



دبي التجارية
DUBAI TRADE

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

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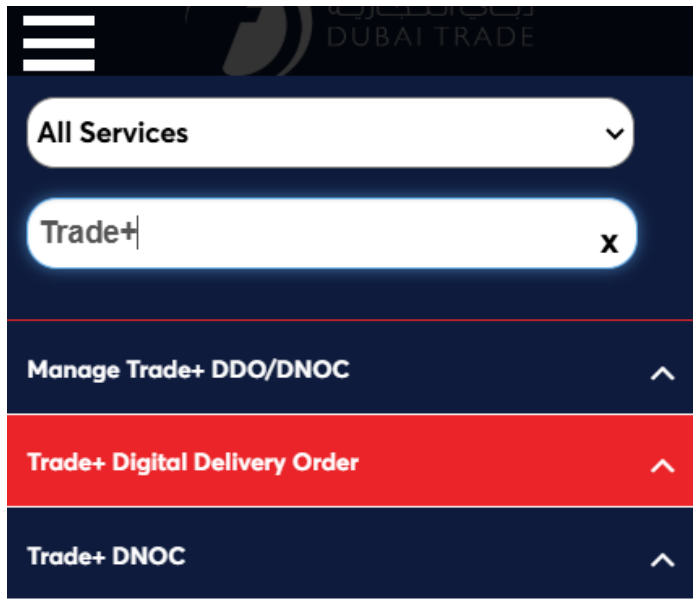
DOCUMENT DETAILS

Document Name	Trade+ Digital Delivery Order – Track 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

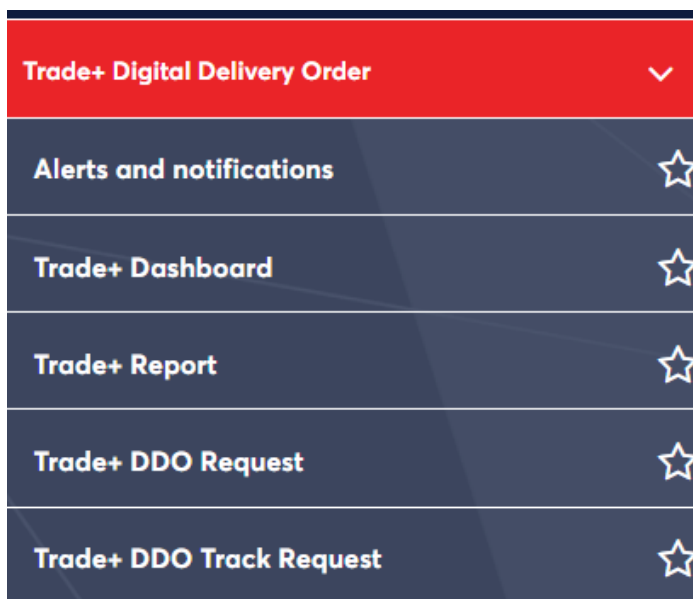
This Service enables Importers and Clearing Agents to track Delivery Order and Payment transactions conducted digitally on Dubai Trade portal.

Navigation:

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



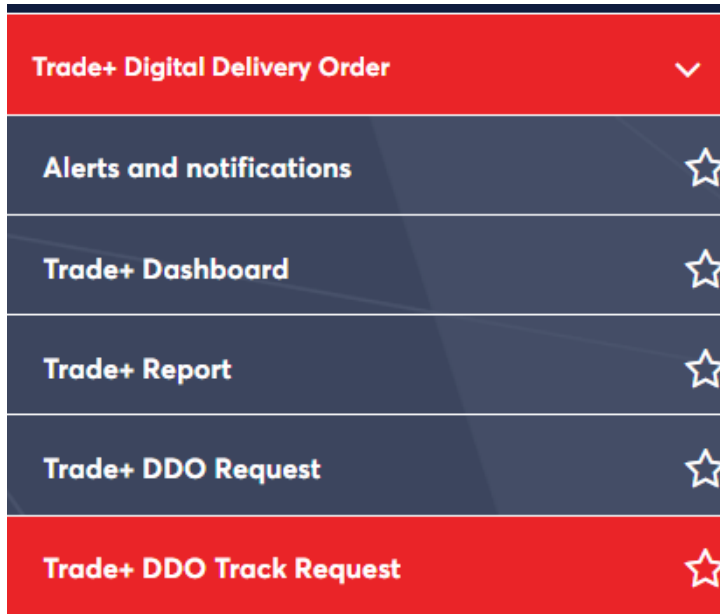
The below e-Services will be available



Trade+ Digital Delivery Order - Track Request

Procedure:

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



The below screen will be displayed

Request Details

BOL NO

Reference Number

DO Number

Status

Request Type
DO

Invoice Status

From Date

To Date

Reset

Search

Reference Number	BOL Number	Request Party Name	Status	Status Remark	Requested Date	Completed Date	Pending With	DO Number	Action
No Data Found									

1. Select the search criteria then click on **Search**

Request Details

BOL NO

Reference Number

DO Number

Status

Request Type
DO

Invoice Status

From Date

To Date

Reset

Search

Reference Number	BOL Number	Request Party Name	Status	Status Remark	Requested Date	Completed Date	Pending With	DO Number	Action
No Data Found									

2. Click "  " to **view/edit** the DO request

Request Details

BOL NO

Reference Number

DO Number

Status

Request Type
DO


Invoice Status

From Date
1/1/2024

To Date
14/5/2024

Reset

Search

Reference Number	BOL Number	Request Party Name	Status	Status Remark	Requested Date	Completed Date	Pending With	Payment Type	DO/NOC Number	Action
DTD0124 MSK8923	MESK288 9010	F0780-MA ERSK LOGI STICS (UA E) FZE	Complete d		08-01-202 4 02:51 P M	08-01-202 4 02:53 P M		OFFLINE P AYMENT	24000653 39	


Go To:

Page No
1

Items per page: 10

1 - 1 of 1

< >

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

The below screen will be displayed

Request Details

BOL Details

B/L Number EFGH822520002	B/L Type EBL	Vessel Name Vessel Name	Vessel ETA 23/09/2029
Voyager Number VoyageNumber	Importer Code	Shipping Agent Code	Shipping Agent Name
Container Count 0	Consignee Name Consignee Name	Vessel ATA	Requested Date 05/10/2023 01:06 PM
Rotation Number			


DO Details


DO Number 2300065126	Valid upto 08-10-2023	Agent Name	Rotation Number
MRN Number 2429570	Port of Clearance AEJEA	Clearing Agent (Issued to)	Importer (Issued to)
Agent DO Number 1	NOC Number	NOC Validity	


Authorization Request Details

Requesting Party	Representative Person	Email	Phone Number
B/L Party Name	Representative Person	Email	Phone Number
DO Party	Representative Name	DO Email	DO Contact Number

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
EFGH8225200012	Other	29.25	AED	PAID		CREDIT PAYMENT	

Approval History Details

DATE	ACTION	USER TYPE	USER NAME	REMARKS	COMMENTS
05-10-2023 13:11	APPROVED	COUNTER	mhs006		
05-10-2023 13:07	APPROVED	COUNTER	mhs006		

Remarks History

DATE	USER NAME	REMARKS
05-10-2023 13:10	davis	test
05-10-2023 13:06	davis	test

NEW Request for New Receipt

NEW Request for New DO

Download Receipt

Download DO

Cancel DO

Back

Amend/Extend DDO

3. Click on the required options to perform an action on the DDO request

NEW Request for New Receipt

NEW Request for New DO

Download Receipt

Download DO

Cancel DO

Back

Amend/Extend DDO



The actions that can be performed on a DDO request may differ depending on the status of the request.

I. DO CANCELLATION

1. Click **Cancel DO** to cancel the DDO

Extend DDO

NEW Request for New Receipt

NEW Request for New DO

Download Receipt

Download DO

Cancel DO

Back

2. Click on **ok** to confirm the cancellation

Confirm

×

DO YOU WANT TO CANCEL DO!!

×

Cancel

➤ok

II. DO AMENDMENT / EXTENSION

1. Click on **Amend/Extend DDO**

NEW Request for New Receipt

NEW Request for New DO

Download Receipt

Download DO

×

Cancel DO

← Back

✎ Amend/Extend DDO

The below screen will be displayed

Search BOL/Invoice Request

BOL Details

Requesting Party Details *

BL Party Details *

DO Party Details *

☐ Same as Requesting Party Details

☐ Same as BOL Party Details

DO Party

12690- SPARE PARTS TRADING

×

DO Email

ep@dubaitrade.ae

×

Representative Name

testing

×

Mobile Number

456 - 65 - 7675675

×

Use Format 971-xx-xxxxxxx

Document Uploads	▼
Invoice Details	▼
DO Details	▼
Container Details	▼
Remarks	▼
Terms and Condition *	^

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

Please agree to Terms and Conditions

← Back

✎ Proceed

2. Under **Invoice Details** Click on **Prepay for extension**

Invoice Details

+ Prepay for extension

	Invoice No	Invoice Type	Invoice Value	Invoice Currency	Payment Status	Paid By
✓	SITR817360041	Other	41.25	AED	PAYMENT SUCCESS	kamil
✓	SITRINV817360041	Other	41.25	AED	PAYMENT SUCCESS	kamil



Prepay for extension is available for user to prepay charges to the Shipping Agent using Credit/Debit Card.

3. Select Invoice Type

Prepay Invoice

Select Invoice Type

Invoice Value

Cancel

OK

Freight Invoice

Local Charges Invoice

Detention Invoice

Other

4. Enter Invoice Value then click OK

Prepay Invoice

Select Invoice Type

Invoice Value

Cancel

OK

Other

500

5. Under Payment Details select CREDIT/DEBIT CARD


Payment Details

Payment Option

CREDIT/DEBIT CARD

Total Invoice Amount	500.00
Total Service Charge	7.50
5% VAT on Service Charge	0.38
Total Payable Amount	507.88

 Prepaying charges to the Shipping Agent can only be done using Credit/Debit Card.

 DDO can be amended only if the Bill of Entry (BOE) is not processed, if the BOE is processed ONLY DDO extension is possible.

6. Read and Acknowledge the Terms and Conditions then click Proceed

Remarks

Terms and Condition *

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

← Back

Proceed

7. Click on **AGREE AND PAY**

How would you like to pay?

Debit/Credit

Select the Card Type

mastercard

VISA

☐ Notify me with the payment status.

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

Powered by

Rasoom

رأسوم

Certification

PCI DSS

ASSESSED BY VALUEMOTOR

CANCEL ORDER

AGREE AND PAY

ORDER DETAILS

Merchant

Pay To

Pay For

Total

 دبي التجارة
DUBAI TRADE

OCEAN NETWORK
EXPRES

Delivery Order Payment

507.88 AED

8. Enter the Card Details then click **Pay**

Payment Details

Card Type *

☐ VISA Visa

☒ Mastercard

Card Number *

.....4444

Expiration Month *

12

Expiration Year *

2024

CVN *

...

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

Cancel

Pay

Your Order

Total amount

507.88 AED

The below confirmation screen will be displayed

Trade+ Digital Delivery Order - Track Request



**DO Amend Request is Submitted Successfully and its
Pending For Approval.**

