

Trade license Cancellation

**USER
MANUAL**

ISSUE DATE

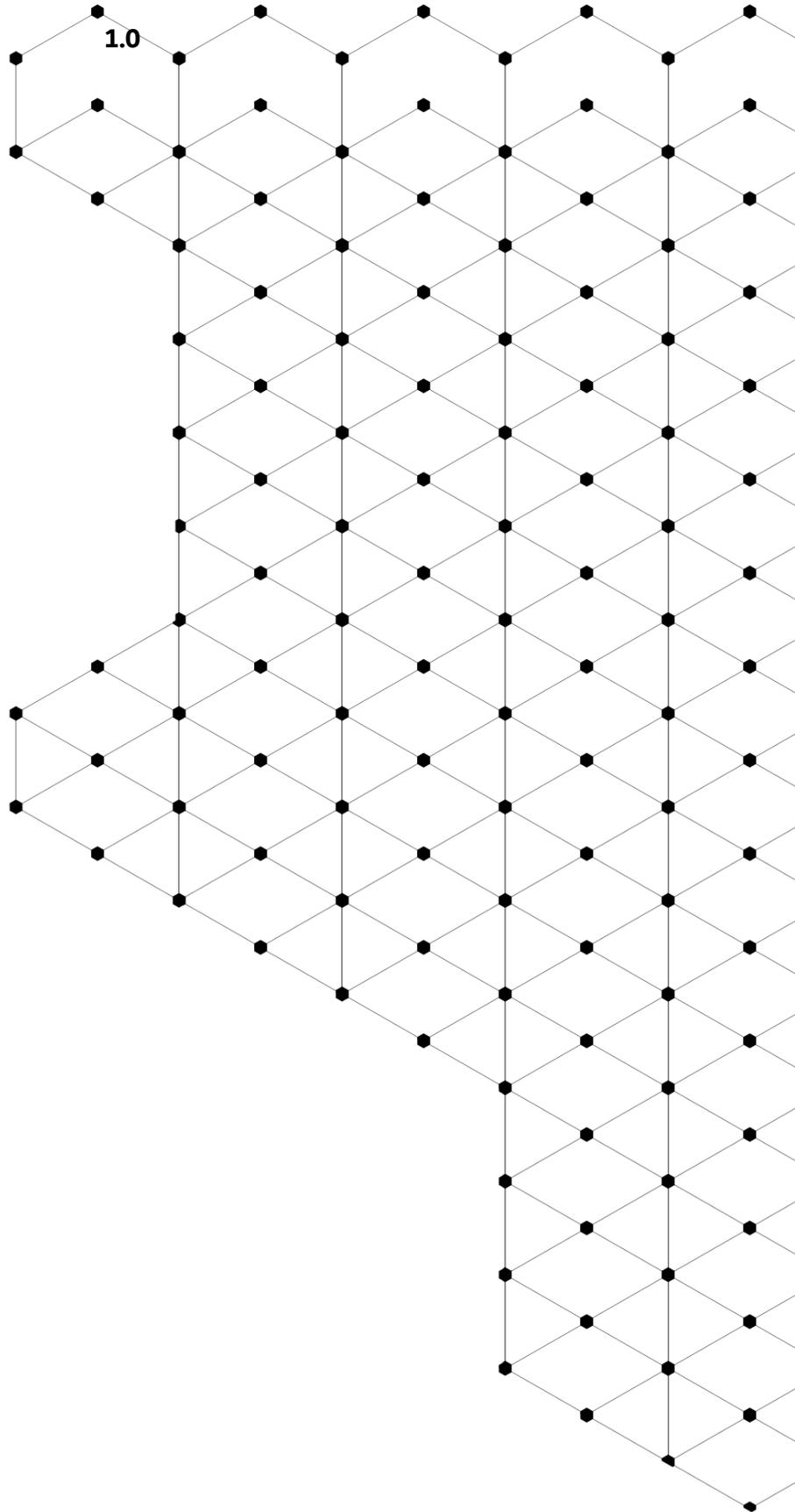
27 Nov 2023

REVISION DATE

28 Nov 2023

VERSION

1.0



Overview

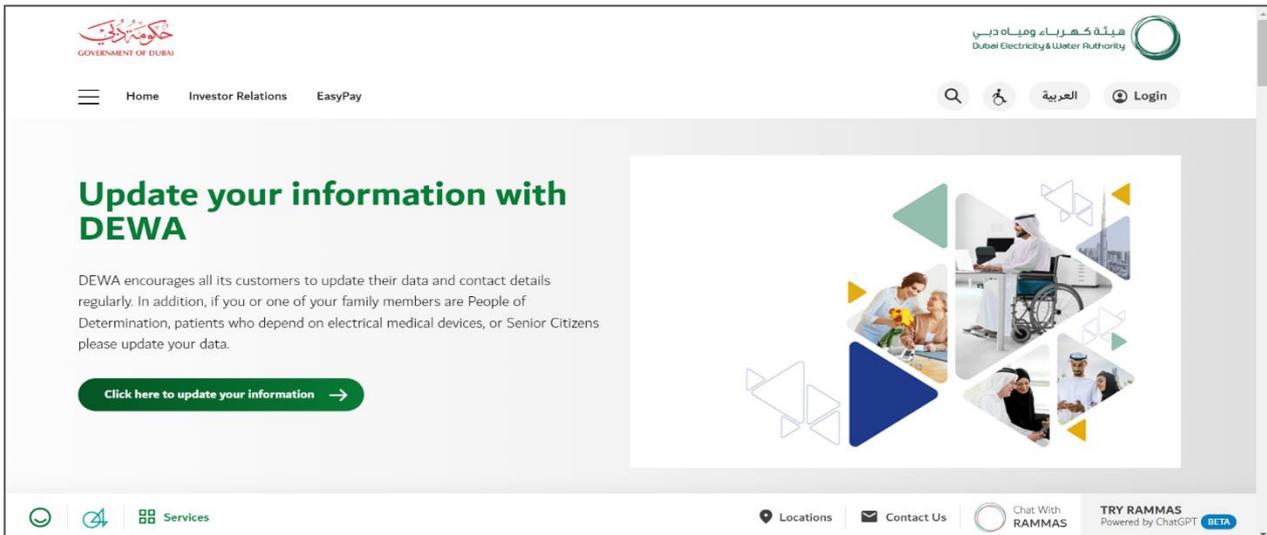
The aim of this tutorial is to learn the Trade license cancellation Process on supplier portal. Trade license cancellation process comes in picture when supplier close their own company and starting new one, and in case when supplier partner / partners change from one to another etc. In these cases, supplier request DEWA Team for Trade license cancellation and to update new one.

1.1 Service features

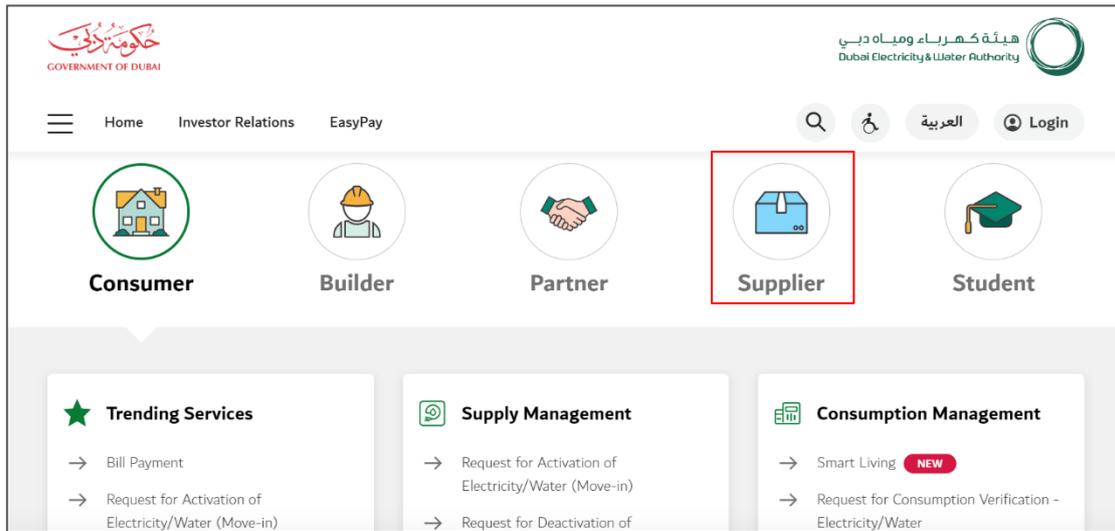
1. DEWA website navigation and supplier login
2. Trade License Cancellation

1.2 How to request

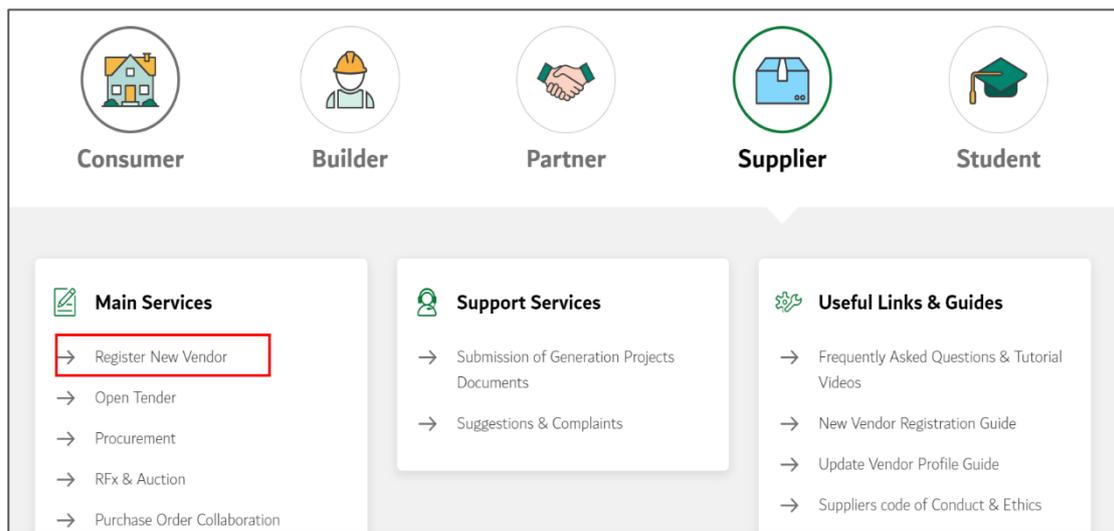
1.2.1 DEWA Website Navigation and Supplier login



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

GOVERNMENT OF DUBAI

هيئة كهرباء ومياه دبي
Dubai Electricity & Water Authority

Home Contact Us

Search Accessibility Login

Welcome to DEWA

I am

Consumer

Builder

Supplier

Job Seeker

Government

Supplier Login

Username

224476

Password

.....

Forgot Password?

Remember me

Login OR [Create an Account](#)

User Action : Enter Username and Password to login

GOVERNMENT OF DUBAI

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Dubai Electricity & Water Authority

Home Contact Us

Search Accessibility 224476 LOGOUT

Dashboard **Company Profile** My Profile Manage Users

Main Services

- Vendor Training
- Track Application

Support Services

- Submission of Generation Projects Documents
- Suggestions & Complaints

Useful Tools Guides

- Supplier FAQ's
- New Vendor Registration Guide
- Update Vendor Profile
- Update Vendor Bank Details
- RFX and Quotation submission for Contracts Section
- RFX and Quotation submission for Local Purchase Section
- RFX and Quotation submission for Turnkey Projects

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

1.2.2 Vendor Trade License Cancellation



SMC TRADERS

- Company and Manufacturer Details
- Bank Accounts
- Stakeholder Communications
- Vendor Trade License Cancellation**
- Related Accounts

Vendor Trade License Cancellation

This services allows you to notify DEWA that there is a change in your Company Name or Trade License details

Current Company Information

Supplier Name: SMC TRADERS

Supplier Number: 224485

Existing Trade License Number: 5892748372

Trade License - Date of Issue: 16/05/2023

Trade License - Date of Expiry: 27/12/2023

User Action: Click on Vendor Trade License Cancellation to start the process.

Information

Fields inside Current Company Information are for display only. Users must fill in the Details for New Trade License.

Display Only fields

1. Supplier Name
2. Supplier Number
3. Existing Trade License Number
4. Trade License Issue Date and Expiry Date

Details for New Trade License

New Supplier Name

Issued by

Trade License Number **Trade License - Date of Expiry**

Trade License - Date of Issue

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

[Upload your Files](#)

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

I have read and agreed the [Code of Conduct](#)

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

User Action: Enter Supplier Name as per new trade license

Details for New Trade License

New Supplier Name

Issued by

Trade License - Date of Issue

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

[Upload your Files](#)

User Action: Click on Issued by button and select Trade License Issuing authority. For ex. Dubai Economic Development. You can also select others option for another Issuing Authority.

Details for New Trade License

New Supplier Name
Styrotechs Insustries

Issued by
Dubai Economic Development

Trade License Number | **Trade License - Date of Expiry**
 | DD/MM/YYYY

Trade License - Date of Issue
DD/MM/YYYY

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

Upload your Files

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

I have read and agreed the [Code of Conduct](#)

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

User Action: Enter New Trade License Number

Details for New Trade License

New Supplier Name
Styrotechs Insustries

Issued by
Dubai Economic Development

Trade License Number | **Trade License - Date of Expiry**
713875 | 09/07/2026

Warning
⚠️ Cancelling a Trade License will lead to setting up a new DEWA Supplier account, as the existing supplier account will no longer be valid for new transactions.

Trade License - Date of Issue
DD/MM/YYYY

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

Upload your Files

User Action: Enter the Expiry date of the Trade License and Click on Search button

Details for New Trade License

New Supplier Name
Styrotechs Industries

Issued by
Dubai Economic Development

Trade License Number 713875 **Trade License - Date of Expiry** 09/07/2026 **Search**

Warning ✕
Cancelling a Trade License will lead to setting up a new DEWA Supplier account, as the existing supplier account will no longer be valid for new transactions.

Trade License - Date of Issue
10/07/2014

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

Upload your Files

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

I have read and agreed the [Code of Conduct](#)

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

User Action: Click on Upload you Files button to attach New Trade License document proof

Details for New Trade License

New Supplier Name
Styrotechs Industries

Issued by
Dubai Economic Development

Trade License Number 713875 **Trade License - Date of Expiry** 09/07/2026 **Search**

Warning ✕
Cancelling a Trade License will lead to setting up a new DEWA Supplier account, as the existing supplier account will no longer be valid for new transactions.

Trade License - Date of Issue
10/07/2014

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

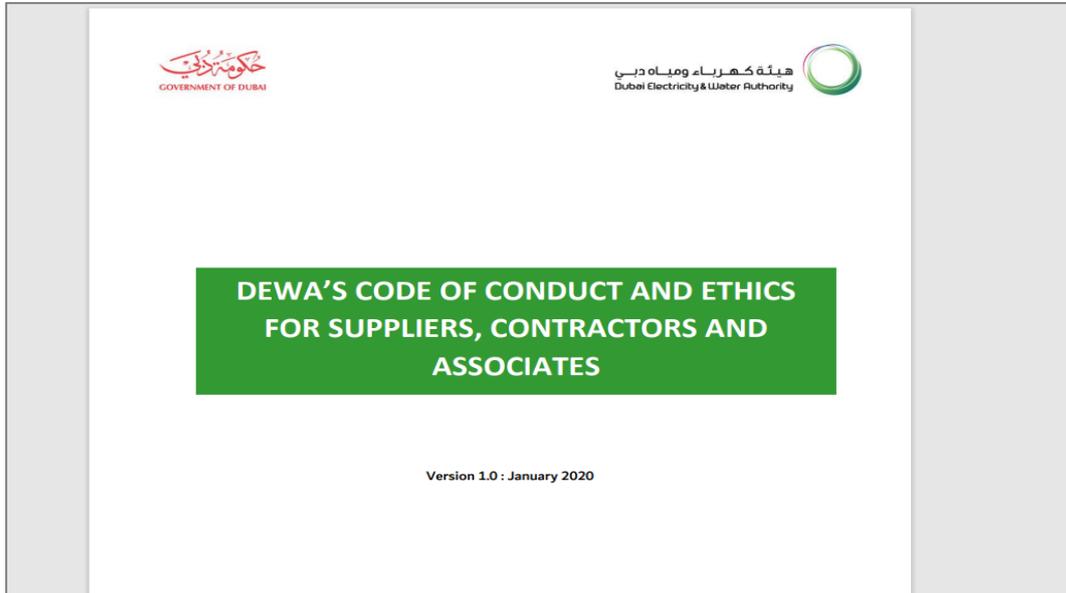
Upload your Files

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

I have read and agreed the [Code of Conduct](#)

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

User Action: Click on Code of Conduct hyperlink to read the laws.



User Action: : Read Code of conduct

Trade License - Date of Issue

10/07/2014

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

[Upload your Files](#)

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

I have read and agreed the [Code of Conduct](#)

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

User Action: Click on Terms and Condition hyperlink to open the Terms and conditions.

Terms and Conditions	الأحكام والشروط
Applicability of content The following Terms and Conditions apply when a website visitor uses DEWA's website to register suppliers for the supply of products and services to DEWA or to submit online offers, make various payments, acknowledge Purchase Orders and post order interactions including Invoice submission.	سريان المحتوى تسري الشروط والأحكام التالية عند زيارة المستخدم للموقع الإلكتروني لهيئة كهرباء ومياه دبي واستخدام خدمة الكترونية من الموقع الإلكتروني لتسجيل الموردين لتوريد المنتجات والخدمات لهيئة أو تقديم العروض الإلكترونية وسداد مختلف الدفعات وإقرارات أوامر الشراء بما في ذلك إرسال وتقديم الفواتير.
Acceptance of Terms and Conditions Use of DEWA's website implies legal consent to the Terms, Conditions, Privacy Policy and Disclaimer. Any violation of these shall result in disqualification of the User from Registration and other processes and stopping the User from further access and use of this website. These websites are not affiliated with any other corporation or website with similar spelling URL. Any similarities are coincidental.	قبول الشروط والأحكام إن استخدام الموقع الإلكتروني لهيئة يعني موافقتك القانونية على الشروط والأحكام وسياسة الخصوصية وإخلاء المسؤولية. وأي مخالفة لهذه الشروط والأحكام ستحرم المستخدم من إمكانية التسجيل والإطلاع على العمليات الأخرى ومنعه من أي استخدامات أخرى لهذا الموقع الإلكتروني. لا تربط هذه المواقع الإلكترونية بأي شركة أخرى أو موقع إلكتروني آخر بعنوان محدد موقع موارد موحدة مماثل، وأي شكل من أوجه التشابه تعتبر من قبيل الصدفة.
Dubai Electricity & Water Authority (DEWA) reserves the right to update the terms and conditions at any time without prior notice to the User. The use of the website binds the User to all the applicable updates. It is the user's responsibility to abide by and stay updated.	ستقوم هيئة كهرباء ومياه دبي (الهيئة) بتحديث الشروط والأحكام في أي وقت دون إشعار مسبق. وعليه فإن استخدام المواقع الإلكترونية الخاصة بلزم المستخدم بجميع عمليات التحديث المطبقة. ويتعين على المستخدم الالتزام بـ وتحديث جميع المراجعات للشروط والأحكام من حين لآخر.
Submissions to DEWA's World Wide Web DEWA has the right to use any information provided for any purpose without restriction or compensation to the person sending the submission.	تعبئة الشبكة الإلكترونية لهيئة كهرباء ومياه دبي بالمعلومات والبيانات يحق لهيئة كهرباء ومياه دبي استخدام أي معلومات لتقديم لها لأي غرض من الأغراض دون قيد أو تعويض للشخص المرسل.

User Action: : Terms and Conditions

Trade License Number

Trade License - Date of Expiry

713875

09/07/2026

Search

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Warning

Cancelling a Trade License will lead to setting up a new DEWA Supplier account, as the existing supplier account will no longer be valid for new transactions.

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Trade License - Date of Issue

10/07/2014

Trade License (Attach if Trade License not issued by DED) / Foreign vendor registration attachment(Optional)

Upload your Files

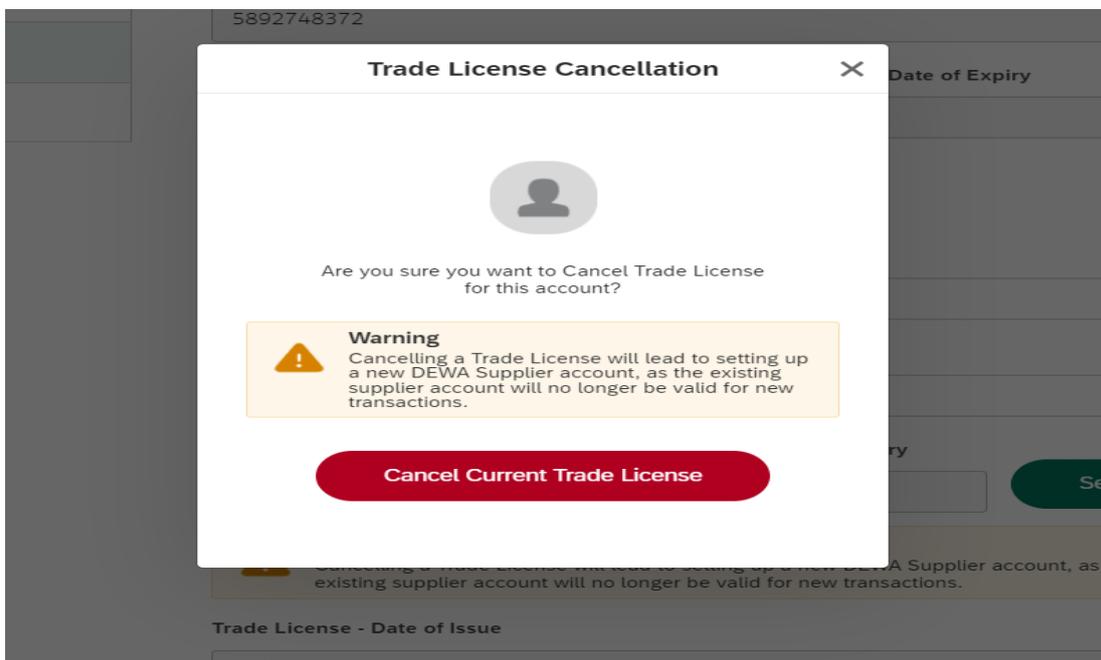
Supported File Types: PDF, PNG, JPG (Up to 5 MB)

I have read and agreed the [Code of Conduct](#)

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

Submit

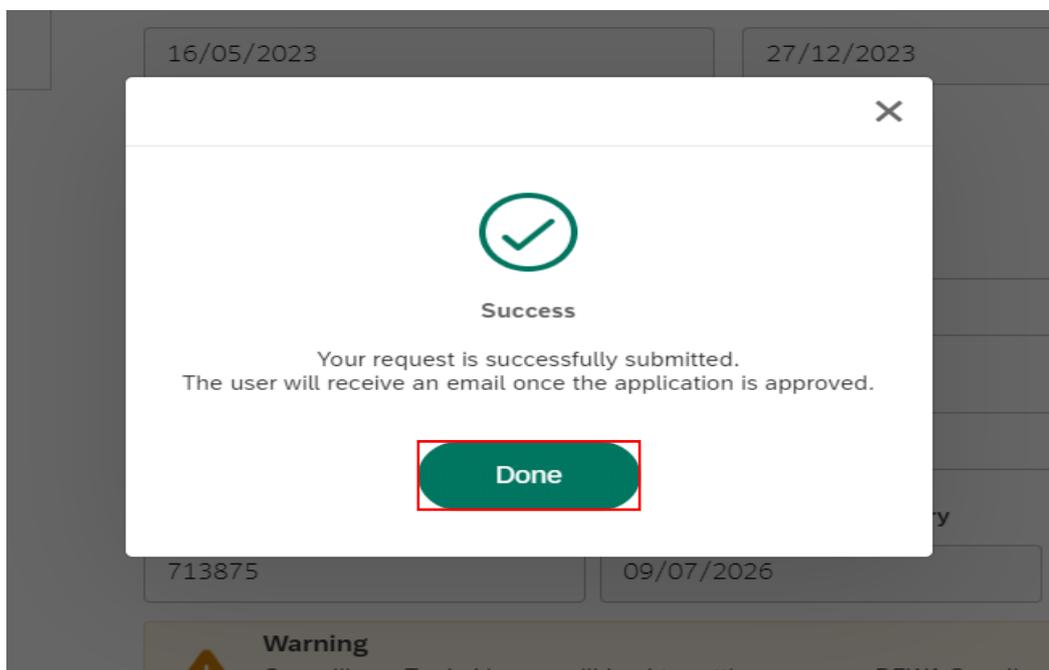
User Action: After checking the boxes and accepting the conditions Click on Submit button to add New Trade License.



User Action: Click on Cancel Current Trade License button to cancel current Trade License.

Information on Cancellation: DEWA SRM team will take the action on your request.

Cancelling a Trade License will lead to setting up a new DEWA Supplier account, as the existing supplier account will no longer be valid for new transactions.



User Action: You will receive successfully submitted message. Click on Done button