

User Manual

TOC (Taking Over Certificate) Services

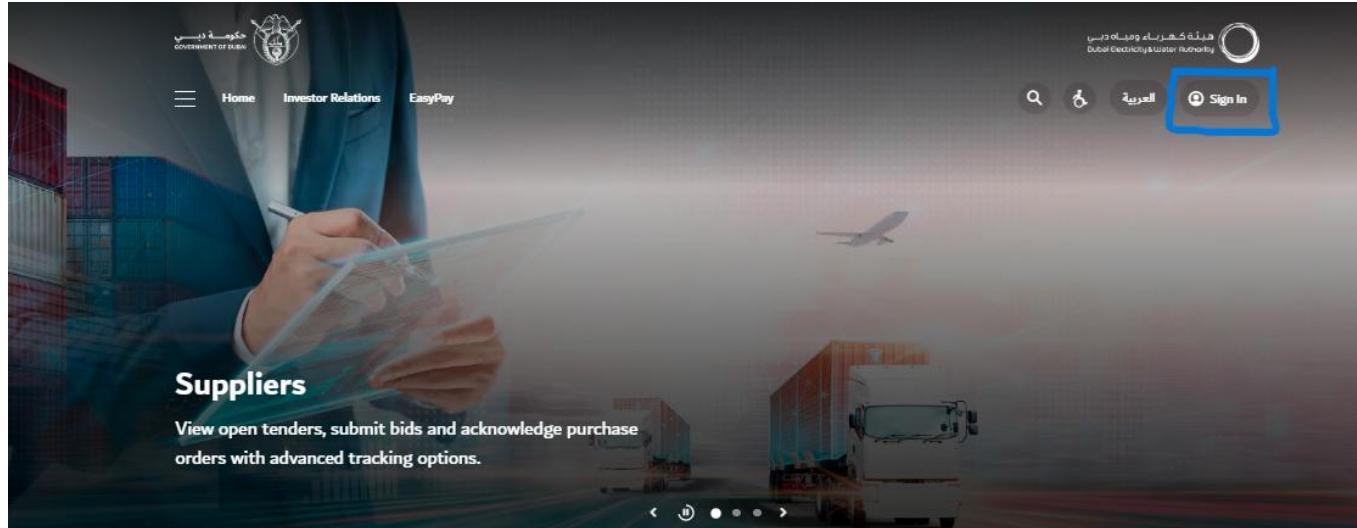
Suppliers (Consultants)

VERSION 1.0

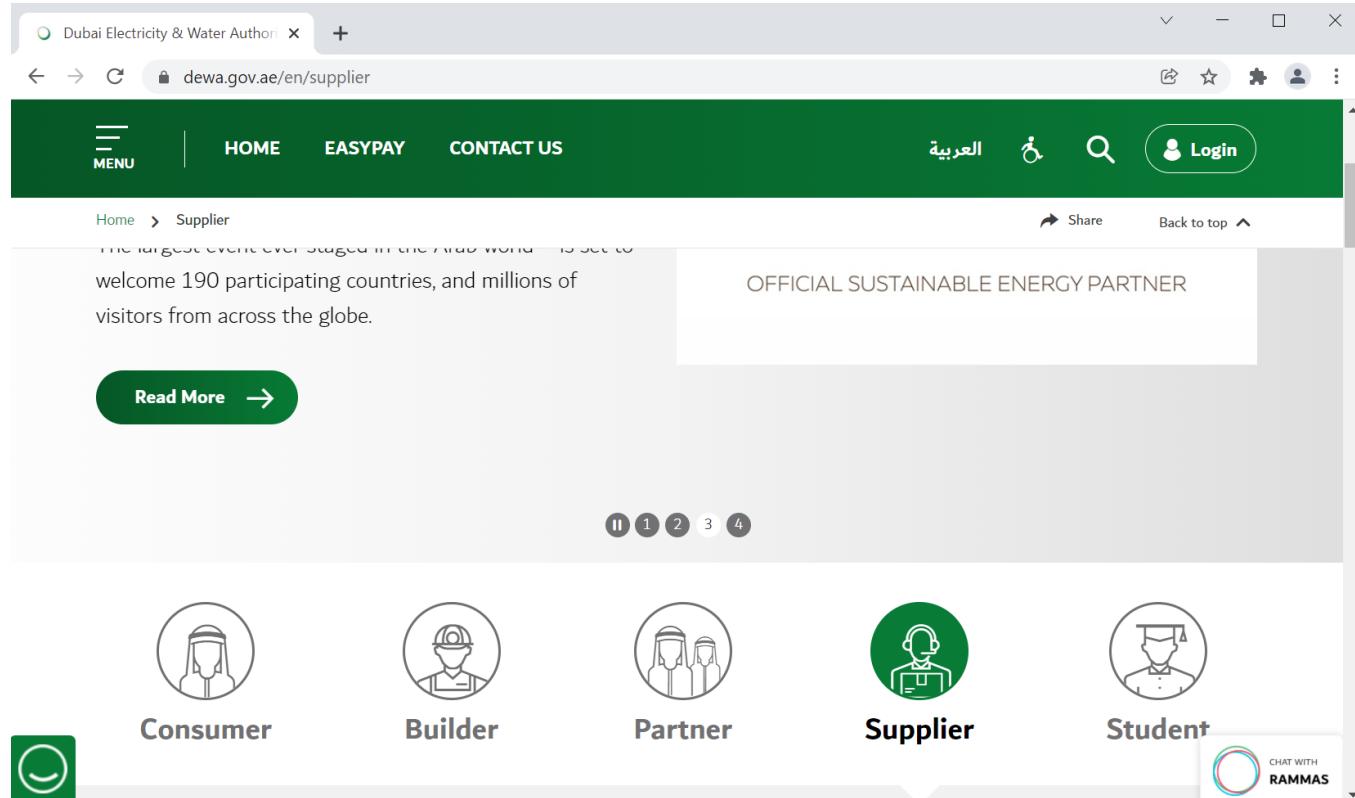
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1. Consultant will receive a notification for approval after TOC document is submitted by the supplier/contractor. Then consultant can login to **DEWA website** <https://www.dewa.gov.ae>



1.1. Select “Suppliers”



The screenshot shows the DEWA website's supplier selection page. At the top, there is a navigation bar with links for HOME, EASYPAY, and CONTACT US. The page features a green header with Arabic and English language options, a search bar, and a login button. Below the header, there is a banner for the World Expo 2020 Dubai, which is described as the largest event ever staged in the Arab World. The banner includes a 'Read More' button and a navigation bar with links 1, 2, 3, and 4. At the bottom of the page, there are five circular icons representing different user roles: Consumer, Builder, Partner, Supplier, and Student. A 'CHAT WITH RAMMAS' button is also present.

1.2. Supplier login

Logon to SRM portal with Consultant's credentials



Welcome to DEWA

I am a

Consumer

Supplier

Job Seeker

Government

Supplier Login

Username

Username

This field is required

Password

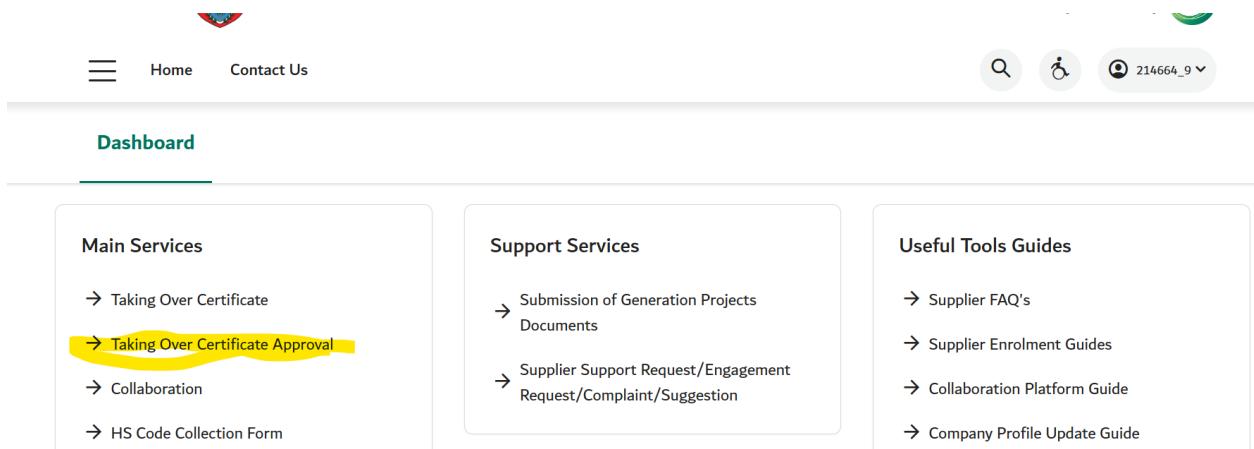
| Password

Forgot Password?



1.3. Under Main services, Select Taking over Certificate Approval

Select the service Taking over certificate Approval as highlighted in yellow



Dashboard

Main Services

- Taking Over Certificate
- Taking Over Certificate Approval
- Collaboration
- HS Code Collection Form

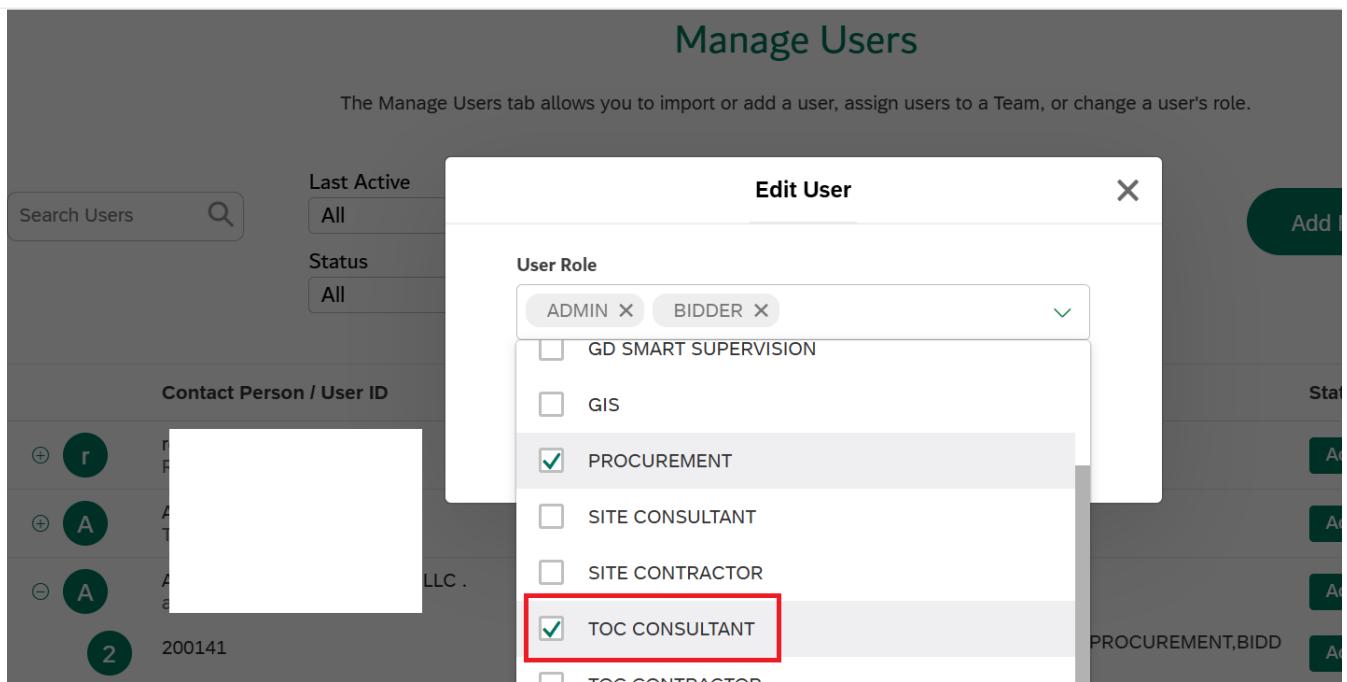
Support Services

- Submission of Generation Projects Documents
- Supplier Support Request/Engagement Request/Complaint/Suggestion

Useful Tools Guides

- Supplier FAQ's
- Supplier Enrolment Guides
- Collaboration Platform Guide
- Company Profile Update Guide

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.



Manage Users

The Manage Users tab allows you to import or add a user, assign users to a Team, or change a user's role.

Last Active

Search Users 🔍

Status

All

Contact Person / User ID

+	r
+	A
⊖	A
2	200141

Edit User

User Role

ADMIN BIDDER

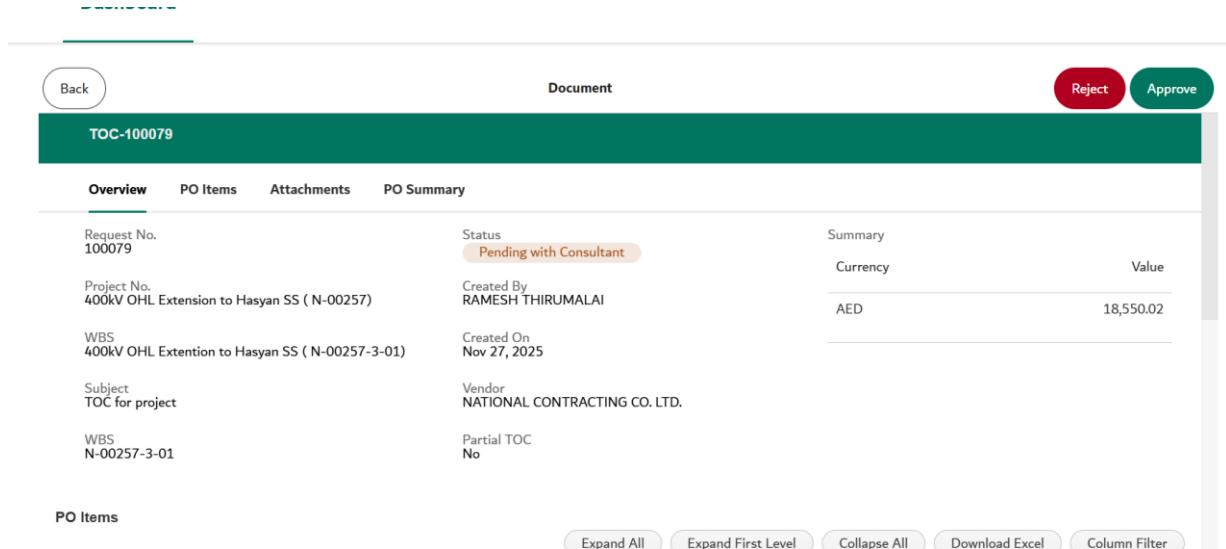
- GD SMART SUPERVISION
- GIS
- PROCUREMENT
- SITE CONSULTANT
- SITE CONTRACTOR
- TOC CONSULTANT
- TOC CONTRACTOR

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.



TOC-100079

Overview PO Items Attachments PO Summary

Request No. 100079 Status Pending with Consultant

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

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

Subject TOC for project

WBS N-00257-3-01

Created By RAMESH THIRUMALAI

Created On Nov 27, 2025

Vendor NATIONAL CONTRACTING CO. LTD.

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.

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