



Supplier Company Profile Update

**USER
MANUAL**



ISSUE DATE

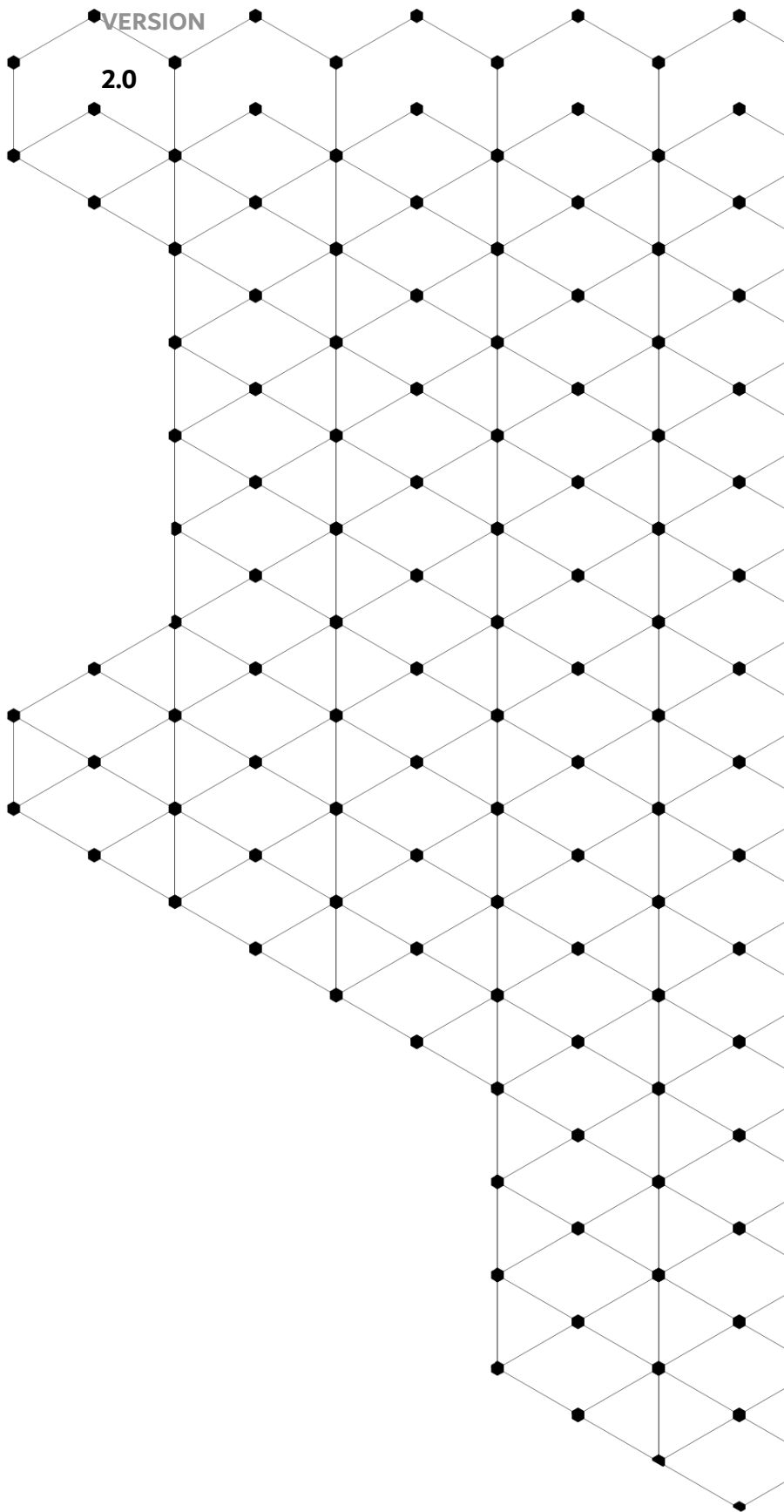
27 Nov 2023

REVISION DATE

10 Jul 2025

VERSION

2.0



Overview

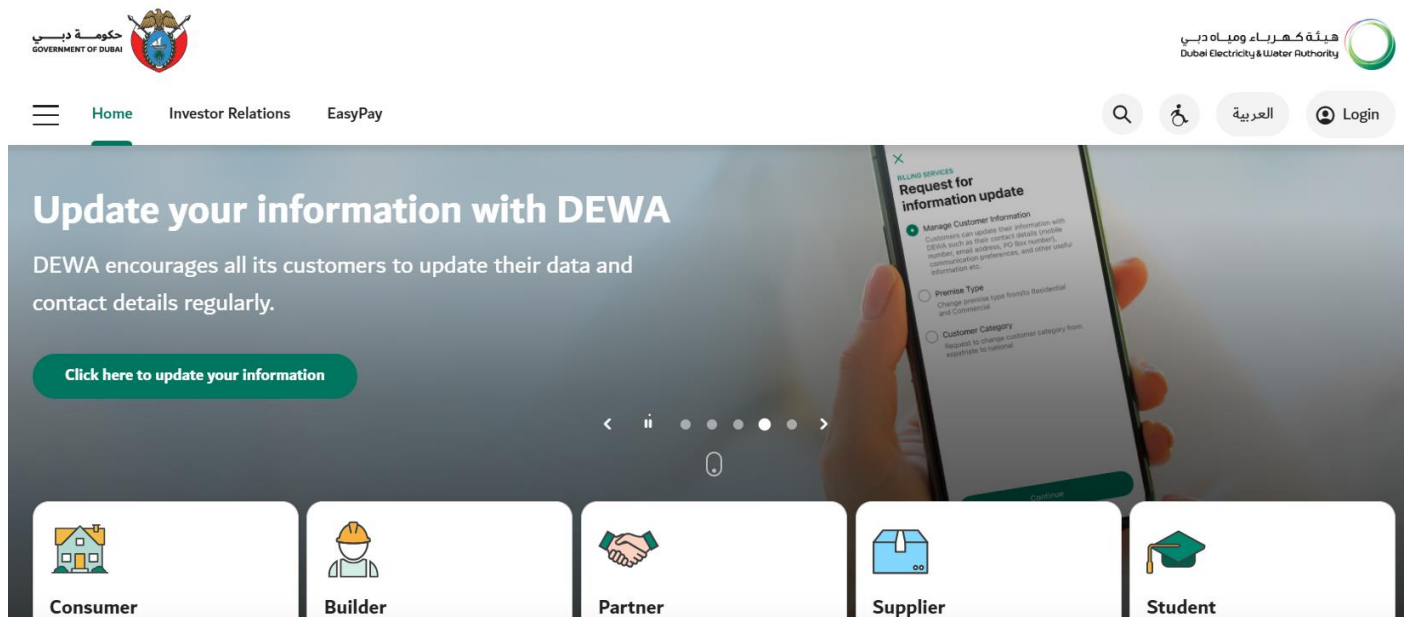
The aim of this Tutorial is to learn how to update the Company profile on supplier portal.

1.1 Service features

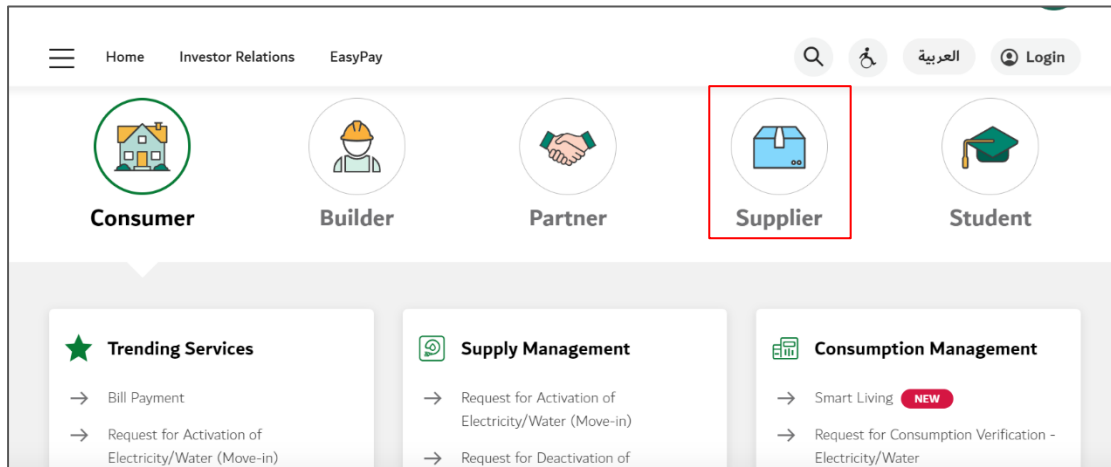
1. DEWA website navigation and supplier login
2. Update Company Details
3. Track Company Profile Update Application
4. Sustainability Screening Survey

1.2 How to request

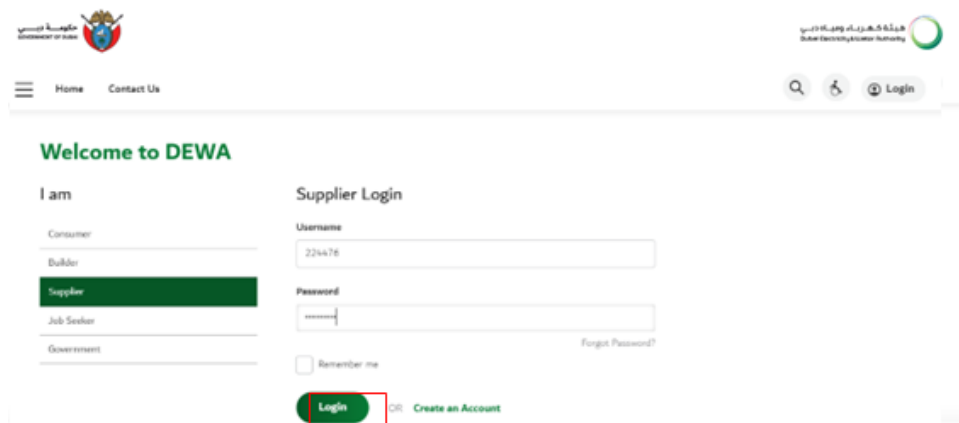
1.2.1 DEWA Website Navigation and Supplier login



User Action: To access DEWA website, user can access <https://www.dewa.gov.ae/en/supplier> link to access this portal

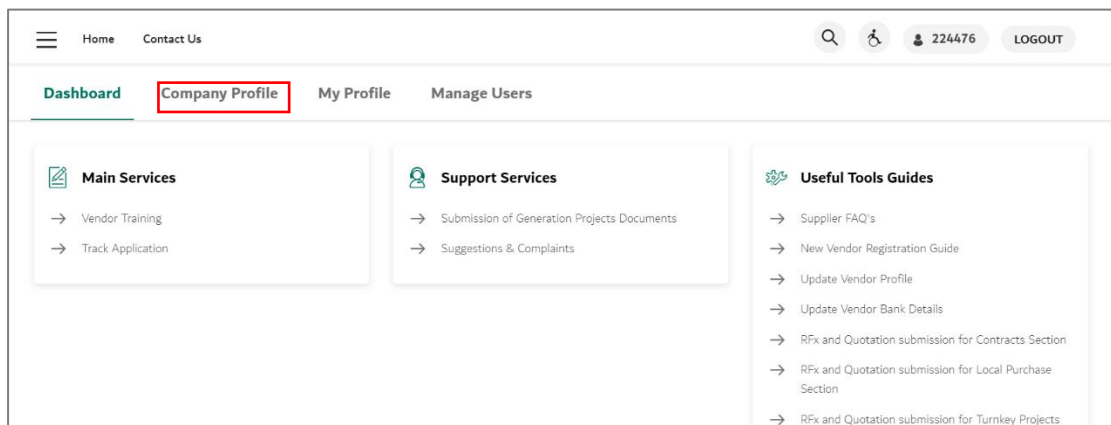


User Action: Scroll down and click on Supplier to access the supplier portal.




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

1.2.2 Update Company Details



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



Company and Manufacturer Details

The service displays your current company details stored with DEWA and make update

Company and Manufacturer Details

Bank Accounts

Stakeholder Communications

Vendor Trade License Cancellation

Related Accounts

Sustainability Screening

Details of the Company

Company Full Name

HINDALCO.

① Company Full Name as per Trade License

Street Name

1250 - Building 1, TECOM

Emirates

DUBAI ▼

PO Box

184218

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)



HINDALCO.

Company and Manufacturer Details

Bank Accounts

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Sustainability Screening

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.

① Company Full Name as per Trade License

Street Name

1250 - Building 1, TECOM

Emirates

DUBAI

PO Box

184218

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

Details of Trade License

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

Are you a Sheikh Mohd. Bin Rashid Establishment?

☐ Yes ☒ No

User Action: Update Trade license expiry date.

Other Company Details

Sponsor Name

ZAMAN

Web URL (Optional)

WWW.HINDALCO.COM

Company Activity

Consulting

Category

User Action: Enter Sponsor Name.

Other Company Details

Sponsor Name

Web URL (Optional)

Company Activity

Category

Rubber,elastomer

☐ Rsptrty,Ansthsia
☒ Rubber,elastomer
☐ Sack packing mat
☐ Saddlery,Hrnss good
☐ Safety system & safe

User Action: Select Category from category list.

Other Company Details

Sponsor Name

Web URL (Optional)

Company Activity

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)

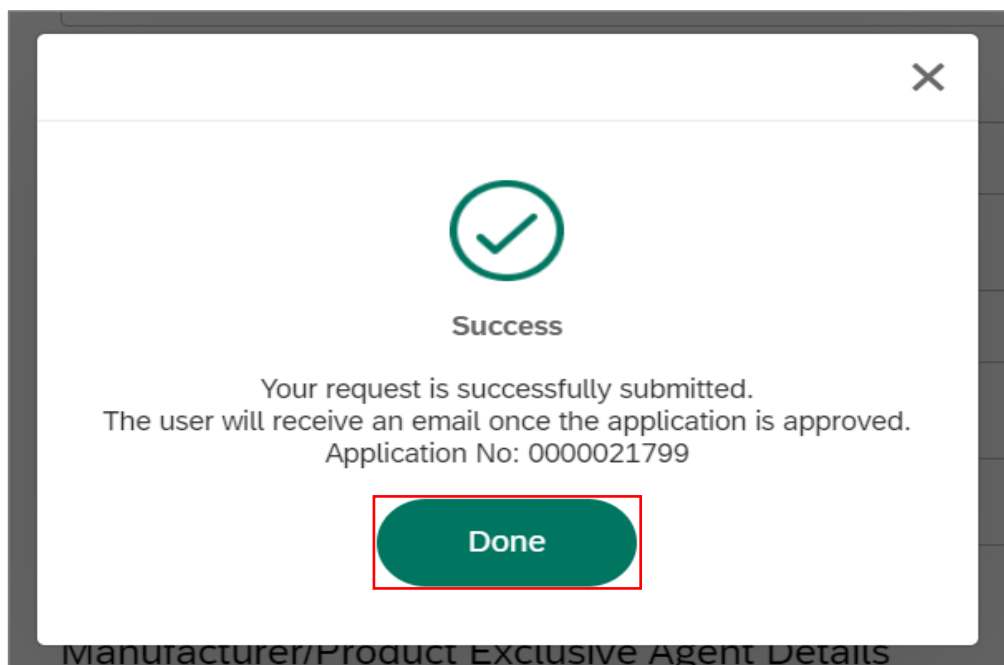
Young Business Leadership Membership (Optional)

[Upload your Files](#)

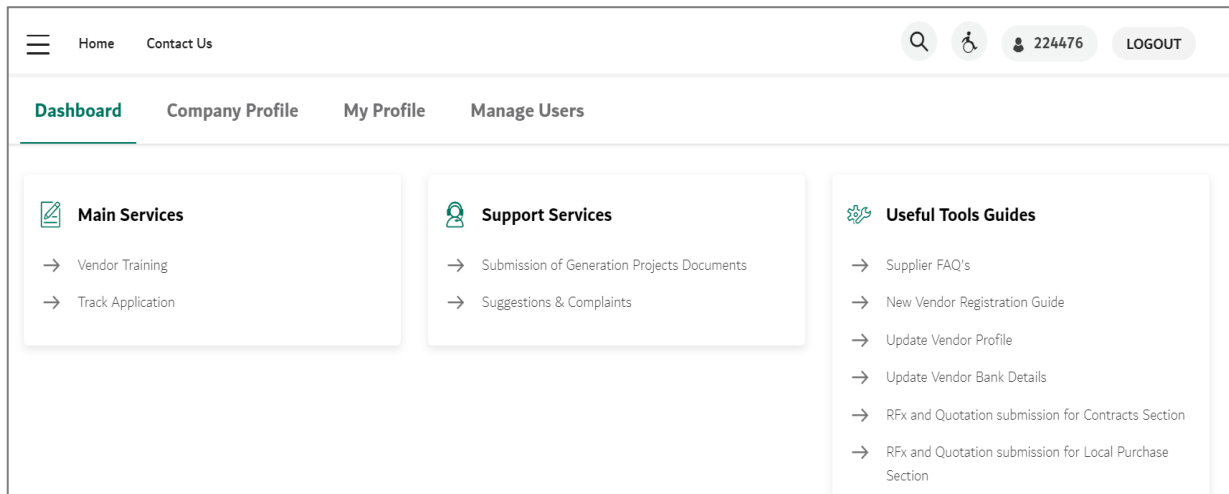
Supported File Types: PDF, PNG, JPG (Up to 5 MB)

[Update Information](#)

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

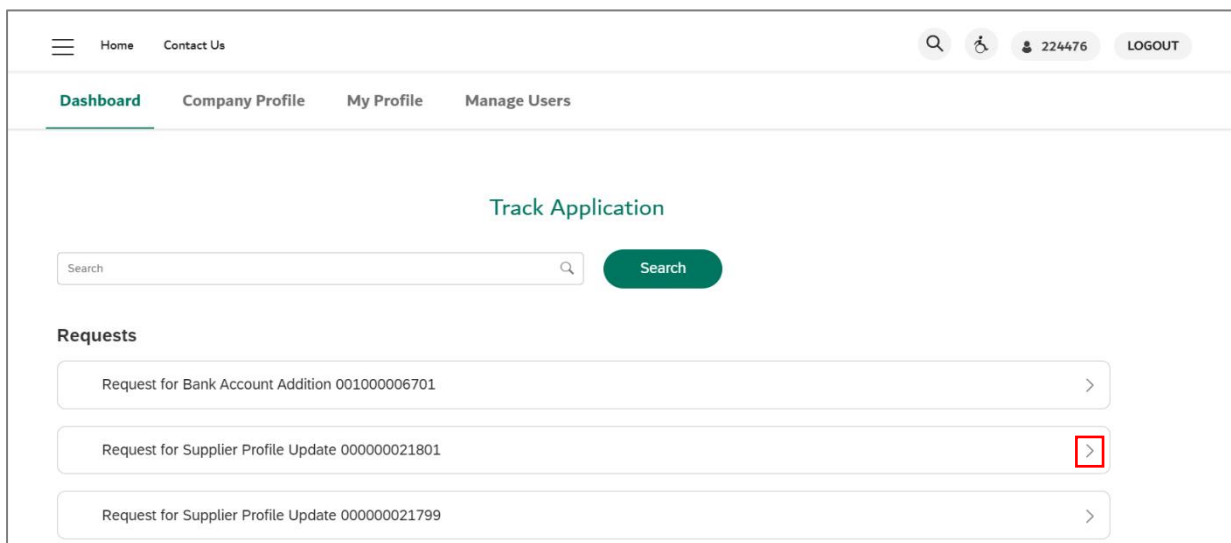


User Action: Click on Done button to submit the details.



1.2.3 Track Your Application

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



User Action: Click on the updated application no. 0000000021801 to check the status

Track Application

Requests

Request for Bank Account Addition 001000006701

Request for Supplier Profile Update 000000021801

Request for Supplier Profile Update 000000021801

In Process

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 estimated completion time for this service is 3 working days.

[View Application](#)

1.2.4 Sustainability Screening Survey

This section is to participate in the DEWA's Supplier Sustainability Program. At DEWA, we believe that suppliers are essential partners to achieve sustainable progress across our operating footprint and on the journey to sustainable growth.

However this participation is "Optional".

[Dashboard](#)
[Company Profile](#)
[My Profile](#)
[Manage Users](#)

Auto Care Middle East LLC

| |
|-----------------------------------|
| Company and Manufacturer Details |
| Bank Accounts |
| Stakeholder Communications |
| Vendor Trade License Cancellation |
| Related Accounts |
| Sustainability Screening |

Sustainability Screening

We are pleased to invite you to participate in DEWA's Supplier Sustainability Program.

Participation in this questionnaire is optional

SECTION 1: ENVIRONMENT

1. Does your company have a formal Environmental policy?

☐ Yes
☐ No
☐ Not Applicable

2. Does your company have a Environment management system in place, targets and objectives to improve environmental performance?

☐ Yes
☐ No
☐ Not Applicable

3. Is your company certified for in any of the following? (select all that apply)

☐ ISO 14001 -- EMAS

User Action: Select the Tab 'Sustainability Screening' and answer all the question by selection the appropriate option in all sections.

Section1 : **ENVIRONMENT (15)**

Section2 : **SOCIAL (9)**

Section3 : **GOVERNANCE (16)**

14. Does your company utilizes internationally recognized standards and frameworks for sustainability report? (select all that apply)

- ☒ Global Reporting Initiative (GRI) Standards
☒ Sustainability Accounting Standards Board (SASB)
☐ Others (please specify)

15. Does your company require its suppliers to publicly disclose ESG/CSR/Sustainability Values , principles, and performance on its website?

- ☐ Yes
☒ No
☐ Not Applicable

16. Does your company obtain any recognition related to sustainability/CSR?

- ☐ Yes
☒ No
☐ Not Applicable

↑ Top

Submit

User Action: After answering all the question under all sections and click on Submit button.

