



Inspection Request Submission

**USER
MANUAL**

ISSUE DATE

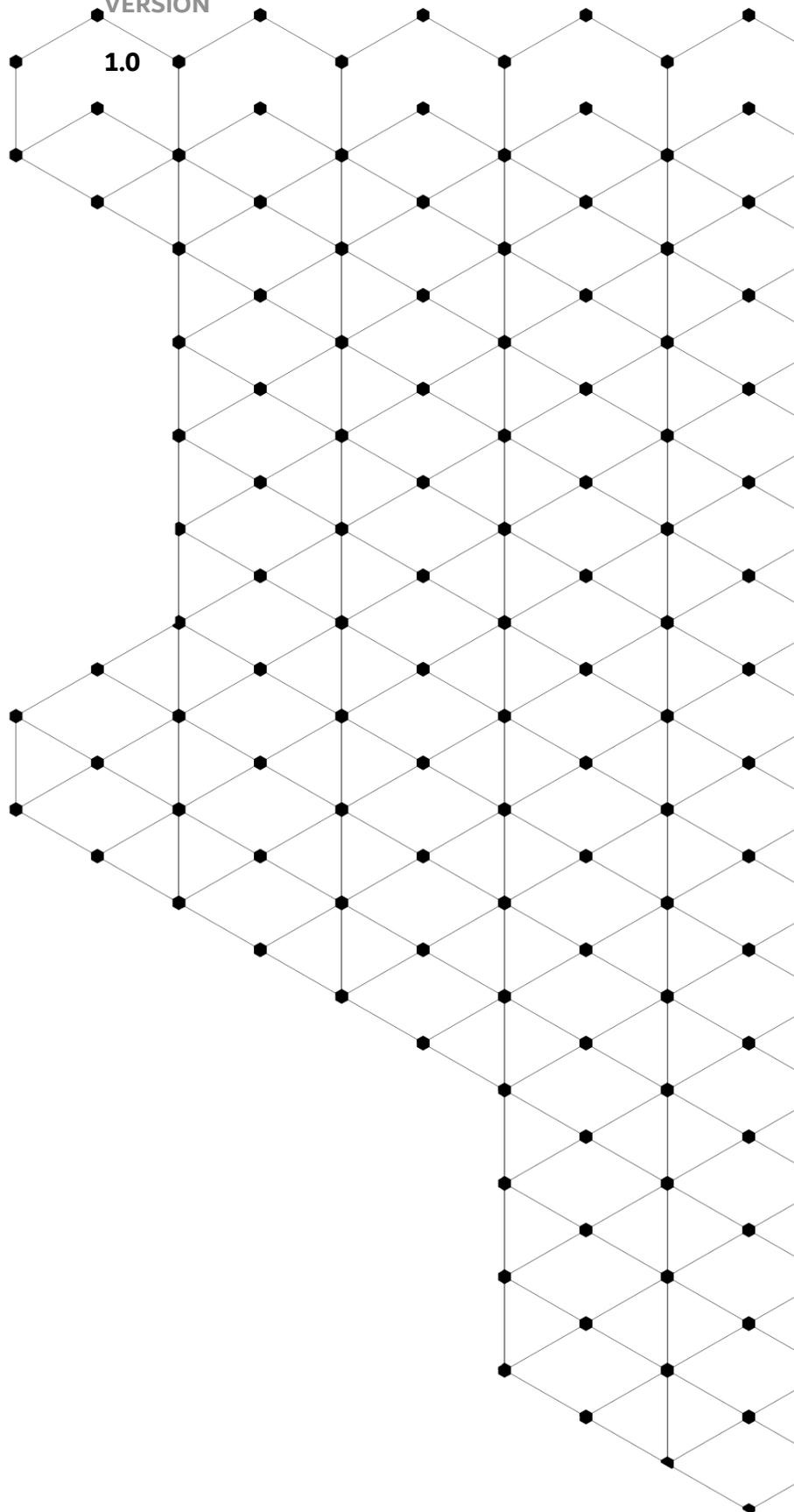
03 Feb 2025

REVISION DATE

10 Feb 2025

VERSION

1.0



Overview

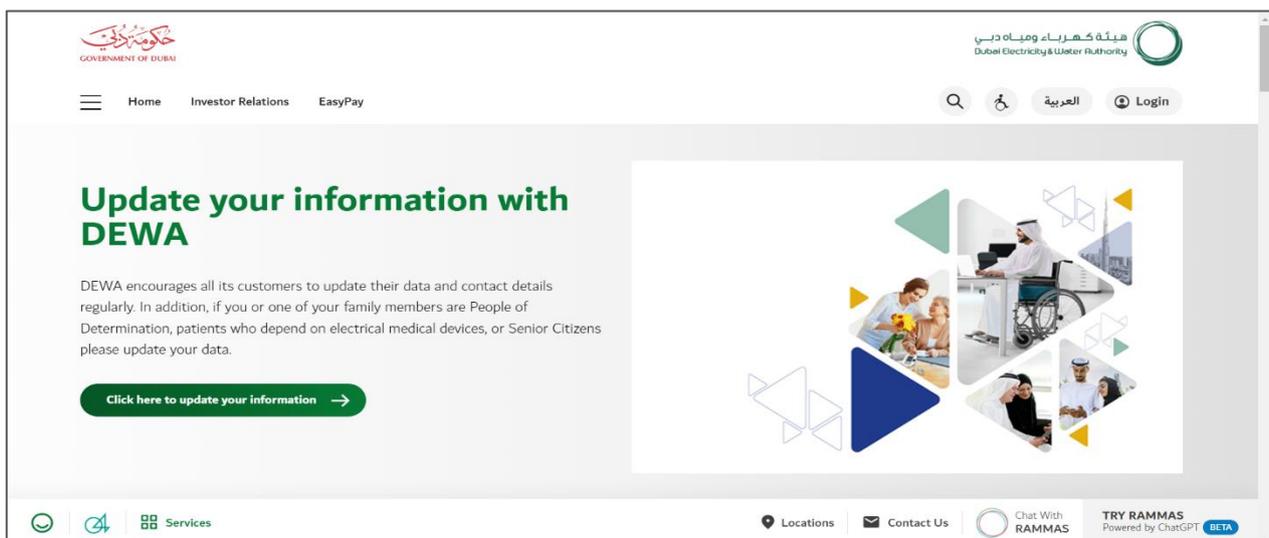
The aim of this Tutorial is to learn how to add the role for existing supplier (admin) and Create Inspection Request in portal.

1.1 Service features

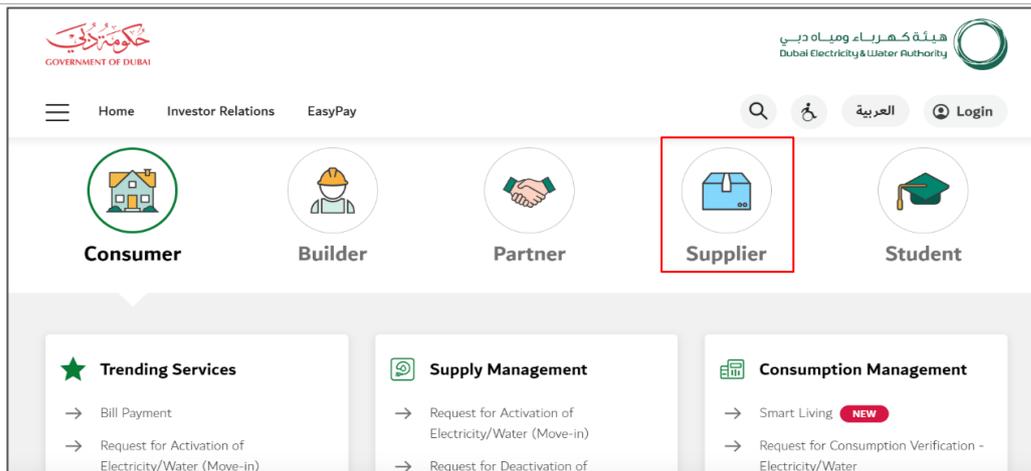
1. Add Role to new/existing contact person
2. Inspection request creation for Prototype / Type / FAT test.
3. Joint Investigation request creation

1.2 How to add the Inspection role

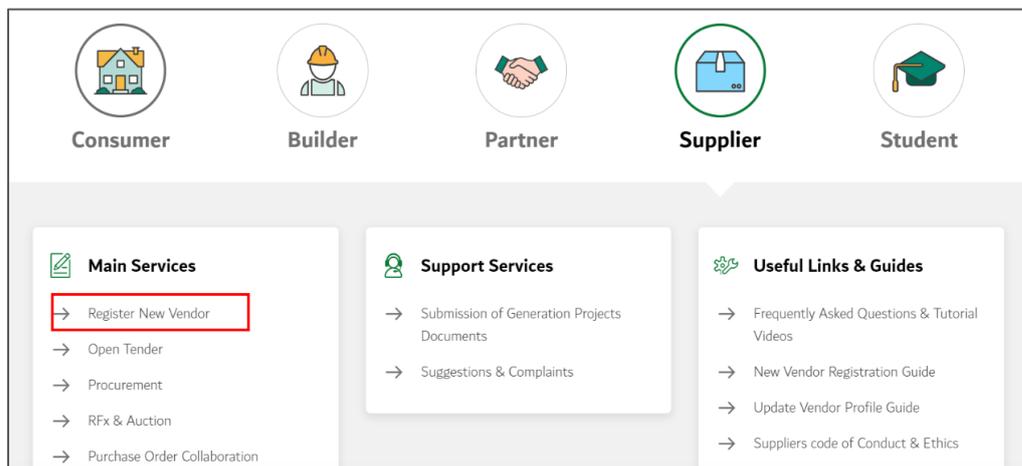
1.2.1 DEWA Website Navigation and Supplier login



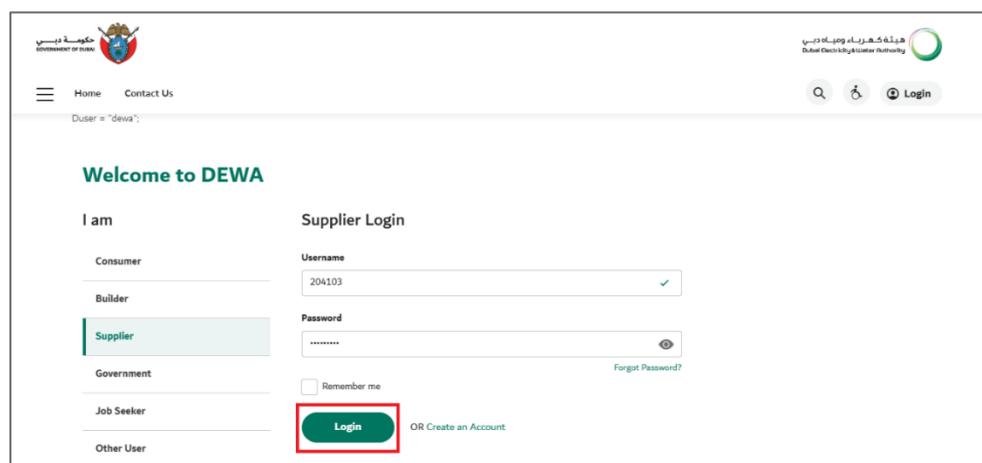
User Action: To access DEWA website, user can use: <https://dewa.gov.ae/en/>



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

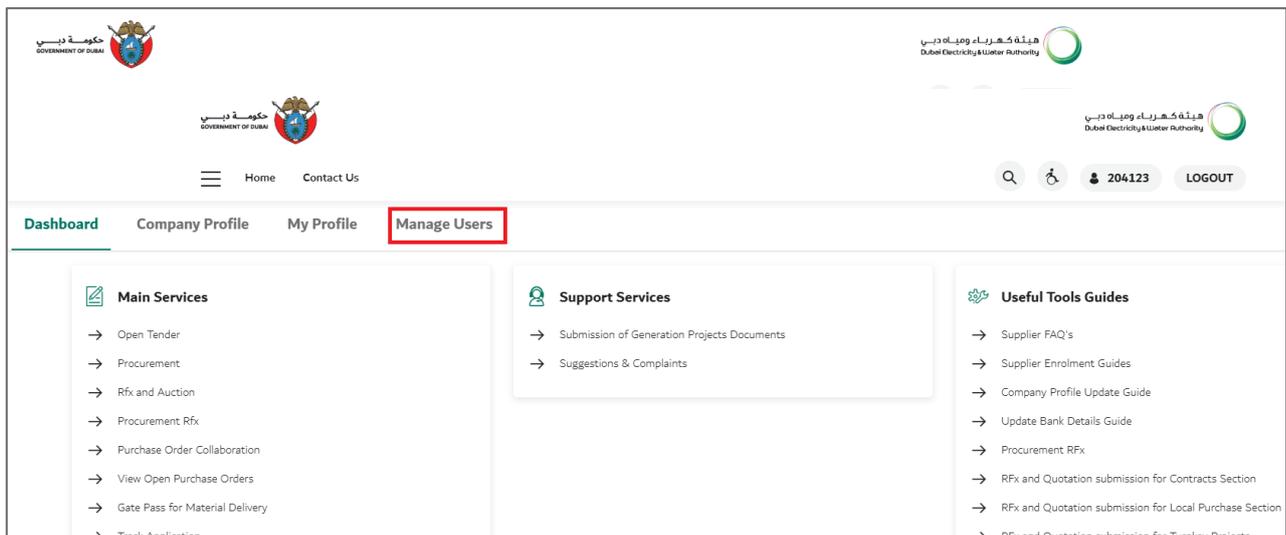


User Action: Click on Register New Vendor Service to register new vendor

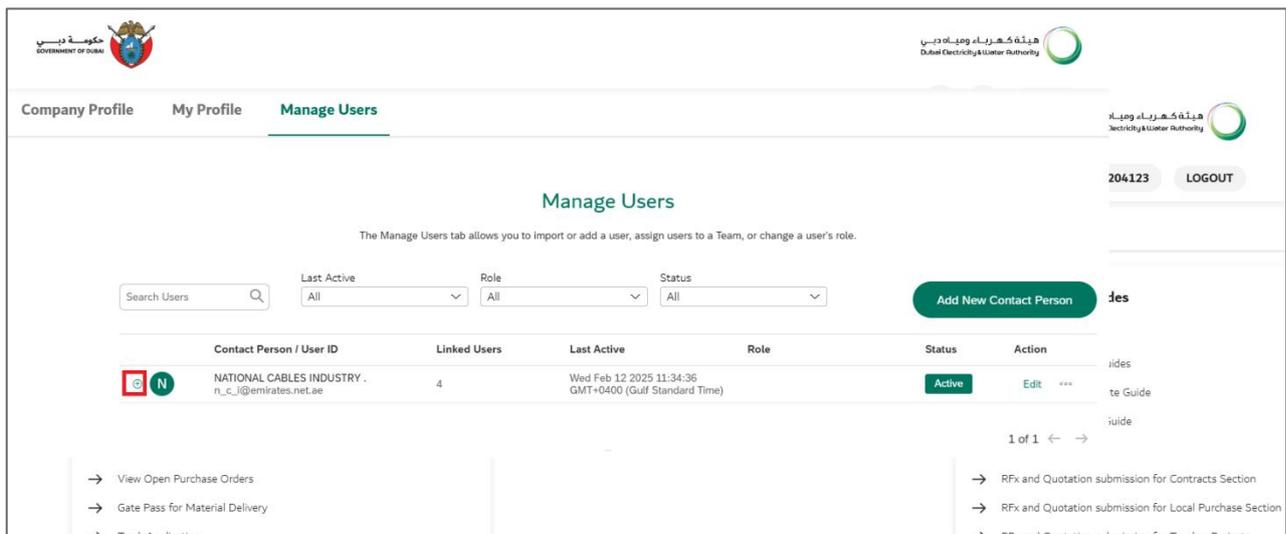


User Action: Enter your user Log in Detail and click on Login

1.2.2 Add Inspection role to new/existing contact person



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



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

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

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 **Service** in their Dashboard

The screenshot shows the DEWA portal dashboard. At the top, there are logos for the Government of Dubai and DEWA. Below the logos, there are navigation links for 'Home' and 'Contact Us'. The main navigation bar includes 'Dashboard', 'Company Profile', 'My Profile', and 'Manage Users'. The 'Dashboard' section is active and contains three columns of services:

- Main Services:** Open Tender, Procurement, Rfx and Auction, Procurement Rfx, Purchase Order Collaboration, View Open Purchase Orders, Gate Pass for Material Delivery, Track Application, Collaboration, and **Factory Acceptance Test** (highlighted with a red box).
- Support Services:** Submission of Generation Projects Documents and Suggestions & Complaints.
- 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, and Gate Pass Submission Guide.

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 Request creation for Pro-type test / Type test / FAT test

The screenshot shows the 'DP-Inspection' form. It has a title 'DP-Inspection' in green. Below the title, there are two radio button options:

- Inspection Request for PO**
FAT/Type Test/Proto Type
- Joint Investigation Request**
Joint Investigation Request

At the bottom right of the form, there is a green 'Submit' button with a right-pointing arrow.

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

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

Purchase Order No.	Description	Release Date
3412400059	TENDER RFX: 2052300002 – PURCHASE ORDER REF. 3412400059 CONTRACT REF. 4212300008 SUPPLY OF 11KV XLPE POWER CABLES- FINAL LMEADJUSTED PRICES FOR LOT-10 CABLES (Quantity: 3 KMs)	22.02.2024
3412400067	TENDER RFX: 2052300002 – PURCHASE ORDER REF. 3412400067 ADDITIONAL CONTRACT REF. 4212300020 SUPPLY OF 11KV XLPE POWER CABLES-FINAL LME ADJUSTED PRICES FOR LOT-1 CABLES (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

Save Submit

TENDER RFx: 2052300002 – PURCHASE ORDER REF. 3412400059 CONTRACT 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

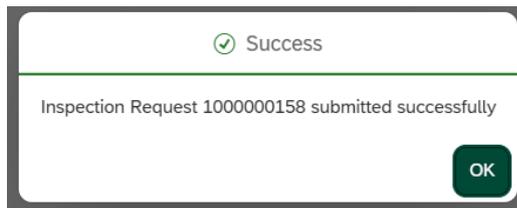
Info Attachments

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:* <input checked="" type="radio"/> Manufacturer <input type="radio"/> Local Agent

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

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.:

Type:

Status:

[Reset](#) [Search](#)

Inspection Requests (1)

[+ Inspection Request](#) [↓ Export to Excel](#)

Inspection Request No.	Purchase Order No.	Type	Created Date	Status
1000000158	3412400059	FAT Test	17.02.2025	Submitted

Display Inspection Request

Inspection Request No. 1000000158 (Purchase Order No. 3412400059)

[↓ Export to PDF](#)

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

Type: FAT Test
Submitted

Info Change Log 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

Local Agent

Local Agent Details: Nil

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



Inspection
Request_1000000158

Inspection Request No.	Purchase Order No.	Type	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	3412400220	FAT Test	24.01.2025	Inspection Result Approved

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

1.3.2 Joint Investigation

DP-Inspection

Inspection Request for PO
FAT/Type Test/Proto Type

Joint Investigation Request
Joint Investigation Request

Submit →

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

Joint Investigation Request						
Joint Investigation Request No.:	<input type="text" value="Search by Joint Investigation Request No."/>	Status:	<input type="text"/>	<input type="button" value="Reset"/>	<input type="button" value="Search"/>	
Type:	<input type="text"/>					
Joint Investigation Requests (21)						<input type="button" value="+ Joint Investigation"/> <input type="button" value="↓ Export to Excel"/>
Joint Investigation Request No.	Inspection Request No.	PO No.	Type	Created Date	Status	
2000000041	1000000153	3412400244	FAT Test	30.01.2025	Inspection Rejected	
2000000040	1000000153	3412400244	FAT Test	30.01.2025	Inspection Rejected	
2000000039	1000000149	3412400200	FAT Test	29.01.2025	Inspection Rejected	
2000000038	1000000011	3412400201	FAT Test	28.01.2025	Submitted	
2000000037	1000000145	3412400220	FAT Test	24.01.2025	Inspection Result Partially Approved	

User Action: Click on 'Joint Investigation'

Joint Investigation Request																											
Dashboard	Company Profile	My Profile	Manage Users																								
<div style="text-align: right;">Request No./ PO No. <input type="text"/></div> <table border="1"> <thead> <tr> <th>Request No.</th> <th>PO No.</th> <th>PO Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>1000000154</td> <td>3412400201</td> <td>FAT Test</td> <td><input type="button" value="➤"/></td> </tr> <tr> <td>1000000153</td> <td>3412400244</td> <td>FAT Test</td> <td><input type="button" value="➤"/></td> </tr> <tr> <td>1000000151</td> <td>3412400200</td> <td>FAT Test</td> <td><input type="button" value="➤"/></td> </tr> <tr> <td>1000000145</td> <td>3412400220</td> <td>FAT Test</td> <td><input type="button" value="➤"/></td> </tr> <tr> <td>1000000134</td> <td>3412400217</td> <td>FAT Test</td> <td><input type="button" value="➤"/></td> </tr> </tbody> </table>				Request No.	PO No.	PO Type		1000000154	3412400201	FAT Test	<input type="button" value="➤"/>	1000000153	3412400244	FAT Test	<input type="button" value="➤"/>	1000000151	3412400200	FAT Test	<input type="button" value="➤"/>	1000000145	3412400220	FAT Test	<input type="button" value="➤"/>	1000000134	3412400217	FAT Test	<input type="button" value="➤"/>
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1000000145	3412400220	FAT Test	<input type="button" value="➤"/>																								
1000000134	3412400217	FAT Test	<input type="button" value="➤"/>																								

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

Create Joint Investigation Request

PO 3411400049 - SUPPLY OF MV OHL ONLINE FAULT INDICATORS AS PER RFx2051300004 - 100000154
207518 - Afaq Al Khaleej Engg. Resources LLC

Type: FAT Test
Status:

Info Attachments

Inspection Dates From: 06.03.2025 Inspection Dates To: 13.03.2025

Zip Code: Email ID: setter@gmail.com

Telephone No.:* 9876567896 Contact Person Name:* Saleh

Contact Person Phone:* 5678987624 Contact Person Email:* saleh@gmail.com

Manufacturer Vendor Address: Street 3, Melbourne Airport Nearest to factory: MEL

Country: Australia List of DEWA approved Drawings: No

Inspection Location: Melbourne Comments: For Revisit

Material Code	PO Item	Inspection Qty	Unit	Delivery Date	Qty Submitted for Inspection	Qty to be Inspected	LOT No.	Batch Number
2700101946 CABLE;AL;11KV;3C X 240SQMM;XLPE	00001	100	EA	03.03.2025	0.000	100	121212...	3443
2700128478 CABLE;AL;11KV;3C X 240SQMM;XLPE	00002	100	M	03.03.2025	0.000	100	312121...	5445

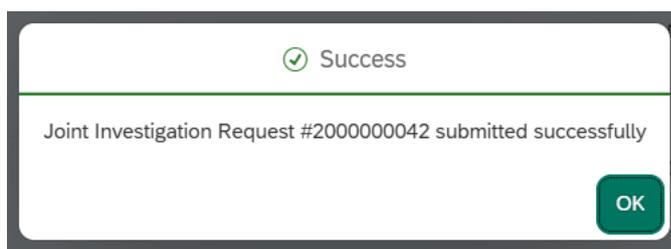
Attachments

Only English characters are allowed in the uploaded file name -- يمكن استخدام الأحرف الإنجليزية فقط في اسم الملف الجاري تحميله

Browse... Upload

Screenshot 91.png

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 Request No. Status: [Dropdown]

Type: [Dropdown] [Reset] [Search]

Joint Investigation Requests (22) [Add] [Export to Excel]

Joint Investigation Request No.	Inspection Request No.	PO No.	Type	Created Date	Status
2000000042	1000000153	3412400244	FAT Test	18.02.2025	Submitted

<
Display Joint Investigation Request

Joint Investigation Request No.2000000042 Export to PDF

PO 3411400049 - SUPPLY OF MV OHL ONLINE FAULT INDICATORS AS PER RFx2051300004 - 1000000153
207518 - Afaq Al Khaleej Engg. Resources LLC Type: FAT Test
Status: **Submitted**

Info
Change Log
Attachments
PDF

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					
2000000033	1000000091	3412400237	FAT Test	22.01.2025	Submitted
2000000032	1000000134	3412400217	FAT Test	16.01.2025	Inspection Result Partially Approved
2000000031	1000000123	3412400200	FAT Test	14.01.2025	Inspection Result Approved
2000000030	1000000123	3412400200	FAT Test	14.01.2025	Inspection Rejected
2000000020	1000000109	3412400226	FAT Test	24.12.2024	Inspection Result Approved
2000000012	1000000081	3412400230	FAT Test	17.12.2024	Inspection Result Approved
2000000011	1000000057	3412400221	FAT Test	17.12.2024	Inspection Result Partially Approved
2000000010	1000000076	3412400227	FAT Test	17.12.2024	Inspection Rejected
2000000000	1000000012	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