Dubai Trade

CargoWaves Services: BCOs Trucking Invoicing Journey Manual

دبـــي التجــاريـة
DUBAI TRADE

CargoWaves Services Manual

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Document version.

Date	Version Number	Author	Document Changes
8th April 2024	Version 1.0		1st version

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.

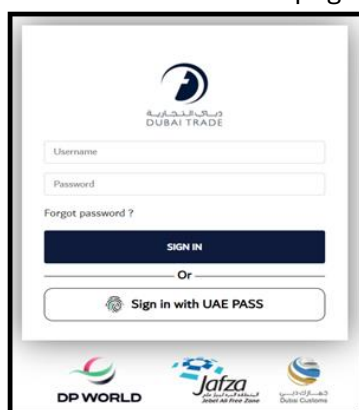## BCOs User Journey: Trucking Invoicing

Step1: Accessing the Platform

- User navigates to www.dubaitrade.ae
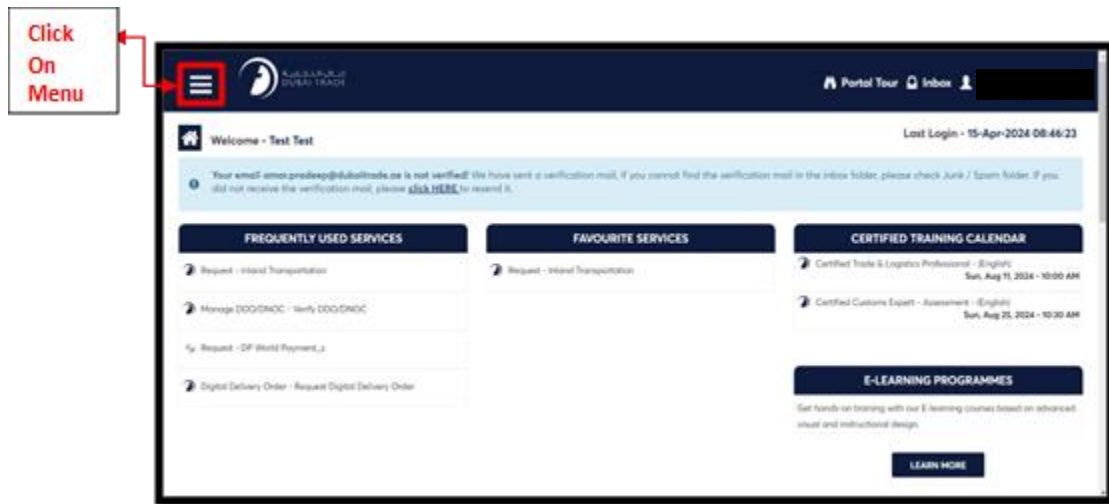
Step2: Logging In

- BCO user logs in with their BCO 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.

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Click On Menu

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.
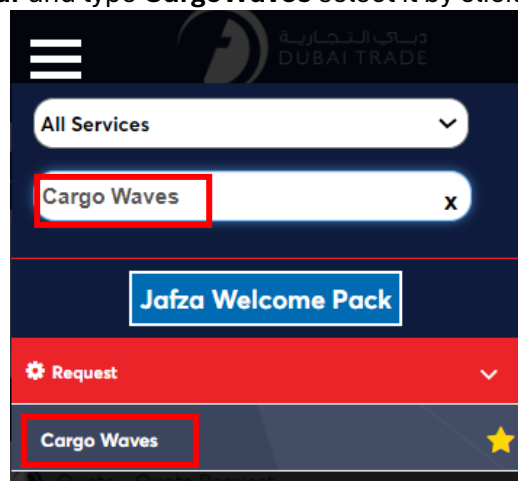
Step 5: - Choosing Customer:

- 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.

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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
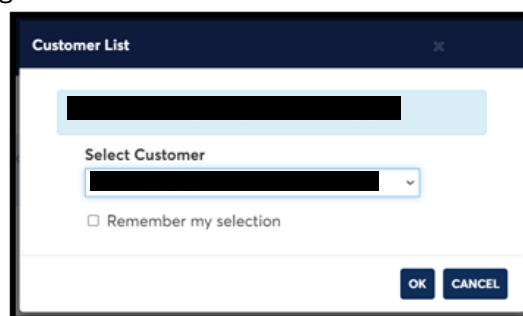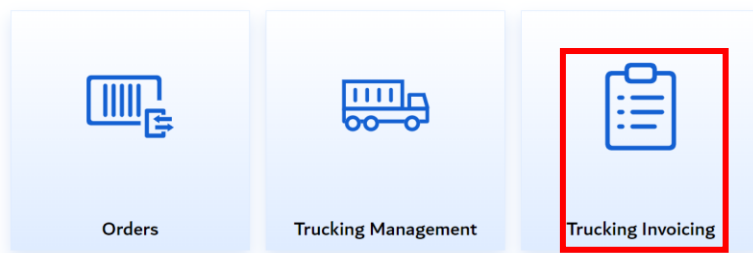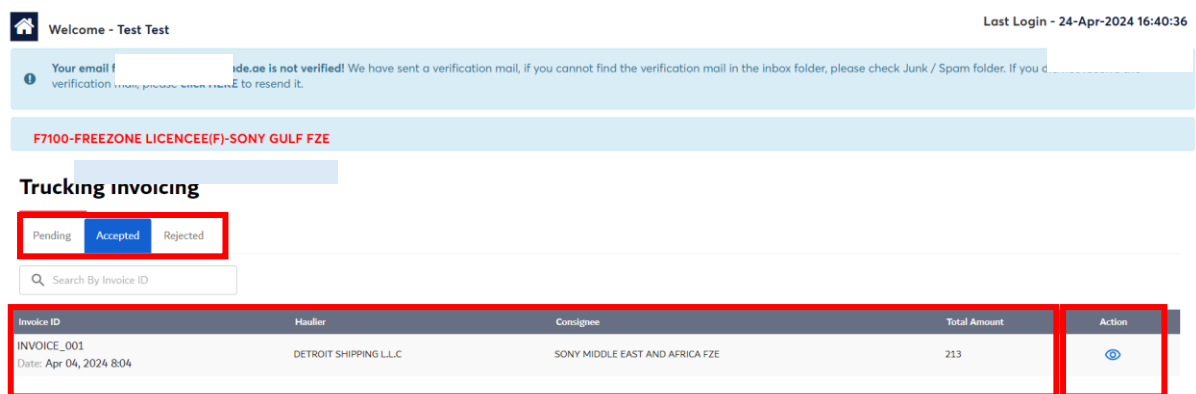- Users need to click **on Trucking Invoicing Service**.

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:

- 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 user-friendly 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.

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