



دبي التجارية
DUBAI TRADE

DP World Trade+ Digital Delivery Order – Request User's Manual

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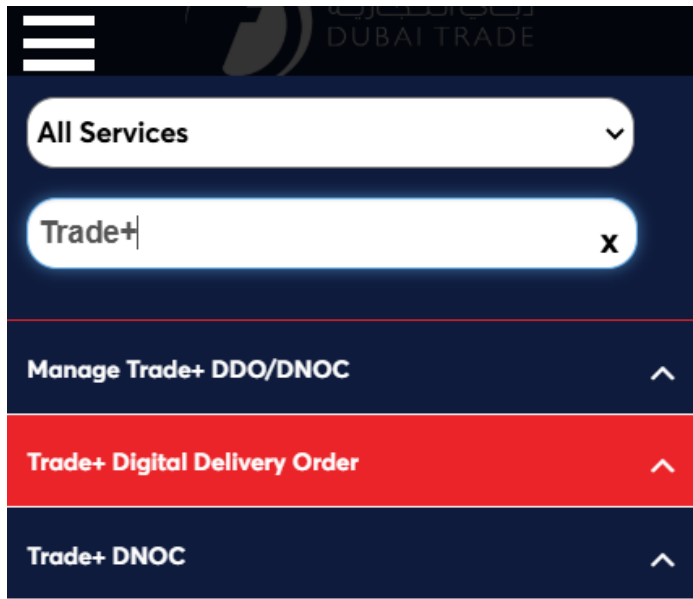
DOCUMENT DETAILS

Document Name	Trade+ Digital Delivery Order – Request
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

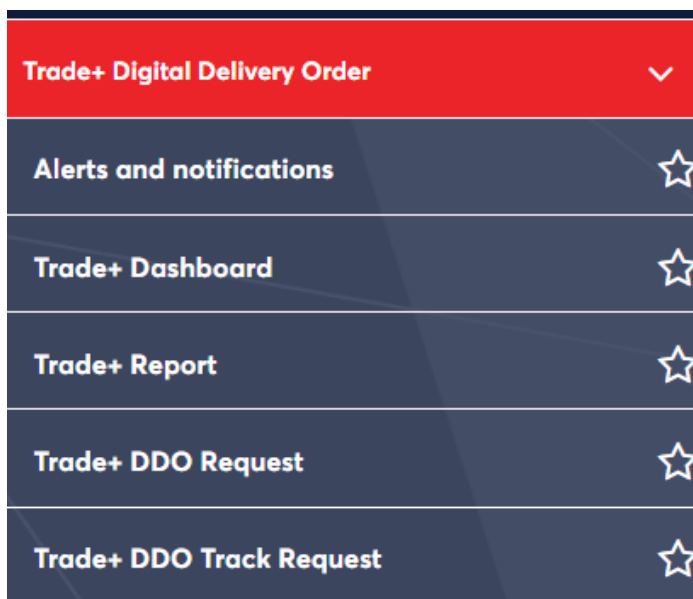
This Service enables Importers and Clearing Agents to request for the Digital Delivery Order and make the payment on Dubai Trade portal.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **Trade+ Digital Delivery Order**



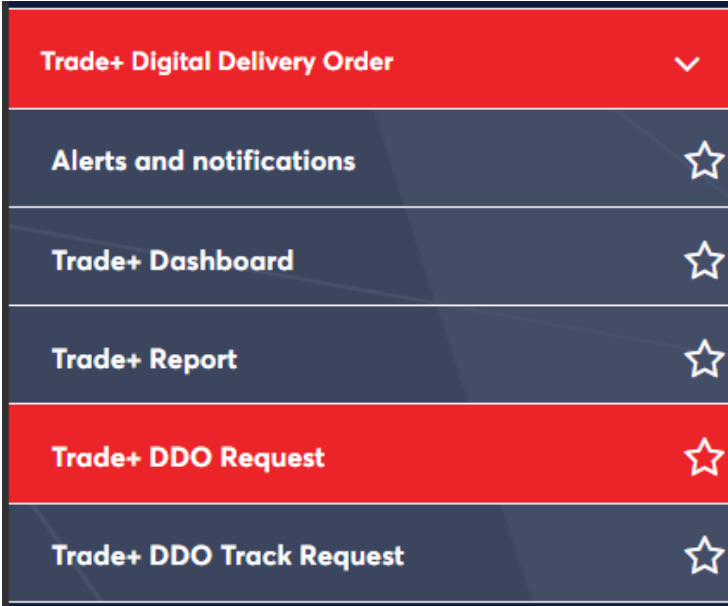
The below e-Services will be available



Trade+ Digital Delivery Order - Request

Procedure:

- 1. Click on **Trade+ DDO Request** under **Trade+ Digital Delivery Order**



The below screen will be displayed

Search Bill of Lading

Shipping Agent Name

BOL No

Invoice Number

Status

Requesting Party

Reset

Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status
No Data Found					

2. Enter the **Shipping Agent Name** (*Mandatory*)

Search Bill of Lading

Shipping Agent Name

Invoice Number

Requesting Party

BOL No

Status

Reset

Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status
No Data Found					

3. Enter the **BOL No** OR **Invoice Number** then click **Search**

Search Bill of Lading

Shipping Agent Name

Invoice Number

Requesting Party


BOL No
BOL Number

Status

Reset

Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status
No Data Found					

4. Click "" to request for invoice

Search Bill of Lading

Shipping Agent Name

BOL No

TSTU823011


Invoice Number

Status

Requesting Party

Reset

Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status	
TSTU823011	EBL		YM SUCCESS	1001	NEW	

Items per page: 10 1 – 2 of 2 < >

a. Enter the required details *then* click **Request Invoice**

Request Invoice

BOL Invoice Number

ShippingAgent

Shipping Agent Email

Cancel

Request Invoice

5. Click "📄" to request for the Digital Delivery Order

Search Bill of Lading

📄 Shipping Agent Name

×

📄 Invoice Number

📄 Requesting Party

×

📄 BOL No

TSTU823011

×

📄 Status

▼

Reset

Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status	
TSTU823011	EBL		YM SUCCESS	1001	NEW	<div>☰📄</div>

Items per page: 10 1 - 2 of 2 < >

The below screen will be displayed

Search BOL/Invoice Request

BOL Details

B/L Number

TSTU823011

B/L Type

EBL

Vessel Name

YM SUCCESS

Consignee Name

MSK

Vessel ETA

17/04/2020

Vessel ATA

Voyager Number

1001

Container Count

0

Shipping Agent Code

Shipping Agent Name

Importer Code

Rotation Number

Requesting Party Details *

Requesting Party

👤 Representative Person

📧 Email

×

📞 Mobile Number

—


Use Format 971-xx-xxxxxx


Trade+ Digital Delivery Order - Request


BL Party Details *


^

☐ Same as Requesting Party Details

BL Party

Email

Representative Person

Mobile Number


Use Format 971-xx-xxxxxxx


DO Party Details *


^


☐ Same as Requesting Party Details

☐ Same as BOL Party Details

DO Party

DO Email

Representative Name

Mobile Number

Use Format 971-xx-xxxxxxx


Document Uploads

^

Note:

- Upload Document only of File Type (png/jpg/gif/pdf) and maximum file size 0.5 MB
- Authorization Letter is mandatory for EBL BoL type.

Authorization Letter




Drag & Drop
Files Here

or

Browse Files

Authorization Letter is Required

B/L Copy *




Drag & Drop
Files Here

or

Browse Files

B/L copy is Required

Emirates ID *




Drag & Drop
Files Here

or

Browse Files

Emirates Id copy is Required

Other Document




Drag & Drop
Files Here

or


Browse Files

Trade+ Digital Delivery Order - Request


Invoice Details

	Invoice No	Invoice Type	Invoice Value	Invoice Currency	Payment Status	Paid By
	INV823011	Other	19.25	AED	PAYMENT NOT INITIA TED	


Payment Details

 Payment Option

DO Details

 Do Validity Date

Remarks

 Remarks

Terms and Condition *

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

 Back

 Reset

 Submit

- a. Enter the required details and **upload** the documents necessary then click **Submit**

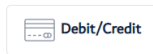
Terms and Condition *

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


[← Back](#) [↻ Reset](#) [✓ Submit](#)

The below payment screen will be displayed

How would you like to pay?



ORDER DETAILS

Merchant	 Ajman Municipality - PCFC - Ajman Municipality Public Contracts and Free Zone Corporation
Pay To	PCFC
Pay For	PCFC Payment
Total	19.55 AED

☐ Notify me with the payment status.

Enter your e-mail id

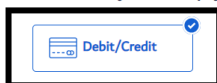
☐ I accept the [Terms and Conditions](#) for this payment

CANCEL ORDER

AGREE AND PAY

- b. Complete the payment steps and click **AGREE AND PAY**


How would you like to pay?



Select the Card Type



ORDER DETAILS

Merchant	 Ajman Municipality - PCFC - Ajman Municipality Public Contracts and Free Zone Corporation
Pay To	PCFC
Pay For	PCFC Payment
Total	19.55 AED

☐ Notify me with the payment status.

Enter your e-mail id

☒ I accept the [Terms and Conditions](#) for this payment

CANCEL ORDER

AGREE AND PAY



The "Notify me with the payment status" is optional and can be used to get notified of the payment status by email.


Trade+ Digital Delivery Order - Request


The below credit card screen will be displayed

Payment Details

* Required field

Card Type *

☒  Visa

☐  Mastercard

Card Number *

Expiration Month *


Month

Expiration Year *

Year

CVN *

This code is a three or four digit number printed on the back or front of credit cards.



Next

[Cancel Order](#)

Your Order

Total amount


19.55 AED


c. Enter the credit card details then click **Next**

Payment Details

* Required field

Card Type *

☒  Visa

☐  Mastercard

Card Number *

Expiration Month *


Month

Expiration Year *

Year

CVN *

This code is a three or four digit number printed on the back or front of credit cards.



Next

[Cancel Order](#)

Your Order

Total amount

19.55 AED

The below screen will be displayed

Payment

Review

Receipt

Review your Order

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx1111

12-2023

Your Order

Total amount

19.55 AED

Back

Pay

[Cancel Order](#)

d. Review the details then click **Pay**

Payment

Review

Receipt

Review your Order

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx1111

12-2023

Your Order

Total amount

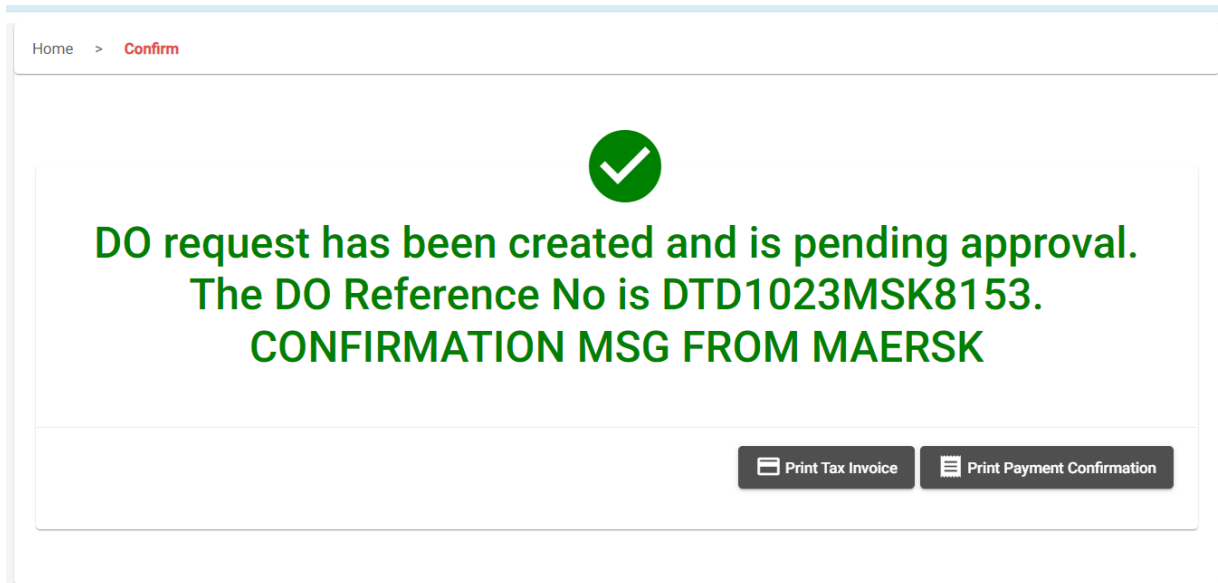
19.55 AED

Back

Pay

[Cancel Order](#)

The below confirmation screen will be displayed



The Tax Invoice and Payment Confirmation can be downloaded by clicking on "Print Tax Invoice" and "Print Payment Confirmation".

