

# Supplier Contact Person Update

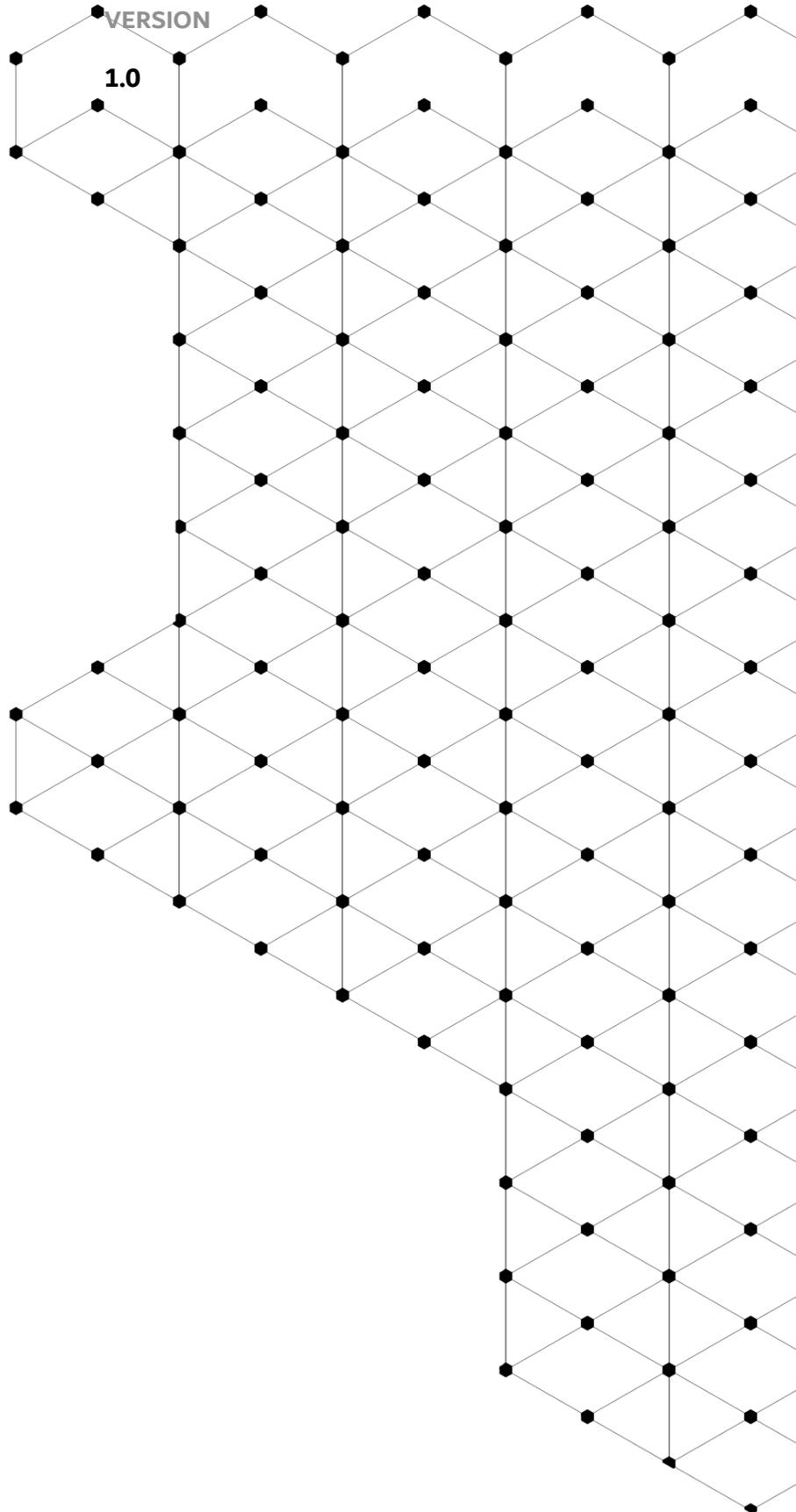
**USER  
MANUAL**

ISSUE DATE

27 Nov 2023

REVISION DATE

28 Nov 2023



VERSION

1.0



## Overview

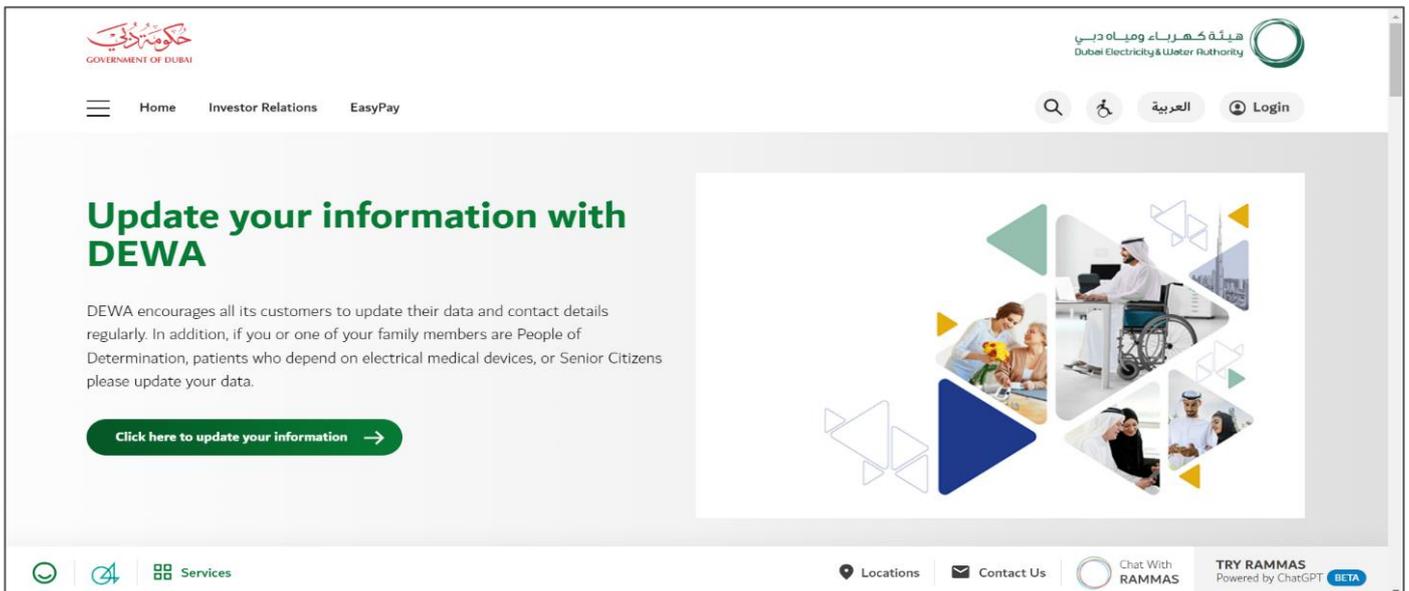
The aim of this tutorial is to learn the process of updating profile of contact person on supplier portal.

### 1.1 Service features

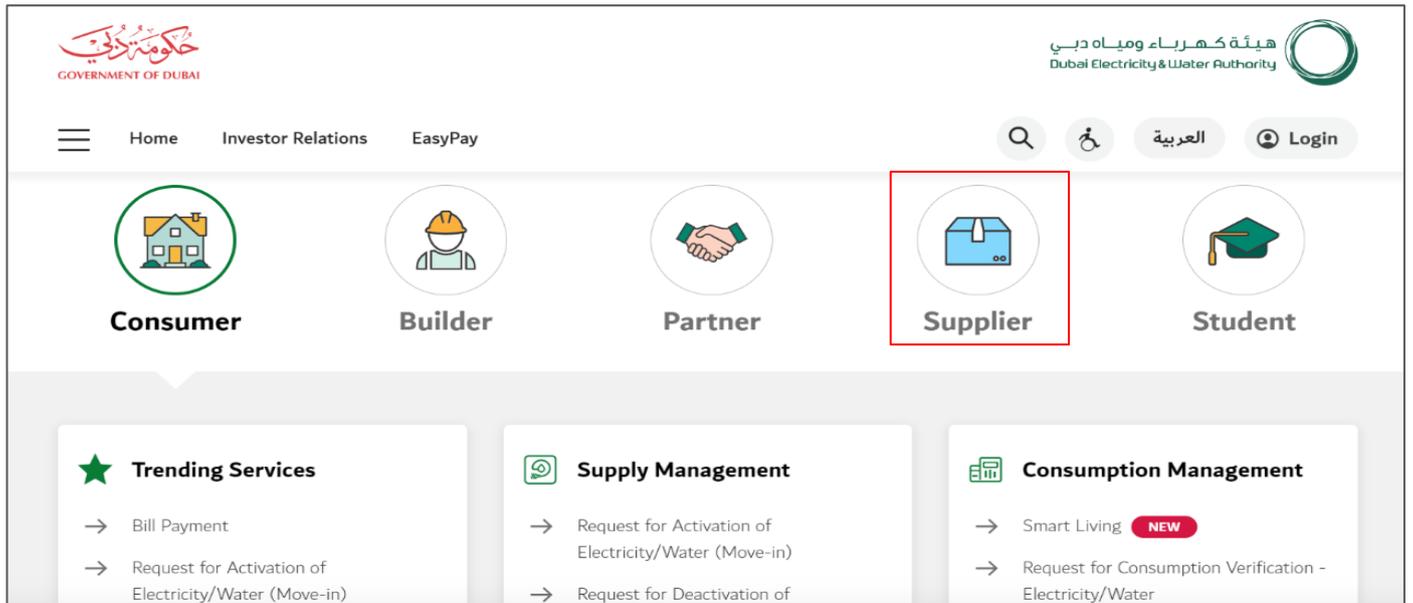
1. DEWA website navigation and supplier login
2. Contact Person Profile Update

### 1.2 How to request

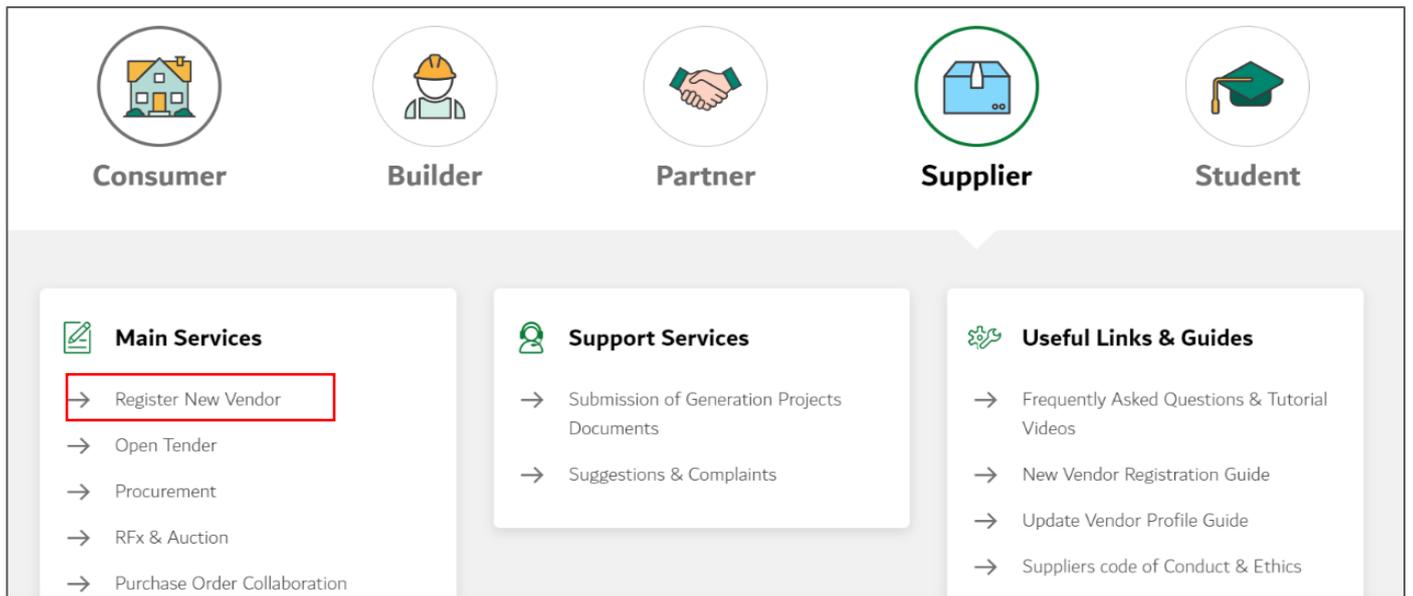
#### 1.2.1 DEWA Website Navigation and Supplier login



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



**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

Home Contact Us

Welcome to DEWA

I am

Consumer

Builder

Supplier

Job Seeker

Government

Supplier Login

Username

224485 ✓

Password

.....

Forgot Password?

Remember me

Login OR Create an Account

**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

The screenshot shows the DEWA portal dashboard. At the top left is the Government of Dubai logo. At the top right is the DEWA logo and the user ID '224485' with a 'LOGOUT' button. The navigation menu includes 'Home' and 'Contact Us'. The main navigation tabs are 'Dashboard', 'Company Profile', 'My Profile' (highlighted with a red box), and 'Manage Users'. The dashboard content is divided into three columns: 'Main Services' (listing Open Tender, Procurement, Rfx and Auction, etc.), 'Support Services' (listing Submission of Generation Projects Documents, Suggestions & Complaints), and 'Useful Tools Guides' (listing Supplier FAQ's, New Vendor Registration Guide, etc.).

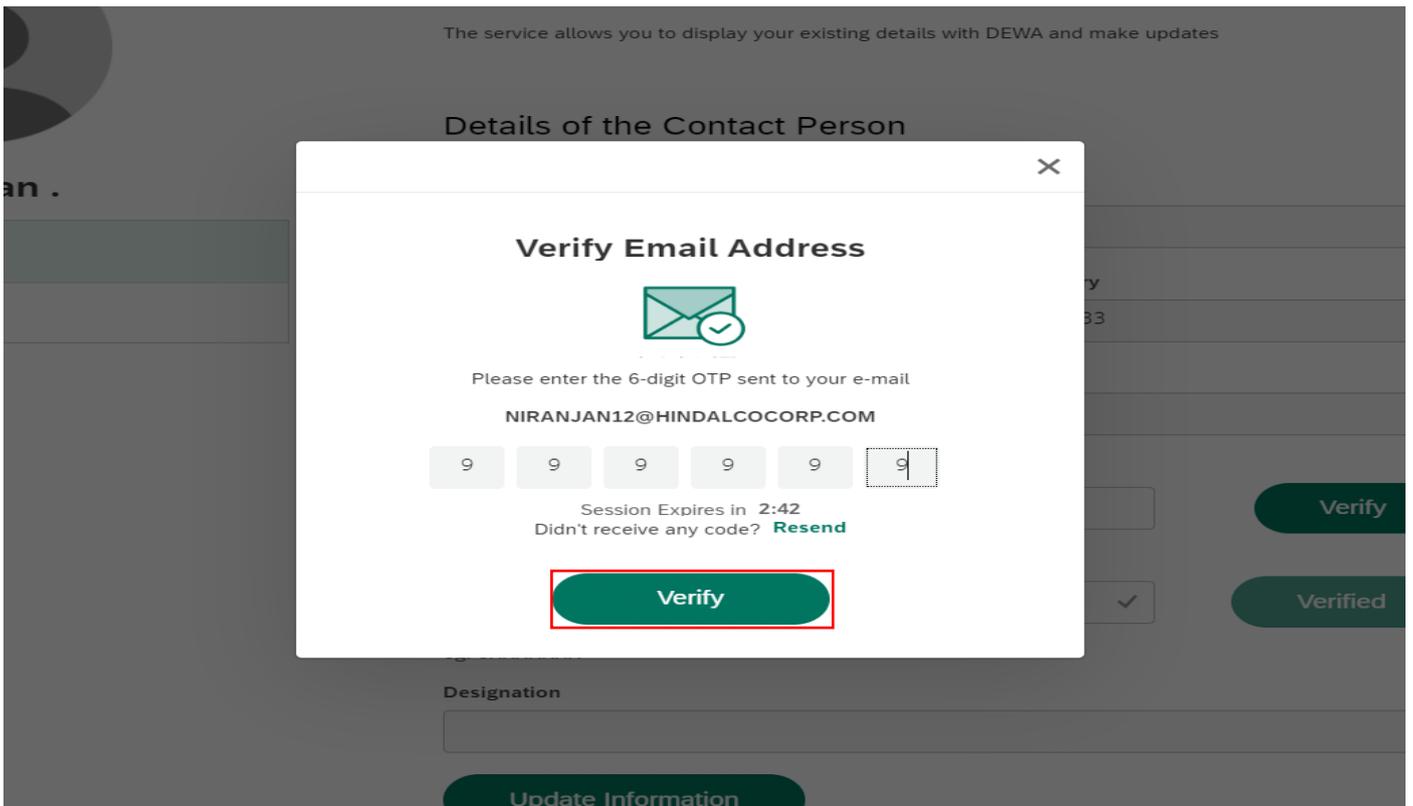
**User Action:** You can click on My Profile tab to update Contact Person profile.

The screenshot shows the 'Contact Person Details' form. On the left, there is a profile card for 'Niranjan .' with a 'Change Password' button. The main form area is titled 'Contact Person Details' and includes a sub-header 'Details of the Contact Person'. The form fields are:
 

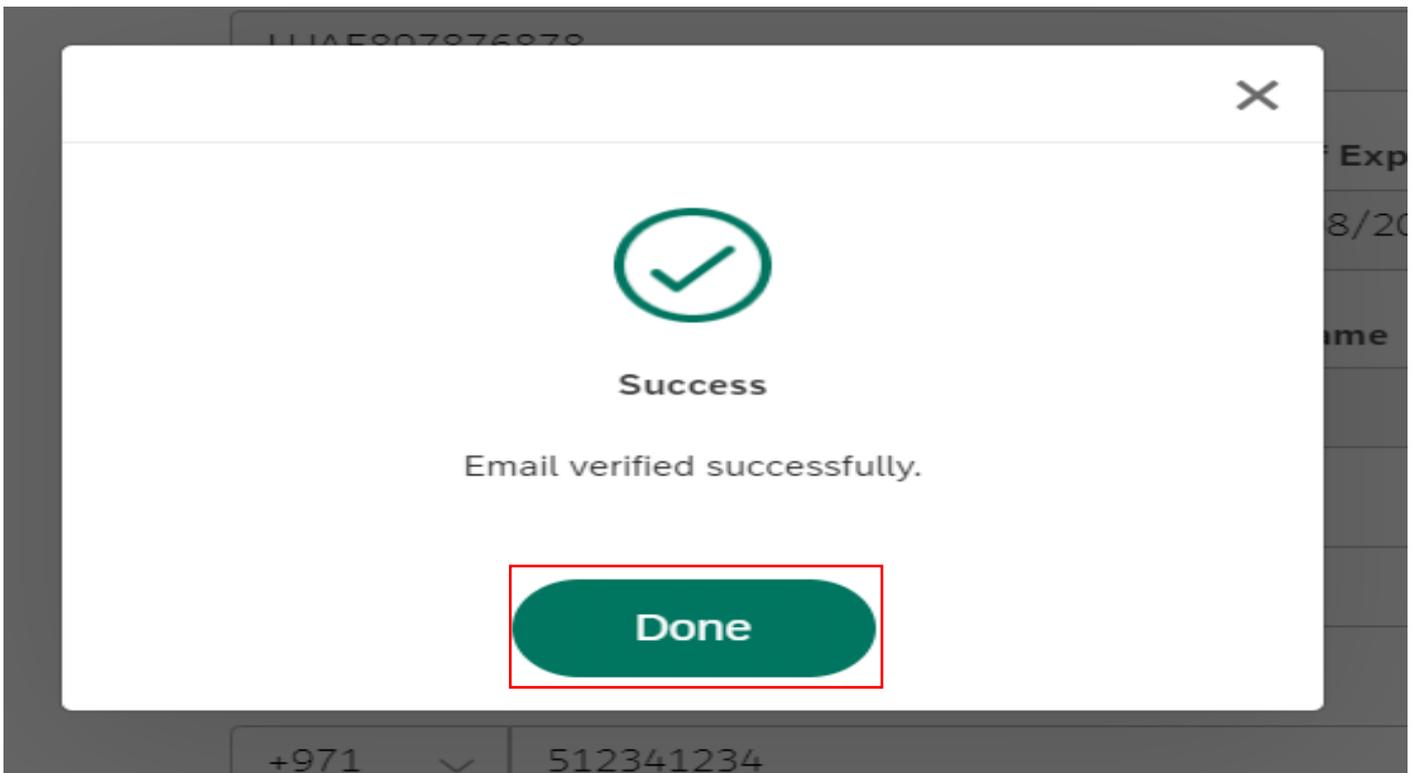
- Passport Number: LUAEB97876878
- Date Of Issue: [Empty]
- Date of Expiry: 18/08/2033
- First Name: Niranjan
- Last Name: .
- E-mail: NIRANJAN12@HINDALCOCORP.COM (highlighted with a red box)
- Mobile Number: +971 512341234 (with a dropdown arrow and a checkmark)
- Designation: [Empty]

 There are 'Verify' and 'Verified' buttons next to the E-mail and Mobile Number fields, respectively. A large green 'Update Information' button is at the bottom of the form.

**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.



**Niranjan .**

- Contact Person Details
- Change Password

### Contact Person Details

The service allows you to display your existing details with DEWA and make updates

#### Details of the Contact Person

Passport Number  
LUAE897876878

Date Of Issue  Date of Expiry  
18/08/2033

First Name  
Niranjan Last Name  
.

E-mail  
NIRANJAN@HINDALCOCORP.COM ✓ **Verified**

Mobile Number  
+971 512341235 **Verify**

eg: 5XXXXXXX

User Action: Edit Contact Person Mobile number

### Details of the Contact Person

## Verify Mobile Number



Please enter the 6-digit OTP sent to your Mobile Number

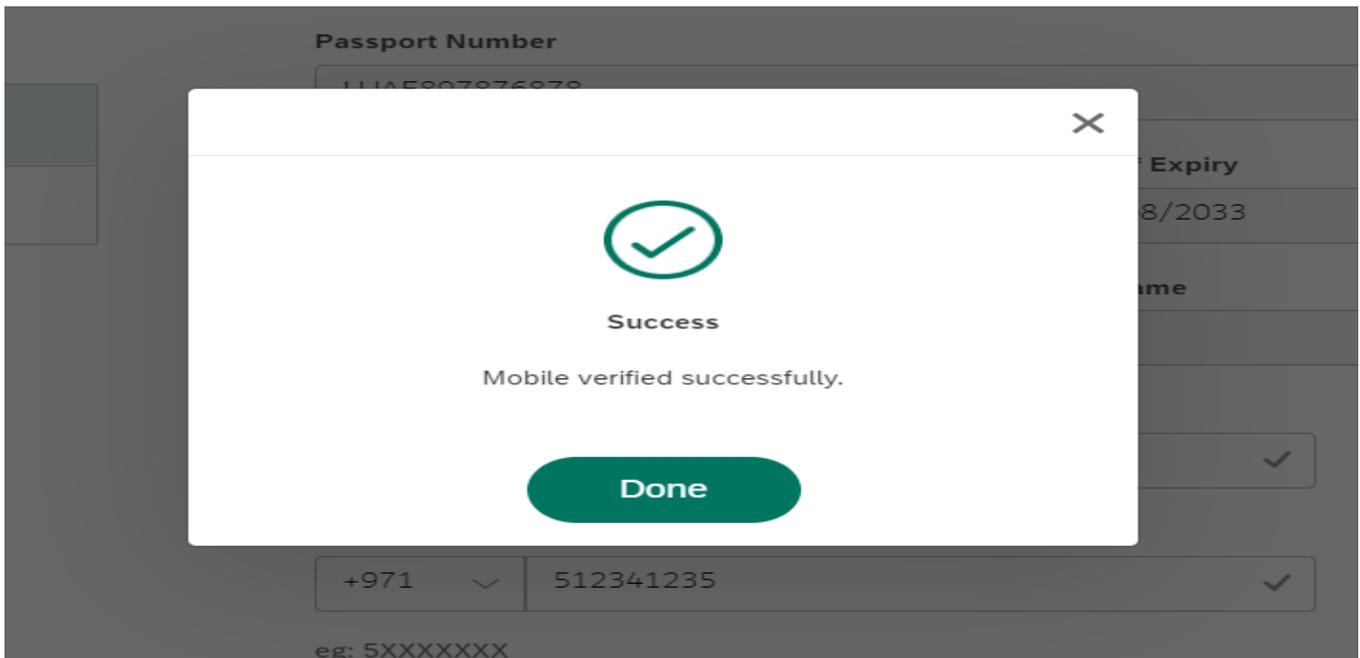
512341235

9 9 9 9 9 9

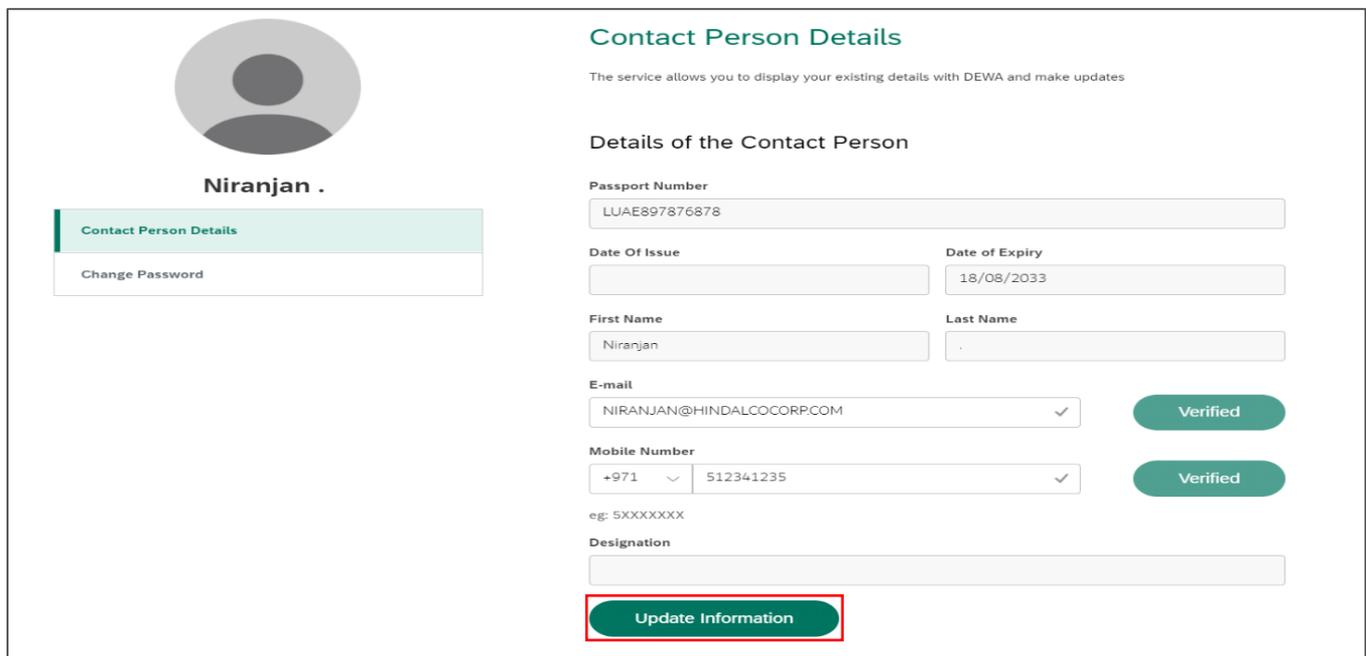
Session Expires in 1:20  
Didn't receive any code? **Resend**

**Verify**

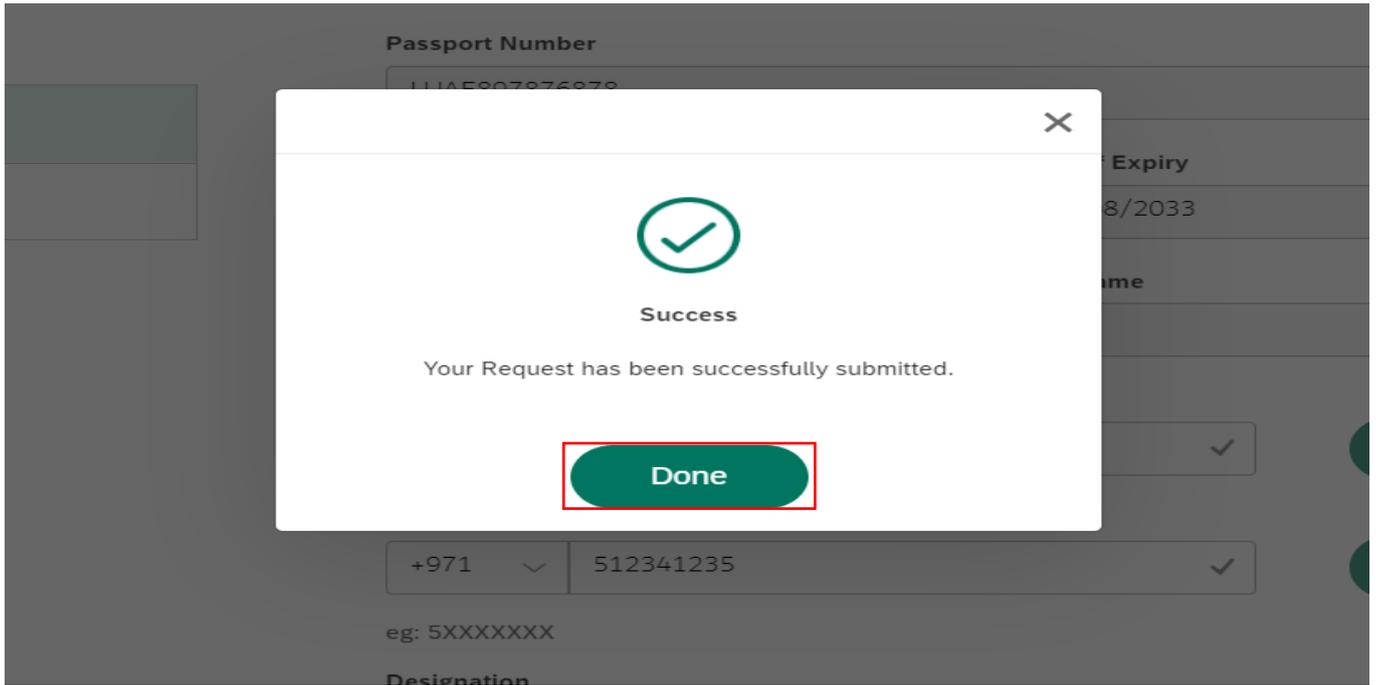
User Action: Enter OTP received on Mobile and Click on Verify button.



**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.



**User Action:** Click on Done button