

Supplier Company Profile Update

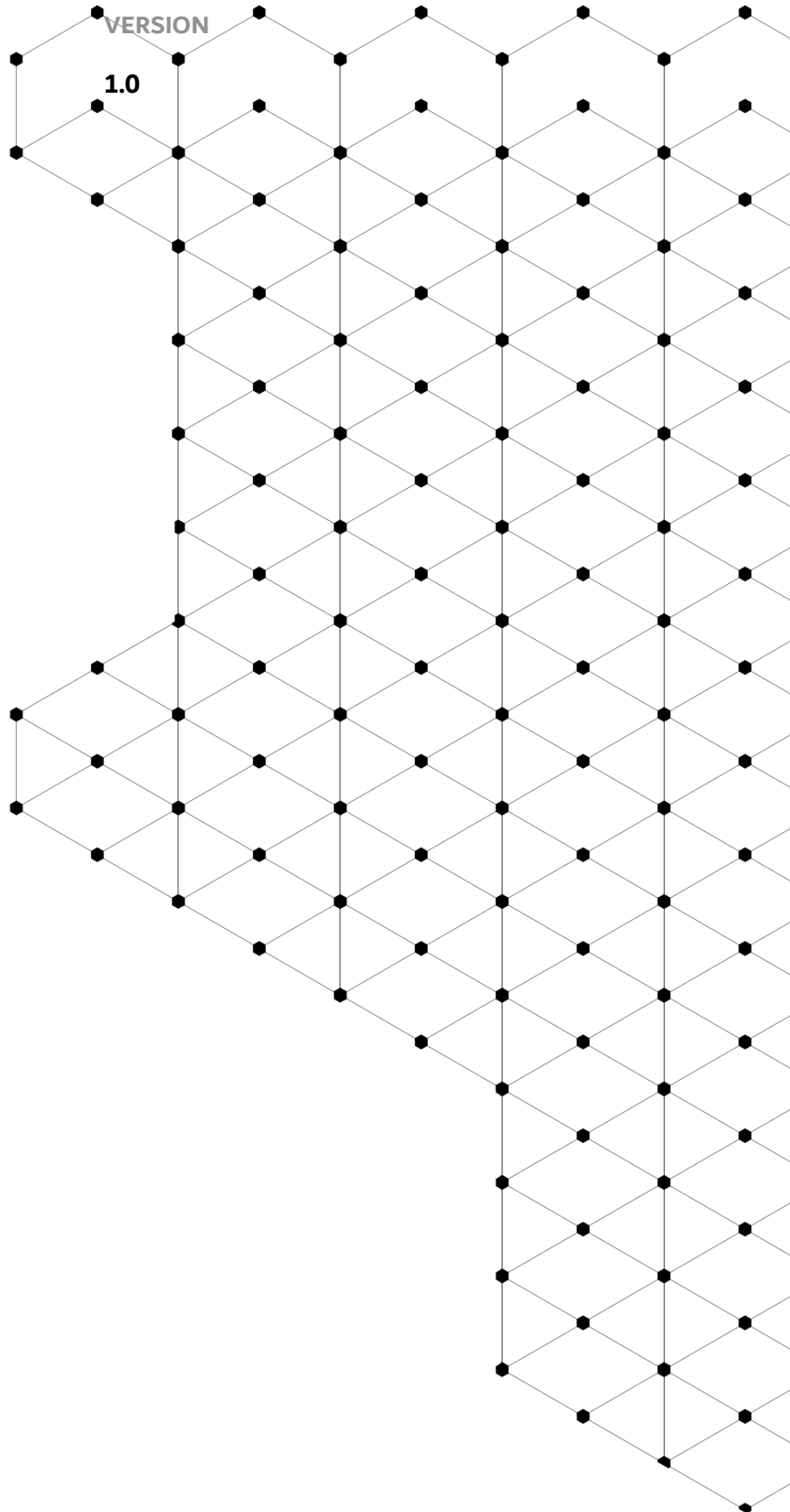
**USER
MANUAL**

ISSUE DATE

27 Nov 2023

REVISION DATE

28 Nov 2023



Overview

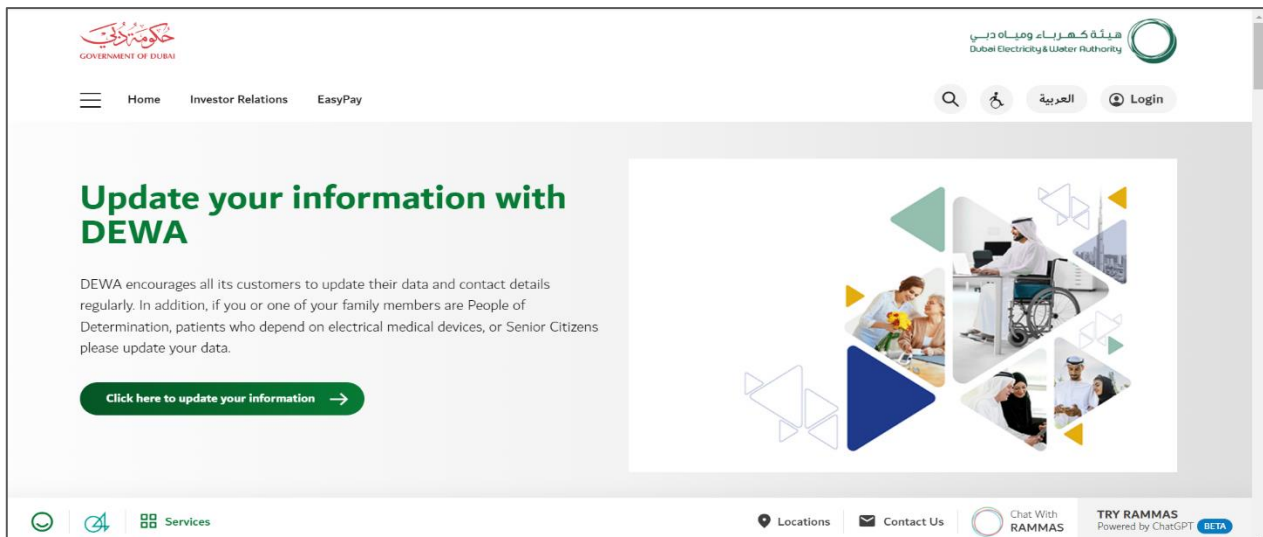
The aim of this Tutorial is to learn how to update the Company profile on supplier portal.

1.1 Service features

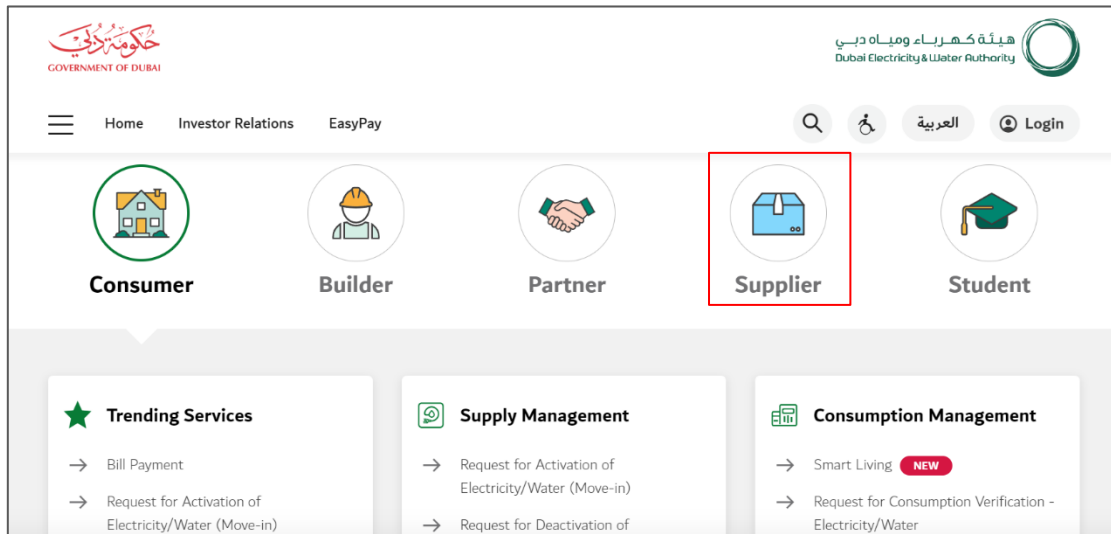
1. DEWA website navigation and supplier login
2. Update Company Details
3. Track Company Profile Update Application

1.2 How to request

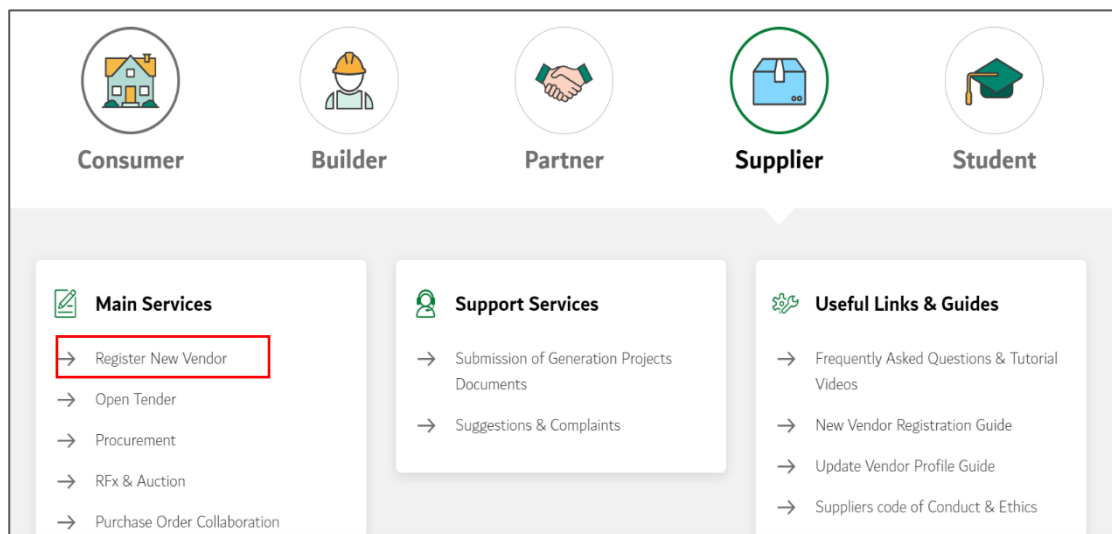
1.2.1 DEWA Website Navigation and Supplier login



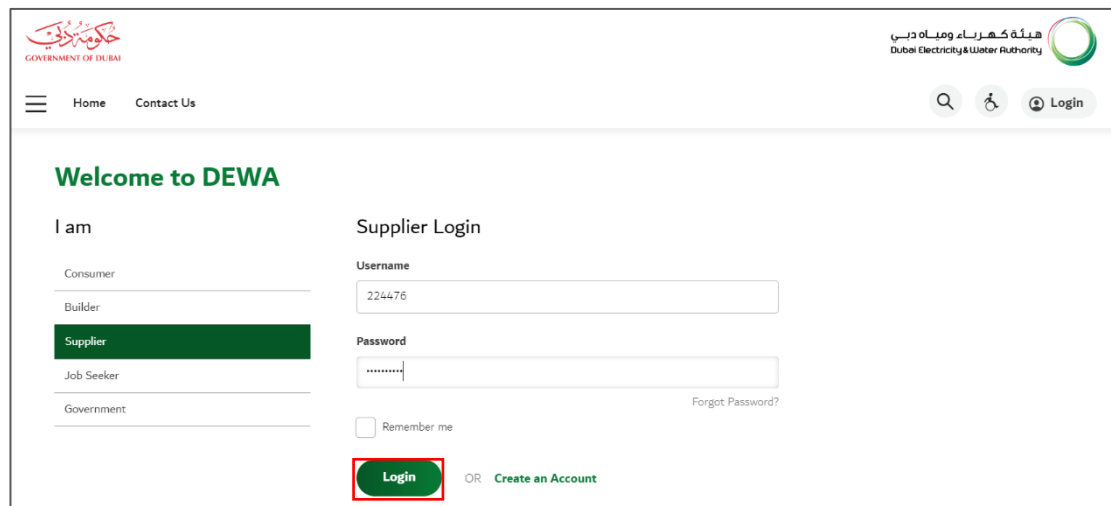
User Action: To access DEWA website, user can use : <https://www.dewa.gov.ae/en/supplier>



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

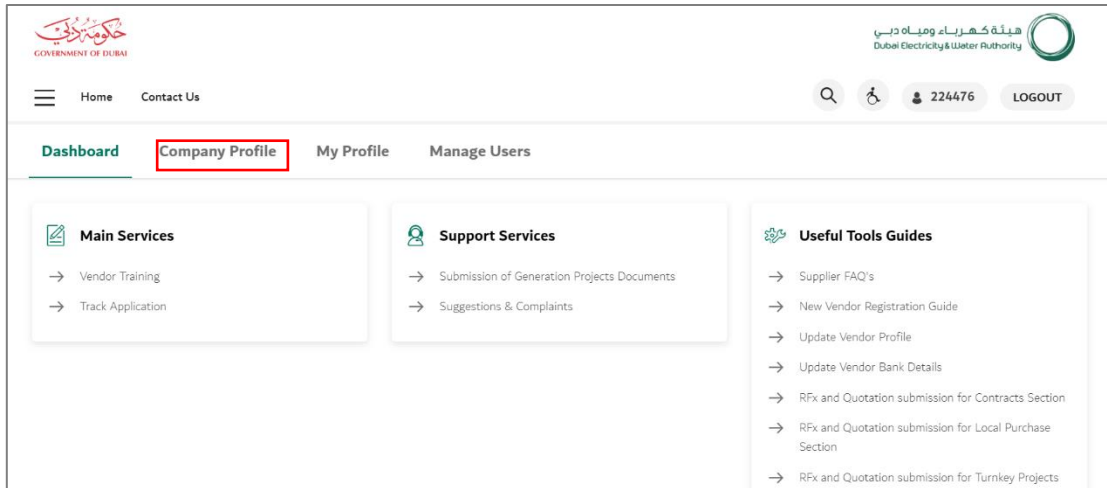


User Action: Click on Register New Vendor Service to register new vendor

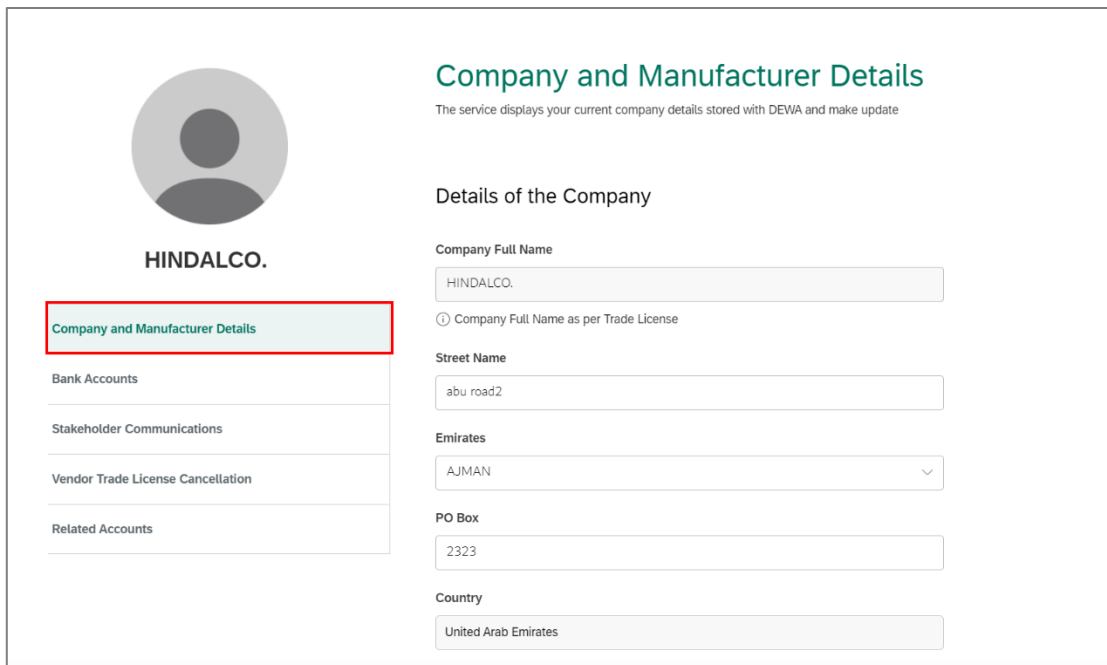


User Action: Enter your user Log in Details and click on Login

1.2.2 Update Company Details



User Action: You can click on Company Profile tab to update profile.



User Action: You can click on Company and Manufacturer details.


Field Details

1. Mandatory fields

- Details of Company (Street Name, City, PO Box, Country)
- Details of Trade License (Issuing Authority, Trade License Number, Trade License Expiry date, Turnover Amount (AED), VAT Registration Number, Vat Region)
- Other Company Details (Sponsor Name, Company Authority, Category)

2. Display Only fields

- Details of Company (Company Name)
- Details of Trade License (Issuing Authority, Trade License No., Trade License – Issue date)
- Other Company Details (Company Activity)



HINDALCO.

- Company and Manufacturer Details
- Bank Accounts
- Stakeholder Communications
- Vendor Trade License Cancellation
- Related Accounts

Company and Manufacturer Details

The service displays your current company details stored with DEWA and make update

Details of the Company

Company Full Name
HINDALCO.
ⓘ Company Full Name as per Trade License

Street Name
1250 - Building 1, TECOM

Emirates
DUBAI

PO Box
184218

User Action: You can enter company street name is the same field.

Details of Trade License

Issued by
Others

Issuing Authority

Trade License Number 9897878789 **Trade License - Date of Expiry** 20/08/2041

Trade License - Date of Issue 22/08/2016

Are you a Sheikh Mohd. Bin Rashid Establishment?
 Yes No

User Action: Update Trade license expiry date.

Other Company Details

Sponsor Name
ZAMAN

Web URL (Optional)
WWW.HINDALCO.COM

Company Activity
Consulting

Category

User Action: Enter Sponsor Nam

Other Company Details

Sponsor Name
ZAMAN

Web URL (Optional)
WWW.HINDALCO.COM

Company Activity
Consulting

Category
Rubber,elastomer

- Rsprrty,Ansthsia
- Rubber,elastomer
- Sack packing mat
- Saddlery,Hrnss good
- Safety system & safe

ely serve
uct

User Action: Select Category from category list.

Other Company Details

Sponsor Name
ZAMAN

Web URL (Optional)
WWW.HINDALCO.COM

Company Activity
Consulting

Category

▼

User Action: For ex. Rubber, elastomer selected as category.

Agency Registration Certificate (Optional)

[Upload your Files](#)

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

Sheikh Mohd Bin Rashid Establishment (Optional)

[Upload your Files](#)

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

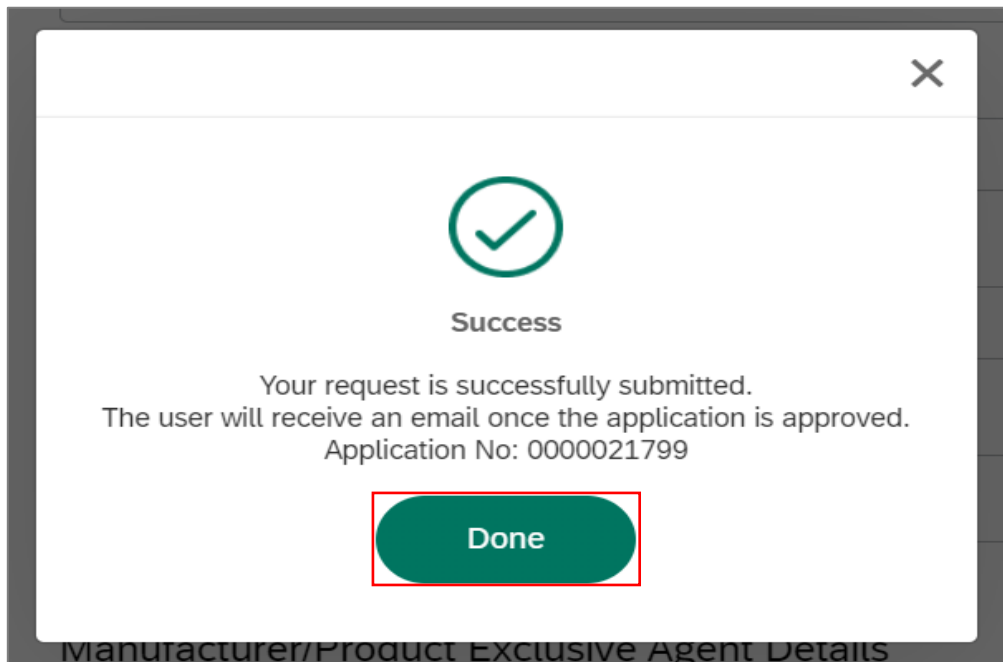
Young Business Leadership Membership (Optional)

[Upload your Files](#)

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

[Update Information](#)

User Action: Click on Update Information button to submit the details.



User Action: Click on Done button to submit the details.

Information : On Submission of profile update request, Approver will approve / Reject the request. SLA for approval process is 3 days. On Approval/ Rejection same will get notify to user on email address. Upon Approval updated details will get update in the vendor master.

1.2.3 Track Your Application

The screenshot shows the top navigation bar with the Government of Dubai logo on the left and the Dubai Electricity & Water Authority logo on the right. Below the logos are navigation links for 'Home' and 'Contact Us'. On the right side of the navigation bar, there are icons for search, accessibility, a user ID '224476', and a 'LOGOUT' button. Below the navigation bar, there are four tabs: 'Dashboard', 'Company Profile', 'My Profile', and 'Manage Users'. The 'Dashboard' tab is selected. Under the 'Dashboard' tab, there are three main service categories: 'Main Services', 'Support Services', and 'Useful Tools Guides'. Under 'Main Services', there are two items: 'Vendor Training' and 'Track Application', with the latter highlighted by a red box. Under 'Support Services', there are two items: 'Submission of Generation Projects Documents' and 'Suggestions & Complaints'. Under 'Useful Tools Guides', there are six items: 'Supplier FAQ's', 'New Vendor Registration Guide', 'Update Vendor Profile', 'Update Vendor Bank Details', 'RFX and Quotation submission for Contracts Section', and 'RFX and Quotation submission for Local Purchase Section'.

User Action: Click on My Dashboard tab access the track application service. Click on Track Application button

The screenshot shows the 'Track Application' page. At the top, there is a search bar with a 'Search' button. Below the search bar, there is a section titled 'Requests' with a list of three items: 'Request for Bank Account Addition 001000006701', 'Request for Supplier Profile Update 000000021801', and 'Request for Supplier Profile Update 000000021799'. The second item, 'Request for Supplier Profile Update 000000021801', is highlighted by a red box. Each item has a right-pointing arrow next to it.


User Action: Click on the updated application no. 000000021801 to check the status


Track Application


Search Search


Requests

- Request for Bank Account Addition 001000006701 >
- Request for Supplier Profile Update 000000021801 v

 Request for Supplier Profile Update 000000021801 **In Process**

 **Request Submitted**
Today at 11:26 AM

 **Your request is being in progress.**
Today at 12:12 PM

 Your Request is currently in progress. Please note that estimated completion time for this service is **3 working days**.
[View Application](#)