



دبي التجارية
DUBAI TRADE

DP World Manage Trade+ DDO/DNOC – Track User's Manual

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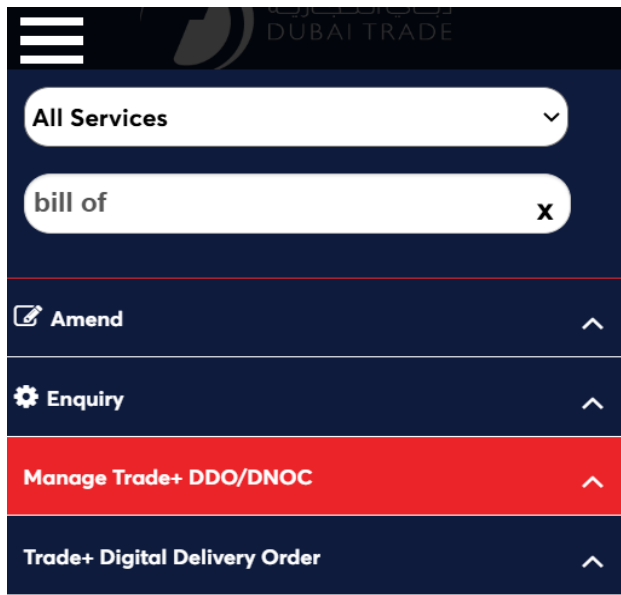
DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Track
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

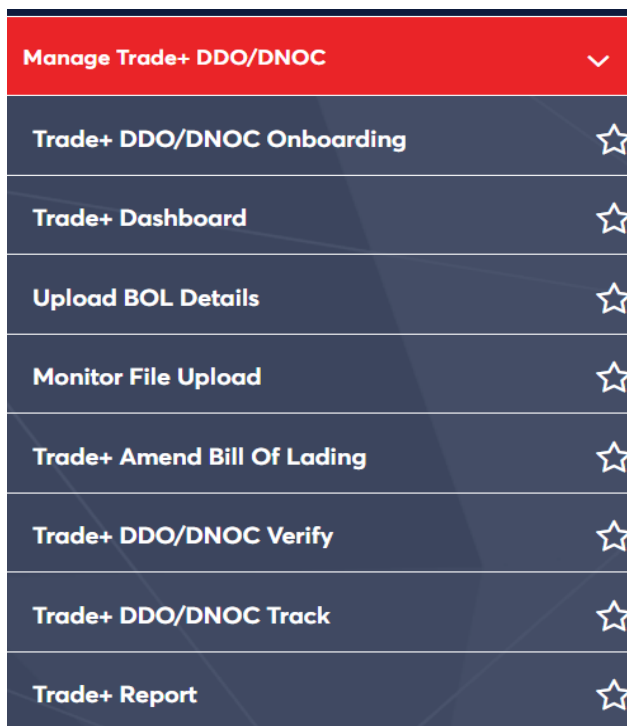
This service enables Shipping Agents to view BOL Details, Requesting Party Details, B/L Party Details, DO Party Details, Uploaded documents, BOL Invoice details and invoice copy and view/print payment confirmation slip.

Navigation:

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



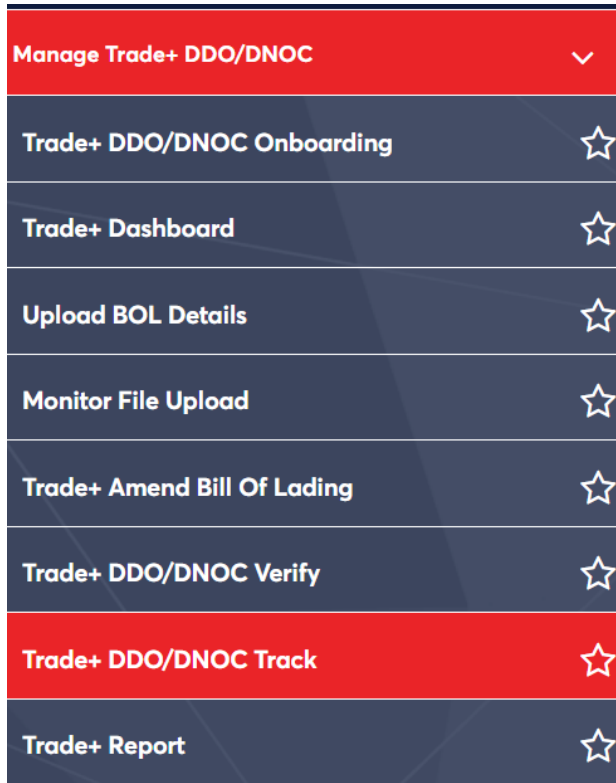
The below e-Services will be available



Manage Trade+ DDO/DNOC - Track

Procedure:

1. Click **Trade+ DDO/DNOC Track**



The below screen will be displayed

Request Details

BOL NO

Reference Number

DO Number

Status

Request Type

DO

Invoice Status

From Date

To Date

Note : Please select the appropriate request type

Reset

Search

Reference Number	BOL Number	Request Party Name	Status	Status Remark	Requested Date	Completed Date	Pending With	Payment Type	DO/NOC Number	Action
No Data Found										

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

Manage Trade+ DDO/DNOC - Track

Request Details

BOL NO	Reference Number	DO Number
Status	Request Type DO	Invoice Status
From Date	To Date	

Note : Please select the appropriate request type

Reset

Search

Reference Number	BOL Number	Request Party Name	Status	Status Remark	Requested Date	Completed Date	Pending With	Payment Type	DO/NOC Number	Action
No Data Found										

The below screen will be displayed

Request Details

BOL NO	Reference Number	DO Number
Status Completed	Request Type DO	Invoice Status
From Date 2/5/2024	To Date	

Note : Please select the appropriate request type

Reset

Search

Reference Number	BOL Number	Request Party Name	Status	Status Remark	Requested Date	Completed Date	Pending With	Payment Type	DO/NOC Number	Action
DTN0524 MSK9875	MANJ322 8007	A5205-AR ABUILD L. L.C (DXB)	Completed		02-05-2024 03:16 P M	03-05-2024 09:57 A M		ONLINE P AYMENT	24000655 50	
DTN0524 MSK9869	MANJ322 8001	A5205-AR ABUILD L. L.C (DXB)	Completed		02-05-2024 02:37 P M	03-05-2024 09:58 A M		ONLINE P AYMENT	24000655 49	

Go To: Page No: Items per page: 10 1 - 2 of 2 < >

Manage Trade+ DDO/DNOC - Track

3. Click  to view the DDO details

Request Details

BOL NO

Reference Number

DO Number

Status

Completed

Request Type

DO

Invoice Status

From Date

2/5/2024

To Date

Note : Please select the appropriate request type

Reset

Search

Referenc e Number	BOL Number	Request Party Name	Status	Status Remark	Requeste d Date	Complete d Date	Pending With	Payment Type	DO/NOC Number	Action
DTN0524 MSK9875	MANJ322 8007	A5205-AR ABUILD L. L.C (DXB)	Complete d		02-05-202 4 03:16 P M	03-05-202 4 09:57 A M		ONLINE P AYMENT	24000655 50	
DTN0524 MSK9869	MANJ322 8001	A5205-AR ABUILD L. L.C (DXB)	Complete d		02-05-202 4 02:37 P M	03-05-202 4 09:58 A M		ONLINE P AYMENT	24000655 49	

Go To: 1

Page No

Items per page: 10

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The below options are available

Download DDO Receipt

Reupload Receipt

Reupload DO

Download Receipt


Download DO

Cancel DDO

Back

Extend DDO

Download DDO

4. Click  to edit the DDO details

Request Details

BOL NO

Reference Number

DO Number

Status
Completed

Request Type
DO

Invoice Status

From Date
2/5/2024

To Date

Note : Please select the appropriate request type



Reset



Search

Reference Number	BOL Number	Request Party Name	Status	Status Remark	Requested Date	Completed Date	Pending With	Payment Type	DO/NOC Number	Action
DTN0524 MSK9875	MANJ322 8007	A5205-AR ABUILD L. L.C (DXB)	Completed		02-05-2024 03:16 PM	03-05-2024 09:57 AM		ONLINE PAYMENT	24000655 50	
DTN0524 MSK9869	MANJ322 8001	A5205-AR ABUILD L. L.C (DXB)	Completed		02-05-2024 02:37 PM	03-05-2024 09:58 AM		ONLINE PAYMENT	24000655 49	

Go To: Page No: Items per page: 10 **1 - 2 of 2**

The below options will be available

Download DDO Receipt

Reupload Receipt

Reupload DO

Download Receipt

Download DO

Cancel DDO

Back

Amend DDO

Download DDO

