

# User Manual

## TOC (Taking Over Certificate) Services

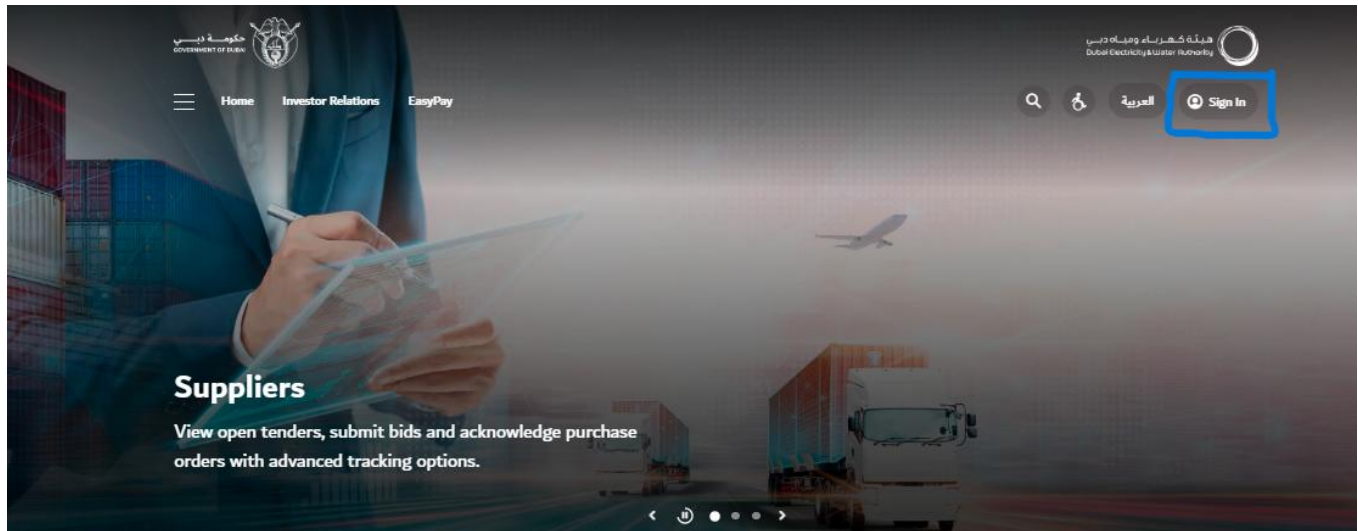
### Suppliers (Consultants)

VERSION 1.0

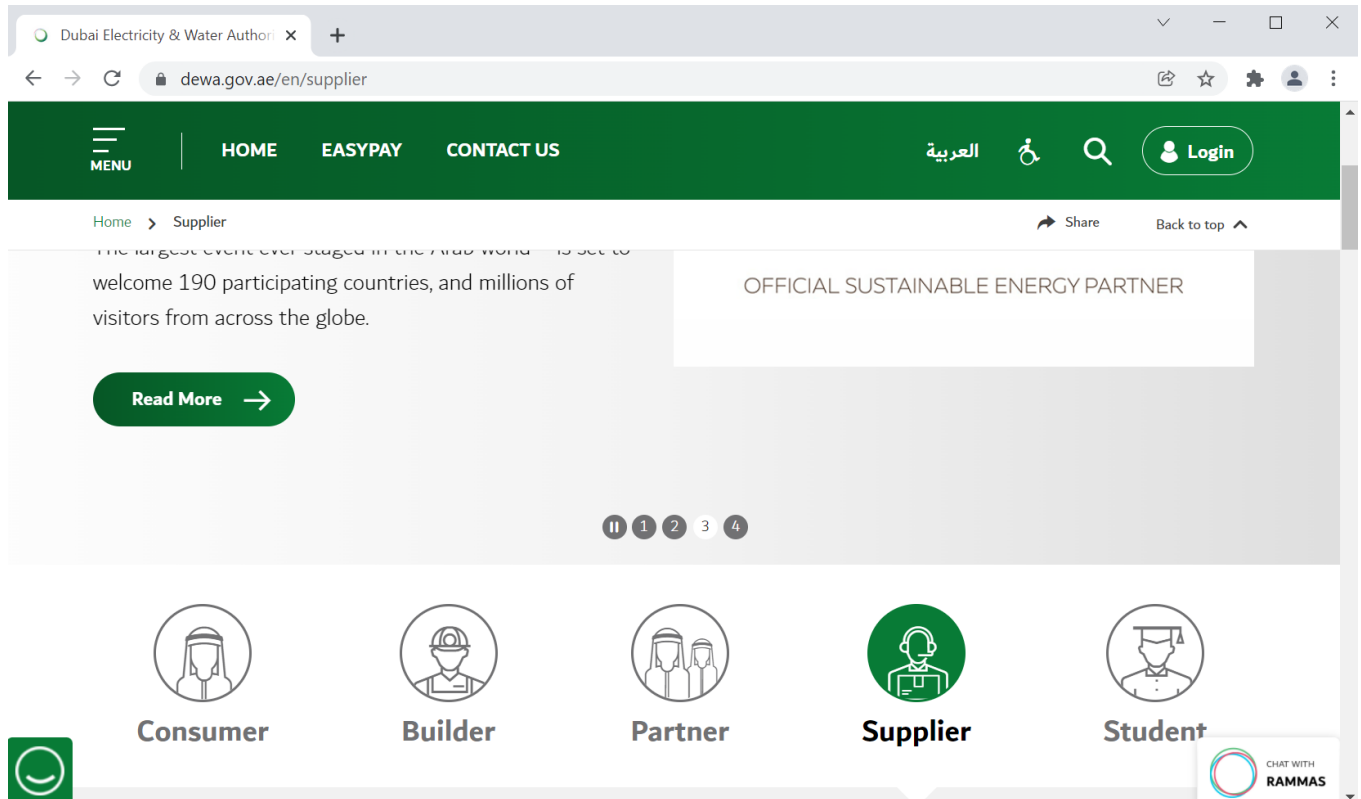
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1. Consultant will receive a notification for approval after TOC document is submitted by the supplier/contractor. Then consultant can login to **DEWA website** <https://www.dewa.gov.ae>



## 1.1. Select “Suppliers”



## 1.2. Supplier login

Lagon to SRM portal with Consultant’s credentials

## Welcome to DEWA

I am a

Consumer

Builder

Supplier

Job Seeker

Government

### Supplier Login

Username

Username



This field is required

Password

Password

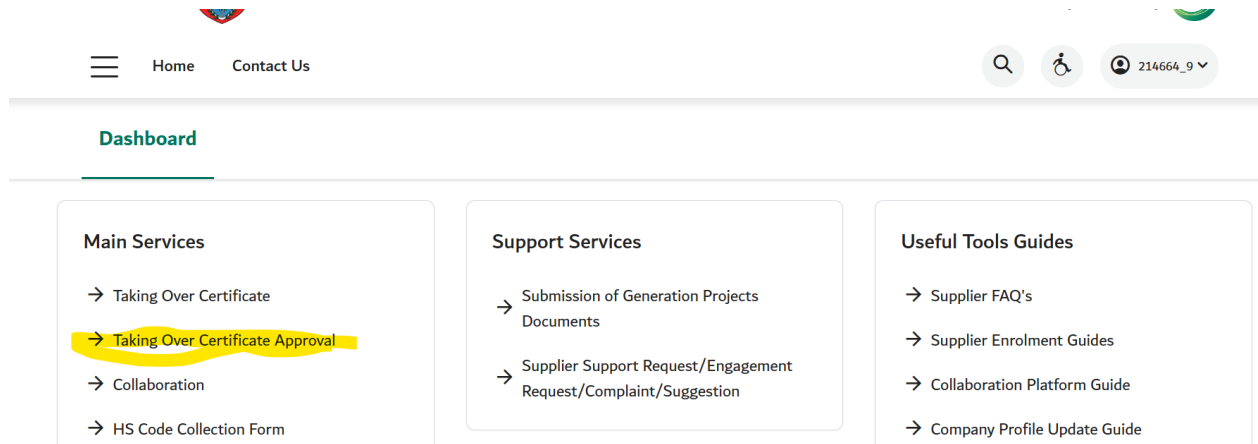
[Forgot Password?](#)

☐

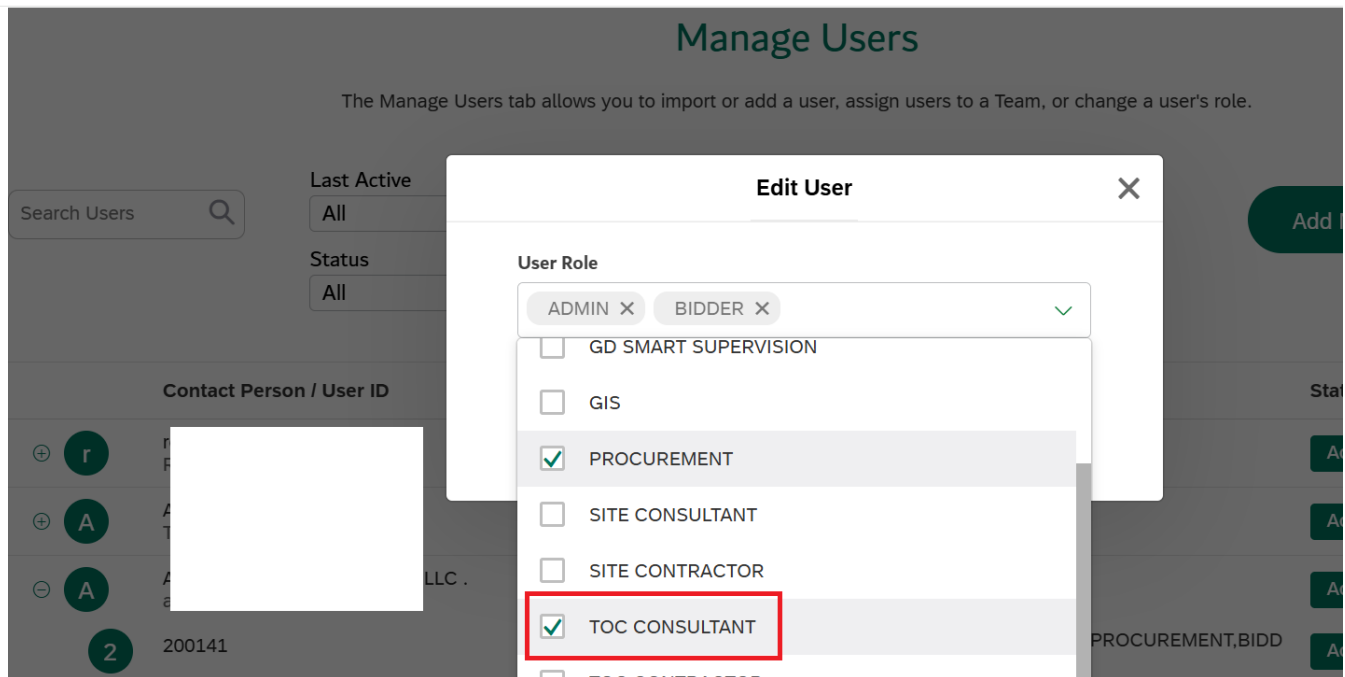
Remember me

### 1.3. Under Main services, Select Taking over Certificate Approval

Select the service Taking over certificate Approval as highlighted in yellow



Add additional role access to the supplier user through managing user service. Only administrator account can add the additional role to the users. TOC certificate approval link will enabled once add the additional "TOC Consultant" role to the supplier user.



The list below will display all the requests number assigned to him along with status in SRM portal

Request No.	Description	Project	WBS	Created Date	TOC Date	TOC Approved Date	SRM Status	DEWA Status
100079	TOC for project	(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extension to Hasyan SS	Nov 27 2025	Oct 31 2025		Pending with Consultant	Pending in SRM

Click on requests no to see the details of TOC request and to approve or reject the request.

## Step 2 – Consultant can view the TOC request as shown in the screenshot below.

Back

Document

Reject Approve

TOC-100079

Overview

PO Items

Attachments

PO Summary

Request No. 100079

Status Pending with Consultant

Summary

Project No. 400kV OHL Extension to Hasyan SS ( N-00257)

Created By RAMESH THIRUMALAI

Currency Value

WBS 400kV OHL Extension to Hasyan SS ( N-00257-3-01)

Created On Nov 27, 2025

AED 18,550.02

Subject TOC for project

Vendor NATIONAL CONTRACTING CO. LTD.

WBS N-00257-3-01

Partial TOC No

PO Items

Expand All

Expand First Level

Collapse All

Download Excel

Column Filter

One can either approve or reject the TOC request by adding supporting documents along with comments. The other fields will be in display mode

Consultant Attachments

Contractor Attachments

Upload your File

Supported file types: PDF,XLSX,XLS (Up to 3 MB)

Khadamatech Oct.xlsx

321.21 KB

Click on upload your file to attached supporting document.

Approve

Click on **Approve** to approve TOC request. Click on Reject to Reject the TOC request

Enter approval or rejection comments

Approve the Document?

The document will be Approved

approve

Yes No

Once the document is approved or rejected , Supplier will receive a notification for consultant approval or Rejection.



Alert

The document 100079 has been Approved

OK