

Supplier User Manual

SAP - Supplier Relationship Management

هيئة كهرباء ومياه دبي
Dubai Electricity & Water Authority



Version: 1.0



User Training Manual

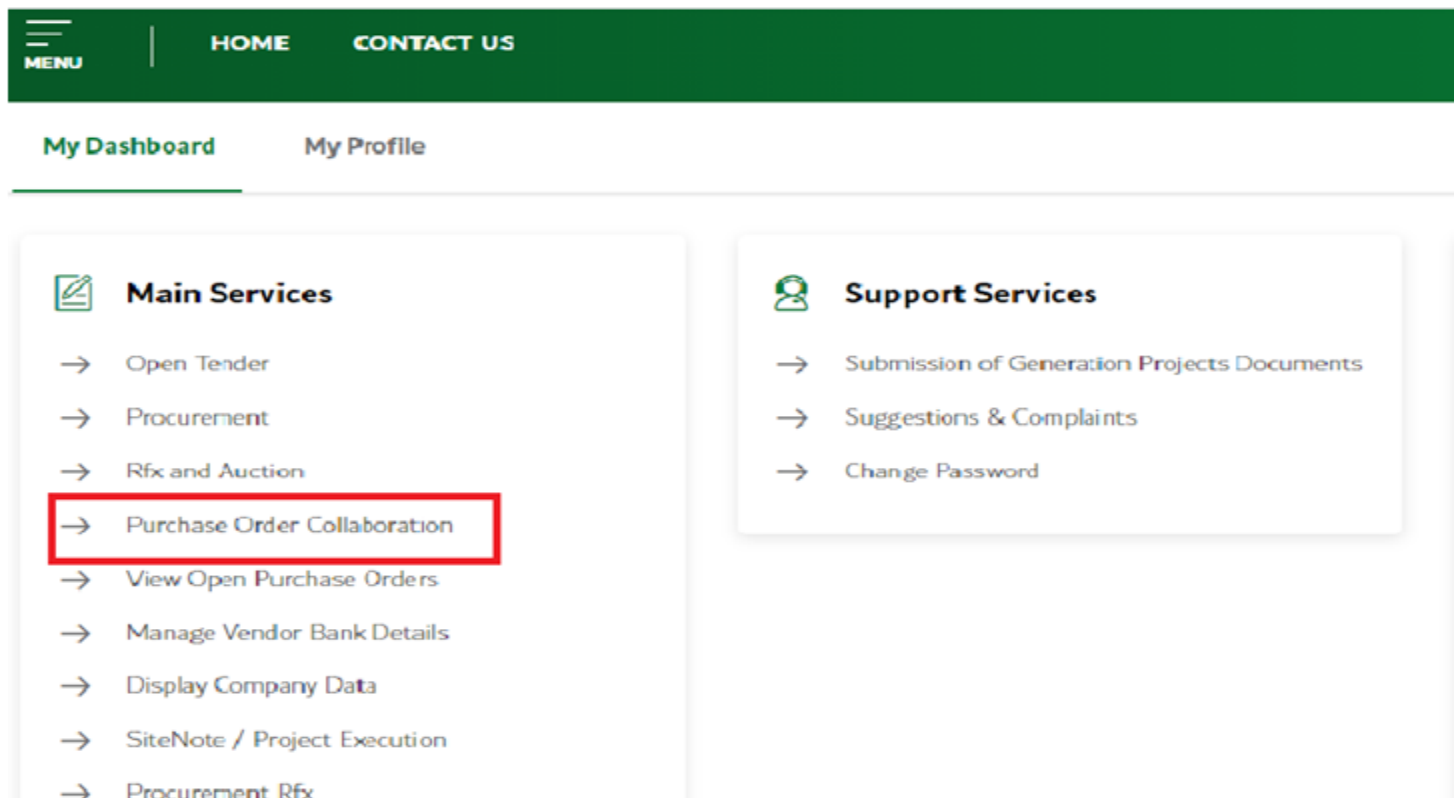
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1. PURCHASE ORDER ACKNOWLEDGEMENT

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.



The screenshot shows the DEWA System User Dashboard. At the top is a green navigation bar with a 'MENU' icon, 'HOME', and 'CONTACT US' links. Below this is a secondary bar with 'My Dashboard' (active) and 'My Profile' links. The main content area is divided into two columns. The left column, titled 'Main Services' with a notepad icon, lists several options: 'Open Tender', 'Procurement', 'Rfx and Auction', 'Purchase Order Collaboration' (highlighted with a red box), 'View Open Purchase Orders', 'Manage Vendor Bank Details', 'Display Company Data', 'SiteNote / Project Execution', and 'Procurement Rfx'. The right column, titled 'Support Services' with a person icon, lists: 'Submission of Generation Projects Documents', 'Suggestions & Complaints', and 'Change Password'.

- Main Services**
 - Open Tender
 - Procurement
 - Rfx and Auction
 - Purchase Order Collaboration
 - View Open Purchase Orders
 - Manage Vendor Bank Details
 - Display Company Data
 - SiteNote / Project Execution
 - Procurement Rfx
- Support Services**
 - Submission of Generation Projects Documents
 - Suggestions & Complaints
 - Change Password

User Action: Click on Purchase Order Collaboration Option



1.1. All Purchase Orders

MENU

HOME

CONTACT US

New

Changed

In Process

Confirmed

Partly Confirmed

Rejected

Canceled by Customer

Shipping Notifications

All

In Process

Sent

Confirmations

All

Invoices and Credit Memos

All

1) Goods receipt pending: Supplier should contact Stores/User Department

2) Service Entry (confirmation) not yet approved: Supplier should contact User Department

3) Quality Inspection pending: Supplier should contact User/Stores Department

4) Invoice accepted by customer and Quality inspection is done: Supplier should contact Finance Department after the received

5) In case the required bank details are not available for selection first register the bank details with Finance Department and return to create the Invoice only after confirmation from Finance department.

All Purchase Orders

New (6)

In Process (2)

Confirmed

All ASNs

Create

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

User Action: Click on Purchase Order Number

1.3 Purchase Order to create the Acknowledgement

My Dashboard My Profile

Find

Purchase Orders

- All
- New
- Changed
- In Process
- Confirmed
- Partly Confirmed
- Rejected
- Canceled by Customer

Shipping Notifications

- All
- In Process
- Sent

Confirmations

- All

Invoices and Credit Memos

- All

Start Page > List of Purchase Orders > Display Purchase Order

Purchase Order: 3411400113

Process Display History Display Document Flow Print

General Information

Basic Data

Purchase Order ID:	3411400113
Number:	5000024328
Name:	PO
Date:	29.04.2014
Status:	New
Total Net Value:	119,943.06
VAT Amount:	0.00
Total Value with VAT:	0.00

Follow-On Documents:

1 2 3

Purchase Order Response Shipping Notif. Invoice

Terms of Payment

Payment in Days	Discount in %
90	

Terms of Delivery

Incoterm	Location
DDP	DELIVERY DUTY PAID

Filter

User Action: Click on Process button to create the Acknowledgement

1.4. Confirm All Items

Confirmed

Partly Confirmed

Rejected

Canceled by Customer

Shipping Notifications

All

In Process

Sent

Confirmations

All

Invoices and Credit Memos

All

Purchase Order ID: 3411400175

Number: 5000026909

Name: PO

Date: 17.07.2014

Status: In Process

Total Net Value: 166,500.00

VAT Amount: 0.00

Total Value with VAT: 0.00

Follow-On Documents:

1 2 3

Purchase Order Response Shipping Notif. Invoice

Payment in Days 90

Discount in %

Terms of Delivery

Incoterm Location

DDP DELIVERY DUTY PAID

PO Ack. Cmmts.

Filter:

Item Overview

Confirm All Items Reset All Items

Number	Confirm Item	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Confirmed Quantity	Unit
1	✓	SURGE ARRESTER 11KV, 1SET=3PCS	2700079229	225	83,250.00 each	26.10.2014 AED	225	EA
2	✓	SURGE ARRESTER 11KV, 1SET=3PCS	2700079229	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

Number:	5000026909	Payment in Days	90
Name:	PO	Discount in %	
Date:	17.07.2014		
Status:	In Process		
Total Net Value:	166,500.00		
VAT Amount:	0.00		
Total Value with VAT:	0.00		

Follow-On Documents:

1 → 2 → 3

Purchase Order Response Shipping Notif. Invoice

Incoterm	Location
DDP	DELIVERY DUTY PAID

Filter:

PO Ack. Cmnts.

Item Overview

Click "Confirm Item"

Number	Confirm Item	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Confirmed Quantity	Unit
1		SURGE ARRESTER 11KV; 1SET=3PCS	2700079229	225	83,250.00 each	26.10.2014 AED	225	EA
2		SURGE ARRESTER 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 Order: 3411400175

Send **Save** **Cancel** **Display History** **Print**

General Information

Basic Data		Terms of Payment	
Purchase Order ID:	3411400175	Payment in Days	Discount in %
Number:	5000026909	90	
Name:	PO		
Date:	17.07.2014		
Status:	In Process		
Total Net Value:	166,500.00		
VAT Amount:	0.00		
Total Value with VAT:	0.00		
Follow-On Documents:		Terms of Delivery	
		Incoterm	Location
		DDP	DELIVERY DUTY PAID

Filter:

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 Profile**

Find

Purchase Orders

All
New
Changed
In Process
Confirmed
Partly Confirmed
Rejected
Canceled by Customer

Shipping Notifications

All
In Process
Sent

Confirmations

All

Invoices and Credit Memos

All

Start Page > List of Purchase Orders > Display Purchase Order

Info: Your changes have been adopted successfully

Warning: Delivery date not possible; check your entry (Number 1)

Warning: Delivery date not possible; check your entry (Number 1)

Warning: Delivery date not possible; check your entry (Number 1)

Purchase Order: 3012103067

Create ASN **Display History** **Display Document Flow** **Print** **Create Invoice – Advance** **Create Invoice - Retention**

General Information

Basic Data		Terms of Payment	
Purchase Order ID:	3012103067	Payment in Days	Discount in %
Number:	5000138501	30	
Name:	PO		
Date:	24.06.2021		
Status:	Confirmed		
Total Net Value:	9,450.00		
VAT Amount:	472.50		
Total Value with VAT:	9,922.50		
Follow-On Documents:		Terms of Delivery	
		Incoterm	
		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.

MENU

HOME

CONTACT US

LOGOUT

Share

Back to top

Purchase Orders

All

New

Changed

In Process

Confirmed

Partly Confirmed

Rejected

List of Purchase Orders

Download

	External Refe...	Number	Name	Date	Total Value	Status	Total Net Value
	3012103455	5000139472	PO	13.07.2021	5,951.37 AED	Confirmed	5,951.37
	3012103259	5000139074	PO	05.07.2021	0.00 AED	Canceled by Customer	0.00
	3412100194	5000139313	PO	04.07.2021	43,436.58 AED	Confirmed	43,436.58
	3012103067	5000138601	PO	24.06.2021	9,450.00 AED	Confirmed	9,450.00
	3012102972	5000138226	PO	20.06.2021	3,100.00 AED	Confirmed	3,100.00

User Action: Select the Purchase Order and Click purchase order

HOME

CONTACT US

Share

Purchase Orders

All

New

Changed

In Process

Confirmed

Partly Confirmed

Rejected

Canceled by Customer

Shipping Notifications

All

In Process

Sent

Confirmations

All

Invoices and Credit Memos

All

Purchase Order: 3012103067

Create ASN

Display History

Display Document Flow

Print

Create Invoice – Advance

Create Invoice - Retention

General Information

Basic Data

Purchase Order ID:	3012103067
Number:	5000138601
Name:	PO
Date:	24.06.2021
Status:	Confirmed
Total Net Value:	9,450.00
VAT Amount:	472.50
Total Value with VAT:	9,922.50

Follow-On Documents:

1

2

3

4

Purchase Order Response

Shipping Notif.

Goods Receipt

Invoice

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location
DDP	DUBAI

Filter:

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

1.8. Select the Means of transport

Display ASN: 7000115441

Goods Delivered to Recipient Save Cancel Print

General Information

Basic Data

Number: 7000115441

Name: ASN

Date: 28.09.2021

Status: Created

Delivery Information

Delivery Date (Expected): 28.09.2021 16:00

Shipping Date: 28.09.2021 16:00

Means of Transport: ▼

Transport ID Code:

Bill of Lading:

Filter:

Vessel Name	Spl. Hand. Equip

Item Overview

Select All Deselect All Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item	Item
10	PANEL COOLER, KCVE150022080,IRINOX ITALY	2200005481	0	each	3012103067	1	

User Action: Select the Means of transport.

1.9. Enter the transport ID Code

Purchase Orders
All
New
Changed
In Process
Confirmed
Partly Confirmed
Rejected
Canceled by Customer
Shipping Notifications
All
In Process
Sent
Confirmations
All
Invoices and Credit Memos
All

Display ASN: 7000115441

☒ Goods Delivered to Recipient

General Information

Basic Data

Number: 7000115441

Name: ASN

Date: 28.09.2021

Status: Created

Delivery Information

Delivery Date (Expected): 28.09.2021 16:00

Shipping Date: 28.09.2021 16:00

Means of Transport: By Road

Transport ID Code: T12345

Bill of Lading:

Filter:

Vessel Name	Spl. Hand. Equip

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item	It
10	PANEL COOLER, KCVE150022080,IRINOX ITALY	2200005481	0	each	3012103067	1	

User Action: Enter the transport Id Code

1.10. Enter the Shipping Quantity

Find

Purchase Orders

- All
- New
- Changed
- In Process
- Confirmed
- Partly Confirmed
- Rejected
- Canceled by Customer

Shipping Notifications

- All
- In Process
- Sent

Confirmations

- All

Invoices and Credit Memos

- All

Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 7000115442

Goods Delivered to Recipient Save Cancel Print

General Information

Basic Data

Number: 7000115442

Name: ASN

Date: 29.09.2021

Status: Created

Delivery Information

Delivery Date (Expected): 29.09.2021 16:00

Shipping Date: 29.09.2021 16:00

Means of Transport: By Road

Transport ID Code: T12345

Bill of Lading: 2233

Filter: Vessel Name Spl. Hand. Equip

Item Overview 2

1 Select All Deselect All Propose Outstanding Quantities 3

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item	Item
10	PANEL COOLER, KCVE150022080,IRINOX ITALY	2200005481	1	each	3012103067	1	

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.

1.11. Enter Packaging Dimension Length

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.

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item
10	SWITCH PRESSURE SWITCH TYPE:EX-DNS 10, 1	2700047643	6	each	3412100194	1

Item: 1, SWITCH PRESSURE SWITCH TYPE:EX-DNS 10, 1

[Back to Item Overview](#)

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.
10	SWITCH PRESSURE SWITCH TYPE:EX-DNS 10, 1	2700047643	6	each	3412100194

1

Packaging Dimensions (UOM : CM)

Length (CM):

Width (CM):

Height (CM):

Weight (Grams):

Storage Condition:

2

Item Dimensions (UOM : CM)

Length (CM):

Width (CM):

Height (CM):

Weight (Grams):



1.12. Submit the ASN

Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 7000115442

✓ Goods Delivered to Recipient Save Cancel | Print

General Information

Basic Data

Number: 7000115442
Name: ASN
Date: 29.09.2021
Status: Created

Delivery Information

Delivery Date (Expected): 29.09.2021 16:00
Shipping Date: 29.09.2021 16:00
Means of Transport: By Road
Transport ID Code: T12345
Bill of Lading: 22334

Filter:	
Vessel Name	Spl. Hand. Equip

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

Start Page > List of Purchase Orders > Display Purchase Order > Display ASN

Info: Your changes have been adopted successfully

Display ASN: 7000115442

Display Document Flow | Print

General Information

Basic Data

Number: 7000115442
Name: ASN
Date: 29.09.2021
Status: Sent

Delivery Information

Delivery Date (Expected): 29.09.2021 16:00
Shipping Date: 29.09.2021 16:00
Means of Transport: By Road
Transport ID Code: T12345
Bill of Lading: 22334

Filter:	
Vessel Name	Spl. Hand. Equip