



Company Admin Registration

**USER
MANUAL**

ISSUE DATE

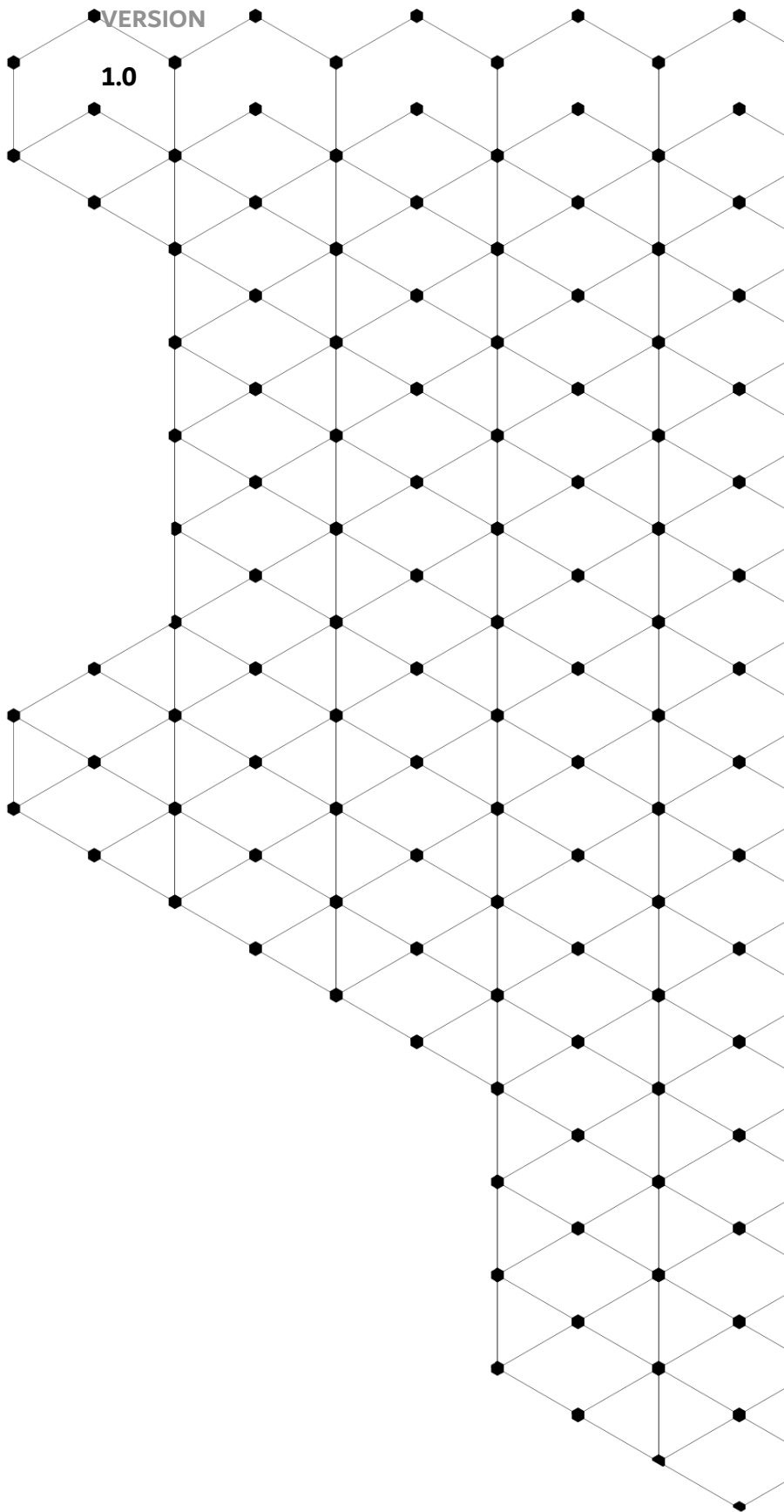
29 NOV 2023

REVISION DATE

29 NOV 2023

VERSION

1.0



Overview

The objective of this tutorial is to learn the DEWA SAP Anonymous Admin Registration.

1.1 Service features

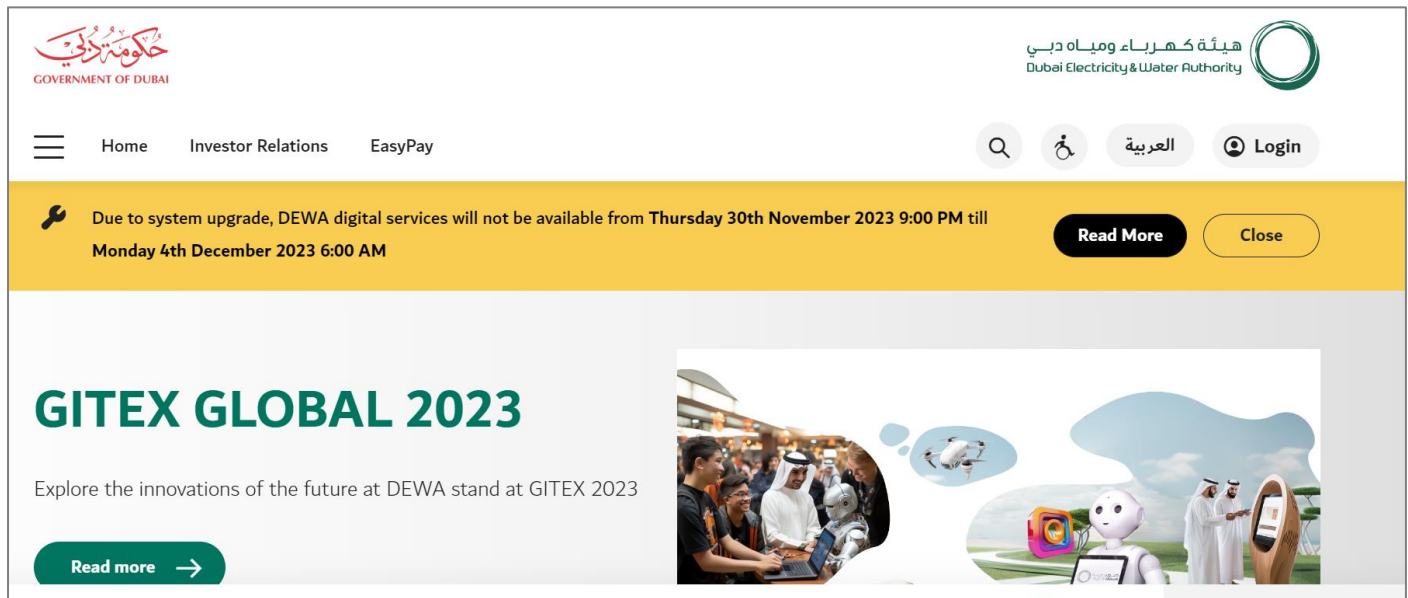
1. Company Lookup
2. Details of Company Administrator
3. Track Enrollment Application

1.2 How to request

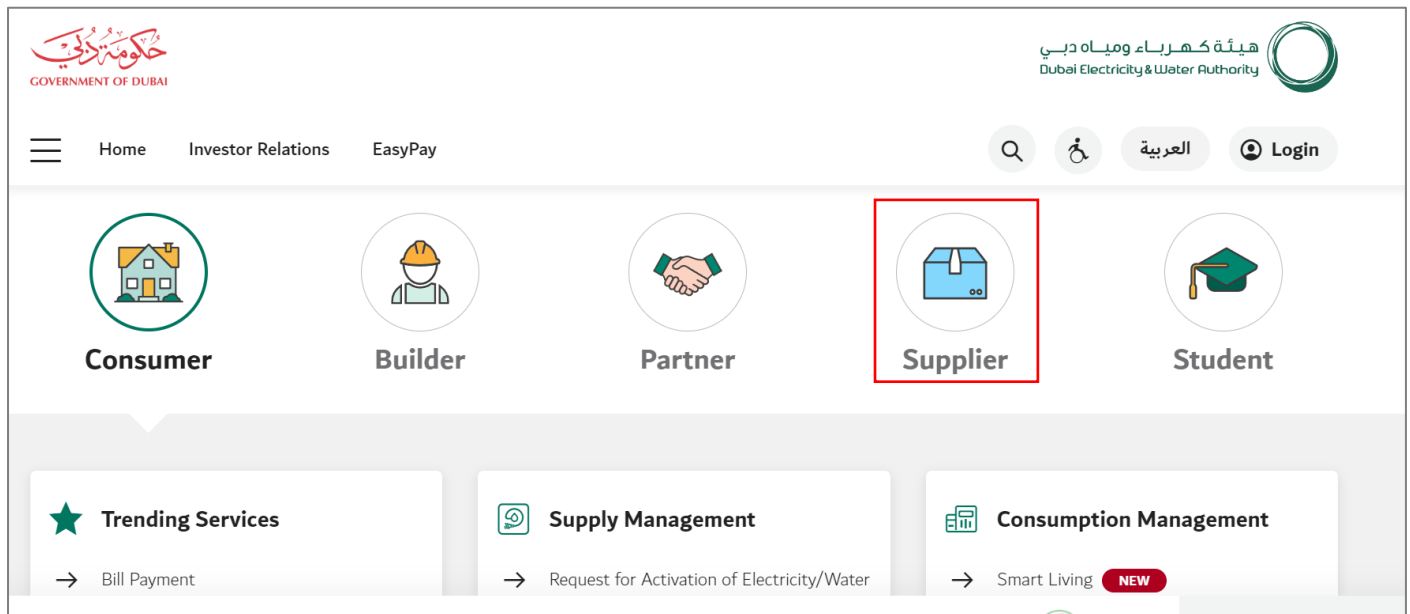
Anonymous Admin Registration is used to replace all existing admins with new one.

User can use the <https://www.dewa.gov.ae/en/supplier> link to access this portal.

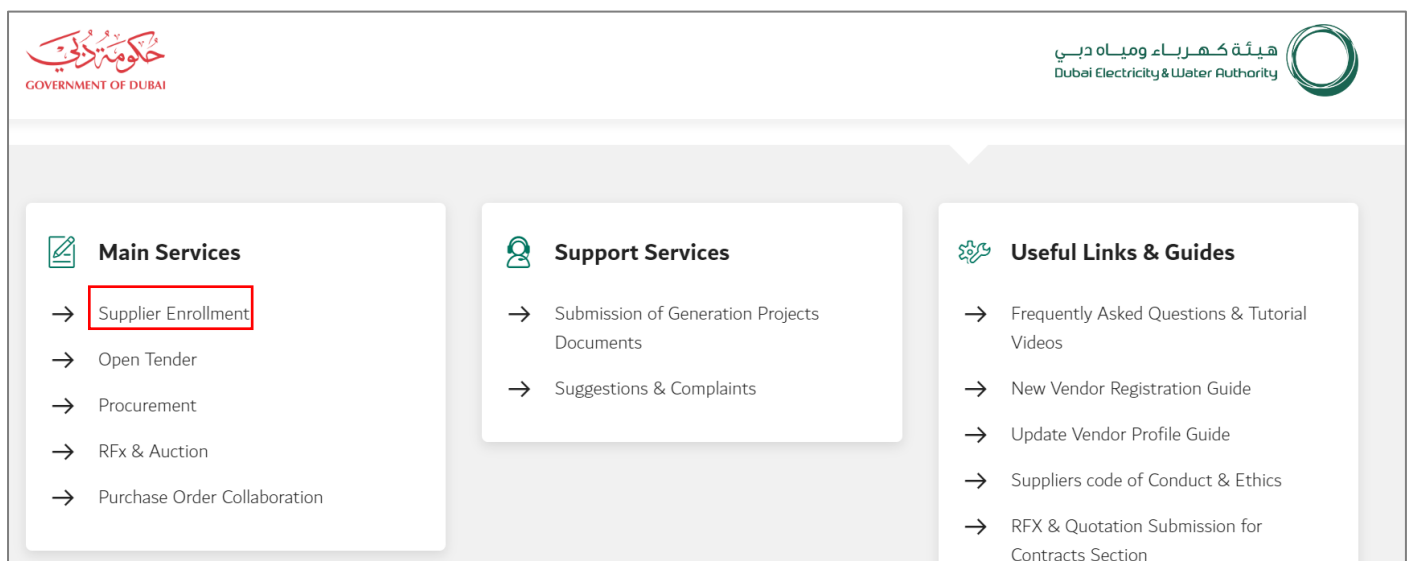
1.2.1 Navigate to DEWA Web Page



The screenshot shows the DEWA website homepage. At the top, there are logos for the Government of Dubai and DEWA. Below the logos is a navigation bar with links for Home, Investor Relations, and EasyPay. On the right side of the navigation bar, there are icons for search, accessibility, Arabic language, and a Login button. A yellow banner across the middle of the page contains a message about a system upgrade: "Due to system upgrade, DEWA digital services will not be available from Thursday 30th November 2023 9:00 PM till Monday 4th December 2023 6:00 AM". Below the banner, there is a large section titled "GITEX GLOBAL 2023" with the text "Explore the innovations of the future at DEWA stand at GITEX 2023" and a "Read more" button with a right arrow. To the right of the text is an image showing people interacting with a robot and a large screen at an exhibition stand.



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



User Action: Scroll down and Click on **Supplier Enrollment** Service for anonymous admin registration.



[Home](#) [Investor Relations](#) [EasyPay](#)

العربية [Login](#)

Supplier Enrollment

[Enroll](#)

[Request for New Admin Registration](#)

[Track Enrollment Application](#)

Supplier Enrollment:
This service enables Suppliers to Enroll for DEWA's online supplier services.

Fees:
Service is free of charge.

Delivery Duration:
3 working days.

[Services](#) [Locations](#) [Support](#) [Chat With Rammas](#) [Try Rammas](#) [Powered by ChatGPT](#) [BETA](#)

User Action: Click on **Request for New Admin Registration** service to register new admin.

1.2.2 Company Lookup

Request for New Admin Registration

All fields are mandatory, unless marked optional.

Company Lookup

Search By

Supplier Number

Supplier Number

Trade License Number

E-mail

Search Company & Auto-Fill

Company Details

User Action: You can click on the **Search By** Button dropdown to access different options to fetch existing data of your company registration. Example: Supplier Number, Trade license number, email address.

Request for New Admin Registration

All fields are mandatory, unless marked optional.

Company Lookup

Search By

Supplier Number

Supplier Number

Trade License Number

E-mail

Search Company & Auto-Fill

User Action: Select Supplier Number to lookup using existing Supplier.

Request for New Admin Registration

All fields are mandatory, unless marked optional.

Company Lookup

Search By

Supplier Number

Search

Search by Supplier Number, Trade License Number, E-mail

Search Company & Auto-Fill

User Action: Enter Existing Supplier number in the search field.



Request for New Admin Registration

All fields are mandatory, unless marked optional.

Company Lookup

Search By

Supplier Number



Search

224476

Search Company & Auto-Fill

User Action: Click on **Search Company & Auto-Fill** button to fetch the data.

1.2.3 Details of Company Administrator

Company Details

Company Name

HINDALCO.

Details of Company Administrator

Do you have Emirates ID Number?

☒ Yes

☐ No

Emirates ID Number

Expiry Date

DD/MM/YYYY



Search & Auto-Fill

First Name of New Administrator

User Action: Select appropriate radio button with which user wants to proceed the application. For example, Yes” to register user with emirates id and entering Emirates ID Number.

HINDALCO.

Details of Company Administrator

Do you have Emirates ID Number?

☒ Yes ☐ No


Emirates ID Number

Expiry Date

Search & Auto-Fill

First Name of New Administrator

Last Name of New Administrator

User Action: Select Expiry Date  and click on **Search & Auto-Fill** button to look up the details

Search & Auto-Fill

First Name of New Administrator

Last Name of New Administrator

Designation

- ARCHITECT
- AREA MANAGER
- BRAND MANAGER**
- BUSINESS CONSULTANT
- BUSINESS DEVELOPMENT

 eg: 5XXXXXXX

User Action: Select Designation from dropdown list. For example, **Brand Manager**

First Name of New Administrator
AL-ARABA

Last Name of New Administrator
EMAD-UL-DIN

Designation
BRAND MANAGER

E-mail of the Administrator
 [Verify](#)

Only Company E-mail address is allowed

Mobile Number
+971 [Verify](#)

eg: 5XXXXXXX

User Action: Provide email address and click on [Verify](#) button. User will receive OTP on given Email address.

Verify Email Address

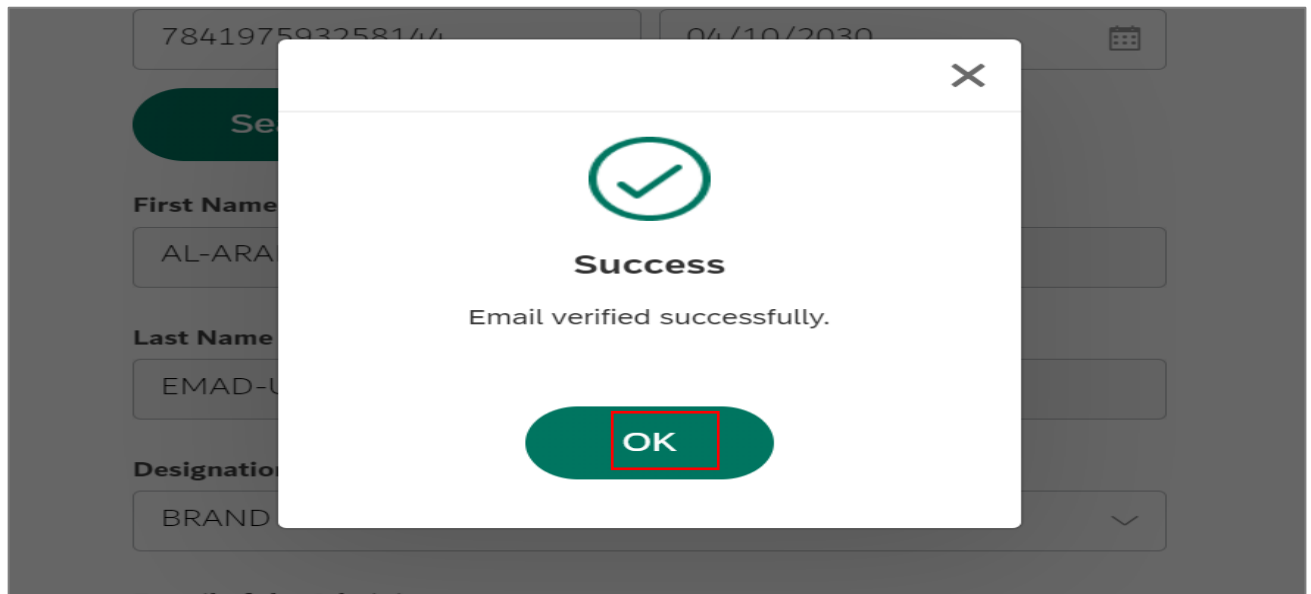
Please enter the 6-digit OTP sent to your e-mail **em**@globaltech.com**.

9 9 9 9 9 9

The session will end in **1:42**
Didn't receive any code? [Resend](#)

[Verify](#)

User Action: User must enter the OTP received in the email and click on [Verify](#) button.



User Action: : You will receive confirming message that email has been verified successfully.

EMAD-UL-DIN

Designation
BRAND MANAGER

E-mail of the Administrator
emad@globaltech.com **Verified**

(i) Only Company E-mail address is allowed

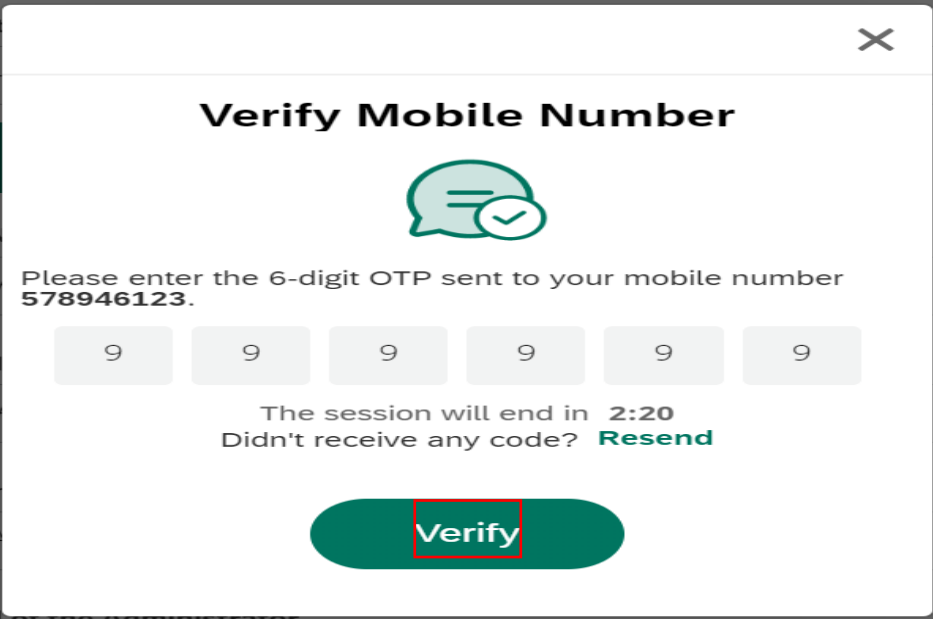
Mobile Number
+971 578946123 **Verify**

(i) eg: 5XXXXXXX

Authorization Letter from the Company [Download Template](#)

[Upload your File](#)

User Action: Enter mobile number of the administrator. Click on **Verify** button to receive the OTP.



Verify Mobile Number

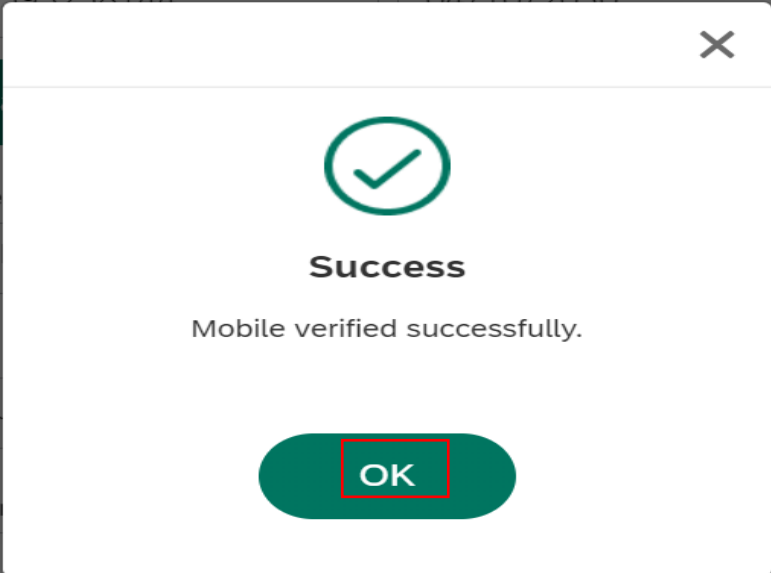
Please enter the 6-digit OTP sent to your mobile number
578946123.

9 9 9 9 9 9

The session will end in 2:20
Didn't receive any code? [Resend](#)

Verify

User Action: Enter OTP received on Mobile and Click on **Verify** button



Success

Mobile verified successfully.

OK

User Action: Click **OK** on successful verification.

Mobile Number

+971

578946123

Verified

eg: 5XXXXXXX

Authorization Letter from the Company

Download Template

Upload your File

Supported File Types: PNG, JPG, PDF (Up to 5 MB)

☐

I have read and understood the [Terms and Conditions of Use](#)

☐

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

User Action: User must attach Admin Employee ID or Letter from the company as a proof. Click on



button to attach the document.

Only Company E-mail address is allowed

Mobile Number

+971

578946123

Verified

eg: 5XXXXXXX

Authorization Letter from the Company

Download Template

Upload your File

Supported File Types: PNG, JPG, PDF (Up to 5 MB)

PDF

attachment 1.pdf

1.326MB

X

☐

I have read and understood the [Terms and Conditions of Use](#)

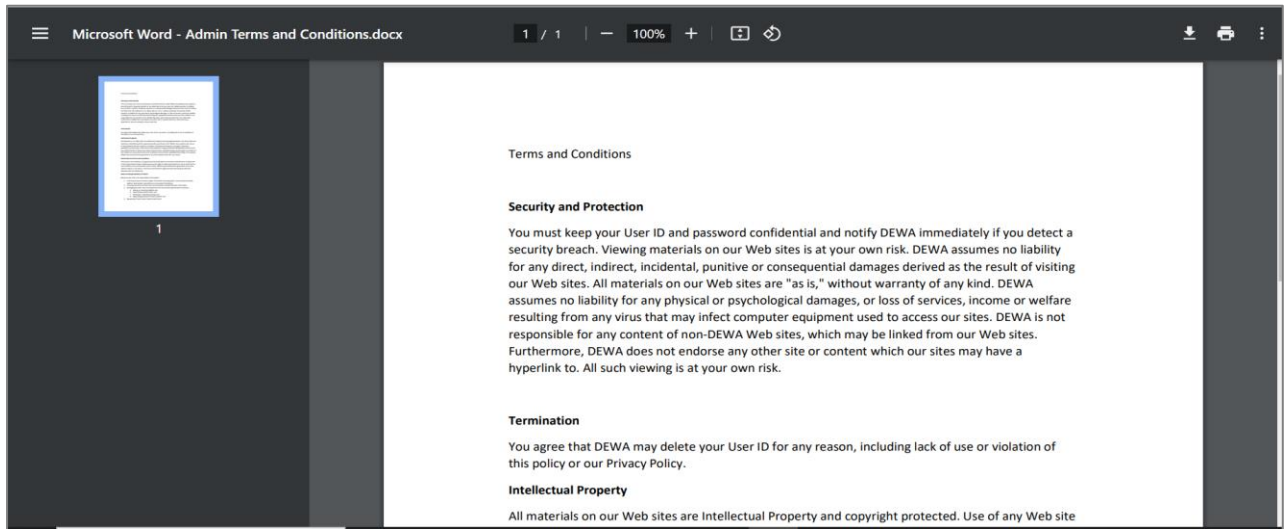
☐

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

User Action: Click on [Terms and Conditions](#) hyperlink to read the clauses.



User Action: Read Terms and conditions

Mobile Number

+971

578946123

Verified

eg: 5XXXXXXX

Authorization Letter from the Company

Download Template

Upload your File

Supported File Types: PNG, JPG, PDF (Up to 5 MB)

PDF

attachment 1.pdf

1.326MB

☐

I have read and understood the Terms and Conditions of Use

☐

I'm not a robot

reCAPTCHA Privacy - Terms

Submit

User Action: Select ☐ Checkbox to accept the conditions and click on **Next** button to move on next page.

User Action: Click **VERIFY** button after selecting correct options

eg: 5XXXXXXXXX


Authorization Letter from the Company [Download Template](#)

Upload your File

Supported File Types: PNG, JPG, PDF (Up to 5 MB)

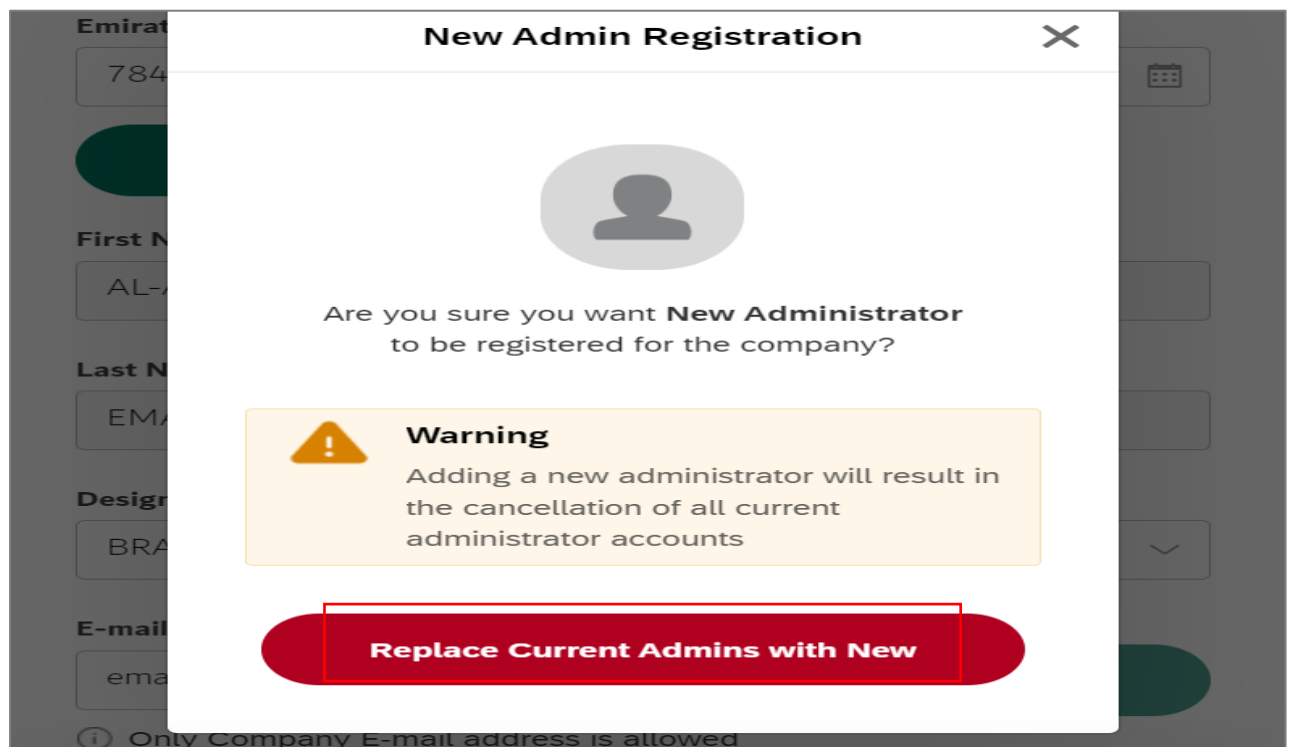
PDF attachment 1.pdf 1.326MB X

☒ I have read and understood the [Terms and Conditions of Use](#)

☒ I'm not a robot  reCAPTCHA Privacy - Terms

Submit

User Action: Click on **Submit** button for final submission.




User Action: Click on Replace Current Admins with New button to confirm for anonymous admin registration.

Information: On Approval of new administrator all existing administrator will get blocked and same will get notify on email address.

1.2.4 Track Enrollment Status

Information: After submission Supplier will receive mail notification of successful submission along with link to track the application.



Submission Successful

Your reference number is 0000021806
Your request(s) is under review.

Submitted Date	29 November 2023 0:35:6
Application Number	0000021806
Applicant Name	AL-ARABA EMAD-UL-DIN

What's Next?

Your application is being processed. We will send you an E-mail and SMS once application status changes.
Once application is approved, an email with a link to create user name and password will be sent.

Track Application

User Action: On submission of application user can track the application. To do that click on **Track Application** button.

Track Enrollment Application

21806

Search

Requests

No data

User Action: Enter Application number and click on **Search** button.

Track Enrollment Application

21806

Search

Requests

No data

User Action: Click on search icon to see the application request and click on the application status.

Requests

Request No: 0000021806

Request for new Administrator Registration
0000021806

In Process

Request Submitted
Yesterday at 11:05 PM

Your request is being in progress.
Yesterday at 11:17 PM

Your Request is currently in progress. Please note that estimated completion time for this service is **3 working days**.

[View Application](#)

User Action: Click on **View Application** link to view submitted application.

Request for New Admin Registration

×

One-Time Password Verification


Please enter the 6-digit OTP sent to your e-mail **emad** and mobile **57****23**.

The session will end in **2:46**
Didn't receive any code? [Resend](#)

User Action: Enter Received OTP Mail / Mobile and click on Verify button to view the application.




View Application:



GOVERNMENT OF DUBAI

هيئة كهرباء ومياه دبي
Dubai Electricity & Water Authority



[Home](#) [Contact Us](#)

[Login](#)

Admin Registration: 0000021806 (In-Process)

Company Lookup

Search By

Search

Company Details

Company Name

Details of Company Administrator

Do you have Emirates ID Number?

☒ Yes ☐ No

Emirates ID Number	Expiry Date
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