



دبي التجارية
DUBAI TRADE

Dubai Trade Manage Trade+ DDO/DNOC – Verify User's Manual

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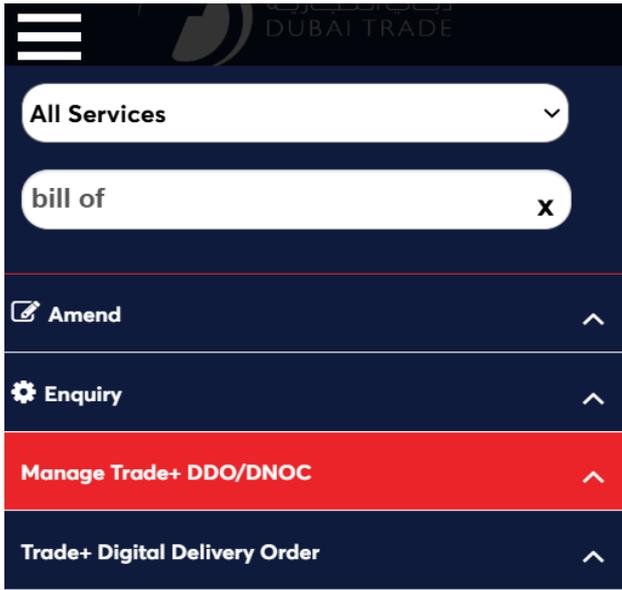
DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Verify
Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
Last Updated Date	30 th June, 2025
Current Version	2.0

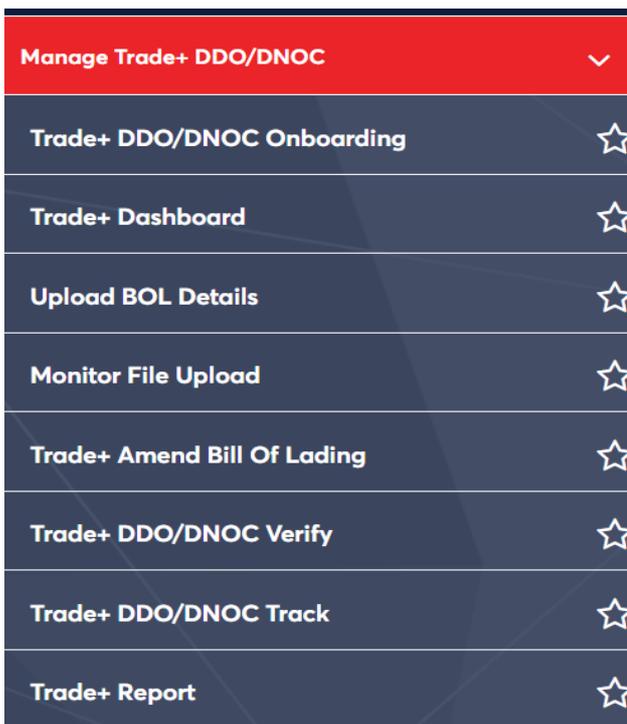
This service enables Shipping Agents to view BOL Details, Requesting Party Details, B/L Party Details, DO Party Details, Uploaded documents, BOL Invoice details and invoice copy and verify payments.

Navigation:

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



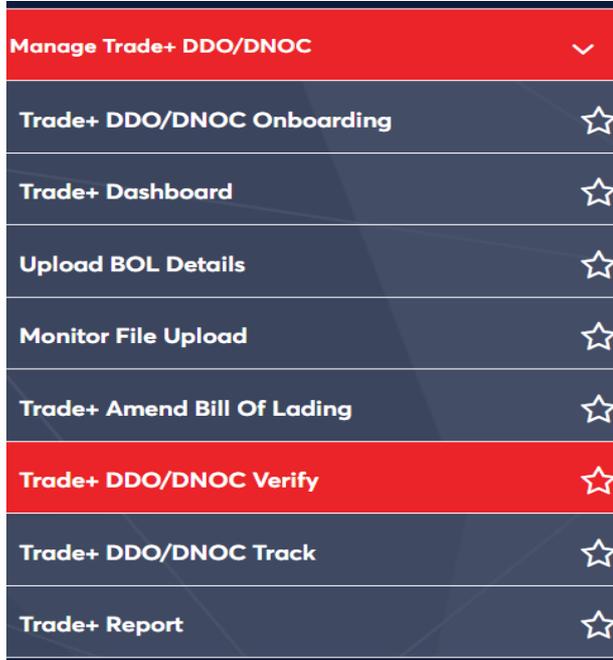
The below e-Services will be available



Manage Trade+ DDO/DNOC - Verify

Procedure:

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



The below screen will be displayed

The screenshot displays the "Search Approvals" interface. It features a search bar at the top and a grid of filter fields: Reference Number, Requesting Party Email, Requesting Party, Status From Date, Status To Date, DO Party, Status (All), BOL NO, Type of BL, Request Type, and Payment Option. Below the filters are "Reset" and "Search" buttons. A table lists approval records with columns for DO Reference Number, BOL Number, Request Party Name, Status Date, Status, Request Type, and B/L Type. The table contains three rows of data. At the bottom, there is a pagination control showing "Page No: 1", "Go To:", "Items per page: 10", and "1 - 3 of 3".

DO Reference Number	BOL Number	Request Party Name	Status Date	Status	Request Type	B/L Type
DTD0624MSK20 454	MEAR7625050	12690-AVANGO AUTO SPARE PA RTS TRADING	24/06/2024 13: 51	Amend	DO	EBL
DTD0624MSK20 468	SITY817626001	12690-AVANGO AUTO SPARE PA RTS TRADING	24/06/2024 16: 08	Extend	DO	EBL
DTD0624MSK20 450	SITQ817360003	12690-AVANGO AUTO SPARE PA RTS TRADING	20/06/2024 12: 20	New	DO	EBL

Manage Trade+ DDO/DNOC - Verify

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

Search Approvals

Reference Number	Requesting Party Email	Requesting Party
From Date	To Date	DO Party
Status All	BOL NO	Type of BL
Request Type		

Reset
Search

The below details will be displayed

Search Approvals

Reference Number	Requesting Party Email	Requesting Party
From Date 26/2/2024	To Date 31/3/2024	DO Party
Status Pending (New/Returned)	BOL NO	Type of BL
Request Type		

Reset
Search

DO Reference Number	BOL Number	Request Party Name	Requested Date	Status	Request Type	B/L Type	
DTD0324MSK95 87	ATMN2889016	A5205-ARABUIL D.L.L.C (DXB)	27/03/2024 12: 30	New	DO	EBL	✎
DTD0324MSK96 03	UATE82317301 5	A5205-ARABUIL D.L.L.C (DXB)	27/03/2024 12: 32	New	DO	OBL	✎
DTN0224MSK9 381	MSMK8229500 19	14987-HAPAG L LOYD MIDDLE E AST SHIPPING	27/02/2024 14: 06	New	NOC	EBL	✎
DTD0224MSK92 87	YMCA2889044	A5205-ARABUIL D.L.L.C (DXB)	26/03/2024 08: 33	New	DO	EBL	✎

Page No
Go To: 1 Items per page: 10 1 - 4 of 4 < >

3. Click  to view *OR* edit the DDO/DNOC details

Search Approvals

Reference Number Requesting Party Email Requesting Party

From Date: 26/2/2024 To Date: 31/3/2024 DO Party

Status: Pending (New/Returned) BOL NO Type of BL

Request Type

[Reset](#) [Search](#)

DO Reference Number	BOL Number	Request Party Name	Requested Date	Status	Request Type	B/L Type	
DTD0324MSK95 87	ATMN2889016	A5205-ARABUIL D L.L.C (DXB)	27/03/2024 12: 30	New	DO	EBL	
DTD0324MSK96 03	UATE82317301 5	A5205-ARABUIL D L.L.C (DXB)	27/03/2024 12: 32	New	DO	OBL	
DTN0224MSK9 381	MSMK8229500 19	14987-HAPAG L LOYD MIDDLE E AST SHIPPING	27/02/2024 14: 06	New	NOC	EBL	
DTD0224MSK92 87	YMCA2889044	A5205-ARABUIL D L.L.C (DXB)	26/03/2024 08: 33	New	DO	EBL	

Go To: [Page No](#)  Items per page: 10 [1 - 4 of 4](#) < >

 *Functionality enabled to allow user to select the Page number by number input in order to navigate directly to the specific page*

I. DNOC

i. Approve DNOC

1. Verify the NOC details then click **Approve DNOC**

Verify Request Details

BOL Details

B/L Number MSMK822950019	B/L Type EBL	Is BOL Received -	Vessel Name Vessel Name
Vessel ETA 01/11/2023	Voyager Number VoyageNumber	Importer Code	Shipping Agent Code A180
Shipping Agent Name MAERSK KANOO UAE LLC	Container Count 0	Consignee Name Consignee Name	Vessel ATA
Requested Date 26-02-2024 12:56 PM		Rotation Number 822950	

Authorization Request Details

Requesting Party 14987-HAPAG LLOYD MIDDLE EAST SHIPPING	Representative Person anita	Email kamala.devi@dubaitrade.ae	Phone Number 645-645-646444
B/L Party Name 14987-HAPAG LLOYD MIDDLE EAST SHIPPING	Representative Person anita	Email kamala.devi@dubaitrade.ae	Phone Number 645-645-646444
NOC Party Name 14987-HAPAG LLOYD MIDDLE EAST SHIPPING	Representative Person anita	Email kamala.devi@dubaitrade.ae	Phone Number 645-645-646444

Documents Details

 Authorization Letter  Emirates ID Copy  Bill of Lading Copy

BOL Invoice Details

Invoice No	Invoice Type	Invoice Value	Invoice Currency	Payment Status	Refer No	Payment Type	Paid By
MSMK822950019	Other	111.56	AED	PAID		CREDIT PAYMENT	hapaguser

Approval History Details

NOC History Details

Remarks History

← Back ⏸ Hold ✓ Approve DNOC ✓ Approve NOC ↩ RETURN ✗ REJECT

2. **Upload** Receipt, Enter the **MRN Number**, **Rotation Number**, **NOC Validity**, **Remarks** then click **Ok** to approve DNOC

Upload NOC

Upload Receipt

Drag & Drop Files Here
or
Browse Files

MRN Number
MRN number

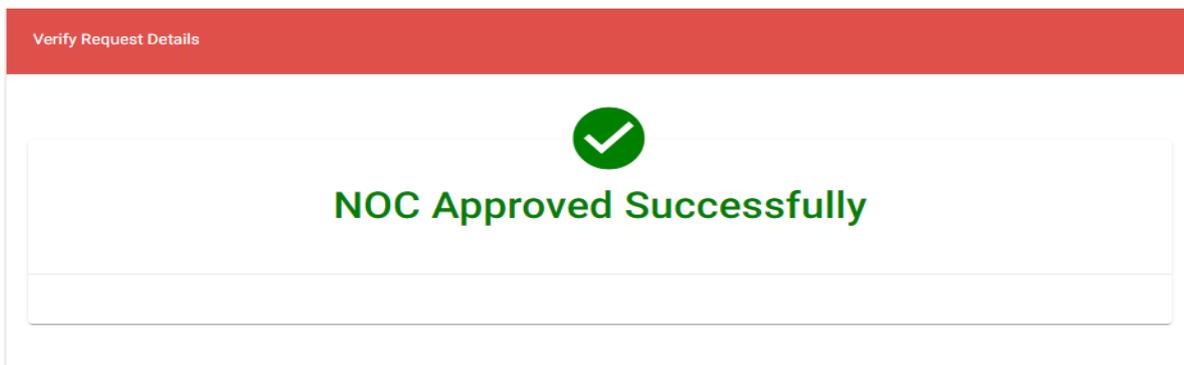
Rotation Number
822950

NOC Validity

Remarks

Cancel Ok

The below confirmation screen will be displayed



ii. Approve Prepaid DNOC

1. Verify the NOC details

Verify Request Details

BOL Details

Authorization Request Details

Documents Details

BOL Invoice Details

Approval History Details

NOC History Details

Back Hold Approve DNOC Approve NOC RETURN REJECT

2. Under BOL Invoice Details click  for the Invoice No.

Verify Request Details

BOL Details ▼

Authorization Request Details ▼

Documents Details ▼

BOL Invoice Details ▲

Invoice No	Invoice Type	Invoice Value	Invoice Currency	Payment Status	Refer No	Payment Type	Paid By	Action
239647473RE Q00773	Detention Invoice	897	AED	PAID	00000018652 3	ONLINE PAYMENT	aplua	
239647473RE Q00774	Local Charges Invoice	1000	AED	PAID	00000018652 3	ONLINE PAYMENT	aplua	
239647473	Local Charges Invoice	576	AED	PAID	00000018652 3	ONLINE PAYMENT	aplua	
FGRUKJL43	Detention Invoice	567	AED	PAID		CREDIT PAYMENT	aplua	

The below details will be displayed

Prepay Invoice ✕

Select Invoice Type ▼
Local Charges Invoice

Invoice Value ✕
1000

Select Currency ▼
AED

Invoice Number ✕
239647473REQ00774

Invoice Validity Date

Invoice Date

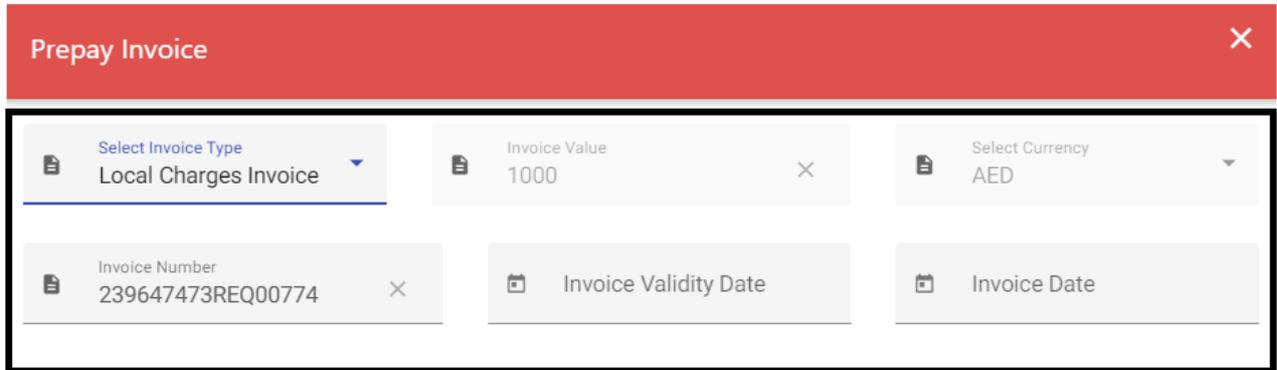
Note: Upload Document only of File Type (PDF) and maximum file size 5 MB

Upload Invoice


Drag & Drop
Files Here
or
Browse Files

✕ Cancel ➤ OK

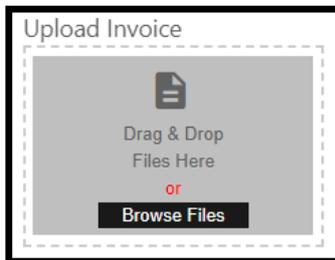
3. Update/review the details, upload the invoice and click **OK**



The 'Prepay Invoice' form contains the following fields:

- Select Invoice Type:** Local Charges Invoice
- Invoice Value:** 1000
- Select Currency:** AED
- Invoice Number:** 239647473REQ00774
- Invoice Validity Date:** (empty)
- Invoice Date:** (empty)

Note: Upload Document only of File Type (PDF) and maximum file size 5 MB



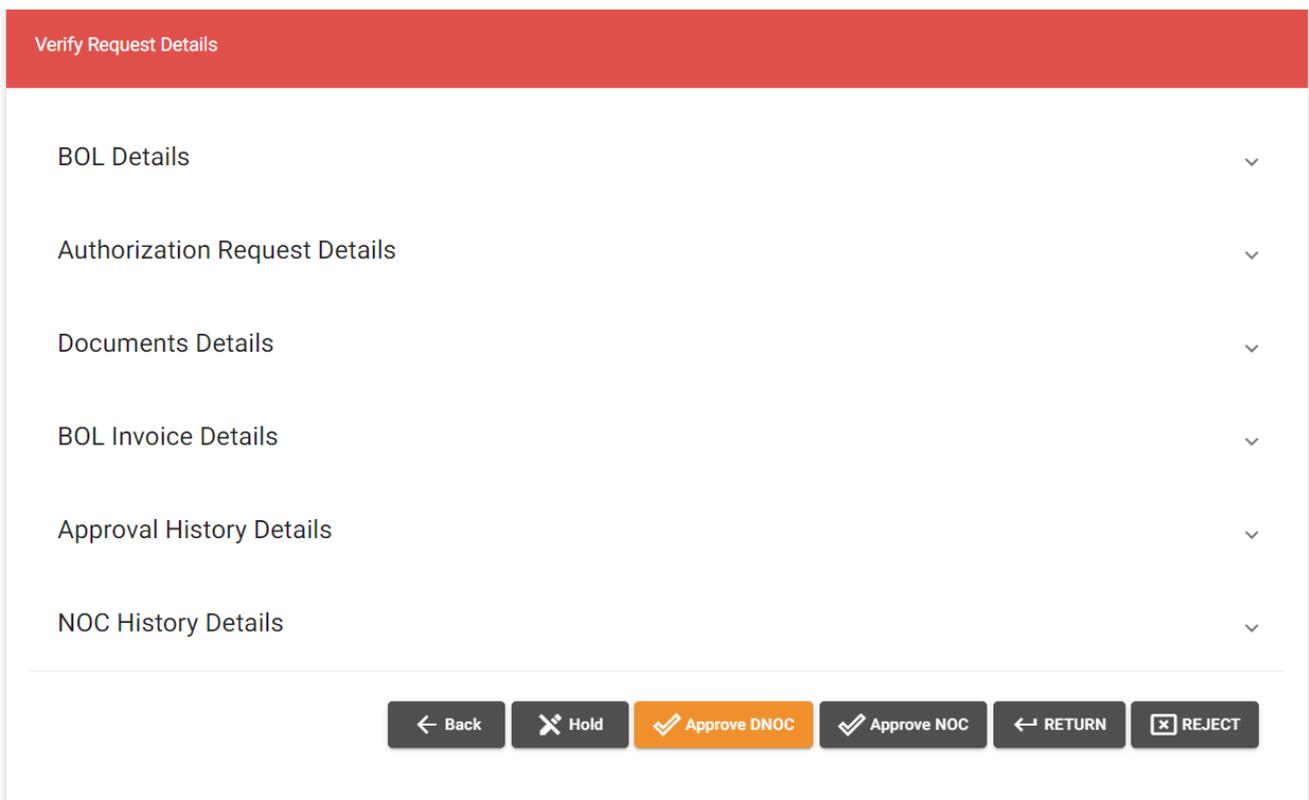
The 'Upload Invoice' section features a dashed border and contains:

- A document icon.
- Text: 'Drag & Drop Files Here'.
- Text: 'or'.
- A button labeled 'Browse Files'.



Two buttons are shown: a grey 'Cancel' button and an orange 'OK' button with a white arrow icon.

4. Then click **Approve DNOC**

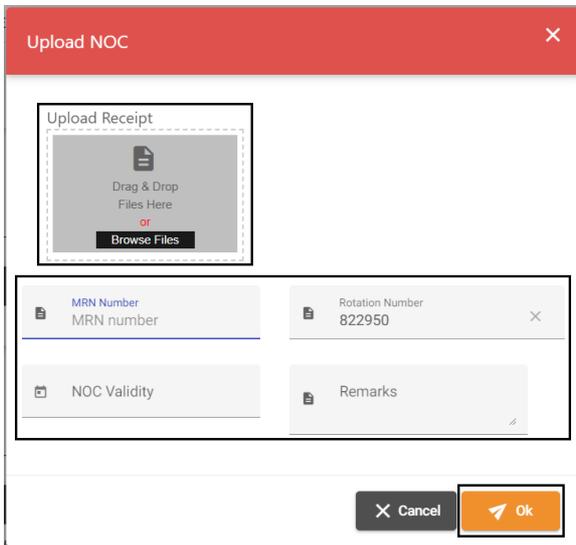


The 'Verify Request Details' screen displays a list of expandable sections:

- BOL Details
- Authorization Request Details
- Documents Details
- BOL Invoice Details
- Approval History Details
- NOC History Details

At the bottom, there is a row of action buttons: Back, Hold, Approve DNOC (highlighted in orange), Approve NOC, RETURN, and REJECT.

5. **Upload Receipt**, Enter the **MRN Number**, **Rotation Number**, **NOC Validity**, **Remarks** then click **Ok**



Upload NOC

Upload Receipt

Drag & Drop Files Here
or
Browse Files

MRN Number
MRN number

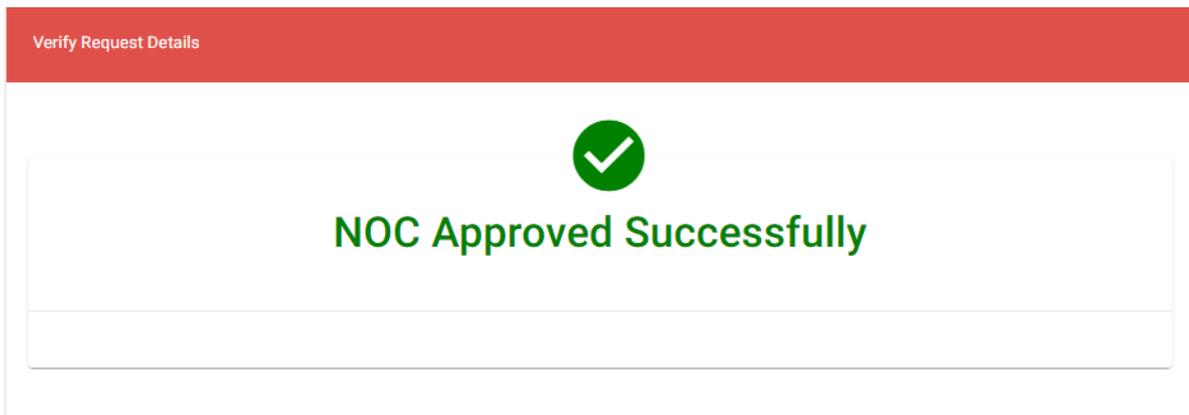
Rotation Number
822950

NOC Validity

Remarks

Cancel Ok

The below confirmation screen will be displayed



Verify Request Details

NOC Approved Successfully

II. DDO

1. Verify the DDO details then click **Approve & Issue DDO** to issue a digital Delivery Order



*Kindly ensure that the **Agent DDO Fee payment** is settled before approving any requests*

Verify Request Details

BOL Details ^

B/L Number YMCA2889035	B/L Type EBL	Is BOL Received -	Vessel Name Vessel Name
Vessel ETA 01/11/2023	Voyager Number VoyageNumber	Importer Code	Shipping Agent Code A180
Shipping Agent Name MAERSK KANOO UAE LLC	Container Count 0	Consignee Name Consignee Name	Vessel ATA
Requested Date 14-02-2024 10:58 AM		Rotation Number 822889	

DO Details ∨

Authorization Request Details ∨

Documents Details ^

Authorization Letter

Emirates ID Copy

Bill of Lading Copy

BOL Invoice Details ^

Invoice No	Invoice Type	Invoice Value	Invoice Currency	Payment Status	Refer No	Payment Type	Paid By	
INV290601	Other	100	AED	PAID		CREDIT PAYM ENT	davis	☰

Approval History Details ∨

DO History Details ∨

Back

Hold

Approve & Issue DDO

RETURN

REJECT



Once you click on "Hold", a mandatory remarks section will appear. These remarks are also reflected in the approval history details.



Hold Remarks

Reason for Hold Remark

Cancel Ok

- Upload** Receipt, Enter the **Rotation Number**, **Agent Reference Number** then click **Ok** to approve & issue DDO

Issue DDO

BOL Details

BOL Number: YMCA2889035
consignee: A5205-ARABUILD L.L.C (DXB)

Rotation Number: 822889

Agent reference Number: TEST

Upload Details

Upload Receipt

Drag & Drop Files Here
or
Browse Files

Cancel Ok



The "Rotation Number" will be automatically displayed by the system. The "Agent Reference Number" should be a unique reference number of your choosing which will reflect in the DDO copy.

3. Enter the Clearing Agent (Optional), DO Validity Date, Remarks, Select the Payment Details, Read and Confirm the **Terms & Conditions** then click **Pay**

Issue Delivery Order(DDO)

BOL Details

BOL Number ABCD822520009	Rotation Number 822520	MRN Number 2429570
Consignee A5205-ARABUILD L.L.C (DXB)	<input type="text" value="Clearing Agent"/>	Agent Reference Number test234234
NOC Number	NOC Validity Date	<input type="text" value="DO Validity Date"/>
<input type="text" value="Remarks"/>		<input checked="" type="checkbox"/> Please confirm Do validity Date

Payment Details

Net Payable Amount 5	VAT Amount 0	Total Amount 5
--------------------------------	------------------------	--------------------------

Credit Prepaid Card Advance Deposit (Balance= 5.5704899E7 AED) Epayment

Terms and Condition *

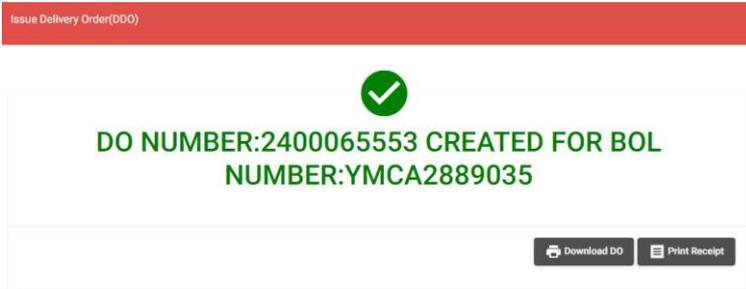
I Acknowledge that I am Authorized to approve this DO according to [Terms and Conditions](#)



A provision of a checkbox is given to confirm that they've verified the pre-filled date.

Please confirm Do validity Date

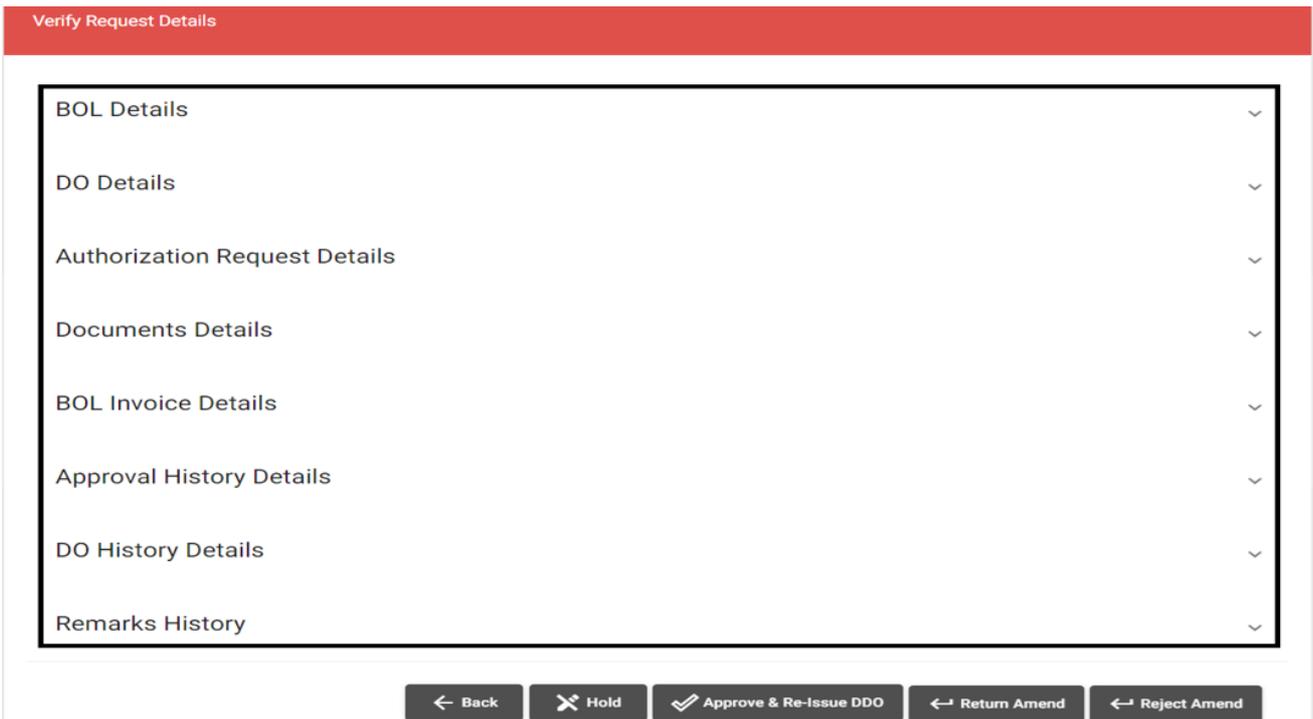
The below confirmation screen will be displayed



 You may click on "Download DO" to download the DDO or "Print Receipt" to print the payment receipt.

i. Approve Prepaid DDO

1. Verify the DDO details



2. Under BOL Invoice Details click  for the Invoice No.

Verify Request Details

BOL Details

DO Details

Authorization Request Details

Documents Details

BOL Invoice Details

Invoice No	Invoice Type	Invoice Value	Invoice Currency	Payment Status	Refer No	Payment Type	Paid By	Action
MARLINV710715	Other	116.25	AED	PAID	000000186268	ONLINE PAYMENT	kamil	☰
MARLBOL710715AMD00711	Detention Invoice	1000	AED	PAID	000000186469	ONLINE PAYMENT	kamil	✎ ☰
MARLBOL710715AMD00613	Other	1000	AED	PAID	000000186366	ONLINE PAYMENT	kamil	✎ ☰

The below details will be displayed

Prepay Invoice

Select Invoice Type: Local Charges Invoice

Invoice Value: 1000

Select Currency: AED

Invoice Number: 239647473REQ00774

Invoice Validity Date

Invoice Date

Note: Upload Document only of File Type (PDF) and maximum file size 5 MB

Upload Invoice

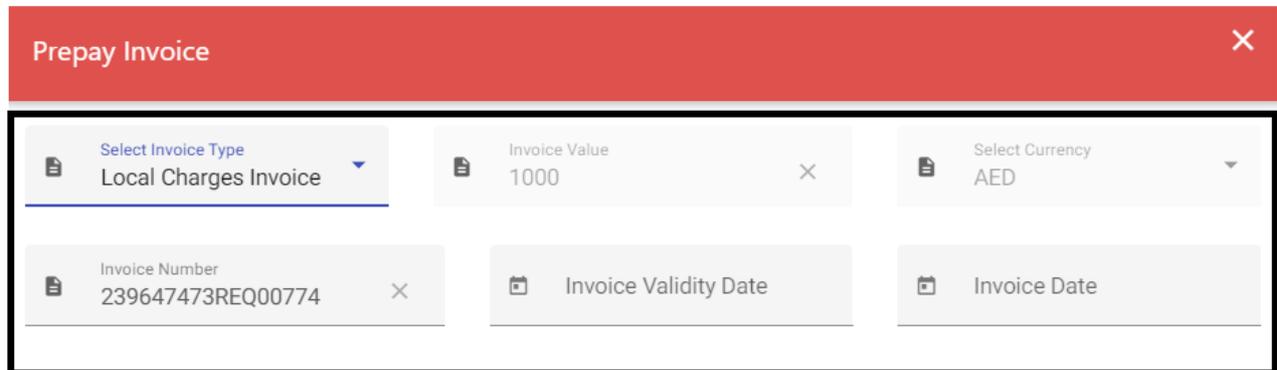
Drag & Drop Files Here

or

Browse Files

✕ Cancel ➤ OK

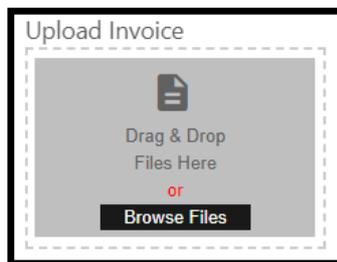
3. Update/review the details, upload the invoice then click **OK**



The 'Prepay Invoice' form contains the following fields:

- Select Invoice Type:** Local Charges Invoice
- Invoice Value:** 1000
- Select Currency:** AED
- Invoice Number:** 239647473REQ00774
- Invoice Validity Date:** (empty)
- Invoice Date:** (empty)

Note: Upload Document only of File Type (PDF) and maximum file size 5 MB



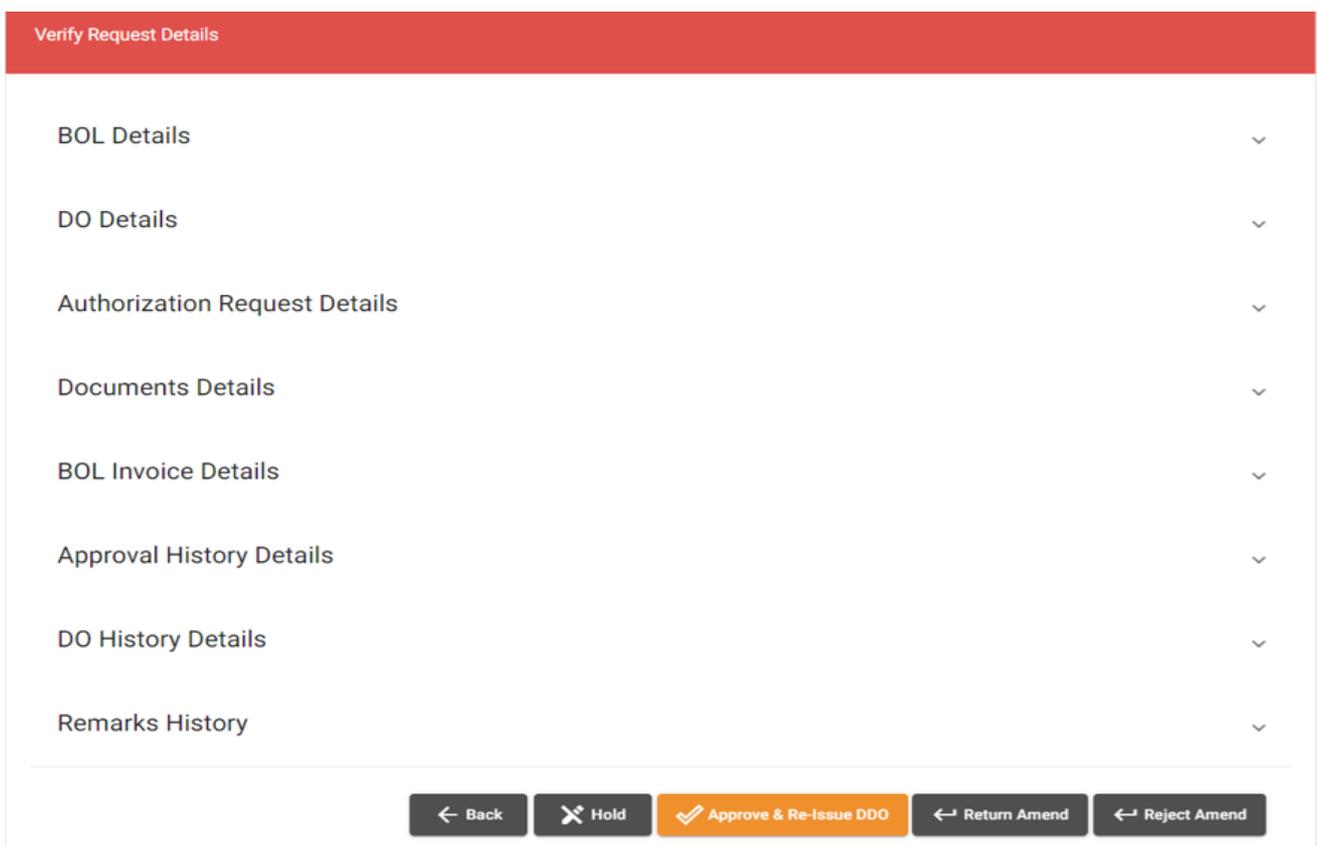
The 'Upload Invoice' dialog features a dashed border and contains the following elements:

- Drag & Drop Files Here
- or
- Browse Files** button



Two buttons are shown: a grey 'Cancel' button and an orange 'OK' button with a white arrow icon.

4. Then click **Approve & Re-Issue DDO**



The 'Verify Request Details' screen displays a list of expandable sections:

- BOL Details
- DO Details
- Authorization Request Details
- Documents Details
- BOL Invoice Details
- Approval History Details
- DO History Details
- Remarks History

At the bottom, there is a navigation bar with the following buttons:

- ← Back
- ✕ Hold
- ✓ Approve & Re-Issue DDO
- ← Return Amend
- ← Reject Amend

5. Update DO Details then click **Ok**

Amend ✕

DO Details ^

 Valid upto * 6/6/2024	 Clearing Agent (Issued to)
 Remarks approved ✕	

✕ Cancel ➤ Ok

The below confirmation screen will be displayed

Verify Request Details



Amendment for DO 240000357 has been completed successfully

 Download DO

