

# Steps to Update ICV certificate

1- Go to e-registration portal

<https://eregistration.addc.ae/eRegistration/>

2- Go to e-registration system



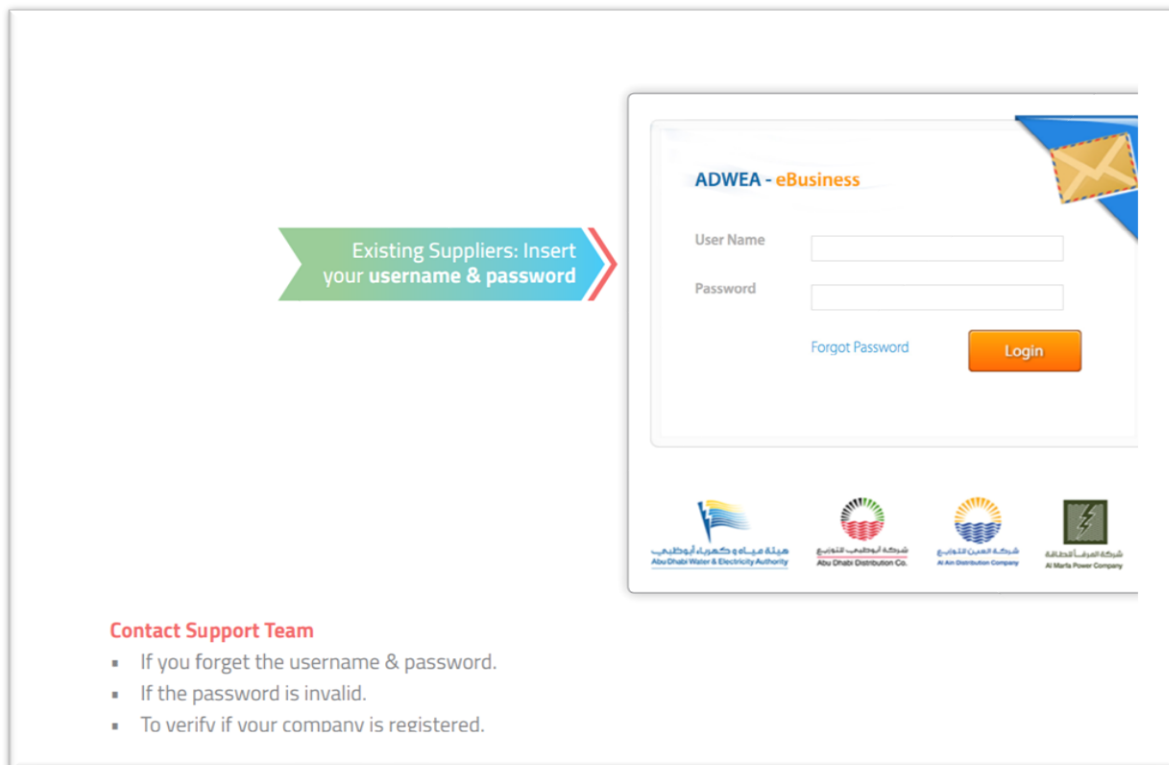
**INTRODUCTION**

ADWEA Commercial Directory is a leading supplier management data base system in Abu Dhabi which benefits numerous stakeholders in the Water and Electricity Sectors. ADWEA Commercial Directory is utilized to create and manage the directory of suppliers for the purpose of matching them (based on qualification) with the needs and requirements of ADWEA and its Group of companies.

ADWEA Commercial Directory works with the end users within ADWEA and its Group of Companies as well as suppliers to create solutions and methods that enable efficient registration, pre-qualification and other related activities.

Click here to access to e-registration application

3- Insert username and password



Existing Suppliers: Insert your username & password

**ADWEA - eBusiness**

User Name

Password

[Forgot Password](#)

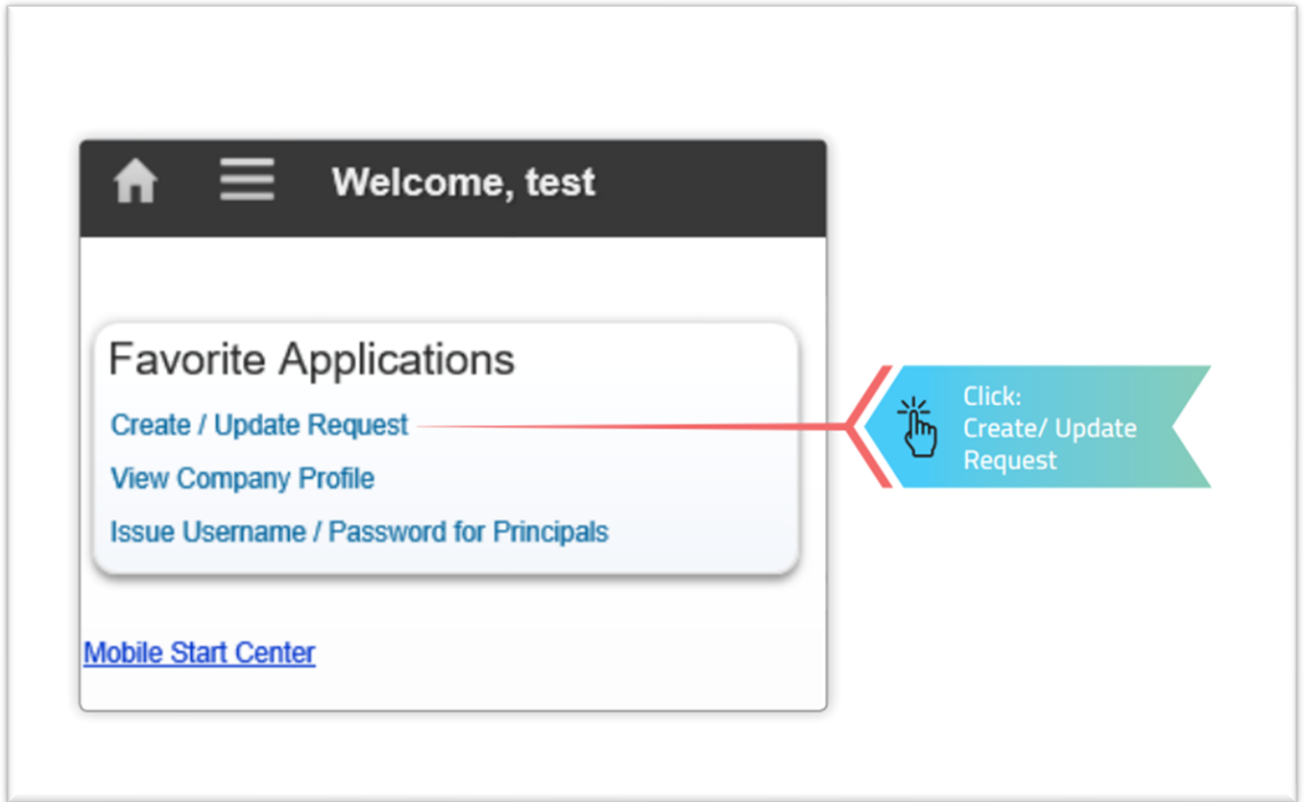
Abu Dhabi Water & Electricity Authority | Abu Dhabi Distribution Co. | Al Ain Distribution Company | Al Maha Power Company

**Contact Support Team**

- If you forget the username & password.
- If the password is invalid.
- To verify if your company is registered.

Support Team: ☎ 80023932 ✉ [crs@addc.ae](mailto:crs@addc.ae)

#### 4- Go to applications



#### 5- Create update application

The screenshot shows a web interface titled 'Create / Update Request'. It includes a search bar, a 'Select Action' dropdown, and a table of 'Registration Requests'. A red arrow points from the table area to a blue callout box on the right that says 'Click here to create a new application' with a hand icon.

Registration #	Description	Status	Update Description	Change Date
99117-UPD02	TECHNOLOGY SERVICES LLC	RESUBMIT	RFUP	04/11/2020 10:08:01
99117-UPD01	TECHNOLOGY SERVICES LLC	CLOSE	RFVPO	28/09/2020 12:33:51

Below the table is a flow diagram showing the progression of application statuses:

- IN\_PROGRESS:** Application with supplier for fill & update
- SUBMIT/RE-SUBMIT:** Application with CRS for verification
- INCOMPLETE/TECH\_INCOMPLETE:** Application return to the supplier for correction
- FOR\_REVIEW, REVIEWED, TECH\_FOR\_REVIEW, ENDORSED, TECH\_ENDORSE, COMMERCIAL:** Application with CRS for review/Check
- CLOSED/REJECTED/EXPIRED, CANCELLED:** Application is completed or cancelled or expired

**Important Notes**

- You need to create a new application if all applications' status are: CLOSED, REJECTED, CANCELLED, EXPIRED.
- You need to continue if one of the applications' status are under process e. g.: IN\_PROGRESS, SUBMIT, RESUBMIT, INCOMPLETE, TECH\_INCOMPLETE, FOR\_REVIEW, REVIEWED, TECH\_FORREVIEW, ENDORSED, TECH\_ENDORSED, COMMERCIAL.
- Create an application will not be allowed if you have under process application.

## 6- Select Update description “Request for Update profile”

Registration Details | Communication

Company: 001502-UPD136 GITEX COMPANY (FOR EBIDDING SUPPORT AND TEST) Status: INPROGRESS! Add New Attachment

Update Description: Request for update profile View Attachments

Reason for Rejection/ Incomplete:

## 7- Fill & attach ICV certificate

V Certificates...

V Certificate ID:

Issue Date:

Expiry Date:

ICV Score:

Registration Details | DED Details | Technical Team Evaluation | Committee Meeting | Communication

Company: 001502-UPD136 GITEX COMPANY (FOR EBIDDING SUPPORT AND TEST) Status: INPROGRESS! Add New Attachment

Update Description: Request for update profile Eval Name: View Attachments

Internal Notes:

Required Documents Attached?

Reason for Rejection/ Incomplete:

## 8- Submit the application

Find Company Select Action **Submit**

Registration Details | Communication

Company: 00447240-UPD01 Status: INPROGRESS! Add New Attachment