

User Manual

TOC (Taking Over Certificate) Services

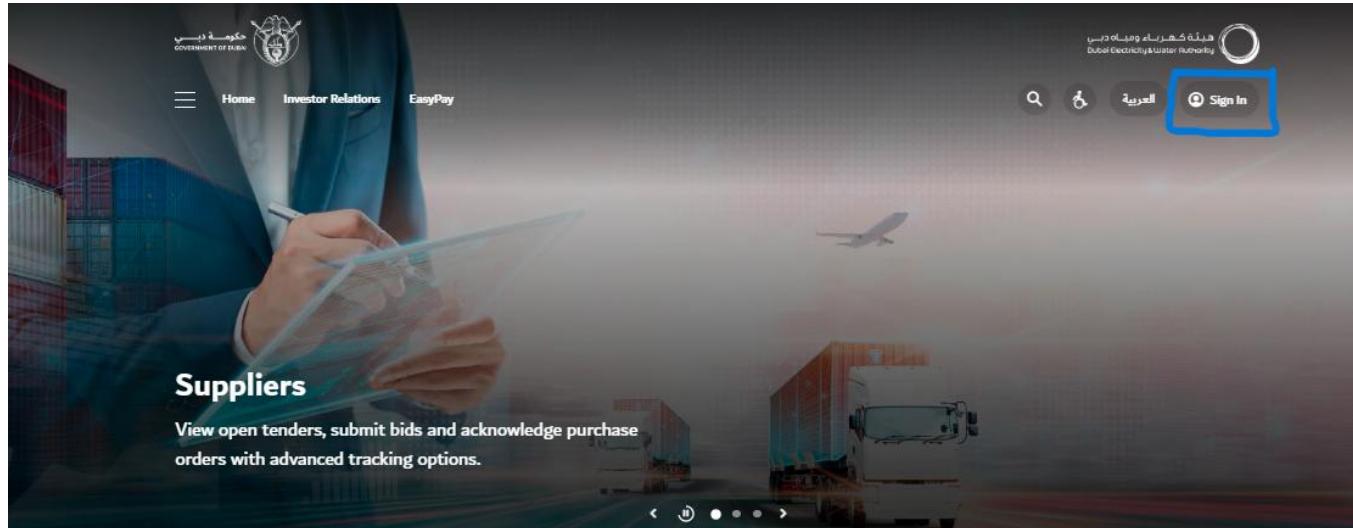
Suppliers (Contractors)

VERSION 1.0

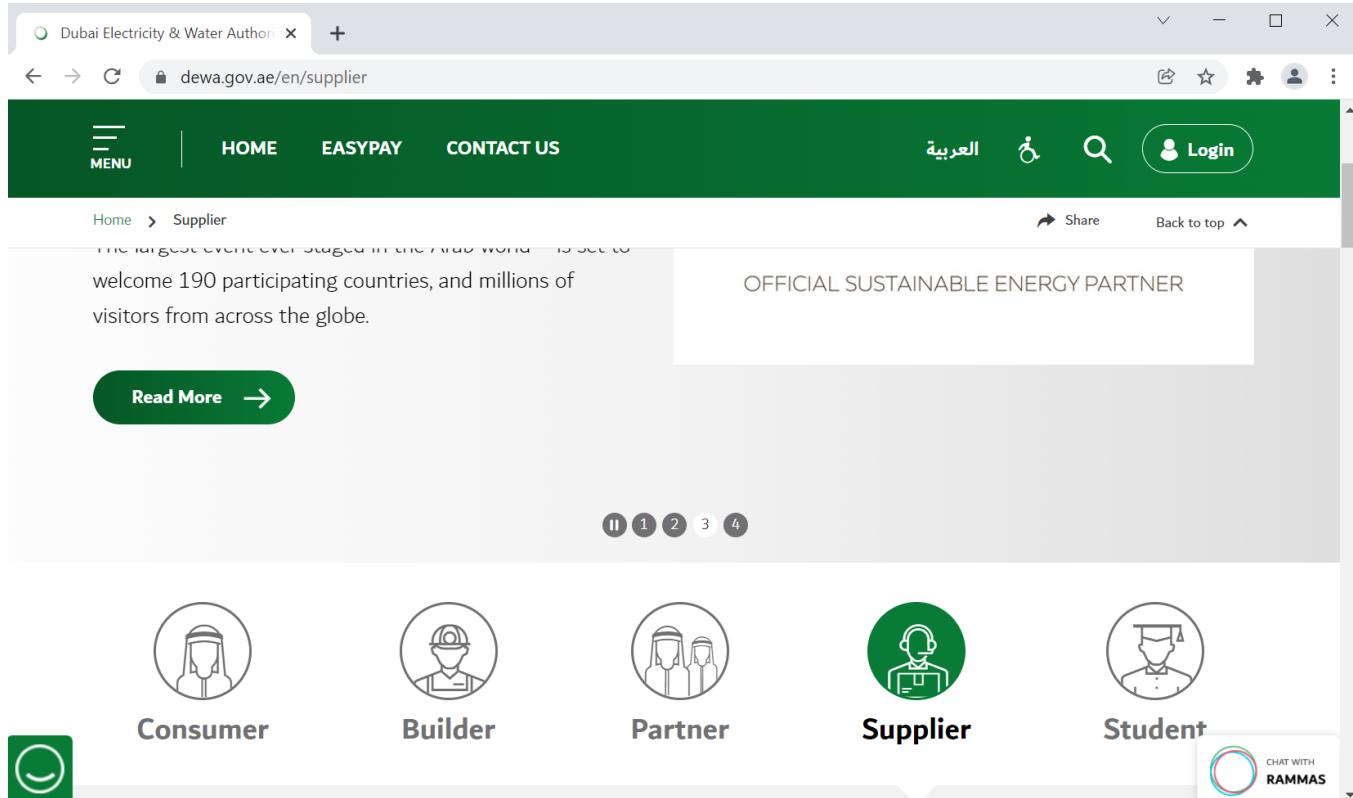
Table of Contents

1. DEWA website https://www.dewa.gov.ae	3
1.1. Select “Suppliers”	4
1.2. Login to the Portal	5
1.3. Select Main Services	6
1.3.1. Taking Over Certificate	7

1. DEWA website <https://www.dewa.gov.ae>



1.1. Select “Suppliers” if you are logging using supplier’s credentials



The screenshot shows the Dubai Electricity & Water Authority (DEWA) website. The top navigation bar is green with the DEWA logo, a menu icon, and links for HOME, EASYPAY, and CONTACT US. It also includes a language switch to Arabic, a login button, and a search icon. The main content area has a dark grey header with the text "OFFICIAL SUSTAINABLE ENERGY PARTNER". Below this, there's a section about the largest event ever staged in the Arab World, followed by a "Read More" button. At the bottom, there are five circular icons representing different user roles: Consumer, Builder, Partner, Supplier, and Student. A "CHAT WITH RAMMAS" button is located in the bottom right corner.

1.2. Supplier login

Logon to SRM portal with supplier credentials and select the service from list.



Welcome to DEWA

I am a

Consumer

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

Dashboard My Profile

Main Services

- Open Tender
- Procurement
- Rfx and Auction
- Procurement Rfx
- Purchase Order Collaboration
- View Open Purchase Orders
- Gate Pass for Material Delivery
- **Taking Over Certificate**
- Collaboration

Support Services

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

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 request link will be enabled once add the additional “TOC Contractor” 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.

Edit User

User Role

ADMIN X
 BIDDER X

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

Add New Contact P

Last Active	Status	Action
All	Active	Edit
All	Active	Edit
200141	Active	Edit
200141_1	Active	Edit

On selecting Taking over Certificate, system will by default display all the projects assigned to the logged in user . Users can search on the basis of project, WBS or purchase order

[Dashboard](#) [My Profile](#)

Project List

Project	WBS/ Project Type	Purchase Order	Taking Over Certificate	Project Documents
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091800007	Create Certificate	View Documents
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091800007	Create Certificate	View Documents
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091900030	Create Certificate	View Documents

1.3.1. TOC Request submission

Users can search based on project, WBS or purchase order.

Step 2 – Click on Create certificate to raise new TOC request. System will allow us to create certificates only if there are Energization documents available Create a request by entering required details in the view items from the List of Purchase orders.

Dashboard My Profile

Project List

Search by Project

▼

Search by Project No. or Description

Project	WBS/ Project Type	Purchase Order	Taking Over Certificate	Project Documents
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091800007	Create Certificate	View Documents
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091800007	Create Certificate	View Documents
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091900030	Create Certificate	View Documents

Here you need to select the energized document for which you want to raise TOC request and click on continue button. You can select single or multiple energized documents provided they have same energization date.

Select Energization documents

Search Energization document no. 🔍

<input type="checkbox"/> Document No	Energization Date	Project No.	Description	WBS/ Project Type	Description
<input type="checkbox"/> 100529	Jul 01 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extention to Hasyan SS
<input type="checkbox"/> 100534	Oct 27 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extention to Hasyan SS
<input type="checkbox"/> 100535	Sep 01 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extention to Hasyan SS
<input type="checkbox"/> 100536	Sep 01 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extention to Hasyan SS
<input type="checkbox"/> 100538	Sep 01 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extention to Hasyan SS

Continue Cancel

Header Info	PO Items	Attachments	PO Summary
Project 400kV OHL Extension to Hasyan SS (N-00257)	Status In Creation		
WBS 400kV OHL Extention to Hasyan SS (N-00257-3-01)	Vendor NATIONAL CONTRACTING CO. LTD.		
TOC Date <input type="text" value="31/10/2025"/>	Partial TOC <input checked="" type="radio"/> Yes <input type="radio"/> No		
Subject	<input type="text" value="TOC for project"/>		

PO Items

Filter Selected Items Select All Deselect All Expand All Expand Level 1 Collapse All Download Column Filter

Selection	Section /SubSection	Description	Purchase Order	PO Item	Type	Material/ Service	Material/ Service Text	Energized Quantity	Energized Value
<input type="checkbox"/> N-00257-3-01-20	400kV OHL Extension to Hasyan BOQ								

Save Submit

Enter the mandatory information to create TOC requests.

Following are the mandatory fields.

Subject, TOC date and supporting documents.

Select the PO items and enter requested TOC quantity.

Selection	Section /SubSection	Description	ized Value	Completed TOC Quantity	Completed Value	Requested TOC Quantity	UOM	Requested TOC Value
<input type="checkbox"/>	N-00257-3-01-20	400kV OHL Extention to Hasyan BOQ						
<input type="checkbox"/>	N-00257-3-01-20-06	Pilt Suspn,compst insltr sets -I Type						
<input checked="" type="checkbox"/>	N-00257-3-01-20-06	Pilt Suspn,compst insltr sets -I Type	.02	0.000	0.00	6.000	SET	4,330.02
<input checked="" type="checkbox"/>	N-00257-3-01-20-06	Pilt Suspn,compst insltr sets -I Type	0.00	0.000	0.00	6.000	SET	14,220.00
<input type="checkbox"/>	N-00257-3-01-20-06	Pilt Suspn,compst insltr sets -I Type	.98	0.000	0.00	6.000	EA	9,619.98
<input type="checkbox"/>	N-00257-3-01-20-06	Pilt Suspn,compst insltr sets -I Type	0.02	0.000	0.00	6.000	EA	31,570.02

Save

Click on **Save** button if you want to save request as draft.

[Upload your File](#)

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

 DEWA Monthly Performance Report Oct2025.pdf X

1.01 MB

PO Summary

Purchase Order	Currency	Energized Value	Completed Value	Requested TOC Value
3091800007	AED	59,740.02	0.00	18,550.02

Save **Submit**

Submit

Click on **Submit** button to submit the request for approval. Once submitted, consultant will receive notification stating its waiting for consultant approval.

Step 3- Display the existing TOC request

Once the document is submitted, Its not possible to edit the document more. One can view the document by

Click on **View Documents** to see the existing TOC request.

Project	WBS/ Project Type	Purchase Order	Taking Over Certificate	Project Documents
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091800007	Create Certificate	View Documents

List of TOC requests

along with status. Suppliers will receive auto email notification for consultant approval or Rejection. Suppliers will also receive auto email notification for DEWA final approval or Rejection at any level. Once rejected at any level, supplier must create a new TOC request.

<i>Search by Req No. or Description</i>					
Request No.	Description	Created Date	TOC Date	TOC Approved Date	Status
100079	TOC for project	Nov 27 2025	Oct 31 2025		Pending with Consultant
100077	test	Nov 25 2025	Oct 31 2025		Rejected by Consultant
100052	TOC	Nov 14 2025	Oct 31 2025		Rejected by DEWA