



# 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

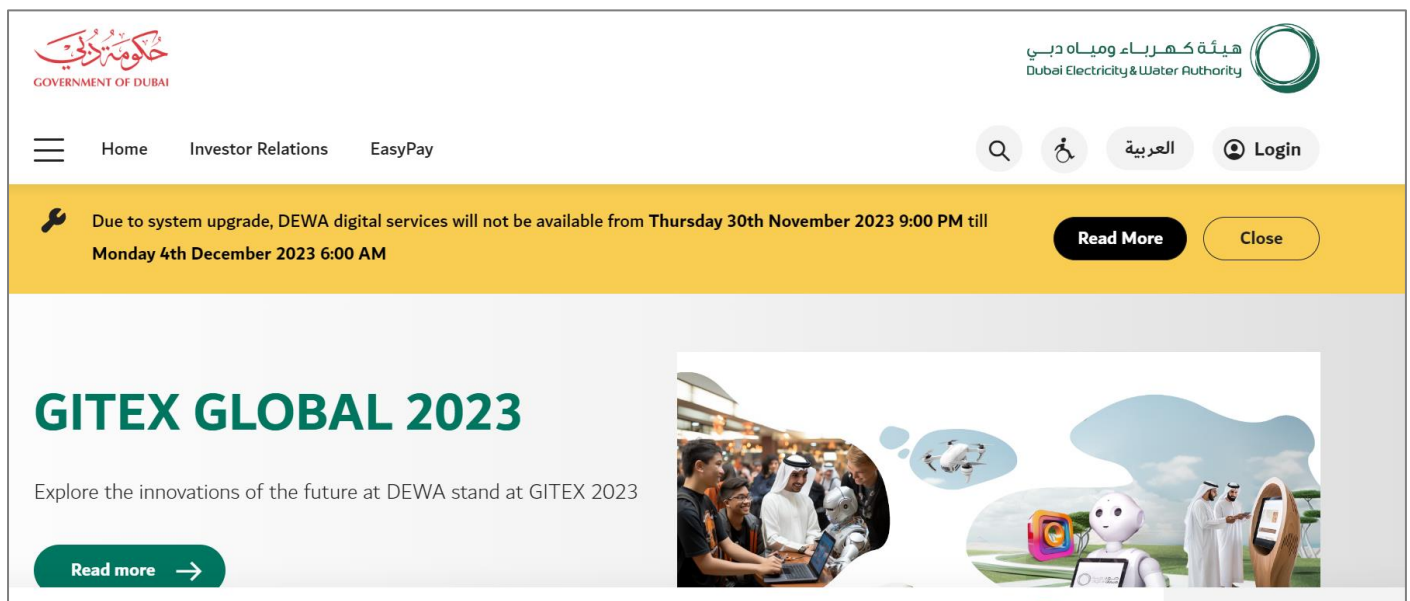
1. Company Lookup
2. Details of Company Administrator
3. Track Enrollment Application

### 1.2 How to request

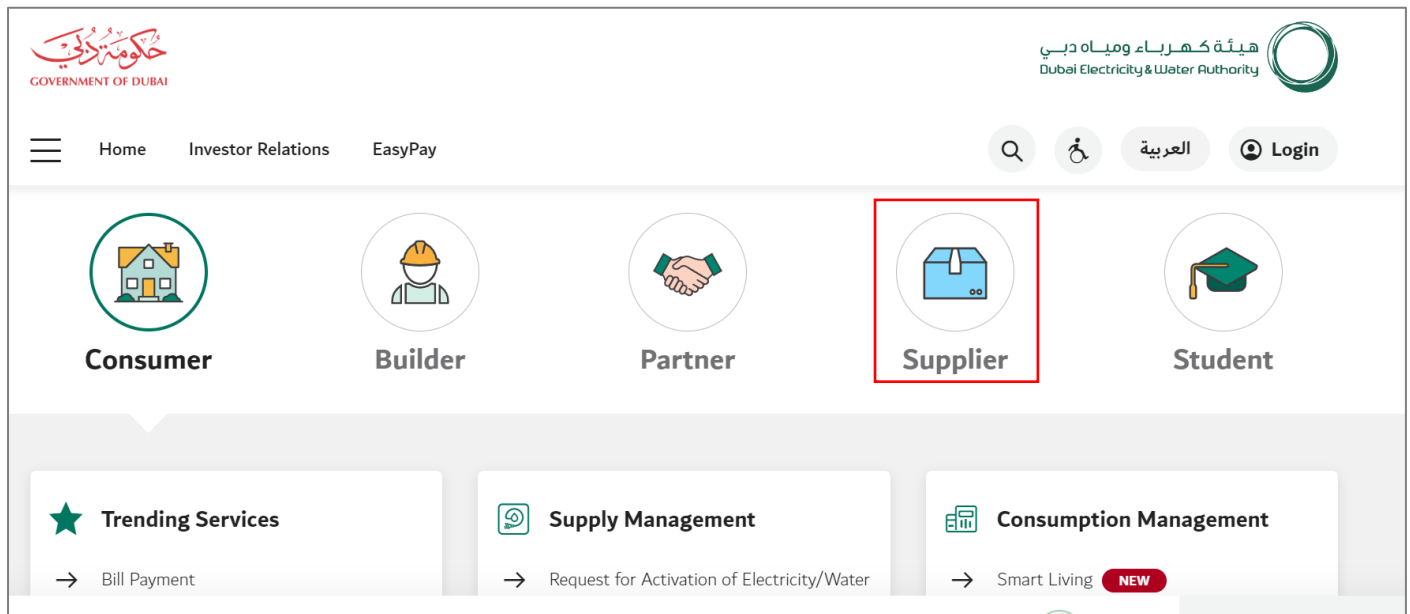
Anonymous Admin Registration is used to replace all existing admins with new one.

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

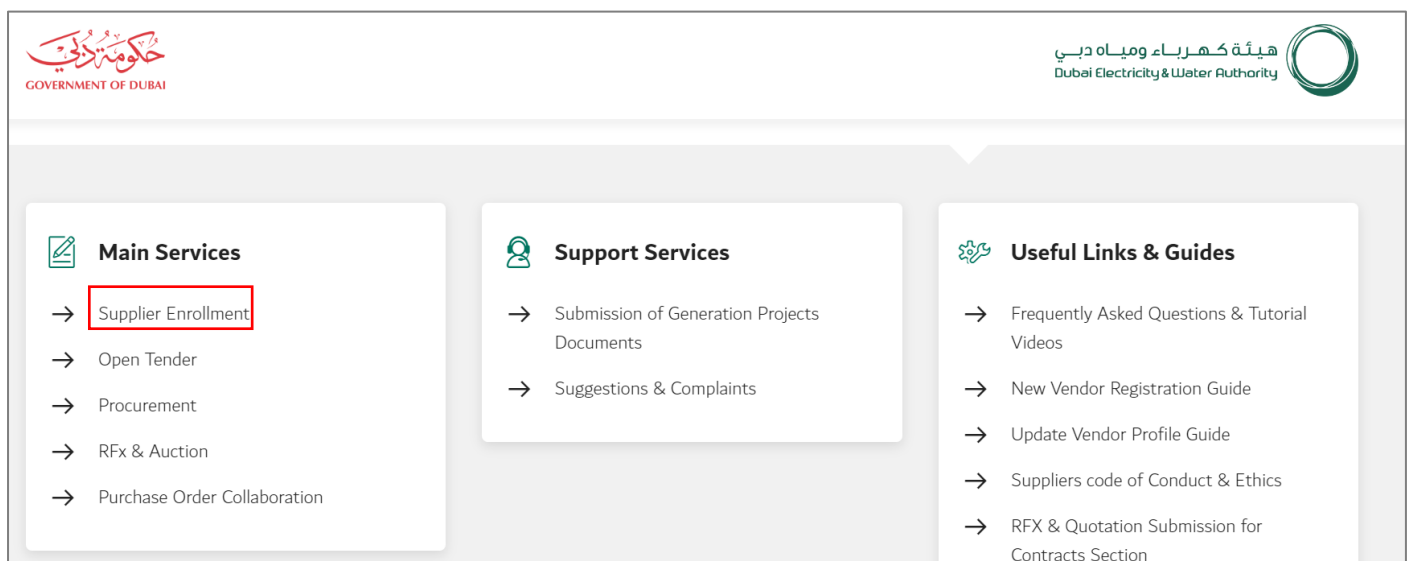
#### 1.2.1 Navigate to DEWA Web Page



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 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 display at the DEWA 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: 784197593258144

Expiry Date: 04/10/2030

**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: AL-ARABA

Last Name of New Administrator: EMAD-UL-DIN

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  
[Redacted] **Verify**

Only Company E-mail address is allowed

Mobile Number  
+971 [Redacted] **Verify**

eg: 5XXXXXXX

**User Action:** Provide email address and click on **Verify** button. User will receive OTP on given Email address.

**Verify Email Address**

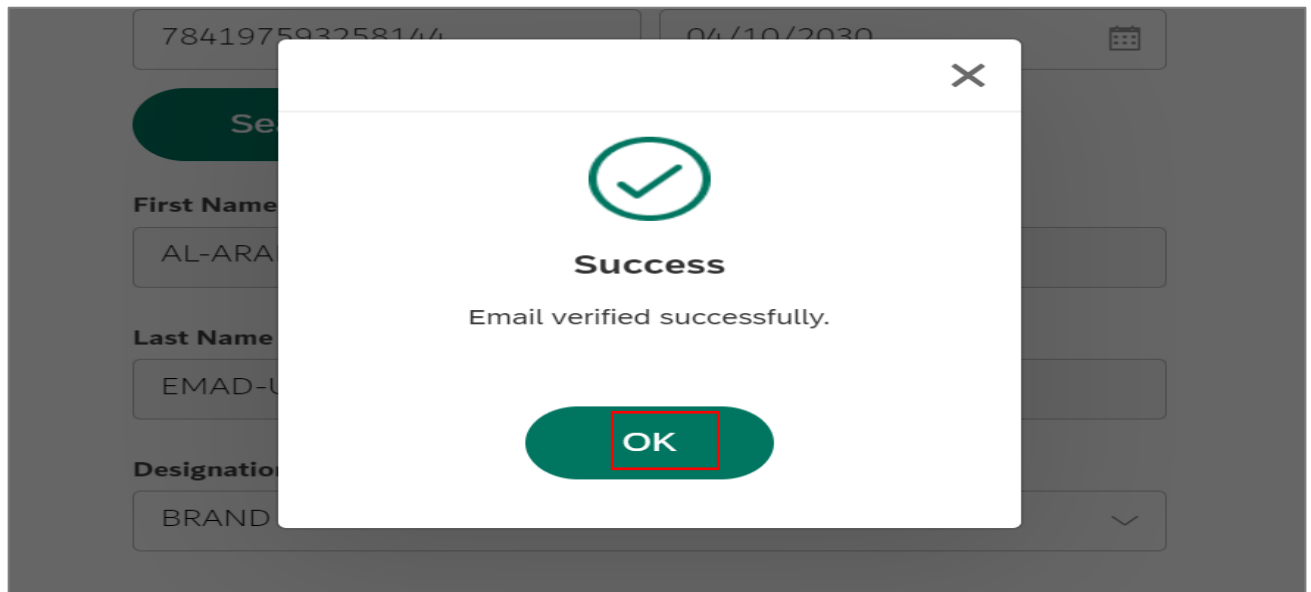
Please enter the 6-digit OTP sent to your e-mail **em\*\*@globaltech.com**.

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

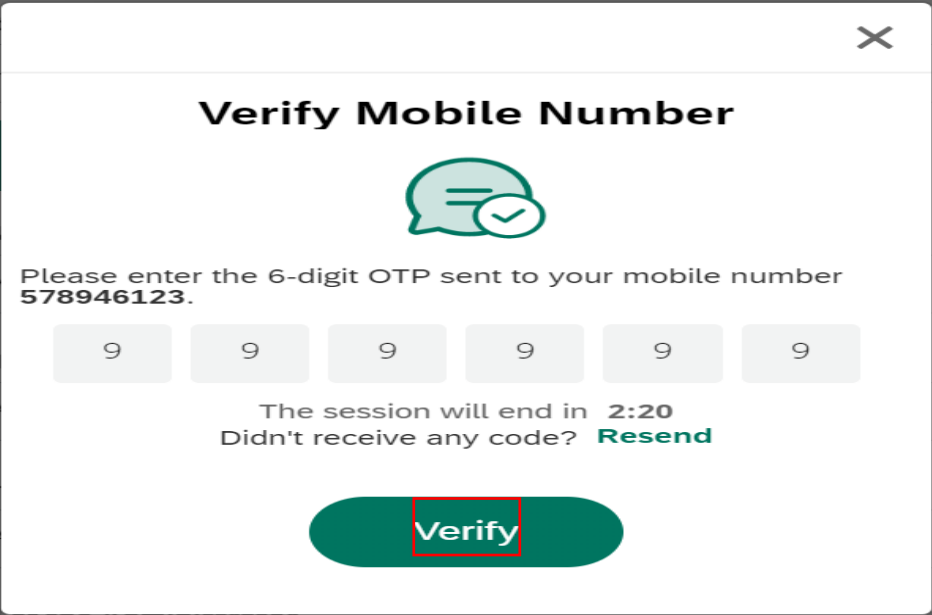
**Mobile Number**  
+971 578946123 **Verify**

(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**

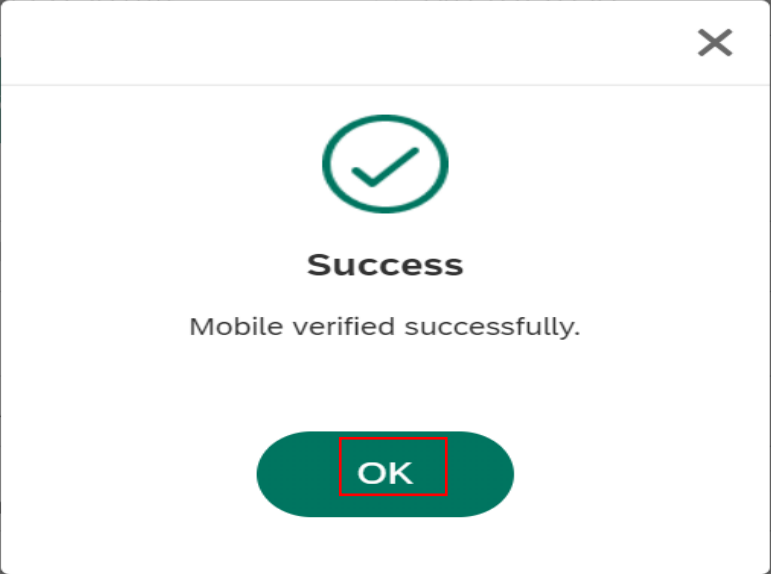
Please enter the 6-digit OTP sent to your mobile number  
578946123.

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

eg: 5XXXXXXX

Verified

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

eg: 5XXXXXXX

Verified

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](#)

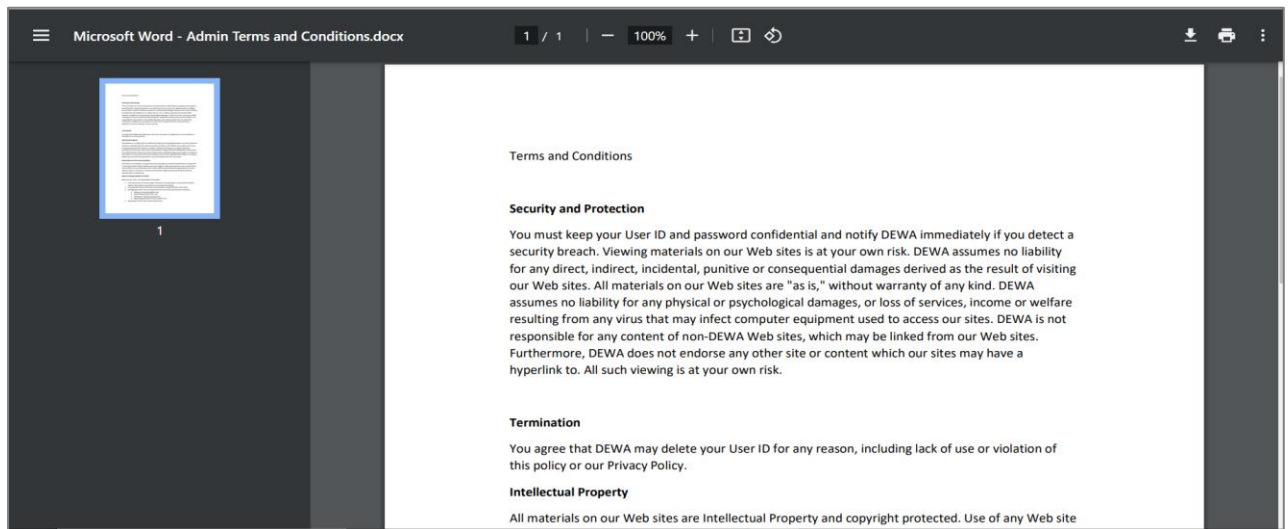
☐

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

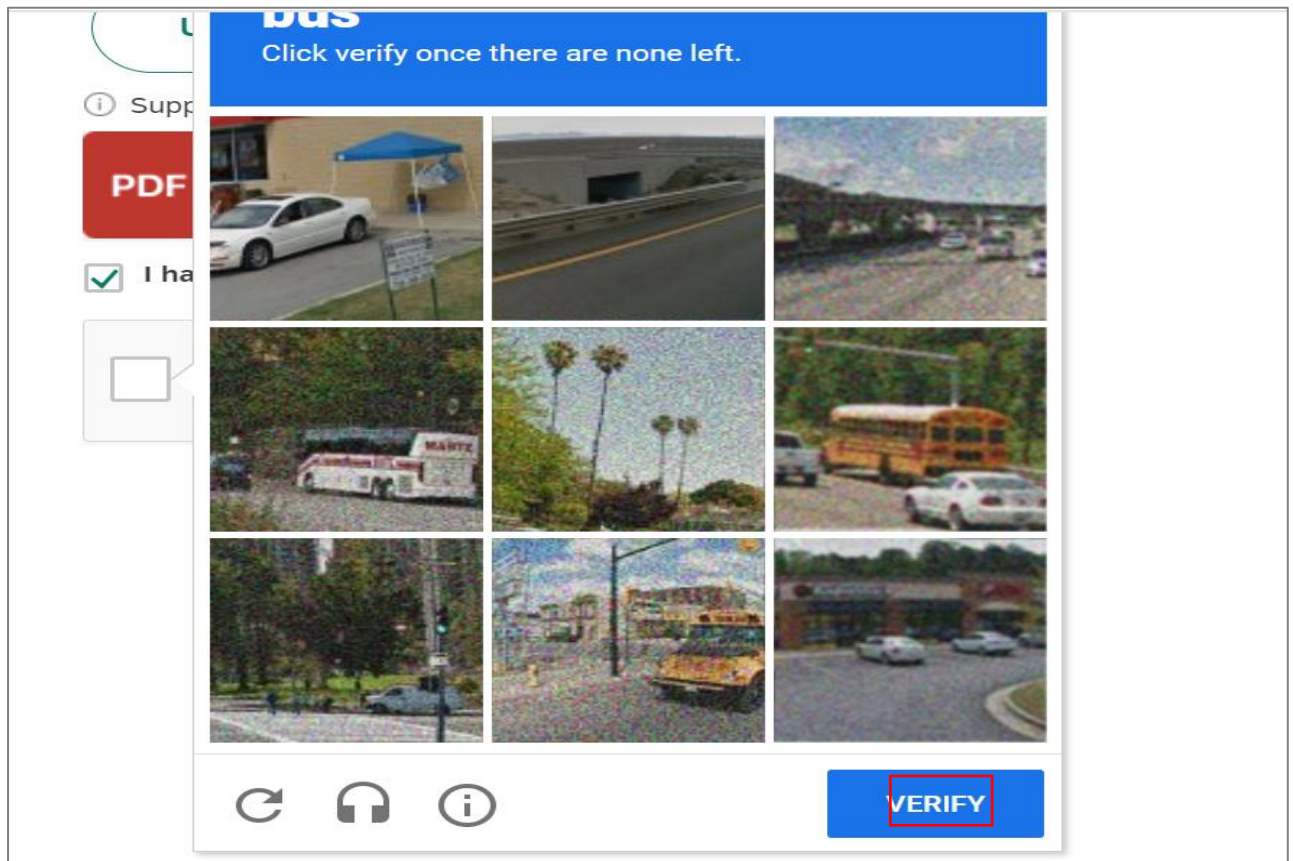
☐

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: 5XXXXXXX


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

**Upload your File**

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

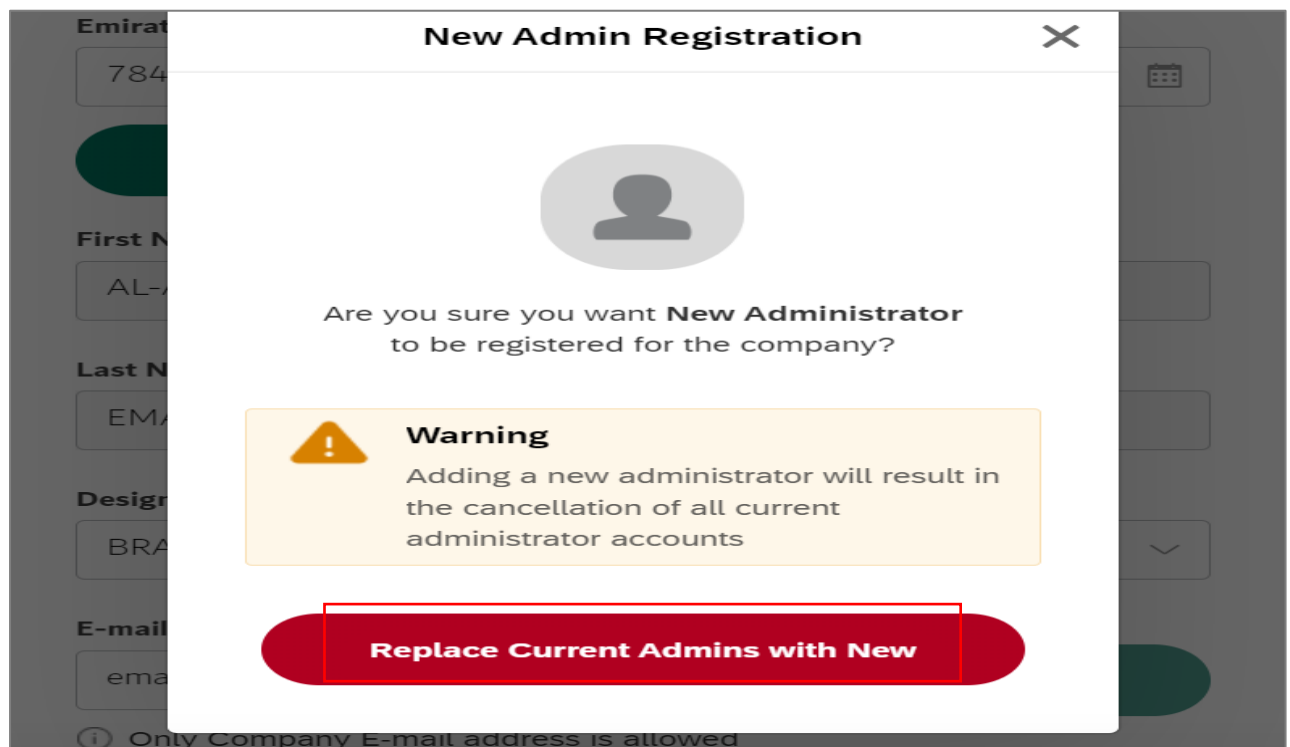
**PDF** attachment 1.pdf 1.326MB ✕

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

☒ I'm not a robot  reCAPTCHA Privacy - Terms

**Submit**

User Action: 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](#)

Verify

**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](#) [Search](#) [Accessibility](#) [Login](#)

Admin Registration: 0000021806 (In-Process)

### Company Lookup

Search By

Supplier Number

Search

224476

### Company Details

Company Name

HINDALCO.

### Details of Company Administrator

Do you have Emirates ID Number?

☒ Yes ☐ No

Emirates ID Number	Expiry Date
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