

INVOICE SUBMISSION REQUIREMENTS FOR SUPPLIERS (LPOs)

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.

LOCAL PURCHASE INVOICE CHECKLIST

1. General Requirements

- The invoice must be clearly titled '**Tax Invoice**' for VAT-applicable cases.
- DEWA's TRN and the supplier's TRN must be stated and must match the records in the DEWA Supplier Portal.
- The supplier's name on the invoice must be an exact match with the name registered in DEWA's system and on the trade licence.
- The invoice number must be clearly typed and fully visible.
- The invoice date must be correctly stated.

2. Invoice Content

- All item descriptions, quantities, prices, totals, and VAT must match the **Purchase Order** and the corresponding **GRN/Service Entry**, where applicable.
- 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.

RETENTION INVOICE CHECKLIST

- The **tax code** must be selected correctly based on the goods or services supplied.

1. General Requirements

- The invoice type should be correctly selected as '**Request for retention**'.
- The retention release request invoice 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 invoice reference number should be entered completely and clearly visible.
- The retention invoice 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**.
- The 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:

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