents of a user. Click on Add a new Contact Person. Otherwise click on Next button to move on next page.



Do you have Emirates ID Number?

☐

Yes

☒

No

Passport Number

R1231356

Passport Issue Date

22/11/2020



Passport Expiry Date

21/11/2030



First Name

Jain

Last Name

Mathew

E-mail

jain@synergycalicut.com

Mobile Number

+91



9895787435

eg:5XXXXXXX

User Role

BIDDER X



Designation

BUSINESS CONSULTANT



**User Action:** Select Designation for 2nd user. For ex. Business Consultant and click on Upload your File to attach supporting documents.



User Role

BIDDER X

Designation

BUSINESS CONSULTANT

Passport Copy

Upload your File

Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF Passport Jain.pdf X  
0.066MB

+ [Add a new Contact Person](#)

Back Next

**User Action:** Click on Next button to move on next page.

## 1.2.2.4 Product Details

### Create an Account

All fields are mandatory, unless marked optional

✓

**Company & Trade License Details**  
Basic information of the Company & Trade License details

✓

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

✓

**User Details**  
Users who coordinate with DEWA on behalf of company

●

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

○

**Document Uploads**  
All documents that are to be uploaded for the process

**Product 1**

**Choose Type** 🗑️

☒ Product Exclusive Agent
 ☐ Product Non-Exclusive Agent

**Product Name**

**Product**

**Brand**

**Stock Held**

▼

+ [Add new Product](#)

Back
Next

**User Action:** Select appropriate radio button for Product type whether it is an Exclusive Agent or Non-Exclusive agent, also Enter Product Name. For ex. Anti Virus. Define product, Enter Brand Name of the product. Select Stock held status of the product. Click on Add new Product.

## Create an Account

All fields are mandatory, unless marked optional



**Company & Trade License Details**  
Basic information of the Company & Trade License details



**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator



**User Details**  
Users who coordinate with DEWA on behalf of company



**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors



**Document Uploads**  
All documents that are to be uploaded for the process

### Product 1

Choose Type

☒ Product Exclusive Agent

☐ Product Non-Exclusive Agent



Product Name

Anit Virus

Product

AV-1

Brand

Softech

Stock Held

Yes

+ [Add new Product](#)

Back

Next

**User Action:** Similarly, Add details for Product 2 and click on Next Button.

### 1.2.2.5 Document Uploads

This section user must update the information related to company product such as Name, Product type, Brand, Stock status etc. User can add single or multiple product in this section.

## Create an Account

All fields are mandatory, unless marked optional

✓

**Company & Trade License Details**  
Basic information of the Company & Trade License details

✓

**Other Company & Admin Details**  
Additional details of the Company details of the Company Administrator

✓

**User Details**  
Users who coordinate with DEWA on behalf of company

✓

**Product Details**  
Details of products available in stock for Exclusive & Non-Exclusive Agent or Distributors

○

**Document Uploads**  
All documents that are to be uploaded for the process

### Document Uploads

Trade License (Attach if Trade License not issued by DED) / Foreign vendor Registration attachment

[Upload your File](#)

① Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

**Trade license.pdf**

0.066MB

✕

Passport copy of Owner/Manager

[Upload your File](#)

① Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF

**Passport manager.pdf**

0.066MB

✕

**User Action:** Click on Upload your File button to upload the Trade License, Passport copy document.

① Supported File Types: PNG,JPG,PDF(Up to 5 MB)

☒ The Supplier / User Account holders and their custodians hereby agree to have read and understood the above clauses in the [Terms & Conditions](#) and commit to comply on the intent of these and any other expressly written security and privacy requirements communicated through any other channels, but not in this acknowledgement

☒ I have read and agreed the [Code of Conduct](#)


☒ We hereby confirm that no DEWA staff or his or her relatives upto third degree has ownership of partnership in our company and our participation in DEWA Tenders does not constitute a conflict or perceived conflict of interest.

☒ [Supplier Acknowledgement \(Click here to read\)](#)

You cannot enroll unless you agree Past Supply/ Work record/ Company Profile/ Financial Statement (if Applicable).

Please review the [Privacy Policy](#) and [Disclaimer](#) before enrolling with DEWA.

☐ I'm not a robot




  
reCAPTCHA  
Privacy - Terms




**User Action:** Click on Terms & Conditions Hyperlink to read the clauses. Click on Code of Conduct before agreeing the same. Click [Supplier Acknowledgement \(Click here to read\)](#) to read the acknowledgment. Tick the checkbox to Agree all conditions.




☒
☒
☒
☒

The Supplier / User Account holders and their custodians hereby agree to have read and understood the above clauses in the [Terms & Conditions](#) and commit to comply

Select all images with  
**a fire hydrant**  
Click verify once there are none left.




☐

You can  
State  
Please r

degree has  
/A Tenders

/ Financial

acy  
is

VERIFY

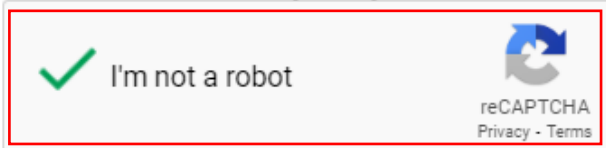
**User Action:** Click in checkbox to access the puzzle. Click Verify button after selection of correct options.



- ☒ The Supplier / User Account holders and their custodians hereby agree to have read and understood the above clauses in the [Terms & Conditions](#) and commit to comply on the intent of these and any other expressly written security and privacy requirements communicated through any other channels, but not in this acknowledgement
- ☒ I have read and agreed the [Code of Conduct](#)
- ☒ We hereby confirm that no DEWA staff or his or her relatives upto third degree has ownership of partnership in our company and our participation in DEWA Tenders does not constitute a conflict or perceived conflict of interest.
- ☒ [Supplier Acknowledgement \(Click here to read\)](#)

You cannot enroll unless you agree Past Supply/ Work record/ Company Profile/ Financial Statement (if Applicable).

Please review the Privacy Policy and Disclaimer before enrolling with DEWA.



Back

Submit

**User Action:** Click Submit button to do the final submission for creation of the vendor.





### Submission Successful

Your reference number is 0000021810  
Your requests(s) is under review

Submitted Date	29 Nov 2023   06:39:56
Application Number	0000021810
Trade License/Company Registration Number	IND123121
Company Full Name	Synergy Tech Calicut Limited

#### What's Next?

Your application is being processed. We will send you an E-mail and SMS once application status changes.  
Once application is approved, an email with a link to create user name and password will be sent.

[Track Application](#)

- Upon submission, you will get the Request Number which will be used for future reference till your registration process completion.
- Upon the data verification by DEWA Procurement Team, your vendor code will be created in DEWA System in case of successful registration which will be sent to you E Mail.
- You will get notified with the Rejection E Mail in case of data verification failure.