



Vendor User Manual دليل المستخدم للمورّد

SRM – Supplier Relationship Management

إدارة علاقات المورّدين

Version 1.0

النسخة 1.0

Vendor Manual- 1.0

DEWA-Confidential







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1.1. Select "Suppliers"

From the homepage, click on **Suppliers** to access the supplier portal.

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\leftrightarrow \rightarrow C $($ dewa.gov.ae/en/supplier					© ☆ \$	• :
HOME EASYPA	Y CONTACT US		العربية	. Q (Login	^
Home > Supplier				✦ Share	Back to top ㅅ	
Read More →	ries, and millions of	OFFICIAL SU	JSTAINABLE ENE	RGY PARTN	ER	
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1.2. Supplier login

Log in to the SRM portal using your supplier credentials. From the list of available services, select the desired service.

.1.2تسجيل دخول المورّد

قم بتسجيل الدخول إلى بوابة **إدارة علاقات المورّدين (SRM)** باستخدام بيانات اعتماد المورّد الخاصة بك. من قائمة الخدمات المتاحة، اختر الخدمة المطلوبة.



С П

r us
VA
Supplier Login
Username
Username
This field is required
Password
Password
Forgot Password?





1.3. Under Main services, Select "HS Code Collection Form"

1.3. ضمن الخدمات الرئيسية، اختر "نموذج جمع رمز النظام المنسق"

Home Contact Us		Q ਨੂੰ \$ 200141 LOGOUT
Dashboard Company Profile	My Profile Manage Users	
Main Services	Q Support Services	🌮 Useful Tools Guides
\rightarrow Open Tender	ightarrow Submission of Generation Projects	→ Supplier FAQ's
→ Procurement	Documents	→ Supplier Enrolment Guides
ightarrow Rfx and Auction	→ Supplier Support Request/Engagement Request/Complaint/Suggestion	→ Company Profile Update Guide
→ Procurement Rfx		→ Update Bank Details Guide
ightarrow Purchase Order Collaboration		→ Procurement RFx
\rightarrow View Open Purchase Orders		ightarrow RFx and Quotation submission for
ightarrow Gate Pass for Material Delivery		Contracts Section
→ SiteNote / Consultant		→ RFx and Quotation submission for Local Purchase Section
Services		Locations Contact Us







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1.3.1. HS Code Collection Form Request Submission

Create a request by entering the required details from the list of Purchase Orders.

1.1.1. تقديم طلب نموذج جمع رمز النظام المنسق

أنشئ طلباً عن طريق إدخال التفاصيل المطلوبة من قائمة أو امر الشراء.

PO Number	Request Number	Description	Actions
3012402566		Purchase of czcelectrical spares for air compressor - K EMD	View Items
3012402567		Purchase of czcelectrical spares for air compressor - K EMD	View Items
3012402569		Purchase of czcelectrical spares for air compressor - K EMD	View Items
3012402570		Purchase of czcelectrical spares for air compressor - K EMD	View Items
3012402571		Purchase of czcelectrical spares for air compressor - K EMD	View Items
« < Previous	2	3 4 5 6	Next > >>

Click on View Items to open the data entry screen.	انقر على "عرض العناصر" لفتح شاشة إدخال البيانات. أدخل الحقول
Enter the following required fields:	المطلوبة الثالية:
	•رمز النظام المنسق
HS Code	•بلد المنشأ
Country of Origin	●الكمية
Quantity	•الكمية المتبقية
Balance Quantity	•الوزن الإجمالي (بالكيلو غرام)
 Gross Weight (in kg) 	•أي حقول أخرى ذات صلة
Any other applicable fields	







	Caarab		0							Submit	
	Search		Q								
PO Nu	mber	PO Item No	Material Number	Description	Quantity ordere	d Unit	Unit Price	Cur	rency F	HS Code	Co
301240	02566	00001	2700073170	BLOCK_CNTCT;3RH2911- 1FA22;AUX SW;230VAC	102.000	EA	120.00	AEC	•	Enter HS Code	
301240	02566	00002	2700133703	BLOCK;TERMINAL;3RU2 946-3AA01;SIEMENS	102.000	EA	100.00	AEC	•	Enter HS Code	
					1						
< Back											_
< Back				HS C	ode Col	lect	ion				_
< Back				HS Co	ode Col	lect	ion				_
< Back	Search		٩	HS Co	ode Col	lect	ion			Submit	-
< Back	Search y HS Co	ode	Q Country of	HS Code Q imported ti	ode Col	lect	ion	Expected impor Current Year (Q	t in uantity)	Submit Expected import in Current Year(Gross Weight in Kg)	5
< Back	Search y HS Co 876	ode 4527	Q Country of AE	f Origin HS Code Q imported ti 52000	ode Col Buantity iil 04/03/2025	lect	ion _{aantity}	Expected impor Current Year (Q 30,000	t in uantity)	Submit Expected import in Current Year(Gross Weight in Kg) 90000	







Search	Q				Sub	mit
HS Code	Country of Origin	HS Code Quantity imported till 04/03/2025	Balance Quantity required to be imported	Expected import in Current Year (Quantity)	Expected import in Current Year(Gross Weight in Kg)	Expected in Current Yea Weight in K
Enter HS Code		0.000	0.000	0.000	0.000	0.000
Enter HS Code		0.000	0.000	0.000	0.000	0.000
	l		1			

Search	Q				Subm	it
Expected import in Current Year(Gross Weight in Kg)	Expected import in Current Year(Net Weight in Kg)	Expected import in Next Year(Quantity)	Expected import in Next Year(Gross Weight in Kg)	Expected import in Next Year(Net Weight in Kg)	Expected import in After 2 Years(Quantity)	Expected ir After 2 Year Weight in K
0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000
			•			







Note:	ملاحظة:
The HS Code quantity until <mark>04/03/2025</mark> must not	يجب ألا تتجاوز كمية رمز النظام المنسق (HS Code) حتى تاريخ
exceed the ordered quantity in the PO line item.	2025/03/04 الكمية المطلوبة في بند أمر الشراء.
The total of the expected import quantities must not	يجب ألا يتجاوز إجمالي كميات الاستيراد المتوقعة الكمية المتبقية
exceed the available Balance Quantity.	المتاحة.
If there is a mismatch in the quantities, an error message will appear on the screen.	في حال وجود تعارض في الكميات، ستظهر رسالة خطأ على الشاشة.

		<u> </u>				Subint
Currency	HS Code	Country of Origin	×	Balance Quantity	Expected import in Current Year (Quantity)	Expected import in E Current Year(Gross C Weight in Kg) V
			Please check the Qty	Imported and Required 00001		
AED	8764527	AE		ок	20.000	90.000
AED	7478232	AE	40.000	60.000	10.000	80.000
		_		•		

Once all required information is entered, click Submit .	بمجرد إدخال جميع المعلومات المطلوبة، انقر على "إ رسال".
The system will generate a request number upon successful submission.	سيقوم النظام بإنشاء رقم الطلب عند الإرسال بنجاح.







1.3.2. Modification/ Submission of a New Request:

If a request number has already been generated against a PO, use the same request number to update, modify or add line items to that PO.

1.3.2. تعديل / تقديم طلب جديد:

إذا تم بالفعل إنشاء رقم طلب مقابل أمر شراء (PO)، يُرجى استخدام نفس رقم الطلب لتحديث أو تعديل أو إضافة بنود جديدة إلى إمر الشراء.

enabled testing third-party cookie phaseout. This cannot be overridden by the settings page. If you want to re-enable third-party cookies, relaunch Chrome with this feature disabled.												
HS Code Collection												
Search	٩											
PO Number	Request Number		Description	Actions								
3012402566	000000011		Purchase of czcelectrical spares for air compressor - K EMD	View Items								
3012402567			Purchase of czcelectrical spares for air compressor - K EMD	View Items								
3012402569			Purchase of czcelectrical spares for air compressor - K EMD	View Items								
3012402570			Purchase of czcelectrical spares for air compressor - K EMD	View Items								
3012402571			Purchase of czcelectrical spares for air compressor - K EMD	View Items								
« < Previous	2	3 4	5 6	Next >	»							

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HS Code Collection										
	Search	Q					Submit			
Init	Unit Price	Currency	HS Code	Country of Origin	HS Code Quantity imported till 04/03/2025	Balance Quantity required to be imported	Expected import in Current Year (Quantity)			
A	120.00	AED	8764527	AE	52.000	50.000	30.000			
А	100.00	AED	7478232	AE	42.000	60.000	20.000			
				1						