

EtihadWE Supplier End User Manual

Prequalification Services



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Execution Instruction

Supplier Portal Login

Please make sure to use the Web Browsers   or 

Ensure Correct URL to login.

<https://srm.etihadwe.ae/bidder>

Key in User ID (Enter Bidder User ID) and Password Noteff



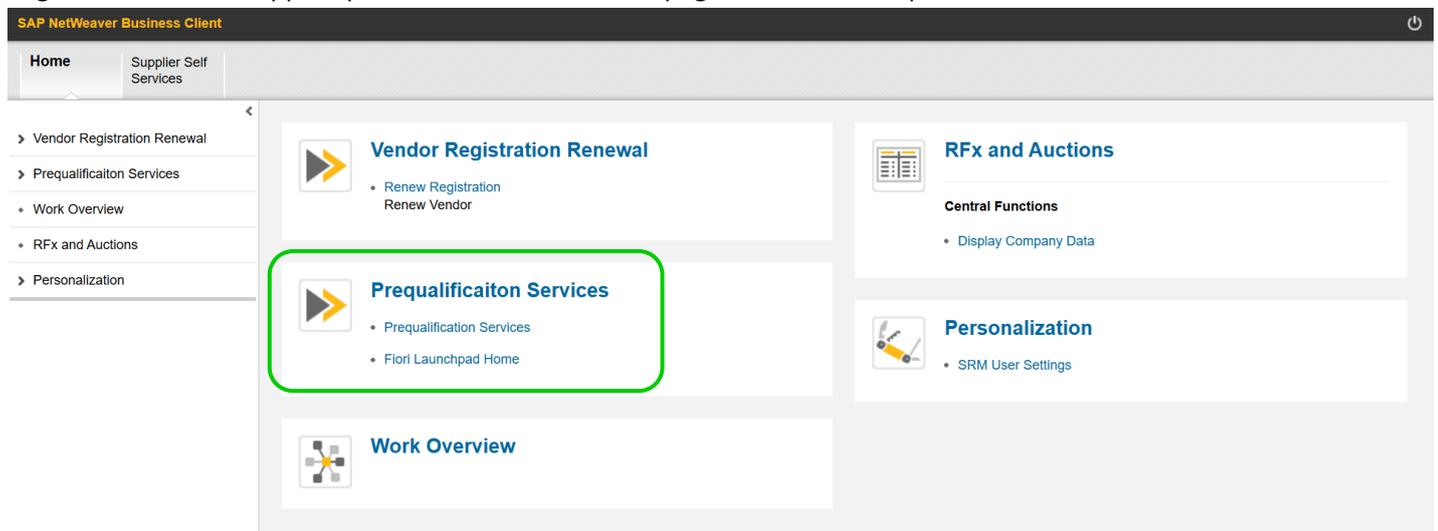
The screenshot shows the SAP NetWeaver login interface. On the left is a photo of a man in a suit. On the right, the text 'SAP NetWeaver' is displayed in yellow. Below this is a warning message: 'No switch to HTTPS occurred, so it is not secure to send a password'. There are links for 'Register here', 'Change Password', and 'Forgot your password?'. The login form includes fields for 'User:' (containing 'DUMMYBIDDER1'), 'Password:' (masked with dots), and 'Language:' (set to 'English'). There is also an 'Accessibility' checkbox and a 'Log On' button.

- If you encounter any issues with logging in, please email vendor.registration@etihadwe.ae

1 Prequalification Services

1.1 Access Prequalification Services.

Logon to EtihadWE supplier portal and from the home page access the Prequalification Services.

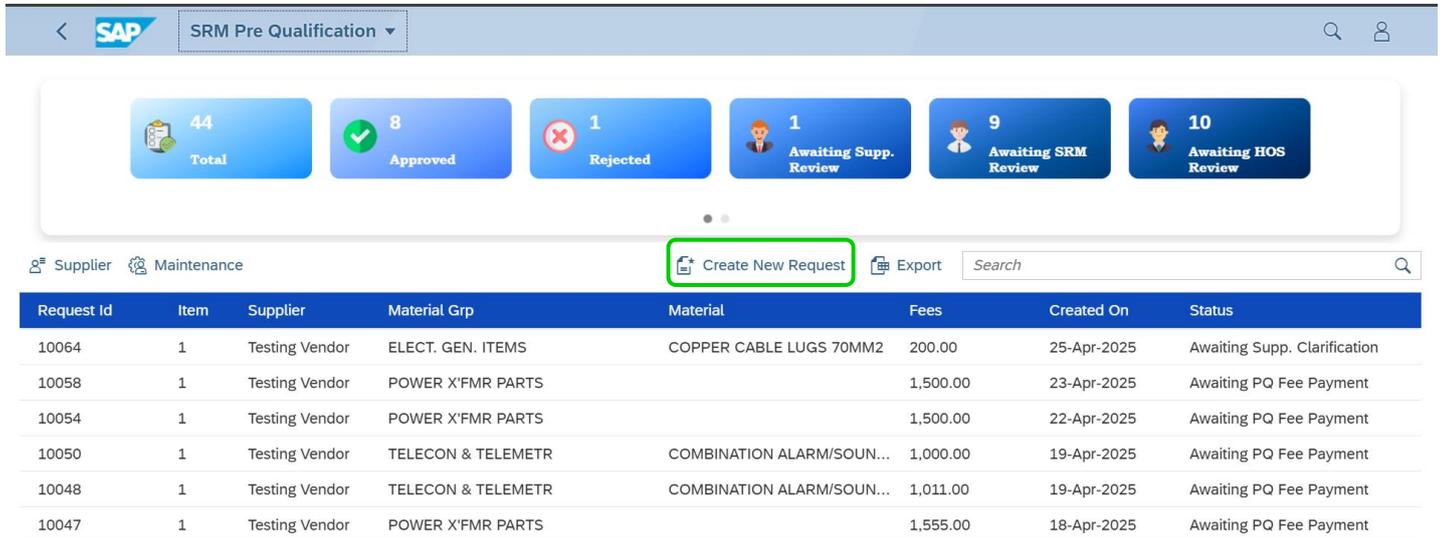


The screenshot shows the SAP NetWeaver Business Client home page. The top navigation bar includes 'Home' and 'Supplier Self Services'. A left sidebar menu lists: 'Vendor Registration Renewal', 'Prequalification Services', 'Work Overview', 'RFx and Auctions', and 'Personalization'. The main content area features several tiles: 'Vendor Registration Renewal' (with sub-links 'Renew Registration' and 'Renew Vendor'), 'Prequalification Services' (with sub-links 'Prequalification Services' and 'Flori Launchpad Home'), 'Work Overview', 'RFx and Auctions', 'Central Functions' (with sub-link 'Display Company Data'), and 'Personalization' (with sub-link 'SRM User Settings'). The 'Prequalification Services' tile is highlighted with a green border.

The Prequalification Services will display all your PQ requests along with the multiple processing status.

1.2 Create New PQ Request

Go to Prequalification Services & click on “Create New Request” to initiate.

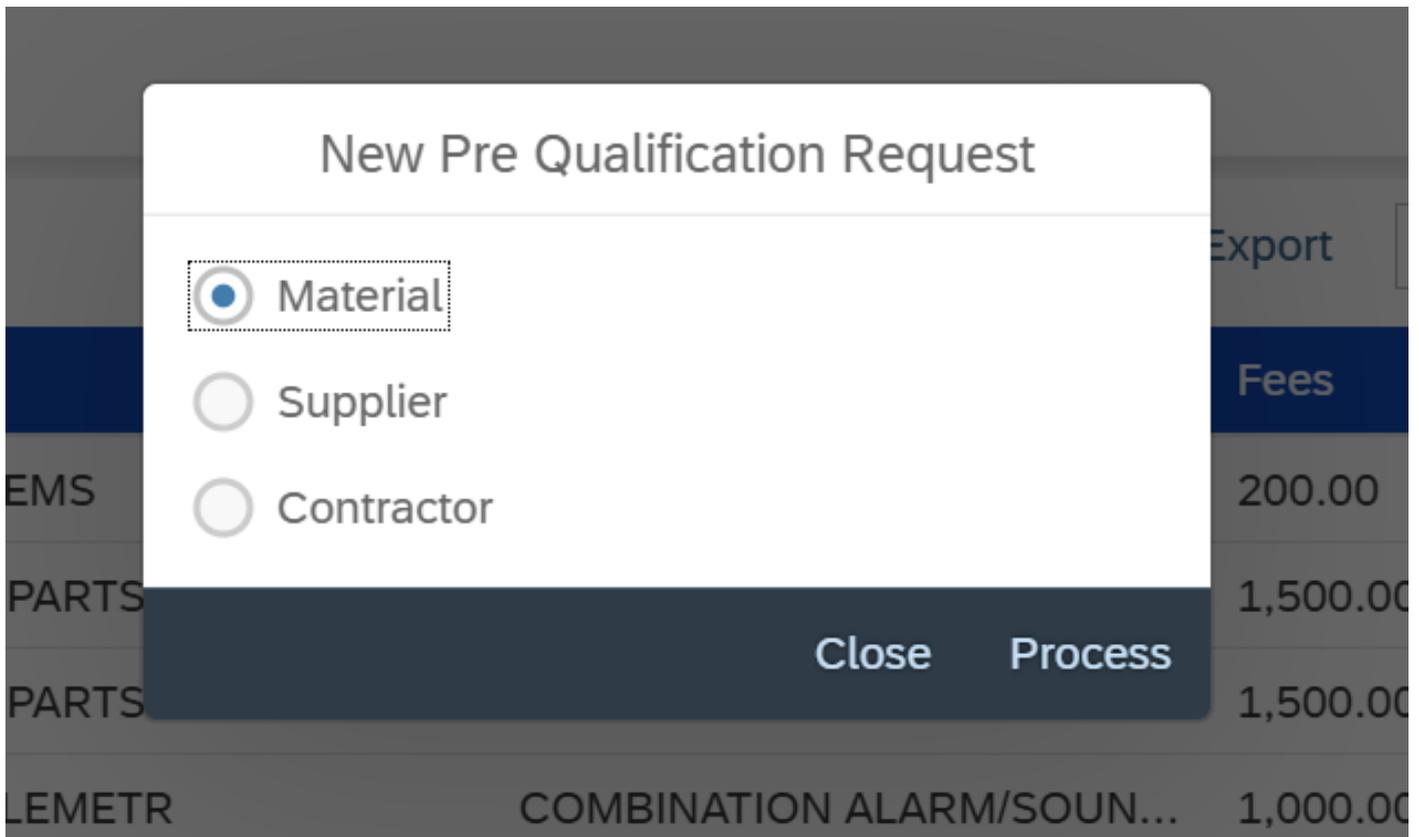


The screenshot shows the SAP SRM Pre Qualification interface. At the top, there is a navigation bar with the SAP logo and 'SRM Pre Qualification'. Below this is a summary dashboard with six cards: Total (44), Approved (8), Rejected (1), Awaiting Supp. Review (1), Awaiting SRM Review (9), and Awaiting HOS Review (10). Below the dashboard is a toolbar with 'Supplier', 'Maintenance', 'Create New Request' (highlighted with a green box), 'Export', and a search field. The main area contains a table of requests.

Request Id	Item	Supplier	Material Grp	Material	Fees	Created On	Status
10064	1	Testing Vendor	ELECT. GEN. ITEMS	COPPER CABLE LUGS 70MM2	200.00	25-Apr-2025	Awaiting Supp. Clarification
10058	1	Testing Vendor	POWER X'FMR PARTS		1,500.00	23-Apr-2025	Awaiting PQ Fee Payment
10054	1	Testing Vendor	POWER X'FMR PARTS		1,500.00	22-Apr-2025	Awaiting PQ Fee Payment
10050	1	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOUN...	1,000.00	19-Apr-2025	Awaiting PQ Fee Payment
10048	1	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOUN...	1,011.00	19-Apr-2025	Awaiting PQ Fee Payment
10047	1	Testing Vendor	POWER X'FMR PARTS		1,555.00	18-Apr-2025	Awaiting PQ Fee Payment

1.3 Request Type Selection

Select the Request Type. (Currently Only Material is active)



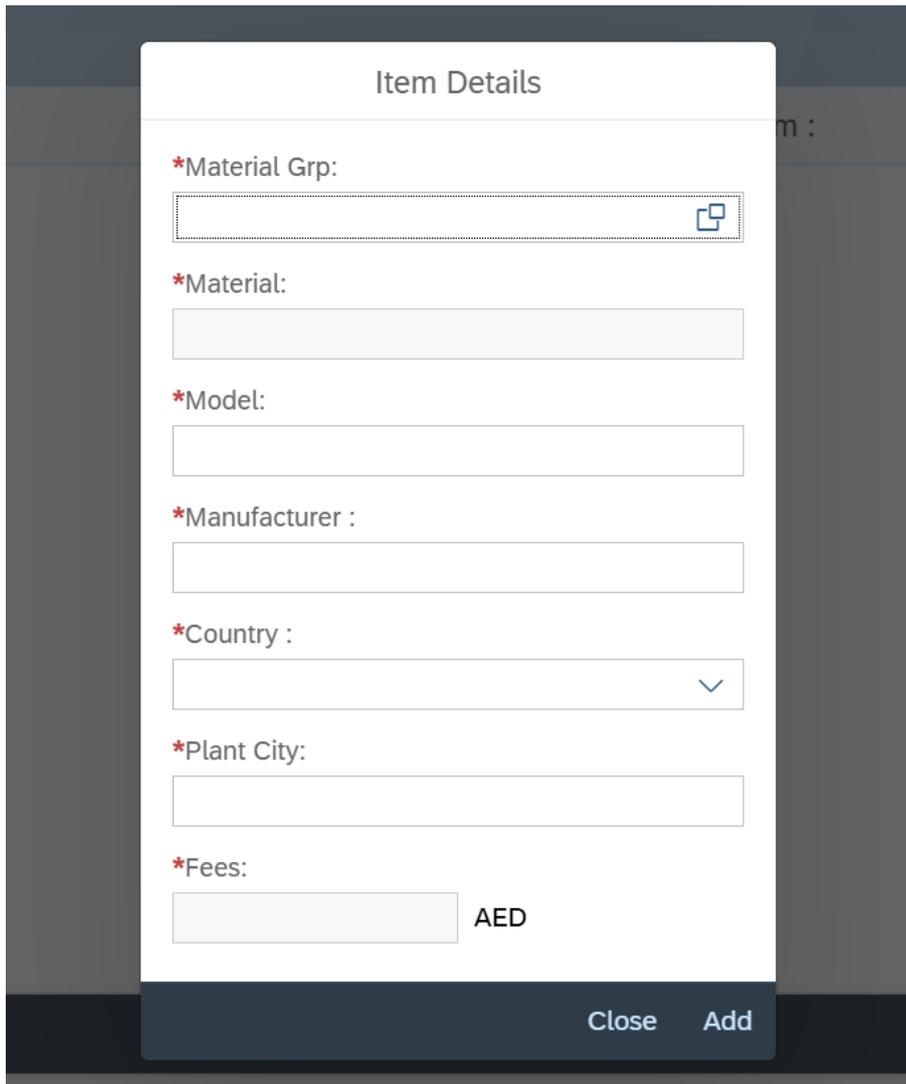
The screenshot shows a dialog box titled 'New Pre Qualification Request'. It contains three radio button options: 'Material' (which is selected and highlighted with a dashed box), 'Supplier', and 'Contractor'. At the bottom of the dialog, there are two buttons: 'Close' and 'Process'.

1.4 Item Details.

Add the product details in the item details menu to proceed to the detailed page.

The following details to be entered to the item details.

- Material Group
- Material
- Model
- Manufacturer
- Country
- Plant / City
- Fees will be displayed in the screen.



Item Details

*Material Grp:

*Material:

*Model:

*Manufacturer :

*Country :

*Plant City:

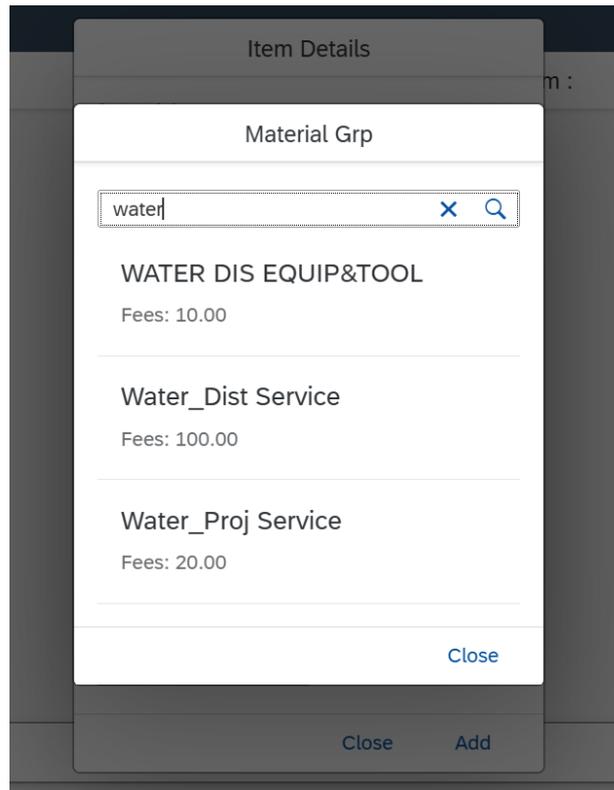
*Fees: AED

Close Add

1. Material Group Selection

Once initiated the prequalification request, the next step is to select the relevant Material Group that match the goods or services your company intends to prequalify.

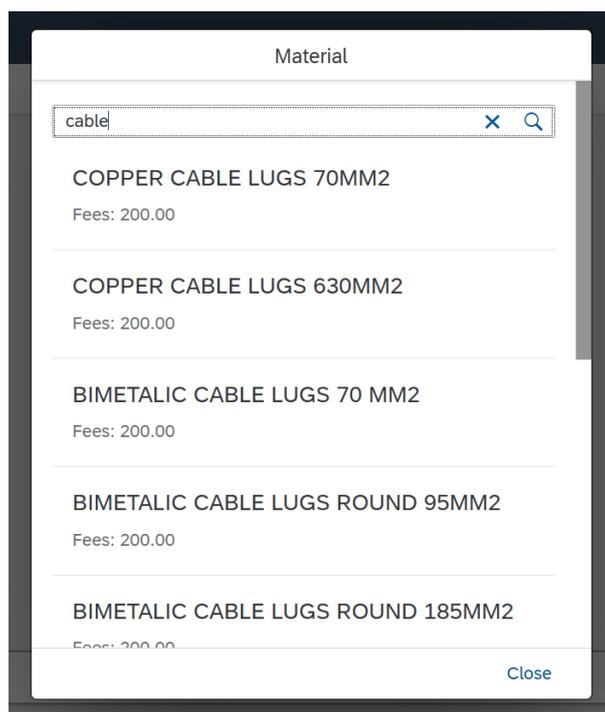
- Use the search bar to enter keywords related to your material group / category.
- Alternatively, you can browse through the hierarchical list of available material groups.
- The application allows to add multiple items in a single request.
- **Kindly consolidate all items belonging to the same group into a single request**



2. Material Selection

Once required Material Group is entered, the next step is to select the relevant Material that match the goods or services your company intends to prequalify.

- Use the search bar to enter keywords related to your material.
- Alternatively, you can browse through the hierarchical list of available materials for the selected group.
- Service Fees will be displayed under each item in the list.



3. Model

Enter the model details of the material you intend to prequalify.

4. Manufacturer

Enter the manufacturer details of the material you intend to prequalify.

5. Country

Enter the country of the material you intend to prequalify.

6. City

Enter the city details of the material you intend to prequalify.

2 PQ Document Check List

As part of the prequalification process, suppliers are required to upload EtihadWE PQ specific documents related to their product, service, organization & other product specific details.

The Document Checklist section allows you to upload and manage these mandatory documents.

There are 2 types of document categories.

- General Documents (Common for all items in the request)
- Specific Documents (Specific to each item)

2.1 General Documents.

General documents are required for all prequalification requests and apply across all selected materials. These documents help validate the supplier’s legal standing, business profile, and compliance status.

Once all the attachments are added, user can move on to the specific document categories.

Mandatory documents are usually marked with a **red asterisk (*)**

Request No:	New Request / 1	Material Grp:	TAMCO SWITCHGEAR	Material:	AIS SWITCHGEAR 11 KV
Model:	AIS	Manufacturer:	TAMCO	Country:	United Arab Emirates
Plant City:	DUBAI	Fees:	1,000.00 AED		

Document Type	
General Documents	
	1 Certificates for Quality, Safety & Environment: *
	2 Undertaking Letter for 5-Year Warranty: *
	3 Facility Routine/Type Testing Capability: *
	4 After Sales Service Facility & Support: *

Note: The maximum allowed file size for each attachment is 40 MB.

Combine all documents into a **single file**

Avoid file names exceeding **125 characters**.

Refrain from using **special characters** in file names.

2.2 Specific Documents.

Specific documents are required for each individual item or material selected in your prequalification request. These documents help verify your technical capability, product compliance, and experience relevant to the items you intend to supply.

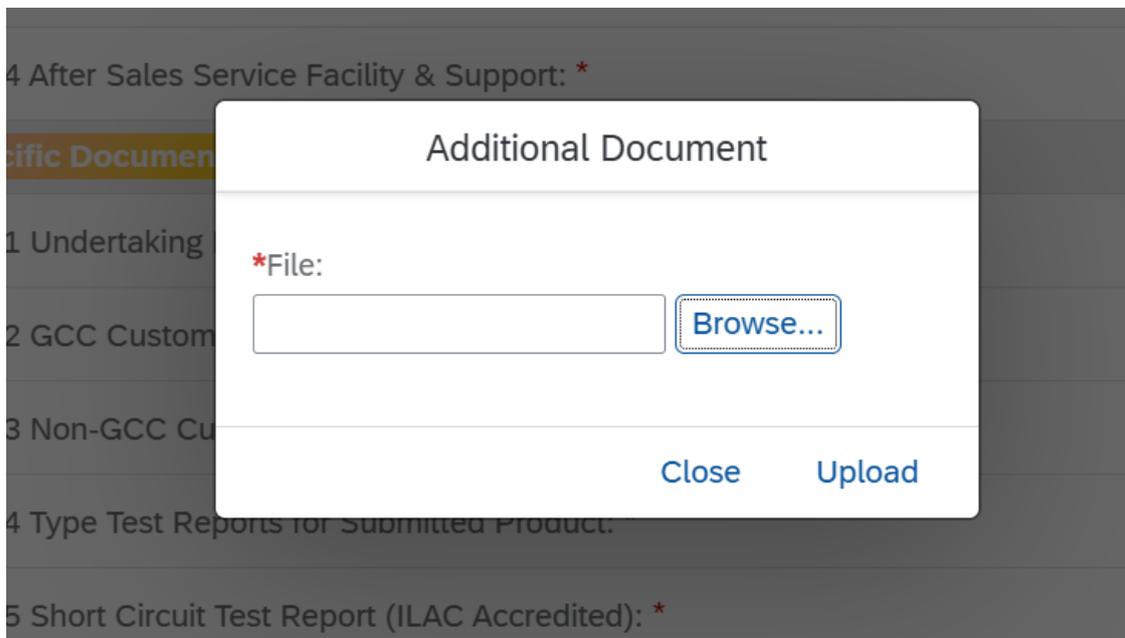
Mandatory documents are usually marked with a **red asterisk (*)**

Note: Please provide a letter explaining the reason instead of any documents that do not apply.

Specific Documents	
	1 Undertaking Letter for ETIHADWE Compliance: *
	2 GCC Customer Experience (3+ Years) Docs: *
	3 Non-GCC Customer Experience (5+ Years) Docs: *
	4 Type Test Reports for Submitted Product: *
	5 Short Circuit Test Report (ILAC Accredited): *

2.3 Additional Documents.

In addition to the required documents, you may upload optional documents that can support and strengthen your prequalification request. These documents are not mandatory but may provide helpful context during the evaluation process.



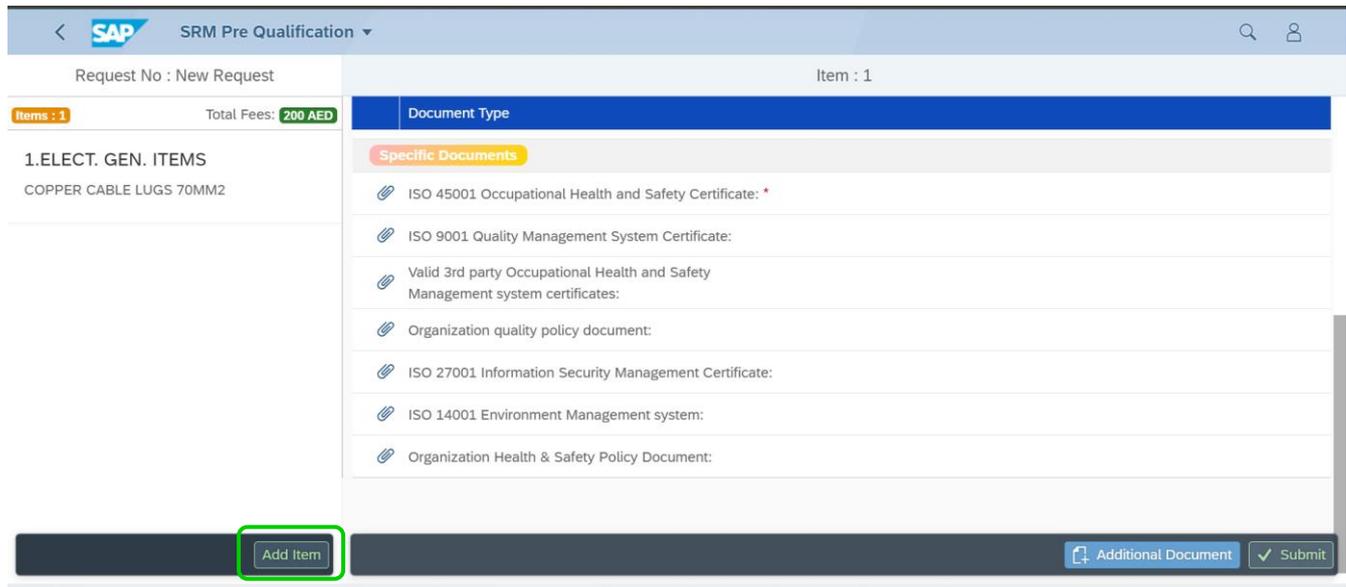
3 New Item Addition.

If the company wants to prequalify multiple products or services, you can add more than one item under the same prequalification request. Each item should be related to the same material group and only specific documents to be added.

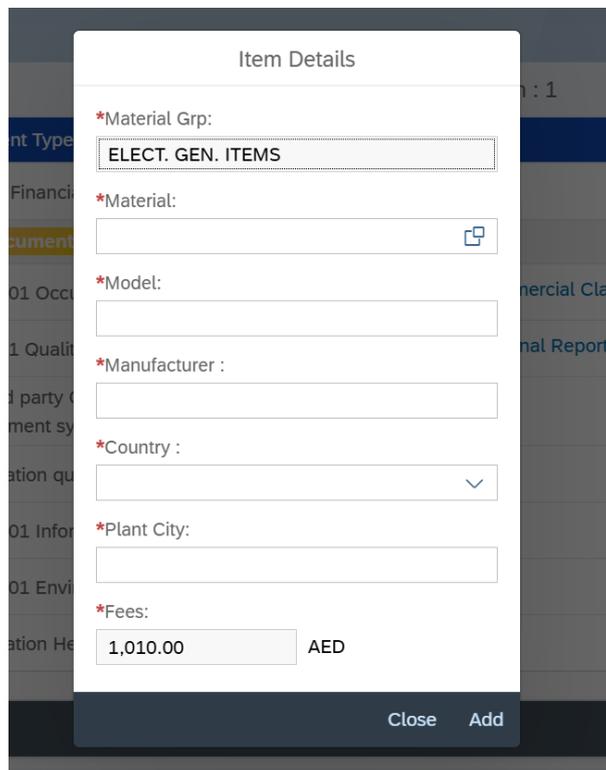
- Note: Kindly do not create a new request each time for the same group; instead, use the 'Add Item' option to consolidate all items belonging to the same group into a single request

3.1 Add Item

After successful completion of the first item, click on “Add Item” button to add multiple items.



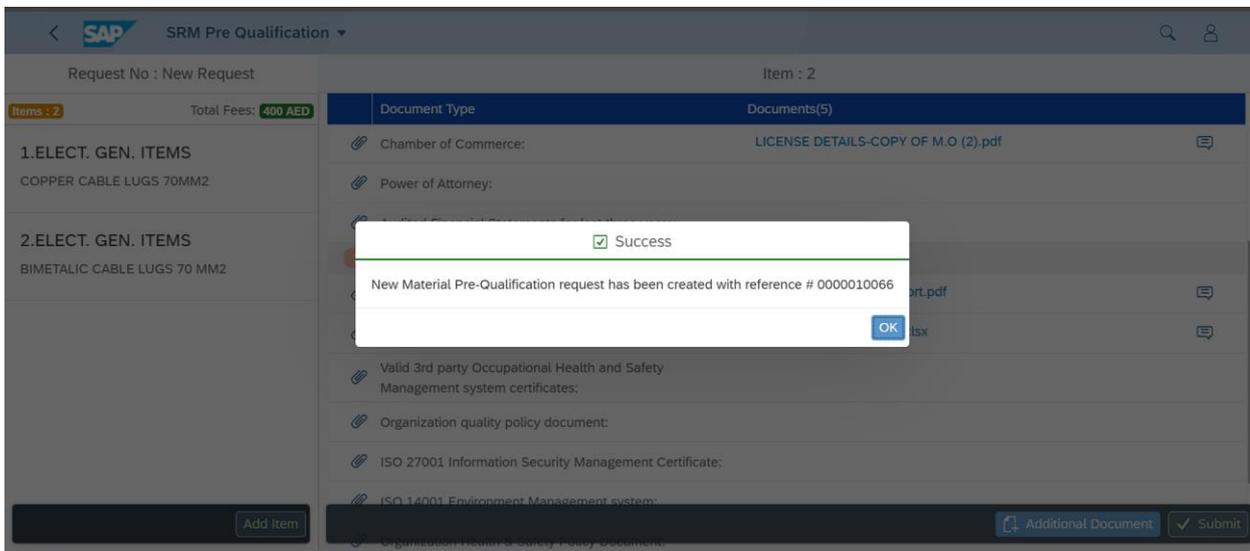
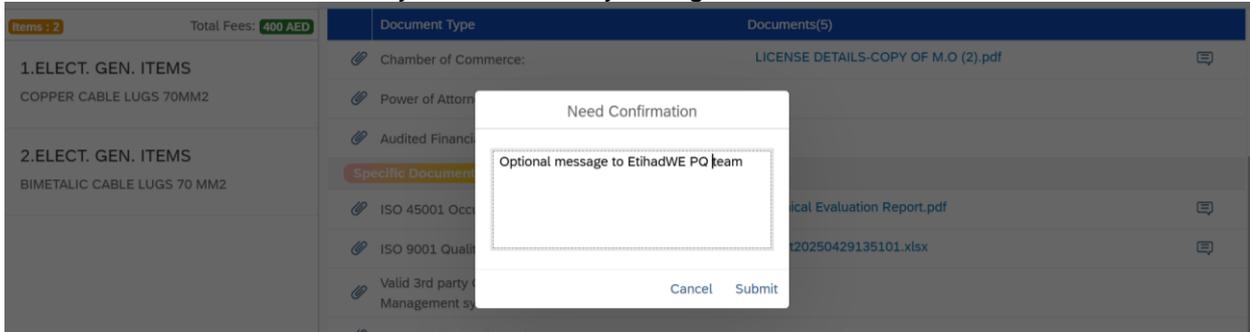
The material group shall not be changed from the first item & the applicant can select multiple material of the same group & repeat the step 2 to fill the item details.



4 Submit Request

After completing all required sections of the prequalification form, including item details and document uploads, you must submit the request for it to be reviewed by the evaluation team. Once the request is submitted successfully,

- Applicant can enter an optional message to the reviewer which will be displayed in the report.
- Applicant will receive a confirmation message or reference number on screen.
- An email notification may also be sent to your registered email address.



5 Clarifications

During the evaluation of your prequalification request, the supply chain team may reach out to you for clarifications on the submitted information or documents. Prompt and clear responses are essential to avoid delays in the review process.

5.1 How Clarifications Work:

1. **Notification of Clarification Request**
 - If additional information is needed, you will receive a **notification** in the system and an **email alert**.
 - The message will specify the item or document that needs clarification.
2. **Accessing Clarification Requests**
 - Log in to the **Supplier Portal**.
 - Navigate to the **Prequalification** section.
 - Locate the request marked as **“Awaiting Supplier Clarification”**.
 - Open the request to view the clarification message(s).

SAP SRM Pre Qualification

46 Total, 8 Approved, 1 Rejected, 1 Awaiting Supp. Review, 11 Awaiting SRM Review, 10 Awaiting HOS Review

Supplier Maintenance Create New Request Export Search

Request Id	Item	Supplier	Material Grp	Material	Fees	Created On	Status
10064	1	Testing Vendor	ELECT. GEN. ITEMS	COPPER CABLE LUGS 70MM2	200.00	25-Apr-2025	Awaiting Supp. Clarification
10058	1	Testing Vendor	POWER X'FMR PARTS		1,500.00	23-Apr-2025	Awaiting PQ Fee Payment
10054	1	Testing Vendor	POWER X'FMR PARTS		1,500.00	22-Apr-2025	Awaiting PQ Fee Payment
10050	1	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOUN...	1,000.00	19-Apr-2025	Awaiting PQ Fee Payment
10048	1	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOUN...	1,011.00	19-Apr-2025	Awaiting PQ Fee Payment
10047	1	Testing Vendor	POWER X'FMR PARTS		1,555.00	18-Apr-2025	Awaiting PQ Fee Payment

3. Responding to Clarifications

- Provide the requested explanation or upload the corrected/revised documents directly in the relevant section.
- You may also use a **comments or response field** if available.

SAP SRM Pre Qualification

Request No : 10064 Item : 1

Items : 2 Total Fees: 400 AED

Partner No: 100840 VAT Reg. No: 12345678900000 Email: amal.alavi@fewa.gov.ae
 Name: Testing Vendor Expiry Date: 25-02-2025 Mobile: 0553920595

Request No: 10064 / 1 Material Grp: ELECT. GEN. ITEMS Material: COPPER CABLE LUGS ...
 Model: 1 Manufacturer: 2 Country: United Arab Emirates
 Plant City: 3 Fees: 200.00 AED Status: Awaiting Supp. Clarificat...

Document Type	Documents(4)
General Documents	
Valid Trade license copy: *	Sample (1).pdf 
VAT certificate:	Sample (14).pdf 
Chamber of Commerce:	Sample (10).pdf 
Power of Attorney:	
Audited Financial Statements for last three years:	

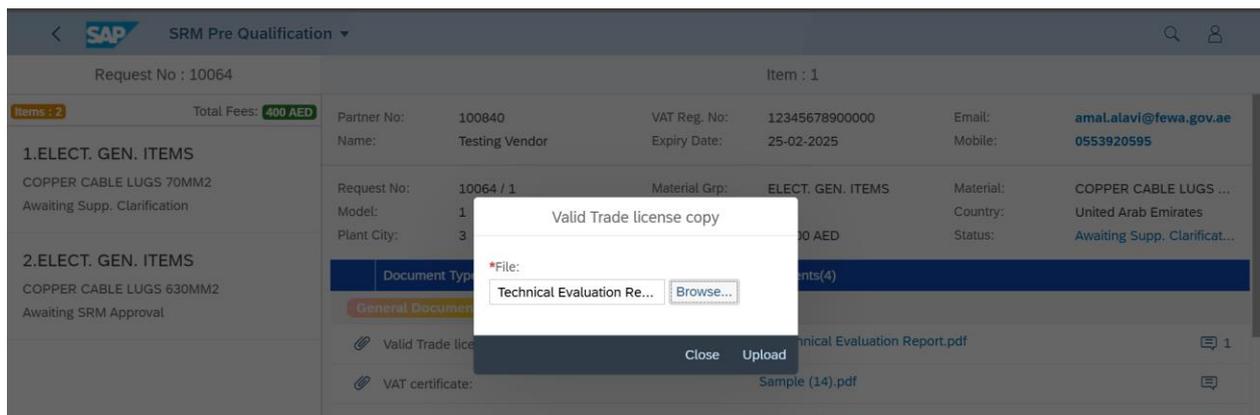
Forms History Additional Document Resubmit

Comments

Comments

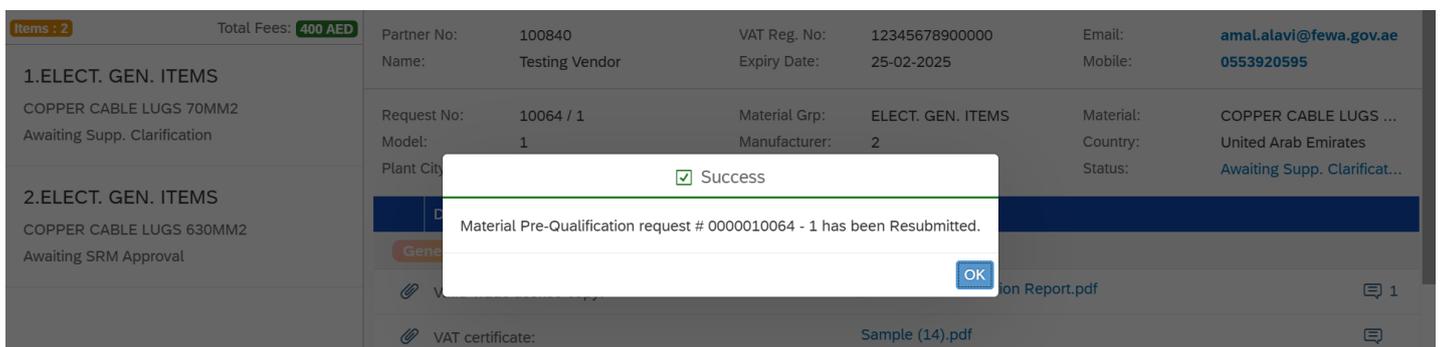
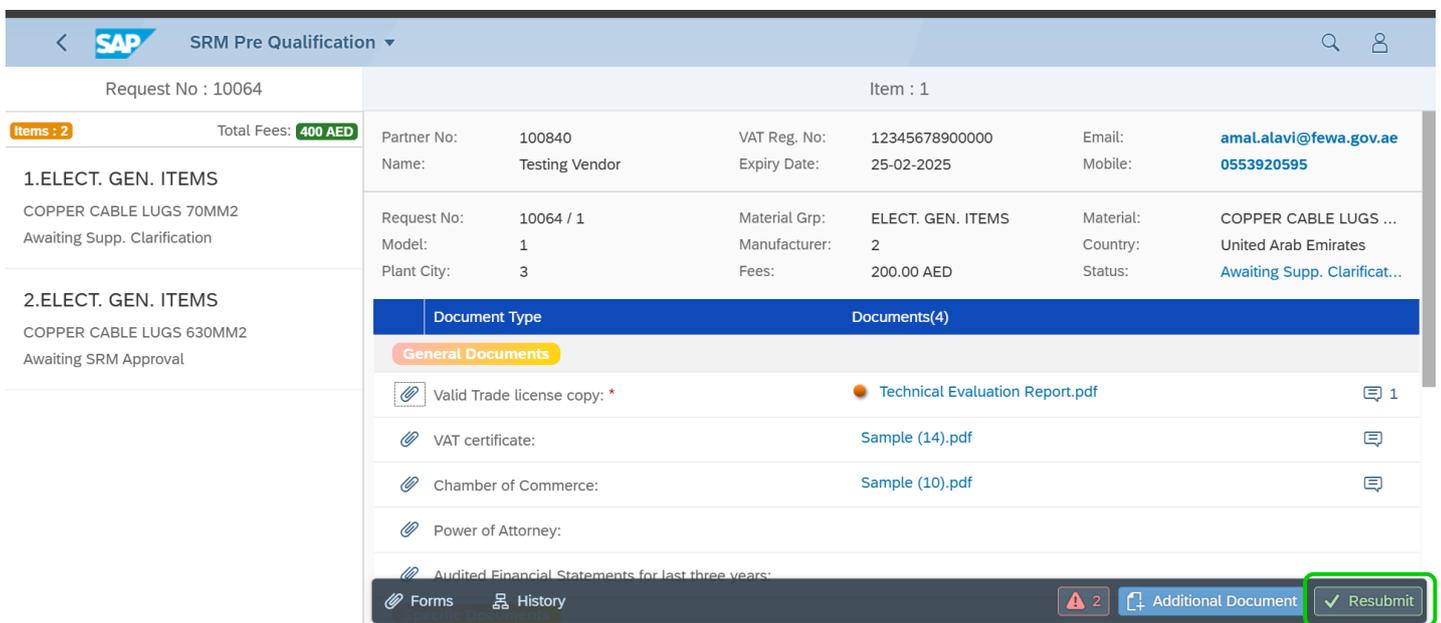
SRM IC
 Indira Solanki
 Fri, Apr 25, 2025, 08:15 PM
 test

Close



4. Resubmitting the Request

- Once all clarifications are addressed, click **“Resubmit”** return the request to the evaluation team.



6 Prequalification Service Fee Payment.

A service fee shall be applicable as part of the supplier prequalification process. This fee must be paid before the detailed technical evaluation.

1. Notification of Fee Payment Status

When the application successfully passed the initial screening from the supply chain department, you will receive an **email alert** prompt to pay the PQ Fees. The message will specify the item and Fee amount

2. Accessing Requests to be paid

- Locate the request marked as **“Awaiting PQ Fee Payment”**.
- Open the request to pay the PQ Fees.

The dashboard shows a summary of requests with the following statistics:

- Total: 46
- Approved: 8
- Rejected: 1
- Awaiting Supp. Review: 0
- Awaiting SRM Review: 12
- Awaiting HOS Review: 10

Below the summary is a table of requests:

Request Id	Item	Supplier	Material Grp	Material	Fees	Created On	Status
10058	1	Testing Vendor	POWER X'FMR PARTS		1,500.00	23-Apr-2025	Awaiting PQ Fee Payment
10054	1	Testing Vendor	POWER X'FMR PARTS		1,500.00	22-Apr-2025	Awaiting PQ Fee Payment
10050	1	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOUN...	1,000.00	19-Apr-2025	Awaiting PQ Fee Payment
10048	1	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOUN...	1,011.00	19-Apr-2025	Awaiting PQ Fee Payment
10047	1	Testing Vendor	POWER X'FMR PARTS		1,555.00	18-Apr-2025	Awaiting PQ Fee Payment

Click on **“Pay PQ Fee”** button to proceed to the selection of items to be paid.

The screen displays details for Request No: 10058, Item: 1. The total fees are 1,500 AED. The item is '1.POWER X'FMR PARTS' with a status of 'Awaiting PQ Fee Payment'.

Partner Information:

- Partner No: 100840
- Name: Testing Vendor
- VAT Reg. No: 12345678900000
- Expiry Date: 25-02-2025
- Email: ama.lalavi@fewa.gov.ae
- Mobile: 0553920595

Request Information:

- Request No: 10058 / 1
- Model: 1
- Plant City: 3
- Material Grp: POWER X'FMR PARTS
- Manufacturer: 2
- Fees: 1,500.00 AED
- Material: NA
- Country: United Arab Emirates
- Status: Awaiting PQ Fee Payment

Document Upload Section:

- General Documents**
 - Valid Trade license copy: * (Asset Data Matrix.xlsx)
 - VAT certificate:
 - Chamber of Commerce:
 - Power of Attorney:
 - Audited Financial Statements for last three years:
- Specific Documents**

Buttons: Forms, History, **Pay PQ Fees**

3. Item Selection for Payment

- Select the required items for Fee payment.
- The total amount to be paid will be displayed as a summary.

The 'Payment Summary' dialog box displays the following information:

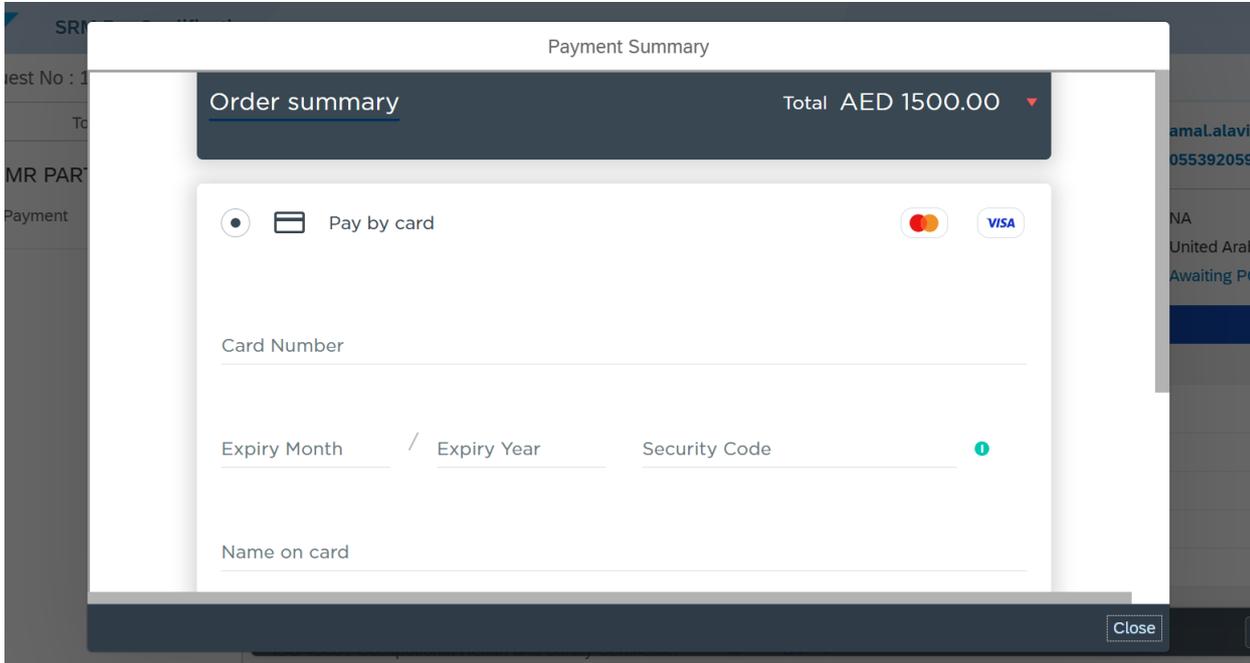
Material Grp	Material	Status	Fee
<input checked="" type="checkbox"/>	1.POWER X'FMR PARTS	Awaiting PQ Fee Payment	1,500.00

Total Fees: 1,500 AED

Buttons: Close, Process

4. Make Payment

- Follow the payment instructions provided (e.g., online payment gateway, bank transfer, or e-dirham).
- Enter the required details such as the card number or e-dirham account details.
- Complete the transaction through the designated payment method.



Payment Summary

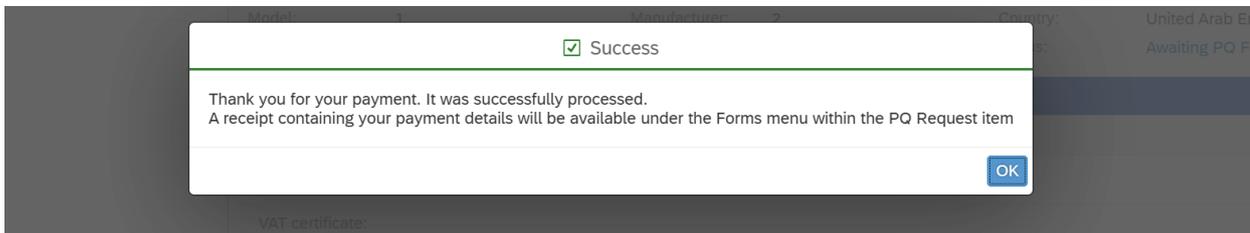
Order summary Total AED 1500.00

 Pay by card  

Card Number

Expiry Month / Expiry Year Security Code 

Name on card

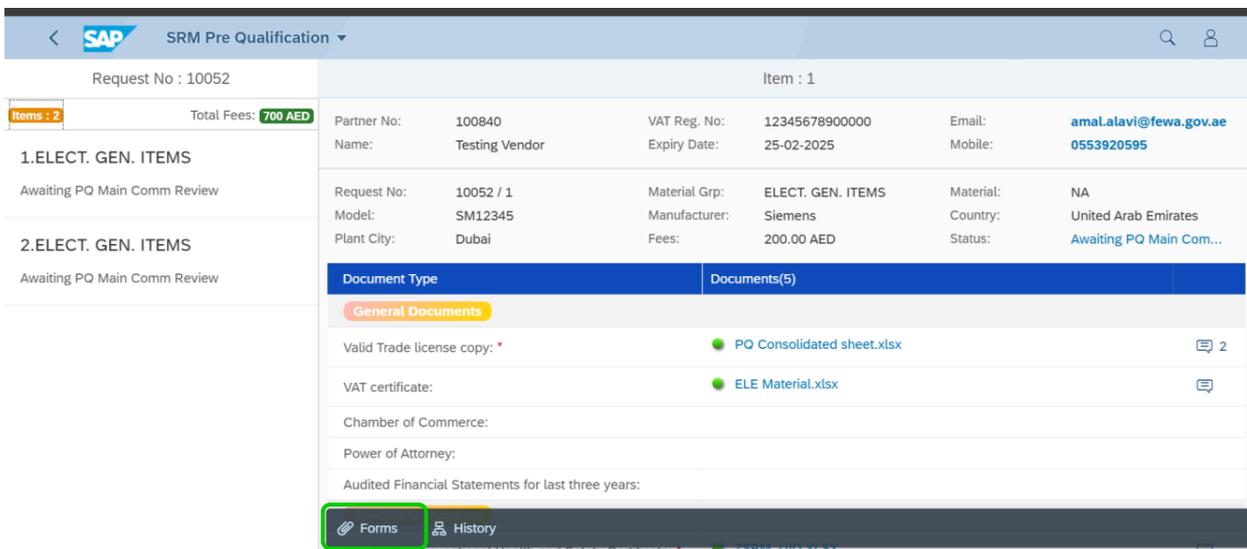


Success

Thank you for your payment. It was successfully processed.
A receipt containing your payment details will be available under the Forms menu within the PQ Request item

5. Payment Receipt

- After successful payment, receipt will be available in the request → Forms.
- A copy of the receipt will be mailed to the registered email address.



SAP SRM Pre Qualification

Request No : 10052 Item : 1

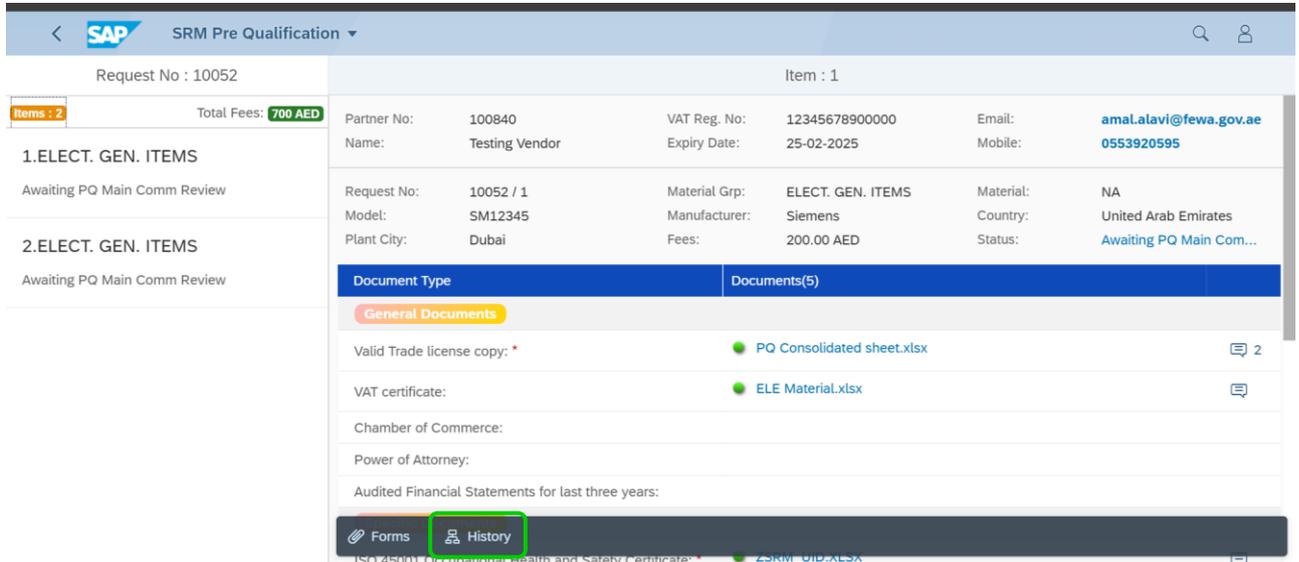
Items : 2 Total Fees: 700 AED

Partner No:	100840	VAT Reg. No:	12345678900000	Email:	amaLalavi@fewa.gov.ae
Name:	Testing Vendor	Expiry Date:	25-02-2025	Mobile:	0553920595
Request No:	10052 / 1	Material Grp:	ELECT. GEN. ITEMS	Material:	NA
Model:	SM12345	Manufacturer:	Siemens	Country:	United Arab Emirates
Plant City:	Dubai	Fees:	200.00 AED	Status:	Awaiting PQ Main Com...

Document Type	Documents(5)
General Documents	
Valid Trade license copy: *	 PQ Consolidated sheet.xlsx 2
VAT certificate:	 ELE Material.xlsx 1
Chamber of Commerce:	
Power of Attorney:	
Audited Financial Statements for last three years:	

7 Request Status Tracking

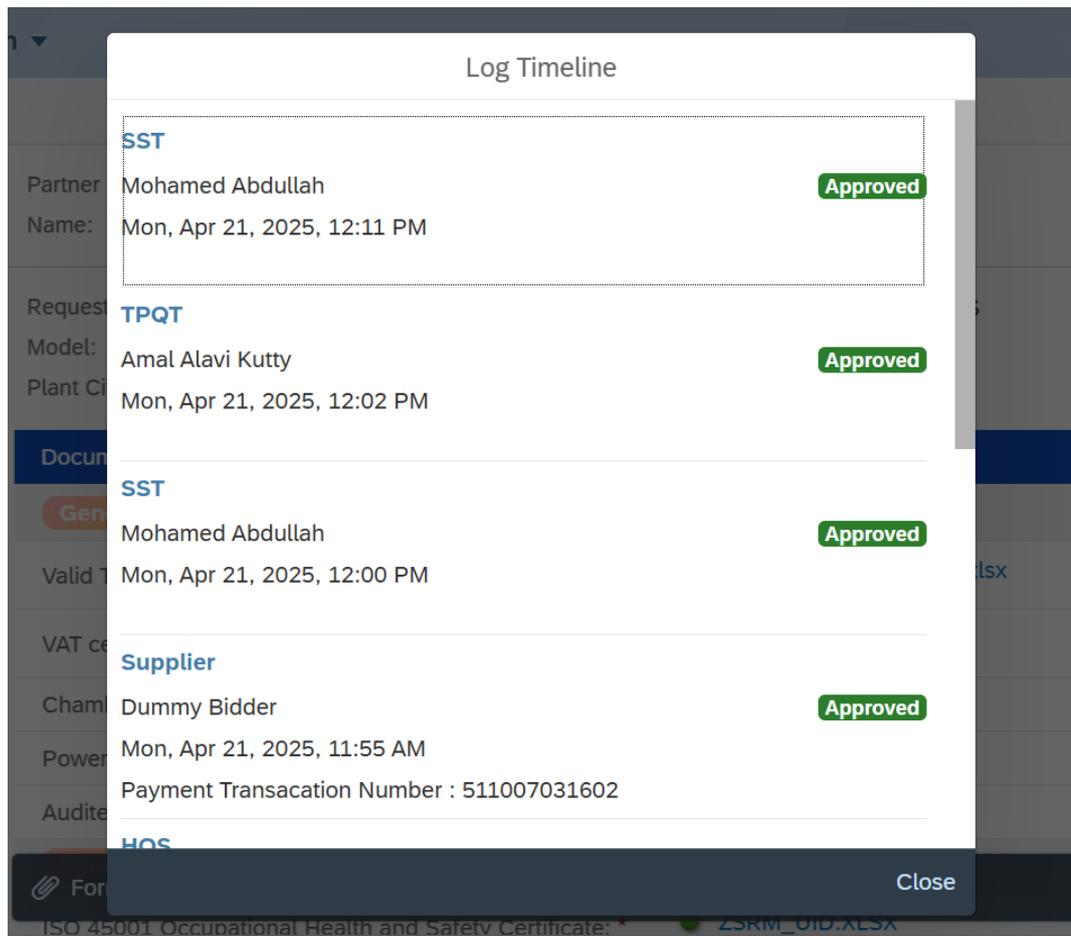
Once the request is successfully submitted, applicant can monitor its progress through the system. The status and history features allow you to stay informed about the evaluation stages, actions taken, and any required follow-up.



The screenshot displays the SAP SRM Pre Qualification interface. At the top, it shows 'Request No : 10052' and 'Item : 1'. The total fees are listed as 700 AED. The interface is divided into two main sections: a left sidebar with item details and a main content area with partner and request information.

Document Type	Documents(5)
General Documents	
Valid Trade license copy: *	● PQ Consolidated sheet.xlsx 2
VAT certificate:	● ELE Material.xlsx 1
Chamber of Commerce:	
Power of Attorney:	
Audited Financial Statements for last three years:	

At the bottom of the interface, there are buttons for 'Forms' and 'History', with 'History' highlighted by a green box.



The screenshot shows a 'Log Timeline' pop-up window with a list of approval events. Each event includes a user name, a timestamp, and an 'Approved' status indicator.

User	Timestamp	Status
SST Mohamed Abdullah	Mon, Apr 21, 2025, 12:11 PM	Approved
TPQT Amal Alavi Kutty	Mon, Apr 21, 2025, 12:02 PM	Approved
SST Mohamed Abdullah	Mon, Apr 21, 2025, 12:00 PM	Approved
Supplier Dummy Bidder	Mon, Apr 21, 2025, 11:55 AM	Approved

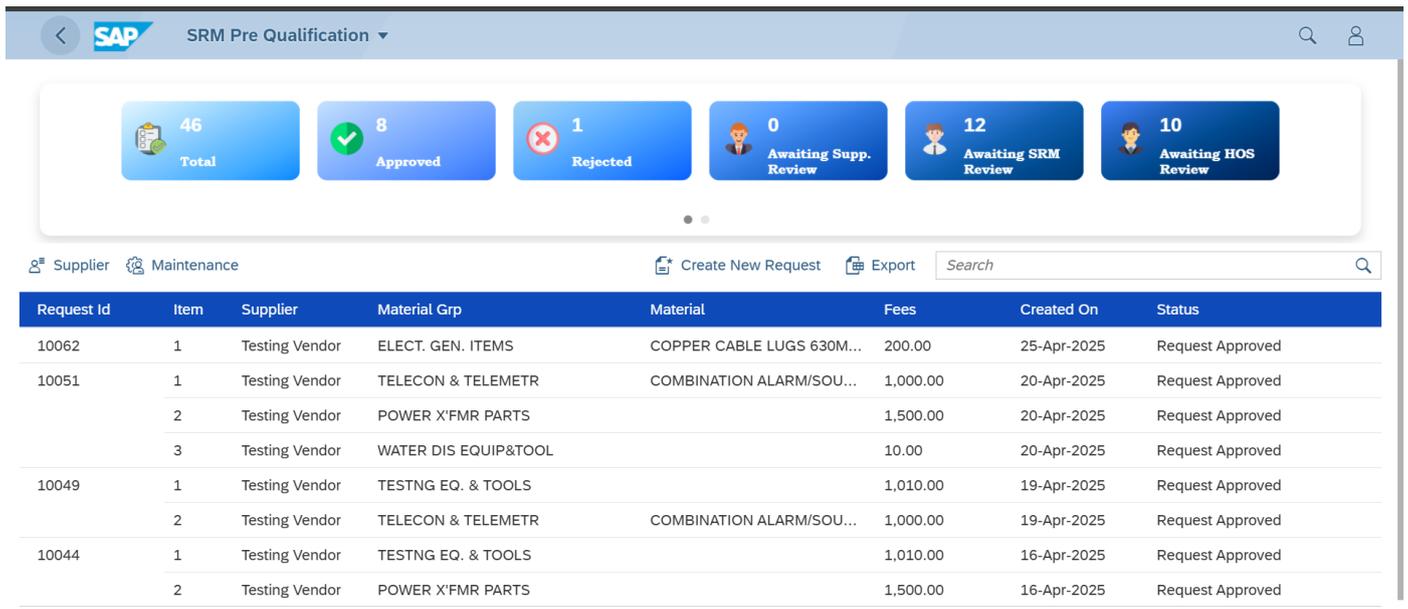
Additional information visible in the timeline includes 'Payment Transaction Number : 511007031602'. The window has a 'Close' button at the bottom right.

8 Prequalification Certificate

Once your prequalification request is **approved**, the system will issue a **Prequalification (PQ) Certificate** confirming your company’s eligibility to supply the approved material for the provided material groups.

8.1 Step-by-Step Instructions to Access the PQ Certificate:

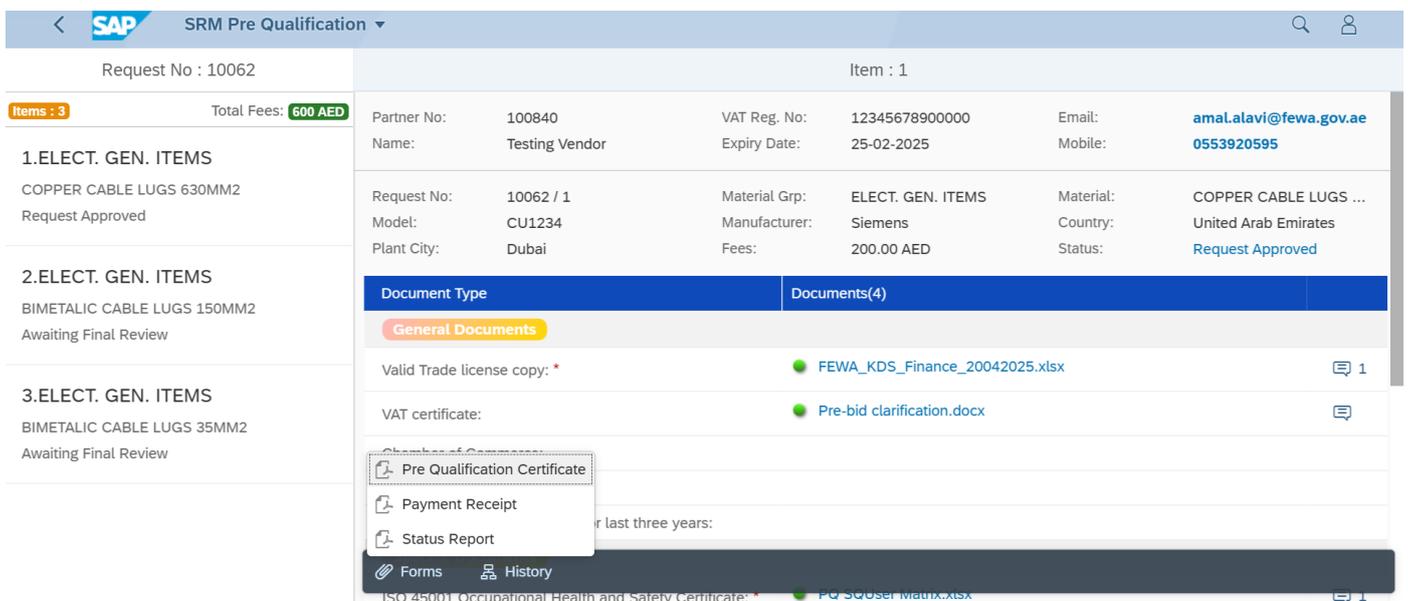
- Go to the “**Prequalification Services**” section.
- Locate the request with the status marked as “**Request Approved**”.
- Open the Request → Forms → Prequalification Certificate to display the certificate.



SAP SRM Pre Qualification

46 Total, 8 Approved, 1 Rejected, 0 Awaiting Supp. Review, 12 Awaiting SRM Review, 10 Awaiting HOS Review

Request Id	Item	Supplier	Material Grp	Material	Fees	Created On	Status
10062	1	Testing Vendor	ELECT. GEN. ITEMS	COPPER CABLE LUGS 630M...	200.00	25-Apr-2025	Request Approved
10051	1	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOU...	1,000.00	20-Apr-2025	Request Approved
	2	Testing Vendor	POWER X'FMR PARTS		1,500.00	20-Apr-2025	Request Approved
	3	Testing Vendor	WATER DIS EQUIP&TOOL		10.00	20-Apr-2025	Request Approved
10049	1	Testing Vendor	TESTNG EQ. & TOOLS		1,010.00	19-Apr-2025	Request Approved
	2	Testing Vendor	TELECON & TELEMETR	COMBINATION ALARM/SOU...	1,000.00	19-Apr-2025	Request Approved
10044	1	Testing Vendor	TESTNG EQ. & TOOLS		1,010.00	16-Apr-2025	Request Approved
	2	Testing Vendor	POWER X'FMR PARTS		1,500.00	16-Apr-2025	Request Approved



SAP SRM Pre Qualification

Request No : 10062, Item : 1

Items : 3, Total Fees: 600 AED

Partner No: 100840, VAT Reg. No: 12345678900000, Email: ama.alavi@fewa.gov.ae

Name: Testing Vendor, Expiry Date: 25-02-2025, Mobile: 0553920595

Request No: 10062 / 1, Material Grp: ELECT. GEN. ITEMS, Material: COPPER CABLE LUGS ...

Model: CU1234, Manufacturer: Siemens, Country: United Arab Emirates

Plant City: Dubai, Fees: 200.00 AED, Status: Request Approved

Document Type	Documents(4)
General Documents	
Valid Trade license copy: *	FEWA_KDS_Finance_20042025.xlsx (1)
VAT certificate:	Pre-bid clarification.docx (1)
Chamber of Commerce:	
Pre Qualification Certificate	
Payment Receipt	
Status Report	
Forms	History
ISO 45001 Occupational Health and Safety Certificate: *	PQ SQuser matrix.xlsx (1)

Material Pre-Qualification Request

Request Number : 10062 - 1 Supplier: Testing Vendor
Status: Approved Fees: 200.00 AED

Material Group	Material	Model
ELECT. GEN. ITEMS	COPPER CABLE LUGS 630MM2	CU1234
Manufacturer	City	Country
Siemens	Dubai	United Arab Emirates

Remarks

Applied only 400 mm dia

This renewal certification is issued on **May 2, 2025** & valid until **May 2, 2028** as per EtihadWE Procedures & Guidelines for Material / Equipment Pre-Qualification Version 1; Oct. 2024 Quantity shall be defined during engineering design stage of contract by ETIHAD WE. Moreover,

Terms & Conditions:

1. Quantity shall be defined during engineering design stage of contract by ETIHAD WE. Moreover, further approvals will be based on satisfactory service performance of the material / equipment in EtihadWE network.
2. Detailed Technical evaluation of each type and model is subject to detailed review and approval during engineering design stage of contracts to ensure compliance with EtihadWE project specification and requirements.
3. ETIHADWE will be reevaluating the material performance at any time it deemed necessary. This certificate will become invalid and will be cancelled if the performance is found unsatisfactory. The same shall be communicated to the manufacturer / supplier.
4. EtihadWE has all the right to accept or reject any offer and may take small quantity for trial or ask the vendor to renew the type test etc.
5. Manufacturer / Supplier should contact EtihadWE on pq@etihadwe.ae, One (1) months prior to the expiry date of this certificate, for renewal process.
6. This certificate is valid for two (3) years. Applicants may renew it by paying the renewal fees of AED 500 & submitting the updated documents required by EtihadWE for reassessment. The renewal assessment fee shall be paid within 30 calendar days from the expiry date of the pre-qualification approval date. After the expiry of 30 days grace period for submitting renewal documents, a monthly late renewal penalty fee of AED 100/- will be applicable for each month of delay up to a

- Download the PQ Certificate
- Review Certificate Details
- Use the Certificate

For any assistance, feel free to contact our support team via email at PQ@etihadwe.ae

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