UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE



User Manual

Maintenance Assignment Request

3.2 V 2025

- 1. Open MOEI website: <u>https://www.moei.gov.ae</u>
- 2. Click on "LOGIN" on the header

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â	About Ministry	Services	Knowledge Center	Media Center	Open Data	Digital Participation	Contact Us				
	Show More 🗲										

3. Then it will redirect you to the Login page, you can login using UAE PASS.

	ign in with UAE PASS
	OR
	Don't have an account?
	🔞 Sign up with UAE PASS
A single	trusted digital identity for all citizens, residents and visitors.
Form	nore information please check the user manual from Here

4. After Successful login, Beneficiary will be navigated to the page where they can view all the

Services.

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G Home My Applications Lice	nse Services \vee Project Extension		Q Consultant $\int e^{0}$ EN \sim
	needs of the public, make them happy ar	e digital services is for the Ministry of Energy and Infrastructure nd leave them with a positive impression. Th d documents, facilitate procedures, using mode	ne Ministry has been developing the
Services and Processes	Q. Search by a service k	lskan Bu	undle Order Status My Favorites
Sheikh Zayed Housing Programme Land Transport Services	Q Search by a service k	Iskan Bu Sheikh Zayed Housing Programme	undle Order Status My Favorites Sheikh Zayed Housing Programme
Sheikh Zayed Housing Programme	Q Search by a service k Sheikh Zayed Housing	Sheikh Zayed Housing	Sheikh Zayed Housing

5. Click here to open the Consultant services

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	needs of the public, make them happy a	ve digital services s is for the Ministry of Energy and Infrastructur and leave them with a positive impression. Ti ed documents, facilitate procedures, using mod	he Ministry has been developing the
Services and Processes	Q Search by a service keyword	Iskan B	undle Order Status My Favorites
Services and Processes	Q Search by a service keyword	Iskan B	undle Order Status My Favorites
	Search by a service keyword Sheikh Zayed Housing Programme Housing Assistance Request	Iskan B Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	undle Order Status My Favorites Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Installment Request

Housing Services(10)		Sheikh Zayed Housing Programme Opening A File For Housing	Sheikh Zayed Housing Programme Period Extension	Sheikh Zayed Housing Programme Contract Value Change Request
Consultants Services(10)		Assistance Implementation	Pendu Extension	Contract value change nequest
Contractor Services(2)				
Land Transport Services	~	O View Info Start →	O View Info Start →	© View Info Start →
Maritime Transport Services	~	Sheikh Zayed Housing Programme	Sheikh Zayed Housing 🔿	Sheikh Zayed Housing Programme
Infrastructure Services	~	Contract End Request	Maintenance Request	New Consultant Registration
Geological and Petrol Services	~			
		1 View Info Start \rightarrow	Info Start →	If the the two the two the two the two the two
				1 2 Next >

6. Click here to Start the Maintenance Assignment Request Application

7. Click here on the Application Number

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G Home / Maintenance	Assignment			
Maintenance A	ssignment			
Total Records : 1				2
Application No	Agreement Id	Beneficiary Name	Contractor Name	Consultant Name
SZ201015170041	AGREE_3030	Sowjanya Reddy	INNOVATECHS CONTRACTOR	INNOVATECHS CONSULTANT
			Ro	ws per page 10 👻 1-1 of 1 🧹 🔿

8. Click here to Search Contractor

A Home / Maintenance Assignment					
Maintenance Assignme	ent			Back	Submit
1 Request Form	Request Form ()				×
Supporting Documents	Maintenance Assignme	nt			
	Beneficiary Name	Project Start Date	Project End Date	Initial Delivery Date	
	Sowjanya Reddy	26-0ct-2024	26-Mar-2026	26-Mar-2025	
	Delivery Date	Retention Amount Available	Bank Guarantee Amount Available	Maintenance End Date	
	26-Mar-2023	40,000.0 AED	40,000.0 AED	191	
	Search Contractor *				
	9876543567	Search			
	Remarks *				
	Enter Remarks				

9. Click here to enter the Remarks

Request Form	Request Form 🌗				×
Supporting Documents	Maintenance Assignment				
	Beneficiary Name Sowjanya Reddy	Project Start Date 26-Oct-2024	Project End Date 26-Mar-2026	Initial Delivery Date 26-Mar-2025	
	Delivery Date	Retention Amount Available	Bank Guarantee Amount Available	Maintenance End Date	
	26-Mar-2023	40,000.0 AED	40,000.0 AED	19 <u>1</u> 9	
	Search Contractor *				
	9876543567	Search			
	Contractor Company Name	Contractor Representative	Contractor Representative Status	Licence Number	
	INNOVATECHS CONTRACTOR	Contractor	Active	9876543567	
	Mobile Number				
	9876543210				
	Remarks *				

Maintenance Assignment Request

10. Click here to go to Next Step

	Sowjanya Reddy Delivery Date 26-Mar-2023	26-Oct-2024 Retention Amount Available 40,000.0 AED	26-Mar-2026 Bank Guarantee Amount Available 40,000.0 AED	26-Mar-2025 Maintenance End Date	
	Search Contractor * 9876543567	Search			
	Contractor Company Name INNOVATECHS CONTRACTOR Mobile Number 9876543210	Contractor Representative Contractor	Contractor Representative Status Active	Licence Number 9876543567	
	Remarks *				
				Next Step >	
-ulu-	Supporting Documents			+	

11. Click here to Upload the File

Supporting Documents	Supporting Documents	×
	Attachments Click to attach Previous Step	
	< PIEVIUUS SLEP	

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	Services	Terms and conditions	Contact us		
	Customer happiness charter	Accessibility	FAQ's		C Toll Free 800 6634

12. Click here to Submit

UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE		Q Search File Uploaded Succesfully
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Home / Maintenance Assignment Maintenance Assignme	nt	Back
Request Form	Request Form	+
Supporting Documents	Supporting Documents Attachments	×
-le	tics.initiate <u>Click to attach</u> <u>Drati-Certilicate (2).Pdf</u> راج (2). C Previous Step	

13. Once the Application submits task will be assigned to Contractor...Click here to logout as consultant.

	*		Q Sea	rch for something	
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Home / Maintenance Assignment Maintenance Assignment	ŧ			오 My Profile 용 Switch Profile 량 My Companies	Back
40 Years (F)	File No MNTASS_201	New Contractor Contractor	Application Num SZ241015170041	Under Contractor Re	
Request Form	Request Form				×
Supporting Documents	Beneficiary Name Sowjanya Reddy Delivery Date	Project Start Date - Retention Amount Available	Project End Date 26-Mar-2026 Bank Guarantee Amount Available	Initial Delivery Date - Maintenance End Date	
	- Contractor Company Name INNOVATECHS CONTRACTOR	0 AED Contractor Representative Contractor	0 AED Contractor Representative Status Active	- Licence Number 9876543567	

- 14. Open MOEI website: <u>https://www.moei.gov.ae</u>
- 15. Click on "LOGIN" on the header

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16. Then it will redirect you to the Login page, you can login using UAE PASS. As Contractor

	Login to your account
	🖗 Sign in with UAE PASS
	OR
	Don't have an account?
	Sign up with UAE PASS
A single	e trusted digital identity for all citizens, residents and visitors.
For	more information please check the user manual from Here

17. Click here on the My Applications to view the Applications



18. Click here on the Application number

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🕜 Home My Applicatio	ns License Services 🗸				Q Contractor 🗘 EN 🗸
Home / My Applications					
My Applications					
Total Records : 21					2
Application Number 11	Request Type 🍴	Requested Date 📋 🕴	Requested By 🏗 🚦	Status 1	Work Flow
MNTASS 201	Maintenance Assignment Request	28-0ct-2024	Sowjanya	Under Contractor Review	(or the second
AGREE_3051	Open File Application	28-0ct-2024	Dilip Kumar	SIGNATURES_PAYFEE	019
PAY_RE0_1113	Final Payment request	27-0ct-2024	Sowjanya Reddy	Approved	or*
HNDOVER_725	Individual Housing Initial Handover	27-0ct-2024	Sowjanya Reddy	Approved	013
AGREE_3038	Open File Application	26-Oct-2024	Tarunendra Sappa	Approved	(or)
CONCR_284	Contract Value Change Application	25-0ct-2024	Sowjanya	Application Under Review	
	nge-maintenance/MNTASS	25-Oct-2024	Sowjanya Reddy	Approved	

19. Here the user will have two buttons Rise Objection and Approve buttons...if the user clicks on Rise Objection task will be assigned to Technical Engineer....if the user clicks on approve button task will be assigned to Audit team

G Home My Applications Licens	e Services 🗸			Q Contractor \mathcal{L}^{P} EN \vee
	nt		Back	Raise Objection Approve
40 Years (F) Sowjanya Reddy 784-1959-XXXXXXXX 40 (6) (7) Fujairah	File No MNTASS_201	New Contractor Contractor	Application Number \$2241015170041	Submitted On 28-Oct-2024 Under Contractor Review
Request Form	Request Form	Project Start Date	Project End Date	X
Supporting Documents	Sowjanya Reddy Delivery Date -	Retention Amount Available	26-Mar-2026 Bank Guarantee Amount Available 0 AED	- Maintenance End Date
	Contractor Company Name INNOVATECHS CONTRACTOR Mobile Number 9876543210	Contractor Representative Contractor	Contractor Representative Status	Licence Number 9876543567

20. Click here on Okay

Home My Applications License Se	rvices 🗸			Q Contractor 💭 EN 🗸
G Home / Maintenance Assignment				
Maintenance Assignment	_		Back	Raise Objection Approve
Sowjanya Reddy 784-1989-XXXXXXXXXX ©	You are about to Approve to Comments	this request. Click 'Okay' to procee	ed. ion Number 15170041	Submitted On 28-Oct-2024
40 Years (F)	Normal 🗘 B I	⊻ ⊕ ״ ⋿ Ξ Ξ Ε	€ <u>Γ</u>	Under Contractor Review
Request Form				×
Supporting Documents		Ok	ay Cancel	Initial Delivery Date
	-	0 AED	o AED	Maintenance End Date
	Contractor Company Name INNOVATECHS CONTRACTOR	Contractor Representative Contractor	Contractor Representative Status	Licence Number 9876543567
	Mobile Number 9876543210			

Maintenance Assignment Request

21. Fill the satisfaction survey about the eService, when the following pop-up shows up:

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Based on your exper you ag	ience in ree on th					at ext	tent do			
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mart Application efficiency o delays or errors in app)		☆	$\stackrel{\frown}{\simeq}$	☆	$\stackrel{\frown}{\simeq}$	\overleftrightarrow			Overall, how satisfied are you	0 0 0
vailability of Online Support		$\stackrel{\frown}{\simeq}$	☆	\overleftrightarrow	$\stackrel{\frown}{\simeq}$	\Diamond			Extremely Dissatisfied	다 다 다 Extremely Satisfied
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