

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

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DOCUMENT DETAILS

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Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
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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

All Services	v
bill of	x
C Amend	^
🌣 Enquiry	^
Manage Trade+ DDO/DNOC	^
Trade+ Digital Delivery Order	^

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	슙
Trade+ Report	☆

Procedure:

1. Click Monitor File Upload



The below screen will be displayed

Monitor File Uploads					
Agent Name A180-MAERSK KANOO UAE LLC	:	Reference Nu	mber	ľ	BOL No
Invoice Number		From Date		ē	ට් To Date
					C'Reset Q Search
Reference No 🌲 Uple	oad Type C	Created Date 🗘	Total Records	Processed Records	f 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	B BOL No
Invoice Number	🖆 From Date	🖆 To Date
		C Reset Q Search
Reference No 🌲 Upload Type	Created Date 🖨 Total Records Rec	eessed Failed Records cords
	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
		C Reset Q Search
Reference No 🌲 Upload Type	Created Date 🌲 Total Records	Processed Failed Records Records
	No Data Found	

The below details will be displayed

Monitor File Uploads						
Agent Name A180-MAERSK KANOO I	UAE LLC	Reference N	lumber	E .	BOL NO HAMBF6795300	×
Invoice Number		From Date		•	Fo Date	
					C Reset	Q Search
Reference No 🌲	Upload Type	Created Date 🗘	Total Records	Processed Records	Failed Records	
Reference No 🗢	Upload Type WEB	Created Date 🗢	Total Records 33	Processed Records 33	Failed Records	ï
Reference No 🗢 FREF10897 FREF9397	Upload Type WEB WEB	Created Date Created Date Created Date Created Date	Total Records 33 30	Processed Records 33 13	Failed Records 0 17	<i>i</i> <i>i</i>
Reference No 🗢 FREF10897 FREF9397 FREF9396	Upload Type WEB WEB WEB	Created Date 26/07/2023 09:40 15/12/2022 11:24 15/12/2022 11:10	Total Records 33 30 27	Processed Records 33 13 10	Failed Records 0 17 17	i i i
Reference No FREF10897 FREF9397 FREF9396 FREF9395	Upload Type WEB WEB WEB WEB	Created Date 26/07/2023 09:40 15/12/2022 11:24 15/12/2022 11:10 15/12/2022 10:48	Total Records 33 30 27 23	Processed Records 33 13 10 6	Failed Records 0 17 17 17 17	i i i

Manage Trade+ DDO/DNOC - Monitor File Upload

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

Monitor File Uploads						
Agent Name A180-MAERSK KANOO I	JAE LLC	Reference N	lumber	Đ	BOL No HAMBF6795300	×
Invoice Number		🖆 From Date		Ē	To Date	
					C ^e Reset	Q 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 U	AE LLC	Reference Number	B	BOL No HAMBF6795300	×
Invoice Number		From Date	Ē	To Date	
				C Reset	Q Search
Reference No 🌲	Upload Type	Created Date 🔔 Total Records	Processed	Failed Records	
FREF10897	WEB	Monitor File Upload	×	0	/
FREF9397	WEB	Amend 🗄 Download File	File Log Details	17	1
FREF9396	WEB			17	/

b. Click Download File to download the uploaded BOL file

Monitor File Uploads						
Agent Name A180-MAERSK KANOO U	JAE LLC	Reference Nu	mber	E j	30L No HAMBF6795300	×
Invoice Number		🖆 From Date		Ē -	To Date	
					C Reset	Q Search
Reference No 🔷	Upload Type	Created Date ≑	Total Records	Processed Records	Failed Records	
FREF10897	WEB	26/07/2023 09:40	23	22	0	1
FREF9397	WEB	Monitor File Upload		×	17	1
FREF9396	WEB	Amend 📃 Dow	nload File	File Log Details	17	1
FREF9395	WEB				17	1

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

onitor File Uploads						
ent Name 80-MAERSK KANOO L	JAE LLC	B Reference N	lumber	B	BOL No HAMBF6795300	×
Invoice Number		🖬 From Date			To Date	
					C ^e Reset	Q Searc
Reference No 🚔	Upload Type	Created Date 🔷	Total Records	Processed Records	C ^r Reset Failed Records	Q Search
Reference No 🔷 FREF10897	Upload Type WEB	Created Date 🗢	Total Records	Processed Records	C Reset Failed Records	Q Search
Reference No 🗢 FREF10897 FREF9397	Upload Type WEB WEB	Created Date 🖨	Total Records	Processed Records	C Reset Failed Records 0 17	Q Search
Reference No 🗘 FREF10897 FREF9397 FREF9396	Upload Type WEB WEB WEB	Created Date Creat	Total Records 33 wnload File	Processed Records 33 X ile Log Details	C Reset Failed Records 0 17 17	Q Searc

¹ The "File Log Details" option may be used to know the reason incase some or all records fail to be processed.

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