

Administration of Insurance

USER MANUAL

ISSUE DATE

08 July 2026

REVISION DATE

08 July 2026

VERSION

1.0

Overview

The aim of this tutorial is to learn how to get the Insurance Policy.

1 Supplier Login Screen

- Access the DEWA portal(<https://www.dewa.gov.ae>) and select **Supplier** from the login options.
- Enter your **Username** and **Password** to sign in.

حكومة دبي
GOVERNMENT OF DUBAI

هيئة كهرباء ومياه دبي
Dubai Electricity & Water Authority

Home Contact Us

Sign In

Welcome to DEWA

I am

Consumer

Builder

Supplier

Government

Job Seeker

Other User

Supplier Sign In

Username

Username

Password

Password

Remember me

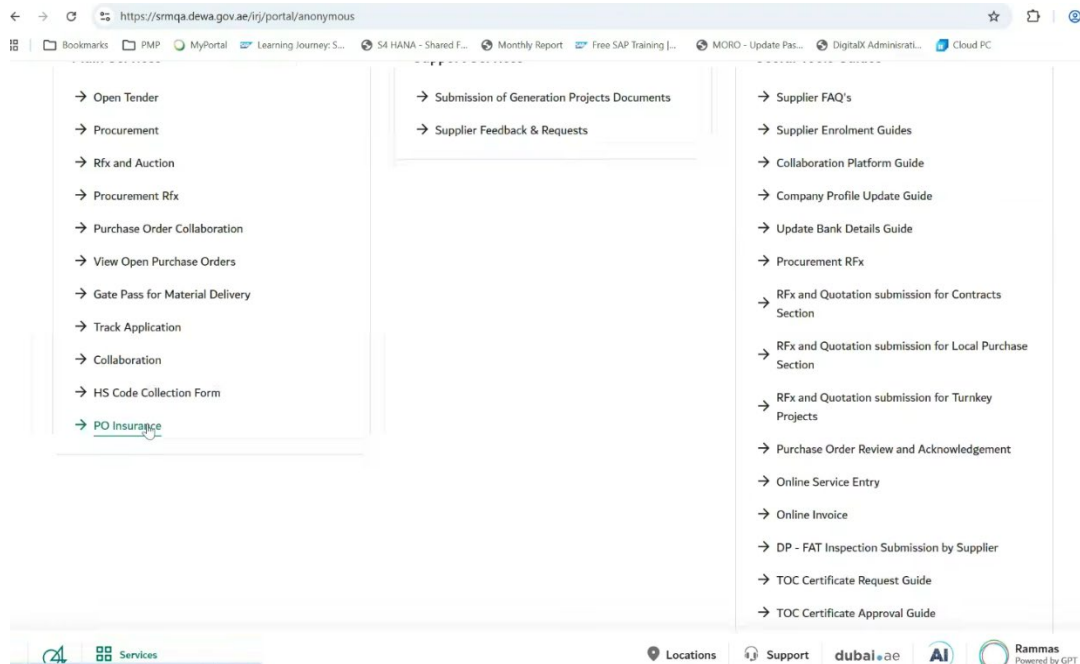
Forgot Password?

Sign In

Create an Account

3) Navigating to Insurance Polciy

- After logging in, go to the **Dashboard**.
- Under **Main Services**, select **PO Insurance**.
- Locate your relevant Purchase Order from the list.\



3) Insurance Submission Screen

- Click on the **Purchase Order** Number to submit insurance policy and to view Purchase Order Details.

Purchasing List (8)

Search Purchas...

Purchasing Document	Policy Type
3052402664	Contractor All Risks /Erection All Risk
3052402664	Third Party Liability
3412300331	Contractor All Risks /Erection All Risk
3412300331	Public Liability
3452600310	Contractor All Risks /Erection All Risk
3452600310	Public Liability
3452600315	Contractors Plant & Machinery Insurance
3452600315	Marine Cargo Insurance

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- Click on **Insurance Policies** to submit the insurance policy.

[Back To MainScreen](#)

Administration of Insurance

Purchasing Document Details

PO Details Order Documents **Insurance Policies**

Insurance Requests (5)

Search

Create

Reference Request	Policy Number	Validity Start Date	Validity End Date	Insurance Company	Status
2600000025	0555437470	01-07-2026	02-07-2026	Metlife	Submitted for Approval
2600000026	0555437471	07-07-2026	31-07-2026	Metlife	Financial Transaction Created/Extended
2600000027	1060720	07-07-2026	29-08-2026	ok kuamr insurance	Financial Transaction Created/Extended
2600000029	WithRMS	01-07-2026	31-07-2026	WithRMS	New
2600000030	WithRMS	01-07-2026	25-09-2026	WithRMS	New

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[Back To InsuranceList](#)

Create Insurance Policy

Enter the details to create a new insurance policy

Purchasing Document *

3452600315

Policy Type

Contractors Plant & Machinery Insurance

Insurance Period (Months) *

6

PO Validity Start date *

July 1, 2026

Fixed Value *

100000.00

Currency *

AED

Additional Remarks *

Renewal *

No

Header Text



https://srmqa.dewa.gov.ae/inj/portal/poinsurance?po=3452600315

Bookmarks PMP MyPortal Learning Journey: S... S4 HANA - Shared F... Monthly Report Free SAP Training [...] MORO - Update Pas... DigitalX Administrati... Cloud PC

Policy Number *

0506986307

Insurance Company *

Company Address *

Company Mail ID *

Validity Start Date *

July 1, 2026

Validity End Date *

MMMM d, y

Insurance Value *

Remarks *

Attachments (0)

Browse...

No data

Bookmarks PMP MyPortal Learning Journey: S... S4 HANA - Shared F... Monthly Report Free SAP Training [...] MORO - Update Pas... DigitalX Administrati... Cloud PC

Policy Number *

0506986307

Insurance Company *

LIC of India

Company Address *

Chennai

Company Mail ID *

info@LIC.Com

Validity Start Date *

July 1, 2026

Validity End Date *

July 30, 2026

Validity period must be at least 6 months from the later of PO Start Date or Validity Start Date

Insurance Value *

Remarks *

Attachments (0)

Browse...

No data



Chennai

info@LIC.Com

Validity Start Date *

July 1, 2026

Validity End Date *

July 30, 2026

Insurance Value *

666

Insurance Value must be at least 100000.00

Remarks *

Your session was disconnected. If this keeps happening ask your admin or tech support for help.

Attachments (0)

Browse...

No data

Submit

Cancel

admin or tech support for help.

Attachments (0)

Browse...



India Case_Sno19.pdf
2.15 MB



Submit

Cancel

I



Submitted Successfully

Your request has been successfully submitted.

Reference Id: 2600000024
Purchasing Document No: 3452600315
Submitted On: 03-07-2026

What's Next?

Your request has been successfully submitted.

Home

4) Email Notification

- Insurance Consultant will receive the Email Notification after submission of Insurance Policy by Supplier.

Insurance Policy Notification

Dear Team,

Please find the details of the **Submitted for Approval** insurance request below:

Req	: 2600000024
PO	: 3452600315
Vendor Code	: 205429 Company SIEMENS LLC/ DUBAI
Vendor Name	: Company SIEMENS LLC/ DUBAI
Policy	: 0506986307
Policy Type	: Contractors Plant & Machinery Insurance
Amount	: 1,000,000.00 AED
Start Date	: 01.07.2026
End Date	: 30.07.2026
Remarks	: Your session was disconnected. If this keeps happening ask your admin or tech support for help.

This is an automated message from **DEWA Insurance Portal**.
Please do not reply to this email (noreply@dewa.gov.ae).

5) View the existing Insurance Policy

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Purchasing Document List

Purchasing List (8)

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Click on PO

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Purchasing Document Details

PO Details Order Documents Insurance Policies

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