

ADWEA ENTERPRISE ASSET MANAGEMENT SYSTEM

Chapter 01 Requests Processing Applications

Maximo Enterprise Asset Management System
"An IT Strategy Driven Project"



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Chapter Overview

Introduction

MAXIMO provides a Tool in the shape of E-Registration Module, which allows Suppliers to Register themselves with ADWEA or update their and their related Principal profiles.

The E-Registration Module consists of four applications namely;

1. Request for First Registration Application.
 2. Request for Pre-Qualification Application.
 3. Requests Processing Application.
 4. Registration / Updating Application.
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Chapter Focus

This chapter focuses on the first three applications which deals with the initiation of requests and their processing.

Learning Objectives

When you have completed this chapter, you should be able;

- to initiate a request for First Registration as a Vendor, Contractor or Manufacturer,
 - to initiate a request for Pre-Qualification of an Overseas Manufacturer,
 - to process the above requests for approval or rejection.
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Abbreviations

Abbreviations	Description
CD	Commercial Directory
EREG	E-Registration
PG	Product Group
WG	Work Group
CRS	Companies Registration Section

Request for First Registration Application

Introduction

This application is used by new Suppliers who wants to register with ADWEA as a Vendor, Contractor or Manufacturer (Local).

The Supplier submits the request to register himself from this application. Once submitted, the request goes to ADWEA Companies Registration Section (CRS) through workflow. CRS will open this request in the Requests Processing Application and after reviewing the Request, the CRS can approve or reject it.

Submitting a Request for First Registration

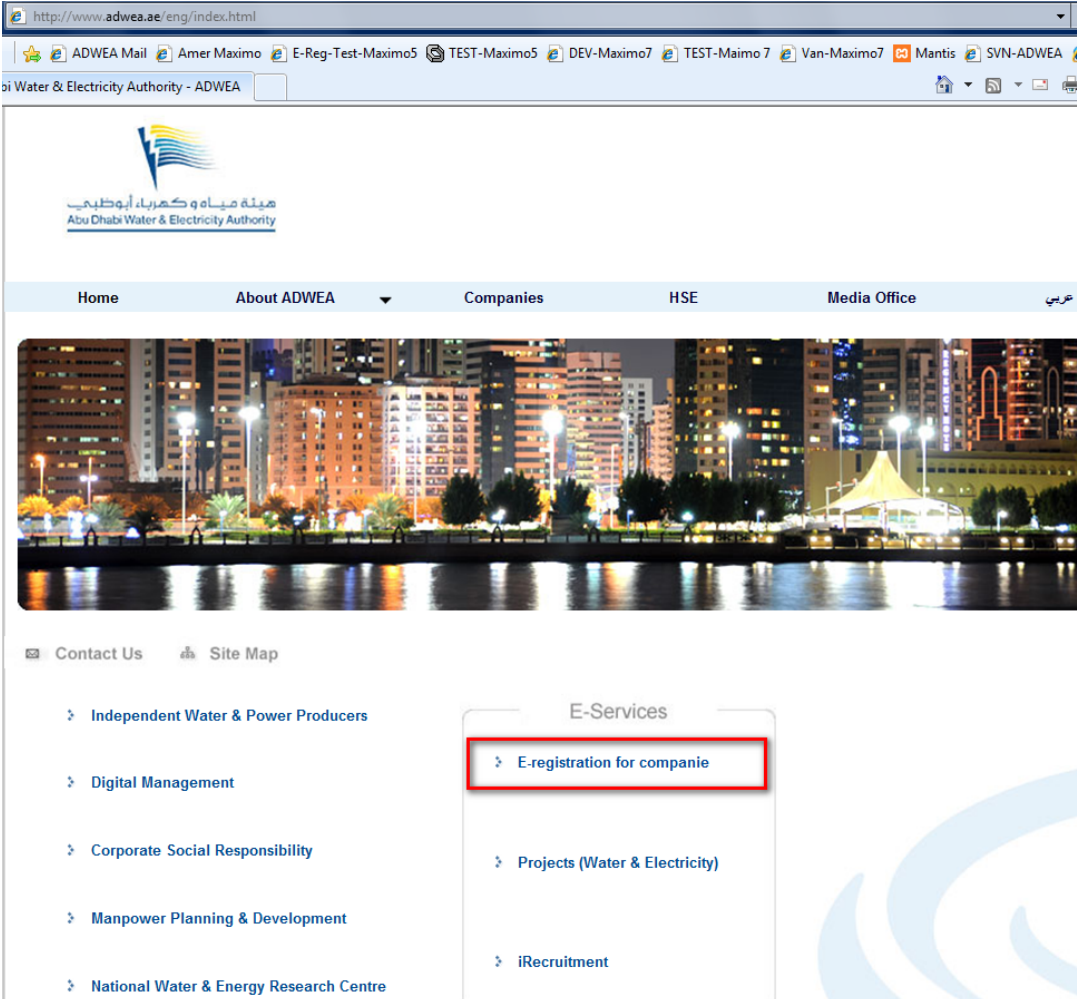
Creating a Request



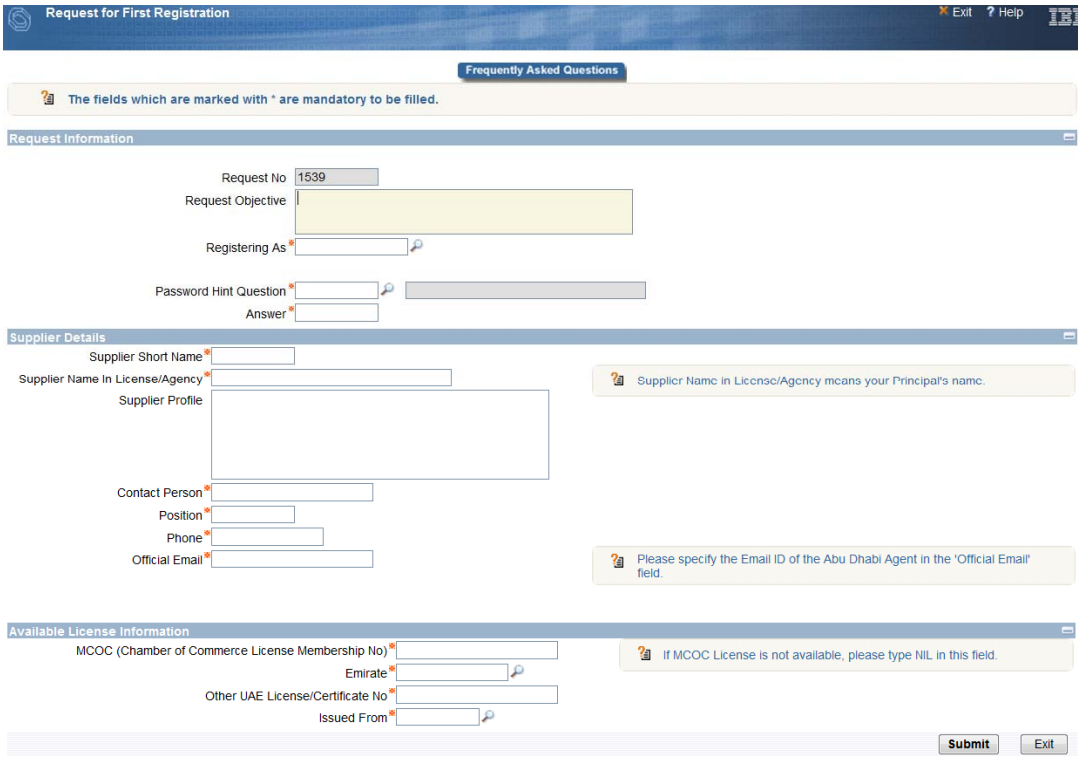



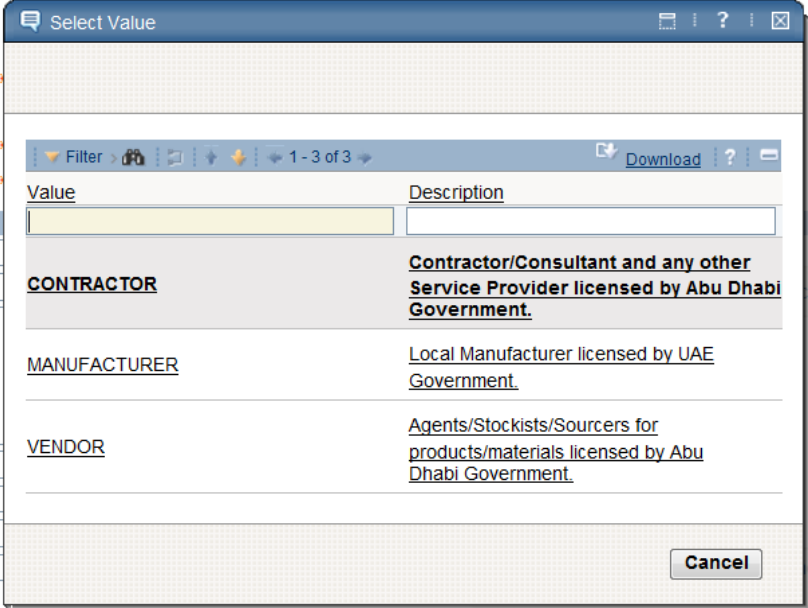

Scenario





‘Delta Corporation’ is a newly established company in Abu Dhabi and deals with supply of Electrical Transformers and services for installation of these transformers. The company wants to register with ADWEA to expand its business.

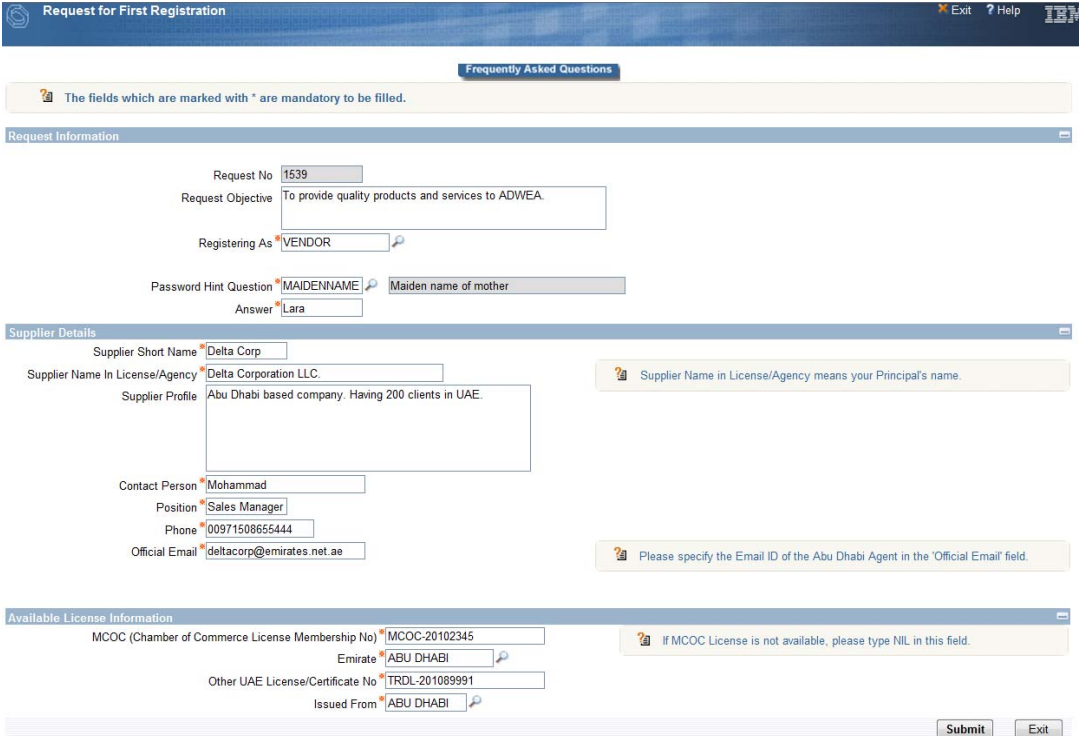

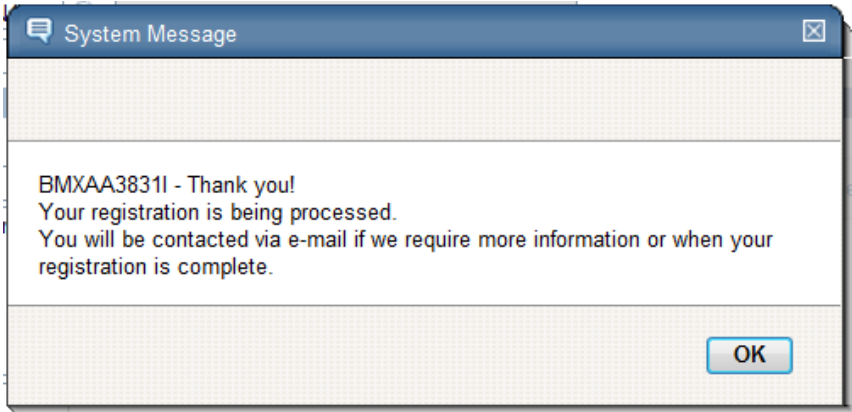
Using the following steps, we will initiate a request as a representative of Delta Corporation to register first time with ADWEA.

Step	Action
1	<p>Open Internet Explorer (web browser) and go to ADWEA web site. Click on the E-registration for Companies link as shown below.</p> 

Step	Action
<p>2</p>	<p>A new Internet Explorer window will open showing the Login page for E-Registration.</p>  <p><i>Since the supplier is not registered with ADWEA yet, he does not have a user name and password.</i></p> <p>Click on the Request for First Registration link as shown below;</p> 
<p>3</p>	<p>A request page will open as shown below.</p>  <p>The Request No is an auto generated number and cannot be changed. Please note down this number for future reference. Request No _____</p>  <p><i>Note: All the fields which have an asterisk '*' next to it are mandatory to be filled before submitting the request.</i></p>

Step	Action
4	Enter following data in the Request Objective field; <i>'To provide quality products and services to ADWEA'</i> .
5	<p>Select the appropriate type of Supplier in the Registering As field. For our scenario we will use <i>Vendor</i>.</p>  <p> Vendor means a <i>Supplier who acts as an Agent, Stockist or Sourcer for Products or Materials and have to be licensed by Abu Dhabi Government.</i></p> <p>Manufacturer means a <i>Local Manufacturer who must be licensed by UAE Government.</i></p> <p>Contractor means a <i>Contractor or Consultant or any other Service Provider and must be licensed by Abu Dhabi Government.</i></p>
6	Select a Password Hint Question and the Answer for it. This information will be stored in the System and will be retrieved when user forgets his username and password information.

Step	Action
7	<p>Enter following data in Supplier Details Section fields;</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Supplier Details</p> <p>Supplier Short Name * <input type="text" value="Delta Corp"/></p> <p>Supplier Name In License/Agency * <input type="text" value="Delta Corporation LLC."/></p> <p>Supplier Profile <input style="width: 100%; height: 50px;" type="text" value="Abu Dhabi based company. Having 200 clients in UAE."/></p> <p>Contact Person * <input type="text" value="Mohammad"/></p> <p>Position * <input type="text" value="Sales Manager"/></p> <p>Phone * <input type="text" value="00971508655444"/></p> <p>Official Email * <input type="text" value="deltacorp@emirates.net.ae"/></p> </div> <p> <i>This email address will be used to send all the communication between ADWEA and the Supplier including the User name and Password information.</i></p>
8	<p>Enter following data in Available License Information Section fields;</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Available License Information</p> <p>MCOC (Chamber of Commerce License Membership No) * <input type="text" value="MCOC-20102345"/></p> <p>Emirate * <input type="text" value="ABU DHABI"/> </p> <p>Other UAE License/Certificate No * <input type="text" value="TRDL-201089991"/></p> <p>Issued From * <input type="text" value="ABU DHABI"/> </p> </div> <p> <i>If the MCOC license is not available, type NIL in this field.</i></p>

Step	Action
9	<p>Once done filling all information your request will look like the following;</p> 
10	<p>Press Submit button at the bottom of the page to submit the request.</p> 
11	<p>A confirmation message will be displayed as shown below;</p> 
12	<p>By pressing the OK button you will return to the Login page of E-Registration.</p>

Request for Pre-Qualification Application

Introduction

This application is used by existing Vendors (are already registered with ADWEA) who wants to Pre-Qualify their Overseas Manufacturer.

The Supplier submits the request for Pre-Qualification for his selected Principal in this application. Once submitted, the request goes to ADWEA Companies Registration Section (CRS) through workflow. CRS will open this request in the Requests Processing Application and after reviewing the Request, the CRS can approve or reject it.

Submitting a Request for Pre-Qualification

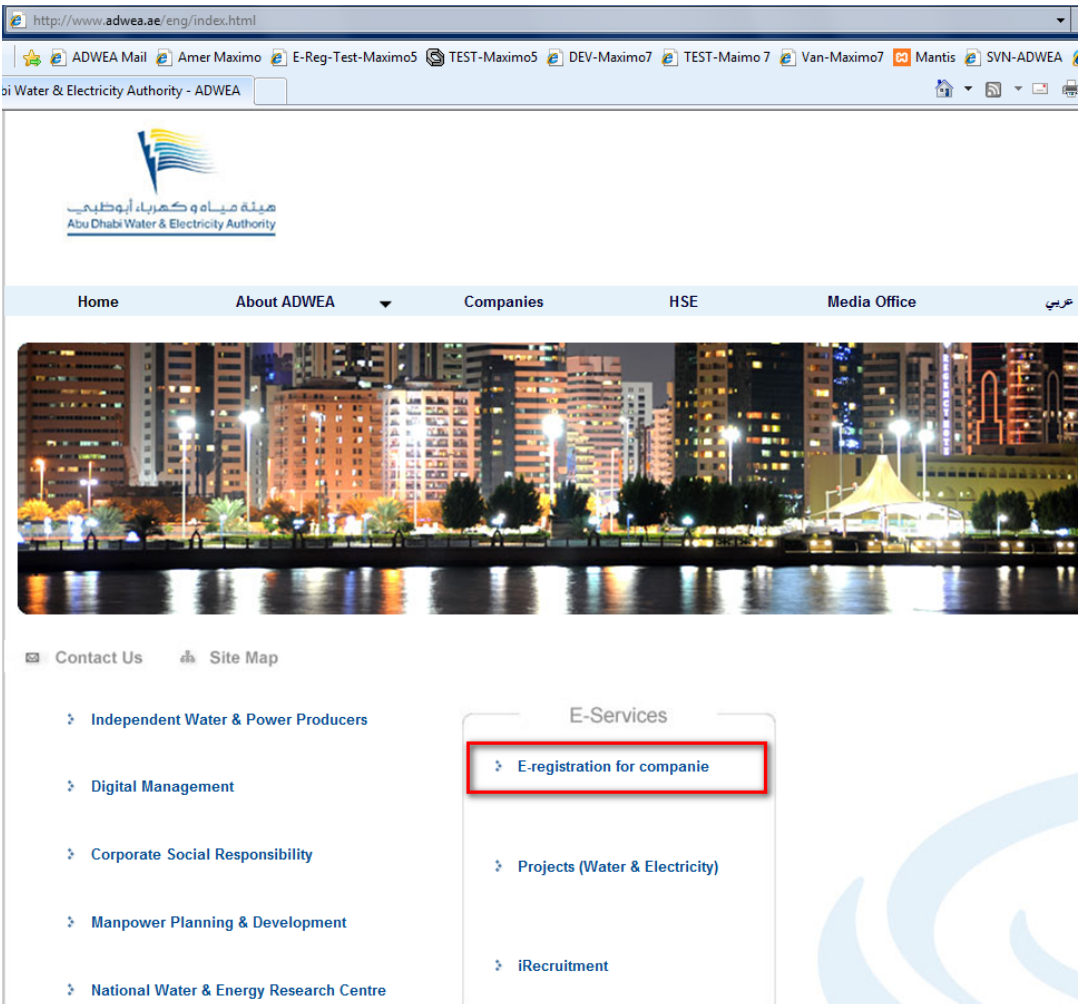
Creating a Request


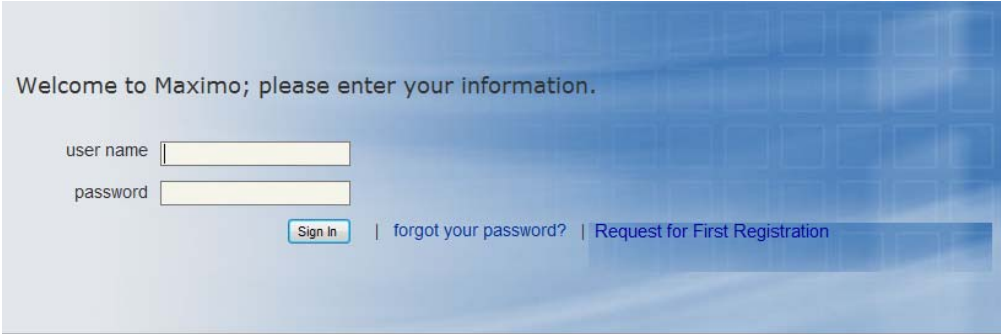
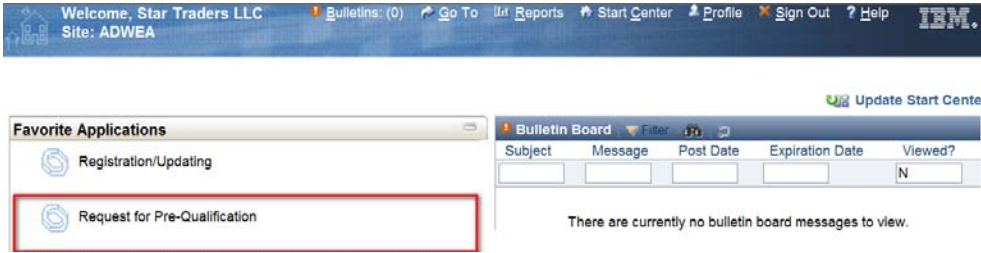
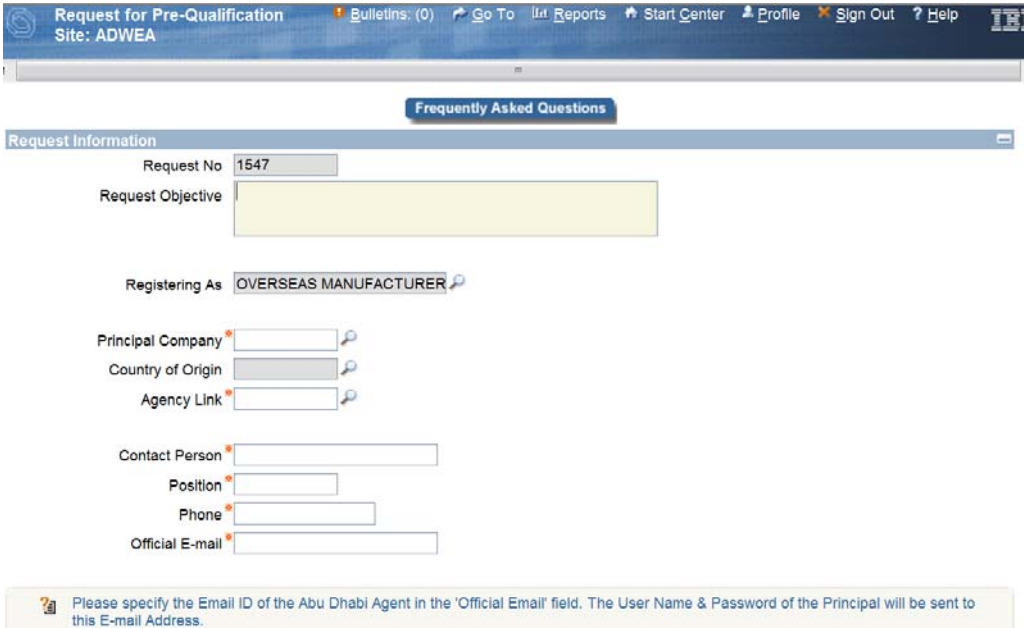


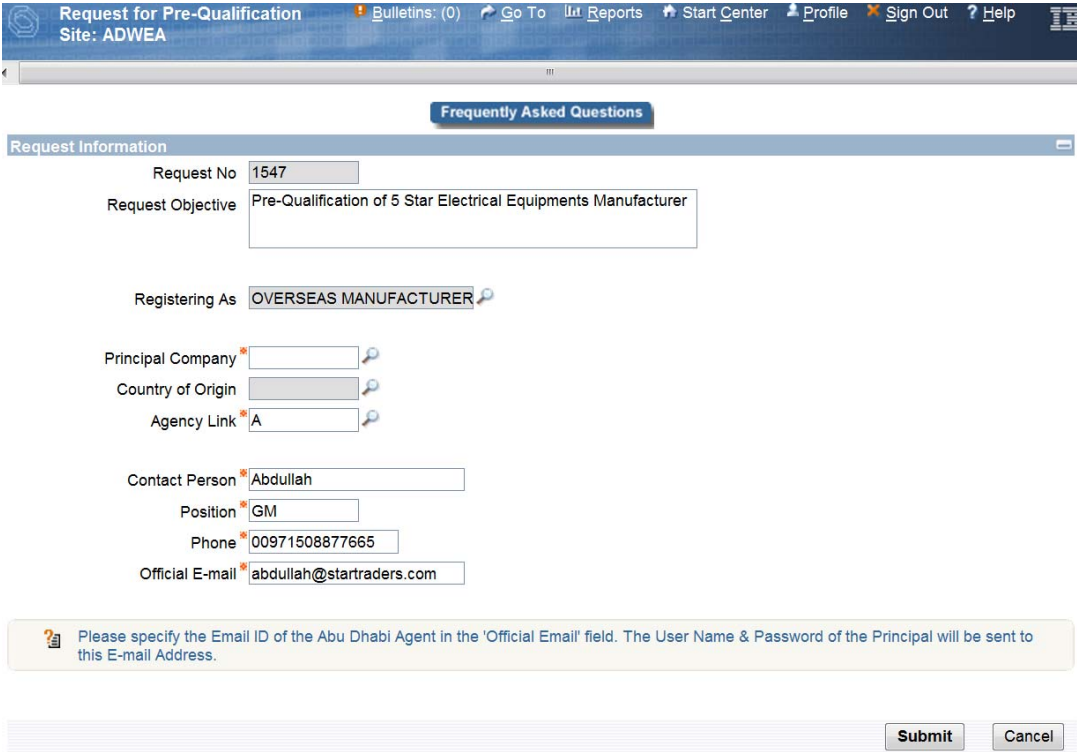

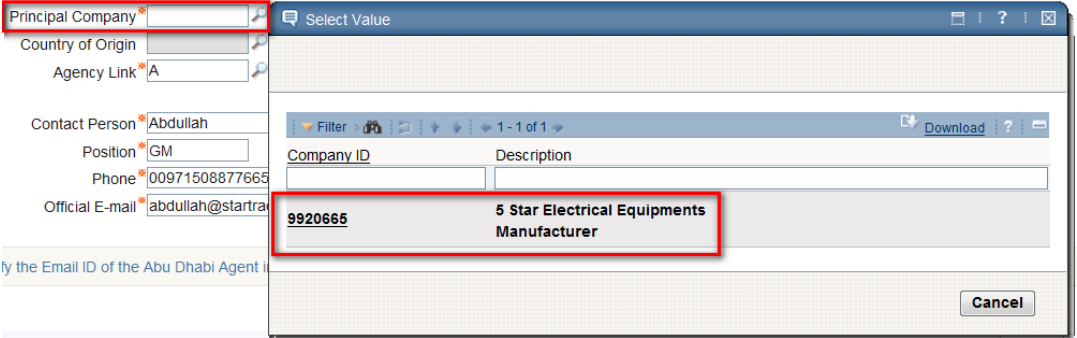


Scenario

‘Star Traders LLC’ is an already registered Company with ADWEA as Vendor. The company now wants to Pre-Qualify its Overseas Manufacturer ‘5 Star Electrical Equipments Manufacturer’.

Using the following steps, we will initiate a request for prequalification as a representative of Star Traders LLC.

Step	Action
1	<p>Open Internet Explorer (web browser) and go to ADWEA web site.</p> <p>Click on the E-registration for Companies link as shown below.</p> 

Step	Action
2	<p>A new Internet Explorer window will open showing the Login page for E-Registration.</p>  <p><i>Since the supplier is already registered with ADWEA, he can login with his Username and Password information.</i></p> <p>Enter supplier username and password on the Login page.</p>  <p>You will be directed to the Start Center Screen of Maximo.</p>
3	<p>From the Favorite Applications section, click on Request for Pre-Qualification link.</p> 
4	<p>Request for Pre-Qualification page will open as shown below;</p> 

Step	Action
<p>5</p>	<p>Enter the information as shown below;</p>  <p> <i>The Official Email Address will be used to send the User Name and Password of the Principal Company.</i></p>
<p>6</p>	<p>In the Principal Company field Select the required Principal company from the select value dialog box.</p>  <p> <i>Only those Principal Companies will be available in the value list which has Star Traders LLC as their vendor.</i></p>
<p>7</p>	<p>Press the Submit button at the bottom of the page to submit the request.</p> 

Requests Processing Application

Introduction

This application will only be used by ADWEA Companies Registration Section (CRS) for processing the Requests for First Registration as well as the Requests for Pre-Qualification of an Overseas Manufacturer.

Once the Supplier submits the requests for First Registration or Request for Pre-Qualification, workflow will create an assignment for the persons of CRS to review the requests.

Once a request is Approved, a User name and a Password is issued to the Supplier to update his profile or his Principal Profile in the Registration/Updating application (Chapter 02).

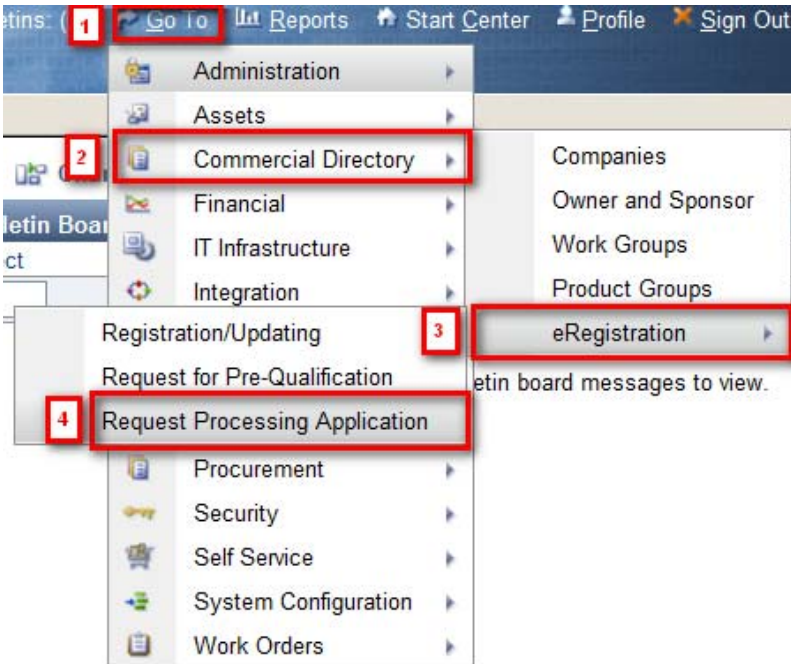
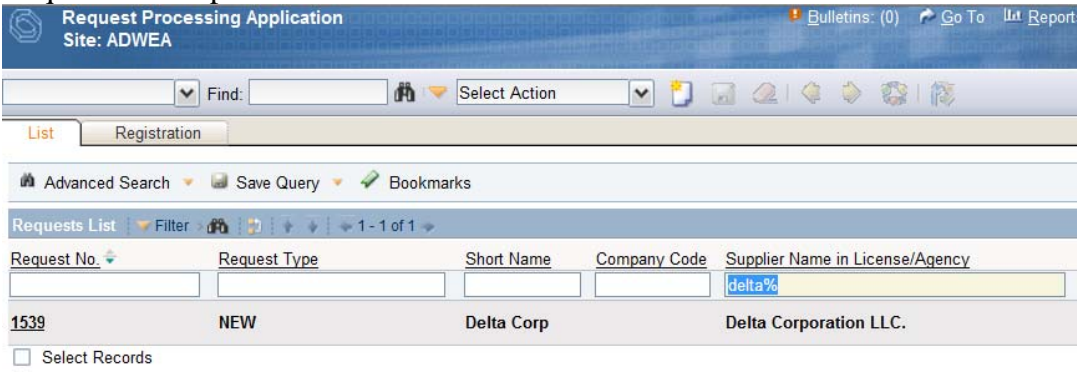
Processing a Request for First Registration

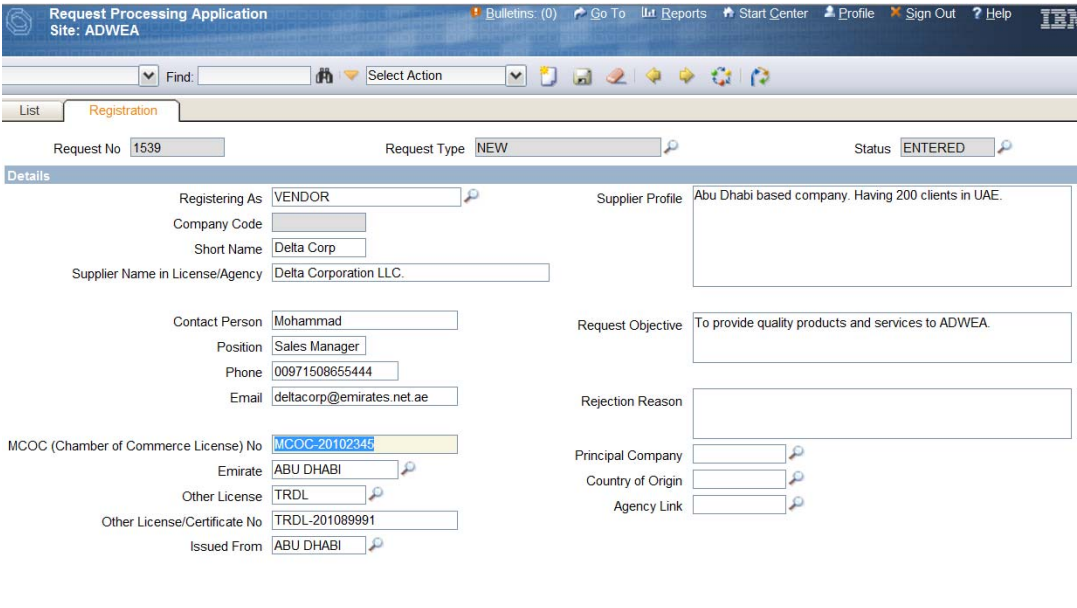




Reviewing Request for First Registration

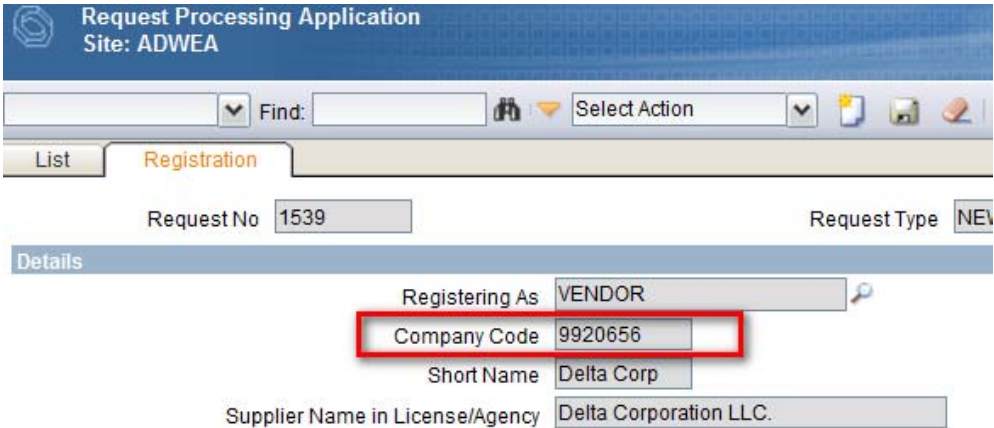



Scenario

'Delta Corporation' has submitted a request for First Registration with ADWEA. We will now work as a person of Companies Registration Section and will Review and Approve the Request.

Step	Action
1	<p>Login to Maximo as a CRS person. Go to Commercial Directory / E-Registration Module and select Request Processing Application.</p> 
2	<p>Search for the Request record on the list tab, by either typing the Request No or by the Supplier Short Name or Supplier Name in License /Agency. Click on the Request No to open it.</p> 

Step	Action
<p>3</p>	<p>The Request will look like the following;</p>  <p> <i>The Company Code field is Read only and will be populated automatically when the Request is Accepted and a new Company Record is created.</i></p>
<p>4</p>	<p> <i>The Request Type will always be NEW for all the requests for First Registration and the Status will show as ENTERED. The Status will change to ACCEPTED or REJECTED based on the action selected by the authorized user in the Workflow</i></p> <p><i>If Workflow is not available then authorized user can change the Status by selecting Change Status action from the Selection Action Menu.</i></p>
<p>5</p>	<p>After changing the Status of the Request to ACCEPTED, press the Workflow Route button  to select action for generating User Name and Password for the Supplier.</p> <p> <i>Once done, a User name and Password will be generated for the Supplier and will be sent to him and the CRS through an email.</i></p>

Step	Action
6	<p>The Company Code field will be populated with the newly created Company code.</p>  <p>The screenshot shows the 'Request Processing Application' interface for 'Site: ADWEA'. It features a search bar, a 'Select Action' dropdown, and tabs for 'List' and 'Registration'. Under the 'Registration' tab, the 'Request No' is 1539 and the 'Request Type' is 'NEW'. A 'Details' section shows the following information: 'Registering As' is 'VENDOR', 'Company Code' is '9920656' (highlighted with a red box), 'Short Name' is 'Delta Corp', and 'Supplier Name in License/Agency' is 'Delta Corporation LLC'.</p>
7	 <p><i>If you don't want to accept the Request due to any reason, you are then required to fill comments in the Rejection Reason field and select the Workflow action for Rejection of the Request. An email will then be sent to the Supplier that his Request has been rejected due to these reasons.</i></p>
8	<p>The user can now update his Profile in the Registration / Updating application (Chapter 02), with the received username and password.</p>

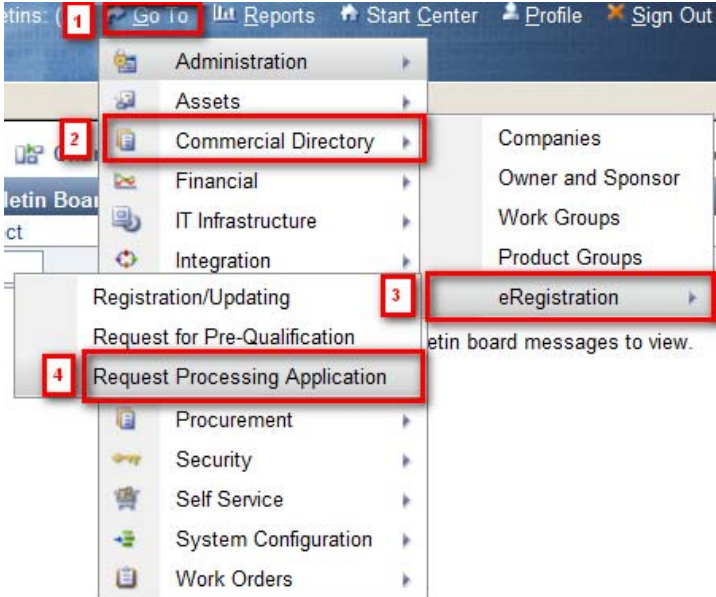
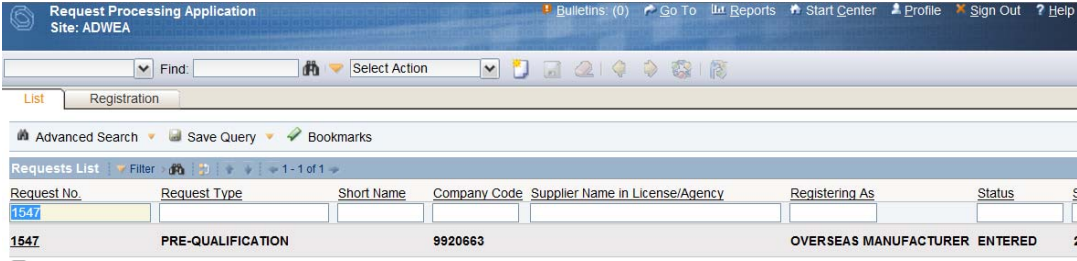
Processing a Request for Pre-Qualification

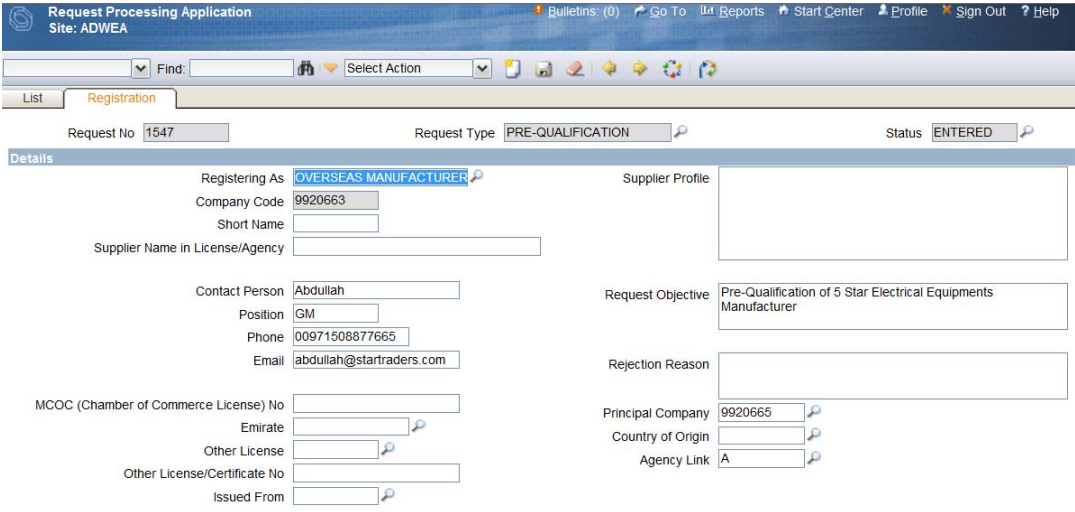





Reviewing Request



Scenario

‘Star Traders LLC’ has submitted a request for Pre-Qualification of his Principal ‘5 Star Electrical Equipments Manufacturer’. We will now work as a person of Companies Registration Section and will Review and Approve the Request.

Step	Action														
9	<p>Login to Maximo as a CRS person. Go to Commercial Directory / E-Registration Module and select Request Processing Application.</p> 														
10	<p>Search for the Request record on the list tab, by either typing the Request No or by the Supplier Short Name or Supplier Name in License /Agency. Click on the Request No to open it.</p>  <table border="1" data-bbox="320 1758 1401 1839"> <thead> <tr> <th>Request No.</th> <th>Request Type</th> <th>Short Name</th> <th>Company Code</th> <th>Supplier Name in License/Agency</th> <th>Registering As</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1547</td> <td>PRE-QUALIFICATION</td> <td></td> <td>9920663</td> <td></td> <td>OVERSEAS MANUFACTURER</td> <td>ENTERED</td> </tr> </tbody> </table>	Request No.	Request Type	Short Name	Company Code	Supplier Name in License/Agency	Registering As	Status	1547	PRE-QUALIFICATION		9920663		OVERSEAS MANUFACTURER	ENTERED
Request No.	Request Type	Short Name	Company Code	Supplier Name in License/Agency	Registering As	Status									
1547	PRE-QUALIFICATION		9920663		OVERSEAS MANUFACTURER	ENTERED									

Step	Action
11	<p>The Request will look like the following;</p>  <p> <i>The Company Code field is Read only and is populated with the Requesting Supplier Company Code.</i></p>
12	<p>Review the Request and make necessary changes as required.</p> <p> <i>The Request Type will always be PRE-QUALICATION for all the requests for pre-qualification and the Status will show as ENTERED. The Status will change to ACCEPTED or REJECTED based on the action selected by the authorized user in the Workflow</i></p> <p><i>If Workflow is not available then authorized user can change the Status by selecting Change Status action from the Selection Action Menu.</i></p>
13	<p>After changing the Status of the Request to ACCEPTED, press the Workflow Route button  to select action for resetting the Password of the Principal.</p> <p> <i>Once done, Principal User name and Password will be sent to the Supplier and also to the CRS through emails.</i></p>
14	<p> <i>If you don't want to accept the Request due to any reason, you are then required to fill comments in the Rejection Reason field and select the Workflow action for Rejection of the Request. An email will then be sent to the Supplier that his Request has been rejected due to these reasons.</i></p>
15	<p>The user can now update his Principal Profile in the Registration / Updating application (Chapter 02), with the received username and password.</p>

Chapter Summary

E-Registration Module MAXIMO provides a Tool in the shape of E-Registration Module, which allows Suppliers to Register themselves with ADWEA or update their and their related Principal profiles.

The E-Registration Module consists of four applications namely;

1. Request for First Registration Application.
 2. Request for Pre-Qualification Application.
 3. Requests Processing Application.
 4. Registration / Updating Application.
-

Request for First Registration Application This application is used by new Suppliers who wants to register with ADWEA as a Vendor, Contractor or Manufacturer (Local).

Request for Prequalification Application This application is used by existing Vendors (are already registered with ADWEA) who wants to Pre-Qualify their Overseas Manufacturer.

Requests Processing Application This application will only be used by ADWEA Companies Registration Section (CRS) for processing the Requests for First Registration as well as the Requests for Pre-Qualification of an Overseas Manufacturer.
