

Vendor User Manual

SRM – SUPPLIER RELATIONSHIP MANAGEMENT

Version: 1.0

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1. TUTORIAL OBJECTIVES

The object of this Tutorial is to learn the DEWA SAP Supplier Relationship Management Applications and perform the transactions by the Vendor on their own; this is to endeavour your support towards DEWA's next step into the ERP Up gradation.

1.1. Tutorial Scenario

- Vendor Registration Request (For New Vendors to get registered within DEWA System)
- Log in into DEWA SRM portal
- Go through the Enquiries/Tenders Sent by DEWA (For Registered Vendors Only)
- Online Response/Bids for the DEWA (For Registered Vendors Only)
- Purchase Order Acknowledgment by Vendor (For Registered Vendors Only)
- Advance Shipping Notification for the acknowledged Purchase Order (For Registered Vendors Only)
- Service Entry Creation for the Service Purchase Order (For Registered Vendors Only)
- Log Off from the portal
- URL to connect, <http://www.dewa.gov.ae>

1.2. Technical Settings

- Web Browser supported: Microsoft IE 7.0 & 8.0
- Active Content: JavaScript, cookies, ActiveX controls, pop-ups must be enabled on all browsers
- Recommended Screen Resolution: 1024 by 768 pixels

1.3. Settings for Microsoft Internet Explorer

- In Internet Explorer, go to Tools > Internet Options...
- Click on Security tab, and then click Trusted sites zone.
- Click on Custom Level. Button, Security settings window opens up, maintain following values for below parameters.

1.4.Parameter Values in the Internet Explorer

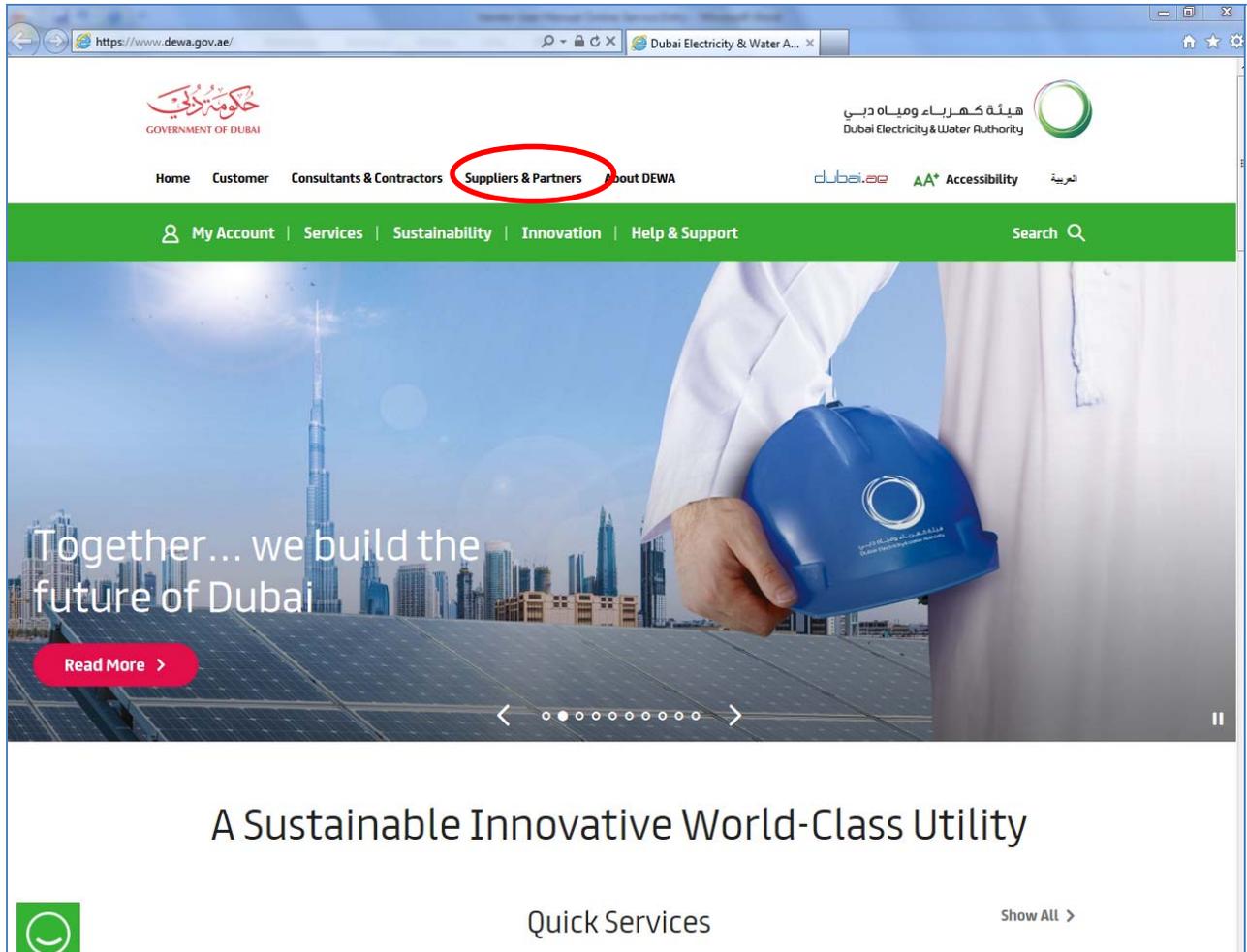
Allow Scriplets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviours	Enable
Download signed ActiveX	Enable
Download unsigned ActiveX	Enable
Initialize and script ActiveX controls not marked as safe	Enable
Run ActiveX controls and plug-in	Enable
Script ActiveX controls marked safe for scripting	Enable
Use Pop-up Blocker	Disable

- After maintaining appropriate values, Click OK button.
- Again Click OK button to confirm and close Security tab.
- You should have a valid User id to access DEWA e-Portal application.
- You should have paid Tender fee, if applicable for the tender.
- You should fulfil any other pre-requisites mentioned in the tender documents of a specific tender.

2. DEWA WEBSITE

Information: You can type the DEWA Website URL in the Internet Explorer as <http://www.dewa.gov.ae>

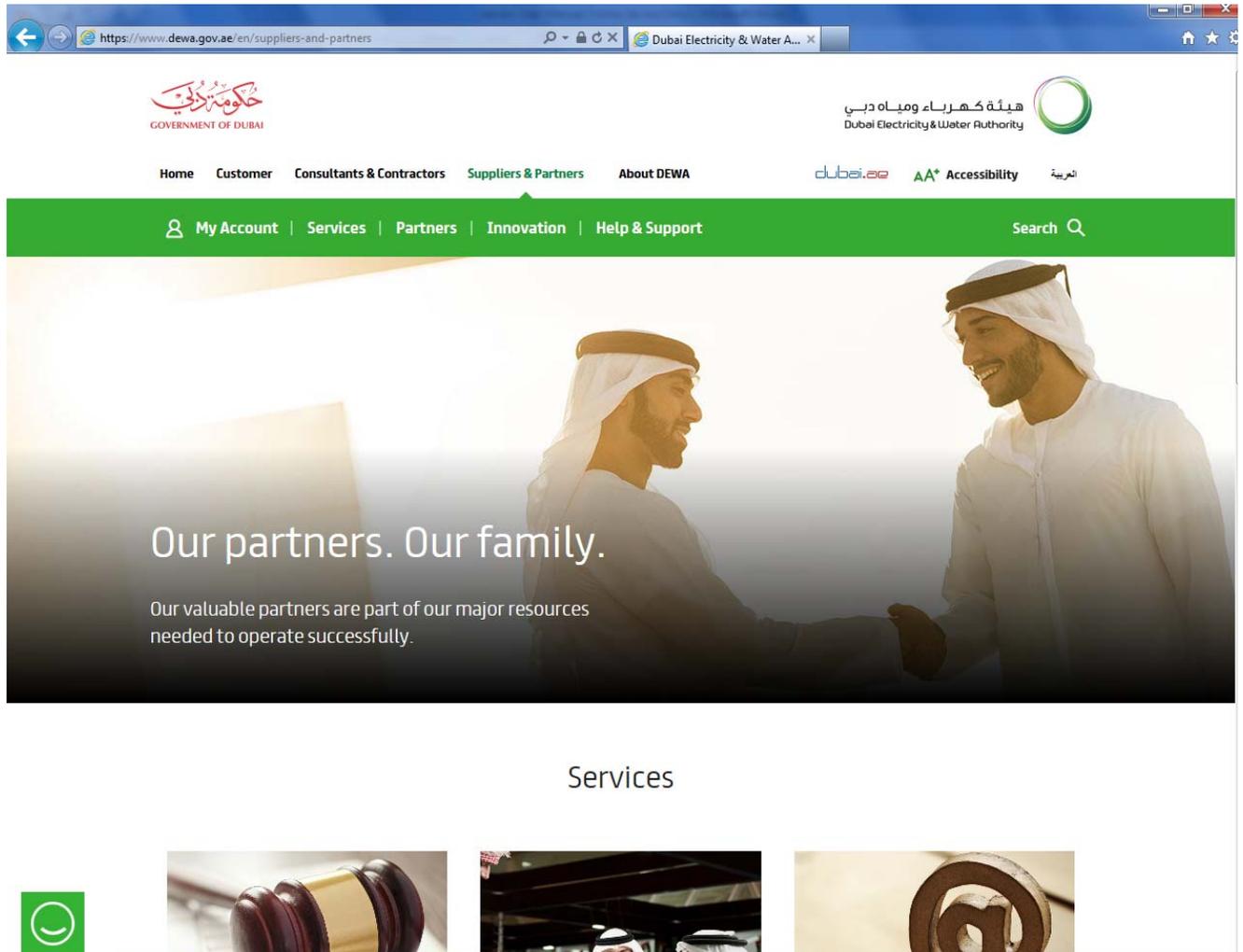
You can save this URL into IE Favourites for future usage, you will get the below web page.



User Action: Select your Language, i.e. Select, "English"

2.1.DEWA Website-Initial Screen

Click on My account to logon to supplier portal



User Action: Select the Supplier Option and you will get the below web page.

If you are new Vendor, click on the Register New Online User option.

Vendor eServices

- Register New Online User
- Forgot Password
- FAQ

Support

- New Vendor Registration
- RFx and Quotation submission for Contracts Section
- RFx and Quotation submission for Local Purchase Section
- Purchase Order Review and Acknowledgement
- Online Service Entry

DEWA Supplier Portal

DEWA has adapted a green procurement approach promoting environment friendly products.

Login to my account

Username

Password

[Login](#) [Clear](#)

[Forgot Password?](#) [Register New Online User](#)

Click here for New Vendor Registration

If you are existing Vendor (Already Registered with DEWA) types your user id and password and log in

Vendor eServices

- Register New Online User
- Forgot Password
- FAQ

Support

- New Vendor Registration
- RFx and Quotation submission for Contracts Section
- RFx and Quotation submission for Local Purchase Section
- Purchase Order Review and Acknowledgement
- Online Service Entry



Login to my account

Username

Password

Enter your User ID & Password and click on "Log On"

Login

Clear

[Forgot Password?](#)

[Register New Online User](#)

3. NEW VENDOR REGISTRATION FORM

Information: Using this Vendor Registration link Vendors can request DEWA to add him as a Vendor

Information: Click either on the menu or the option given below.

Steps involved in the New Vendor Registration are,

1. Submit the New Vendor Registration in DEWA Website
2. DEWA Website will generate the Request Number upon your submission
3. DEWA Procurement Team will validate your submission

4. If your data is validated as okay DEWA Procurement Team will create the Vendor Code for you and you will be notified via E Mail
5. If your data is validated as not okay DEWA Procurement Team will reject your request and this communication will be notified via E Mail
6. In case of successful, you will be provided with DEWA SAP SRM System User ID & Password
7. You will be provided with 4 User IDs, i.e.,
(1) Main Offer (2) Alternative 1 Offer (3) Alternative 2 Offer (4) Alternative 3 Offer
8. Vendor will use the first user id to submit the main offer and second user id to submit the alternative1 offer and so on.
9. Ex: If Vendor Number is 100001 then Main Offer can be submitted using the User id 100001 and Alternative1 can be submitted using the user id 100001_1 and so on.
10. You shall note down your user id and password in a safe place for future transactions with DEWA
11. In case of any technical issues while logging in please send a mail to, srm@dewa.gov.ae



3.1. Vendor Registration for Local Purchase or Contract

Information: DEWA is having two Purchasing Organization

1. Local Purchase
2. Contracts

You can register for Local Purchase or Contracts or both.

In Contracts you have two categories

1. Regular vendor
2. Tender Purchase Vendor

User Action:

- Click on Local Purchase to get registered within DEWA for the Local Purchase transactions
- Click on Contracts to get registered within DEWA for the Local Purchase transactions
- If you want to get registered with both Local Purchase and Contracts, then select both
- If you are registered with Sheikh Mohd Establishment, then select the SME option

3.2. Company DEWA

My Account | Services | Partners | Help & Support
Search

Vendor eServices

Register New Online User

Forgot Password

FAQ

Support

New Vendor Registration

RFX and Quotation submission for Contracts Section

RFX and Quotation submission for Local Purchase Section

Purchase Order Review and Acknowledgement

Online Service Entry

Online Invoice

Vendor Registration

1 Basic Details
 2 Product Agent & Attachments
 3 Registration Status

Continue
Cancel

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor.
 Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase Contracts
 Sheikh Mohd. Bin Rashid Establishment Regular Tender Purchase

Sheikh Mohd. Bin Rashid Establishment

Company Name: * Dubai Electricity & Water Authority
 Vendor Account Group: * ▼
 Reconciliation Account: * ▼

Company Details

Company Name: * <input style="width: 90%;" type="text"/> Address: * <input style="width: 90%;" type="text"/> City: * <input style="width: 90%;" type="text"/> Country: * ▼ Telephone: * <input style="width: 90%;" type="text"/> (#####-##### e.g. 00971-41234567):	Sponsor Name: * <input style="width: 90%;" type="text"/> PO Box No: <input style="width: 90%;" type="text"/> Postal Code: <input style="width: 90%;" type="text"/> Fax: * <input style="width: 90%;" type="text"/> (#####-##### e.g. 00971-41234567): Email Address 2: <input style="width: 90%;" type="text"/> Web URL: <input style="width: 90%;" type="text"/>
---	---

User Action: Select the Company name as Dubai Electricity and Water Authority.

3.3. Vendor Account Group

Information: Vendor Account Groups are

1. Local vendor - within UAE
2. Foreign vendor - outside UAE

Vendor Registration

1 Basic Details | 2 Product Agent & Attachments | 3 Registration Status

[Continue](#) [Cancel](#)

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase Contracts
 Sheikh Mohd. Bin Rashid Establishment
 Regular Tender Purchase

Company Name: * Dubai Electricity & Water Authority
 Vendor Account Group: * Local Vendor
 Reconciliation Account: * Foreign Vendors

Company Details

Company Name: *
 Address: *
 City: *
 Country: *
 Telephone: * (##### e.g. 00971-41234567)

Sponsor Name: *
 PO Box No:
 Postal Code:
 Fax: * (##### e.g. 00971-41234567)
 Email Address 2:
 Web URL:

User Action: Select the Vendor Account Group according to your nature, i.e.

If you are Local Vendor within UAE, Select the Local Vendor Option

If you are Foreign Vendor outside UAE, Select the Foreign Vendor Option

3.4.Reconciliation Account

Information: Reconciliation Accounts are

1. Local Suppliers - within UAE
2. Foreign Suppliers - outside UAE

My Account | Services | Partners | Help & Support
Search

Vendor eServices

Register New Online User

Forgot Password

FAQ

Support

New Vendor Registration

RFX and Quotation submission for Contracts Section

RFX and Quotation submission for Local Purchase Section

Purchase Order Review and Acknowledgement

Online Service Entry

Online Invoice

Vendor Registration

1 Basic Details
 2 Product Agent & Attachments
 3 Registration Status

Continue
Cancel

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase

Contracts
 Regular Tender Purchase

Sheikh Mohd. Bin Rashid Establishment

Company Name: * Dubai Electricity & Water Authority

Vendor Account Group: * Local Vendor

Reconciliation Account: * Local Suppliers

Company Details

Company Name: *

Address: *

City: *

Country: *

Telephone: *

(##### e.g. 00971-41234567):

Sponsor Name: *

PO Box No:

Postal Code:

Fax: *

(##### e.g. 00971-41234567):

Email Address 2:

Web URL:

User Action: Select the Reconciliation Account according the previous selection you made.

3.5.Your Company Name

My Account | Services | Partners | Help & Support
Search

Vendor eServices

Register New Online User

Forgot Password

FAQ

Support

New Vendor Registration

RFX and Quotation submission for Contracts Section

RFX and Quotation submission for Local Purchase Section

Purchase Order Review and Acknowledgement

Online Service Entry

Online Invoice

Vendor Registration

1 2 3

Continue
Cancel

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase
 Contracts

Sheikh Mohd. Bin Rashid Establishment
 Regular
 Tender Purchase

Company Name: *

Vendor Account Group: *

Reconciliation Account: *

Company Details

Company Name: *

Address: *

City: *

Country: *

Telephone: *

(##### e.g. 00971-41234567):

Sponsor Name: *

PO Box No:

Postal Code:

Fax: *

(##### e.g. 00971-41234567):

Email Address 2:

Web URL:

User Action: Enter your Company Name

3.7. Enter the Address

My Account | Services | Partners | Help & Support
Search

New Vendor Registration

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase
 Contracts
 Regular
 Tender Purchase

Sheikh Mohd. Bin Rashid Establishment

Company Name: *
 Vendor Account Group: *
 Reconciliation Account: *

Company Details

Company Name: *
 Address: *
 City:
 Country: *
 Telephone: *
 (##### e.g. 00971-41234567):

Sponsor Name: *
 PO Box No:
 Postal Code:
 Fax: *
 Email Address 2:
 Web URL:

Email Address 1: *
 Activity: *
 Category 1: *
 Category 3:
 Category 5:

VAT Details

VAT Registration No: Region:
 Turnover Amount(AED):

Trade Licence/VAT Details

User Action: Enter the Address

3.8. Enter the City

My Account | Services | Partners | Help & Support
Search

New Vendor Registration

RFX and Quotation submission for Contracts Section

RFX and Quotation submission for Local Purchase Section

Purchase Order Review and Acknowledgement

Online Service Entry

Online Invoice

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor.
Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase
 Contracts
 Regular Tender Purchase

Sheikh Mohd. Bin Rashid Establishment

Company Name: *
 Vendor Account Group: *
 Reconciliation Account: *

Company Details

Company Name: *
 Address: *
City: *
 Country: *
 Telephone: *
 Email Address 1: *
 Activity: *
 Category 1: *
 Category 3:
 Category 5:

Sponsor Name: *
 PO Box No:
 Postal Code:
 Fax: *
 Email Address 2:
 Web URL:

Category 2:
 Category 4:
 Category 6:

VAT Details

VAT Registration No: Region:
 Turnover Amount(AED):

Trade Licence/VAT Details

User Action: Enter the City

3.9. Select the Country

My Account | Services | Partners | Help & Support
Search

New Vendor Registration

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase
 Contracts
 Regular
 Tender Purchase

Sheikh Mohd. Bin Rashid Establishment

Company Name: *
 Vendor Account Group: *
 Reconciliation Account: *

Company Details

Company Name: *
 Address: *
 City: *
 Country: *
 Telephone: *
 Email Address 1: *
 Activity: *
 Category 1: *
 Category 3:
 Category 5:

Sponsor Name: *
 PO Box No:
 Postal Code:
 Fax: *
 Email Address 2:
 Web URL:

Category 2:
 Category 4:
 Category 6:

VAT Details

VAT Registration No: Region:
 Turnover Amount(AED):

Trade Licence/VAT Details

User Action: Select the Country

3.10. Enter the Telephone Number

My Account | Services | Partners | Help & Support
Search

New Vendor Registration

RFX and Quotation submission for Contracts Section

RFX and Quotation submission for Local Purchase Section

Purchase Order Review and Acknowledgement

Online Service Entry

Online Invoice

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase
 Contracts
 Regular Tender Purchase

Sheikh Mohd. Bin Rashid Establishment

Company Name: *
 Vendor Account Group: *
 Reconciliation Account: *

Company Details

Company Name: * <input type="text" value="ABC Company LLC"/> Address: * <input type="text" value="Bank street, Building 2, floor Y"/> City: * <input type="text" value="Dubai"/> Country: * <input type="text" value="USA"/> Telephone: * <input type="text" value="00971 41234567"/> Email Address 1: * <input type="text"/>	Sponsor Name: * <input type="text" value="Sponsor full name"/> PO Box No: <input type="text"/> Postal Code: <input type="text"/> Fax: * <input type="text"/> Email Address 2: <input type="text"/> Web URL: <input type="text"/>
--	---

Activity: *
 Category 1: *
 Category 3:
 Category 5:

VAT Details

VAT Registration No: Region:

Turnover Amount(AED):

Trade License/VAT Details

User Action: Enter the Telephone Number

3.11. Enter the Email Address

My Account | Services | Partners | Help & Support
Search

New Vendor Registration

Rfx and Quotation submission for Contracts Section

Rfx and Quotation submission for Local Purchase Section

Purchase Order Review and Acknowledgement

Online Service Entry

Online Invoice

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase
 Contracts
 Regular Tender Purchase

Sheikh Mohd. Bin Rashid Establishment

Company Name: *
 Vendor Account Group: *
 Reconciliation Account: *

Company Details

Company Name: *
 Address: *
 City: *
 Country: *
 Telephone: * (##### e.g. 00971-41234567)

Sponsor Name: *
 PO Box No:
 Postal Code:
 Fax: * (##### e.g. 00971-41234567)

Email Address 1: *
 Activity: *

Category 1: *
 Category 3:
 Category 5:

Email Address 2:
 Web URL:

Category 2:
 Category 4:
 Category 6:

VAT Details

VAT Registration No: Region:
 Turnover Amount(AED):

Trade Licence/VAT Details

User Action: Enter the Email Address

3.12. Business Activity Selection

Information: Activities:

1. Supply of Materials
2. Services
3. Consulting
4. EPC Contracting
5. Small TurnKey
6. Supply and Services

Search

[My Account](#) | [Services](#) | [Partners](#) | [Help & Support](#)

New Vendor Registration

RFX and Quotation submission for Contracts Section

RFX and Quotation submission for Local Purchase Section

Purchase Order Review and Acknowledgement

Online Service Entry

Online Invoice

Fields marked with * are mandatory.

In order to participate in DEWA Open and Selected Tenders and Selected Local Purchase Enquiries online, you need to be registered through Vendor Registration application as Supplier or Service Provider or Contractor. Instead of normal Registration for further participation if you want to participate in current open tender floated by contracts please check out Contracts box then Tender Purchase box, Otherwise check Regular.

Local Purchase
 Contracts

 Sheikh Mohd. Bin Rashid Establishment
 Regular Tender Purchase

Company Name: *

 Vendor Account Group: *

 Reconciliation Account: *

Company Details

Company Name: * <input type="text" value="ABC Company LLC"/> Address: * <input type="text" value="Bank street, Building Z, floor Y"/> City: * <input type="text" value="Dubai"/> Country: * <input type="text" value="USA"/> Telephone: * <input type="text" value="00971 41234567"/> Email Address 1: * <input type="text" value="username@Companydomain.ae"/> Activity: * <input type="text" value="Supply of Materials"/> Category 1: * <input type="text" value="Supply of Materials"/> Category 3: <input type="text" value="Consulting"/> Category 5: <input type="text" value="EPC Contracting"/> Small Turnkey Supply and Services	Sponsor Name: * <input type="text" value="Sponsor full name"/> PO Box No: <input type="text"/> Postal Code: <input type="text"/> Fax: * <input type="text"/> Email Address 2: <input type="text"/> Web URL: <input type="text"/> Category 2: <input type="text"/> Category 4: <input type="text"/> Category 6: <input type="text"/>
---	---

VAT Details

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

User Action: Select the appropriate activity for which you want to do the business with DEWA

3.13. Product Category Selection

The screenshot shows a web application interface for vendor registration. A modal window titled "All Values: Category 1" is open, displaying a list of product categories. The background form includes fields for "Company Name" (set to "Dubai Electricity & Water Authority"), "Vendor Account Group" (set to "Local Vendor"), "Reconciliation Account" (set to "Local Suppliers"), "City", "Country", "Telephone", "Email Address", "Activity", "Category", "VAT Details", "Trade License", and "Contact Person Details".

Category Type	Ext. Material Group	Descr Ext. Mat
M	Z1701	Food procs machinery
M	Z1702	Textile machine
M	Z1703	Mach leatherindustry
M	Z1704	Machine f. printing
M	Z1705	Machine f. construct
M	Z1706	Machine f. plastic a
M	Z1707	Wood working machine
M	Z1708	Agricultural machine
M	Z1709	Machine f. glass a
M	Z1710	Mach. device for the
M	Z1711	Printing machine in

User Action: Select the Product Category for which you want to do the business with DEWA

3.14. Enter the PO Box No

My Account | Services | Partners | Help & Support
Search

- Purchase Section
- Purchase Order Review and Acknowledgement
- Online Service Entry
- Online Invoice

Sheikh Mohd. Bin Rashid Establishment

Company Name: *

Vendor Account Group: *

Reconciliation Account: *

Sponsor Name: *

PO Box No:

Postal Code:

Fax: *

(##### e.g. 00971-41234567):

Email Address 2:

Web URL:

Company Details

Company Name: *

Address: *

City: *

Country: *

Telephone: *

(##### e.g. 00971-41234567):

Email Address 1: *

Activity: *

Category 1: *

Category 3:

Category 5:

VAT Details

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * Place of Issue: *

License Issue Date: * License Expiry Date: *

Chamber of Comm Reg:

Contact Person Details

Contact 1 First Name: *

Contact 1 Last Name: *

Contact 2 First Name:

Contact 2 Last Name:

User Action: Enter the PO Box No

3.15. Enter the Fax Number

My Account | Services | Partners | Help & Support Search

Purchase Section Sheikh Mohd. Bin Rashid Establishment

Purchase Order Review and Acknowledgement
 Company Name: * Dubai Electricity & Water Authority
 Vendor Account Group: * Local Vendor
 Reconciliation Account: * Local Suppliers

Online Service Entry
 Online Invoice

Company Details

Company Name: * ABC Company LLC
 Address: * Bank street, Building Z, floor Y
 City: * Dubai
 Country: * USA
 Telephone: * 00971 41234567
 (##### e.g. 00971-41234567)
 Email Address 1: * username@Companydomain.ae
 Activity: * Supply of Materials
 Category 1: * Z1703 Mach leatherindustry
 Category 3: *
 Category 5: *

Sponsor Name: * Sponsor full name
 PO Box No: 643
 Postal Code:
 Fax: * 00971 41234567
 (##### e.g. 00971-41234567)
 Email Address 2:
 Web URL:

Category 2:
 Category 4:
 Category 6:

VAT Details

VAT Registration No: Region:
 Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * Place of Issue: *
 License Issue Date: * License Expiry Date: *
 Chamber of Comm Reg: *

Contact Person Details

Contact 1 First Name: * Contact 2 First Name:
 Contact 1 Last Name: * Contact 2 Last Name:

User Action: Enter the Fax Number

3.16. Enter the Trade License Number

My Account | Services | Partners | Help & Support
Search

Country: *

Telephone: * (##### e.g. 00971-41234567)

Email Address 1: *

Activity: *

Category 1: *

Category 3:

Category 5:

Email Address 2:

Web URL:

Category 2:

Category 4:

Category 6:

VAT Details

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * 54344

License Issue Date: *

Chamber of Comm Reg:

Place of Issue: *

License Expiry Date: *

Contact Person Details

Contact 1 First Name: *

Contact 1 Last Name: *

Contact 1 Position: *

Address:

City:

Country: *

PO Box No:

Postal Code:

Region:

Contact 1 Telephone: * (##### e.g. 00971-41234567)

Contact 2 First Name:

Contact 2 Last Name:

Contact 2 Position:

Address:

City:

Country:

PO Box No:

Postal Code:

Region:

Contact 2 Telephone: (##### e.g. 00971-41234567)

User Action: Enter the Trade License Number

3.17. Place of Issue - Trade License

My Account | Services | Partners | Help & Support Search

Country: * USA
 Telephone: * 00971 41234567
 Email Address 1: * username@Companydomain.ae
 Activity: * Supply of Materials
 Category 1: * Z1703 Mach leatherindustry
 Category 3: *
 Category 5: *
 Email Address 2: * (##### e.g. 00971-41234567):
 Web URL: *
 Category 2: *
 Category 4: *
 Category 6: *
 VAT Details
 VAT Registration No: * Region: *
 Turnover Amount(AED): *
 Trade Licence/VAT Details
 Trade License No: * 54344
 License Issue Date: *
 Chamber of Comm Reg: *
 Place of Issue: *
 License Expiry Date: *
 Contact Person Details
 Contact 1 First Name: *
 Contact 1 Last Name: *
 Contact 1 Position: *
 Address: *
 City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 1 Telephone: * (##### e.g. 00971-41234567):
 Ras Al Khaiman
 Fujairah
 Um Al Quaiwan
 Contact 2 Position: *
 Address: *
 City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 2 Telephone: * (##### e.g. 00971-41234567):

User Action: Select the Place of Issue for the Trade License

3.18. Select the Trade License Issue Date

My Account | Services | Partners | Help & Support Search

Country: * USA
 Telephone: * 00971 41234567
 Email Address 1: * username@Companydomain.ae
 Activity: * Supply of Materials
 Category 1: * Z1703 Mach leatherindustry
 Category 3: *
 Category 5: *

Place of Issue: *
 License Expiry Date: *

Trade License/VAT Details

Trade License No: * 54344
 License Issue Date: * 06.07.2017
 Chamber of Comm Reg: *
 Contact Person Details

Mo	Tu	We	Th	Fr	Sa	Su
26	28	27	28	29	30	1 2
27	3	4	5	6	7	8 9
28	10	11	12	13	14	15 16
29	17	18	19	20	21	22 23
30	24	25	26	27	28	29 30
31	31	1	2	3	4	5 6

Contact 1 First Name: *
 Contact 1 Last Name: *
 Contact 1 Position: *
 Address: *
 City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 1 Telephone: * (##### e.g. 00971-41234567)

Contact 2 First Name: *
 Contact 2 Last Name: *
 Contact 2 Position: *
 Address: *
 City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 2 Telephone: * (##### e.g. 00971-41234567)

User Action: Select the Trade License Issue Date

3.19. Select the Trade License Expiry Date

My Account | Services | Partners | Help & Support Search

Country: * USA
 Telephone: * 00971 41234567
 Email Address 1: * username@Companydomain.ae
 Activity: * Supply of Materials
 Category 1: * Z1703 Mach leatherindustry
 Category 3: *
 Category 5: *

VAT Details
 VAT Registration No: Region:
 Turnover Amount(AED):

Trade Licence/VAT Details
 Trade License No: * 54344
 License Issue Date: * 06.07.2017
 Chamber of Comm Reg:
 Place of Issue: *
 License Expiry Date: *

Contact Person Details
 Contact 1 First Name: *
 Contact 1 Last Name: *
 Contact 1 Position: *
 Address: *
 City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 1 Telephone: * (##### e.g. 00971-41234567)

Category 2: *
 Category 4: *
 Category 6: *

City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 2 Telephone: * (##### e.g. 00971-41234567)

Mo	Tu	We	Th	Fri	Sa	Su
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

User Action: Select the Trade License Expiry Date

3.20. Enter VAT Registration no and details (If applicable)

1. VAT will come into force on 1 January 2018. Any business that is required to be registered for VAT and charge VAT from 1 January 2018 must be registered prior to that date.
2. Does your business exceed a turnover of AED 375,000? Then you are eligible to register with the Federal Tax Authority and are accountable for filing and paying taxes.
3. For more details please visit website <https://www.mof.gov.ae/En/budget/Pages/VATQuestions.aspx>

My Account | Services | Partners | Help & Support
Search

Activity: * Supply of Materials
 Category 1: * Z1703 Mach leatherindustry
 Category 3: *
 Category 5: *
 Category 2: *
 Category 4: *
 Category 6: *

VAT Details

VAT Registration No: 64534 Region: DXB
 Turnover Amount(AED): 375,001 and above
 Trade Licence/VAT Detail: 0 to 186,999
 187,000 to 375,000
 375,001 and above

Trade License No: * 54344 Place of Issue: * Dubai
 License Issue Date: * 06.07.2017 License Expiry Date: * 05.06.2018
 Chamber of Comm Reg: *

Contact Person Details

Contact 1 First Name: * Contact 1 Last Name: * Contact 1 Position: * Address: * City: * Country: * PO Box No: * Postal Code: * Region: * Contact 1 Telephone: * Contact 1 Mobile No: * Contact 1 Email Address: *	Contact 2 First Name: * Contact 2 Last Name: * Contact 2 Position: * Address: * City: * Country: * PO Box No: * Postal Code: * Region: * Contact 2 Telephone: * Contact 2 Mobile No: * Contact 2 Email Address: *
--	--

User Action: Enter the VAT registration number, region, Turnover amount

3.21. Enter the First Name of the Contact Person

My Account | Services | Partners | Help & Support
Search

Country: *

Telephone: * (##### e.g. 00971-41234567)

Email Address 1: *

Activity: *

Category 1: *

Category 3: *

Category 5: *

Email Address 2: *

Web URL:

Category 2:

Category 4:

Category 6:

VAT Details

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * Place of Issue: *

License Issue Date: * License Expiry Date: *

Chamber of Comm Reg:

Contact Person Details

Contact 1 First Name: *

Contact 1 Last Name: *

Contact 1 Position: *

Address:

City:

Country: *

PO Box No:

Postal Code:

Region:

Contact 1 Telephone: * (##### e.g. 00971-41234567)

Contact 2 First Name:

Contact 2 Last Name:

Contact 2 Position:

Address:

City:

Country:

PO Box No:

Postal Code:

Region:

Contact 2 Telephone: (##### e.g. 00971-41234567)

User Action: Enter the First Name of the Contact Person in your company

3.22. Enter the Last Name of the Contact Person

My Account | Services | Partners | Help & Support
Search

Country: * USA

Telephone: * 00971 41234567
(##### e.g. 00971-41234567):

Email Address 1: * username@Companydomain.ae

Activity: * Supply of Materials

Category 1: * Z1703 Mach leatherindustry

Category 3:

Category 5:

Email Address 2: (##### e.g. 00971-41234567):

Web URL:

Category 2:

Category 4:

Category 6:

VAT Details

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * 54344 Place of Issue: *

License Issue Date: * 06.07.2017 License Expiry Date: * 05.06.2018

Chamber of Comm Reg:

Contact Person Details

Contact 1 First Name: *

Contact 1 Last Name: *

Contact 1 Position: *

Address:

City:

Country: *

PO Box No:

Postal Code:

Region:

Contact 1 Telephone: * (##### e.g. 00971-41234567):

Contact 2 First Name:

Contact 2 Last Name:

Contact 2 Position:

Address:

City:

Country: *

PO Box No:

Postal Code:

Region:

Contact 2 Telephone: (##### e.g. 00971-41234567):

User Action: Enter the Last Name of the Contact Person in your company

3.23. Enter the Position of the Contact Person

My Account | Services | Partners | Help & Support Search

Country: * USA
 Telephone: * 00971 41234567
 Email Address 1: * username@Companydomain.ae
 Activity: * Supply of Materials
 Category 1: * Z1703 Mach leatherindustry
 Category 3: *
 Category 5: *

VAT Details
 VAT Registration No: Region:
 Turnover Amount(AED):

Trade Licence/VAT Details
 Trade License No: * 54344 Place of Issue: *
 License Issue Date: * 06.07.2017 License Expiry Date: * 05.06.2018
 Chamber of Comm Reg: *

Contact Person Details

Contact 1 First Name: *
 Contact 1 Last Name: *
 Contact 1 Position: *
 Address: *
 City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 1 Telephone: * (##### e.g. 00971-41234567)

Contact 2 First Name: *
 Contact 2 Last Name: *
 Contact 2 Position: *
 Address: *
 City: *
 Country: *
 PO Box No: *
 Postal Code: *
 Region: *
 Contact 2 Telephone: * (##### e.g. 00971-41234567)

Contact 1 Position dropdown menu:

- Director
- Project Manager
- Regional Manager
- Business Head
- Director
- Corporate Sales Mana
- Retail Sales Executi
- Business Consultant
- Sales Administrator
- Others

User Action: Enter the Position of the Contact Person in your company

3.24. Select the Country

My Account | Services | Partners | Help & Support Search

Category 1: 21703 Mach Leather Industry
 Category 3:
 Category 5:
 Category 2:
 Category 4:
 Category 6:

VAT Details

VAT Registration No:
 Turnover Amount(AED):
 Region:
 Chamber of Comm Reg:

Trade Licence/VAT Details

Trade License No: 54344
 License Issue Date: 06.07.2017
 Chamber of Comm Reg:
 Place of Issue:
 License Expiry Date: 05.06.2018

Contact Person Details

Contact 1 First Name:
 Contact 1 Last Name:
 Contact 1 Position: Director
 Address:
 City:
 Country:
 PO Box No:
 Postal Code:
 Region:
 Contact 1 Telephone:
 Contact 1 Mobile No:
 Contact 1 Email Address:

Contact 2 First Name:
 Contact 2 Last Name:
 Contact 2 Position:
 Address:
 City:
 Country:
 PO Box No:
 Postal Code:
 Region:
 Contact 2 Telephone:
 Contact 2 Mobile No:
 Contact 2 Email Address:

User Action: Select the Country your company belongs to.

3.25. Enter the PO Box No

My Account | Services | Partners | Help & Support Search

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * Place of Issue: *

License Issue Date: * License Expiry Date: *

Chamber of Comm Reg:

Contact Person Details

Contact 1 First Name: *	<input type="text" value="Contact person first name"/>	Contact 2 First Name:	<input type="text"/>
Contact 1 Last Name: *	<input type="text" value="last name"/>	Contact 2 Last Name:	<input type="text"/>
Contact 1 Position: *	<input type="text" value="Director"/>	Contact 2 Position:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
City:	<input type="text"/>	City:	<input type="text"/>
Country: *	<input type="text" value="Uld Arab Emir"/>	Country:	<input type="text"/>
PO Box No:	<input type="text" value="64"/>	PO Box No:	<input type="text"/>
Postal Code:	<input type="text"/>	Postal Code:	<input type="text"/>
Region:	<input type="text"/>	Region:	<input type="text"/>
Contact 1 Telephone: *	<input type="text"/>	Contact 2 Telephone:	<input type="text"/>
Contact 1 Mobile No: *	<input type="text"/>	Contact 2 Mobile No:	<input type="text"/>
Contact 1 Email Address: *	<input type="text"/>	Contact 2 Email Address:	<input type="text"/>

User Action: Enter the PO Box No

3.26. Enter the Contact Telephone Number

My Account | Services | Partners | Help & Support Search 🔍

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade Licence No: * Place of Issue: *

License Issue Date: * License Expiry Date: *

Chamber of Comm Reg:

Contact Person Details

Contact 1 First Name: * <input type="text"/> Contact 1 Last Name: * <input type="text"/> Contact 1 Position: * <input type="text" value="Director"/> Address: <input type="text"/> City: <input type="text"/> Country: * <input type="text" value="Utd Arab Emir"/> PO Box No: <input type="text" value="643"/> Postal Code: <input type="text"/> Region: <input type="text"/> Contact 1 Telephone: * <input type="text" value="00971"/> <input type="text" value="41234567"/> Contact 1 Mobile No: * <input type="text" value="41234567"/> Contact 1 Email Address: * <input type="text" value="##### @.y: U5U1Z34567;"/>	Contact 2 First Name: <input type="text"/> Contact 2 Last Name: <input type="text"/> Contact 2 Position: <input type="text"/> Address: <input type="text"/> City: <input type="text"/> Country: <input type="text"/> PO Box No: <input type="text"/> Postal Code: <input type="text"/> Region: <input type="text"/> Contact 2 Telephone: <input type="text"/> Contact 2 Mobile No: <input type="text" value="##### e.g. 00971-41234567;"/> Contact 2 Email Address: <input type="text" value="##### e.g. 0501234567;"/>
---	--

"Our country is blessed, and so are we, living on this good land."

User Action: Enter the Contact Telephone Number of your company.

3.27. Enter the Contact Mobile No

My Account | Services | Partners | Help & Support Search

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * 54344 Place of Issue: *

License Issue Date: * 06.07.2017 License Expiry Date: * 05.06.2018

Chamber of Comm Reg:

Contact Person Details

Contact 1 First Name: *	<input type="text"/>	Contact 2 First Name:	<input type="text"/>
Contact 1 Last Name: *	<input type="text"/>	Contact 2 Last Name:	<input type="text"/>
Contact 1 Position: *	<input type="text"/>	Contact 2 Position:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
City:	<input type="text"/>	City:	<input type="text"/>
Country: *	<input type="text"/>	Country:	<input type="text"/>
PO Rnx No:	<input type="text"/>	PO Rnx No:	<input type="text"/>
Postal Code:	<input type="text"/>	Postal Code:	<input type="text"/>
Region:	<input type="text"/>	Region:	<input type="text"/>
Contact 1 Telephone: *	<input type="text"/>	Contact 2 Telephone:	<input type="text"/>
Contact 1 Mobile No: *	<input type="text"/>	Contact 2 Mobile No:	<input type="text"/>
Contact 1 Email Address: *	<input type="text"/>	Contact 2 Email Address:	<input type="text"/>

User Action: Enter the Contact1 Mobile No

We can have 2 contact mobile numbers which can be stored with DEWA System.

3.28. Enter the Email Address of the Contact Person

My Account | Services | Partners | Help & Support
Search

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * Place of Issue: *

License Issue Date: * License Expiry Date: *

Chamber of Comm Reg:

Contact Person Details

<p>Contact 1 First Name: * <input type="text" value="Contact person first name"/></p> <p>Contact 1 Last Name: * <input type="text" value="last name"/></p> <p>Contact 1 Position: * <input type="text" value="Director"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Country: * <input type="text" value="Utd.Arab Emir."/></p> <p>PO Box No: <input type="text" value="643"/></p> <p>Postal Code: <input type="text"/></p> <p>Region: <input type="text"/></p> <p>Contact 1 Telephone: * <input type="text" value="00971 41234567"/></p> <p>Contact 1 Mobile No: * <input type="text" value="0501234567"/></p> <p>Contact 1 Email Address: * <input type="text" value="personid@companydomain.ae"/></p>	<p>Contact 2 First Name: <input type="text"/></p> <p>Contact 2 Last Name: <input type="text"/></p> <p>Contact 2 Position: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>PO Box No: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Region: <input type="text"/></p> <p>Contact 2 Telephone: <input type="text"/></p> <p>Contact 2 Mobile No: <input type="text"/></p> <p>Contact 2 Email Address: <input type="text"/></p>
---	---

"Our country is blessed, and so are we, living on this good land."

User Action: Enter the Email Address of the Contact Person in your company.

3.29. Click Continue Button to proceed next page

My Account | Services | Partners | Help & Support
Search

VAT Registration No: Region:

Turnover Amount(AED):

Trade Licence/VAT Details

Trade License No: * Place of Issue: *

License Issue Date: * License Expiry Date: *

Chamber of Comm Reg:

Contact Person Details

<p>Contact 1 First Name: * <input type="text" value="Contact person first name"/></p> <p>Contact 1 Last Name: * <input type="text" value="last name"/></p> <p>Contact 1 Position: * <input type="text" value="Director"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Country: * <input type="text" value="Utd.Arab.Emir."/></p> <p>PO Box No: <input type="text" value="643"/></p> <p>Postal Code: <input type="text"/></p> <p>Region: <input type="text"/></p> <p>Contact 1 Telephone: * <input type="text" value="00971 41234567"/> (##### e.g. 00971-41234567):</p> <p>Contact 1 Mobile No: * <input type="text" value="0501234567"/> (##### e.g. 0501234567):</p> <p>Contact 1 Email Address: * <input type="text" value="personid@companydomain.ae"/></p>	<p>Contact 2 First Name: <input type="text"/></p> <p>Contact 2 Last Name: <input type="text"/></p> <p>Contact 2 Position: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>PO Box No: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Region: <input type="text"/></p> <p>Contact 2 Telephone: <input type="text"/> (##### e.g. 00971-41234567):</p> <p>Contact 2 Mobile No: <input type="text"/> (##### e.g. 0501234567):</p> <p>Contact 2 Email Address: <input type="text"/></p>
---	---

"Our country is blessed, and so are we, living on this good land."

User Action: Click Continue Button to proceed next page, if you are unsure click the Cancel to exit without saving/proceeding to next page.

3.30. Attach the Supporting Documents

The screenshot shows the 'Attachments' section of the DEWA portal. It features a list of attachment types with a dropdown menu. A file selection dialog is open, showing 'No file chosen'. Three steps are highlighted with red boxes: 1. Selecting an attachment type from the dropdown, 2. Clicking 'Choose File' to select a document, and 3. Clicking 'Attach File' to upload the document.

Attachments

1. Trade Licence
2. Passport Copy of Owner/ Sponsor/ Manager (as Applicable)
3. Certificate of Chamber of Commerce and Industry
4. Product Catalog
5. Agency Registration Certificate (if Applicable)
6. Valid copy of Sheikh Mohd Bin Rashid Establishment for Young Business Leadership Membership (if Applicable)
8. Copy of VAT certificate issued by Federal Tax Authority
Young Business Leadership Membership (if Applicable)
8. Copy of VAT certificate issued by Federal Tax Authority

We need the following Documents for Verification.

- Copy of valid Trade Licence issued by Department of Economic Development - Govt. of Dubai
- Passport Copy of Owner/ Sponcer/ Manager (as Applicable)
- Copy of valid Certificate of Chamber of Commerce and Industry issued by Department of Economic Development - Govt. of Dubai
- Introduction letter stating the list of Products or Services you are dealing with
- Copy of Valid Agency Registration Certificate (if Applicable)
- Copy of valid Sheikh Mohd Bin Rashid Establishment for Young Business Leadership Membership (if Applicable)
- Copy of Value Added Tax certificate issued by Department of Federal Tax Authority (If Applicable)

You can either upload the documents now or send them to DEWA through other means (Fax on 04-324-8428, Post etc.)

User Action:

You have to attach certain mandatory documents as part of the Vendor Registration Process, steps are:

1. Select the attachment type before attaching the documents
2. Pick the file from your computer
3. Click Attach Button to attach the selected document
4. Be sure about the file type, no .exe and virus files are allowed

The above 4 steps to be repeated for each document type.

The below attachments are to be provided to get registered with DEWA, failed which your application may get rejected.

- Trade License - Mandatory
- Passport Copy of Owner/Sponsor/Manager - Mandatory
- Certificate of Chamber of Commerce and Industry - Optional
- Product Catalogue - Optional
- Agency Registration Certificate - Optional
- SME Registration Copy – Optional
- VAT Certificate issued by Federal Tax Authority

3.31. Browse the file to attach the Trade License copy

The screenshot shows the DEWA portal interface. At the top, there is a navigation bar with 'My Account', 'Services', 'Partners', and 'Help & Support'. Below this, there is a sidebar with various service options. The main content area is titled 'Manufacturer/ Product Non-Exclusive Agent/ Distributor Details' and contains a table with columns for Name, Address, Product/ Brand, and Stock Held. Below the table is the 'Attachments' section, which includes a list of documents to be uploaded. A dropdown menu is open, showing a list of document types. Red boxes and numbers 1, 2, and 3 highlight the dropdown, the 'Choose File' button, and the 'Attach File' button respectively.

Attachments

Name	Address	Product/ Brand	Stock Held

Attachments

1. Trade Licence	Choose File	No file chosen	Attach File	Delete Attachment
2. Passport Copy of Owner/ Sponsor/ Manager (as Applicable)				
3. Certificate of Chamber of Commerce and Industry				
4. Product Catalog				
5. Agency Registration Certificate (if Applicable)				
6. Valid copy of Sheikh Mohd Bin Rashid Establishment for Young Business Leadership Membership (if Applicable)				
8. Copy of VAT certificate issued by Federal Tax Authority				
Young Business Leadership Membership (if Applicable)				
8. Copy of VAT certificate issued by Federal Tax Authority				

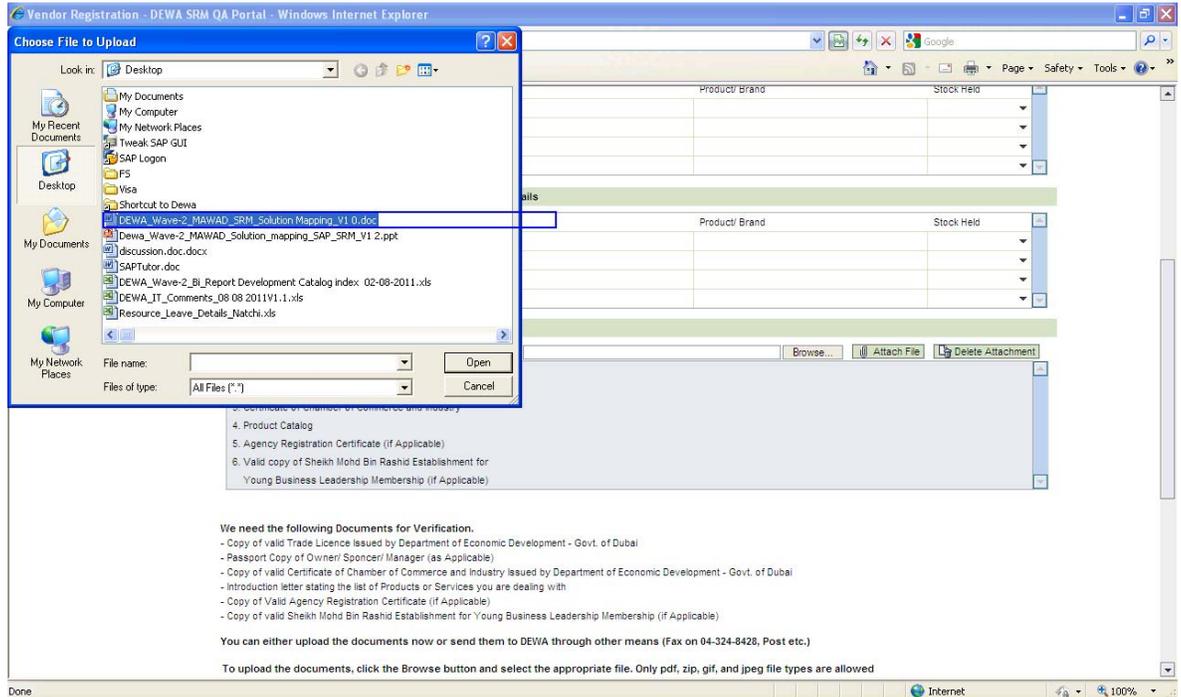
We need the following Documents for Verification.

- Copy of valid Trade Licence Issued by Department of Economic Development - Govt. of Dubai
- Passport Copy of Owner/ Sponcer/ Manager (as Applicable)
- Copy of valid Certificate of Chamber of Commerce and Industry Issued by Department of Economic Development - Govt. of Dubai
- Introduction letter stating the list of Products or Services you are dealing with
- Copy of Valid Agency Registration Certificate (if Applicable)
- Copy of valid Sheikh Mohd Bin Rashid Establishment for Young Business Leadership Membership (if Applicable)
- Copy of Value Added Tax certificate issued by Department of Federal Tax Authority (If Applicable)

You can either upload the documents now or send them to DEWA through other means (Fax on 04-324-8428, Post etc.)

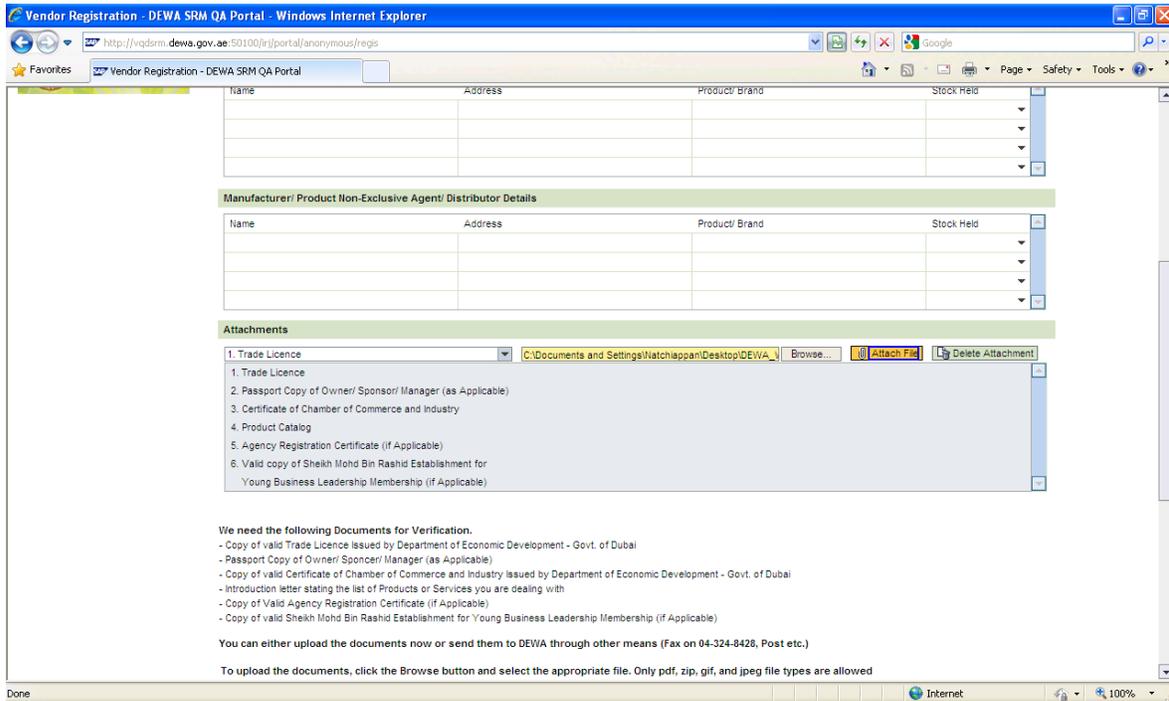
User Action: Browse the file to attach the Trade License copy

3.32. Select the file



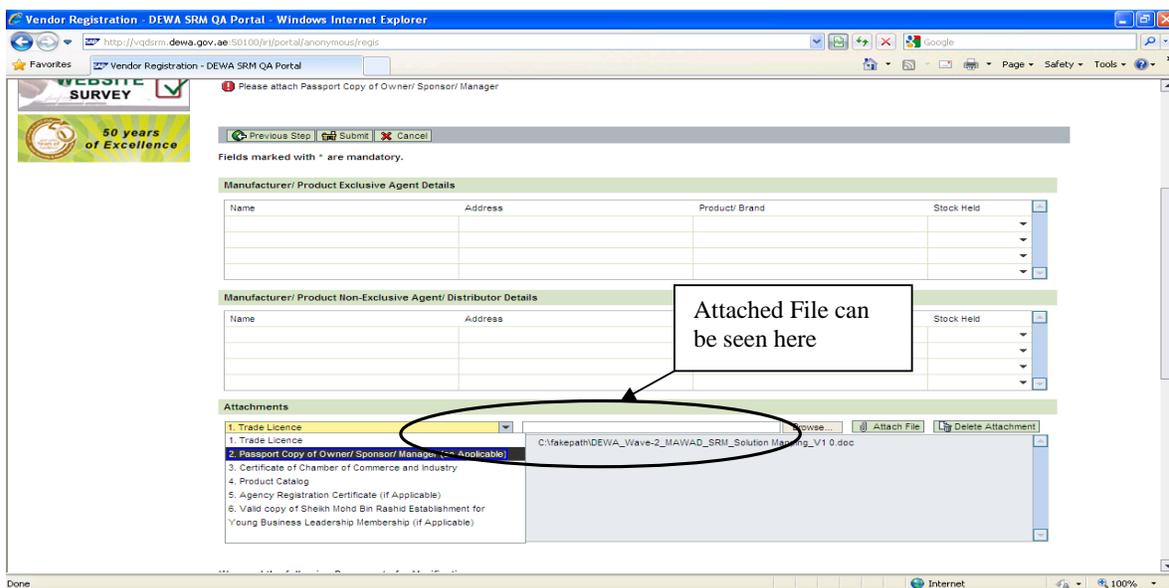
User Action: Select the file from your computer

3.33. Click on Attach Button to attach the selected file

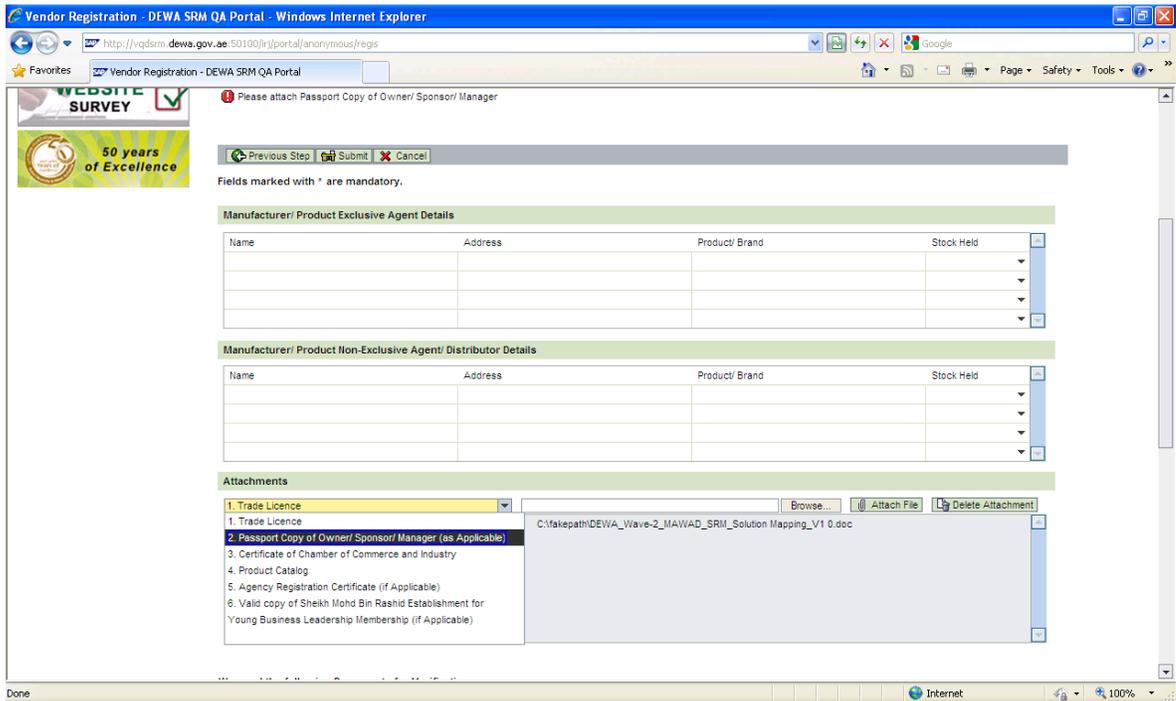


User Action: Click on Attach Button to attach the selected file, upon that you can see your file name

This is attached.

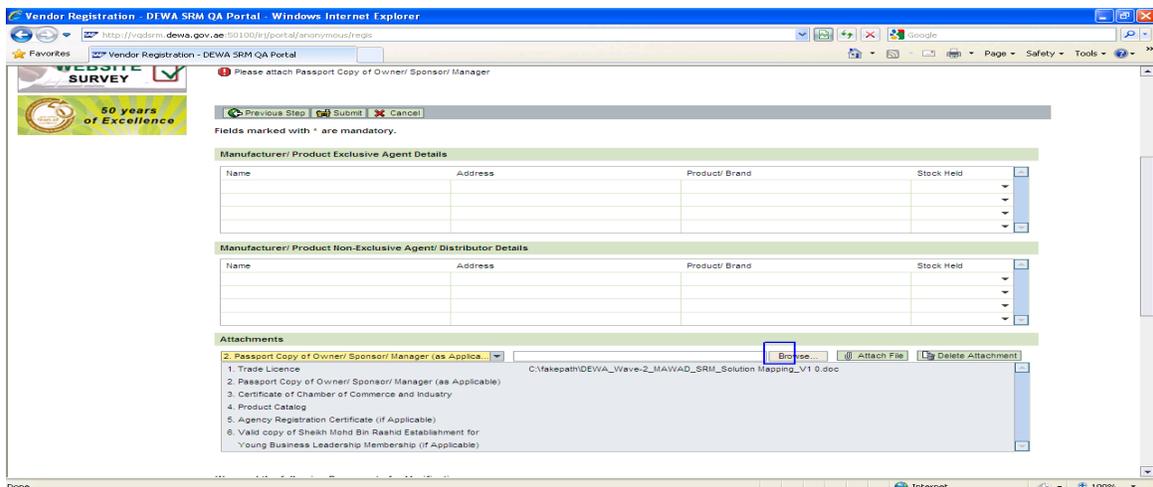


3.34. Select the Attachment Type



User Action: Select the Attachment Type as Passport Copy

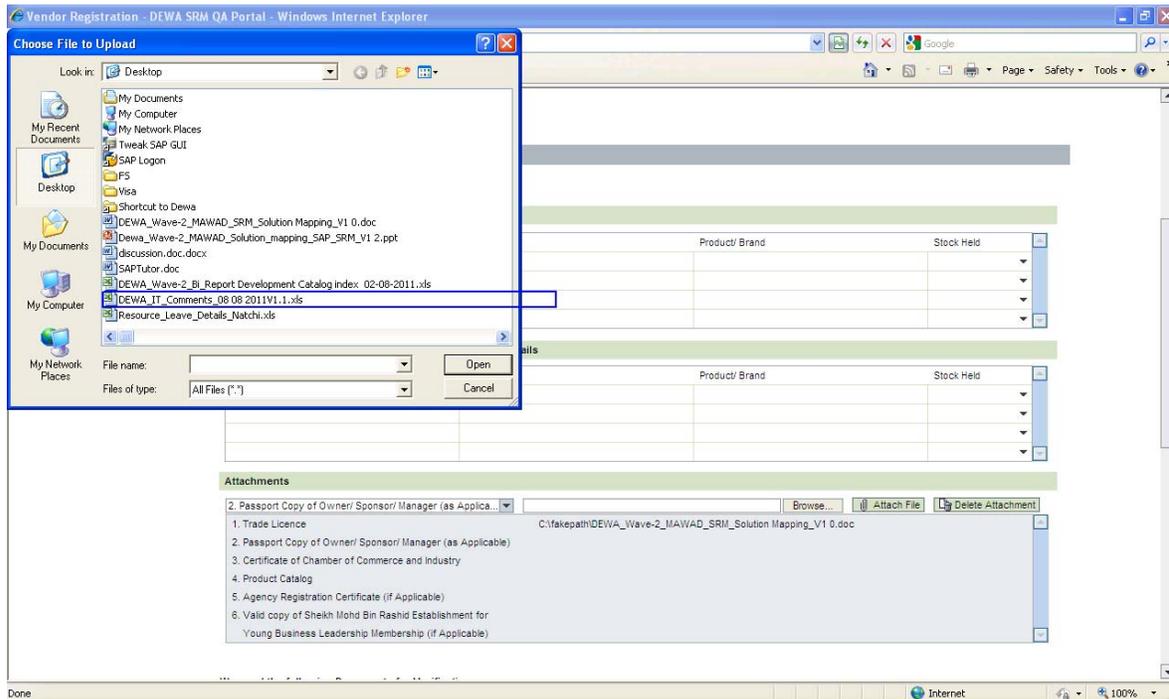
3.35. Attach the Passport Copy of Owner/ Sponsor





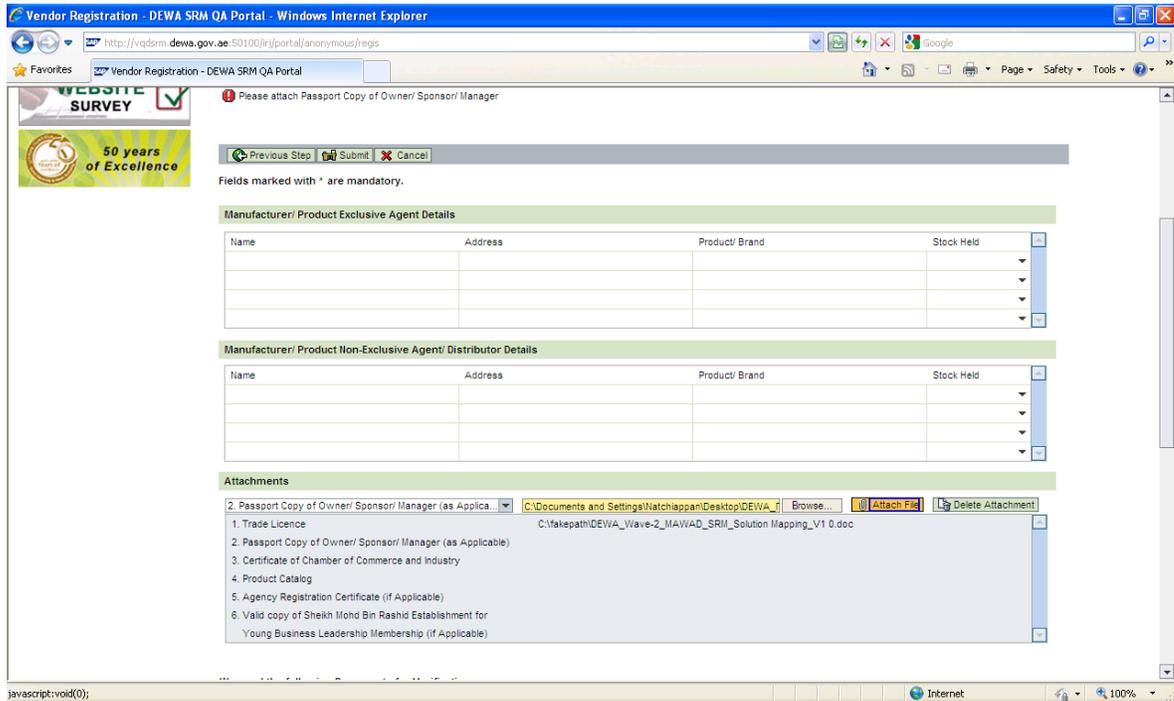
User Action: Browse the file to attach the Passport Copy of Owner/ Sponsor/ Manager.

3.36. Select the file



User Action: Select the file

3.37. Click on Attach Button to attach the selected file



User Action: Click on Attach Button to attach the selected file

3.38. Click for Terms and Conditions

Information: Read the Terms and Conditions and accept the terms and conditions

The screenshot shows a web browser window titled "Vendor Registration - DEWA SRM QA Portal - Windows Internet Explorer". The address bar shows the URL: <http://vqdsrm.dewa.gov.ae:50100/rjportal/anonymous/regs>. The page content includes:

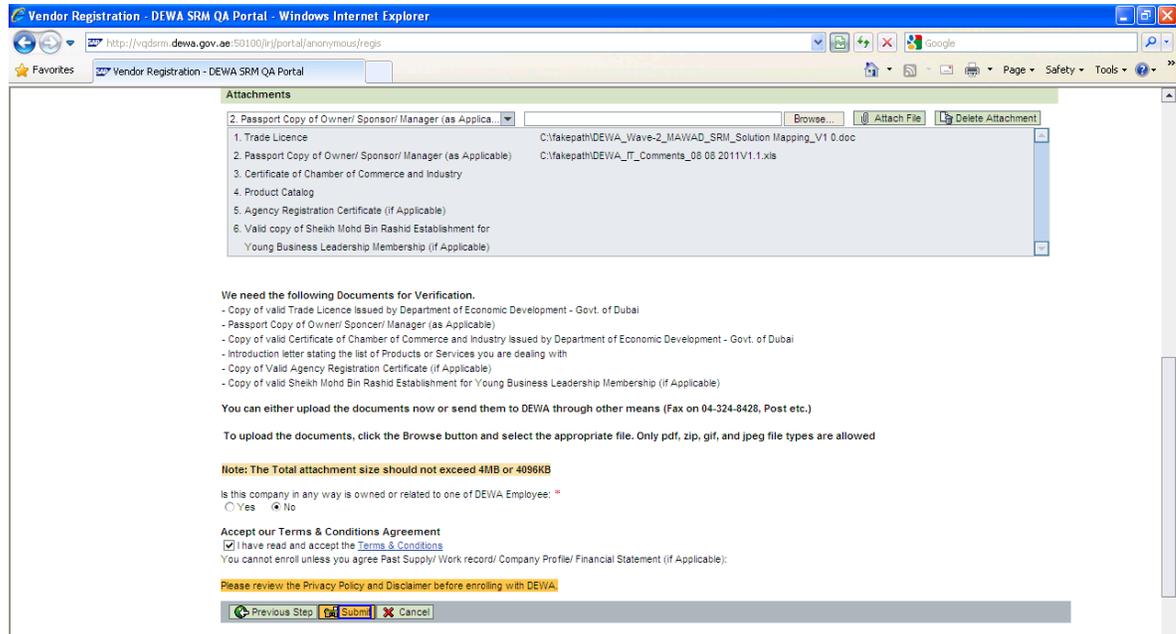
- Attachments:** A table with columns for document name and file path. The first row shows "1. Trade Licence" with a file path of "C:\fakepath\DEWA_Wave-2_MAWAD_SRM_Solution Mapping_V1 0.doc".
- We need the following Documents for Verification:** A list of required documents including Trade Licence, Passport Copy of Owner/ Sponsor/ Manager, Certificate of Chamber of Commerce and Industry, Product Catalog, Agency Registration Certificate, and Valid copy of Sheikh Mohd Bin Rashid Establishment for Young Business Leadership Membership.
- Note:** The Total attachment size should not exceed 4MB or 4096KB.
- Accept our Terms & Conditions Agreement:** A checkbox labeled "I have read and accept the Terms & Conditions" is currently unchecked. Below it, a note states "You cannot enroll unless you agree Past Supply/ Work record/ Company Profile/ Financial Statement (if Applicable)".
- Buttons:** "Previous Step", "Submit", and "Cancel" buttons are visible at the bottom of the form.

User Action: Click where shown to accept terms and conditions

3.39. Vendor Registration Request Submission

Information: Click on Submit Button to submit the Vendor Registration request.

After approval of your Vendor Request you will get a notification to collaborate with DEWA online.



Attachments

2. Passport Copy of Owner/ Sponsor/ Manager (as Applicable)		Browse...	Attach File	Delete Attachment
1. Trade Licence				
2. Passport Copy of Owner/ Sponsor/ Manager (as Applicable)	C:\fakepath\DEWA_Wave-2_MA\WAD_SRM_Solution Mapping_V1 0.doc			
3. Certificate of Chamber of Commerce and Industry	C:\fakepath\DEWA_IT_Comments_08 08 2011\1.1.xls			
4. Product Catalog				
5. Agency Registration Certificate (if Applicable)				
6. Valid copy of Sheikh Mohd Bin Rashid Establishment for Young Business Leadership Membership (if Applicable)				

We need the following Documents for Verification.

- Copy of valid Trade Licence issued by Department of Economic Development - Govt. of Dubai
- Passport Copy of Owner/ Sponsor/ Manager (as Applicable)
- Copy of valid Certificate of Chamber of Commerce and Industry issued by Department of Economic Development - Govt. of Dubai
- Introduction letter stating the list of Products or Services you are dealing with
- Copy of Valid Agency Registration Certificate (if Applicable)
- Copy of valid Sheikh Mohd Bin Rashid Establishment for Young Business Leadership Membership (if Applicable)

You can either upload the documents now or send them to DEWA through other means (Fax on 04-324-8428, Post etc.)

To upload the documents, click the Browse button and select the appropriate file. Only pdf, zip, gif, and jpeg file types are allowed

Note: The Total attachment size should not exceed 4MB or 4096KB

Is this company in any way is owned or related to one of DEWA Employee: *

Yes No

Accept our Terms & Conditions Agreement

I have read and accept the [Terms & Conditions](#)

You cannot enroll unless you agree Past Supply/ Work record/ Company Profile/ Financial Statement (if Applicable):

[Please review the Privacy Policy and Disclaimer before enrolling with DEWA.](#)

User Action: Click on Submit Button to submit the Vendor Registration request

If you are unsure about the submission,

- Click Previous Step if you want to go back to the previous page
- Click Cancel Step if you want to cancel the request

1. Upon submission, you will get the Request Number which will be used for future reference till your registration process completion.
2. Upon the data verification by DEWA Procurement Team, your vendor code will be created in DEWA System in case of successful registration which will be sent to you E Mail
3. You will get notified with the Rejection E Mail in case of data verification failure