

# *Dubai Trade*

# *CargoWaves Services: Haulier Trucking Invoicing Journey Manual*

## *Copyright Information*

Copyright © 2024 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

## *Control Document Notification*

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



دبي التجارية  
DUBAI TRADE

# Table of Contents

Introduction .....	3
Haulier User Journey: Trucking Invoicing .....	3
Step1: Accessing the Platform.....	3
Step2: Logging In .....	3
Step3: Navigating to Service Selection.....	3
Step 4: Selecting Service .....	4
Step 5: Choosing Customer .....	4
Step 6:Main Screen .....	5
Step 7: Understanding Trucking Invoicing Main Page .....	5
Step 8: Creating Invoice .....	6
Step 9: Reviewing Pending Invoice .....	7
Step 10: Reviewing Rejected Invoice.....	8
Step 11: Reviewing Accepted Invoice.....	8
Summary.....	9

## Document version.

Date	Version Number	Author	Document Changes
8 <sup>th</sup> April 2024	Version 1.0		1 <sup>st</sup> version

## Introduction

The Trucking Invoicing service is a valuable tool that simplifies the invoicing process for trucking services within the Order/Booking workflow. It enables hauliers to generate invoices for shipments booked through both the spot booking and E-booking services. With features like real-time tracking and the ability to add additional charges, hauliers can efficiently manage invoices before sending them to customers. The service also facilitates digital transactions through a payment gateway, ensuring seamless end-to-end payment processes.

# Comprehensive Guide: Utilizing the CargoWaves Trucking Invoicing Service.

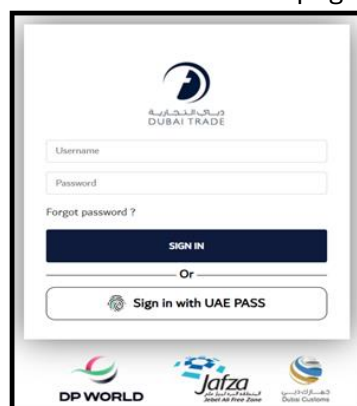
## Haulier User Journey: Trucking Invoicing

### Step1: Accessing the Platform

- User navigates to [www.dubaitrade.ae](http://www.dubaitrade.ae)

### Step2: Logging In

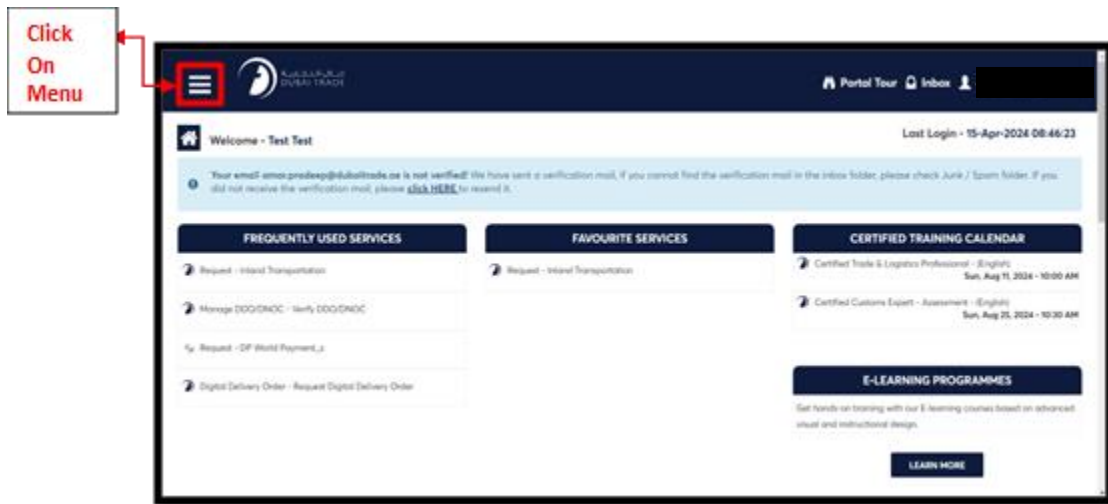
- Haulier user logs in with their Haulier credentials.
- Upon successful login, the user lands on the main page.



### Step3: Navigating to Service Selection

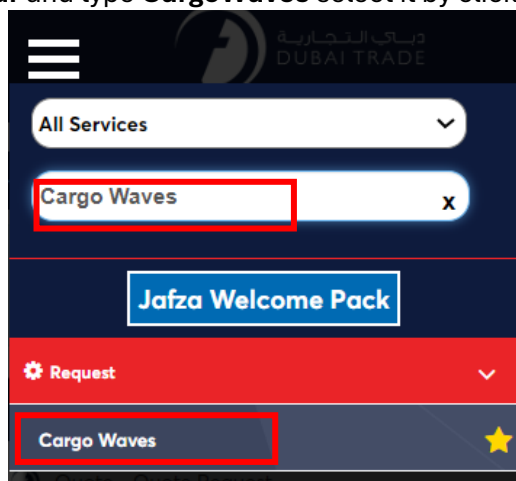
- User clicks on the menu icon to reveal the menu screen.

## CargoWaves Services Manual



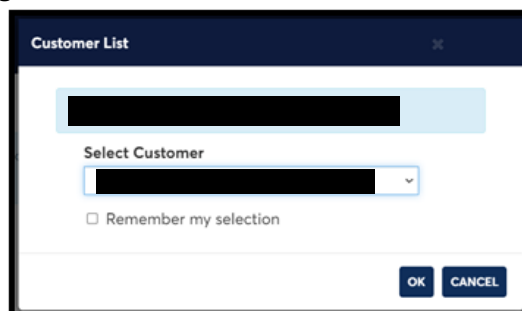
## Step 4: Selecting Service

- On the menu screen, the user selects the Service name **CargoWaves**.
- **Click on search bar** and type **CargoWaves** select it by clicking on it.



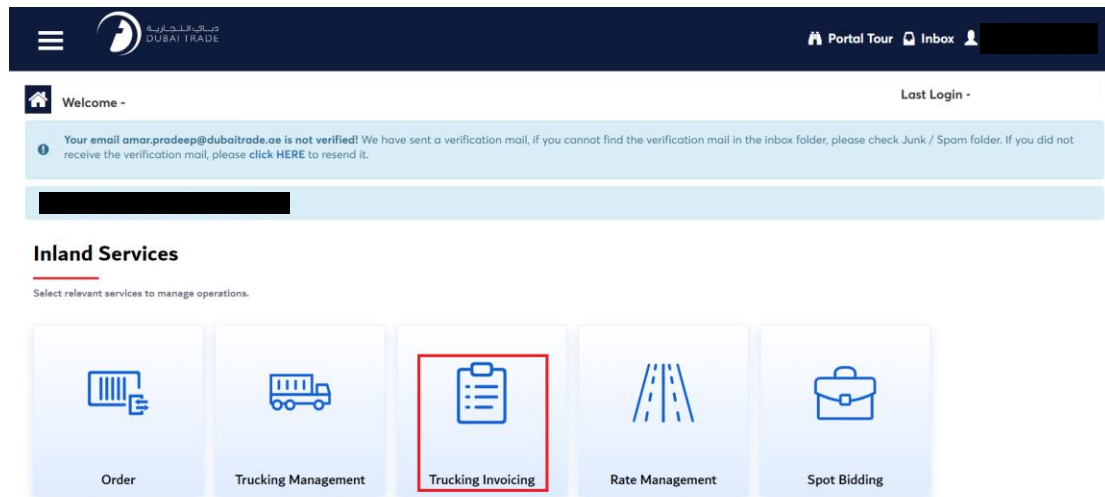
## Step 5: Choosing Customer

- After selecting the service type, a screen displaying the **customer list** appears.
- User selects the right customer from the list and clicks on the "OK" option.



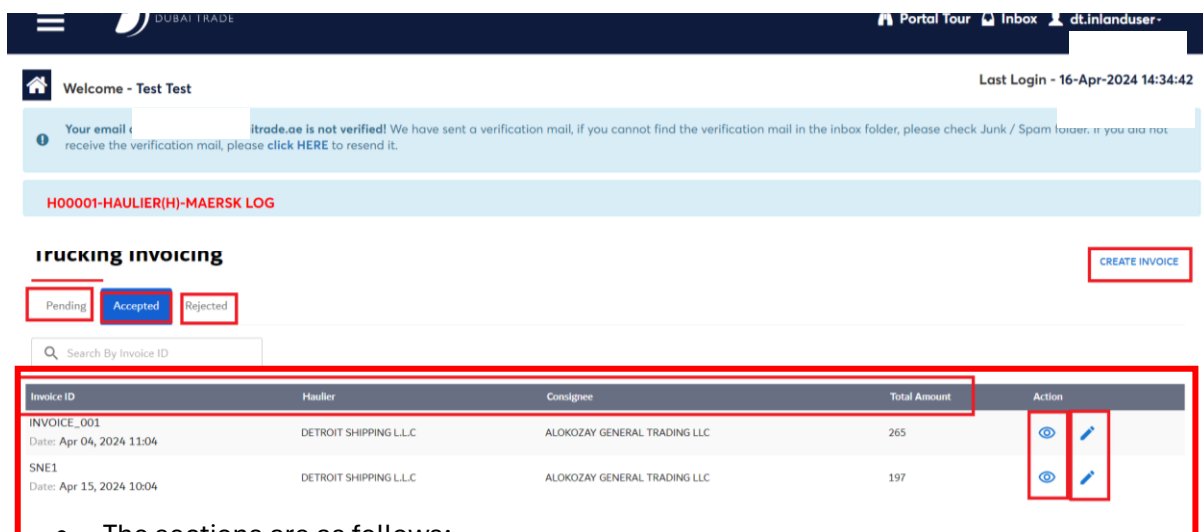
## Step 6: Main Screen

- Upon selecting the customer, the main screen appears with Five main options: Orders, Trucking Management, Trucking Invoicing, Rate Management and Spot Bidding
- Users need to click on **Trucking Invoicing Service**.



## Step 7: Understanding Trucking Invoicing Main Page

- Upon selecting the Trucking Invoicing Service, User will be landed on the Trucking Invoicing Service's Home page having 3 Main Sections in the page, highlighted in the image below:



- The sections are as follows:

- **Invoice States Section:** Pending, Accepted, rejected states of Invoice can be navigated through this section. Hence upon selecting the respective tab, you'll be able to navigate Pending invoice, Accepted Invoice, and Reject Invoice.
- **Invoice table & Search Section:** This Section show, the selected State's invoice list. Column headers are Invoice ID, Haulier Name & Code, and Consignee Name & Code.
- **Action section:** This section allows you to view Pending/Accepted/Reject invoice and edit the Pending Invoice.

## Step 8: Creating Invoice

- Upon selecting the Trucking Invoicing Service, User will be landed on the Trucking Invoicing Service's Home page, you can view "Create Invoice" button on the top right corner as highlighted in the below image.

### Create Invoice

**Instruction:** Use Filter to select list of containers.

Start Date\*

01/04/24

End Date\*

16/04/24

Select BCO\*

SONY GULF FZE (F7100)

[GET LIST OF CONTAINERS](#)

<input type="checkbox"/>	Container No	E-Token No	Document ID	Haulier Nomination ID	Slot
<input type="checkbox"/>	TRAIN0504241	402677	5004609	6004315	2024-04-05 08:00:00
<input type="checkbox"/>	TRAIN0504242	402677	5004609	6004315	2024-04-05 08:00:00
<input type="checkbox"/>	SNES297643	402681	5004610	6004319	2024-04-15 16:00:00

[BACK](#)[RESET](#)[GENERATE INVOICE](#)

- Once you click on "Create Invoice" button you be redirected container filtration page as shown in above image, where you must provide Date range, and BCO's name with code.
- Once you click "GET LIST OF CONTAINERS", you will get the list of container associated to that BCOs and assigned to you under a booking for transportation.
- You can select the container(s) from the list, for which you want to create the invoice for, and click on "Generate Invoice" button.
- You'll be redirected to "charge addition" page, where you can input the charge code, charge in AED, discount if applicable, and tax if applicable as shown in the below image per container and system will automatically calculate the total invoice value

### Generate Invoice

Consignee  
undefined

Invoice Date  
Apr 16, 2024

Nomination Id  
-

Documents  
5004385, 101-13022407-24

Movement  
EXPORT FULL

Type  
DEPOSIT, Import FCL

Containers  
20

**Instruction:** Add charges against each container

Invoice Number\*

INVOICE\_001

E-Token Charge Code

Description	Quantity	Unit Price	Tax(%)	Tax Amount	Final Amount
Gate Charge	1	25	0	0	25

Haulier Nomination ID: - Movement Type: EXPORT FULL DEPOSIT

Charge Code	Description	Quantity	Unit Price	Tax(%)	Tax Amount	Final Amount	Action
	Token Weighing Char	1	65		10	110	<a href="#">ADD</a>
	Repairing	1	100	10	10	110	<a href="#">REMOVE</a>

20

- Once you enter the required information, you can click on the “Submit” button for confirm and create the invoice, which will be shown under Pending state, as shown below.

Charge Code	Description	Quantity	Unit Price	Tax(%)	Tax Amount	Final Amount	Action
▼	Token Weighing Char	1	65		10	110	ADD
▼	Repairing	1	100	10	10	110	REMOVE

20

Haulier Nomination ID: - Movement Type: Import FCL

Charge Code	Description	Quantity	Unit Price	Tax(%)	Tax Amount	Final Amount	Action
▼	Weighing Charges	1	65		0	65	ADD

Remarks

TESTING REMARKS.

Upload Attachment      Discount(%)      Discount Amount      Final Amount

Choose File   No File Selected      0      310

RESET   **SUBMIT**

- Hence following the above step you as Haulier can create an invoice to your BCO.





## Step 9: Reviewing Pending Invoice

- Upon selecting the Trucking Invoicing Service, User will be landed on the Trucking Invoicing Service’s Home page, you can select “Pending State” Tab as highlighted in the below image.
- Once you select the pending tab, you can either “view” or “edit” the pending invoice by clicking the respective icons as shown below.

**Trucking Invoicing** CREATE INVOICE

**Pending** Accepted Rejected

Search by Invoice ID

Invoice ID	Haulier	Consignee	Total Amount	Action
TEE1 Date: Apr 19, 2024 11:04	DETROIT SHIPPING L.L.C	ALOKOZAY GENERAL TRADING LLC	126	 
COMBINEDINVOICE Date: Apr 19, 2024 11:04	DETROIT SHIPPING L.L.C	ALOKOZAY GENERAL TRADING LLC	913	 

1-2 of 2 < >

- If you click on the “edit” icon, you can follow the same step mentioned in the “Step 8” to update or review the pending invoice.
- If you click on the “view” icon you can review the invoice’s in PDF format as shown in the below image.

pages 1 of 1

Dubai Trade FZE  
 Floor 26, JAFZA ONE, Building-A  
 P.O.Box 18666, Jebel Ali  
 Dubai, UAE

TRN: N/A

---

FUJHAIRAH UNITED ARAB EMIRATES      **Invoice Number:** INV4F8JMHQH  
 TRN : N/A      **Invoice Date:** 4/19/2024  
                          **Delivery Date:** 4/19/2024

Charge Description	No. of Containers	Unit Price	Amount	VAT %	VAT Amount	Total
token	1.00	AED 25.00	AED 25.00	NaN	AED 0.00	AED25.00
Token charge	1.00	AED 100.00	AED 100.00	1.00	AED 1.00	AED-101.00
<b>Total</b>			AED 125.00		AED 1.00	AED 126.00

Tax Description :  
 AE\_VAT\_AR\_11 The transaction is subject to the 0% rate based on Article 45 sub 2 and 7 of the Federal Decree-Law No 8 of 2017

Note: This is an auto - generated invoice. No signature required

## Step 10: Reviewing Rejected Invoice.

- Upon selecting the Trucking Invoicing Service, User will be landed on the Trucking Invoicing Service's Home page, you can select "Reject State" Tab as highlighted in the below image.
- Once you select the pending tab, you can either "view" or "edit" the pending invoice by clicking the respective icons as shown below.

**Trucking Invoicing** CREATE INVOICE

Pending
Accepted
Rejected

Search By Invoice

Invoice ID	Haulier	Consignee	Total Amount	Action
TEE1 Date: Apr 19, 2024 11:04	DETROIT SHIPPING L.L.C	ALOKOZAY GENERAL TRADING LLC	126	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid red; padding: 2px;">👁️</div> <div style="border: 1px solid red; padding: 2px;">✎️</div> </div>
COMBINEDINVOICE Date: Apr 19, 2024 11:04	DETROIT SHIPPING L.L.C	ALOKOZAY GENERAL TRADING LLC	913	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid red; padding: 2px;">👁️</div> <div style="border: 1px solid red; padding: 2px;">✎️</div> </div>



1-2 of 2 < >

- If you click on the "edit" icon, you can follow the same step mentioned in the "Step 8" to update or review the reject invoice, along with rejection reason from BCO.
- If you click on the "view" icon you can review the invoice's in PDF format.

## Step 11: Reviewing Accepted Invoice.

- Upon selecting the Trucking Invoicing Service, User will be landed on the Trucking Invoicing Service's Home page, you can select "Reject State" Tab as highlighted in the below image.
- Once you select the pending tab, you can either "view" or "edit" the pending invoice by clicking the respective icons as shown below.

## Trucking Invoicing

<div>Pending Accepted Rejected</div>				
<div>Q Search By Invoice ID</div>				
Invoice ID	Haulier	Consignee	Total Amount	Action
TEE1 Date: Apr 19, 2024 11:04	DETROIT SHIPPING LLC	ALOKOZAY GENERAL TRADING LLC	126	
COMBINEDINVOICE Date: Apr 19, 2024 11:04	DETROIT SHIPPING LLC	ALOKOZAY GENERAL TRADING LLC	913	

1-

- If you click on the “view” icon, you can review the invoice in PDF format.

pages 1 of 1

Dubai Trade FZE  
Floor 26, JAFZA ONE, Building-A  
P.O.Box 18666, Jebel Ali  
Dubai, UAE  
TRN: N/A

FUJHAIRAH UNITED ARAB EMIRATES  
TRN : N/A

Invoice Number: INV4F8JMHQH  
Invoice Date: 4/19/2024  
Delivery Date: 4/19/2024

Charge Description	No. of Containers	Unit Price	Amount	VAT %	VAT Amount	Total
token	1.00	AED 25.00	AED 25.00	NaN	AED 0.00	AED25.00
Token charge	1.00	AED 100.00	AED 100.00	1.00	AED 1.00	AED-101.00
Total			AED 125.00		AED 1.00	AED 126.00

Tax Description :  
AE\_VAT\_AR\_11 The transaction is subject to the 0% rate based on Article 45 sub 2 and 7 of the Federal Decree-Law No 8 of 2017

Note: This is an auto - generated invoice. No signature required

## Summary

The Trucking Invoicing service simplifies invoicing for hauliers. This guide explains how hauliers access the platform, select the Trucking Invoicing service, and manage invoices. They can create, review, and edit invoices easily, ensuring accuracy in the process. With clear instructions and user-friendly features, hauliers can efficiently handle their invoicing tasks.