



Supplier Company Profile Update

USER MANUAL

©2021 DUBAI ELECTRICITY AND WATER AUTHORITY.



هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority







Overview

The aim of this Tutorial is to learn how to update the Company profile on supplier portal.

1.1 Service features

- 1. DEWA website navigation and supplier login
- 2. Update Company Details
- 3. Track Company Profile Update Application

1.2 How to request

1.2.1 DEWA Website Navigation and Supplier login

COVERMENT OF DURN	میڈہ کہ رہا۔ ومیاہ دیس Dubei Electricky& Water Authority
Home Investor Relations EasyPay	Q خُرِية Login
Update your information with DEWA encourages all its customers to update their data and contact details regularly. In addition, if you or one of your family members are People of ptermination, patients who depend on electrical medical devices, or Senior Citizens please update your data.	
O A H Services	Locations Contact Us Chat With RAMMAS Powered by ChatGPT BETA

User Action: To access DEWA website, user can use : <u>https://www.dewa.gov.ae/en/supplier</u>



هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority



User Action: Scroll down and click on Supplier to access the supplier portal.

Consumer	Builder	Partner	Supplier	Student
Main Services	2	Support Services	猀 Useful Linl	xs & Guides
→ Register New Vendor → Open Tender	\rightarrow	Submission of Generation Projects Documents	→ Frequently Asl Videos	ked Questions & Tutorial
→ Procurement	\rightarrow	Suggestions & Complaints	ightarrow New Vendor R	legistration Guide
→ RFx & Auction			→ Update Vendo → Suppliers code	r Profile Guide e of Conduct & Ethics

User Action: Click on Register New Vendor Service to register new vendor

GOVERNMENT OF DURAL	میلڈہ کے مرباء ومیاہ دین Dubsi Electricity&Water Ruthority	
Home Contact Us		Q & Dogin
Welcome to DEWA		
lam	Supplier Login	
Consumer	Username	
Builder	224476	
Supplier	Password	
Job Seeker		
Government	Forgot Password?	
	Login OR Create an Account	



User Action: Enter your user Log in Details and click on Login

1.2.2 Update Company Details

COVENNENT OF DEEM		میلیہ کہ ریاے ومیاہ دیے Dubbli Electricity & Luthority O
Dashboard Company Profile My	Profile Manage Users	
 ✓ Main Services → Vendor Training → Track Application 	Support Services → Submission of Generation Projects Documents → Suggestions & Complaints	 ➢ Useful Tools Guides → Supplier FAQ's → New Vendor Registration Guide → Update Vendor Profile
		 → Update Vendor Bank Details → RFx and Quotation submission for Contracts Section → RFx and Quotation submission for Local Purchase Section → RFx and Quotation submission for Turnkey Projects

User Action: You can click on Company Profile tab to update profile.

HINDALCO. Initial Company Full Name mpany and Manufacturer Details I (Company Full Name as per Trade License) ak Accounts Street Name dor Trade License Cancellation AJMAN ated Accounts 2323		Company and Manufacturer Details The service displays your current company details stored with DEWA and make update Details of the Company
HINDALCO. Inpany and Manufacturer Details ik Accounts ik Accounts abu road2 Emirates Idor Trade License Cancellation ated Accounts 2323	HINDALCO.	Company Full Name
mpany and Manufacturer Details () Company Full Name as per Trade License street Name (abu road2 (abu road2 <th></th> <td>HINDALCO.</td>		HINDALCO.
street Name abu road2 abu road2 counts ador Trade License Cancellation ated Accounts 2323	Company and Manufacturer Details	(i) Company Full Name as per Trade License
kk Accounts abu road2 keholder Communications Emirates dor Trade License Cancellation AJMAN ated Accounts PO Box 2323 2323		Street Name
keholder Communications Emirates dor Trade License Cancellation AJMAN ated Accounts PO Box 2323	Jank Accounts	abu road2
dor Trade License Cancellation AJMAN	itakeholder Communications	Emirates
ated Accounts PO Box 2323	/endor Trade License Cancellation	AJMAN \lor
2323	Related Accounts	PO Box
		2323
Country		Country
United Arab Emirates		United Arab Emirates

User Action: You can click on Company and Manufacturer details.



Field Details

- 1. Mandatory fields
 - a. Details of Company (Street Name, City, PO Box, Country)
 - b. Details of Trade License (Issuing Authority, Trade License Number, Trade License Expiry date, Turnover Amount (AED), VAT Registration Number, Vat Region)
 - c. Other Company Details (Sponsor Name, Company Authority, Category)
- 2. Display Only fields
 - a. Details of Company (Company Name)
 - b. Details of Trade License (Issuing Authority, Trade License No., Trade License Issue date)
 - c. Other Company Details (Company Activity)

	Company and Manufacturer Details The service displays your current company details stored with DEWA and make update	
	Details of the Company	
	Company Full Name	
HINDALCO.	HINDALCO.	
Company and Manufacturer Details	Company Full Name as per Trade License	
	Street Name	
Bank Accounts 1250 - Building 1, TECOM		
Stakeholder Communications	Emirates	
Vendor Trade License Cancellation	DUBAI	
Related Accounts	PO Box	
	184218	

User Action: You can enter company street name is the same field.



Details of Trade License	2	
Issued by		
Others		
Issuing Authority		
Trade License Number	Trade License - Date of Expiry	
9897878789	20/08/2041	:::
Trade License - Date of Issue		
22/08/2016		

User Action: Update Trade license expiry date.

Other Company Details	
Sponsor Name	
ZAMAN	
Web URL (Optional)	
WWW.HINDALCO.COM	
Company Activity	
Consulting	\sim
Category	
	~





Other Company Details	
Sponsor Name	
ZAMAN]
Web URL (Optional)	
WWW.HINDALCO.COM	
Company Activity	
Consulting ~	
Category	
Rubber,elastomer ×	
Rsprtry,Ansthsia	
Rubber,elastomer	elv serve
Sack packing mat	
Saddlery,Hrnss good	uct
Safety system & safe	

User Action: Select Category from category list.

Constant Martin	
Sponsor Name	
ZAMAN	
Web URL (Optional)	
WWW.HINDALCO.COM	
Company Activity	
Consulting	~
Category	

User Action: For ex. Rubber, elastomer selected as category.





Agency Registration Certificate (Optional)
Upload your Files
Supported File Types: PDF, PNG, JPG (Up to 5 MB)
Sheikh Mohd Bin Rashid Establishment (Optional)
Upload your Files
Supported File Types: PDF, PNG, JPG (Up to 5 MB)
Young Business Leadership Membership (Optional)
Upload your Files
Supported File Types: PDF, PNG, JPG (Up to 5 MB)
Update Information

User Action: Click on Update Information button to submit the details.



User Action: Click on Done button to submit the details.

Information : On Submission of profile update request, Approver will approve / Reject the request. SLA for approval process is 3 days. On Approval/ Rejection same will get notify to user on email address. Upon Approval updated details will get update in the vendor master.



هيئة كهرباء ومياه دبي Dubai Electricity&Water Authority



1.2.3 Track Your Application

GOVERNMENT OF DUBAI		یبته که ریام ویی د دی Dubai Electricky قلuber Ruthority Q خ 224476 LOGOUT
Dashboard Company Profile My Profile	Manage Users	
Main Services	Support Services	🌮 Useful Tools Guides
→ Vendor Training	ightarrow Submission of Generation Projects Documents	\rightarrow Supplier FAQ's
→ Track Application	→ Suggestions & Complaints	ightarrow New Vendor Registration Guide
		ightarrow Update Vendor Profile
		ightarrow Update Vendor Bank Details
		ightarrow RFx and Quotation submission for Contracts Section
		→ RFx and Quotation submission for Local Purchase Section

User Action: Click on My Dashboard tab access the track application service. Click on Track Application button

COVERNMENT OF DUBAI		هیئة ک.ه.زباء ومیاه دبی Dubai Electricitys Waker Ruthority	
Home Contact Us		Q & 224476 LOGOUT	
Dashboard Company Profile	My Profile Manage Users		
	Track Application		
	Track Application		
Search	م Search		
Requests Request for Bank Account Addition	n 00100006701	>	
Request for Supplier Profile Update 00000021801			

User Action: Click on the updated application no. 000000021801 to check the status



Track Application			
Search	Q Search		
Requests			
Request for Bank Account Addition 001000006701			>
Request for Supplier Profile Update 000000021	101		~
Request for Supplier Profile Update In Proc	55		
Request Submitted Today at 11:26 AM			
Your request is being in progress. Today at 12:12 PM			
Your Request is currently in progress. Please note that es View Application	imated completion time for this service is 3 working d	ays.	