

Vendor Management

USER
MANUAL

Service Features:

Vendor/Supplier Collaboration Cockpit

Submit 'Request' for participants

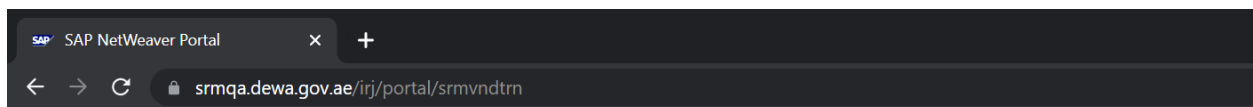
Collaboration Schedule

Vendor Participation Confirmation

Procedure of Vendor/Supplier Log-in:

How to log in to the Vendor Supplier Collaboration cockpit:

In Test system, follow the URL: <https://srmqa.dewa.gov.ae/irj/portal/srmvndtrn>



Welcome to DEWA

I am a

Consumer

Builder

Supplier

Job Seeker

Government

Supplier Login

Username

200140

Password

.....

[Forgot Password?](#)

☐ Remember me

Login

OR [Create an Account](#)

Collaboration Cockpit

Search by Collaboration Nu...



Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
43001722 SRM open	Classroom Training	Open	Al Banafsaj Training Hall	13.09.... 00:01:00	13.09.... 23:59:00		Request

1

Navigating through Main Service:

Vendors can also navigate to Collaboration Cockpit through Main Services.

Please update HS code of recent DEWA Pos Click Here

Main Services

- Open Tender
- Procurement
- Rfx and Auction
- Procurement Rfx
- Purchase Order Collaboration
- View Open Purchase Orders
- Gate Pass for Material Delivery
- Taking Over Certificate
- Liquidated Damage Calculation
- Taking Over Certificate Approval
- Track Application
- Collaboration

Support Services

- Submission of Generation Projects Documents
- Supplier Support Request/Engagement Request/Complaint/Suggestion

Useful Tools Guides

- Supplier FAQ's
- Supplier Enrolment Guides
- Company Profile Update Guide
- Update Bank Details Guide
- Procurement Rfx
- Rfx and Quotation submission for Contracts Section
- Rfx and Quotation submission for Local Purchase Section
- Rfx and Quotation submission for Turnkey Projects
- Purchase Order Review and Acknowledgement
- Online Service Entry
- Online Invoice
- DP - FAT Inspection Submission by Supplier

What can a Supplier/Vendor see when logged in?

When a vendor/supplier logs in, they can view the Open Events and Scheduled Events.

Collaboration Cockpit							
Search by Collaboration Number							
Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
43001722 SRM open	Classroom Training	Open	Al Banafsaj Training Hall	13.09.20... 00:01:00	13.09.20... 23:59:00		<button>Request</button>
43001723 SRM invited	Classroom Training	Scheduled	Al berhi	14.09.20... 00:01:00	14.09.20... 23:59:00	Awaiting Vendor Confirmation	<button>Confirm</button> <button>Regret</button>

Types of Collaboration Events:

Type 1 : Open – Open to all vendors. Vendors can select the ‘Request’ button to apply to attend the event.

Type 2 : Scheduled – Only invited/nominated vendors can see this type of request. Either vendor can confirm or reject based on availability.

Type 1 : Open

Select Request & then add participants to submit for approval.

Collaboration Cockpit

Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
43001722 SRM open	Classroom Training	Open	Al Banafsaj Training Hall	13.09.... 00:01:00	13.09.... 23:59:00		Request

1

Collaboration Cockpit

Participants for the Collaboration: SRM open (43001722)

+

Name	Email	Contact Number	Emirates ID
No data			

Submit
Cancel

2

Approvals:

Approval will be done by DEWA's SRM team.

[Approvals/rejections](#) will be based on certain parameters that the SRM team sets at the time of event content creation.

Format validations added for the Emirates ID, email ID and contact number fields to help users fill in details easier.

Sample format for filling:

Click on 'submit'.

Participants for the Collaboration: SRM open (43001722)



Name	Email	Contact Number	Emirates ID
WATAN BEHRAM SANWAL MAYAR	dummy@dummy.com	+9715233234235	784198403710290
AKBAR KESAVA	apple@dummy.com	+9715233234235	784196274215050

Collaboration Cockpit

Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
60026381 SRM classroom	SRM Cla...	Open	DHA health hub - Al Qusais	28.04.2022 09:01:00	28.04.2022 13:01:00	Submitted	2 Participants

Upon receiving approval from the SRM team, vendors and participants will get success notifications via email and SMS if local phone numbers (UAE) are provided.

Upon approval, the status in the cockpit changes accordingly.

Collaboration Cockpit							
Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
60026381 SRM classroom	SRM Cla...	Open	DHA health hub - Al Qusais	28.04.2022 09:01:00	28.04.2022 13:01:00	Approved	2 Participants

Type 2: Nominated /Scheduled Collaboration Schedules

Vendors will be nominated by the SRM team and will see their nominations in the Collaboration Cockpit, marked as 'Awaiting Vendor Confirmation'.

Collaboration Cockpit							
Search by Collaboration Number							
Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
43001722 SRM open	Classroom Training	Open	Al Banafsaj Training Hall	13.09.20... 00:01:00	13.09.20... 23:59:00		<button>Request</button>
43001723 SRM invited	Classroom Training	Scheduled	Al berhi	14.09.20... 00:01:00	14.09.20... 23:59:00	Awaiting Vendor Confirmation	<button>Confirm</button> <button>Regret</button>

Vendor can select 'confirm'/'regret'.

If 'regret'/'reject' is selected, no further action is to be taken.

Collaboration Cockpit							
Search by Collaboration Number							
Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
43001722 SRM open	Classroom Training						<button>Request</button>
43001723 SRM invited	Classroom Training					Awaiting Vendor Confirmation	<button>Confirm</button> <button>Regret</button>

Regret

Are you sure you want to regret the collaboration?

Reject Cancel

If nominated, they can add up to three participants to the Collaboration Event participation list.

Once the 'confirm' button is clicked, then click on 'add participants'.

Note: More than 3 participants cannot be added.

Participants for the Training: SRM Vendor training Nominated (60026388)

Name	Email	Alert	Emirates ID
MAHAROOF BATCHA NAGARAJAN AMRUTH TARACHAND	asdf@asf.com	Maximum allowed participants already Training.	784199213921465
WATAN BEHRAM SANWAL MAYAR	asdf@asf.com		784198403710290
NAHAYA ABDAL-SALAM AL-QADRA	asdf@asf.com	+9715233234234	784198806184820

Submit Cancel

Click on submit to send your application.

Status will be changed to 'Vendor Confirmed' in the Collaboration cockpit. Participants will get notified via email & SMS.

Collaboration Cockpit							
Collaboration No and Description	Mode	Type	Location/Venue	Start Date and Time	End Date and Time	Status	Actions
60026388 SRM Vendor training Nominated	SRM Cla...	Scheduled	DHA health hub - Oud Metha	01.05.2022 00:01:00	01.05.2022 23:59:00	Vendor Confirmed	3 Participants