حكومة دبي
GOVERNMENT OF DUBAI

هيئة كهرباء ومياه دبي
Dubai Electricity & Water Authority

Supplier Contact Person Update

USER MANUAL

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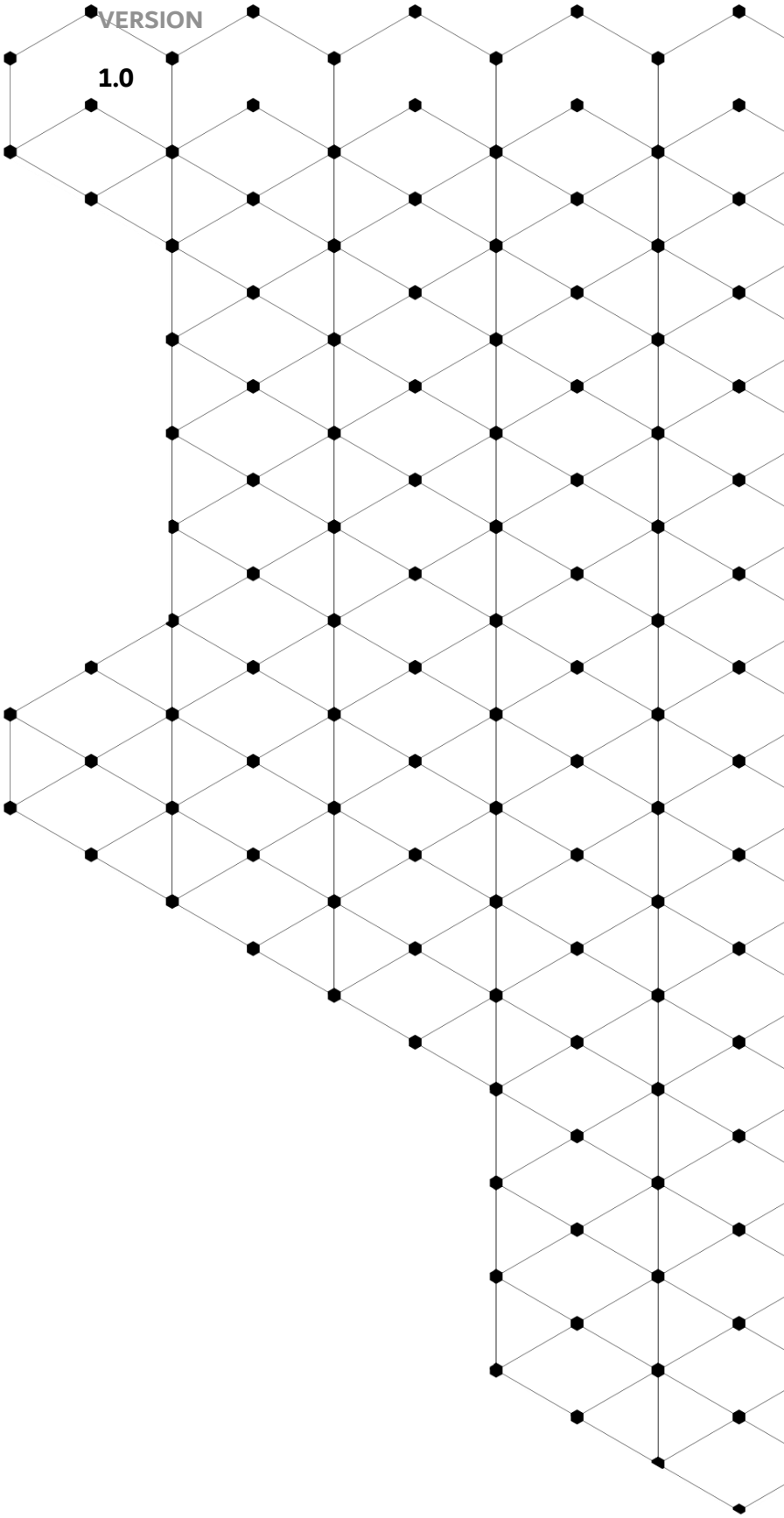
ISSUE DATE	REVISION DATE	VERSION
27 Nov 2023	**28 Nov 2023**	**1.0**



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Overview

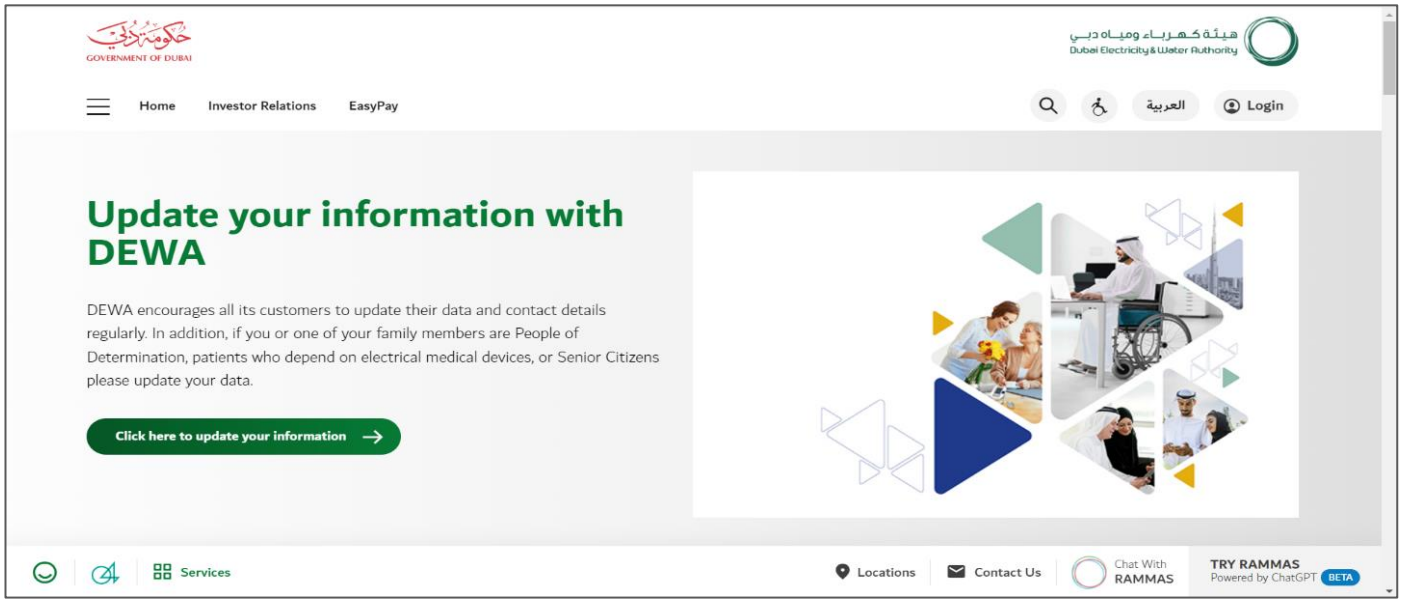
The aim of this tutorial is to learn the process of updating profile of contact person on supplier portal.

1.1 Service features

1. DEWA website navigation and supplier login
2. Contact Person Profile Update

1.2 How to request

1.2.1 DEWA Website Navigation and Supplier login



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

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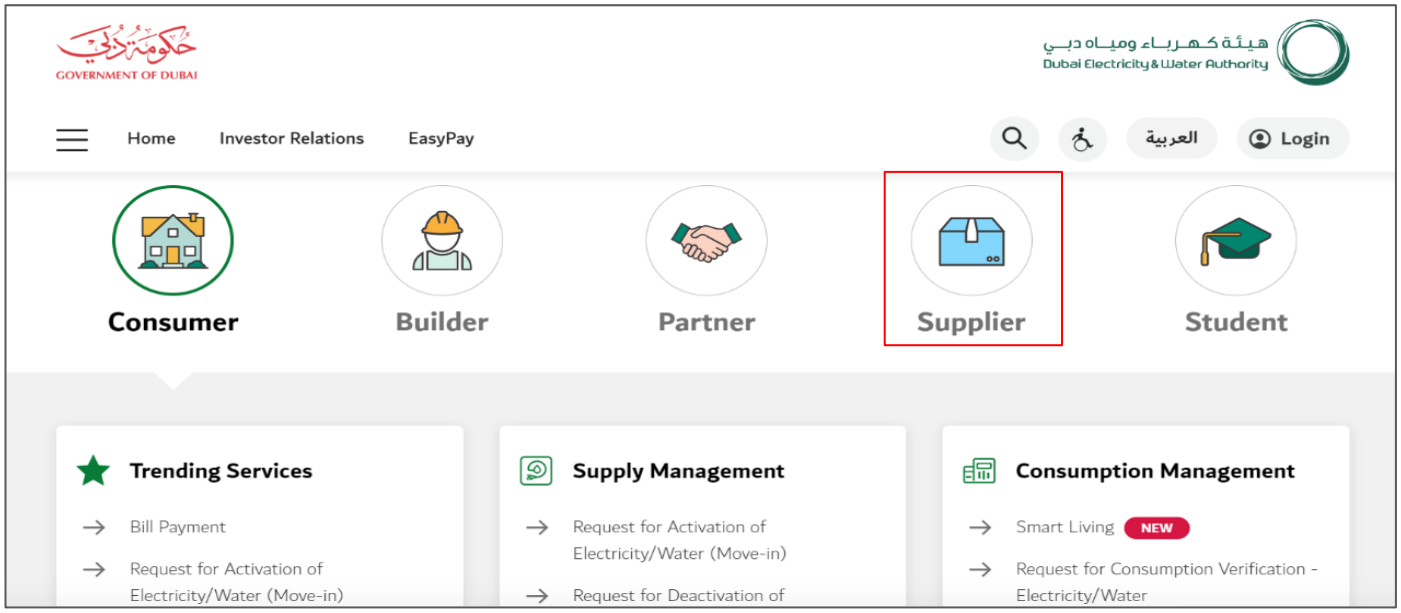
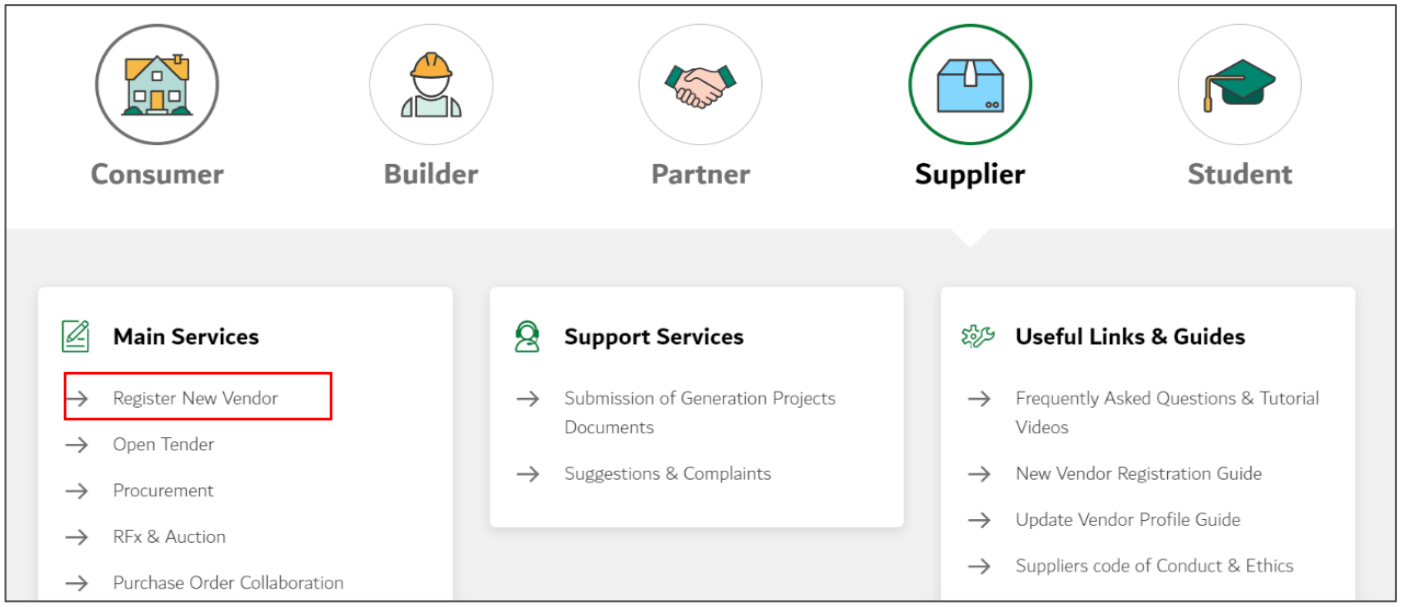


User Action: Scroll down and click on Supplier to access the supplier portal.



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

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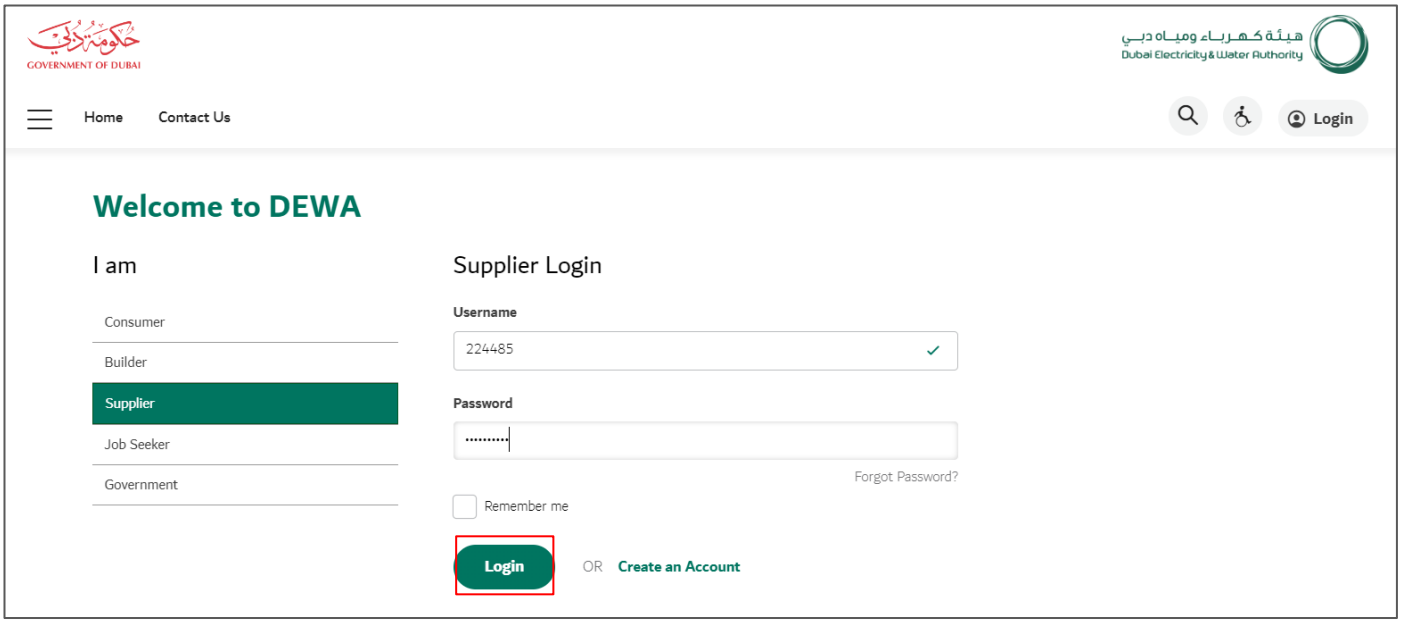

User Action: Enter your user Log in Details and click on Login

1.2.2 Contact Person Profile Update

In Contact Person Details, some fields are for display only. User can only edit Email and Mobile Number

Mandatory fields :

- Passport Number
- Passport Date of Issue and Date of Expiry
- First Name and Last Name
- Designation

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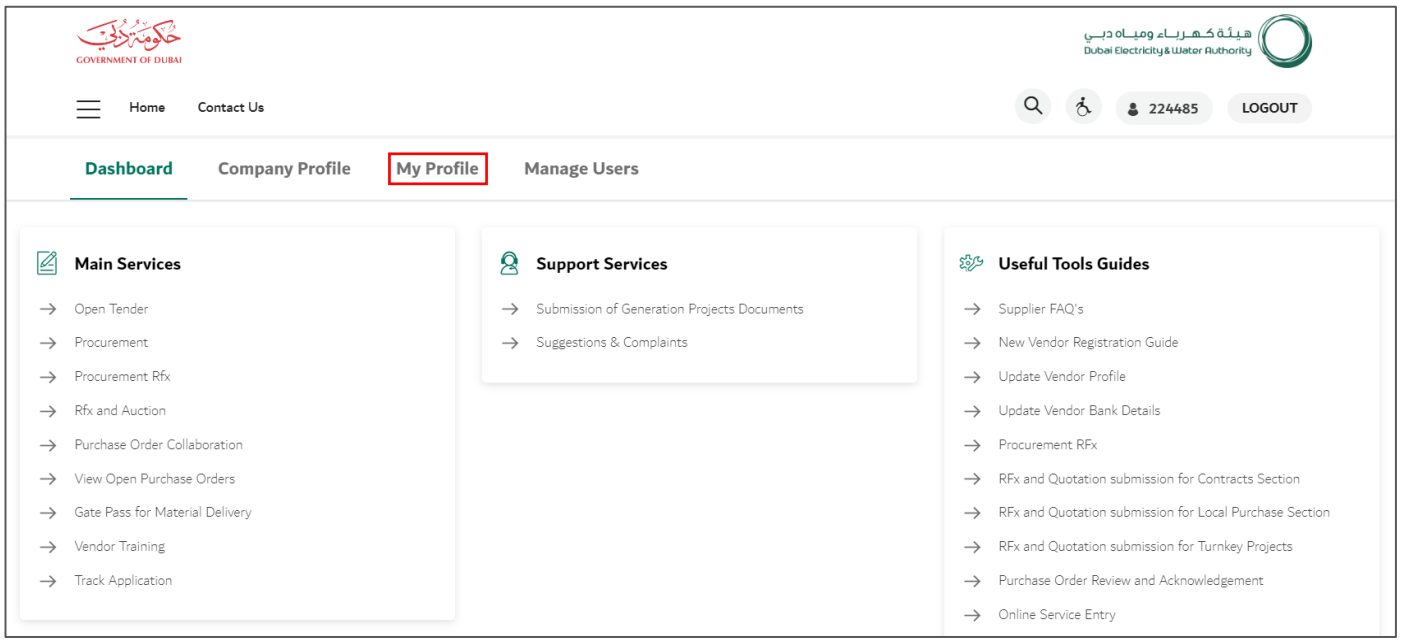
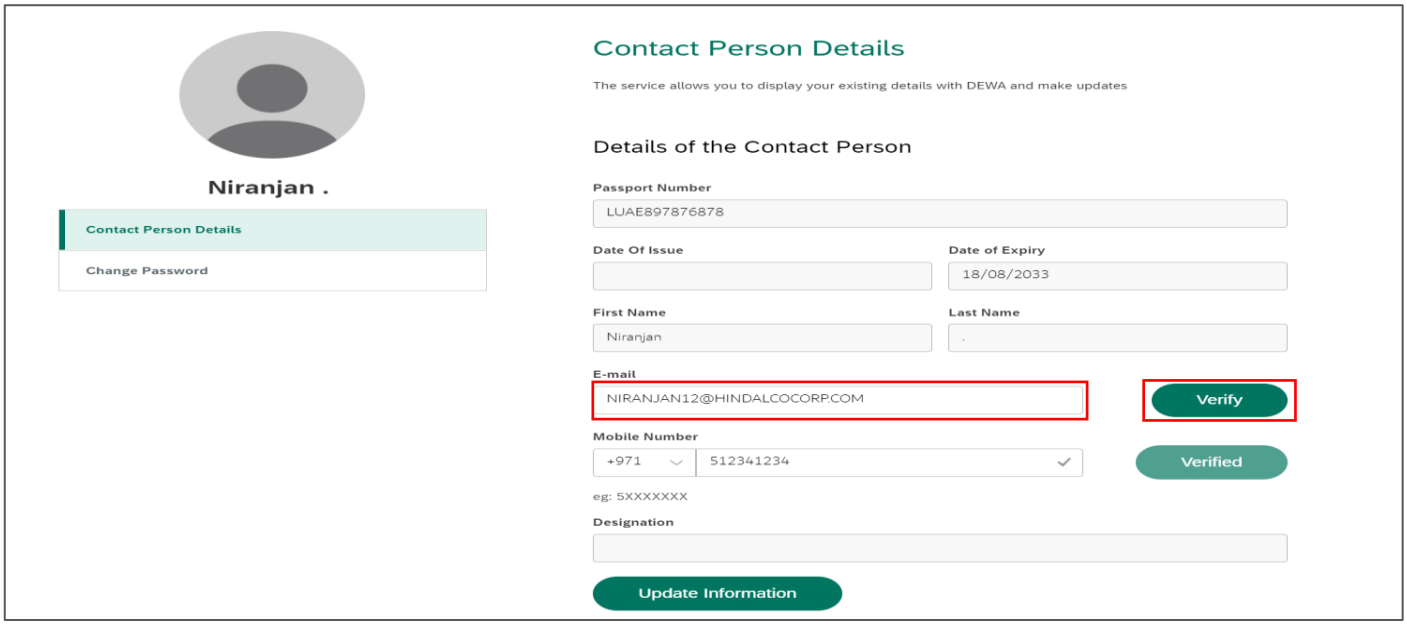
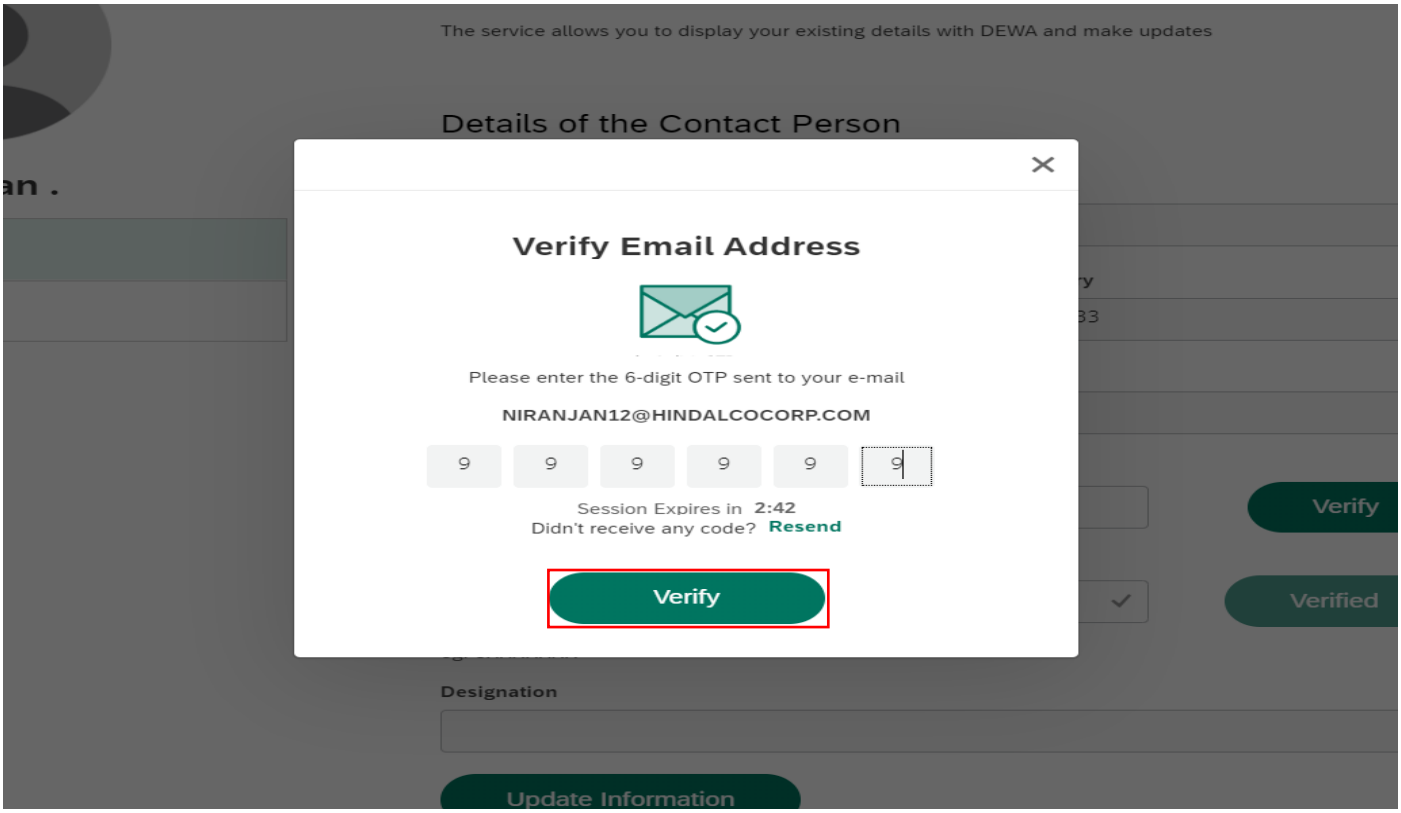


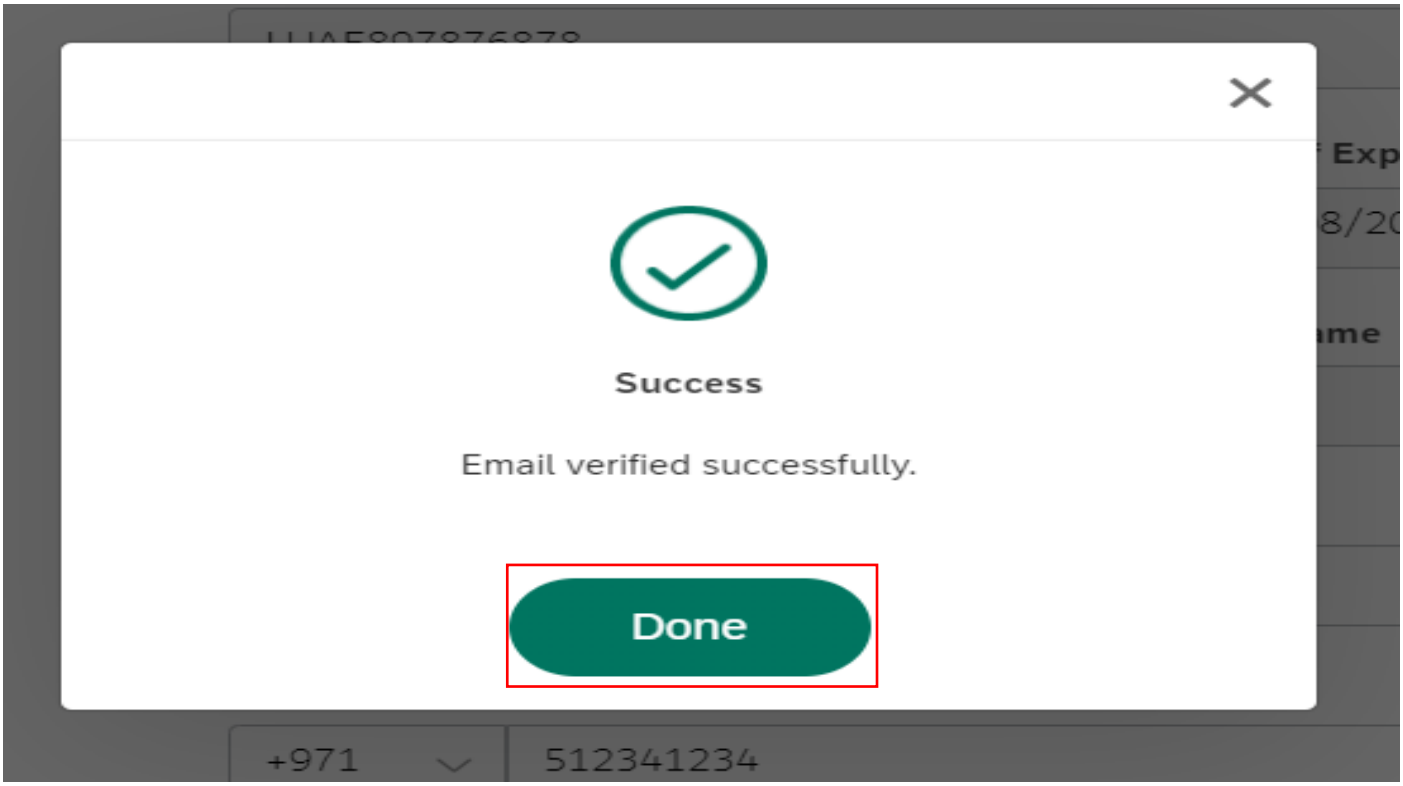
User Action: You can click on My Profile tab to update Contact Person profile.



User Action: Click on email id to edit the same and click on Verify



User Action: User must enter OTP received on email and click on Verify button



User Action: Click Done button on Successful verification.

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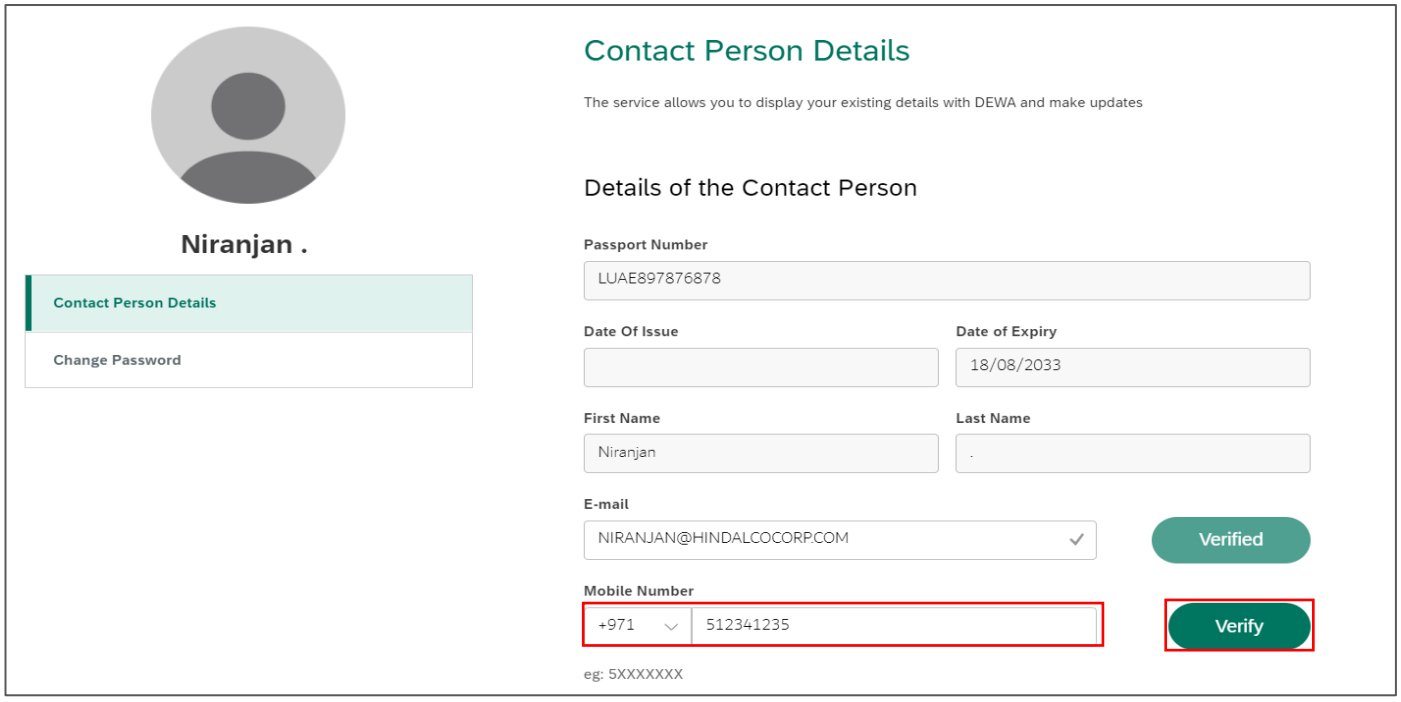
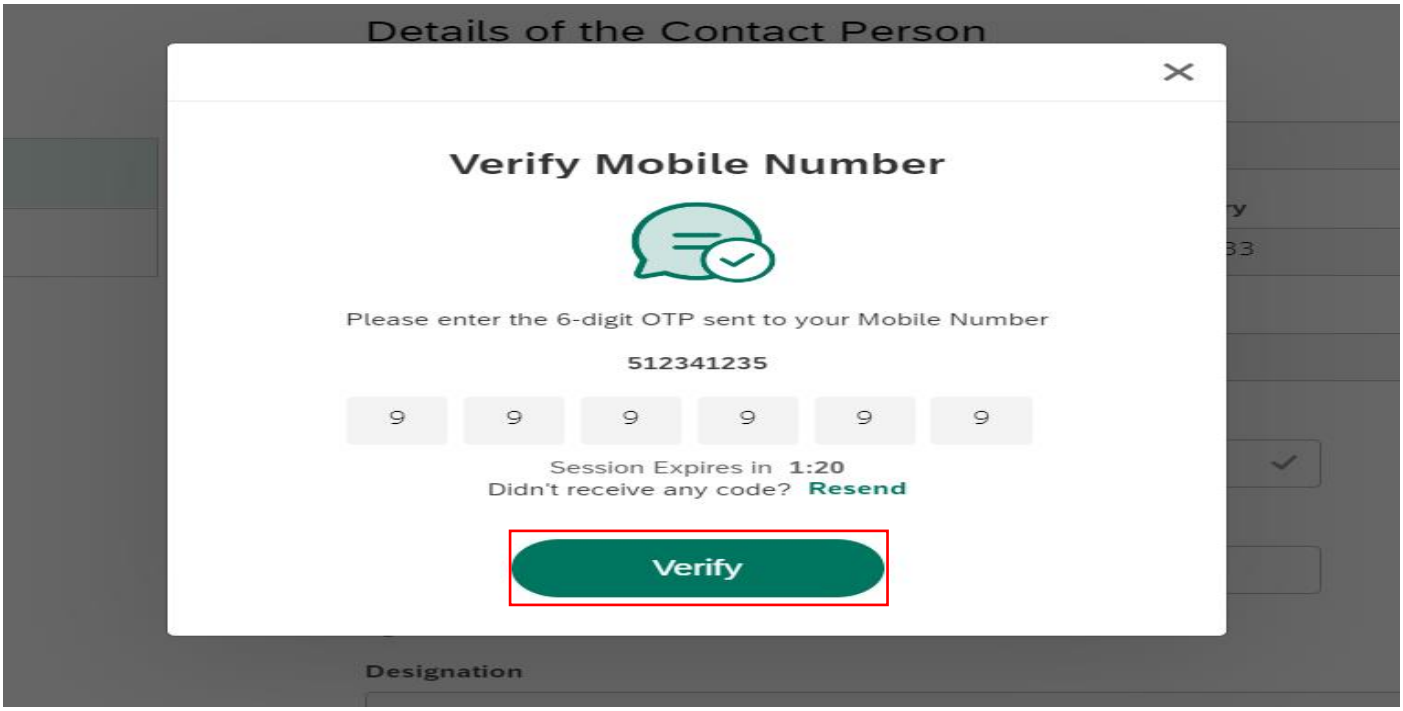


User Action: Edit Contact Person Mobile number



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

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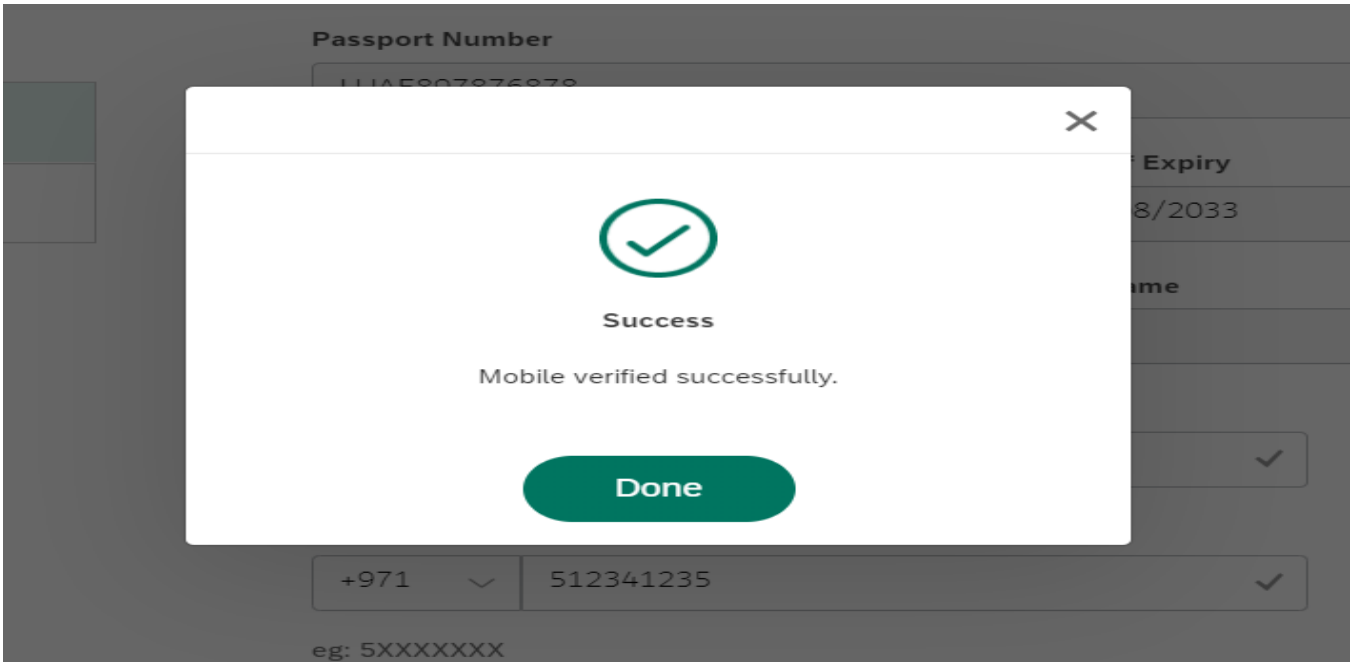
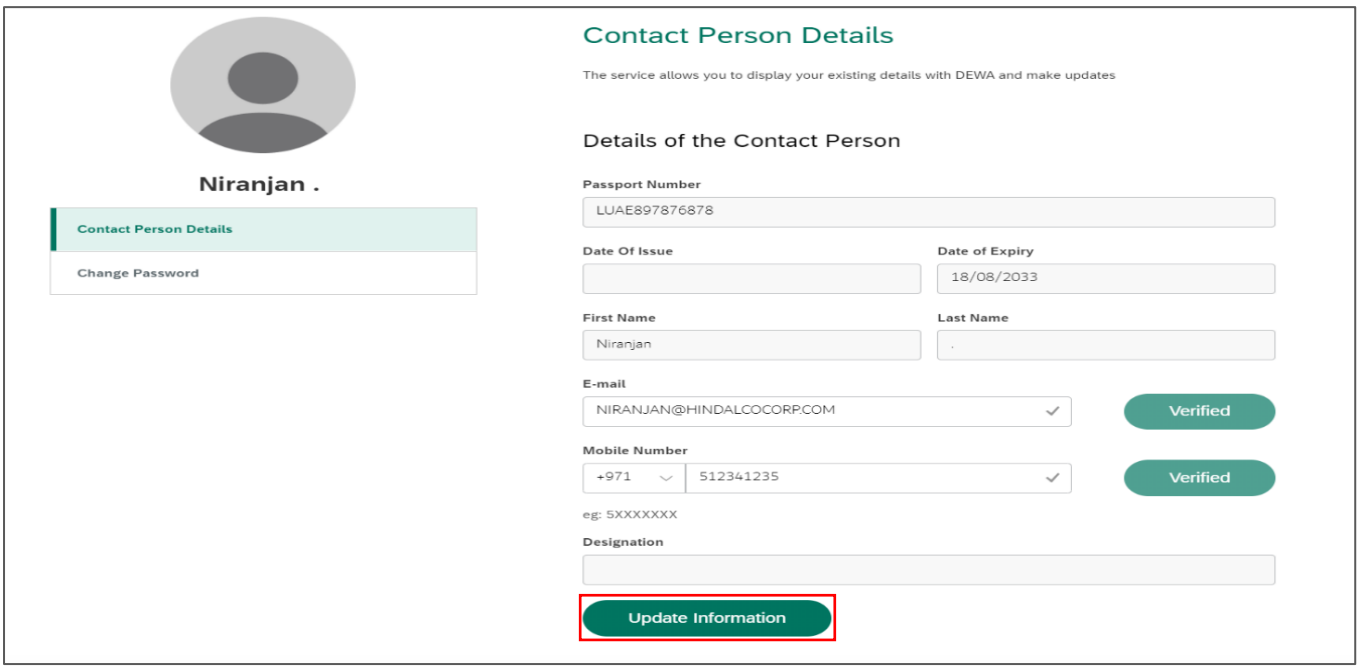


User Action: Click Done on Successful Verification.



User Action: Click on Update Information button to final submit. On submission all the details will get update in master data.

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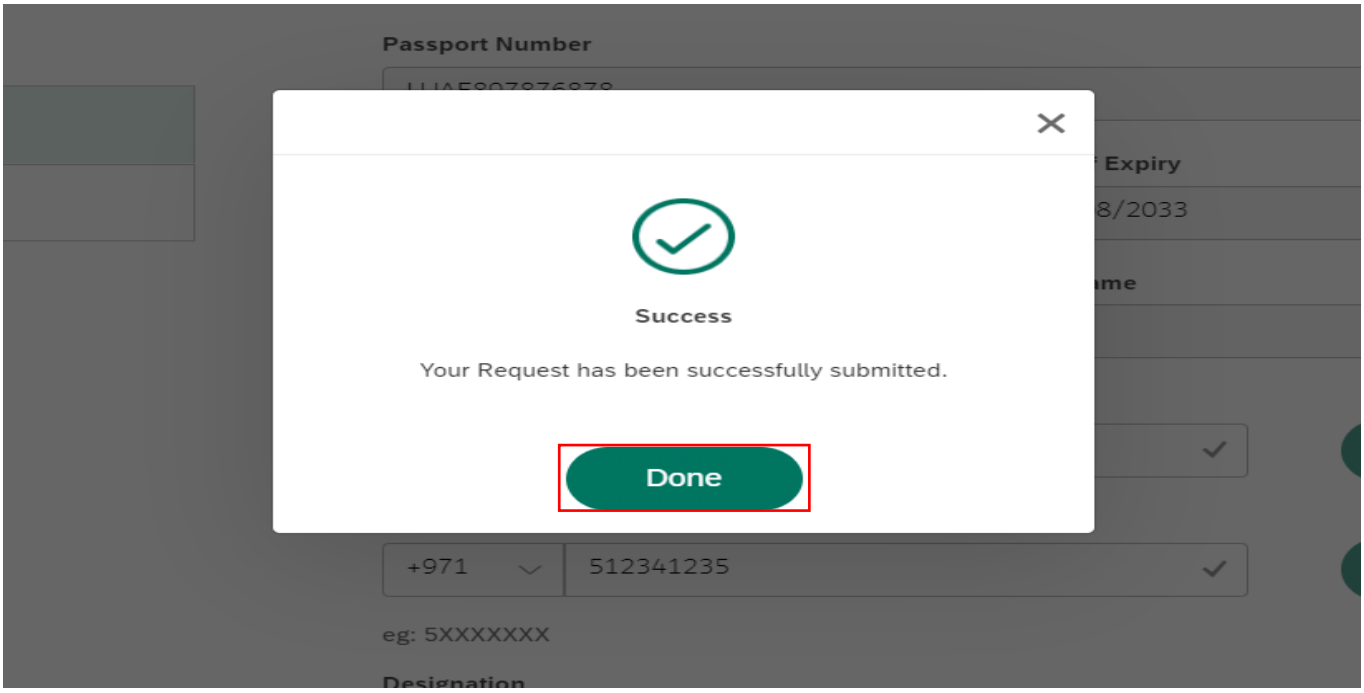

User Action: Click on Done button

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