



دبي التجارية  
DUBAI TRADE

# *DP World Trade+ DNOC – Request User's Manual*

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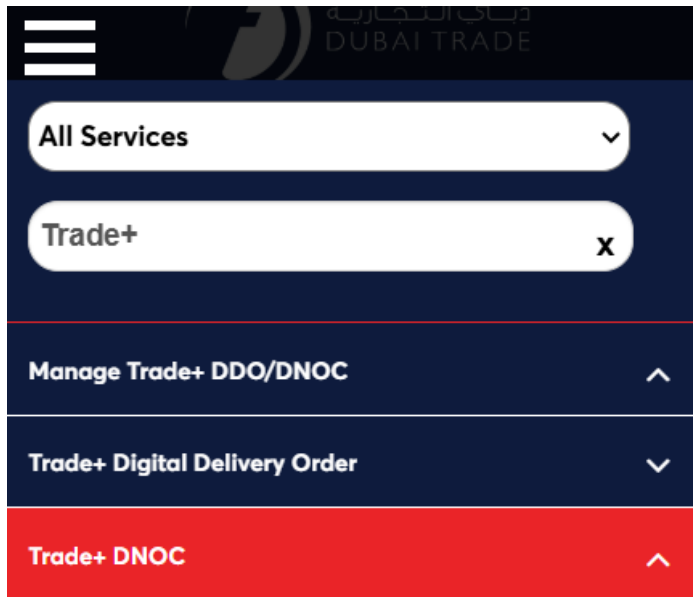
# DOCUMENT DETAILS

Document Name	Trade+ DNOC – Request
Project Name	DNOC
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
Last Updated Date	4 <sup>th</sup> Feb, 2025
Current Version	1.0

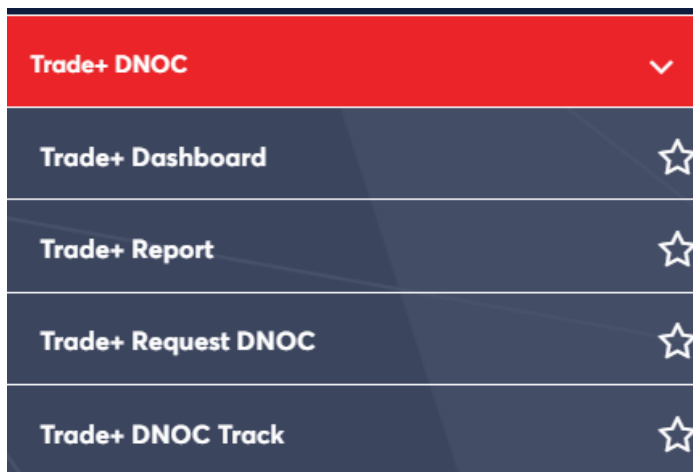
*This Service enables Shipping Agents and Freight Forwarders to request for Digital NOCs on Dubai Trade portal.*

**Navigation:**

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



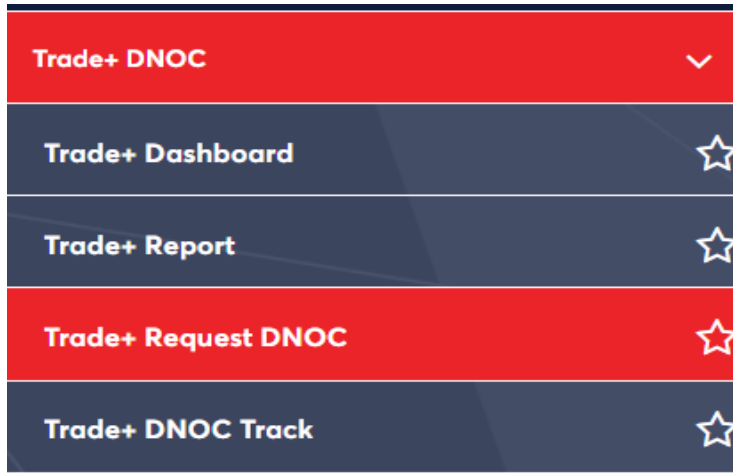
*The below e-Services will be available*



Trade+ DNOC - Request

## Procedure:

1. Click on **Trade+ Request DNOC** under **Trade+ DNOC**



*The below screen will be displayed*

Search NOC

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					

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

Search NOC

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					

## Trade+ DNOC - Request

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

Search NOC

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					

4. Click "" to request for invoice

Search NOC

Shipping Agent Name

×

Invoice Number

Requesting Party

×

BOL No  
TSTU823030

×

Search BOL without prefix "ONEY"

Status

▼

Reset

Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status
TSTU823030	EBL		YM SUCCESS	1001	NEW

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

Request Invoice

BOL Invoice Number

INV823030

ShippingAgent

Shipping Agent Email

Cancel

Request Invoice

5. Click " " to request for the DNOC

Search NOC

Shipping Agent Name

BOL No

TSTU823030

Invoice Number

Status

Requesting Party

Search BOL without prefix "ONEY"

Reset

Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status	
TSTU823030	EBL		YM SUCCESS	1001	NEW	

The below screen will be displayed

BOL Details

B/L Number TSTU823030	B/L Type EBL	Vessel Name YM SUCCESS	Consignee Name
Vessel ETA 17/04/2020	Vessel ATA	Voyager Number 1001	Container Count 0
Shipping Agent Code	Shipping Agent Name	Importer Code	Rotation Number 822468

Requesting Party Details \*

Requesting Party

<div>Requesting Party</div>	<div>Representative Person</div>
<div>Email</div>	<div>Mobile Number</div>
	<div>Use Format 971-xx-xxxxxxx</div>

BL Party Details

☐ Same as Requesting Party Details

<div>BL Party</div>	<div>Representative Person</div>
<div>Email</div>	<div>Mobile Number</div>
	<div>Use Format 971-xx-xxxxxxx</div>

NOC Party Details \*


☐ Same as Requesting Party Details

<div>NOC Party</div>	<div>Representative Name</div>
<div>NOC Email</div>	<div>Mobile Number</div>
	<div>Use Format 971-xx-xxxxxxx</div>


## 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**


### B/L Copy \*

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

### Emirates ID \*

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

### Other Document

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

## Invoice Details

**+ Prepay NOC charge**

	Invoice No	Invoice Type	Invoice Value	Invoice Currency	Payment Status	Paid By
✓	MEAR7625004	Freight Invoice	11.11	AED	PAYMENT NOT INITIA TED	

## Payment Details


 Payment Option ▼



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

### 6. Select Invoice Type

Prepay Invoice

 Select Invoice Type ▼

Invoice Value

✕ Cancel

➤ OK

Freight Invoice

Local Charges Invoice

Detention Invoice

Other



7. Enter **Invoice Value** then click **OK**

Prepay Invoice

Select Invoice Type  
Other

Invoice Value

500

Cancel

OK

8. 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.*

Remarks

Remarks

Terms and Condition \*

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

Back

Reset

Submit

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

## Terms and Condition \*

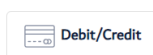


I Acknowledge that I am Authorized to request this NOC according to [Terms and Conditions](#)


[← Back](#)[↻ Reset](#)[✓ Submit](#)

*The below payment screen will be displayed*

How would you like to pay?



**ORDER DETAILS**

Merchant	 Ajman Municipality Public Contracts and Procurement Corporation
Pay To	PCFC
Pay For	PCFC Payment
Total	<b>19.55 AED</b>

☐ Notify me with the payment status.

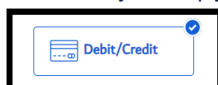
Enter your e-mail id

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

[CANCEL ORDER](#)[AGREE AND PAY](#)

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


How would you like to pay?



Select the Card Type



**ORDER DETAILS**

Merchant	 Ajman Municipality Public Contracts and Procurement Corporation
Pay To	PCFC
Pay For	PCFC Payment
Total	<b>19.55 AED</b>

☐ 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+ DNOC - Request

The below credit card screen will be displayed

Payment Details

\* Required field

Card Type \*

☒ VISA Visa ☐ Mastercard Mastercard

Card Number \*

Expiration Month \* Expiration Year \*

Month 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 Visa ☐ Mastercard Mastercard

Card Number \*

Expiration Month \* Expiration Year \*

Month 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

Trade+ DNOC - Request

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*

Trade+ DNOC - Request



**NOC request has been created and is pending approval.  
The NOC Reference No is DTN1023MSK8157.  
CONFIRMATION MSG FROM MAERSK**

 [Print Tax Invoice](#)

 [Print Payment Confirmation](#)



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

