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1. DEWA WEBSITE

**Information:** You can type the DEWA Website URL in the Internet Explorer as https://www.dewa.gov.ae

You can save this URL into IE Favourites for future usage, you will get the below web page. Select “Supplier & Partners” menu.

**User Action:** Open DEWA website and select “Suppliers & Partners” menu.
1.1 Logon to SRM portal.

User Action: Select My account to logon to SRM portal
Logon to SRM portal with vendor user ID and password.

Enter your User ID & Password and click on "Log On"
2. SUPPLIER PROFILE UPDATE FORM

Information: Using this link you can update vendor details.

Steps involved in update profile,

1. Submit the profile update request in DEWA SRM portal
2. SRM portal will generate the Request upon your submission
3. DEWA Procurement Team will validate your submission
4. If your data is validated as okay DEWA Procurement Team will approve and data will be updated in master. You will be notified via E Mail
5. If your data is validated as not okay DEWA Procurement Team will reject your request and this communication will be notified via E Mail
6. In case of any technical issues while logging in please send a mail to, srm@dewa.gov.ae
2.1 Enter VAT registration No

Information: VAT registration no from Federal Tax Authority

VAT will come into force on 1 January 2018. Any business that is required to be registered for VAT and charge
VAT from 1 January 2018 must be registered prior to that date.

Does your business exceed a turnover of AED 375,000? Then you are eligible to register with the Federal Tax
Authority and are accountable for filing and paying taxes.

For more details please visit website https://www.mof.gov.ae/En/budget/Pages/VATQuestions.aspx
2.2 Select region from the list
2.3 Select Turn over amount

Information: Select annual turnover amount.
2.3 Update trade licence details (If any change)

Information: Update trade licence issue & expiry, if any changes.
2.4 Update Category details

Information: Update product category details, if any changes.

<table>
<thead>
<tr>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Details</td>
</tr>
<tr>
<td>Category 1: [ ] Machine 1 Printing</td>
</tr>
<tr>
<td>Category 2: [ ] Printing machine in</td>
</tr>
<tr>
<td>Category 3: [ ]</td>
</tr>
<tr>
<td>Category 4: [ ]</td>
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<tr>
<td>Category 5: [ ]</td>
</tr>
<tr>
<td>Category 6: [ ]</td>
</tr>
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</table>

Vendor Attachment Details

<table>
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<tr>
<th>S.No.</th>
<th>Vendor</th>
<th>Document Category</th>
<th>Document Name</th>
<th></th>
</tr>
</thead>
</table>
2.5 Upload required documents.

Information: Upload required documents.

- VAT certification document mandatory, if any change in VAT details
- Trade licence document mandatory, if any changes in trade licence details
2.6 Read and select terms and conditions

Information: Select terms and conditions
2.7 Submit request

Information: Submit update profile request.

1. Upon submission, you will get the Request Number which will be used for future reference till your update process completion.
2. Upon the data verification by DEWA, you will be notified by Email.
3. You will get notified with the Rejection comments in EMail in case of data verification failure.

2.8 Already request is in process

Information: If any update profile request already in process and you are trying to update then system will prompt you message and display existing update request.

Further queries, please contact srm@dewa.gov.ae.
Press “Yes” to Display request.