

INVOICE SUBMISSION REQUIREMENTS FOR SUPPLIERS (CONTRACT SECTION)

Dear Valued Supplier,

To ensure smooth and timely processing of your invoices, please review and follow the invoice checklist below. Compliance with these requirements is required for a successful invoice submission and payment.

CONTRACT INVOICE CHECKLIST

1. General Requirements

- The invoice type should be correctly selected.
- An invoice with tax must be clearly labelled '**Tax Invoice**' (for VAT applicable cases).
- DEWA's TRN and the supplier's TRN must be mentioned and must match those registered in the DEWA Supplier Portal (for VAT applicable cases).
- The supplier's name on the invoice must be an exact match with the name on the trade licence and in DEWA's system.
- The invoice number should be entered completely and visible clearly.
- The invoice date must be entered correctly.

2. Invoice Content

- All item descriptions, quantities, prices, totals and VAT must match the **Contract Purchase Order** and the corresponding **GRN/Service Entry**, where applicable.
- In the advance payment invoice, the details must align with the advance payment requirements in the PO.
- Amounts must be formatted correctly (example: **1,000.00** - not **1.000,0**).
- The **currency** stated on the invoice must match the **Purchase Order currency**.

3. Banking & Address Details

- The **IBAN** stated on the invoice must match the bank details registered in the **DEWA Supplier Portal**.
- The invoice must be clearly addressed to **Dubai Electricity and Water Authority (DEWA)**.

4. Supporting Details

- If the invoice is stamped, the **company name on the stamp** must match the trade licence name.
- The invoice must be **clearly scanned**, readable and complete, with no missing or cropped information.
- The **tax code** must be selected correctly based on the goods or services supplied.

- Bank details, as may be applicable, must be submitted via the SWIFT network and a copy attached.
- If the Purchase Order includes an insurance clause (e.g. third-party liability or workmen's compensation etc.), an insurance confirmation email as received from the DEWA representative must be attached.

RETENTION INVOICE CHECKLIST

1. General Requirements

- The invoice type should be correctly selected as '**Request for retention**'.
- A retention release request letter must be attached.
- The title 'Tax Invoice' is not required.
- The supplier's name on the invoice must be an exact match with the name on the trade licence and in DEWA's system.
- The retention letter reference number should be entered completely and clearly visible.
- The retention letter date must be entered correctly.

2. Invoice Content

- Amounts must be formatted correctly (example: **1,000.00** - not **1.000,0**).
- The currency stated on the invoice must match the Purchase Order currency.

3. Banking & Address Details

- The **IBAN** stated on the invoice must match the bank details registered in the **DEWA Supplier Portal**.
- Retention release request letter must be clearly addressed to **Dubai Electricity and Water Authority (DEWA)**.

4. Supporting Details

- If the invoice is stamped, the **company name on the stamp** must match the trade licence name.
- The invoice must be **clearly scanned**, readable and complete, with no missing or cropped information.

Please note this checklist applies only to:

- Contract Purchase Orders.
- Compliance with these requirements helps avoid invoice rejection and ensures timely payment.