

The background of the cover is a composite image. The lower half shows a close-up, low-angle view of a solar farm with rows of blue photovoltaic panels. The upper half shows a wind farm with several white wind turbines against a bright blue sky with scattered white clouds. A dark diagonal line separates the two scenes.

EtihadWE sdig Supplier End User Manual

Supplier Registration



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1 Execution Instruction

1.1. ROS Self Registration Page

Please make sure to use the Web Browsers



or

Ensure Correct URL for Supplier Registration.

https://srm.etihadwe.ae/vendor_register

1.2. Select the Registration type.

The screenshot shows a web browser window with two tabs: 'SRM Administration' and 'Supplier Self-Registration'. The address bar shows the URL: https://srmqas.fewa.ae:8000/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=110#. The page title is 'Supplier Self-Registration'. Below the title are buttons for 'Send', 'Close', 'System Information', and 'Create Memory Snapshot'. The main content area starts with a welcome message: 'Welcome to FEWA Vendor Registration portal. In order to participate in FEWA Tenders and Local purchase enquiries online, you need to get registered through vendor registration application as one of the below provided "Type of Registration"'. A note states: '* Fields marked with an asterisk are mandatory.' The 'Select Type of Self-Registration' dropdown menu is highlighted with a green box and shows the following options: Supplier, Manufacturer, Contractor, and Consultant. Below the dropdown are various input fields for registration details, including 'Language', 'Tax Jurisdiction', 'Address' (Country, Region, District, Postal Code / City, Company Postal Code, Street/House Number), 'PO Box Address' (PO Box, Without Number, Country, Postal Code / City), and 'Communication' (Phone Number, Fax Number, E-Mail Address, Website Address).



1.3. Fill the General Company Information as shown below.

Select Type of Self-Registration

Contractor

General Company Information

* Company Name: FEWA Company

D-U-N-S Number:

* Language: EN

Tax Jurisdiction ... :

Address

* Country: AE

Region: 2

District:

* Postal Code / City: 0000 dubai

Company Postal Code:

Street/House Number:

Street Prefix:

Street Suffix:

Building/Floor/Room:

PO Box Address

PO Box: 0000 Without Number:

Country: AE

Postal Code / City:

Communication

* Phone Number: 123456677

Fax Number:

* E-Mail Address: test@gmail.com

Website Address:

1.4. Fill the Supplier Info as shown below.

- Supplier bidder info = Bidder contact person details
- Supplier portal info = Contact Person who manages the Supply Orders, goods, services & Invoices.

Supplier Bidder Info (SRM)

* First Name: BIDDER USER

* Last Name: DETAILS

Company Manager:

* Form of Address: Ms.

Academic Title:

Department: SALES

* Phone Number: 54343434

Fax Number:

* E-Mail Address: bidder@gmail.com

* Language: EN

* Country: ae

Supplier Portal Info (SUS)

Contact 1 First Name: Supplier

Contact 1 Last Name: Name

Designation: Ware house Keeper

Mobile No. (1):

Fax No(1):

E-Mail Address(1):

Contact 2 First Name: Contact Person

Contact 2 Last Name: Name

Designation (2): cordinator

Mobile No (2): 87657

Fax No. (2):

E-Mail Address(2): contact2@gmail.com



1.5. Fill the License details as from the available options.

License Details

License No:

Expiry Date:

Chamber of Commerce No:

* VAT TRN#: VAT Not Applicable:

*** Company Ownership**

*** Annual Turnover**

*** No of Employees**

Company Category

1.6. Fill the Bank Details and Extra Details requested

Bank Details

1. Bank Name: Account No: Branch:

2. Bank Name: Account No: Branch:

Information Requested below is to be filled

Financial Capabilities	Manpower & Technical Capabilities
Company paid-up capital: <input type="text"/>	No of Technicians(Sales person etc.): <input type="text"/>
Annual turnover: <input type="text"/>	No of Labourers: <input type="text"/>
Annual financial audited statement: <input type="text"/>	No of Support Staff: <input type="text"/>
	No. of Engineers / Experts (having a minimum of 7 years exp.): <input type="text"/>
	No. of Technical Support Staff (Operator, Supervisor, etc.): <input type="text"/>
	No. of Admin Support Staff: <input type="text"/>
	Quality Control & Assurance
	Quality Policy (Yes / No): <input type="text"/>
	Quality Procedures (Yes / No): <input type="text"/>
	Quality certificates (Available / Under Process / Not Available): <input type="text"/>



1.7. Attach all the required attachments as per the requested classification.

Attachments

FINANCIAL CAPABILITIES ▾ ANNUAL FINANCIAL AUDITED STATEMI ▾ **Browse...** Attach

Uploaded Attachments

File Name	File Type	File Size(Bytes)

Supplier Self-Registration

Send Close System Information Create Memory Snapshot

Quality Management Systems

Other Characteristics

Minority Status: Valid To:

Women-Owned: Valid To:

Attachments

FINANCIAL CAPABILITIES ▾ ANNUAL FINANCIAL AUDITED STATEMI ▾

Uploaded Attachments

File Name	File Type	File Size(Bytes)

Choose File to Upload

Unit Testing > Misc Testing

Name	Date modified	Type
Supplier Registration _ Screenshots	4/17/2014 2:38 PM	Micros...
Supplier Self Registration_20042013	4/21/2014 12:28 PM	Micros...
Tender Fee Cycle	4/17/2014 10:05 AM	Micros...
Tender Fee Test	4/23/2014 9:09 PM	Micros...
Tendering Cycle 20042014	4/22/2014 5:07 PM	Micros...
TER and C Folder Link	4/27/2014 3:03 PM	Micros...
TER Approval	4/27/2014 4:15 PM	Micros...
test_ROS	4/18/2014 11:33 AM	Micros...
Vendor Comparision	4/20/2014 4:34 PM	Micros...
XML Fail with message 084	4/21/2014 4:27 PM	Micros...

File name: All Files (*.*)

Open Cancel

Attachments

FINANCIAL CAPABILITIES ▾ ANNUAL FINANCIAL AUDITED STATEMI ▾ **Attach**

Uploaded Attachments

File Name	File Type	File Size(Bytes)
FINANCIAL CAPABILITIES-ANNUAL FINANCIAL AUDITED STATEMENT	application/vnd.openxmlformats-officedocument.wordprocessingml.document	1379931



2. Accept the Terms & Conditions & Submit the application.

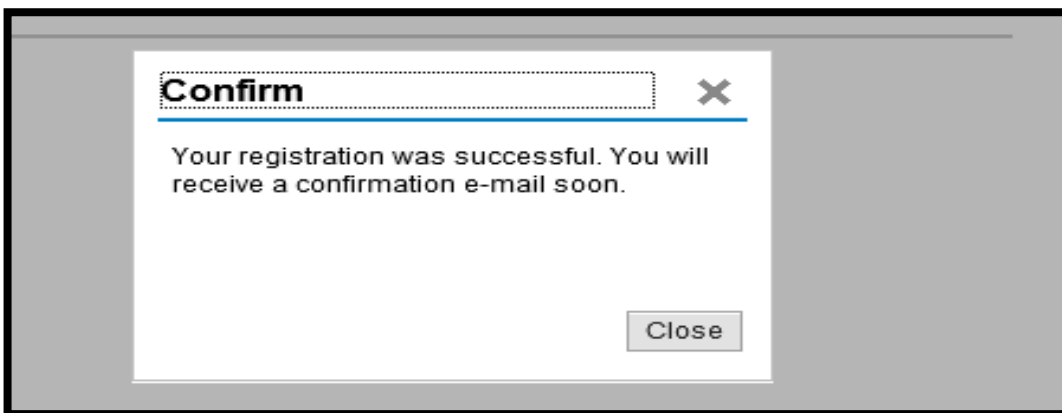
Supplier Self-Registration

Notes

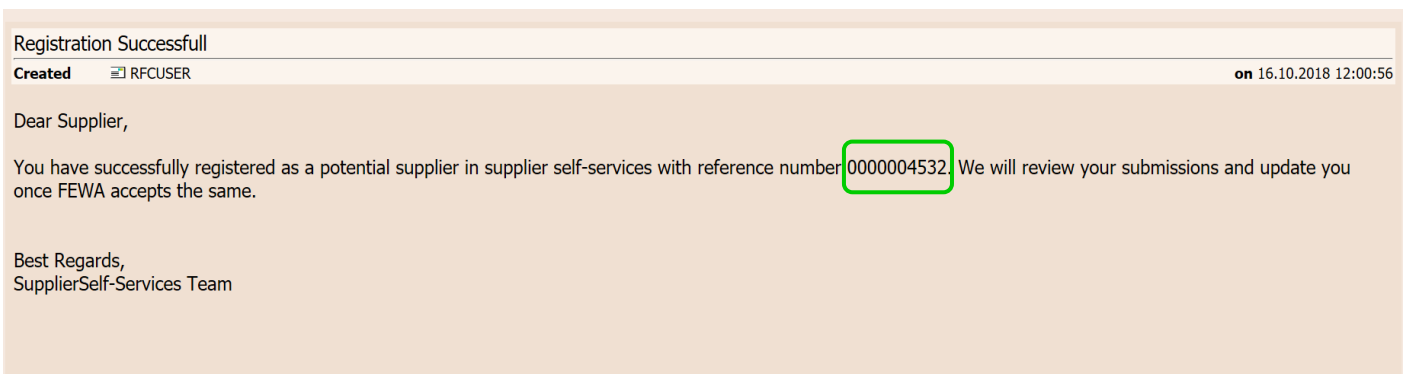
Test Notes

Data Privacy Statement

*Yes, I have read the data privacy statement and accept the terms.:
Data Privacy Statement
Enter your data privacy statement here.
The text may explain, for example, that consent is given to the saving and use of the entered data.
You can enter a text for this in transaction SE61. In the Implementation Guide you can then make appropriate settings so that this text is used as the data privacy statement.



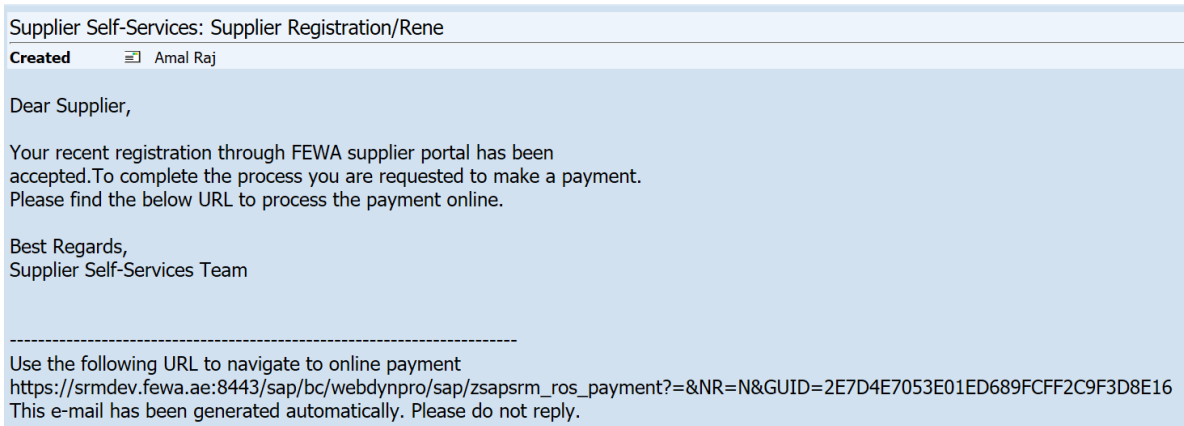
2.1. Confirmation message will be received with a reference number.





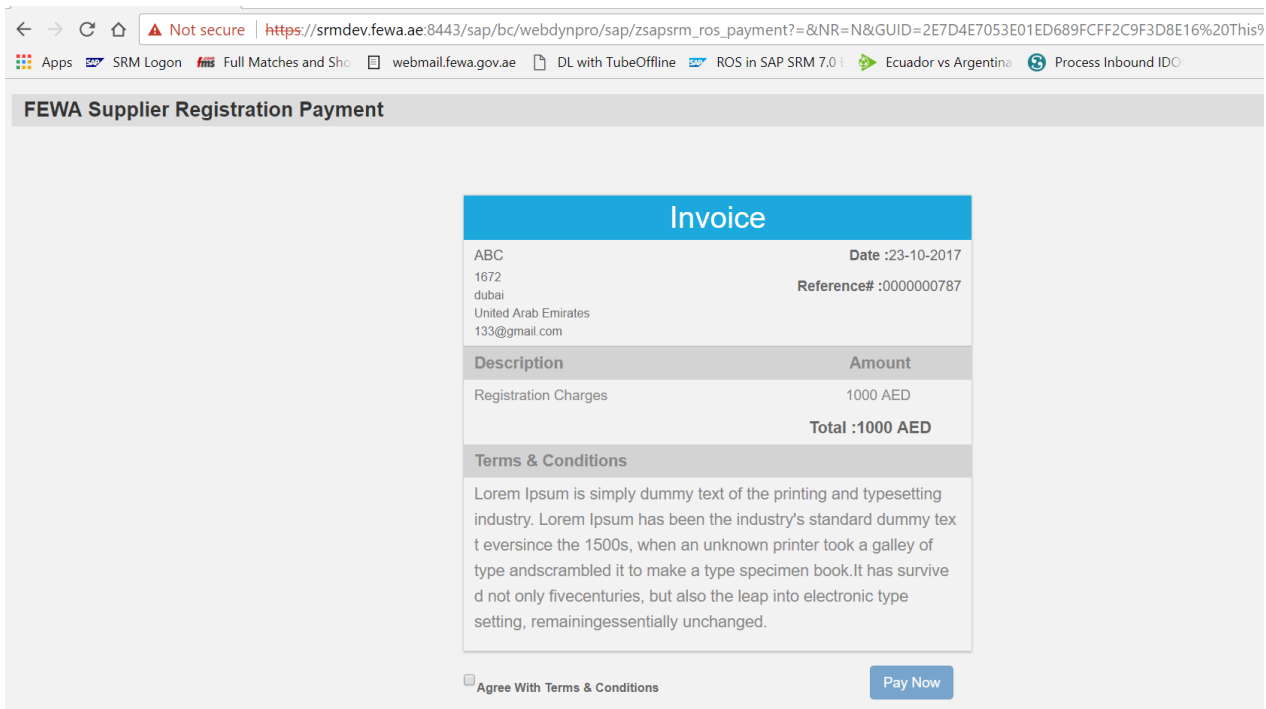
2.2. Registration Fee Payment.

Once the submittals are approved by the ETIHADWE registration team a confirmation email will receive in the submitted contact email along with the link to pay the registration fee online.



2.3. Click on the link to make online payment

- AED 1000.00 for all new registrations.
- The VAT charges are not applicable for ETIHADWE Vendor Registration service.





2.4. Enter card details.

Network >



Choose your payment options

Payment Option

VISA

MasterCard

Card Number

Card Holder Name

Expiry Date

Month

Year

CVV Number

PAY NOW
CANCEL

Transaction Details

Merchant Name :Federal Electricity And Water Authority - Ecomm

Order Number :-20171024090248

Amount (AED) :10.00

2.5. Receipt will be generated upon successful payment.

✔ Payment Successful!!!

FEWA Supplier Registration Payment

United Arab Emirates

الهيئة الاتحادية للكهرباء والماء
Federal Electricity & Water Authority

Payment Receipt

ABC
1672
dubai
United Arab Emirates
133@gmail.com

Date : 24-10-2017
Reference# : 787

Description	Amount
Registration Charges	1000AED
Total	1000AED

This is a computer generated receipt

3. End of the Process.