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

Manage Trade+ DDO/DNOC - Upload BOL Details

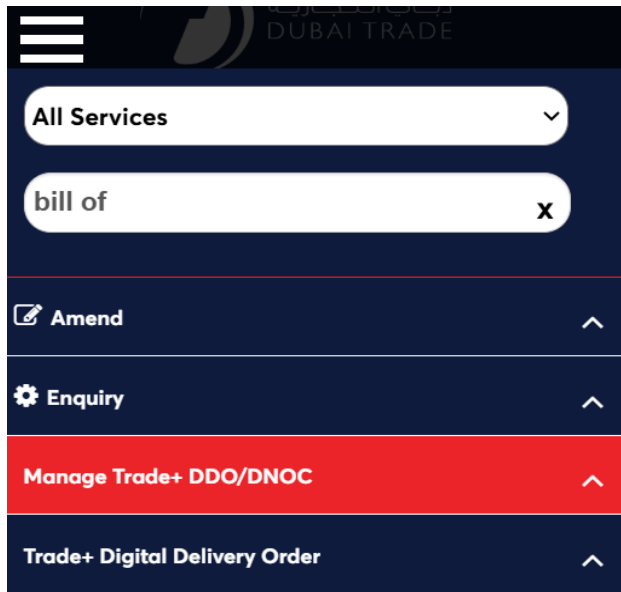# DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Upload BOL Details
Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
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This service enables Shipping Agents to upload BOL Details.

Navigation:

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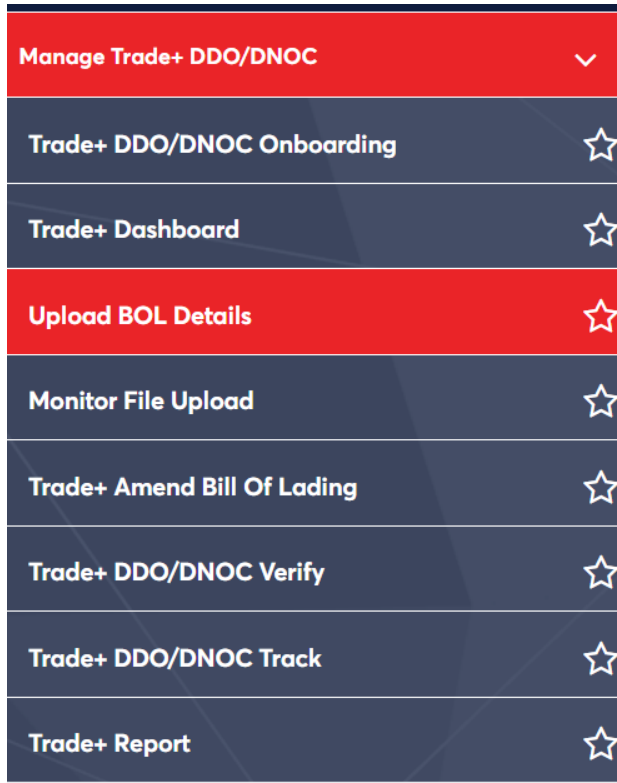2. Go to the **Services Menu**
3. Click on **Manage Trade+ DDO/DNOC**

The below e-Services will be available

Manage Trade+ DDO/DNOC - Upload BOL Details

Procedure:

1. Click **Upload BOL Details**

The below screen will be displayed

Manage Trade+ DDO/DNOC - Upload BOL Details

I. Upload BOL

1. Select **BOL**

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

Manage Trade+ DDO/DNOC - Upload BOL Details

3. Click **Upload**

The below confirmation will be displayed

💡 *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.*

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II.   Upload INVOICE

1. Select INVOICE

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

Manage Trade+ DDO/DNOC - Upload BOL Details

3. Click **Upload**

The below confirmation will be displayed

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