



دبي التجارية
DUBAI TRADE

DP World Manage Trade+ DDO/DNOC – Upload BOL Details User's Manual

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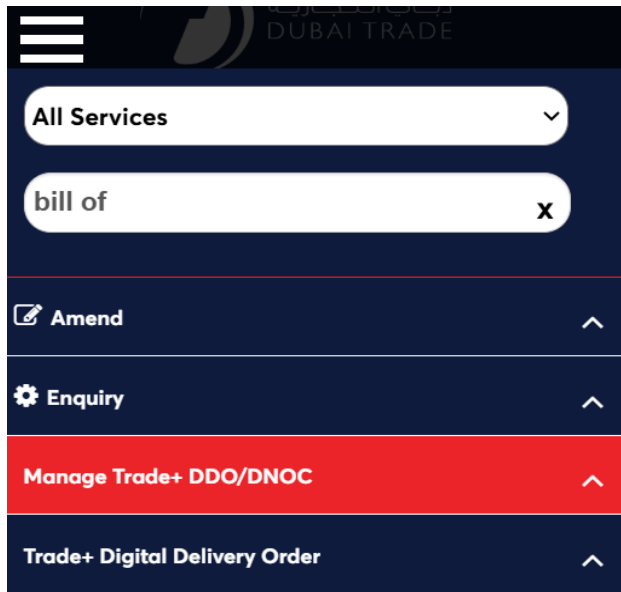
DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Upload BOL Details
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 upload BOL Details.

Navigation:

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



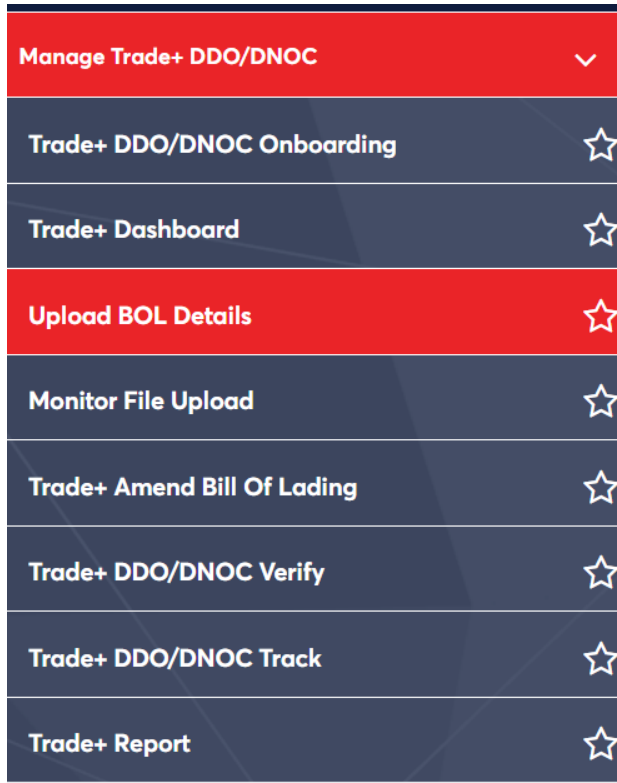
The below e-Services will be available

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 - Upload BOL Details

Procedure:

1. Click **Upload BOL Details**



The below screen will be displayed

Upload Files

☒ BOL ☐ INVOICE

Drag & Drop
Files Here

or

Browse Files

Download BOL Template

Rotation Number

Note: Upload Document only of File Type **xlsx,xls,txt** and maximum file size **1 MB**

Reset

Upload


Manage Trade+ DDO/DNOC - Upload BOL Details

I. Upload BOL

1. Select BOL

Upload Files

☒ BOL ☐ INVOICE



Drag & Drop
Files Here

or

Browse Files

Download BOL Template

Note: Upload Document only of File Type `xlsx,xls,txt` and maximum file size 1 MB


Reset

Upload

2. Drag and drop the file *OR* select the file from Browse Files

Upload Files

☒ BOL ☐ INVOICE



Drag & Drop
Files Here

or

Browse Files

Download BOL Template

Note: Upload Document only of File Type `xlsx,xls,txt` and maximum file size 1 MB

Reset

Upload

3. Click **Upload**

Upload Files

☒ BOL ☐ INVOICE

BOL.xlsx

Download BOL Template

Note: Upload Document only of File Type **xlsx,xls,txt** and maximum file size **1 MB**

Reset

Upload


The below confirmation will be displayed

Upload Files

✓

BOL uploaded Successfully.

[Check status in Monitor File Upload](#)


 You may check the status of your BOL upload/s by clicking on "Check status in Monitor File Upload". It may take up to **5 minutes** for your upload to reflect in the system.

II. Upload INVOICE

1. Select INVOICE

Upload Files

☐ BOL ☒ INVOICE


Drag & Drop
Files Here
or
Browse Files

Note: Upload Document only of File Type pdf,zip and maximum file size 10 MB
Invoice file name should be Bol number-Invoice number.


Reset

Upload

2. Drag and drop the file *OR* select the file from Browse Files

Upload Files

☐ BOL ☒ INVOICE


Drag & Drop
Files Here
or
Browse Files

Note: Upload Document only of File Type pdf,zip and maximum file size 10 MB
Invoice file name should be Bol number-Invoice number.

Reset

Upload

3. Click **Upload**

Upload Files

☐ BOL ☒ INVOICE

Invoice.pdf


Note: Upload Document only of File Type pdf,zip and maximum file size 10 MB
Invoice file name should be Bol number-Invoice number.

Reset

Upload

The below confirmation will be displayed

Upload Files



Invoice copy will be mapped to the corresponding invoice
after successful processing.

