



Vendor User Manual

SRM – SUPPLIER RELATIONSHIP MANAGEMENT

VERSION 1.2

INDEX

1. LOG IN TO DEWA WEBSITE

- 1.1 LOGIN AS A SUPPLIER
- 1.2 LOGIN USING USER ID AND PASSWORD

2. DISPLAY RFx [ENQUIRY]

- 2.1 CLICK ON RFx and AUCTION
- 2.2 SEARCHING FOR ENQUIRY
- 2.3 DEFINITION OF COLUMN HEADERS
- 2.4 VIEWING AN ENQUIRY
- 2.5 DETAILS OF ENQUIRY
- 2.6 NOTIFYING THE BUYER

3. CREATE AND SUBMIT RESPONSE [QUOTATION]

- 3.1 CREATE RESPONSE
- 3.2 EDIT RESPONSE
- 3.3 ENTER PRICE AND OTHER INFORMATION – SUPPLY ITEMS
- 3.4 ENTER PRICE AND OTHER INFORMATION – SERVICE/JOB QUOTATIONS

4. ADDING DISCOUNT AND OR OTHER CHARGES

- 4.1 DISCOUNT/CHARGES AT HEADER LEVEL
- 4.2 DISCOUNT/CHARGES AT ITEM LEVEL

5. ATTACHMENTS

- 5.1 VIEWING ATTACHMENTS
- 5.2 UPLOADING ATTACHMENT

6. CHANGE PASSWORD

7. INTERNET SETTINGS

1) Login in to Dewa website <http://dewa.gov.ae> , select the language as English

The screenshot shows a web browser window with the URL dewa.gov.ae/en/supplier. The page features a large banner with the text "ISO Certified in Innovation & Knowledge Management" and a sub-headline stating: "DEWA is first organisation in the world to receive ISO 56002 in Innovation Management and first utility worldwide to receive ISO 30401 in knowledge management." Below the banner is a navigation menu with icons for Consumer, Builder, Partner, Supplier, and Student. The "Supplier" icon is circled in red. A "Chat with RAMMA" button is visible in the bottom right corner.

1.1) Login as a Supplier. Click on My account to logon to supplier portal

The screenshot shows a web browser window with the URL dewa.gov.ae/en/supplier. The page header includes the logos for the Government of Dubai, The Emirates, and the Dubai Electricity & Water Authority. A green navigation bar contains the following elements from left to right: a menu icon labeled 'MENU', the text 'HOME EASYPAY CONTACT US', the text 'العربية' (Arabic), a search icon, and a 'Login' button with a user icon, which is circled in red. Below the navigation bar, there is a promotional banner for 'Expo 2020 Official sustainable energy partner.' The banner text reads: 'The largest event ever staged in the Arab world – is set to welcome 190 participating countries, and millions of visitors from across the globe.' Below this text is a 'Read More' button with a right-pointing arrow. To the right of the text is the Expo 2020 Dubai UAE logo, which consists of a circular pattern of dots forming a sun-like shape. Below the logo, the text 'OFFICIAL SUSTAINABLE ENERGY PARTNER' is visible.

1.2) Login using your user id and password.

Connecting...

2) Display RFX (Enquiry).

2.1 Click on RFX and auction and then click on "All" to view the RFX auctions which are posted online. [As shown below]

a) 4 links are provided to view RFX. As shown below in Red box

Link 1 (All) – Will display all Rfx like action taken, pending for action, saved, submitted etc..

Link 2 (Published) – Enquiries which are live will be displayed

Note: Always refresh data after login to view complete list of RFX.

2.2 Searching a particular enquiry number

This can be done by using various input variables provided under “Quick Criteria Maintenance”.

Event Number = RFX or Enquiry Number

Event Status = Current/Live enquiries, completed enquiries (Closed)

My Responses = Enquiries for which Quotations are submitted based on number of days

Event Description = Name of Enquiry

The screenshot displays the user interface of the Dubai Electricity & Water Authority website. At the top, there are logos for the Government of Dubai and the Dubai Electricity & Water Authority. Below the logos is a green navigation bar containing a menu icon, 'HOME', 'CONTACT US', a search icon, a user profile icon labeled 'PEARL DIESEL ...', and a 'LOGOUT' button. Underneath the navigation bar, there are two tabs: 'My Dashboard' (selected) and 'My Profile'. The main content area is divided into three columns. The first column, 'Main Services', lists several options: 'Open Tender', 'Procurement', 'Rfx and Auction' (circled in red), 'Purchase Order Collaboration', 'View Open Purchase Orders', 'Manage Vendor Bank Details', and 'Display Company Data'. The second column, 'Support Services', lists: 'Submission of Generation Projects Documents', 'Suggestions & Complaints', and 'Change Password'. The third column, 'Useful Tools Guides', lists: 'Supplier FAQ's', 'New Vendor Registration Guide', 'Update Vendor Profile', 'Update Vendor Bank Details', 'RFX and Quotation submission for Contracts Section', 'RFX and Quotation submission for Local Purchase Section', and 'RFX and Quotation submission for Turnkey Projects'. At the bottom left, there is a 'Connecting...' status bar. At the bottom right, there is a 'CHAT WITH RAMMAS' button.



Active Queries

eRFxs All (2) Published (2) Ended (13) Completed (0)
eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance

Change Query Define New Query Personal

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

RFX Description:

Apply Clear

View: [Standard View] Create Response Interested to Bid Print Receipt Display Event Tender Fee Reference No. Display Response Print Preview Refresh

Export

Event Number	Event Description	Event Type	Event Status	End Date	End time	Response Number	Response Status
2411900664	Copy of 2331901382	LPS Re-Float One Env	Published	30.08.2020	11:00:00		No Bid Created
2011903261	Attachment 2	LPS Stock One Env	Published	27.08.2020	14:00:00	2511886687	Saved

2.3 Definition of column headers

Event number – Event number is the Enquiry number

Event Description – Name given to an Enquiry

Event Type – There are two kinds of event type. One is from the Local Purchase section (LPS) and the other one Contracts (CTR). Enquiries related to LPS can be opened as there is no tender fee. But enquiries related to the contracts can be opened only after paying the tender fee. You will get error message "Please Register yourself to participate in the in the RFX"

End Date: End date will be the closing date of the RFX

Response number: is the quotation number. It will be generated when you create a response for the enquiry page

Response Status: Shows status of the quotation either saved or submitted. Quotation will reach to DEWA only when the status is submitted. To know the current status refreshes the page

Active Queries

eRFxs **All (8)** Published (7) Ended (0)
Completed (0)

eAuctions All (0) Published (0) Ended (0)
Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

[Change Query](#) [Define New Query](#)

View: [Standard View]	Create Response	Interested to Bid	Print Receipt	Display Event	Display Response	Print Preview	Refresh	Export
Event Number	Event Description	Event Type	Event Status	End Date	End time	Response Number	Response Sta	
2421700046	Complete Pump Assemblies at JAPS	CTR ReFloa TwoEnv OT	Published	14.11.2017	11:00:00		No Bid Created	
2331701902	LPS Service case for VAT -test5	LPS Service One Env	Published	30.11.2017	00:00:00	2511741757	Submitted	
2331701901	LPS service Rfx after upg test 1	LPS Service One Env	Published	03.12.2017	00:00:00	2511741751	Submitted	
2191700064	RF for Turnkey after upg -test 4	CTR TK Pro TwoEnv ST	Published	30.11.2017	00:00:00	2511741756	Submitted	
2171700111	VAT1	CTR Supply TwoEnv ST	Published	10.11.2017	00:00:00	2511741759	Submitted	
2121700071	CTR service for VAT test 6	CTR Servic TwoEnv OT	Published	30.11.2017	00:00:00		No Bid Created	
2121700056	CORE AND SHELL DEWA HEAD OFFICE PACKAGE2	CTR Servic TwoEnv OT	Published	22.11.2017	11:00:00		No Bid Created	
2011704331	LPS stock item Rfx after upg test	LPS Stock One Env	Published	30.11.2017	00:00:00	2511741752	Submitted	

2.4 Viewing an RFX/Enquiry: Click on any event number to display that RFX.

Active Queries

eRFxs **All (8)** Published (7) Ended (0) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

Event Number: To:

Event Status:

My Responses From:

Rfx Description:

Apply

View: [Standard View]	Create Response	Interested to Bid	Display Event	Display Response	Print Preview	Refresh	Export
Event Number	Event Description	Event Type	Event Status	End Date	Response Number	Response Status	
2331200076	Repair of Ultramat3M/ICO	LPS Service One Env	Published	06.03.2012	2511201133	Saved	
2331200054	Repair of power supply module	LPS Service One Env	Published	07.03.2012	2511200895	Saved	
2321200044	ENCLOSURE	LPS NonStock One Env	Published	07.03.2012		No Bid Created	
2321200039	PROJECTOR	LPS NonStock One Env	Published	11.03.2012		No Bid Created	
2321200037	SCANNER	LPS NonStock One Env	Published	07.03.2012		No Bid Created	
2151300001	DRILLING OF WELLS & CONST. PUMP HOUSE	CTR Turnkey TwoEnv OT	Published	28.03.2010		No Bid Created	

2.5) View the complete details of the enquired item and or services: Item details can be viewed by downloading the printout by selecting print button or by referring to details under “notes and attachments” tab.

a) Click on the print option. (Pop up should be allowed)

Rfx - DEWA SRM QA Portal - Windows Internet Explorer

Display RFX : 2491300071

Rfx Number 2491300071 Smart Number SRM MODIFICATION ASSET PR Rfx Status Published Rfx Start Date Submission Deadline 19.02.2014 13:20:00 UTC+4 Remaining Time Rfx Number 0 Days 00:00:00
 Rfx Owner Rajesh Kumar Rfx Version Number 1 Rfx Version Type Active Version Rfx Response 2511302049

Close Refresh Print Questions And Answers (0) Technical RFX

RFX Information Items Notes and Attachments

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Quantity	Unit	Currency	Delivery Date	Notes
1	Material		INFRARED THERMOMETER FLUKE 572-2	ASSET	1	EA	AED	30.03.2014	0
2	Material		FLUKE 975 AIR METER MAKE-FLUKE	ASSET	1	EA	AED	30.03.2014	0
3	Material		PSYCHROMETER TIF MAKE MODEL-3110	ASSET	1	EA	AED	30.03.2014	0

Close Refresh Print Questions And Answers (0) Technical RFX

b) Second method to refer details

Click on “Notes and Attachments” tab, and then click on links given under category to see the complete description. After you click on the links; a popup box will open which will have a detail description of the item

Display RFX : 2011300303

RFX Number: 2011300303 | Smart Number: SRM Modification Stock PR | RFX Status: Published | RFX Start Date: 19.02.2014 13:50:00 UTC+4 | Submission Deadline: 19.02.2014 13:50:00 UTC+4 | Remaining Time: RFX Number 0 Days 00:00:00

RFX Owner: Rajesh Kumar | RFX Version Number: 2 | RFX Version Type: Active Version | RFX Response: [2511302050](#)

Buttons: Close, Refresh, Print, Questions And Answers (0), Technical RFX

Navigation: RFX Information, Items, **Notes and Attachments**

Assigned To	Category	Text Preview
Document Header	Header text	SRM MODIFICATION
Item01*AIR FILTER 8-94137942 FOR ISUZU PIUP*	Material PO text	AIR FILTER 8-94137942 FOR ISUZU PIUP
Item02*AIR FILTER AF 872 M FLEET GAURD WESTAC 3	Material PO text	AIR FILTER AF 872 M FLEET GAURD WESTAC GENERATOR MODEL 1994
Item03*FILTER AIR 997K*	Material PO text	FILTER AIR 997K

Collaboration: Create, Assign, Delete

Collaboration	Created on
Collaboration Rfx:2011300303	19.02.2014 13:27:30

2.6 Decision Making/Sending notification for intention against enquiry – In the enquiry page three options are provided.

You will have to click on either **Participate**, **Do not participate** and **Tentative**

Participate – Denotes that you are ready to take part in the RFX

Do Not Participate – Regret

Tentative – You are not sure that you will participate or not at the moment

Buttons: Close, Refresh, **Participate**, Print, **Do Not Participate**, **Tentative**, Create Response, Questions And Answers (0), Technical RFX

Navigation: RFX Information, Items, Notes and Attachments

Parameters: Questions, Note and Attachments, Conditions

Time Zone: UTC+4

Submission Deadline: 20.03.2012 14:00:00

Opening Date: 00:00:00

Currency: AED

3 Create Response/Quotation

3.1 In case you are selecting “Participate” / “Tentative”, next step is to click on create response icon in the enquiry page (In the same page), as shown below.

A new page will open. This is vendor quotation / response page.

The screenshot shows a web browser window displaying the 'Display RFX : 2011300304' page. The page header includes the RFX Number (2011300304), Smart Number (TEST PR), RFX Status (Published), RFX Start Date, Submission Deadline (23.02.2014 13:00:00 UTC+4), Remaining Time (0 Days 01:32:41), and RFX Owner (Rajesh Kumar). Below the header, there are several buttons: Close, Refresh, Participate, Print, Do Not Participate, Tentative, **Create Response** (highlighted with a red box), Questions And Answers (0), and Technical RFX. The page also features sections for RFX Information, RFX Parameters, and Partners and Delivery Information. The Partners and Delivery Information section includes a table with columns for Function, Number, Name, and Phone Number.

Function	Number	Name	Phone Number
Requester		RFCUSER_QSR	
Goods Recipient		RFCUSER_QSR	
Ship-To Address		Fleet Store-A-weer	3330919
Location		DEWA Admin Plant	

3.2 Editing an Rfx Response [For Supply Items]

In the response page messages will be shown.

Messages marked with **red color** are **error messages**. These actions are mandatory and supplier has to enter the information as specified in the messages in order to successfully submit the offer.

Definitions of error messages



Offer type: Offer type means what you are offering. It can be the exact offer matching with the enquiry or an alternate offer. These 4 alternatives are “**Main, Alt1, Alt2 and Alt3**”. Suppliers can submit up to 4 alternate quotations against one single enquiry. There are 4 user id’s provided to you for this purpose. Any one of the user id’s can be used to submit quotation. In case one user is used to submit “**main**” offer, in second quotation the offer type should be **Alt 1, Alt 2 or Alt 3**. Offer type “**main**” cannot be used again.

If the enquiry is sent by DEWA to One user id, supplier has to click on **Register Button** to participate if they are quoting using an alternative user id.

Once utilized, the same offer type cannot be used again.

Price Validity end date: Date till the offered prices are valid

Brand: Manufacturer name of the quoted item

County of Origin: Country of origin for the quoted item

Delivery Days: Period, in days, to deliver the item, in case of receipt of order

Tax code: Select VAT code from the list

All above mandatory fields has to be entered in respective fields as shown in below screen.



Create RFX Response

Rfx Response Number: 2511201234 | Rfx Number: 2321200044 | Status: Saved | Submission Deadline: 07.03.2012 12:00:00 UTC+4 | Remaining Time: 0 Days 02:43:35 | Rfx Owner: Shahab
 Total Value: 0.00 AED | Rfx Response Version Number: Active Version | Rfx Version Number: 1

Please maintain the Offer Type
 Response 2511201234 created

Submit Close Read Only Print Check Save Questions And Answers (0)

Rfx Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions | Payment

Event Parameters
 Currency: United Arab Emirates Dirham
 Offer Type: **Main** (dropdown menu)
 Partners: Aft 1, Aft 2, Aft 3

Status and Statistics
 Created on: 07.03.2012 09:16:24 UTC+4
 Created by: Ms. MELRYA TECHNICAL SOLUTIONS LLC
 Last Processed on: 07.03.2012 09:16:24 UTC+4
 Last Processed by: Ms. MELRYA TECHNICAL SOLUTIONS LLC

Function	Number	Name	Phone Number
Goods Recipient		RFCUSER_PSA	
Ship-To Address		Transmission Power	
Location		Transmission Power	

Create RFX Response

Rfx Response Number: 2511302051 | Rfx Number: 2011300304 | Status: In Process | Submission Deadline: 23.02.2014 13:00:00 UTC+4 | Remaining Time: 0 Days 00:59:08 | Rfx Owner: Rajesh Kumar | Total Value: 0.00 AED
 Rfx Response Version Number: Active Version | Rfx Version Number: 1

Please maintain the Offer Type
 Please maintain the Price Validity End Date
 Please maintain Brand for line item 0000000001
 Please maintain Origin for line item 0000000001
 Please maintain Delivery Days for line item 0000000001

Submit Close Read Only Print Check Save Questions And Answers (0)

Rfx Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions | Payment

Event Parameters
 Currency: United Arab Emirates Dirham
 Price Validity End Date: (Mandatory Field)
 Offer Type: (Mandatory Field)
 Quotation Warranty:

Status and Statistics
 Created on: 23.02.2014
 Created by: Ms. c1 c1
 Last Processed on: 23.02.2014
 Last Processed by: Ms. c1 c1

Partners and Delivery Information

Function	Number	Name	Phone Number
Goods Recipient		RFCUSER_QSR	
Ship-To Address		Fleet Store-Aweer	3330919
Location		DEWA Admin Plant	

3.3 Entering price, Tax code, delivery days and remarks (Supply Items)

- 1) Select Items Tab
- 2) Click on Details
- 3) Enter Price, Delivery Days, Brand, country of origin and special technical remarks
- 4) Enter VAT code

Response - SAP NetWeaver Portal - Google Chrome

Not secure | vqdsrm.dewa.gov.ae:50100/irj/portal/anonymous/login?NavigationTarget=navurl%3A%2F%2Fdd2479ab5763102ff7216bf9b860b905&&CurrentWindowId=WID1511418235726&NavMode=3&...

Edit RFX Response:

Submit | Read Only | Check | Close | Print | Save | Questions and Answers (0)

RFX Response Number 2511741752 1 Number 2011704331 Status In Process Submission Deadline 30.11.2017 00:00:00 UTC+4 Remaining Time 6 Days 13:32:40
 RFX Owner Mohammed Yasser K... Total Value 233,450.00 AED RFX Response Version Number C1 RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

2 Review

Details

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Unit Price	Currency	Price Per	Delivery Date
0001	TOOL BOX F...	Material	2100000086	Z211001	Tool box tool bag (w	20	20	EA	3,200.00	AED	1	On 11.12.2017
0002	HAMMER.E...	Material	2100005852	Z210409	Hammer	15	15	EA	2,300.00	AED	1	On 12.12.2017
0003	HAMMER.S...	Material	2100005849	Z210409	Hammer	15	15	EA	2,330.00	AED	1	On 12.12.2017
0004	KNIFE.BLAD...	Material	2100006511	Z210406	Scissors knife spatu	25	25	EA	4,000.00	AED	1	On 12.12.2017

Details for Item 0001 TOOL BOX FIVE SECTION.# 1F56T3.#00L

Item Data | Questions | Notes and Attachments | Conditions | Delivery | Subcontracting

Basic Data

Identification



Open in New Window | Personalize | Help | Details | Add to Portal Favorites

Edit Rfx Response:

Submit | Read Only | Check | Close | Print | Save | Questions and Answers (0)

Rfx Response Number 2511741752 Rfx Number 2011704331 Status In Process Submission Deadline 30.11.2017 00:00:00 UTC+4 Remaining Time 6 Days 13:32:40
 Rfx Owner Mohammed Yasser Kallan Total Value 233,450.00 AED Rfx Response Version Number C1 Rfx Version Number 1

Rfx Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

Control Key: Material functional
 Item Type: Material
 Product Category: Z211001 Tool box tool bag (w
 Product ID: 2100000086
 Description: TOOL BOX FIVE SECTION.# 1586T3./800L

Further Properties
 Period of Performance: [] []

Brand: * Brand X
 Country of Origin: * AE
 Tax Code: * AE Input VAT exempted
 AE Input VAT 0% - goods
 AE Input VAT 5% - goods
 VAT 5% - Blocked
 Input - Prior to Jan 2018 0%
 AE reverse charge (RCM) - Outside GCC
 AE Input VAT 5% for imports (Blocked)
 AE Acquisition tax - within GCC

Remarks: 3
 Details | Add | Send | E-Info

Function
 • Requester
 • Goods Recipient
 • Ship-To Address
 • Location

Number	Name
	RFCUSER_PSA
	RFCUSER_PSA
	DEWA
	Distribution Plant

FIELDS TO ENTER PRICE, TAX CODE, DELIVERY DAYS, BRAND, COUNTRY OF ORIGIN, SPECIAL REMARKS

Brand: * Brand X
 Country of Origin: * AE
 Tax Code: * AE Input VAT exempted
 AE Input VAT 0% - goods
 AE Input VAT 5% - goods
 VAT 5% - Blocked
 Input - Prior to Jan 2018 0%
 AE reverse charge (RCM) - Outside GCC
 AE Input VAT 5% for imports (Blocked)
 AE Acquisition tax - within GCC

Response - SAP NetWeaver Portal - Google Chrome

Not secure | vqdsrm.dewa.gov.ae:50100/irj/portal/anonymous/login?NavigationTarget=navurl%3A%2F%2Fdd2479ab5763102ff7216bf9b860b905&&CurrentWindowId=WID1511418235726&NavMode=3&L...

Open in New Window | Personalize | Help | Details | Add to Portal Favorites

Edit Rfx Response:

Submit | Read Only | Check | Close | Print | Save | Questions and Answers (0)

Rfx Response Number 2511741752 Rfx Number 2011704331 Status In Process Submission Deadline 30.11.2017 00:00:00 UTC+4 Remaining Time 6 Days 13:32:40
 Rfx Owner Mohammed Yasser Kallan Total Value 233,450.00 AED Rfx Response Version Number C1 Rfx Version Number 1

Rfx Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

Total Value | 233,450.00 | AED

Currency: United Arab Emirates Dirham
 Required Quantity: 20 EA each
 Submitted Quantity: 20 EA each
 Price: 3,200.00 AED Per: 1 EA
 0.00
 64,000.00

Delivery Date: 11.12.2017 00:00:00
 Delivery Days: 030

Currency: United Arab Emirates Dirham
 Required Quantity: 20 EA each
 Submitted Quantity: 20 EA each
 Price: 3,200.00 AED Per: 1 EA
 0.00
 64,000.00

Delivery Date: 11.12.2017 00:00:00
 Delivery Days: 030

3.4 Entering price, delivery days and remarks (Service / job enquiries)

Under Rfx. Information tab

Enter mandatory fields

- 1 Price validity Date
- 2 Offer Type
- 3 Warranties

1 Select items tab

2 Expand all the line numbers (click on the arrow before the folder icon)

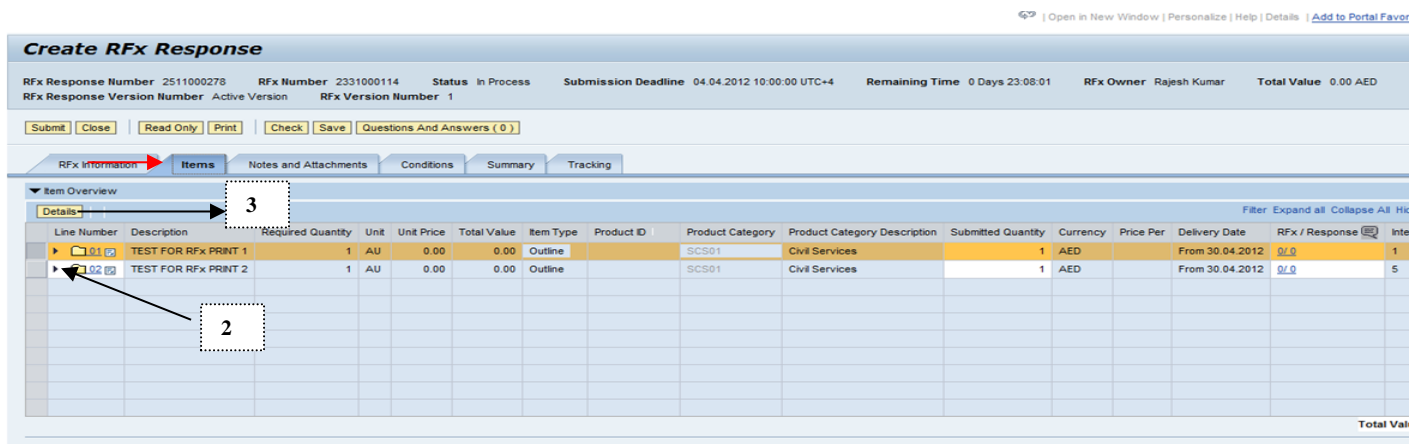
The screenshot displays the 'Create RFX Response' page in a web browser. At the top, there are navigation links: 'Open in New Window', 'Personalize', 'Help', 'Details', and 'Add to Portal Favorites'. The main header shows 'Create RFX Response' and a status bar with details like 'RFX Response Number 2511302046', 'RFX Number 2331300082', 'Status Saved', 'Submission Deadline 19.02.2014 11:45:00 UTC+4', 'Remaining Time 0 Days 00:15:07', 'RFX Owner Rajesh Kumar', and 'Total Value 0.00 AED'. Below this, there are several warning messages: 'Please maintain the Offer Type', 'Please maintain the Price Validity End Date', and 'Please maintain Warranty information'. A green checkmark indicates 'Response 2511302046 created'. Action buttons include 'Submit', 'Close', 'Read Only', 'Print', 'Check', 'Save', and 'Questions And Answers (0)'. The 'RFX Information' tab is selected, showing sub-tabs for 'Basic Data', 'Questions', 'Notes and Attachments', 'Conditions', 'Payment', 'Summary', and 'Tracking'. Under 'Event Parameters', the 'Currency' is set to 'United Arab Emirates Dirham'. The 'MANDATORY FIELDS' section includes: 'Price Validity End Date' (text input), 'Offer Type' (dropdown), 'Scope of Work' (text input), and 'Quotation Warranty' (text input). Below this is the 'Partners and Delivery Information' section, which is expanded to show a table:

Function	Number	Name
• Goods Recipient		RFCUSER_QSR
• Ship-To Address		DEWA Admin Plant
• Location		DEWA Admin Plant

1. Select items tab

2. Expand all the line numbers (click on the arrow before the folder icon)

3. After expanding all line items click on details icon as shown below
4. Enter price [Note: Price has to be entered only at service level, i.e. against line items appearing after expanding the folders. In below picture, price has to be entered against line items 01.AA, 01.AB etc.
5. Enter VAT code at item level. Enter against each line item 01, 02, etc
6. You can navigate reach different items by clicking on forward / backward arrow as shown below
7. Enter other remarks, if applicable



Create RFX Response

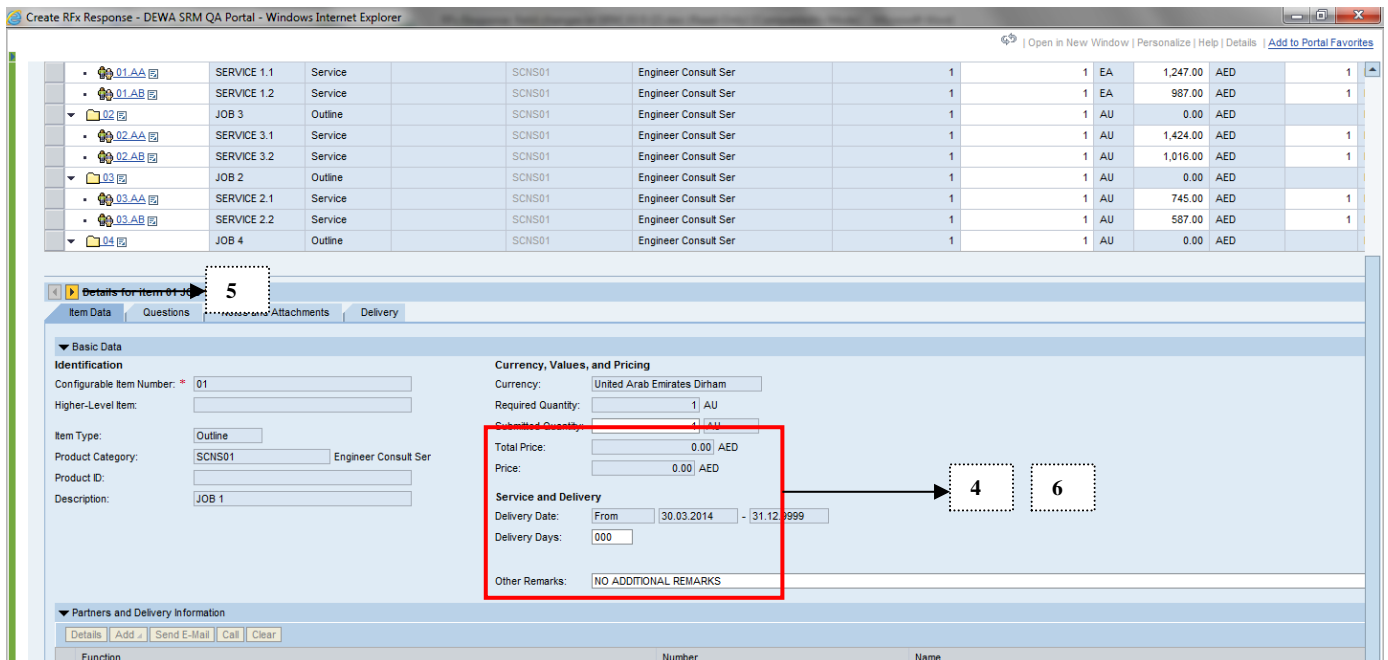
RFX Response Number: 2511000278 | RFX Number: 2331000114 | Status: In Process | Submission Deadline: 04.04.2012 10:00:00 UTC+4 | Remaining Time: 0 Days 23:08:01 | RFX Owner: Rajesh Kumar | Total Value: 0.00 AED

Buttons: [Submit] [Close] [Read Only] [Print] [Check] [Save] [Questions And Answers (0)]

Tabs: RFX Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

Item Overview

Line Number	Description	Required Quantity	Unit	Unit Price	Total Value	Item Type	Product ID	Product Category	Product Category Description	Submitted Quantity	Currency	Price Per	Delivery Date	RFX / Response	Item ID
01	TEST FOR RFX PRINT 1	1	AU	0.00	0.00	Outline	SCNS01	Civil Services		1	AED		From 30.04.2012	0/0	1
02	TEST FOR RFX PRINT 2	1	AU	0.00	0.00	Outline	SCNS01	Civil Services		1	AED		From 30.04.2012	0/0	5



Create RFX Response - DEWA SRM QA Portal - Windows Internet Explorer

Open in New Window | Personalize | Help | Details | Add to Portal Favorites

01.AA	SERVICE 1.1	Service	SCNS01	Engineer Consult Ser	1	EA	1,247.00	AED	1
01.AB	SERVICE 1.2	Service	SCNS01	Engineer Consult Ser	1	EA	987.00	AED	1
02	JOB 3	Outline	SCNS01	Engineer Consult Ser	1	AU	0.00	AED	
02.AA	SERVICE 3.1	Service	SCNS01	Engineer Consult Ser	1	AU	1,424.00	AED	1
02.AB	SERVICE 3.2	Service	SCNS01	Engineer Consult Ser	1	AU	1,016.00	AED	1
03	JOB 2	Outline	SCNS01	Engineer Consult Ser	1	AU	0.00	AED	
03.AA	SERVICE 2.1	Service	SCNS01	Engineer Consult Ser	1	AU	745.00	AED	1
03.AB	SERVICE 2.2	Service	SCNS01	Engineer Consult Ser	1	AU	587.00	AED	1
04	JOB 4	Outline	SCNS01	Engineer Consult Ser	1	AU	0.00	AED	

Details for item 01.3

Item Data | Questions | Attachments | Delivery

Basic Data

Identification

Configurable Item Number: * 01

Higher-Level Item:

Item Type: Outline

Product Category: SCNS01 Engineer Consult Ser

Product ID:

Description: JOB 1

Currency, Values, and Pricing

Currency: United Arab Emirates Dirham

Required Quantity: 1 AU

Submitted Quantity: 1 AU

Total Price: 0.00 AED

Price: 0.00 AED

Service and Delivery

Delivery Date: From 30.03.2014 - 31.12.9999

Delivery Days: 000

Other Remarks: NO ADDITIONAL REMARKS

Partners and Delivery Information

Function | Number | Name

Tax code entry

Response - SAP NetWeaver Portal - Google Chrome

vqdsrm.dewa.gov.ae:50100/trj/portal/anonymous/login?NavigationTarget=navurl%3A%2F%2Fdd2479ab5763102ff7216bf9b860b905&&CurrentWindowId=WID1511418235726&NavMode=3&PrevNavTarge...

Open in New Window | Personalize | Help | Details | Add to Portal Favorites

Edit RFX Response:

Submit | Read Only | Check | Close | Print | Save | Questions and Answers (0)

RFX Response Number 2511741757 RFX Number 2331701902 Status In Process Submission Deadline 30.11.2017 00:00:00 UTC+4 Remaining Time 6 Days 12:57:42
 RFX Owner Mohammed Yasser Kallan Total Value 10,000.00 AED RFX Response Version Number C1 RFX Version Number 1

RFX Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Item Overview

Details

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Unit Price	Currency	Price Per	Delivery
0001	T & C - IR Ca... Outline	Outline	SIC01	Calibration Services		1.000	1.000	G01	0.00	AED		From 12
0001AA	T & C - IR Ca... Service	Service	SIC01	Calibration Services		1	1	EA	1,000.00	AED		From 12
0002	T & C - Pres...	5	SIC01	Calibration Services		1.000	1.000	G01	0.00	AED		From 12
0003	T & C - Pres...		SIC01	Calibration Services		1.000	1.000	G01	0.00	AED		From 12
0004	T & C - Funct... Outline		SIC01	Calibration Services		1.000	1.000	G01	0.00	AED		From 12

Details for Item 0001 T & C - IR Calibrator

Item Data | Notes and Attachments | Delivery | Subcontracting

Basic Data

Identification

Configurable Item Number: * 0001

Control Key: Outline (statistical)

Item Type: Outline

Product Category: SIC01 Calibration Services

Product ID:

Description: T & C - IR Calibrator

Lot:

Further Properties

Period of Performance:

Tax Code: * AE Input VAT 5% - goods

Other Remarks:

Partners and Delivery Information

Details | Add | Send E-mail

4. Adding additional charges; discounts and other conditions

Discounts and additional charges like freight, documentation, etc. can be added at the header level (Applicable for all items or services) or at item / service level. Please follow below instructions

4.1 Entering discount / additional charges at header level

1) In the response page, click on conditions under “RFx Information” Tab as shown below

The screenshot shows the 'Create RFX Response' page in a web browser. The page title is 'Create RFX Response'. Below the title, there is a header bar with various fields: RFX Response Number (2511302053), RFX Number (2011300305), Status (Saved), Submission Deadline (25.02.2014 13:00:00 UTC+4), Remaining Time (0 Days 00:35:02), RFX Owner (Rajesh Kumar), and Total Value (2,000.00 AED). Below the header bar, there are several tabs: 'RFx Information', 'Items', 'Notes and Attachments', 'Conditions', 'Survey', and 'Tracking'. The 'RFx Information' tab is active, and the 'Conditions' sub-tab is selected. A red box with the number '1' highlights the 'Conditions' sub-tab. Below the tabs, there is a table with columns for Condition Type, Scales, Amount, Currency, Valid From, Location, Valid To, and Location Name. The 'Amount' column contains the value '0.00'.

2 Select the condition from the drop down list as shown below.

For Discount select – “Supplr Disc-Absolute Contract Header”

For Additional Charges like freight, documentation, customs charges etc. select – “Additional Chrg LPS Contract Header”

3 Enter total discount / total expenses in the field under “Amount” column

Create RFX Response

RFX Response Number: 2511302053 | RFX Number: 2011300305 | Status: Saved | Submission Deadline: 25.02.2014 13:00:00 UTC+4 | Remaining Time: 0 Days 00:35:02 | RFX Owner: Rajesh Kumar | Total Value: 2,000.00 AED

RFX Response Version Number: Active Version | RFX Version Number: 1

Buttons: Submit, Close, Read Only, Print, Check, Save, Questions And Answers (0)

Navigation: RFX Information, Items, Notes and Attachments, Conditions, Summary, Tracking

Sub-navigation: Basic Data, Questions, Notes and Attachments, Conditions, Payment

Conditions Section:

Buttons: Add Condition, Scales, Duplicate, Remove

Condition Type	Scales	Amount	Currency	Valid To	Location Name
Supplr Disc-Absolute Contract Header		0.00			
Additional Chrg LPS Contract Header					
Local Freight FixedVal Contract Header					

Buttons: Submit, Close, Read Only, Print, Check, Save, Questions And Answers (0)

4.2 Entering discount / additional charges at item level

DEWA SRM system provides suppliers the facility to submit quotations with discounts and or additional charges at item level as well.

In response page

- 1 select items tab
- 2 click on details
- 3 navigate to the item [using forward / backward arrows] on which discount or additional charge needs to be added.
- 4 Select conditions tab

Create Rfx Response - DEWA SRM QA Portal - Windows Internet Explorer

Edit Response : 2511302053

Rfx Response Number: 2511302053 Rfx Number: 2011300305 Status: Saved Submission Deadline: 25.02.2014 13:00:00 UTC+4 Remaining Time: 0 Days 00:02:57 Rfx Owner: Rajesh Kumar Total Value: 2,000.00 AED

Rfx Response Version Number: Active Version Rfx Version Number: 1

Submit 1 Read Only Print Check Save Questions And Answers (0)

Rfx Information **Items** Notes and Attachments Conditions Summary Tracking

Item Overview

Details 2 Filter Expand all

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Unit Price	Currency	Price Per	Delivery Date	Total Value	Rfx / Resp
01	AIR FILTER ELEMENT ; PN: 013012; FOR FIR	Material	2200000316	Z224111	Air filter for venti	200	200	EA	10.00	AED	1	On 30.04.2014	2,000.00	2/0

2

Details for: AIR FILTER ELEMENT ; PN: 013012; FOR FIR

Item Data Questions Notes and Attachments **Conditions** Delivery

Conditions

Add Condition Scales Duplicate Remove

Condition Type	Scales	Amount	Currency	Price Per	Price ...	Valid ...	Location	Valid ...	Location Name
Mat/Service/CIF/Price		10.00	United Arab Emirates Dirham	1	EA	25.02.2014		31.12.9999	

3 4

Submit Close Read Only Print Check Save Questions And Answers (0)

- 5 Click on add condition
- 6 Select the type of condition to be added from drop down list
 - Supplier Discount % - Value to be entered must be in percentage
 - Supplier Discount Absolute – Total discount for that particular item
 - Supplier Discount/Qty – Discount on unit price per quantity
- 7 Enter value for selected condition under amount column

Edit Response : 2511302053

Rfx Response Number 2511302053 Rfx Number 2011300305 Status Saved Submission Deadline 25.02.2014 13:00:00 UTC+4 Remaining Time 0 Days 00:02:57 Rfx Owner Rajesh Kumar Total Value 2,000.00 AED

Rfx Response Version Number Active Version Rfx Version Number 1

Submit Close Read Only Print Check Save Questions And Answers (0)

Rfx Information Items Notes and Attachments Conditions Summary Tracking

Item Overview

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Unit Price	Currency	Price Per	Delivery Date	Total Value	RFX / Resp
01	AIR FILTER ELEMENT , PN: 013012; FOR FIR	Material	2200000316	Z224111	Air filter for venti	200	200	EA	10.00	AED	1	On 30.04.2014	2,000.00	2/0

Details for item 01 AIR FILTER ELEMENT ; PN: 013012; FOR FIR

Item Data Questions Notes and Attachments Conditions Delivery

Conditions

Add Condition Scales Duplicate

Condition Type	Scales	Amount	Currency	Price Per	Price ...	Valid ...	Location	Valid ...	Location Name
Mat/Serv/CFPrice		10.00	United Arab Emirates Dirham	1	EA	25.02.2014		31.12.999	

Edit Response : 2511302053

Rfx Response Number 2511302053 Rfx Number 2011300305 Status Saved Submission Deadline 25.02.2014 13:00:00 UTC+4 Remaining Time 0 Days 00:02:57 Rfx Owner Rajesh Kumar Total Value 2,000.00 AED

Rfx Response Version Number Active Version Rfx Version Number 1

Submit Close Read Only Print Check Save Questions And Answers (0)

Rfx Information Items Notes and Attachments Conditions Summary Tracking

Item Overview

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Unit Price	Currency	Price Per	Delivery Date	Total Value	RFX / Resp
01	AIR FILTER ELEMENT , PN: 013012; FOR FIR	Material	2200000316	Z224111	Air filter for venti	200	200	EA	10.00	AED	1	On 30.04.2014	2,000.00	2/0

Mat/Serv/CFPrice

Supplier Discount %

Supplier Disc-Absolute

Supplier Disc/Qty

Additional Chrg LPS

Local Freight %

Local Freight Fixed/Val

Local Freight/Qty

Delivery

DIFFERENT CONDITIONS

Scales	Amount	Currency	Price Per	Price ...	Valid ...	Location	Valid ...	Location Name
	10.00	United Arab Emirates Dirham	1	EA	25.02.2014		31.12.999	
	0.00		0					

Discount in %

Response - DEWA SRM QA Portal - Windows Internet Explorer

[Open in New Window](#) | [Personalize](#) | [Help](#) | [Details](#) | [Add to Portal Favorites](#)

Edit Response : 2511302053

Rfx Response Number 2511302053 Rfx Number 2011300305 Status Saved Submission Deadline 25.02.2014 14:00:00 UTC+4 Remaining Time 0 Days 00:35:30 Rfx Owner Rajesh Kumar Total Value 2,000.00 AED
Rfx Response Version Number Active Version Rfx Version Number 2

[Submit](#) [Close](#) [Read Only](#) [Print](#) [Check](#) [Save](#) [Questions And Answers \(0\)](#)

[Rfx Information](#) [Items](#) [Notes and Attachments](#) [Conditions](#) [Summary](#) [Tracking](#)

Item Overview

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Unit Price	Currency	Price Per	Delivery Date	Total Value	Rfx / Response
01	AIR FILTER ELEMENT ; PN: 013012; FOR FIR	Material	2200000316	Z224111	Air filter for venti	200	200	EA		AED		On 30.04.2014	2,000.00	2/0

Total Value

Details for item 01 AIR FILTER ELEMENT ; PN: 013012; FOR FIR

[Item Data](#) [Questions](#) [Notes and Attachments](#) [Conditions](#) [Delivery](#)

Conditions

[Add Condition](#) [Scales](#) [Duplicate](#) [Remove](#)

Condition Type	Scales	Amount	Currency	Price Per	Price ...	Valid ...	Location	Valid ...	Location Name
Mat/Service/CFPrice		10.00	United Arab Emirates Dirham	1	EA	25.02.20		31.12.99	
Supplier Discount %		2.00-	%	0		25.02.20		31.12.99	

Discount Absolute [Total for a particular item]

Response - DEWA SRM QA Portal - Windows Internet Explorer

Open in New Window | Personalize | Help | Details | Add to Portal Favorites

Edit Response : 2511302053

Rfx Response Number 2511302053 Rfx Number 2011300305 Status Saved Submission Deadline 25.02.2014 14:00:00 UTC+4 Remaining Time 0 Days 00:34:08 Rfx Owner Rajesh Kumar Total Value 2,000.00 AED
 Rfx Response Version Number Active Version Rfx Version Number 2

Submit Close Read Only Print Check Save Questions And Answers (0)

Rfx Information Items Notes and Attachments Conditions Summary Tracking

Item Overview

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Unit Price	Currency	Price Per	Delivery Date	Total Value	Rfx / Response
01	AIR FILTER ELEMENT ; PN: 013012; FOR FIR	Material	Z200000316	Z224111	Air filter for venti	200	200	EA		AED		On 30.04.2014	2,000.00	2/0

Total Value

Details for item 01 AIR FILTER ELEMENT ; PN: 013012; FOR FIR

Item Data Questions Notes and Attachments Conditions Delivery

Conditions

Condition Type	Scales	Amount	Currency	Price Per	Price ...	Valid ...	Location	Valid ...	Location Name
Matl/Servo/CFPrice		10.00	United Arab Emirates Dirham	1	EA	25.02.20		31.12.99	
Supplr Disc-Absolute		200.00-	United Arab Emirates Dirham	0		25.02.20		31.12.99	

Save and Submit offer

After uploading/attaching the documents double check the price and other relevant information, in summary tab of response page as per below screen shot.

Note: Only gross price will be shown. Discount, additional charges will not be shown here.

In case offer is satisfactory, response/quotation can be submitted by clicking on submit icon

Create RFX Response

RFX Response Number 2511302051 RFX Number 2011300304 Status In Process Submission Deadline 23.02.2014 13:00:00 UTC+4 Remaining Time 0 Days 00:59:08 RFX Owner Rajesh Kumar Total Value 0.00 AED

RFX Response Version Number Active Version RFX Version Number 1

! Please maintain the Offer Type
! Please maintain the Price Validity End Date
! Please maintain Brand for line item 0000000001
! Please maintain Origin for line item 0000000001
! Please maintain Delivery Days for line item 0000000001

Submit **Cancel** **Read Only** **Print** **Check** **Save** **Questions And Answers (0)**

RFX Information **Items** **Notes and Attachments** **Conditions** **Summary** **Tracking**

Basic Data **Questions** **Notes and Attachments** **Conditions** **Payment**

Event Parameters

Currency: United Arab Emirates Dirham

Price Validity End Date: [] []

Offer Type: []

Quotation Warranty: []

Status and Statistics

Created on: 23.02.2014
Created by: Ms. c1 c1
Last Processed on: 23.02.2014
Last Processed by: Ms. c1 c1

Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name	Phone Number
• Goods Recipient		RFCUSER_QSR	
• Ship-To Address		Fleet Store-Aweer	3330919
• Location		DEWA Admin Plant	

5.1) View attachments

- 1 Click on Response number to open the Response page. Below page will appear.
- 2 Select notes and attachment tab
- 3 Go to “Attached Files” area
- 4 Click on the document icon to view the attachment send by DEWA buyer.

RFx	Event Number	Event Description	Event Status	End Date	Response Number	Response Status
2331200078	Repair of Ultramatic3MOCO	LPS Service One Env	Published	08.03.2012	2511201133	Saved
2331200054	Repair of power supply module	LPS Service One Env	Published	07.03.2012	2511200885	Saved
2331200066	ENCLOSURE	LPS NonStock One Env	Published	07.03.2012		No Bid Created
2331200029	PROJECTOR	LPS NonStock One Env	Published	11.03.2012		No Bid Created
2331200037	SCANNER	LPS NonStock One Env	Published	07.03.2012		No Bid Created
2151200007	DEBLING OF WELLS & CONST. PUMP HOUSE	CTB TurnKey TwoEnv DT	Published	28.03.2012		No Bid Created

Response - SAP NetWeaver Portal - Google Chrome

Attachment is mandatory . Please attach the documents.

The use of the last 5 characters in field NAME1 is restricted (39 of 40) - Display Help

RFx Response Number	251188690	RFx Number	2411900664	Status	Saved	Submission Deadline	30.08.2020 11:00:00 UTC+4	Remaining Time	2 Days 22:28:01
RFx Owner	Natchiappan Manickam	Total Value	12,212.00 AED	RFx Response Version Number	Active Version	RFx Version Number	2		

RFx Information Items **Notes and Attachments** Conditions Summary Tracking

Display Attachments

File Path: Choose File No file chosen Attach Remove Upload

Attached Files

File Name	Status
Attachment 1.pdf	
No RMS file attached	

5.2 Adding/upload supplier attachments

- 1 Go to right side attachments area.
- 2 Use choose file option and selection attachment from PC and press “Attach” button to upload document.
- 3 After attaching all documents use “Upload” option to save attachments

response

Edit RFX Response:

Submit Read Only Check Close Print Save Delete Questions and Answers (0)

i Document uploaded successfully
! Attachment is mandatory . Please attach the documents.
! The use of the last 5 characters in field NAMF1 is restricted (39 of 40) - [Dislay Help](#)

RFX Response Number	2511886690	RFX Number	2411900664	Status	Saved	Submission Deadline	30.08.2020 11:00:00 UTC+4	Remaining Time	2 Days 22:28:01
RFX Owner	Natchiappan Manickam	Total Value	12,212.00 AED	RFX Response Version Number	Active Version	RFX Version Number	2		

RFX Information Items **Notes and Attachments** Conditions Summary Tracking

Display

Attachments

File Path: No file chosen

File Name	Status
Attachment 1.pdf	
Attachment 3 (1).pdf	Uploaded
Attachment 6.pdf	Uploaded

The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC > Downloads'. The file list contains the following items:

Name	Date	Type	Size
Attachment 1 (2).pdf	8/27/2020 12:39 PM	Chrome HTML Do...	1
susdoc (8).zip	8/25/2020 9:58 AM	WinRAR ZIP archive	1
susdoc (7).zip	8/25/2020 9:57 AM	WinRAR ZIP archive	1
susdoc (6).zip	8/25/2020 9:57 AM	WinRAR ZIP archive	1
susdoc (5).zip	8/25/2020 9:56 AM	WinRAR ZIP archive	1
susdoc (4).zip	8/25/2020 9:55 AM	WinRAR ZIP archive	1
15865.pdf	8/24/2020 2:12 PM	Chrome HTML Do...	16
11770.pdf	8/24/2020 2:12 PM	Chrome HTML Do...	16
18185.pdf	8/24/2020 2:11 PM	Chrome HTML Do...	15
CaptureECC.PNG	8/24/2020 7:54 AM	PNG File	2
susdoc (3).zip	8/20/2020 12:25 PM	WinRAR ZIP archive	1
Attachment 3 (1).pdf	8/19/2020 10:51 AM	Chrome HTML Do...	1

The 'File name' field at the bottom of the window contains 'Attachment 7.pdf'. The background web interface shows a table with the following data:

File Name	Status
Attachment 1.pdf	
Attachment 3 (1).pdf	Uploaded
Attachment 6.pdf	Uploaded

Press attach

Response - SAP NetWeaver Portal - Google Chrome

srmqa.dewa.gov.ae/irj/portal/anonymous/login?NavigationTarget=navurl%3A%2F%2Fdd2479ab5763102ff7216bf9b860b905&CurrentWindowId=WID1598515863721&Nav

Response

Edit RfX Response:

Submit Read Only Check Close Print Save Delete Questions and Answers (0)

Document uploaded successfully

Attachment is mandatory . Please attach the documents.

The use of the last 5 characters in field NAMF1 is restricted (39 of 40) - Display Help

RfX Response Number	2511886690	RfX Number	2411900664	Status	Saved	Submission Deadline	30.08.2020 11:00:00 UTC+4	Remaining Time	2 Days 22:28:01
RfX Owner	Natchiappan Manickam	Total Value	12,212.00 AED	RfX Response Version Number	Active Version	RfX Version Number	2		

RfX Information Items **Notes and Attachments** Conditions Summary Tracking

Display

Attachments

File Path: Choose File Attachment 7.pdf **Attach** Remove Upload

Attached Files

File Name
Attachment 1.pdf

Attached Files

File Name	Status
Attachment 3 (1).pdf	Uploaded
Attachment 6.pdf	Uploaded

Press "Upload" option to save documents.

Response - SAP NetWeaver Portal - Google Chrome

srmqa.dewa.gov.ae/irj/portal/anonymous/login?NavigationTarget=navurl%3A%2F%2Fdd2479ab5763102ff7216bf9b860b905&CurrentWindowId=WID1598515863721&NavMode:

Response

Edit RFX Response:

Submit Read Only Check Close Print Save Delete Questions and Answers (0)

! Attachment is mandatory . Please attach the documents.

! The use of the last 5 characters in field NAME1 is restricted (39 of 40) - [Display Help](#)

RFX Response Number	2511886690	RFX Number	2411900664	Status	Saved	Submission Deadline	30.08.2020 11:00:00 UTC+4	Remaining Time	2 Days 22:28:01
RFX Owner	Natchiappan Manickam	Total Value	12,212.00 AED	RFX Response Version Number	Active Version	RFX Version Number	2		

RFX Information Items **Notes and Attachments** Conditions Summary Tracking

Display Attachments

File Path: No file chosen

Attached Files

File Name
Attachment 1.pdf

Attached Files

File Name	Status
Attachment 3 (1).pdf	
Attachment 6.pdf	

Use "Delete" option to remove files uploaded

Response | History

Edit RFX Response:

Submit | Read Only | Check | Close | Print | Save | Delete | Questions and Answers (0)

Document uploaded successfully

Attachment is mandatory . Please attach the documents.

The use of the last 5 characters in field NAME1 is restricted (39 of 40) - [Display Help](#)

RFX Response Number	2511886690	RFX Number	2411900664	Status	Saved	Submission Deadline	30.08.2020 11:00:00 UTC+4	Remaining Time	2 Days 22:28:01
RFX Owner	Natchiappan Manickam	Total Value	12,212.00 AED	RFX Response Version Number	Active Version	RFX Version Number	2		

RFX Information | Items | **Notes and Attachments** | Conditions | Summary | Tracking

Display

Attachments

File Path: Choose File Attachment 7.pdf Attach **Remove** Upload

Attached Files

File Name	Status
Attachment 1.pdf	
Attachment 3 (1).pdf	Uploaded
Attachment 6.pdf	Uploaded

Attached Files

File Name	Status
Attachment 3 (1).pdf	Uploaded
Attachment 6.pdf	Uploaded

Note: A red circle highlights the 'Remove' button in the top right of the Attachments section, and a red arrow points to the selection checkbox of 'Attachment 3 (1).pdf' in the second table.

Response

Edit RFX Response:

Submit | Read Only | Check | Close | Print | Save | Delete | Questions and Answers (0)

! Attachment is mandatory . Please attach the documents.
 ⚠ The use of the last 5 characters in field NAME1 is restricted (39 of 40) - [Display Help](#)

RFX Response Number 2511886690 RFX Number 2411900664 Status Saved Submission Deadline 30.08.2020 11:00:00 UTC+4 Remaining Time 2 Days 22:28:00
 RFX Owner Natchiappan Manickam Total Value 12,212.00 AED RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items **Notes and Attachments**

Document deletion confirmation ×

Are you sure you want to permanently delete the selected document?

Yes No

Display

Attached Files

File Name	Status
Attachment 1.pdf	
Attachment 3 (1).pdf	Uploaded
Attachment 6.pdf	Uploaded

Attach Remove Upload

6 CHANGE PASSWORD

1. Select change password from Vendor eServices
2. Enter current / old password and choose a new password of your choice meeting the password policy

The screenshot shows the DEWA Vendor eServices portal. The left sidebar contains a menu with the following items: SUS Services, Rfx and Auction, Purchase Order Collaboration, View Open Purchase Orders, Display Company Data, **Change Password** (highlighted with a red box), Vendor User Manual, New Vendor Registration, RFX and Quotation submission for Contracts Section, RFX and Quotation submission for Local Purchase Section, and Purchase Order Review and Acknowledgement. The main content area displays a header with the DEWA logo and a search bar. Below the header, there is a navigation bar with tabs for eCustomer, eBusiness, eSociety, eServices, and DEWA. The main content area shows a welcome message for MULTI-TEK INTERNATIONAL and a list of active queries. The 'eRFXs' section is expanded, showing a table of active RFXs. The table has columns for Event Number, Event Description, Event Type, Event Status, End Date, Response Number, Response Status, and Q&A. The first row shows an event with ID 2011300305, description 'TEST RFX', type 'LPS Stock One Env', status 'Published', end date '25.02.2014', response number '2511302053', and status 'Saved'.

The screenshot shows the DEWA Vendor eServices portal with the 'Change Password' form. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Change Password' form with three input fields for 'Current Password', 'New Password', and 'Confirm New Password'. Below the form are 'Submit' and 'Reset' buttons. The 'Password Policy' section lists the following rules:

1. Password should not contain user ID.
2. Password should be at least 8 characters long
3. Password should not contain User's name
4. Password should contain at least one Alphabet(e.g. a,b,...) and one digit(1, 2,...)
5. First character of the password should be a Alphabet(a,b,...)
6. Passwords starting with following strings are not allowed : "123", "dewa", "E00"