



دبي التجارية
DUBAI TRADE

DP World Manage Trade+ DDO/DNOC – Monitor File Upload User's Manual

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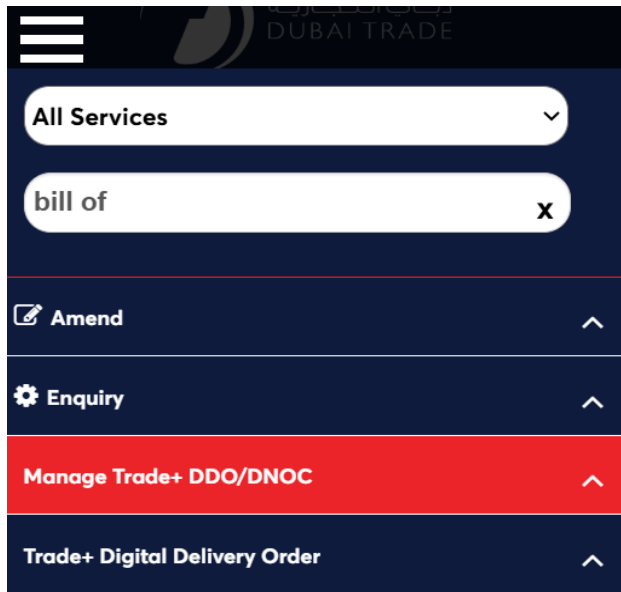
DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Monitor File Upload
Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
Last Updated Date	4 th Feb, 2025
Current Version	1.0

This service enables Shipping Agents to monitor their uploaded files.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **Manage Trade+ DDO/DNOC**



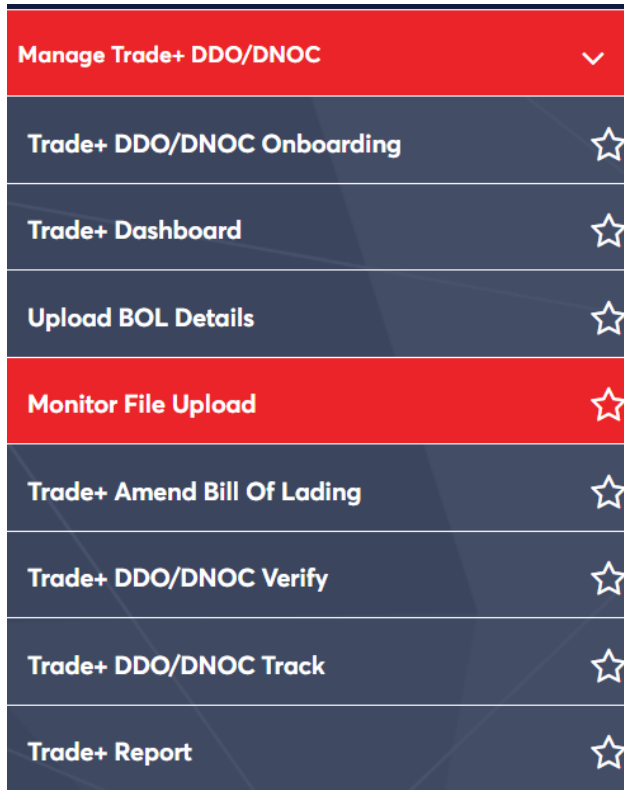
The below e-Services will be available

Manage Trade+ DDO/DNOC	▼
Trade+ DDO/DNOC Onboarding	☆
Trade+ Dashboard	☆
Upload BOL Details	☆
Monitor File Upload	☆
Trade+ Amend Bill Of Lading	☆
Trade+ DDO/DNOC Verify	☆
Trade+ DDO/DNOC Track	☆
Trade+ Report	☆

Manage Trade+ DDO/DNOC - Monitor File Upload

Procedure:

1. Click **Monitor File Upload**



The below screen will be displayed

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No

Invoice Number

From Date

To Date

Reset

Search

Reference No	Upload Type	Created Date	Total Records	Processed Records	Failed Records
No Data Found					

2. Enter any of the search criteria then click **Search**

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No

Invoice Number

From Date

To Date

Reset

Search

Reference No	Upload Type	Created Date	Total Records	Processed Records	Failed Records
No Data Found					

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No
BOL-HAMBF6795300

Invoice Number

From Date

To Date

Reset

Search

Reference No	Upload Type	Created Date	Total Records	Processed Records	Failed Records
No Data Found					

The below details will be displayed

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No
HAMBF6795300

Invoice Number

From Date

To Date

Reset

Search

Reference No	Upload Type	Created Date	Total Records	Processed Records	Failed Records	
FREF10897	WEB	26/07/2023 09:40	33	33	0	
FREF9397	WEB	15/12/2022 11:24	30	13	17	
FREF9396	WEB	15/12/2022 11:10	27	10	17	
FREF9395	WEB	15/12/2022 10:48	23	6	17	
FREF9377	WEB	05/12/2022 12:26	5	3	2	

3. Click "  " to Amend, Download File and File Log Details

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No
HAMBF6795300





Invoice Number

From Date

To Date

Reset

Search

Reference No	Upload Type	Created Date	Total Records	Processed Records	Failed Records	
FREF10897	WEB	26/07/2023 09:40	33	33	0	
FREF9397	WEB	15/12/2022 11:24	30	13	17	
FREF9396	WEB	15/12/2022 11:10	27	10	17	
FREF9395	WEB	15/12/2022 10:48	23	6	17	

a. Click **Amend** to edit the file

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No
HAMBF6795300




Invoice Number

From Date

To Date

Reset

Search

Reference No	Upload Type	Created Date	Total Records	Processed	Failed Records	
FREF10897	WEB				0	
FREF9397	WEB				17	
FREF9396	WEB				17	

Monitor File Upload

Amend

Download File

File Log Details

b. Click **Download File** to download the uploaded BOL file

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No
HAMBF6795300

Invoice Number

From Date

To Date

Reset Search

Reference No	Upload Type	Created Date	Total Records	Processed Records	Failed Records	
FREF10897	WEB	26/07/2023 09:40	33	33	0	
FREF9397	WEB				17	
FREF9396	WEB				17	
FREF9395	WEB				17	

Monitor File Upload

Amend Download File File Log Details

c. Click **File Log Details** to download and view the file log details

Monitor File Uploads

Agent Name
A180-MAERSK KANOO UAE LLC

Reference Number

BOL No
HAMBF6795300

Invoice Number

From Date

To Date

Reset Search

Reference No	Upload Type	Created Date	Total Records	Processed Records	Failed Records	
FREF10897	WEB	26/07/2023 09:40	33	33	0	
FREF9397	WEB				17	
FREF9396	WEB				17	
FREF9395	WEB				17	

Monitor File Upload

Amend Download File File Log Details



The "File Log Details" option may be used to know the reason incase some or all records fail to be processed.

