

# User Manual

## TOC (Taking Over Certificate) Services

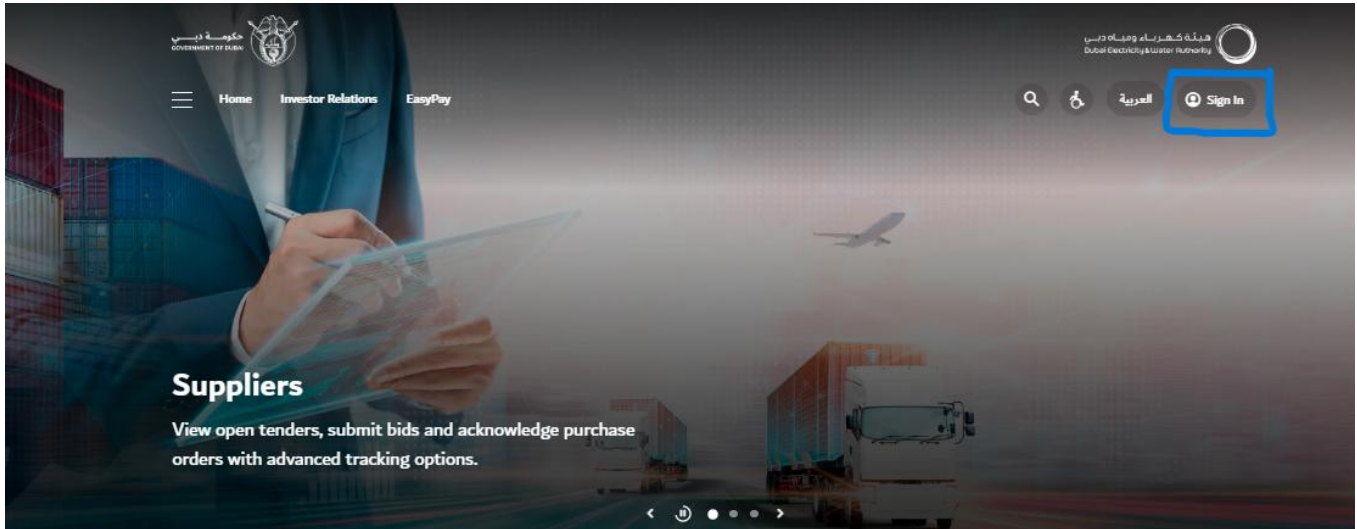
## Suppliers (Contractors)

VERSION 1.0

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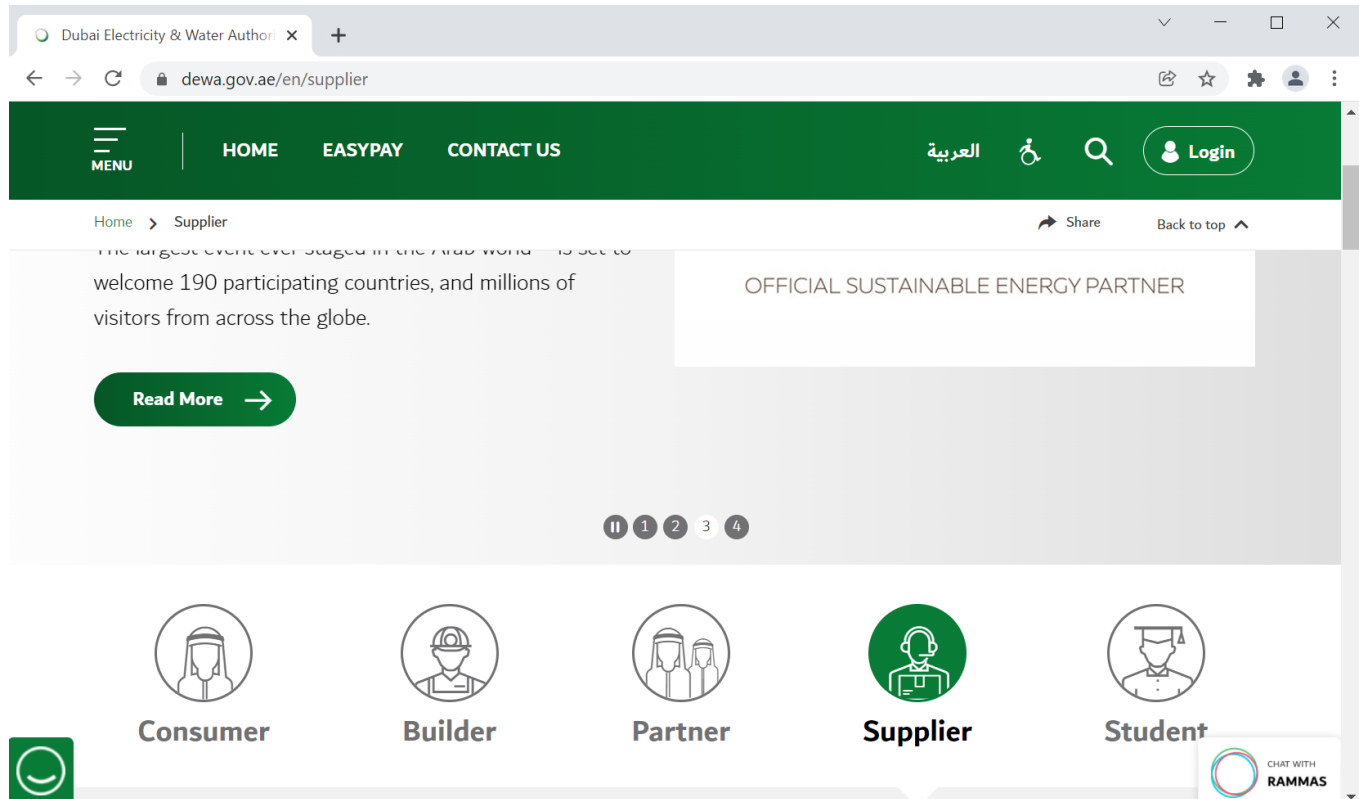
1. DEWA website <a href="https://www.dewa.gov.ae">https://www.dewa.gov.ae</a> .....	3
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## 1. DEWA website <https://www.dewa.gov.ae>





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



### 1.2. Supplier login

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

## 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

**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 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.

Users

Last Active  
All

Status  
All

Add New Contact P

Contact Person / User ID

ADMIN X

BIDDER X

GD SMART SUPERVISION

GIS

PROCUREMENT

SITE CONSULTANT

SITE CONTRACTOR

TOC CONSULTANT

TOC CONTRACTOR

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

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	<a href="#">Create Certificate</a>	<a href="#">View Documents</a>
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091800007	<a href="#">Create Certificate</a>	<a href="#">View Documents</a>
(N-00257) 400kV OHL Extension to Hasyan SS	(N-00257-3-01) 400kV OHL Extention to Hasyan SS	3091900030	<a href="#">Create Certificate</a>	<a href="#">View Documents</a>

### 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 Extension to Hasyan SS
<input type="checkbox"/>	100534	Oct 27 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extension to Hasyan SS
<input type="checkbox"/>	100535	Sep 01 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extension to Hasyan SS
<input type="checkbox"/>	100536	Sep 01 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extension to Hasyan SS
<input checked="" type="checkbox"/>	100538	Sep 01 2025	N-00257	400kV OHL Extension to Hasyan SS	N-00257-3-01	400kV OHL Extension 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 Extension to Hasyan SS ( N-00257-3-01)

Vendor  
NATIONAL CONTRACTING CO. LTD.

TOC Date  
31/10/2025 📅

Partial TOC  
☐ Yes ☒ No

Subject  
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 checked="" type="checkbox"/>	N-00257-3-01-20	400kV OHL Extension to Hasyan BOQ						
<input checked="" type="checkbox"/>	N-00257-3-01-20-06	Pilt Suspn,compst inslstr sets -I Type						
<input checked="" type="checkbox"/>	N-00257-3-01-20-06	Pilt Suspn,compst inslstr 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 inslstr 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 inslstr 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 inslstr sets -I Type	0.02	0.000	0.00	6.000	EA	31,570.02

Save

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

Upload your File

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

DEWA Monthly Performance Report Oct2025.pdf  
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	<a href="#">Create Certificate</a>	<a href="#">View Documents</a>

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.

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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