Dubai Trade

CargoWaves Services: BCOs Trucking Invoicing Journey Manual

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Introduction

The Trucking Invoicing service simplifies the management of trucking invoices for BCOs. It provides a user-friendly platform where BCOs can access and review invoices through various stages, including pending, accepted, and rejected. BCOs can conveniently accept or reject invoices and make payments through the service. With pre-configured charges such as freight, handling, and token charges, the service ensures accurate and transparent invoicing for trucking services.

Comprehensive Guide: Utilizing the CargoWaves Trucking Invoicing Service.

BCOs User Journey: Trucking Invoicing

Step1: Accessing the Platform

• User navigates to <u>www.dubaitrade.ae</u>

Step2: Logging In

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

DÜBAI TRADE	
Password	
Forgot password ?	
SIGN IN	
Or	

Step3: Navigating to Service Selection

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

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Welcome - Test Test		Lost Lógin - 15-Apr-2024 08-
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Ny Reput (29 World Poyners), I		
 Begast - D* Matt Payment, a Digital Dations Order - Request Digital Dations Order 	2 T	E-LEARNING PROGRAMMES

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.

ياك النجارية DUBAI TRAD	
All Services	~
Cargo Waves	x
Jafza Welcome Pack	
🕏 Request	<
Cargo Waves	*

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.



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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.

Inland Services



Step 7: Understanding Trucking Invoicing Main Page

• Upon selecting the Spot Bidding Service, User will be landed on the Spot Bidding Service's Home page having 3 Main Sections in the page, highlighted in the image below:

^	Welcome - Test Test					Last Login -	24-Apr-2024 16:40	0:36		
0	Your email f verification	man, prease ener mar	ide.ae is not verified! \ E to resend it.	Ne have sent a verification r	nail, if you cannot find th	e verification mail in the	inbox folder, please check	Junk / Spam folder. If you d		
F	100-FREEZ	ONE LICENCEE(F)	SONY GULF FZE							
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Pe	nding Acc	epted Rejected								
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Invoic	e ID		Haulier		Consignee			Total Amount	Action	
INVO Date:	CE_001 Apr 04, 2024 8	3:04	DETROIT SHI	PPING L.L.C	SONY MIDDLE EA	ST AND AFRICA FZE		213	۲	

- The sections are as follows:
 - **Invoice States tab**: To Navigate between the list of "Pending"," Accepted", and "Rejected" Invoice.
 - **Invoice list Table**: To view invoice list of different states, highlighted through columns "Invoice ID", "Haulier", "Consignee" and "Total Amount".
 - Action: To View the invoice from different state in PDF format.

Step 8: Reviewing Pending Invoice

- You can click on "Pending" tab to view the list of invoices pending for acceptance or rejection.
- You can click on "View" icon against the invoice you would like to review.
- A modal will open with PDF view of the invoice, and 2 buttons with "Accept" & "Reject" to perform necessary steps.

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Step 9: Accepting Trucking Invoice.

- You can click on "Pending" tab to view the list of invoices pending for acceptance or rejection.
- You can click on "View" icon against the invoice you would like to review.
- A modal will open with PDF view of the invoice, and 2 buttons with "Accept" & "Reject".
- You can click "Accept" button to accept & approve the invoice, and the invoice will be accepted, and it will be shown as accepted under Haulier's service too.

Step 10: Rejecting Trucking Invoice.

- You can click on "Pending" tab to view the list of invoices pending for acceptance or rejection.
- You can click on "View" icon against the invoice you would like to review.
- A modal will open with PDF view of the invoice, and 2 buttons with "Accept" & "Reject".
- You can click "Reject" button to Reject & Provide "Reason of Rejection" for the invoice, and the invoice will be rejected, and it will be shown as rejected under Haulier's service too.

Summary.

The Trucking Invoicing service streamlines invoice management for BCOs, offering a userfriendly platform for accessing and reviewing invoices at various stages. BCOs can conveniently accept or reject invoices and make payments through the service. With pre-configured charges such as freight, handling, and token charges, the service ensures accurate and transparent invoicing for trucking services.