

هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority

Supplier Enrolment - Local Suppliers (UAE)

USER MANUAL

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هيئة كهرباء ومياه دبي Dubai Electricity & Water Authority





Overview

The objective of this tutorial is to learn the DEWA SAP Local Vendor registration process. New Supplier Registration is an enhanced service on SRM portal for new supplier registration.

1.1 Service features

- 1. Company & Trade License Details
- 2. Other Company and Admin Details
- 3. User Details
- 4. Product Details

1.2. How to request

1.2.1. Dewa Web-Page



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



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



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



1.2.2. Company and Trade License Details

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

		Create an Account			
	All fiel	lds are mandatory, unless marked opti	onal		
0					
Company & Trade License Details O Basic information of the Company & A Trade License details det	ther Company & Admin Details dditional details of the Company ails 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 co	ompany			
	Company Full Name				
	Smart Energy Solution	Corp			
	Company Full Name as pe	er Trade License			
	0 . , .				
	Street Name				
	Street Name				
	Country				
			\sim		
	City	PO Box/Postal Cod	9		
Services				Locations Contact Us	Chat With RAMMAS

User Action: Enter the Company Full Name.

		Create an Account		
	All f	ields are mandatory, unless marked opt	ional	
0				
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			
	Smart Energy Solution	on Corp		
	(i) Company Full Name as	per Trade License		
	Street Name			
	1250 - Building 1, TO	COM		
	_			
	Country			
			~	
	City	PO Box/Postal Cod	e	
	City	PO Box/Postal Co	de	

User Action: Enter the Street Name for the company.

Company & Tacte License Details Bisci information of the Company Tacte License details Chercompany & Admin Details Additional details of the Company administration User Details User Details Details of the Company Details of the Company Administration User Details Details of the Company Details of	GOVERNMENT OF DUBAI			هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority
Company & Trade License Details Basic informanys Trade License details Other Company & Admin Details Additional details of the Company details of the Company Administrator User Details User subs a coordinate with DEWAO IIII behaf of company Product Details Details of products available in stock, to Exclusive & Rome-Zuclawek Agent or Distributors ID coument Uploads If documents that are to be uploaded for the process Details of the Company Administrator Company Full Rame Smart Energy Solution Corp Company Full Name as per Trade License Product Details Details of the company administrator ID coument Uploads If documents that are to be uploaded for the process Details of the Company Administrator Smart Energy Solution Corp Company Full Name as per Trade License ID coument Uploads ID coument Uploads Details of the Company Europer Company Europer Company Full Name as per Trade License ID coument Uploads ID coument Uploads Details of the Company Europer Company Full Name as per Trade License ID coument Uploads ID coument Uploads Interde Po Box/Postal Code ID coument Uploads ID coument Uploads United Arab Emirates ID coument Uploads ID coument Uploads ID coument Uploads UDIAI ID coument Uploads ID coument Uploads ID coument Uploads ID coument Uploads Details of the Company Telephone Exersion ID coument Uploads ID coument Up	0			
Details of the company Semart Energy Solution Corp ① Company Full Name as per Trade License Street Name 1250 - Building 1, TCOM United Arab Emirates United Arab Emirates V DUBAI PO Box/Postal Code DUBAI PO Box/Postal Code Company Tellephone Extension	Company & Trade License Details Other Co Basic information of the Company & Additiona Trade License details details of th	mpany & Admin Details User I I details of the Company Users who coordin the Company Administrator behalf of	Details Product Det nate with DEWA on Details of products ava company for Exclusive & Non-Exc Distributor	tails Document Uploads ailable in stock All documents that are to be uploaded clusive Agent or for the process rs
Company Full Name Smart Energy Solution Corp ① Company Full Name as per Trade License Street Name 1250 - Building 1, TCOM Country United Arab Emirates DUBAI PO Box/Postal Code DUBAI Company Telephone Extension		Details of the company		
Smart Energy Solution Corp ① Company Full Name as per Trade License Street Name 1250 - Building 1, TCOM Country United Arab Emirates PO Box/Postal Code DUBAI Company Telephone Extension		Company Full Name		
O Company Full Name as per Trade License Street Name 1250 - Building 1, TCOM Country United Arab Emirates Emirate PO Box/Postal Code DUBAI Company Telephone Extension		Smart Energy Solution Corp		
Street Name 1250 - Building 1, TCOM Country United Arab Emirates Emirate PO Box/Postal Code DUBAI PO Box/Postal Code Company Telephone Extension		i Company Full Name as per Trade License		
Street Name 1250 - Building 1, TCOM Country United Arab Emirates Emirate PO Box/Postal Code DUBAI PO Box/Postal Code Company Telephone Extension				
1250 - Building 1, TCOM Country United Arab Emirates Emirate PO Box/Postal Code DUBAI PO Box/Postal Code Company Telephone Extension		Street Name		
Country United Arab Emirates PO Box/Postal Code DUBAI PO Box/Postal Code Company Telephone Extension		1250 - Building 1, TCOM		
Country United Arab Emirates Emirate PO Box/Postal Code DUBAI PO Box/Postal Code Company Telephone Extension		_		
Emirates PO Box/Postal Code DUBAI PO Box/Postal Code Company Telephone Extension		Country		
Emirate PO Box/Postal Code DUBAI PO Box/Postal Code Company Telephone Extension		United Arab Emirates	~	
DUBAI PO Box/Postal Code Company Telephone Extension		Emirate	PO Box/Postal Code	_
Company Telephone Extension		DUBAI 🗸	PO Box/Postal Code	
Company Telephone Extension				
		Company Telephone	Extension	
+971 V 4 Extension		+971 ∨ 4	Extension	
() eg.4XXXXXXX		(i) eg:4XXXXXXX		

User Action: Select Country Name and Emirates from Dropdown list. For Ex. Country selected as **United Arab Emirates** and Emirates selected as **Dubai**.

Company Full Name			
Smart Energy Solution Corp			
i) Company Full Name as per Trade License			
Street Name	Street Name		
1250 - Building 1, TCOM	1250 - Building 1, TCOM		
Country	Country		
United Arab Emirates	~		
Emirate	PO Box/Postal Code		
DUBAI ~	4323		
	·		
Company Telephone	Extension		
+971 ~ 45654217	34		
(i) eg:4XXXXXX			
Mobile Number (Optional)			
+971 V Mobile Number			
() eg:5XXXXXX) eg:5XXXXXXX		
E-mail			
smartsolutions@gov.ae			
(i) Only Company E-mail address is allowed			

User Action: Fill up **PO Box / Postal Code** details of the company. Enter **Company Telephone** number with extension. **Mobile Number** is optional field. Enter **Email** address of the company.





E-mail			
smartsolutions@gov.ae			
 Only Company E-mail address is allowed 			
Are you a Sheikh Mohd. Bin Rashid Establish	ment?		
Are you registering for HR Training related P	rocurement?		
Yes No			
Details of Trade License	Details of Trade License		
Issued By			
	×		
Trade License Number	Trade License - Date of Expiry		
Trade License Number	DD/MM/YYYY		
Trade License - Date of Issue			
DD/MM/YYYY	Ē		
Chamber of Commerce Registration (Optiona	ıl)		
Chamber of Commerce Registration			

User Action: If vendor is a Sheikh Mohd. Bin Rashid Establishment then select Radio button as **Yes** else select **No**. Select radio button **Yes**.

Are you a Sheikh Mohd. Bin Rashi	id Establishment?	
Yes No		
SME Registration Number		
3423		
SME Registration Date		
02/10/2023		
SME Expiry Date		
01/10/2028		
Are you registering for HR Trainin	ng related Procurement?	
Yes No	-	
Details of Trade Lic	ense	
Issued By		
Issued By		~
Issued By Trade License Number	Trade License - Date of Expiry	~

User Action: Enter SME Registration number and select Registration Date and Expiry Date for it.



	Dubai Electricity & Water Authorit
Are you a Sheikh Mohd. Bin Rashid Establishment?	
Yes No	
SME Registration Number	
3423	
SME Registration Date	
02/10/2023	
SME Expiry Date	
01/10/2028	[:::]

Details of Trade License

		\sim
Trade License Number	Trade License - Date of Expir	У

User Action: Select Radio Button as No for HR training releated Procurement as you are registering for Local Vendor only.

Details of Trade License	
Issued By	
	~
Dubai Economic Development	
Others	
Trade License - Date of Issue	
DD/MM/YYYY	
Chamber of Commerce Registration (Optional)	
Chamber of Commerce Registration	
Turn Over Amount (AED)	
	~
VAT Registration Number (Optional)	\checkmark
VAT Registration Number (Optional) VAT Registration Number	~
VAT Registration Number (Optional) VAT Registration Number VAT Region (Optional)	~

User Action: If Trade License For vendor is issued by DED then select the same option otherwise select option as Others. For ex. Dubai Economic Developent is selected.





Details of Trade	License	
Issued By		
Dubai Economic Develop	oment	~
Trade License Number	Trade License - Date of Expiry	
1000818	19/12/2023	Search
Trade License - Date of Issue	•	
DD/MM/YYYY		
Chamber of Commerce Regis Chamber of Commerce Regis Turn Over Amount (AED)	stration (Optional)	
VAT Registration Number (O	Optional)	
VAT Registration Number		
VAT Region (Optional)		
		\sim
Is this company in any way is	owned or related to one of DEWA Empl	oyee?

User Action: Enter **Trade License Number** and select **Trade License Date of Expiry** then click on Search button. This will automatically fetch Trade License Date of Issue.

Details of Trade	License			
Issued By				
Dubai Economic Development \sim				
Trade License Number	Trade License - Date o	f Expiry		
1000818	19/12/2023		Search	
Trade License - Date of Issu	e			
20/12/2021				
Chamber of Commerce Regi	istration (Optional)			
Chamber of Commerce Registration				
Turn Over Amount (AED)				
			\sim	
0 to 186,999				
187,000 to 375,000				
375,001 and above				
Is this company in any way i	s owned or related to one of	DEWA Employ	yee?	
Yes No				

User Action: Select Turn Over Amount from dropdown list.

If turn over amount is greater than 375000 AED, You must have to enter VAT registration number and have to select VAT region. For ex. **375,001 and above** is selected.



Trade License Number	Trade License - Date of E	xpiry		
1000818	19/12/2023		Search	
Trade License - Date of Issue	e			
20/12/2021				
Chamber of Commerce Regis	stration (Optional)			
Chamber of Commerce Regi	istration			
Turn Over Amount (AED)				
375,001 and above				\sim
VAT Registration Number				
432443534353534				
VAT Region				
Dubai				\sim
Is this company in any way is	s owned or related to one of D	EWA Emplo	yee?	
Ves No				
	Save and Continue			

User Action: Enter **VAT Registration Number** and Select **VAT Region** from dropdown. If company is owned by DEWA employee select Radio Button as **Yes** else select **No**.

Trade License Number	Trade License - Date of Exp	iry		
1000818	19/12/2023		Search	
Trade License - Date of Issue	9			
20/12/2021				
Chamber of Commerce Regis	stration (Optional)			
Chamber of Commerce Regis	stration			
Turn Over Amount (AED)				
375,001 and above				~
VAT Registration Number				
432443534353534				
VAT Region				
Dubai				\sim
Is this company in any way is	s owned or related to one of DEW	A Emplo	yee?	
Yes No				
_			-	
	Save and Continue			

User Action: Verify entered all details and click on Save and Continue button to move on next page.



1.2.3. Other Company & Admin Details



In this section user must enter the details of the company Sponsor and Administrator.

		Create an Account		
	All f	ields are mandatory, unless marked op	tional	
	0			
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 uploade for the process
	Additional Co	mpany Details		
	Sponsor Name			
	Ahmed Khan			
	Web URL (Optional)			
	Web URL			
	Company Activity			
	Consulting		~	
	Category			

User Action: Enter **Sponsor Name**, Select **Company Activity** and **Categories** from dropdown list. For ex **Consulting** and **Accident Protection** selected respectively.

Details for	Details for Company Administrator		
Do you have Emin	rates ID Number?		
Emirates ID Num	ber	Expiry Date	
Emirates ID Nur	mber	DD/MM/YYYY	
Search Admin First Nam	e	Admin Last Name	
Designation			
			\sim
Admin E-mail			
Admin E-mail			Verify
Mobile Number			
+971 🗸	Mobile Number		Verify

User Action: Select Radio button as **Yes** if Admin is having Emirate Id else Admin can be registered with Passport Details as well.

GOVERNMENT OF DUBAI				هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority
	Do you have Emi	rates ID Number?		
	• Yes	No		
	Emirates ID Num	ber	Expiry Date	
	7841978065	87255	04/10/2030	
	Search			
	Admin First Nam	e	Admin Last Name	_
	Designation			~
			\checkmark	
	Admin E-mail			_
	Admin E-mail		Verify	
	Mobile Number			
	+971 🗸	Mobile Number	Verify	
	Do you need acc	ess to all services?		-
			~	

User Action: Enter Emirates ID Number and Select Expiry Date then Click on Search Button to fetch the Admin First Name and Last Name.

Do you have Emirates ID Number?		
Emirates ID Number	Expiry Date	
784197806587255	04/10/2030	:::
Search		
Admin First Name	Admin Last Name	
CHANTAL	OLIVE	
Designation		
ARCHITECT		\sim
Admin E-mail		
admin@smartsol.com	v	/erify
Mobile Number		
+971 🗸 Mobile Number	V	/erify
Do you need access to all services?		
		\sim

User Action: Select **Designation** for Admin and enter **Admin Email** Address then click on Verify button for email Verifcation.

GOVERNMENT OF DUBAI		هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority
	Do you have Emirates ID Number?	
	×	
	Verify Email Address	
	Please enter the 6-digit OTP sent to your e-mail admin@smarsol.com.	
	9 9 9 9 9 9	
	The session will end in 2:54 Didn't receive any code? Resend	
	Verify	
	Admin E-mail	
	admin@smarsol.com Verify	
	Mobile Number	
	+971 V Mobile Number Verify	
	Do you need arcess to all services?	
	Letter from the Company Download Template	
	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: Enter OTP received on admin email and click on Verify. You will receive success message as below.

	Do you have Emirates ID Number?
	×
	\bigcirc
	Success Email verified successfully
	ок
	Admin E-mail
	admin@smarsol.com Verified
i	Mobile Number +971 V Mobile Number
	Do you need access to all services?
	Letter from the Company Drownload Template
(Upload your File
	Supported File Types: PNG,JPG,PDF(Up to 5 MB)
	I have read and understood the Terms and Conditions of Use
	Back

User Action: Click on Ok Button.

GOVERNMENT OF DUBAI			هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority
	Do you have Emirates ID Number?		
	Yes No		
	Emirates ID Number	Expiry Date	
	784197806587255	04/10/2030	
	Search		
	Admin First Name	Admin Last Name	
	CHANTAL	OLIVE	
	Designation		
	ARCHITECT	~	
	Admin E-mail		
	admin@smartsol.com	Verify	
	Mobile Number		
	+971 ~ 542427657	Verify	
	Do you need access to all services?		
		~	

User Action: Similarly enter **Mobile Number** and click on **Verify** Button.

Do you have Emirates ID Number?
· · · · · · · · · · · · · · · · · · ·
Verify Mobile Number
Please enter the 6-digit OTP sent to your mobile number 542427657.
9 9 9 9 9
The session will end in 2:37
Didn't receive any code? Resend
Verify
Admin E-mail
admin@smarsol.com Verified
Mobile Number
+971 v 542427657 Verify
Do you need access to all services?
Letter from the Company Download Template
Upload your File
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: Enter OTP received on admin Mobile and click on <u>Verify</u>. You will receive success message as below.

GOVERNMENT OF DUBAL		هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority
	Do you have Emirates ID Number?	
	Yes No	
	×	
	\odot	
	Success	
	Mobile verified successfully	
	ОК	
	Admin@smarsol.com	
	Mobile Number +971 542427657 ✓ Verified	
	Do you need access to all services?	
	Letter from the Company Download Template	
	Upload your File	
	Supported File Types: PNG, JPG, PDF(Up to 5 MB)	
	I have read and understood the Terms and Conditions of Use	
	Back	

User Action: Click on Ok Button.

Designation	
ARCHITECT	\sim
Admin E-mail	
admin@smartsol.com	Verify
Mobile Number	
+971 ~ 542427657	Verify
Do you need access to all services?	
Yes	~
Letter from the Company	Download Template
Upload your File	
i Supported File Types: PNG, JPG, PD	F(Up to 5 MB)
I have read and understood the	ferms and Conditions of Use
Bac	< Next

User Action: Select option **Yes** if you need access for all Services. **Download Temaplate** to upload the company letter in the shared format as below.



Company Letter Head

Dear Dubai Electricity & Water Authority,

We, [Supplier's Name & Vendor Number], hereby authorize and designate our employee, [Employee's Full Name], as the official administrative representative for your organization. This authorization is effective from [start date], unless otherwise specified.

The purpose of this letter is to grant [Employee's Full Name] the authority to act as the admin and primary point of contact on behalf of [Supplier's Name] within your organization. [Employee's Full Name] will have the necessary privileges to handle administrative tasks, manage account information, and perform other relevant duties as required.

Please find below the details of [Employee's Full Name] and the supporting information required for the admin assignment:

- 1. Employee's Full Name: [Employee's Full Name]
- 2. Employee's Designation: [Employee's Designation]

3. Employee's Emirates ID Number (if UAE Resident): [Employee's ID Number]

- 4. Employee's Contact Information:
- Phone: [Employee's Phone Number]
- Mobile: [Employee's Mobile Number]
- Email: [Employee's Email Address]

By assigning [Employee's Full Name] as the authorized admin, we confirm that they have undergone the necessary training and possess the knowledge and skills required to fulfill administrative responsibilities effectively. They have also been briefed on the confidentiality and security measures required to protect sensitive information.

Yours sincerely,

[Supplier's Top Management Name] [Supplier's Designation] [Supplier's Company] [Supplier's Contact Number] [Supplier's Email Address]

Company stamp*

COVERNMENT OF DUBAI			هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority
	Designation		
	ARCHITECT		\sim
	Admin E-mail		
	admin@smartsol.com		Verify
	Mobile Number		
	+971 ~ 542427657		Verify
	Do you need access to all services?		
	Yes		\checkmark
	Letter from the Company		Download Template
	Upload your File		
	i Supported File Types: PNG, JPG, PDF(Up to 5 MB))	
	letter.pdf	×	
	0.031MB	inditions of Use	
	Back	Next	

User Action: Click on **Upload your File button** and Upload Company letter, then read the <u>Terms and Conditions</u> by clicking on hyperlink and select checkbox for agreeing the same.



OVERNMENT OF DUBAI		Dubai Electricity&Water Authority 🔪
	Designation	
	ARCHITECT	\sim
	Admin E-mail	
	admin@smartsol.com	Verify
	Mobile Number	
	+971 V 542427657	Verify
	Do you need access to all services?	
	Yes	\sim
	Letter from the Company	Download Template
	Upload your File	
	(i) Supported File Types: PNG,JPG,PDF(Up to 5 MB)	
	letter.pdf	K
	0.031MB	
	I have read and understood the Terms and Conditions of U	Jse



1.2.4. User Details

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

		Create an Account		
	All fi	elds are mandatory, unless marked op	tional	
\checkmark		0		
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	Ŵ	
	Do you have Emirates ID	Number?		
	Yes	lo		
	Emirates ID Number	Expiry Date		
	Emirates ID Number	DD/MM/YYYY		
	Search			
	First Name	Last Name		

User Action: Select Radio button as **Yes** if Contact Person is having Emirate Id else Admin can be registered with Passport Details as well. Select Radio button as **No.**

Contact Person 1		<u>III</u>
Do you have Emirates ID Number? Yes No		
Passport Number		
FGJS2313		
Passport Issue Date	Passport Expiry Date	
28/08/2023	27/08/2028	
First Name	Last Name	
Rashid	Khan	
E-mail		
rashid@smartsol.com		
Mobile Number +971 ∨ 538342347		



User Action: Enter Contact Person Passport Number, Select Passport Issue and Expiry Date, Enter Contact Person First Name and Last Name. As well as enter Email address and Mobile Number.

E-	mail	
	rashid@smartsol.com	
м	lobile Number	
	+971 ~ 538342347	
() eg:5XXXXXX	
Us	ser Role	
	PROCUREMENT × BIDDER × ~	
De	esignation	-
	BRAND MANAGER	
Pa	assport 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 required role for the contact person. Also Select Designation for Contact Person from Dropdown list.

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.





Mobile Number
+971 \checkmark 538342347
() eg:5XXXXXX
User Role
PROCUREMENT × BIDDER × ~
Designation
BRAND MANAGER ~
Passport Copy Upload your File Supported File Types: PNG,JPG,PDF(Up to 5 MB)
PDF passport 22.pdf X 0.031MB
+ Add a new Contact Person
Back

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



1.2.5. Product Details

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.

	All fi	ields are mandatory, unless marked opt	ional	
	✓		0	
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		Ŵ	
	Product Exclusive	Agent Product Non-Ex	clusive Agent	
	Product Name			
	Transformer			
	Product			
	Transformer Type 1			
	Brand	Stock Held		
	Siemens	Yes	~	
	+ Add new Product			
		Back		

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. Transformer. Enter **Product** details. Enter **Brand Name** of the product and Select **Stock held** status of the product.



 Image: A start of the start of	•	v	0	
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 uploade for the process
	Product 1			
	Choose Type		Ŵ	
	Product Exclusive	Agent Product Non-Ex	clusive Agent	
	Product Name			
	Transformer			
	Product			
	Transformer Type 1			
	Brand	Stock Held		
	Siemens	Yes	\sim	
	+ Add new Product]		
		-		

User Action: To add new product details, click on Add new Product option.

	All fi	ields are mandatory, unless marked op	tional	
		v	0	
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		Ū	
	Product Exclusive	Agent Product Non-Ex	clusive Agent	
	Product Name			
	Transformer			
	Product			
	Transformer Type 1			
	Brand	Stock Held		
	Siemens	Yes	~	
	+ Add new Product			
	(Back Next		

User Action: Verify all the details and click on **Next** button to Move on Next Page.





1.2.6. 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.

Create an Account							
All fields are mandatory, unless marked optional							
\checkmark				0			
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)							
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VAT Certificate issued by Federal Tax Authority (Op	tional)
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The Supplier / User Account holders and their custodian and understood the above clauses in the Terms & Condition on the intent of these and any other expressly written set	s hereby agree to have read ons and commit to comply curity and privacy.
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I have read and agreed the Code of Conduct	
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User Action: Click on <u>Terms and Conditions</u> Hyperlink to read the clauses, Similarly read ^{Code of Conduct} and <u>Supplier Acknowledgement (Click here to read)</u> as well. To agree all clauses tick all the checkbox.





Terms and Condition -

Acceptance of Perms and Conditions Image: Acceptance of Perms and Conditions Perms and Conditions Perms and Conditions Acceptance of Perms and Conditions Image: Acceptance of Perms and Conditions Image: Acceptance of Perms and Conditions	≡ Svalue	1 / 5 - 100% + 🖸 🔊		± ē :
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Code of Conduct-





Supplier Acknowledgement -

Microsoft Word - Supplier Acknowledgement Form 102022	1 / 2 - 100% + 🗄 🕎	± ē :
	Support Activated presents on information security and ensures protection of critical and classified information through appropriate and defined security controls. For the purpose of this Acknowledgement, the term, External Party, shall refer to and shall mean and include, to trol limited to, DEWA's Supplers, Vendors, Contractors, Subsidiaries, Consultants and Sub-Contractors, DEWA's Information to adhere to the oblightons of confidentiality, comply with DEWA's Information to applicable to the oblightons of confidentiality, comply with DEWA's Information Suppler approvance and use DEWA's Information to applicable to the oblightons of confidentiality, comply with DEWA's Information Suppler approvance and use DEWA's Information to applicable to the services, including the following: 1.4.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	
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	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 reletives 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.	
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User Action: Verify Captcha and Click **Submit** button to do the final submission for creation of the vendor.





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29 Nov 2023 05:33:5	Submitted Date
000002180	Application Number
23432423	Trade License/Company Registration Number
Smart Solution Cor	Company Full Name
t? E-mail and SMS once application status changes. Breate user name and password will be sent.	What' Your application is being processed. We will send yo Once application is approved, an email with a lin

User Action: On submission you will get success message as above.

Information on Submission:

- Upon submission, you will get the Request Number which will be used for future reference till your registration process completion.
- Upon the data verification and approval by DEWA SRM Team you will be receiving mail confirmation from DEWA. Company admin and contact person will be getting separate mail to set password for their account.
- > In case of rejection you will receive a notification with rejection reason.
- SRM team will revert the request with clarification comments. You will be able to view the enrollment application from track enrollment and resubmit with required amendments