Supplier User Manual

SAP - Supplier Relationship Management

هیئة کهرباء ومیاه دبی .. Dubai Electricity&Water Authority

Version: 1.0





User Training Manual

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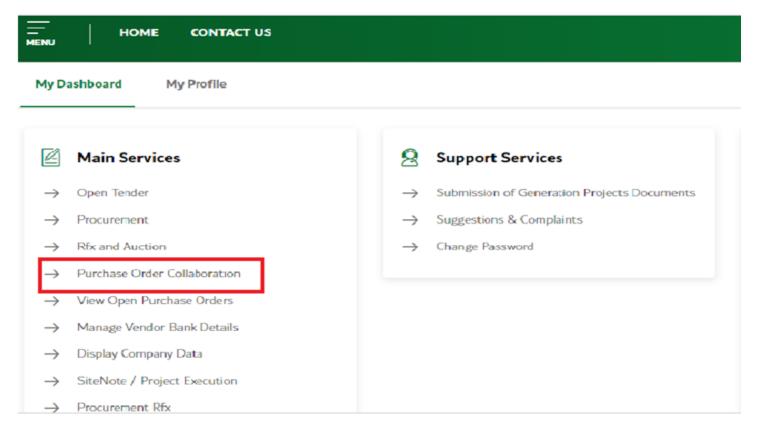




1. PURCHASE ORDER ACKNOWLEDGEMENT

Information: Once DEWA Procurement Team is releasing the Purchase Order that will be available for you to view for the items, delivery dates and Quantity. You shall log in with DEWA System to acknowledge the Purchase Order, this is a critical legal requirement.

Purchase Order Acknowledgement shall be done immediately as you get the Purchase Order visible in DEWA System, late acknowledgement will not be accepted by DEWA.

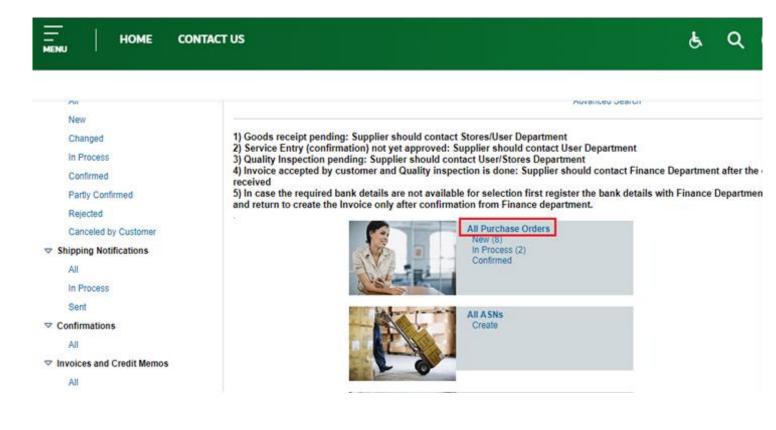


User Action: Click on Purchase Order Collaboration Option





1.1. All Purchase Orders



User Action: Click on All Purchase Orders to view all the Purchase Orders





1.2 Select the Purchase Order

HOME CON	TACT US					ę	Q		DUT
								Share 🔇 🛛 Back to top	p 🔨
▷ Find	 State 	art Page > List (of Purchase Ord	ers					
	Lis	t of Purchase	Orders						
All	Do	wnload							
New	ъ	External Refe	Number	Name	Date	Total Value	Status	Total Net Value	
Changed		3452100476	5000139623	PO	26.09.2021	449,014.24 AEC	Confirmed	449,0	014.24
In Process		3092100042	5000138104	PO	08.06.2021	580,505.81 AEC	In Process	580,5	505.81
Confirmed		3452000384	5000120834	PO	22.06.2020	16,443,606.00 A	Confirmed	16,361,3	387.97
Partly Confirmed		3052000733	5000115460	PO	03.03.2020	449,014.24 AEC	Confirmed	446,5	514.24
Rejected		3012000468	5000113427	PO	22.01.2020	223,967.46 AEC	Confirmed	223,9	967.24
Canceled by Customer		3051903611	5000112657	PO	25.12.2019	450,752.84 AEC	Confirmed	448,4	499 <mark>.0</mark> 8
		3411900371	5000103832	PO	25.07.2019	4,998.00 AED	Confirmed	4,9	998.00
All		3411800557	5000090465	PO	28.10.2018	1,800.00 AED	Confirmed	1,80	800.00
In Process		3451800524	5000086863	PO	04.09.2018	20,643,589.46 A	Confirmed	20,540,3	371.50
Sent		3761600019	5000050434	PO	31.03.2016	17,931,186.00 A	In Process	17,931,1	186.00
		3411400175	5000026909	PO	17.07.2014	166,500.00 AEC	New	166,5	500.00
All		3411400113	5000024328	PO	29.04.2014	119,943.20 AED	New	1 19,9	943.06
\bigtriangledown Invoices and Credit Memos		3411300081	5000013512	PO	29.04.2013	259,131.00 AEE	New		0.00
All		3411200244	5000008885	PO	11 10 2012	446 542 25 AFC			0.00

User Action: Click on Purchase Order Number





1.3 Purchase Order to create the Acknowledgement

My Dashboard My Profil	le			
 Find Purchase Orders 	Start Page > List of Purchase	Orders > Display Purchase Order		
All New Changed	The second s	Display Document Flow		
In Process Confirmed	Basic Data		Terms of Payment	
Partly Confirmed	Purchase Order ID: Number:	3411400113 5000024328	Payment in Days	Discount in %
Rejected Canceled by Customer	Name: Date:	PO 29.04.2014		
Shipping Notifications	Status: Total Net Value:	New 119.943.06		
All In Process	VAT Amount: Total Value with VAT:	0.00	Terms of Delivery incolerm	Location
Sent Confirmations	Follow-On Documents.	2 3 8	DDP	DELIVERY DUTY PAID
All	Purchase Order Ship	ping Notif Invoice		
Invoices and Credit Memos All	Response		Filter	B

 $\ensuremath{\textbf{User}}$ Action: Click on Process button to create the Acknowledgement





1.4. Confirm All Items

Confirmed	Purchase Order ID:		3411400175				Pa	ayment in Days	Discount in %	
Partly Confirmed	Number:		5000026909				90	D		
Rejected	Name:		PO							
	Date:		17.07.2014							
Canceled by Customer	Status:		In Process							
Shipping Notifications	Total Net Value:		16	6,500.00						
All	VAT Amount:			0.00			Ten	ms of Delivery		
In Process	Total Value with VAT:			0.00			In	coterm	Location	
Sent	Follow-On Documents:						D	DP	DELIVERY DUTY F	PAID
♥ Confirmations	IP 1	2	3	1						
All	Purchase Order	Shipping N	otif. Invoice							
Invoices and Credit Memos	Response									
All								Filter:		3
	PO Ack. Cmnts.									
	Item Overvie	w								
	Confirm All Items	t≏ Reset	All Items							
	Number Confirm Item	Short Text		Produ	uct	PO Quantity	Purchase Order	Value Required on	Confirmed Quantity	y Unit
	1 🞯	SURGE AR	RESTER 11KV; 1SET=3PC	cs 2700	079229	225	83,250.00 each	26.10.2014 AED	225	EA
	2 🕑	SURGE AR	RESTER 11KV; 1SET=3PC	cs 2700	079229	225	83,250.00 each	15.02.2015 AED	225	EA

User Action: Click on Confirm All Items to give acknowledgement to all the PO items





1.5. Confirm Partial Items

lumber:			
	5000026909		
lame:	PO		
Date:	17.07.2014		
Status:	In Process		
fotal Net Value:		166,500.00	
/AT Amount:		0.00	
otal Value with VAT:		0.00	
ollow-On Documents:			
▶ 1	2 3		
	ping Notif. Invoice		
Response			
PO Ack. Cmnts.			

Item Overview

🛞 Conf	irm All Items	≌ Reset A	ll Items	Click "Co	onfirm Ite	em"			
Number	Confirm Item	Short Text		Product	PO Quantity	Purchase Order Value	Required on	Confirmed Quantity	Unit
1		SURGE ARR	ESTER 11KV; 1SET=3PCS	2700079229	225	83,250.00 each	26.10.2014 AED	225	EA
2	Ö	SURGE ARR	ESTER 11KV; 1SET=3PCS	2700079229	225	83,250.00 each	15.02.2015 AED	225	EA

User Action: Click on Confirm Items to give acknowledgement to selected PO items (not all PO items)





1.6. Send the Acknowledgement

Purchase Orders	Purchase Order: 3411400175			
All	🖾 Send 🔛 Save Cancel D	isplay History		
New	General Information			
Changed				
In Process	Basic Data		Terms of Payment	
Confirmed	Purchase Order ID:	3411400175	Payment in Days	Discount in %
Partly Confirmed	Number:	5000026909	90	
Rejected	Name:	PO		
	Date:	17.07.2014		
Canceled by Customer	Status:	In Process		
Shipping Notifications	Total Net Value:	166,500.00		
All	VAT Amount:	0.00	Terms of Delivery	
In Process	Total Value with VAT:	0.00	Incoterm	Location
Sent	Follow-On Documents:		DDP	DELIVERY DUTY PAID
	₩ 1 2	3 🔳		
All	Purchase Order Shipping N	lotif. Invoice		
	Response			
All			Filter:	B
	PO Ack. Cmnts.			

User Action: Click on Send to submit the Acknowledgement, you will get the success message about the Purchase Order Acknowledgement; this will update the Purchase Order in DEWA Procurement.

My Dashboard My Profi	le					
D Find	Start Page > List of Purchas	e Orders > Display Purchase C	Order			
	Info: Your changes have b	een adopted successfully				
IIA	Warning: Delivery date no	t possible; check your entry (Nu	mber	1)		
New	H Warning: Delivery date no	t possible; check your entry t possible; check your entry (Nu		1)		
Changed	waining. Dervery date in	A possible, check your entry (No	Anicer	.,		
In Process	Purchase Order: 3012103	067				
Confirmed	Create ASN Display Histor	Display Document Flow	🔓 Print	Create Invoice - Advance	Create Invoice - Retentio	n
Partly Confirmed	General Informa	ation				
Rejected	General morna					
Canceled by Customer	Basic Data				Terms of Payment	
Shipping Notifications	Purchase Order ID:	3012103067			Payment in Days	
All	Number:	5000138601			30	
In Process	Name:	PO				
Sent	Date: Status:	24.06.2024				
	Total Net Value:	Confirmed				
All	VAT Amount:		9,450.00		Terms of Delivery	
Invoices and Credit Memos	Total Value with VAT:	-	9,922.50		Incoterm	
All	Follow-On Documents:		0,022.30			
0	Ma Ba	2	1.4		DDP	



1.7. Create Advance Shipping Notification

Upon the Purchase Order Acknowledgement, if the supply items are ready, you can send a communication to DEWA through the online system about the shipping details, which is called as Advance Shipping Notification, to create ASN,

Go to the Purchase Order Collaboration -> All Purchase Order -> Select the Purchase Order

ASN to be sent to DEWA before you actually shipping the items, late ASNs will not be accepted by DEWA or may lead for Liquidated Damage deduction from the Purchase Order Value.

HOME CONTAC	TUS					ۇ	Q (81	LOGOUT
- Burchard Order							Share	Back to top 🔨
		t of Purchase	Orders					
All	Do	ownload						
New	ռ	External Refe	Number	Name	Date	Total Value	Status	Total Net Value
Changed		3012103455	5000139472	PO	13.07.2021	5,951.37 AED	Confirmed	5,951.37
In Process		3012103259	5000139074	PO	05.07.2021	0.00 AED	Canceled by Customer	0.00
Confirmed		3412100194	5000139313	PO	04.07.2021	43,436.58 AED	Confirmed	43,436.58
Partly Confirmed		3012103067	5000138601	PO	24.06.2021	9,450.00 AED	Confirmed	9,450.00
Rejected		3012102972	5000138226	PO	20.06.2021	3,100.00 AED	Confirmed	3,100.00

User Action: Select the Purchase Order and Click purchase order



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	TACT US				ę	Q	
							Share 🗲
All I	Purchase Order: 301210306		(D. D. L.				
New	Create ASN Display History	Display Document Flow	Print	Create Invoice – Advance	Create Invoice -	Retention	
Changed	General Information	on					
In Process	Basic Data				Terms of Pa	wment	
Confirmed	Purchase Order ID:	3012103067		1	Payment in		Discount in %
Partly Confirmed	Number:	5000138601				10015	Discount in 75
Rejected	Name:	PO			30		
Canceled by Customer	Date:	24.06.2021					
	Status:	Confirmed					
All	Total Net Value:		9,450.00				
In Process	VAT Amount:		472.50		Terms of De	elivery	
Sent	Total Value with VAT		9,922.50		Incoterm		Location
	Follow-On Documents:		-		DDP		DUBAI
♥ Confirmations	H 1	2 3	4				
All	Purchase Order Shipp	ing Notif Goods Receipt	Invoi	ce			
Invoices and Credit Memos	Response	nta menin - Servera (1992)					
All						Filter:	
	50 Mil 000						

User Action: Click on Create ASN to create the Advanced Shipping Notification.





1.8. Select the Means of transport

Purchase Orders	Display ASN: 700011	15441						
All	Goods Delivered to	Recipient 🖾 Save 🗶 Cancel	Print					
New	General Info	ormation						
Changed In Process Confirmed Partly Confirmed Rejected Canceled by Customer	Basic Data Number: Name: Date: Status:	7000115441 ASN 28.09.2021 Created			Date: 2 Transport: ID Code:		吃 16.00	
Shipping Notifications	Filter:	B			S 4			
All In Process	Vessel Name	Spl Hand Equip						
Sent Confirmations All	Item Overvi	ew						
 Invoices and Credit Memos All 	Select All Deselect	t All Propose Outstanding Quantities	5					
	Number Description		Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item	1
	10 PANEL CO	OLER, KCVE150022080, IRINOX ITALY	2200005481	0	each	3012103067	1	Û,

User Action: Select the Means of transport.





1.9. Enter the transport ID Code

	Display ASN:	7000115441							
All	Soods Deliv	vered to Recipient 🛛 🖫 Save 🛛 🗙 Cancel	🖨 Print						
New	Genera	al Information							
Changed								_	
In Process	Basic Data			Delivery In					
Confirmed	Number:	7000115441		-		8.09.2021	16:00		
Partly Confirmed	Name:	ASN		Shipping D			16:00		
Rejected	Date: Status:	28.09.2021		Means of T Transport II	· ·	By Road 🗸 🗸			
Canceled by Customer	Giuluo.	Created		Bill of Ladin		12343			
	F	Filter:							
All	Vessel Nam	ne Spl. Hand. Equip							
In Process									
Sent									
All	Item O	overview							
▽ Invoices and Credit Memos	Soloot All	Deselect All Propose Outstanding Quantitie							
All	Select All	Deselect All Propose Outstanding Quantitie	5						
	Number De	scription	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item		Ite
	10 PA	NEL COOLER, KCVE150022080, IRINOX ITALY	2200005481	0	each	3012103067	1	î	
	4			1					•

User Action: Enter the transport Id Code





1.10. Enter the Shipping Quantity

All	of Goods Delivered to	Recipient 🗒 Save 🗶 Can	al A Print					
New Changed	Seneral Info	operation of the second s						2
In Process Confirmed Partly Confirmed Rejected Canceled by Customer	Basic Data Number: Name: Date: Status:	7000115442 ASN 29.09.2021 Created		Delivery Im Delivery Da Shipping D Means of T Transport II Bill of Ladir	ate (Expected): ate: ransport: D Code:		間 16:00 間 16:00	
⇒ Shipping Notifications	Filter	B				shinin .		
All In Process	Vessel Name	Spl. Hand. Equip						
Confirmations	Item Overvi	ew 2						ī
		ew 2 t All Propose Outstanding Qua		3_				1
 ♥ Confirmations All ♥ Invoices and Credit Memos 		t All Propose Outstanding Qua		3 Quantity	Unit of Measur	e Purchase Order No.	Purchase Order Item	Te

User Action: Select all and propose outstanding quantity. For partial delivery, change the quantity.

User Action: By default, system will propose the remaining quantity to be delivered for all the item, check the quantity for all the items before completing the ASN, if you are delivering certain items later then remove the quantity against the items.



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1.11. Enter Packaging Dimension Length

Purchase Orders Please enter packaging dimension width for line item 10	My Dashboard My	Profile	
Purchase Orders O Errors: Please enter packaging dimension width for line item 10			
	▶ Find	Start Page > List of Purchase Orders > Display Purchase Order > Process ASN	A
All Display & SN: 7000115418		Errors: Please enter packaging dimension width for line item 10	
	All	Display ASN: 7000115418	
New Goods Delivered to Recipient 🖾 Save 🔀 Cancel I 🏠 Print	New	🖉 Goods Delivered to Recipient 🛛 🖾 Save 🛛 🗶 Cancel 🛛 🖕 Print	

User Action: For some specific Material required from supplier to fill material attributes as below process by entering the required details for item packaging, dimensions and storage condition selection then click on back to item overview.

Item O	verview											
Select All	Deselect All	Propose Outstanding Quantitie	S									
Number Des	cription		Product	Qu	antity	Unit of	Measure	Purchase	Order No.	Purchase	Order Item	1
(10) SW	ITCH PRESS	SURE SWITCH TYPE:EX-DNS 10,	1 2700047643	6		each		34121	00194	1		Î
em: 1 , SV		RESSURE SWITCH TY	PE:EX-DNS	5 10	, 1							-
							3	Back to	o Item Ov	verview		
Gene	eral Inf	ormation					-				·	
Item Data												
Number	Descripti	on			Product		Quant	ity	Unit of	Measure	Purcha	se (
10	SWITCH	PRESSURE SWITCH TYP	E:EX-DNS 10	, 1	2700047	7643	6		each		34	112
	1						2					
	1						2					
Packaging	g Dimensi	ons (UOM : CM)					Item I	Dimensi	ons (UO	M : CM)		
Length (Cl	M):	100					Lengt	th (CM):			10)
Width (CN	1):	100					Width	(CM):			10)
Height (CN	VI):	100					Heigh	nt (CM):			10	ו
Weight (G	rams):	500.000					Weig	ht (Gram	is):		50.000	<u>נ</u>
Storage C	ondition:	AC Shed 👻										





1.12. Submit the ASN

General Information Basic Data Delivery Information Number: 7000115442 Delivery Date (Expected): 29.09.1 Name: ASN Shipping Date: 29.09.1		
Number: 7000115442 Delivery Date (Expected): 29.09.1		
Disease Objector Date		
Name: ASN Shipping Date: 29.09.1	021 🔯	16:0
)21 🔯	16:0
Date: 29.09.2021 Means of Transport: By Ro	d 🗸	
Status: Created Transport ID Code: T1234		
Bill of Lading: 22334		
Filter:		
Vessel Name Spl. Hand. Equip		

User Action: Click on Goods Delivered to Recipient to submit the ASN

Info: Your change Display ASN: 7000	es have been adopted successfully				
Display Document F					
General In	formation				
Basic Data		Delivery Information			
Number:	7000115442	Delivery Date (Expected):	29.09.2021		16:00
Name:	ASN	Shipping Date:	29.09.2021		16:00
Date:	29.09.2021	Means of Transport:	By Road	~	
Status:	Sent	Transport ID Code:	T12345		
		Bill of Lading:	22334		
Filter	2				
Vessel Name	Spl. Hand. Equip				