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


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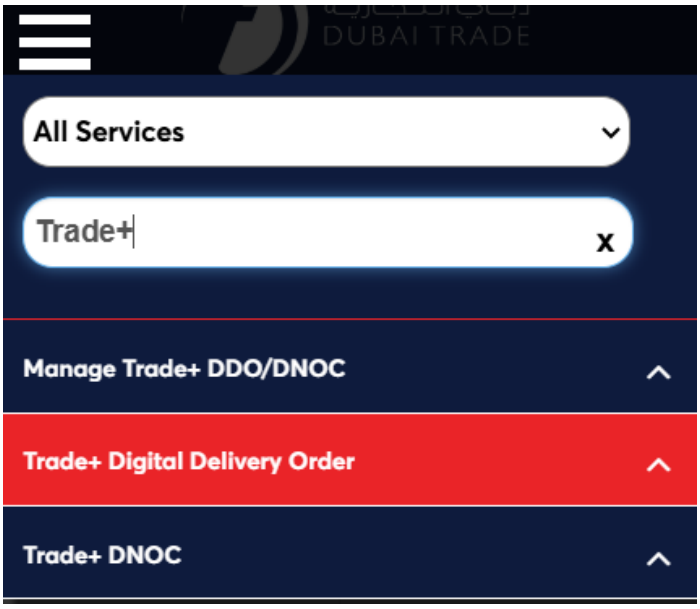
# DOCUMENT DETAILS

| | |
|---|---|
| Document Name | Trade+ Digital Delivery Order – Request |
| Project Name | Digital Delivery Order |
| Business Unit | Dubai Trade |
| Author(s) | DT Training Dept. |
| Last Updated Date | 4th Feb, 2025 |
| Current Version | 1.0 |

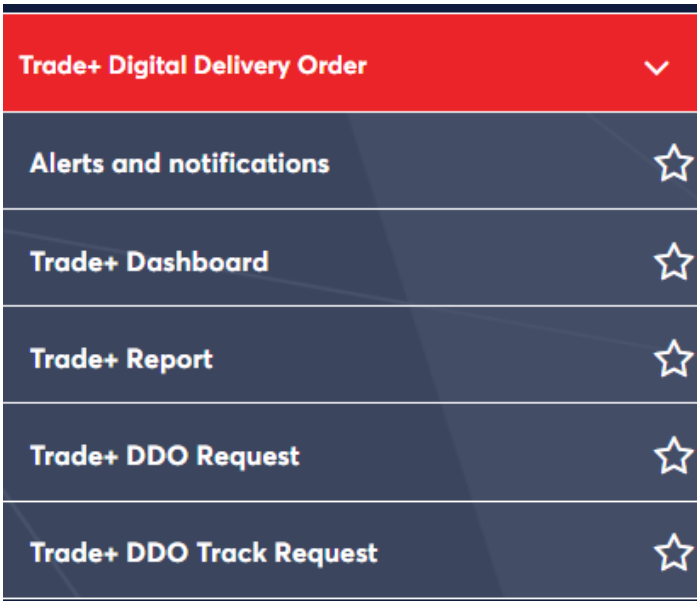
*This Service enables Importers and Clearing Agents to request for the Digital Delivery Order and make the payment on Dubai Trade portal.*

**Navigation:**

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



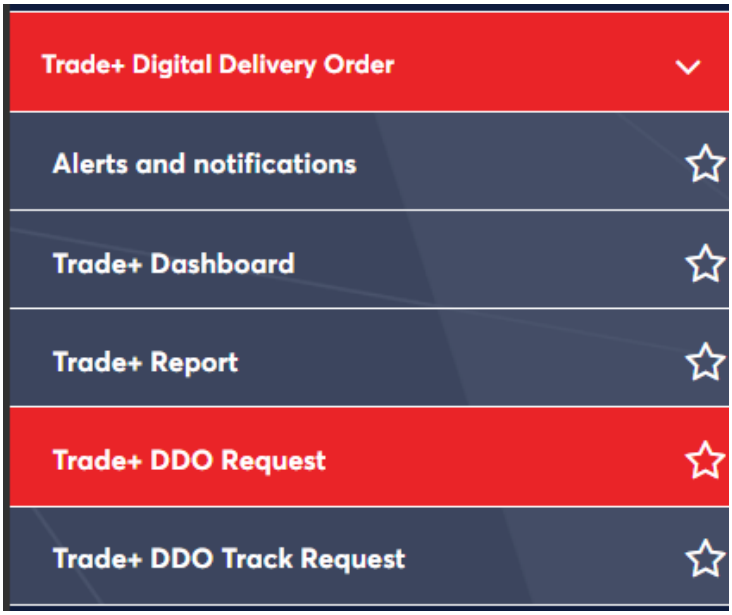

*The below e-Services will be available*



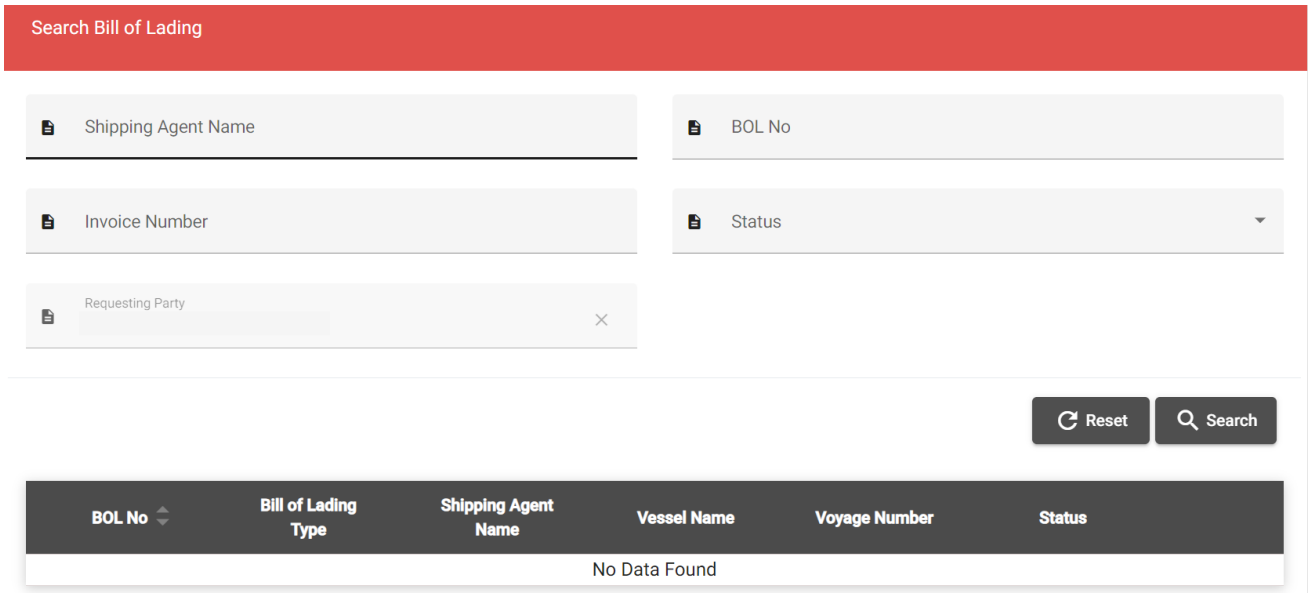

# Trade+ Digital Delivery Order - Request

**Procedure:**

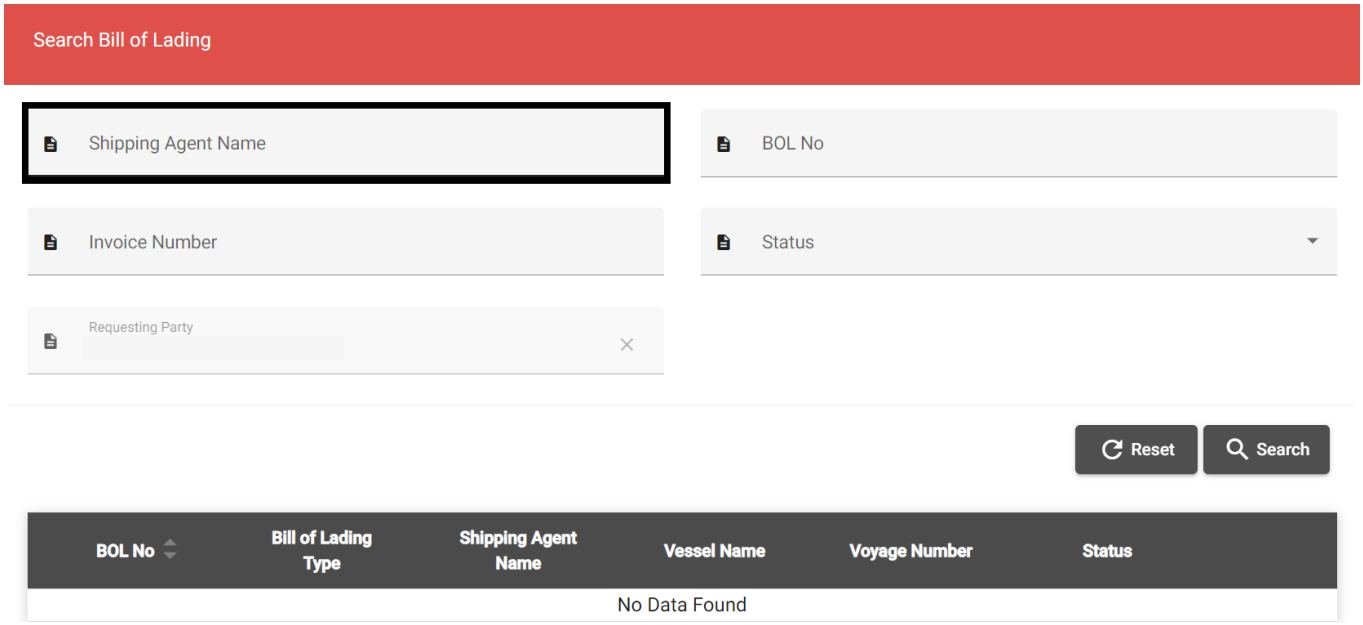
1. Click on **Trade+ DDO Request** under **Trade+ Digital Delivery Order**



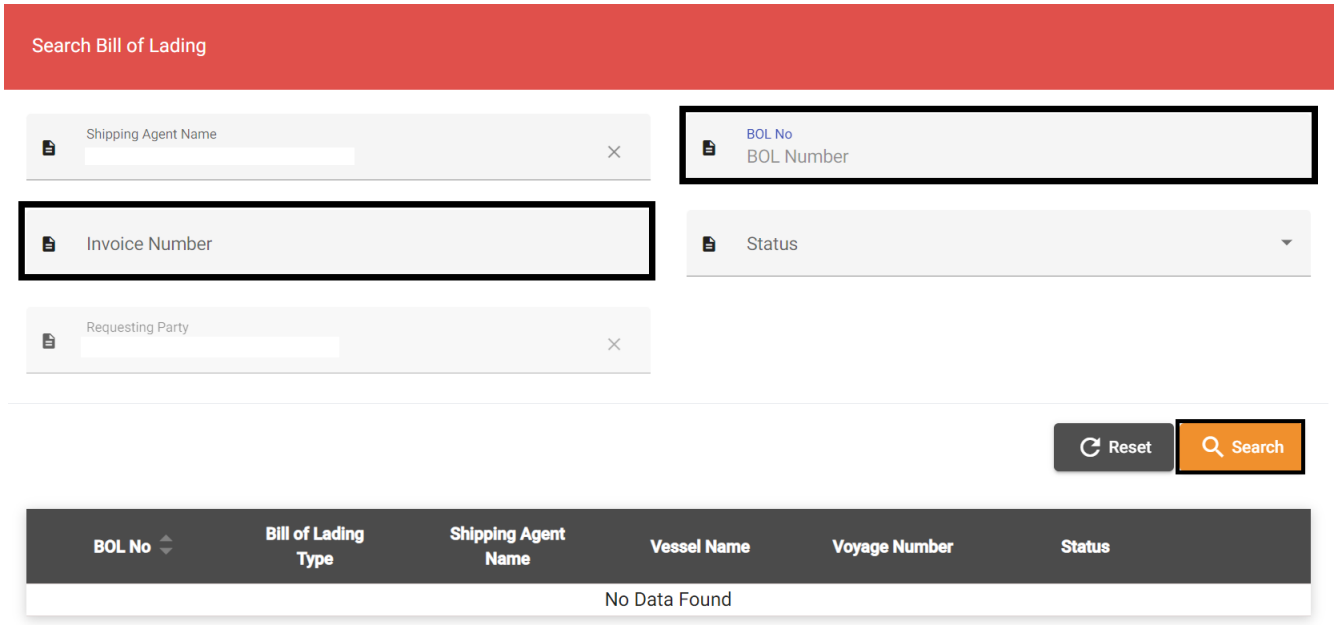

*The below screen will be displayed*



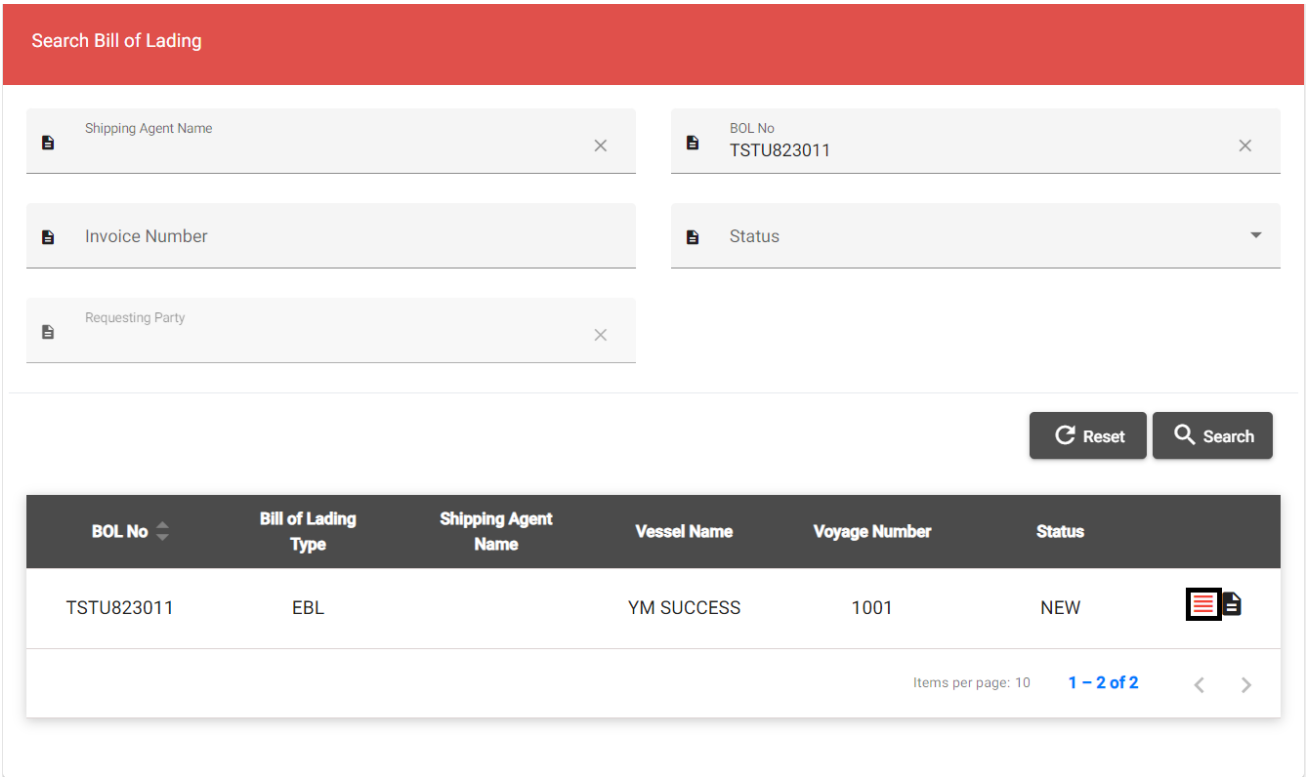
2. Enter the **Shipping Agent Name** *(Mandatory)*



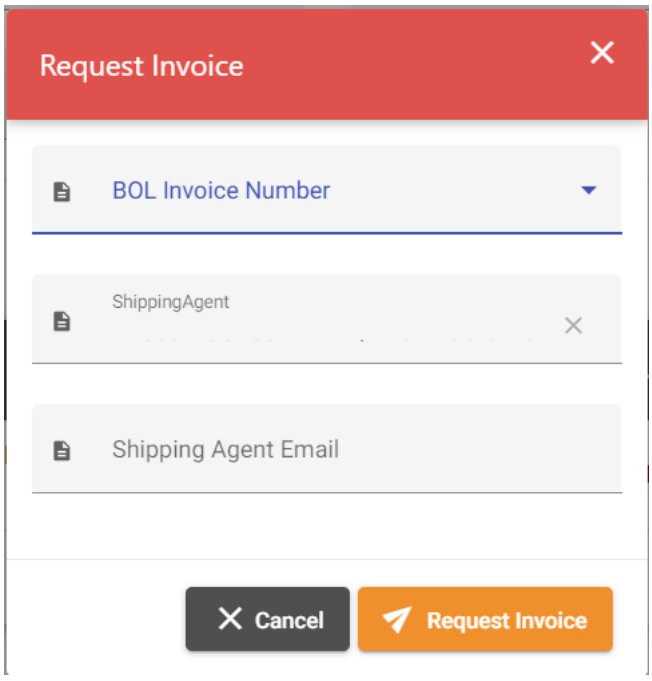

3. Enter the **BOL No** OR **Invoice Number** then click **Search**



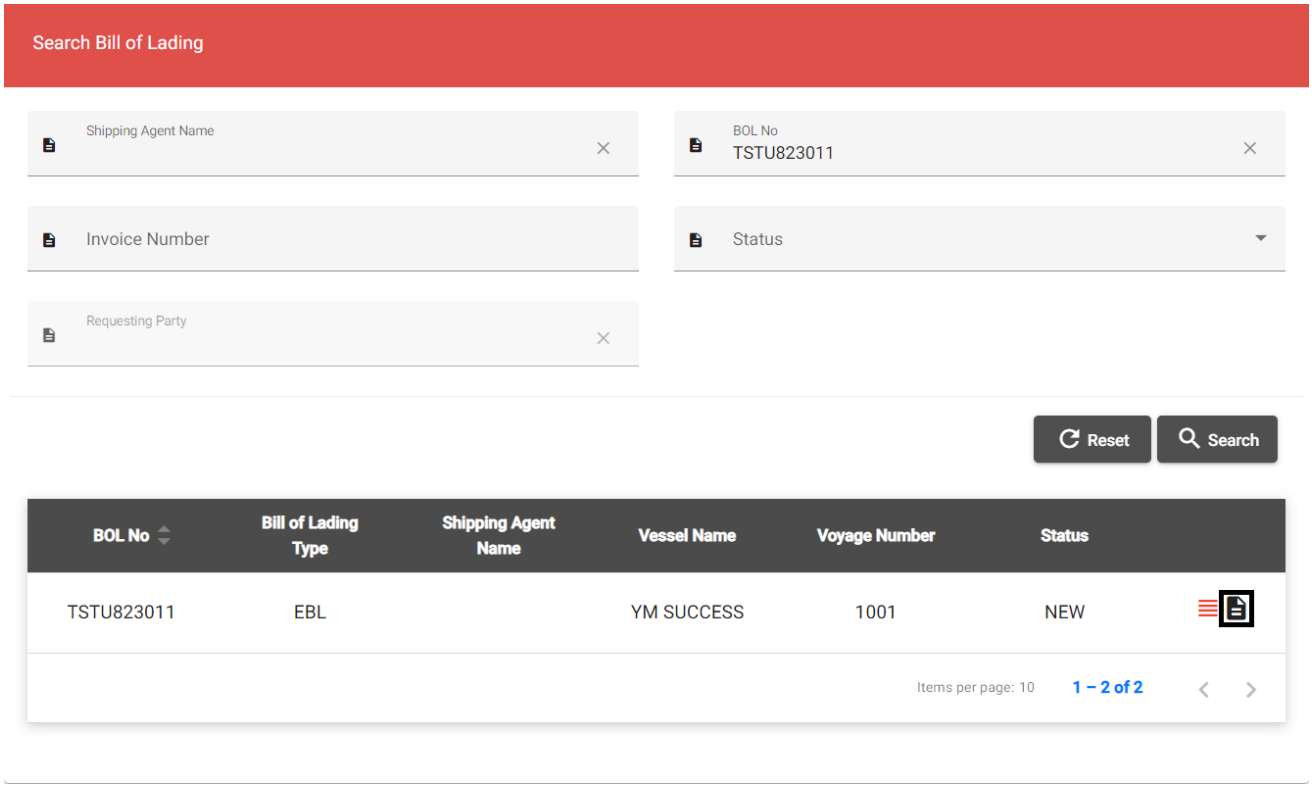
4. Click "☰" to request for invoice



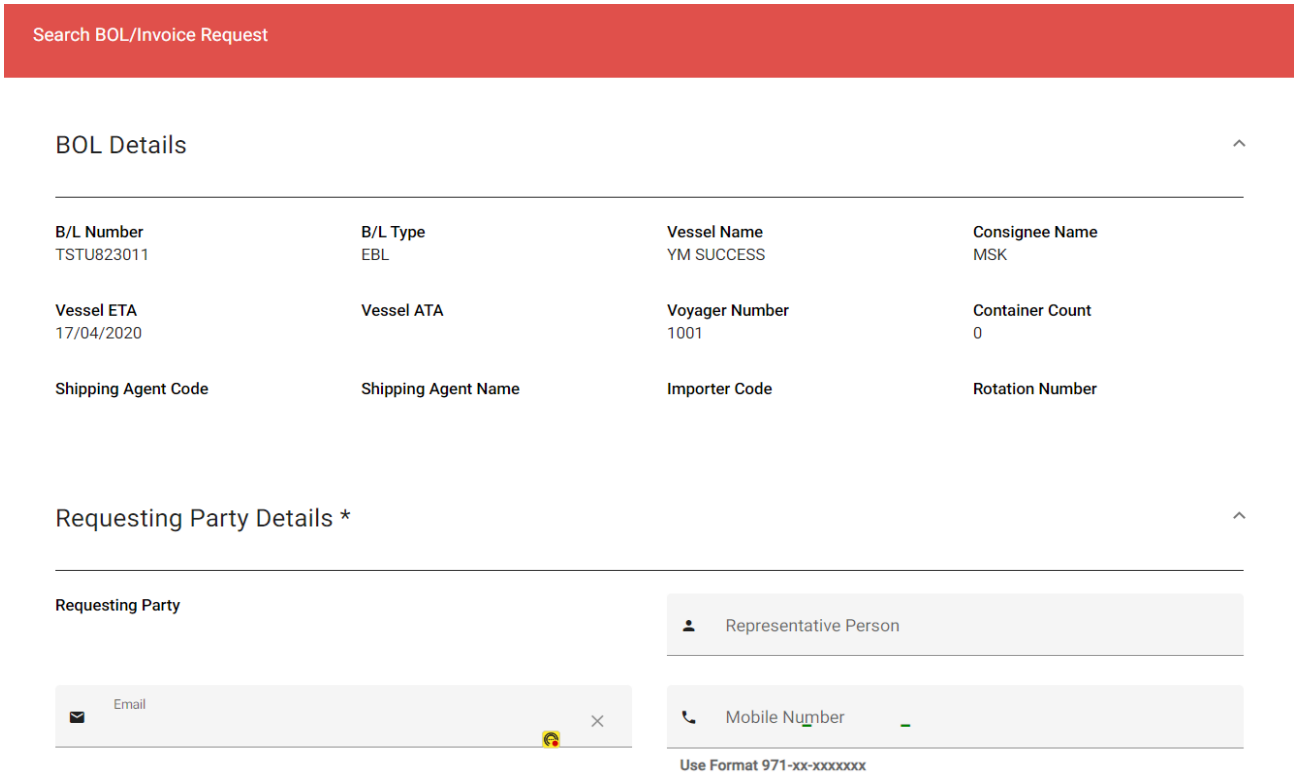

a. Enter the required details *then* click **Request Invoice**



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




*The below screen will be displayed*




# Trade+ Digital Delivery Order - Request

## BL Party Details *

Same as Requesting Party Details

BL Party

Representative Person

Email

Mobile Number

Use Format 971-xx-xxxxxxx

## DO Party Details *

Same as Requesting Party Details  Same as BOL Party Details

DO Party

Representative Name

DO Email

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

Emirates ID *

Drag & Drop Files Here or Browse Files

Emirates Id copy is Required

B/L Copy *

Drag & Drop Files Here or Browse Files

B/L 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 INITIATED | |

## Payment Details

Payment Option

## DO Details

Do Validity Date

## Remarks

Remarks

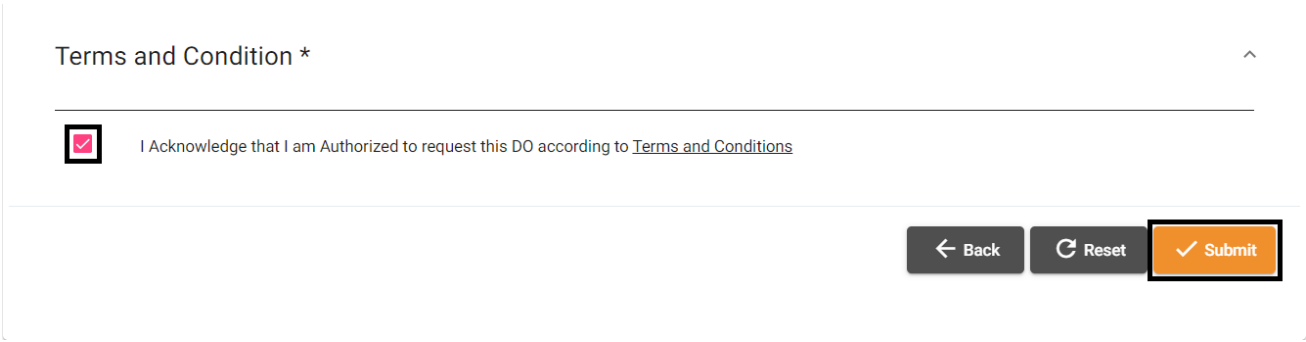
## Terms and Condition *

☐ I Acknowledge that I am Authorized to request this DO according to Terms and Conditions

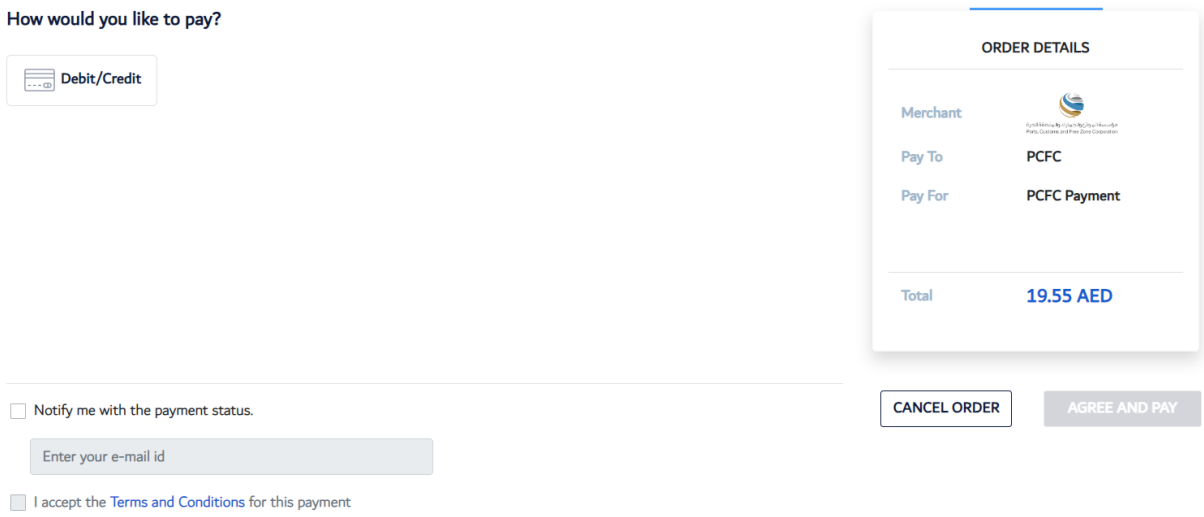
Back Reset Submit

# Trade+ Digital Delivery Order - Request

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



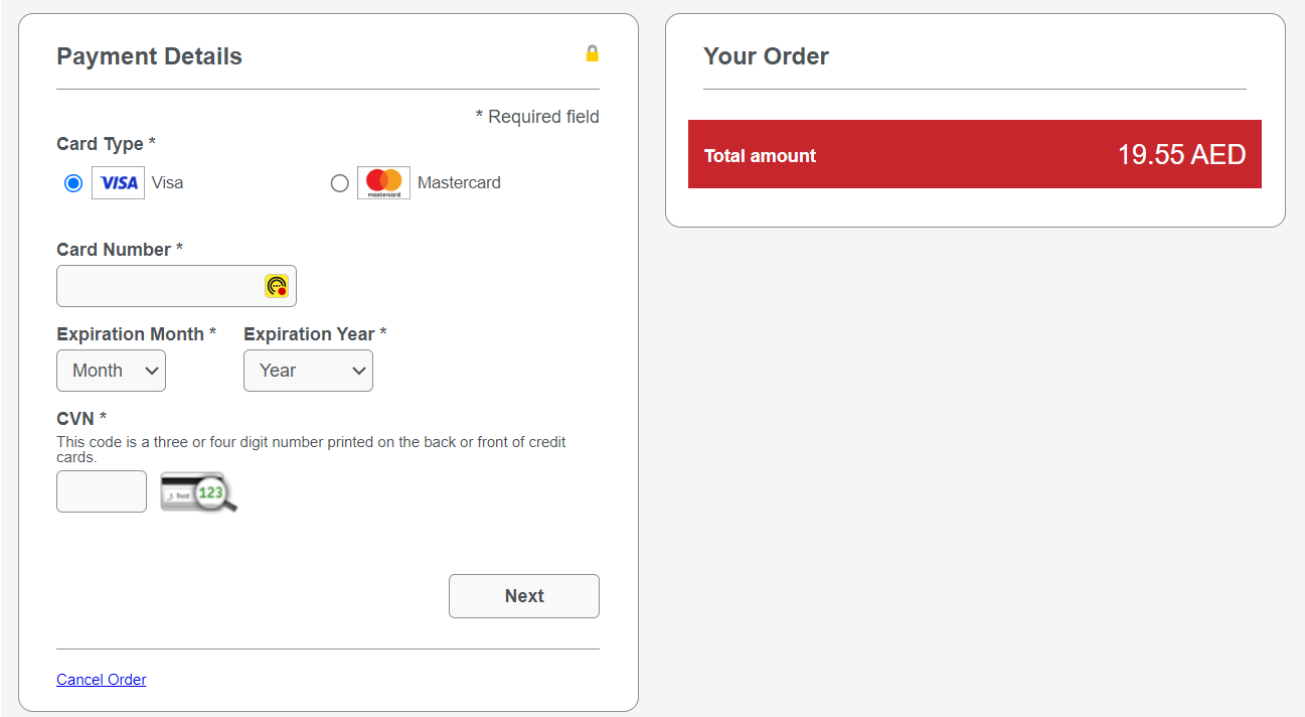

*The below payment screen will be displayed*



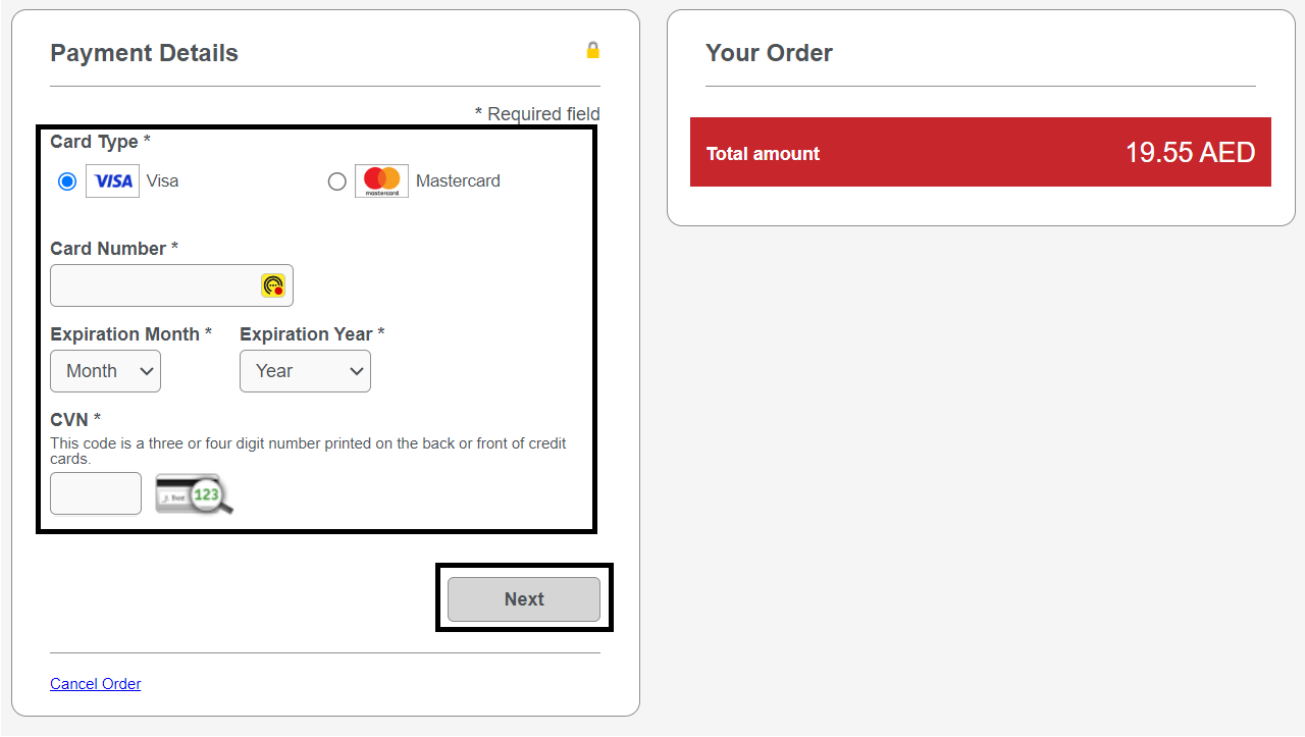

b. Complete the payment steps and click **AGREE AND PAY**

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

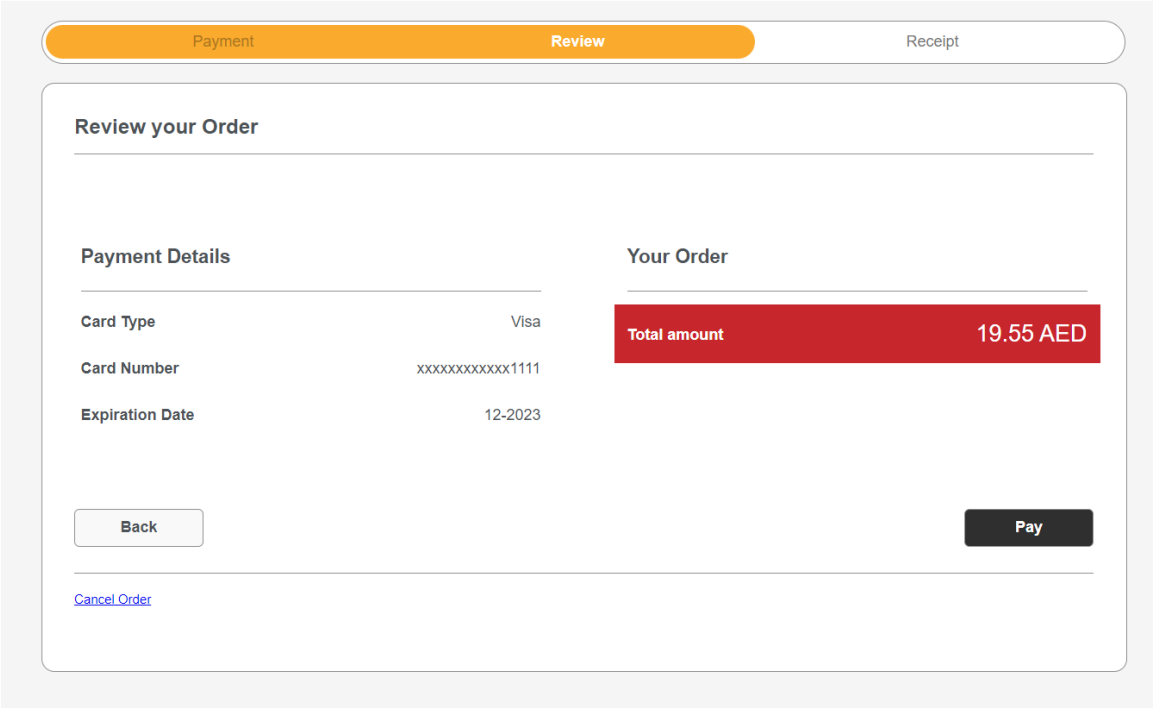
*The below credit card screen will be displayed*



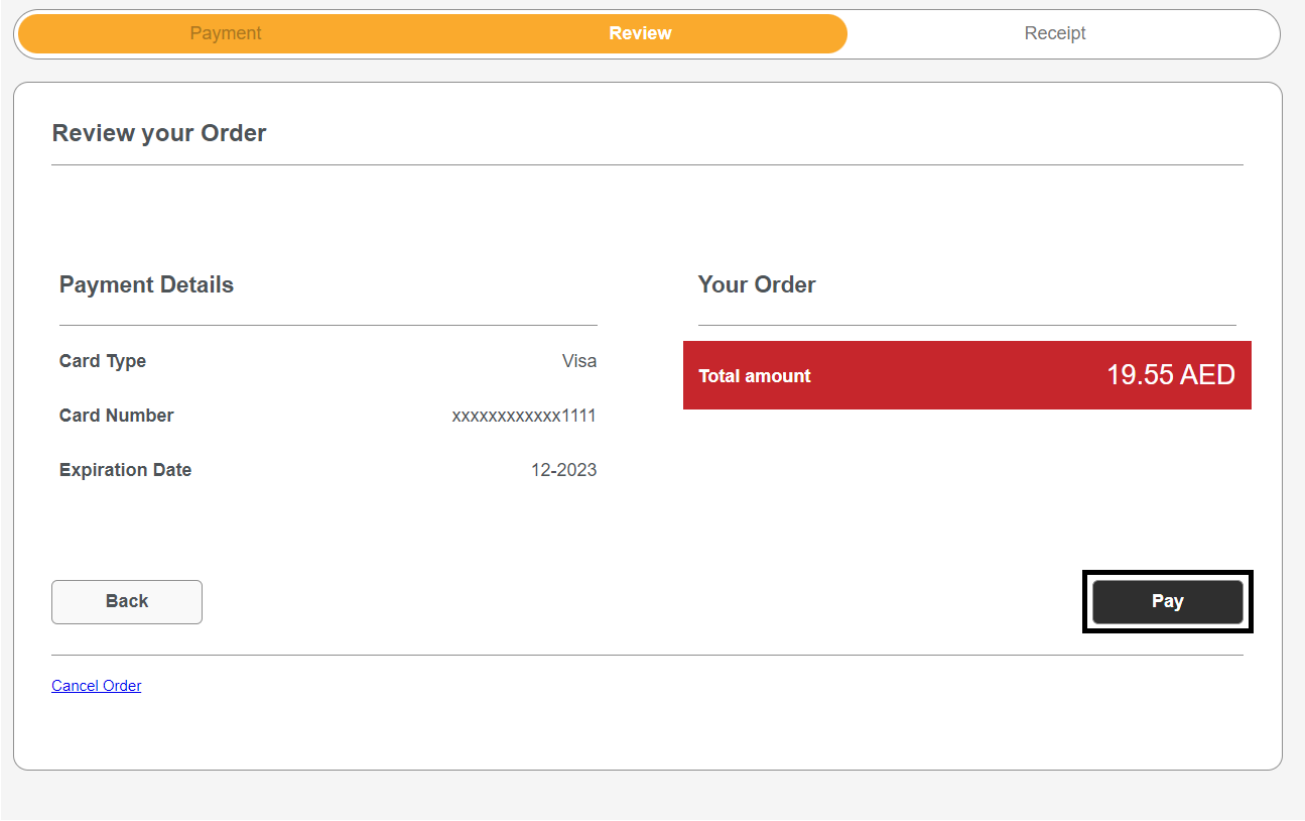

c. Enter the credit card details then click **Next**



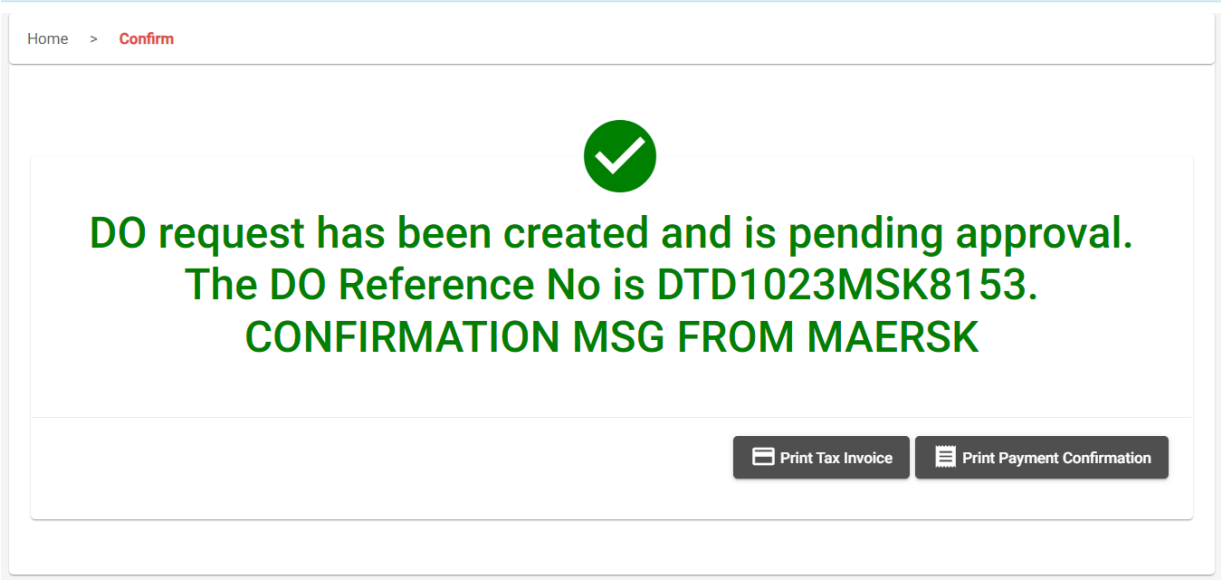
*The below screen will be displayed*




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



*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".*

*www.dubaitrade.ae*