

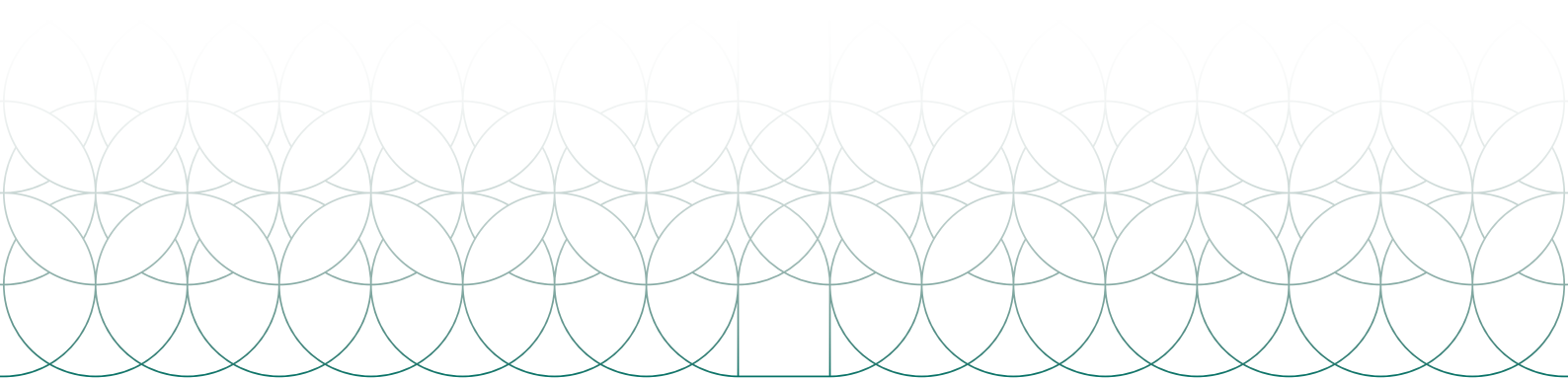
SUPPLIER ENROLMENT - LOCAL SUPPLIERS (UAE)

USER MANUAL

VERSION
3.0

ISSUE DATE
28 NOV 2023

REVISION DATE
14 SEP 2026



OVERVIEW

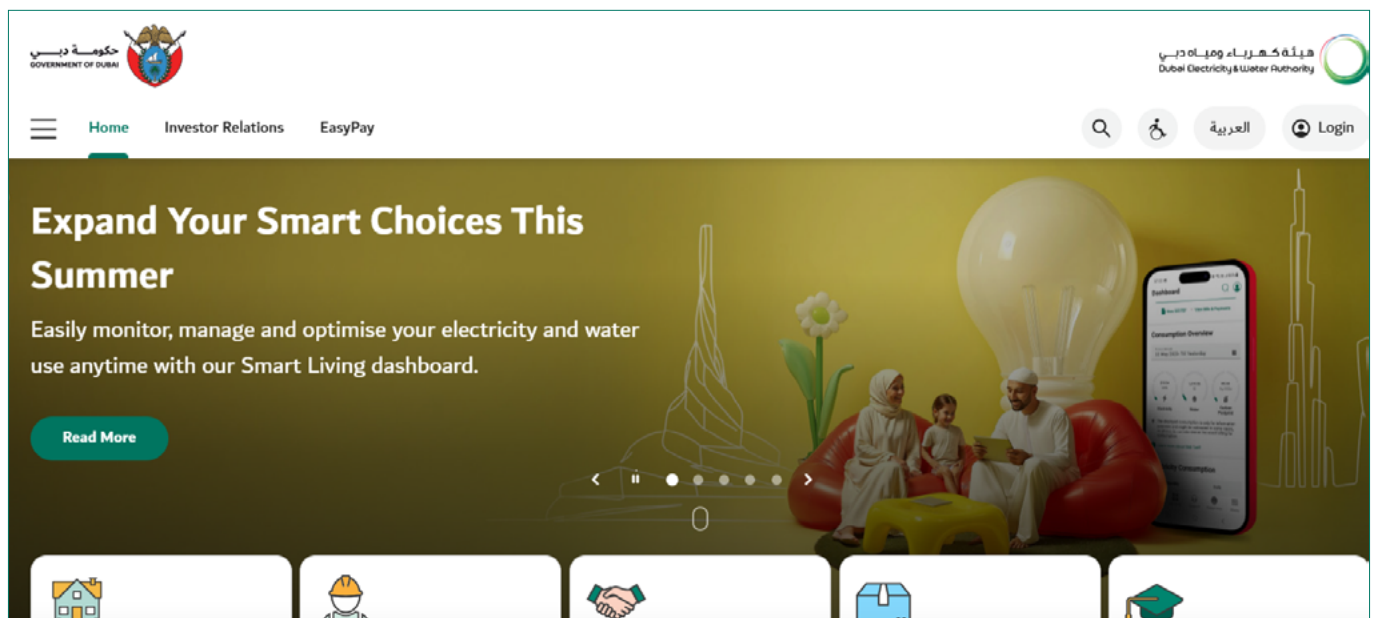
The objective of this tutorial is to explain DEWA's SAP Local Vendor registration processes. The New Supplier Registration service is available through the SRM portal and enables new suppliers to register with DEWA.

1.1 SERVICE FEATURES

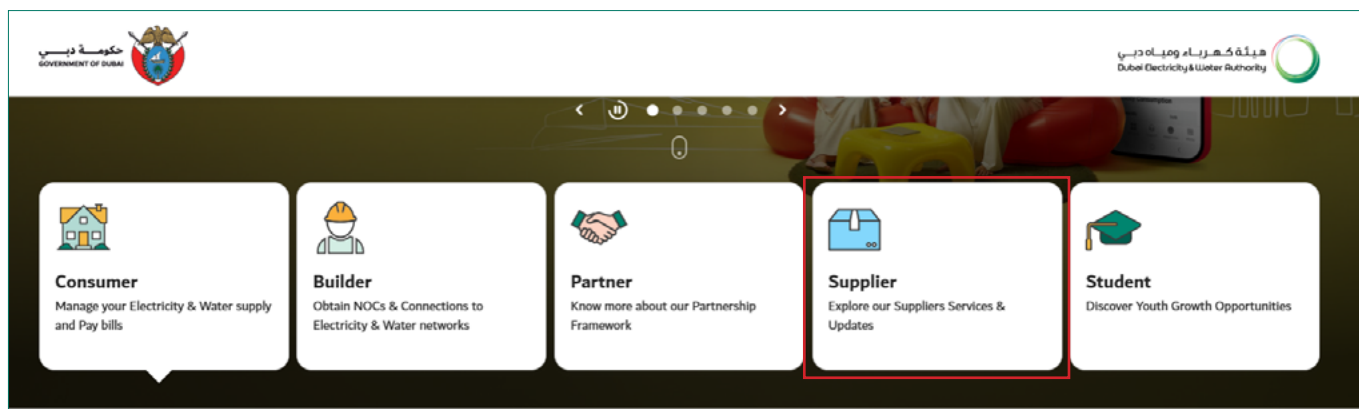
1. Company & Trade License Details
2. Other Company and Admin Details
3. User Details
4. Product Details
5. Questionnaire
6. Document Uploads

1.2 HOW TO REQUEST THE SERVICE

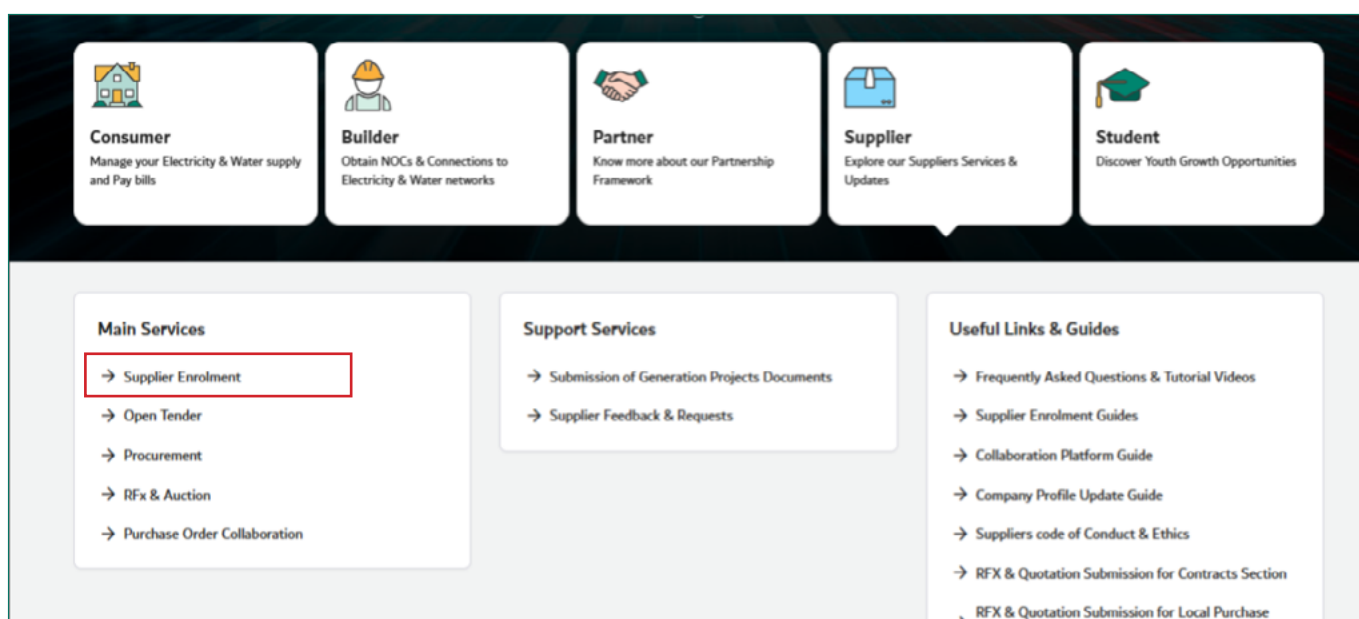
1.2.1 DEWA Website Page



USER ACTION User can use <https://www.dewa.gov.ae/en/supplier> link to access this portal



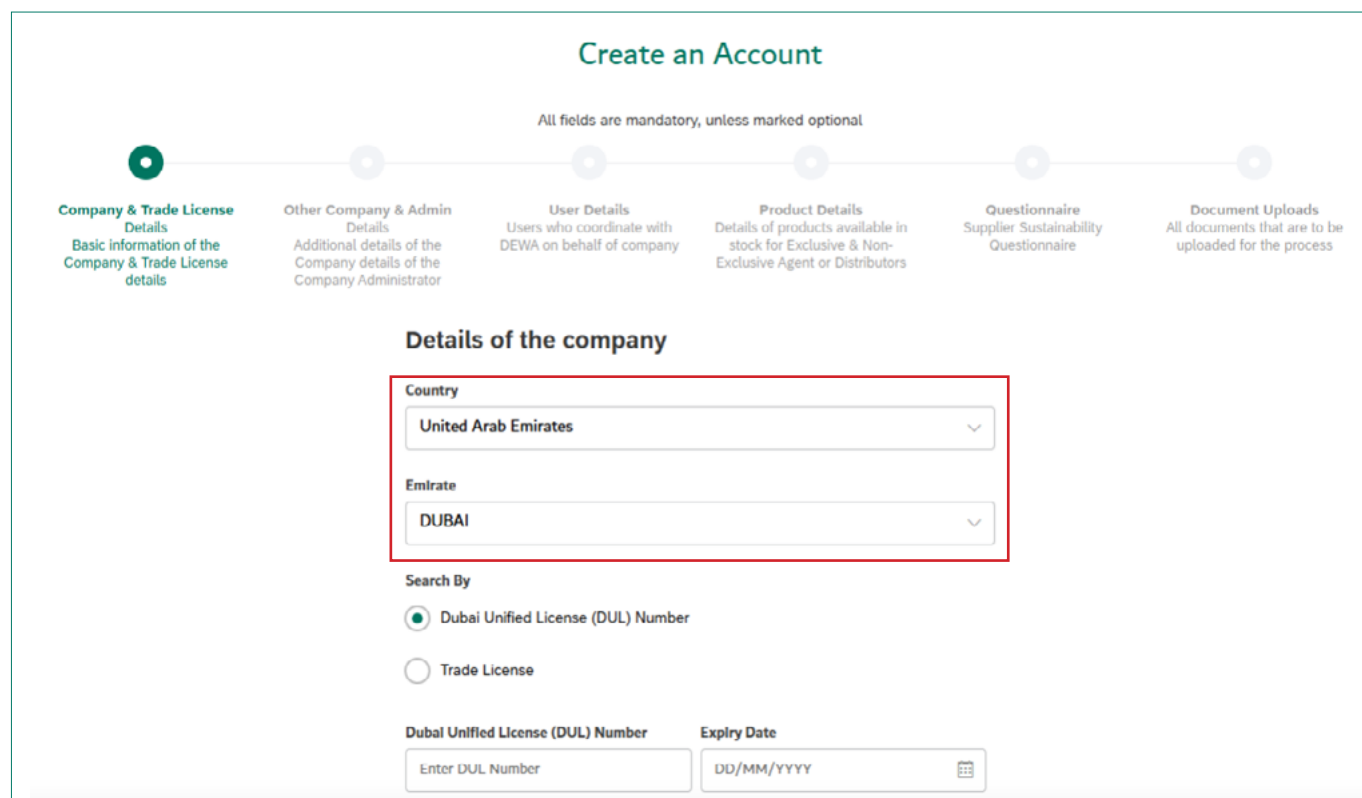
USER ACTION Scroll down and **click on Supplier** to access the supplier portal



USER ACTION Click on **Register New Vendor** Service to register as a new vendor. This will open the Enrolment page.

1.2.2 Company & Trade License Details

In this section, users are required to enter their company information and trade license details.



Create an Account

All fields are mandatory, unless marked optional

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

Questionnaire
Supplier Sustainability Questionnaire

Document Uploads
All documents that are to be uploaded for the process

Details of the company

Country
United Arab Emirates

Emirate
DUBAI

Search By

☒ Dubai Unified License (DUL) Number

☐ Trade License

Dubai Unified License (DUL) Number
Enter DUL Number

Expiry Date
DD/MM/YYYY

USER ACTION Select the **country** and **emirate** from the drop-down list.

For Emirate: If Dubai is Selected, search for the company using either of the following options:

- Enter the Dubai Unified License (DUL) number and expiry date, or
- Enter the issuing authority, trade license number and expiry date

Details of the company

Country

United Arab Emirates

Emirate

DUBAI

Search By

☒ Dubai Unified License (DUL) Number
☐ Trade License

Dubai Unified License (DUL) Number

CR9628

Expiry Date

22/03/2027

Search DUL

USER ACTION Enter the DUL number and expiry date, then **Search**

Upon successful validation through the DUL interface, the system automatically populates the following details:

- **Company's full name**
- **Street address**
- **PO Box or postal code**
- **Mobile number**
- **Email address**
- **Trade license details:**
 - o Issuing authority
 - o Trade license number
 - o DUL number
 - o Issue date
 - o Expiry date
- **VAT Registration Number**
- **Tax Identification Number (TIN)**
- **Location type**

Note: Review all auto-populated information carefully and update any fields if changes or corrections are required.

Country
United Arab Emirates

Emirate
DUBAI

Company Full Name
EIGHT STAR AUTO TRADING - FZCO
① Company Full Name as per Trade License

Street Name
2nd Street, Al Quasis

Address Line 2 (Optional)
Address Line 2

PO Box/Postal Code(Optional)
75448

Company Telephone
+971 57472822
① eg:4XXXXXXX

Extension
Extension

Mobile Number (Optional)
+971 503124863

Details of Trade License

Issuing Authority
DUBAI SILICON OASIS AUTHORITY

Dubai Unified License (DUL) Number
CR9628

Trade License Number
77359

Trade License - Date of Expiry
22/03/2027

Trade License - Date of Issue
23/03/2026

Chamber of Commerce Registration (Optional)
Chamber of Commerce Registration

Turn Over Amount (AED)
375,001 and above

VAT Registration Number
534254354353

Region

Tax Identification Number (TIN)
5342543123

Are you a Sheikh Mohd. Bin Rashid Establishment?

☐ Yes ☒ No

Are you registering for HR Training related Procurement?

☐ Yes ☒ No

USER ACTION

If vendor is registered with the Sheikh Mohd. Bin Rashid Establishment for SME Development, then select **Yes**, otherwise select **No**.

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

Are you registering for HR Training related Procurement?

☐ Yes ☒ No

USER ACTION Enter the SME's registration number and enter its registration and expiry dates.

Company Structure & Commercial Details

Location Type

UAE Free Zone

Business Activity

Trade (Physical Goods)

Total Employees

10 – 100 employees

Annual Revenue

3 Million – 50 Million (AED)

Part of International Company

Yes

Save and Continue

USER ACTION Enter the company's structure and commercial details

USER ACTION Verify entered all details and click on **Save and Continue** to proceed to the next page.

Non-DUL Issuing Authority

For trade licenses issued by a **non-DUL issuing authority**, select the trade license option and click **Search**. Enter the **issuing authority, trade license number and expiry date**.

Search By

☐ Dubai Unified License (DUL) Number

☒ Trade License

Issuing Authority

DUBAI INDUSTRIAL PARK

Trade License Number

242324234

Expiry Date

13/08/2028

Search Trade License

USER ACTION All company and trade license-related fields will be displayed. Enter the required information in the respective fields

For Emirate: If any emirate other than **Dubai** is selected (i.e., **Abu Dhabi, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah or Fujairah**), all company and trade License fields must be filled. Enter the required details in the respective fields.

Create an Account

All fields are mandatory, unless marked optional

Company & Trade License Details

Other Company & Admin Details

User Details

Product Details

Questionnaire

Document Uploads

Details of the company

Country

United Arab Emirates

Emirate

ABU DHABI

Company Full Name

Company Full Name

Company Full Name as per Trade License

USER ACTION Select the country and emirate from the drop-down list. For example, the country can be **United Arab Emirates** and the emirate **Abu Dhabi**.

Company Full Name Smart Energy Solution Corp	
(i) Company Full Name as per Trade License	
Street Name 1250 - Building 1, TCOM	
Address Line 2 (Optional) Address Line 2	
PO Box/Postal Code(Optional) 4323	
Company Telephone +971 45654217	Extension 34
(i) eg:4XXXXXXX	
Mobile Number (Optional) +971 Mobile Number	
(i) eg:5XXXXXXX	
E-mail smartsolutions@gov.ae	
(i) Only Company E-mail address is allowed	

USER ACTION Fill in the **full name, street and PO Box/postal code** details of the company. Enter the **company's telephone** number and the relevant extension. Providing the mobile number is optional. Then enter the company's **email address**.

USER ACTION If the vendor is a Sheikh Mohd. Bin Rashid Establishment SME, then select **Yes**, otherwise select **No**.

Are you a Sheikh Mohd. Bin Rashid Establishment?

☒ Yes ☐ No

SME Registration Number

SME Registration Date

SME Expiry Date

Are you registering for HR Training related Procurement?

☐ Yes ☒ No

USER ACTION Enter the **SME Registration** number and select **registration date** and **expiry date**.

Are you registering for HR Training related Procurement?

☐ Yes ☒ No

Details of Trade License

Issuing Authority

Trade License Number **Trade License - Date of Expiry**

Trade License - Date of Issue

USER ACTION Select **No** for HR training-related procurement when registering as a **local vendor**.

Details of Trade License

Issuing Authority

ABU DHABI DED

ABU DHABI AIRPORTS FREE ZONE

ABU DHABI DED

ABU DHABI FREE ZONE

ABU DHABI GLOBAL MARKET

CREATIVE MEDIA AUTHORITY

HIGHER CORPORATION FOR SEZ

INDUSTRIAL CITY OF ABU DHABI

KHALIFA INDUSTRIAL ZONE ABU DHABI

USER ACTION

Select the authority that issued the vendor's trade license.
For example, **ABU DHABI DED**

Details of Trade License

Issuing Authority

ABU DHABI DED

Trade License Number

1000818

Trade License - Date of Expiry

19/12/2029

Trade License - Date of Issue

20/12/2021

USER ACTION

Enter **Trade License Number** and select **Trade License Date of Expiry**.

Turn Over Amount (AED)

375,001 and above

0 to 186,999

187,000 to 375,000

375,001 and above

region

USER ACTION

Select **Turnover Amount** from the drop-down list.
If turnover is greater than 375,000 AED, enter the VAT registration number and select TIN. For example, **375,001 and above** is selected.

Turn Over Amount (AED)

375,001 and above

VAT Registration Number

432443534353534

Region

ADPC Khalifa - KPIZ

Tax Identification Number (TIN)

4324435122

Is this company in any way owned or related to one of DEWA Employee?

☐ Yes ☒ No

USER ACTION Enter the **VAT Registration Number and TIN**, then select **region** from the drop-down list & select TIN (Tax Identification Number). If the company is owned by a DEWA employee, select **Yes**, otherwise select **No**

TIN: Vendors must log in to the EMARATAX Portal to view their Tax Identification Number (TIN) issued by the Federal Tax Authority (FTA).

- Tax Registration Number (TRN): A unique 15-digit number assigned upon successful registration for VAT.
- If the TIN differs from the first 10 digits of the VAT Registration Number, the vendor must upload a screenshot from the EMARATAX Portal displaying the TIN along with the VAT Certificate.

Note: TIN will differ from the first 10 digits of the TRN, if the TRN is a group TRN. These documents are required for verification during vendor registration.

Disclaimer: This is a sample illustration for documentation purposes only. Actual EMARATAX screens and data may vary

EMARATAX الإمارات للضرائب

Tax Registrations

✓ Your Corporate Tax registration has been successfully completed.

Registration Details

Tax Type	Corporate Tax	Registration Status	Registered
Tax Registration Number (TRN)	100123456789003	Reason	New Registration
Registration Date	15/05/2024	Jurisdiction	United Arab Emirates
Effective Registration Date	01/06/2024	Emirate	Dubai
Legal Name	DEWA Vendor LLC		
Trade License Number	1234567		

ⓘ Your Tax Registration Number (TRN) is issued by the Federal Tax Authority and must be used for all your Corporate Tax related transactions.

[Download Certificate](#) [Go to Dashboard](#)

USER ACTION Enter the **Company Structure and Commercial Details**

USER ACTION Verify entered details and click **Save and Continue** to proceed to the next page.

1.2.3 Other Company and Admin Details

In this section, provide the details of the company's sponsor and administrator.

Create an Account

All fields are mandatory, unless marked optional

✓ **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

Additional Company Details

Sponsor Name
Ahmed Khan

Web URL (Optional)
Web URL

Company Activity
Consulting

Category
Accident protection

Company Structure & Commercial Details

Location Type

UAE Free Zone

Business Activity

Trade (Physical Goods)

Total Employees

10 – 100 employees

Annual Revenue

3 Million – 50 Million (AED)

Part of International Company

Yes

Save and Continue

USER ACTION

Enter the **sponsor's name**, then select the **company's activity** and **category** from the drop-down list. For example, **Consulting** and **Accident Protection** have been selected, respectively.

Details for Company Administrator

Do you have Emirates ID Number?

☒ Yes
 ☐ No

Emirates ID Number

Expiry Date

Emirates ID Number

DD/MM/YYYY

Search

Admin First Name

Admin Last Name

Designation

Admin E-mail

Admin E-mail

Verify

Mobile Number

+971

Mobile Number

Verify

USER ACTION

Select **Yes** if the administrator has an Emirate ID. Alternatively, the administrator can be registered using passport details.

Do you have Emirates ID Number?

☒ Yes ☐ No

Emirates ID Number

784197806587255

Expiry Date

04/10/2030

Search

Admin First Name

Admin Last Name

Designation

Admin E-mail

Admin E-mail

Verify

Mobile Number

+971

Mobile Number

Verify

Do you need access to all services?

USER ACTION Enter the administrator's **Emirates ID number** and **expiry date**. Click **Search** to fetch the administrator's **first** and **last** names.

Do you have Emirates ID Number?

☒ Yes ☐ No

Emirates ID Number

784197806587255

Expiry Date

04/10/2030

Search

Admin First Name

Admin Last Name

Designation

Admin E-mail

Admin E-mail

Verify

Mobile Number

+971

Mobile Number

Verify

Do you need access to all services?

USER ACTION Select **the administrator's designation** and enter their **email** address, then click **verify** for email verification.

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

Mobile Number

Verify

Do you need access to all services?

Letter from the Company

Download Template

USER ACTION Enter the OTP received through the administrator' email and click **verify**. You will receive **success** email, then click on the message, as below.

Do you have Emirates ID Number?

☒ Yes ☐ No

Success

Email verified successfully

OK

Admin E-mail

admin@smarsol.com

Verified

Mobile Number

+971

Mobile Number

Verify

Do you need access to all services?

USER ACTION Click on the **Ok** Button.

Do you have Emirates ID Number?

☒ Yes ☐ No

Emirates ID Number: 784197806587255

Expiry Date: 04/10/2030

Search

Admin First Name: CHANTAL

Admin Last Name: OLIVE

Designation: ARCHITECT

Admin E-mail: admin@smartsol.com **Verify**

Mobile Number: +971 542427657 **Verify**

Do you need access to all services?

USER ACTION Enter the **mobile number** and click **verify**.

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 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 542427657 **Verify**

Do you need access to all services?

[Letter from the Company](#) [Download Template](#)

USER ACTION Enter the OTP received on the administrator's mobile and click **verify**. You will receive a success email, then click on the message, as below.

Do you have Emirates ID Number?

☒ Yes ☐ No



Success

Mobile verified successfully

OK

Admin E-mail

admin@smarsol.com ✓ **Verified**

Mobile Number

+971 ✓ 542427657 ✓ **Verified**

Do you need access to all services?

Letter from the Company [Download Template](#)

Upload your File

USER ACTION Click on **Ok** Button.

Designation

ARCHITECT ✓

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

① 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 Select **Yes** if you need access for all services. **Download the template** to upload the company's letter in the format as shared 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

Designation

ARCHITECT

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

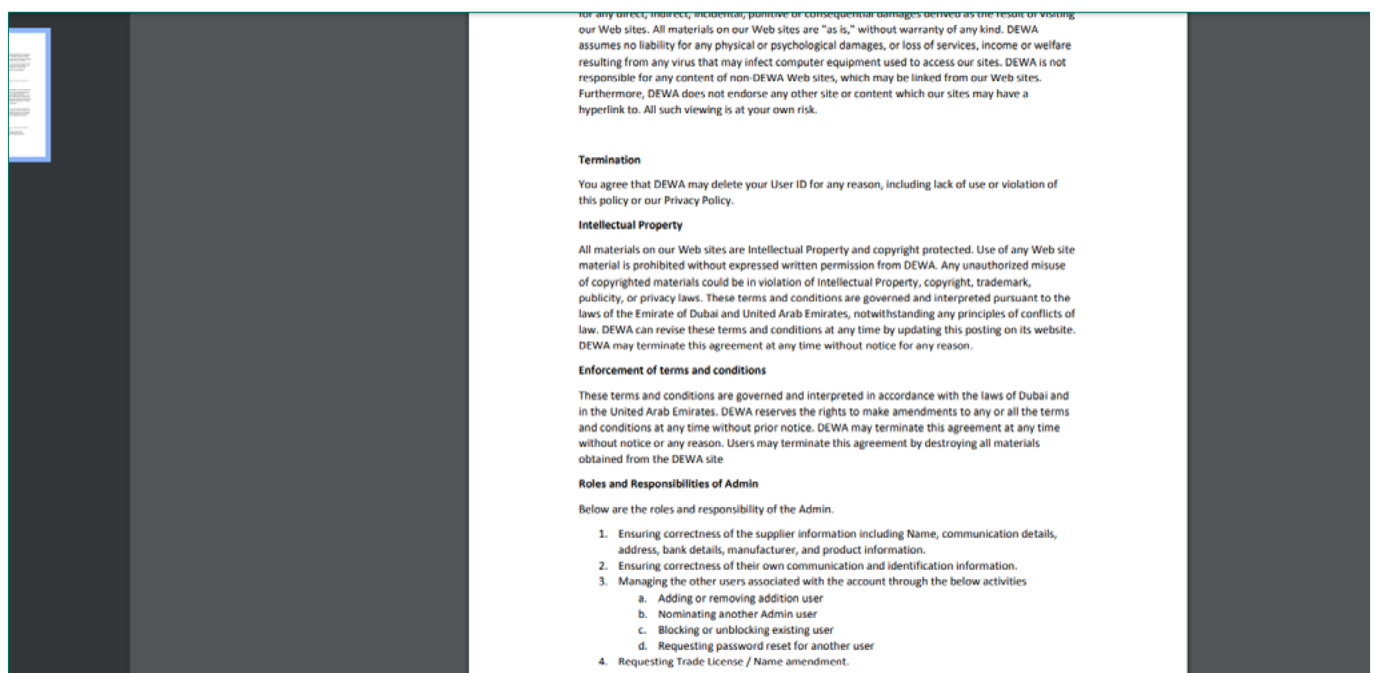
Supported File Types: PNG,JPG,PDF(Up to 5 MB)

letter.pdf 0.031MB

☒ I have read and understood the [Terms and Conditions](#) of Use

Back **Next**

USER ACTION Click on **Upload your File button** and upload the company's letter, then read the **Terms and Conditions** by clicking on the hyperlink and tick the checkbox if you agree.



Designation
ARCHITECT

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

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

letter.pdf 0.031MB

☒ I have read and understood the [Terms and Conditions of Use](#)

Back Next

USER ACTION Click on Next to proceed.

1.2.4. User Details

In this section, the user can add one or more users by providing their details.

Create an Account

All fields are mandatory, unless marked optional

✓

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

Contact Person 1

Do you have Emirates ID Number?

☒ Yes ☐ No

Emirates ID Number

Expiry Date

Emirates ID Number

DD/MM/YYYY

Search

First Name

Last Name

USER ACTION

Select **Yes** if the contact person has an Emirate ID. Alternatively, select **No** and the administrator can be registered using their passport details

Contact Person 1

Do you have Emirates ID Number?

☐ Yes ☒ No

Passport Number

FGJS2313

Passport Issue Date

28/08/2023

Passport Expiry Date

27/08/2028

First Name

Rashid

Last Name

Khan

E-mail

rashid@smartsol.com

Mobile Number

+971

538342347

eg:5XXXXXXX

USER ACTION

Enter the contact person's **passport number**, then select the **passport's issue** and **expiry dates**. Enter the contact person's **first** and **last names**, as well as their **email address** and **mobile number**.

E-mail
rashid@smartsol.com

Mobile Number
+971 538342347
eg: 5XXXXXXX

User Role
PROCUREMENT × BIDDER ×

Designation
BRAND MANAGER

Passport Copy
[Upload your File](#)
Supported File Types: PNG, JPG, PDF (Up to 5 MB)

[+ Add a new Contact Person](#)

[Back](#) [Next](#)

USER ACTION Select the required role for the contact person. Also select the designation of the contact person from the drop-down list.

ROLE DETAILS:

- **Bidder** - This role provides access to services related to the RFX response submission process. If alternative quotations are required, multiple users must be created under the same contact person for the relevant RFX.
- **Procurement** - This role provides access to operational procurement services, including PO acknowledgement, Advance Shipment Notification (ASN) creation, goods receipt status tracking and invoice submission.
- **GIS** - This provides access to submit as-built drawings through the supplier portal.
- **FAT INSPECTION** - This role enables users to create inspection requests, including Factory Acceptance Tests (FAT), Type Tests and Prototype Tests, for purchase orders issued by the Distribution Power division.
- **Site Note Consultant** - This role provides access to services that display information related to ongoing site projects.
- **Site Note Contractor** - This role provides access to services that display information related to ongoing site projects.

Mobile Number

+971 538342347

① eg:5XXXXXXX

User Role

PROCUREMENT × BIDDER ×

Designation

BRAND MANAGER

Passport Copy

Upload your File

① Supported File Types: PNG,JPG,PDF(Up to 5 MB)

PDF passport 22.pdf 0.031MB ×

+ Add a new Contact Person

Back Next

USER ACTION Click on [Upload your File](#) to add the user's supporting documents. You can click on [Add a new Contact Person](#) to add a new contact person. Otherwise, click on [Next](#) to proceed to the next stage.

1.2.5. Product Details

In this section, enter information related to the company's product, including the product name, type, brand and stock status. You can add one or more products in this section.

All fields are mandatory, unless marked optional

✓

✓

✓

●

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

Product 1

Choose Type 

☒ Product Exclusive Agent

☐ Product Non-Exclusive Agent

Product Name

Product

Brand

Stock Held

+ [Add new Product](#)

USER ACTION

Select the appropriate radio button to indicate whether you are registering as an **Exclusive Agent or Non-Exclusive Agent**. Enter the **product name**, for example, **Transformer**, and provide a **brief description** of the product. Then enter the product's **brand name** and select its **stock-held status**.

All fields are mandatory, unless marked optional

✓

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

Product 1

Choose Type

☒ Product Exclusive Agent
 ☐ Product Non-Exclusive Agent

Product Name

Product

Brand

Stock Held

+ [Add new Product](#)

Back

Next

USER ACTION To add new product details, click on [Add a new Contact Person](#) option.

All fields are mandatory, unless marked optional

✓

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

Product 1

Choose Type

☒ Product Exclusive Agent
 ☐ Product Non-Exclusive Agent

Product Name

Product

Brand

Stock Held

+ [Add new Product](#)

Back

Next

USER ACTION Verify all the details and click on [Next](#) to proceed to the next page.

1.2.6. Sustainability Screening Survey

This section enables suppliers to participate in DEWA’s Supplier Sustainability Programme. At DEWA, we believe that suppliers are essential partners in advancing sustainable progress across our operating footprint and supporting our journey towards sustainable growth.

✓

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

●

Questionnaire
Supplier Sustainability Questionnaire

○

Document Uploads
All documents that are to be uploaded for the process

i

Sustainability Screening

Participation in this questionnaire is optional

○

SKIP

✓

SECTION 1: ENVIRONMENT

1. Does your company have a formal Environmental policy?

○

Yes

○

No

○

Not Applicable

2. Does your company have a Environment management system in place, targets and objectives to improve environmental performance?

USER ACTION

Survey participation is optional and if you want to skip it, enable the skip button

SKIP

○

and objectives to improve environmental performance?

- ☐ Yes
- ☒ No
- ☐ Not Applicable

3. Is your company certified for in any of the following? (select all that apply)

- ☒ ISO 14001 or EMAS
- ☒ ISO14064 GHG
- ☐ ISO 50001 - Energy Management
- ☐ ISO 20400 - Sustainable Procurement
- ☐ Others (please specify)

4. Does your company have procedures to manage hazardous substances?

- ☐ Yes
- ☐ No
- ☒ Not Applicable

Not applicable for Service company

9. Does your company have:

- ☐ POD (people of determination) Inclusion policy
- ☐ POD (people of determination) Practices in HR rules and regulations
- ☒ POD (people of determination) Practices in Building and facilities
- ☒ Corporate social responsibility Policy
- ☐ CSR Activities/Initiatives to support local community
- ☐ Others (please specify)

[↑ Top](#)

Back

Next

USER ACTION

To participate in the survey, answer all questions in the sections below by selecting the appropriate option and then click **Next**.

Section1 : **ENVIRONMENT (15)**

Section2 : **SOCIAL (9)**

Section3 : **GOVERNANCE (16)**

1.2.7. Document Uploads

In this section, upload all relevant documents such as the trade license, passport copy of the owner or manager, and the VAT certificate. Users have to check and upload all the mandatory documents. The attachments are provided for registration with DEWA.

Create an Account

All fields are mandatory, unless marked optional

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

Questionnaire
Supplier Sustainability Questionnaire

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

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

Passport copy of Owner/Manager

Upload your File

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

Chamber of Commerce & Industry Certificate (Optional)

Upload your File

USER ACTION Click on **Upload your File** to upload the documents.

Create an Account

All fields are mandatory, unless marked optional

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

Questionnaire
Supplier Sustainability Questionnaire

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

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

PDF

Trade License..pdf

0.031MB

Passport copy of Owner/Manager

Upload your File

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

PDF

Passport 3.pdf

0.031MB

VAT Certificate Issued by Federal Tax Authority (Optional)

Upload your File

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

PDF

VAT.pdf

0.031MB

×

Agency Registration Certificate (Optional)

Upload your File

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

Sheikh Mohd Bin Rashid Establishment Copy (Optional)

Upload your File

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

PDF

Mohammad Rashid Establishment Copy.pdf

0.031MB

×

Young Business Leadership Membership (Optional)

Upload your File

☒

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 relatives 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.

☒

Supplier Acknowledgement ([Click here to read](#))

You cannot enroll unless you agree Past Supply/ Work record/ Company Profile/ Financial Statement (if Applicable).

Please review the Privacy Policy and Disclaimer before enrolling with DEWA.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) • [Terms](#)

Back

Submit

USER ACTION

Click the [Terms and Conditions](#) hyperlink to read the clauses. Read the [Code of Conduct](#) and [Supplier Acknowledgement \(Click here to read\)](#) as well. If you agree with all clauses, tick the checkbox.

Terms and Condition

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Acceptance of Terms and Conditions Use of DEWA's website implies legal consent to the Terms, Conditions, Privacy Policy and Disclaimer. Any violation of these shall result in disqualification of the User from Registration and other processes and stopping the User from further access and use of this website. These websites are not affiliated with any other corporation or website with similar spelling URL. Any similarities are coincidental.	قبول الشروط والأحكام إب استخدام الموقع الإلكتروني لهية يعني موافقتك القارية على الشروط والأحكام وسياسة الخصوصية وأدلاء المسؤولية. أي مخالفة لهذه الشروط والأحكام ستسبب استبعاد المستخدم من إمكانية التسجيل والاطلاع على المصالحات الأخرى ومنعه من أي استخدامات أخرى لهذا الموقع الإلكتروني. لا تربط هذه المواقع الإلكترونية بأي شركة أخرى أو موقع إلكتروني آخر بغير موافقة مصادرة موحدة. مماثل، وأي شكل من أشكال التشابه تعتبر من قبل الصدفة.
Dubai Electricity & Water Authority (DEWA) reserves the right to update the terms and conditions at any time without prior notice to the User. The use of the website binds the User to all the applicable updates. It is the user's responsibility to abide by and stay updated.	ستقوم هيئة كهرباء وماء دبي (الهيئة) بتحديث الشروط والأحكام في أي وقت دون إشعار مسبق. وعليه فإن استخدام المواقع الإلكترونية الخاصة بكم المستخدم بجميع عمليات التحديث المطبقة. ويتعين على المستخدم الالتزام بـ وتحديث جميع التحديثات الموضحة والأحكام مع جديراً.
Submissions to DEWA's World Wide Web DEWA has the right to use any information provided for any purpose without restriction or compensation to the person sending the submission.	دفع المعلومات والبيانات يحق لهية كهرباء وماء دبي استخدام أي معلومات تقدم لها لأي غرض من الأغراض دون قيد أو تعويض للشخص المرسل.
The User acknowledges the authenticity of any submission to DEWA and accepts responsibility for its accuracy, suitability and legality.	يقر المستخدم بأصالة أي بيانات ترسل إلى هيئة كهرباء وماء دبي ويحمل مسؤولية دقتها وملاءمتها وقانونيتها.
Usage restrictions The User account issued for the website services is applicable only for the relevant purpose and misuse of credentials may lead to revocation of the account as per DEWA ISMS policies.	قيود الاستخدام تقوم الهيئة بإصدار حساب المستخدم للخدمات الموقع الإلكتروني فقط لأغراض ذات الصلة. وإساءة استخدام بيانات الحساب إلى إلقاء الحساب وفقاً لسياسات بكم إدارة أمن المعلومات غير هيئة كهرباء وماء دبي.
The authorized person handling the privileged account will be held accountable for the activities of users on the DEWA website or any other channel of services.	يكون الشخص المسؤول الذي يتعامل مع الحساب المعتمد مسؤولاً عن أنشطة المستخدمين الذين هم أعضاء حسابات لهم في الموقع الإلكتروني لهية كهرباء وماء دبي أو أي قناة خدمات.
DEWA provides Users with passwords and other authentication mechanisms and Users are required to comply with these restrictions for security reasons.	تقوم هيئة كهرباء وماء دبي بتزويد المستخدمين بملفات مرور وأليات تأمين أخرى ويتعين على هؤلاء المستخدمين الامتثال لهذه القيود لأسباب أمنية.

Code of Conduct

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DEWA'S CODE OF CONDUCT AND ETHICS
FOR SUPPLIERS, CONTRACTORS AND
ASSOCIATES

Version 1.0 / January 2020

Supplier Acknowledgement

Microsoft Word - Supplier Acknowledgement Form 102022

1 / 2 100%

Supplier Acknowledgement Form

Security and Protection

DEWA places high emphasis on information security and ensures protection of critical and classified information through appropriate and defined security controls. For the purpose of this Acknowledgment, the term, External Party, shall refer to and shall mean and include, but not limited to, DEWA's Suppliers, Vendors, Contractors, Subsidiaries, Consultants and Sub-Contractors. DEWA expects the External parties who have access to DEWA's information to adhere to the obligations of confidentiality, comply with DEWA's Information Security Policies applied in the infrastructure and use DEWA's information in a secure manner. All External party personnel related to applicable DEWA Contracts and / or Supplier provisions are expected to adhere to DEWA's Policies and Procedures embedded in the services, including the following:

1. All information received from DEWA shall be used for only the purposes originally intended and not for any other purposes.
2. All External Parties shall secure any documentation when received from DEWA to protect its confidentiality and integrity. All External Parties shall adhere to any applicable regulatory, legal and compliance requirements.
3. All External Parties shall handle, store, use and/or dispose any information of DEWA in a secure manner, including associated data handling requirements. Specifically, External Parties shall not retain DEWA information on any cloud based IT infrastructure outside UAE boundaries and/or beyond the confidentiality period.
4. All External Parties shall ensure to provide access only to legally authorized person on 'need-to-know' and 'need-to-use' basis when providing access to or sharing the documents/ information related to project undertaken for DEWA. Any access violation, access breach or potential breach observed by the supplier account holder shall be brought to the notice of DEWA information security department through available channels and contacts of DEWA.
5. All External Parties who have been provided access shall maintain sufficient access control mechanisms to allow fine-grained access control, and identification, authentication and monitoring of individual authorized users and shall cooperate with DEWA in the event of security breaches or potential security breaches during analysis and investigation of incidents.

For generations to come

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☒ I'm not a robot 

reCAPTCHA
Privacy - Terms

[Back](#) [Submit](#)

USER ACTION

Verify Captcha and Click [Submit](#) to do the final submission for creation of the vendor.



Submission Successful

Your reference number is 0000021809

Your request(s) is under review

Submitted Date

29 Nov 2023 | 05:33:57

Application Number

0000021809

Trade License/Company Registration Number

234324234

Company Full Name

Smart Solution Corp

What's Next?

Your application is being processed. We will send you an E-mail and SMS once application status changes. Once application is approved, an email with a link to create user name and password will be sent.

[Track Application](#)

USER ACTION

On submission you will get success message as above.

Information on Submission:

- Upon submission, you will get the Request Number that will be used for future reference until your registration process is completed.
- Upon data verification and approval by the DEWA SRM Team, you will receive an email confirmation from DEWA. The company administrator and contact person will receive separate emails to set passwords for their accounts.
- In case of rejection, you will receive a notification with reasons for the rejection.
- The SRM team will revert the request with clarification comments. You will be able to view the enrolment application from track enrolment and resubmit with the required amendments.