



# Inspection Request Submission

USER MANUAL











## Overview

The aim of this Tutorial is to learn how to add the role for existing supplier (admin) and Create Inspection Request in portal.

### **1.1 Service features**

- 1. Add Role to new/existing contact person
- 2. Inspection request creation for Prototype / Type / FAT test.
- 3. Joint Investigation request creation

### **1.2** How to add the Inspection role

1.2.1 DEWA Website Navigation and Supplier login

COVERAMENT OF DUEA	ميرياء ومياه درسي Dubes Bectricky&Water Ruthorky Q ج العربية Q Login
Update your information with performation with performance of the performanc	
⊖ (∄, ⊞ Services	Locations Contact Us     Contact Us     Chat With     RAMMAS     Powered by ChatGPT BETA

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

حکومـــة دبــــي GOVERNMENT OF DUBAI					ڪهـريـاء وميـاه ديـي Dubai Electricity&Water ۴	د عيثة Authority
GOVERN	مرکوم Ment of DuBal			٩	هیئة کهرباء ومیاه دب ubai Electricity & Water Authority	
	Home Investor Relations	EasyPay		Q	خ العربية 🕑 Login	
	Consumer	Builder	Partner	Supplier	Student	
*	Trending Services	Ø	Supply Management	E Con	sumption Management	
$\rightarrow$	Bill Payment	$\rightarrow$	Request for Activation of	→ Sma	rt Living NEW	
$\rightarrow$	Request for Activation of		Electricity/Water (Move-in)	→ Requ	est for Consumption Verification -	
	Electricity/Water (Move-in)	$\rightarrow$	Request for Deactivation of	Elect	ricity/Water	

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

Consumer	Builder	Partner	Supplier Student	
Main Services	2	Support Services	🌮 Useful Links & Guides	
<ul> <li>→ Register New Vendor</li> <li>→ Open Tender</li> </ul>	$\rightarrow$	Submission of Generation Projects Documents	→ Frequently Asked Questions & Tutori Videos	ial
→ Procurement	$\rightarrow$	Suggestions & Complaints	<ul> <li>→ New Vendor Registration Guide</li> <li>→ Update Vendor Profile Guide</li> </ul>	
→ RFx & Auction → Purchase Order Collaboration			$\rightarrow$ Suppliers code of Conduct & Ethics	

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

5000000000 OF TABLE		هیتهٔ که برباء ورب Double Occiding studeer Purrowshy
Home Contact Us		Q & Ducin
Duser = "dewa": Welcome to DEWA		
l am	Supplier Login	
Consumer	Username	
Builder	204103	
Supplier	Password ()	
Government	Forgot Password?	
Job Seeker		
Other User	UR Create an Account	

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





#### 1.2.2 Add Inspection role to new/existing contact person

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	coreasent of road		هیلهٔ کـهـریـاه ومیـاه دیـی Dues Decirclys نیک همکن
	Home Contact Us		Q & 204123 LOGOUT
Dashboa	ard Company Profile My Profile Manage Us	ers	
	Main Services	Support Services	🌮 Useful Tools Guides
	→ Open Tender	→ Submission of Generation Projects Documents	→ Supplier FAQ's
	→ Procurement	→ Suggestions & Complaints	→ Supplier Enrolment Guides
	→ Rfx and Auction		→ Company Profile Update Guide
	→ Procurement Rfx		ightarrow Update Bank Details Guide
	→ Purchase Order Collaboration		→ Procurement RFx
	→ View Open Purchase Orders		ightarrow RFx and Quotation submission for Contracts Section
	→ Gate Pass for Material Delivery		ightarrow RFx and Quotation submission for Local Purchase Section
	Track Application		PEv and Ountation submission for Turnkey Projects

#### User Action: You can click on Manage User tab to update the role.

حکومے تربین GOVERNMENT OF DURM	í					باء ومياه ديني Dubai (lectricity&i	هیئةکمری Liater Authority	
Company Profile	My Profile	Manage Users						میٹفکھریاء ومیاد Bectricity&Water Ruthority
		The Mana	ige Users tab allows you to ir	Manage Users	rs to a Team, or change a user's role.			204123 LOGOUT
Sea	rch Users Q	Last Active All	Role	Stat	us V	Add New	Contact Person	des
	Contact Per	rson / User ID	Linked Users	Last Active	Role	Status	Action	
€	NATIONAL C n_c_i@emir	ABLES INDUSTRY . ates.net.ae	4	Wed Feb 12 2025 11:34 GMT+0400 (Gulf Standa	:36 ard Time)	Active	Edit •••	te Guide
							1 of 1 $\leftarrow$ $\rightarrow$	suide
→ View	Open Purchase Orders					$\rightarrow$	RFx and Quotation	submission for Contracts Section
→ Gate i	Pass for Material Delivery					→ 	RFx and Quotation	submission for Local Purchase Section

User Action: You can click on + button to expand the available users.

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حکومــة دبــــي Government of Dubai	<b>)</b>					هـريـاء وميـاه ديــي Dubei Clectricity&Water	هیئةک Authority	
		Ν	lanage Users					الدين درياء مريدا ي Sectricity & Weiter Ruthority
Search Users	Last Active All	Role	Status	am, or change a user's role.	Add New (	Contact Person		204123 LOGOUT
	Contact Person / User ID	Linked Users	Last Active	Role	Status	Action		des
• N	NATIONAL CABLES INDUSTRY . n_c_i@emirates.net.ae	4	Wed Feb 12 2025 11:34:36 GMT+0400 (Gulf Standard Time)		Active	Edit ••••	ict Person	162
2	204123_3			BIDDER	Active	Edit •••• Edit •••	Edit 000	iides
2	204123_2			BIDDER	Active	Edit •••		iuide
<b>2</b> → ∨	ew Open Purchase Orders			BIDDER, ADMIN, PROCUREMENT	Active	Edit ••••	of 1 $\leftarrow$ $\rightarrow$	submission for Contracts Section
→ G	ate Pass for Material Delivery					$\rightarrow$	RFx and Quotation s	submission for Local Purchase Section

User Action: You can click on the Edit button for the users to whom to extend the Inspection role

		Manage Users The Manage Users tab allows you to import or add a user, assign user	s to a Team, or change a user's role.			
Search Users	Q A	Edit User	×	Add New	Contact Pe	Contact Person
	Contact Person / Use	User Role           ADMIN X         BIDDER X         PROCUREMENT X	~	Status	Action	Action
	NATIONAL CABLES IN n_c_i@emirates.net.a	ADMIN		Active	Edit	Edit •••
	204123_3	FAT/SAT SERVICE		Active	Edit Edit	Edit •••
2	204123_2	GIS		Active		Edit •••
2	204123	PROCUREMENT	JREMENT	Active	Edit	Edit •••
					-	
as		Edit User	×			
User R	Role	PROCUREMENT X FAT/SAT SERVICE X V	Success User updated successfully			
		Update	ок	)		

User Action: You can select FAT/SAT SERVICE & Update to enable the Inspection role for the user.

After enabling of FAT/SAT service role; the user can see the  $\ensuremath{\textbf{Service}}$  in their Dashboard



User Action: You can select Factory acceptance test SERVICE to make the inspection request.

#### 1.3 How to create an Inspection Request

1.3.1 Inspection Requist creation for Pro-type test / Type test / FAT test



User Action: Select "Inspection Request for PO" and click on Submit.



Dashboard Comp	any Profile My Profile	Manage Users				
		Inspection	Requests			
Inspection Request No.;	Search by Inspection Request Number		Status:			
Type:		~	R	Reset Search		
Inspection Requests				+ Inspection Request	port to Excel	
Inspection Request No.	Purchase Order No.	Туре	Created Date	Status		FAT Test
		No da	ata			Type Test
						Proto Test

User Action: Click on "Inspection Request" and select the type of test (FAT/TYPE/PROTO)

Dashboard	Company Profile My Profile	Manage Users			
<		Purchase Order Lists			
Purchase Order Lis	ts (2)	Type : FAT Test		PO No. / Description	٩
Purchase Order No.	Description		Release Date		
3412400059	TENDER RFx: 2052300002 – PUR 4212300008 SUPPLY OF 11KV XL FOR LOT-10 CABLES (Quantity: 3	CHASE ORDER REF. 3412400059CONTRACT REF. PE POWER CABLES- FINAL LMEADJUSTED PRICES KMs)	22.02.2024		<b>&gt;</b>
3412400067	TENDER RFx: 2052300002 – PUR CONTRACT REF. 4212300020 SU ADJUSTED PRICES FOR LOT-1 C/	CHASE ORDER REF: 3412400067ADDITIONAL PPLY OF 11KV XLPE POWER CABLES-FINAL LME BBLES (Quantity: 30 KMs)	03.03.2024		»

User Action: List of Open Purchase orders will get displayed and you can create the Inspection request by selecting the required PO.

- 1. Mandatory fields
  - a. Inspection date From & To
  - b. Inspection location (Country, Zip code, Address)
  - c. Details of contact person (Name, Email, Telephone no.
  - d. Details of inspecting material (Qty to be inspected, Lot no.)
  - e. Supporting document as attachment





#### Purchase Order No.3412400059

TENDER RFx: 2052300002 – PURCHASE ORDER REF. 3412400059CONTRACT REF. 4212300008 SUPPLY OF 11KV XLPE POWER CABLES- FINAL LMEADJUSTED PRICES FOR LOT-10 CABLES (Quantity: 3 KMs)	Type: FAT Test
204123 - NATIONAL CABLES INDUSTRY	

Info Attachments			
Inspection Date From:*	03.03.2025	Inspection Date To:*	07.03.2025
Zip Code:	435676	Email ID:*	national@cab.com
Country:*	Germany	Contact Person Name:*	Mr. Sharma
Telephone No.:*	447672262	Contact Person Email:*	sharma@cab.com
Contact Person Phone:*	9874736332	Airport Nearest to factory:*	Yes, around 15Km
Manufacturer / Vendor Address:*	5/12 Main street		
	Germany	List of DEWA approved Drawings:*	Yes
Inspection Location:*	Munich, Germany	Type:*	Manufacturer
			C Local Agent

	Local Agent Details:*	Nil			Comments:* Urgent requirement			
V	Material Code	PO Item	PO Qty	Unit	Delivery Date	Qty Submitted for Inspection	Qty to be Inspected	LOT Number
<b>~</b>	2700128478 CABLE;AL;11KV;3C X 240SQMM;XLPE	00001	2000	М	25.04.2024	0	1000	1224

#### User Action: Enter all the mandatory fields and click on Submit



User Action: Enter all the mandatory fields and click on Submit

Once Inspection has been saved/submitted, it can be viewed in the initial page





Inspection Requests

Inspection Request No.:	Search by Inspection Request Number		Status:	
Туре:		~	Reset	Search
Inspection Requests (1)				+ Inspection Request
Inspection Request No.	Purchase Order No.	Туре	Created Date	Status
100000158	3412400059	FAT Test	17.02.2025	Submitted

C Display Inspection Request								
Inspection Request No.	1000000158 ( Purchase Order No. 3412400059 )	)	Export to PDF					
TENDER RFx: 2052300002 – PURCH XLPE POWER CABLES- FINAL LMEAT 204123 - NATIONAL CABLES INDUST	ASE ORDER REF. 3412400059CONTRACT REF. 4212300008 SUPPLY OF 11 JUSTED PRICES FOR LOT-10 CABLES (Quantity: 3 KMs) RY	V Type: FAT Test Submitted						
Info Change Log Attachment	S							
Inspection Date From:	03.03.2025	Inspection Date To:	07.03.2025					
Zip Code:	435676	Email ID:	national@cab.com					
Country:	Germany	Contact Person Name:	Mr. Sharma					
Telephone No.:	447672262	Contact Person Email:	sharma@cab.com					
Contact Person Phone:	9874736332	Airport Nearest to factory:	Yes, around 15Km					
Manufacturer / Vendor Address:	5/12 Main street Germany	List of DEWA approved Drawings:	Yes					
Inspection Location:	Munich, Germany	Type:	Manufacturer					
Local Agent Details:	Nil		C Local Agent					

User Action: Inspection request can be exported to PDF for print preview.









Inspection Request No.	Purchase Order No.	Туре	Created Date	Status
100000157	3412400227	FAT Test	05.02.2025	Nomination Approved
100000156	3412400221	FAT Test	05.02.2025	Submitted
100000155	3412400201	FAT Test	30.01.2025	Inspection Waived
100000154	3412400201	FAT Test	30.01.2025	Inspection Result Approved
100000153	3412400244	FAT Test	30.01.2025	Inspection Result Approved
100000152	3412400201	FAT Test		Inspection Rejected
100000151	3412400200	FAT Test	29.01.2025	Inspection Result Approved
100000150	3412400237	FAT Test	29.01.2025	Inspection Accepted
100000148	3412400202	Type Test	28.01.2025	Inspection Accepted
100000147	3412400202	FAT Test	28.01.2025	Inspection Waived
100000146	3412400200	Type Test	28.01.2025	Inspection Rejected
100000145	3/10/0000	EAT Teet	24 01 2025	Inspection Desult Approved

Status: Below status will get update for every inspection request based on action from DEWA.



#### 1.3.2 Joint Investigation



User Action: Select "Joint Investigation Request" and click on Submit.

حکومـــة و Ient of dubai				ديـــي Dubai	هیئة کهرباء ومیاه Electricity&Wəter Authority
		Jo	int Investigation Request		
Joint Investigation Request No.:	Search by Joint Investigation R	equest No.	)	Status:	~
Туре:		~		Reset	Search
Joint Investigation Reques	ts (21)				+ Joint Investigation
Joint Investigation Request No.	Inspection Request No.	PO No.	Туре	Created Date	Status
200000041	1000000153	3412400244	FAT Test	30.01.2025	Inspection Rejected
200000040	1000000153	3412400244	FAT Test	30.01.2025	Inspection Rejected
200000039	1000000149	3412400200	FAT Test	29.01.2025	Inspection Rejected
200000038	100000011	3412400201	FAT Test	28.01.2025	Submitted
200000037	100000145	3412400220	FAT Test	24.01.2025	Inspection Result Partially Approved

User Action: Click on 'Joint Investigation"

	Joint Investigation Request								
Da	shboard Co	mpany Profile	My Profile	Manage Users					
<				Inspection Requ	ests				
						Request No./ PO No.	٩		
Request No.		PO No.		РО Туре					
1000000154	i -	3412400201		FAT Test			»		
100000153	3	3412400244		FAT Test			»		
100000151	L	3412400200		FAT Test			»		
100000145	;	3412400220		FAT Test			»		
1000000134	l .	3412400217		FAT Test			»		

User Action: List of Inspection requests with Purchase orders will get displayed and you can create the Joint Investigation request by selecting one of the Request.

- 2. Mandatory fields
  - f. Details of contact person (Name, Email, Telephone no.)
  - g. Details of inspecting material (Qty to be inspected, Lot no.)
  - h. Supporting document as attachment



ہیئة کہرباء ومیاہ دبے Dubai Electricity&Water Authority	$\bigcirc$
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				Create Joint Investigati	on Request				
Create Joint	Investigatio	on Request						Sav	e Subr
PO 3411400049 - 5 207518 - Afaq Al Ki	UPPLY OF MV OF naleej Engg. Reso	IL ONLINE FAULT INDICATO	RS AS PER RFx20513000	004 - 1000000154 Typ Sta	e: FAT Test tus:				
Info Attachmer	nts								
Inspe	ction Dates From:	06.03.2025			Inspection Dates To:	13.03.2025			
	Zip Code:				Email ID:	selter@gmail.com			
	Telephone No.:	9876567896		)	Contact Person Name:*	Saleh			
Conta	ct Person Phone:*	5678987624			Contact Person Email:*	saleh@gmail.com			
Manufacture	Vendor Address:	Street 3, Melbourne		A	rport Nearest to factory:	MEL			
	Country:	Australia		List of DE	WA approved Drawings:	No		~	
Ins	pection Location:	Melbourne			Comments:	For Revisit			
Matazial Carda	<b>DO Ham</b>		Ob. 11-3	Delivery Dete	Qty Submit	ted for Qty to	be LOT	NI- 1	) Bl
Material Code	POltem	Inspection	Qty Onit	Delivery Date	Inspection	Inspe	cted	NO. E	Satch Num
2700101946 CABLE;AL;11KV; X 240SQMM;XLF	00001 3C 2E		100 EA	03.03.2025	0.	000	100	1212	3443
2700128478 CABLE;AL;11KV;	00002 3C 2E		100 M	03.03.2025	0.	000	100 31	2121	5445
X 240SQMM;XLF									
x 240SQMM;XLF									
achments									
x 240SQMM;XLF	are allowed in th	ાe uploaded file name નો	ية فقط في اسم الملف الجاري تحم	بمكن استخدام الأحرف الإنجليزن					
x 240SQMM;XLF	s are allowed in th	ne uploaded file name ન્ડ્ Browse	بِهَ مَتَطَفَى السم الملف الجاري كمبر Upload	بمكن استعدام الأحرف الإنجليز					
x 240SQMM;XLF	are allowed in th	ne uploaded file name 4 Browse	ية قط في اسم الملف الجاري تحمر Upload	يمكن استخدام الأخرف الإدبليزر					

User Action: Enter all the mandatory fields and click on Submit; the data will automatically pull from the old inspection record.



#### Once Inspection has been saved/submitted, it can be viewed in the initial page

Joint Investigation Request								
Joint Investigation Request No.:	Search by Joint Investigation Re	quest No.		Status:	~			
Туре:			~	Reset	Search			
Joint Investigation Request	is (22)				+ Joint Investigation $\checkmark$ Export to Excel			
Joint Investigation Request No.	Inspection Request No.	PO No.	Туре	Created Date	Status			
200000042	100000153	3412400244	FAT Test	18.02.2025	Submitted			





<	C Display Joint Investigation Request								
Joint Investigation Requ	iest No.200000042								
PO 3411400049 - SUPPLY OF MV OF 207518 - Afaq Al Khaleej Engg. Reso	IL ONLINE FAULT INDICATORS AS PER RFx2051300004 - 1000000153 urces LLC	Type: FAT Test Status: Submitted							
Info Change Log Attachmen	ts								
Inspection Dates From:	09.02.2025	Inspection Dates To:	14.03.2025						
Zip Code:		Email ID:	test@gmail.com						
Telephone No.:	987654567890	Contact Person Name:	Name						
Contact Person Phone:	345678987656	Contact Person Email:	test@gmail.com						
Manufacturer Vendor Address:	Address_1	Airport Nearest to factory:	Factory_1						
Country:	India	List of DEWA approved Drawings:	Yes						
Inspection Location:	Location_1	Rectification Comments if any:	asdfsdf						

#### User Action: Can be exported to PDF for print preview.

Joint Investigation Request								
200000033	100000091	3412400237	FAT Test	22.01.2025	Submitted			
200000032	100000134	3412400217	FAT Test	16.01.2025	Inspection Result Partially Approved			
200000031	1000000123	3412400200	FAT Test	14.01.2025	Inspection Result Approved			
200000030	1000000123	3412400200	FAT Test	14.01.2025	Inspection Rejected			
200000020	1000000109	3412400226	FAT Test	24.12.2024	Inspection Result Approved			
200000012	100000081	3412400230	FAT Test	17.12.2024	Inspection Result Approved			
200000011	100000057	3412400221	FAT Test	17.12.2024	Inspection Result Partially Approved			
200000010	100000076	3412400227	FAT Test	17.12.2024	Inspection Rejected			
200000000	100000012	3412400201	Type Test	19.09.2024	Submitted			

Status: Below status will get update for every inspection request based on action from DEWA.

Submitted Inspection Rejected Cancelled Inspection Waiver Initiated Inspection Result Partially Approved Inspection Accepted Nomination Approved Inspection Waived Inspection Result Approved