DP World
Manifest File – Upload
User's Manual

Copyright Information

Control Document Notification
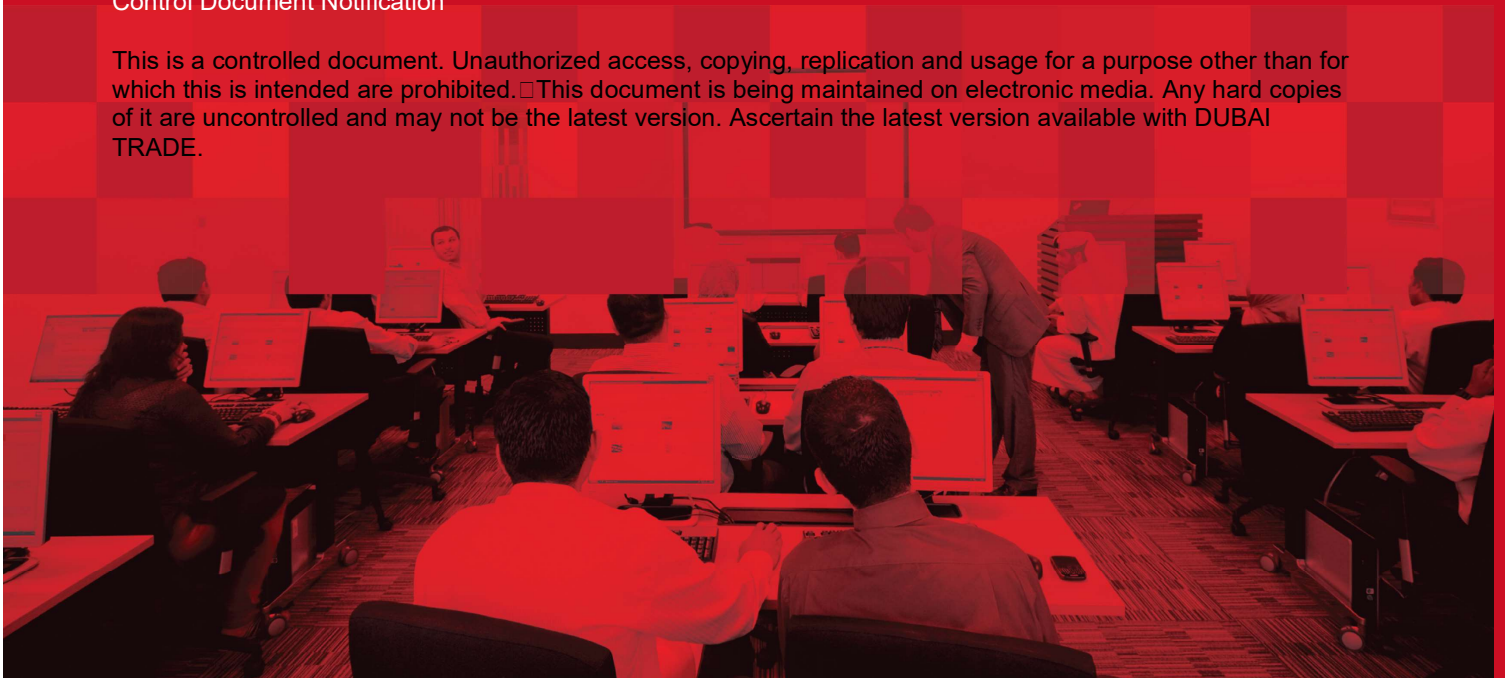
Manifest File – Upload

DOCUMENT DETAILS

Document Information

Document Name	Manifest File - Upload
Project Name	Manifest File - Upload
Business Unit	DP World
Author(s)	DT Training Dept.
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Manifest File – Upload

*This service enables Shipping Agents to Upload Cargo Manifest File to DP World. **Manifest File** is a set of Bill of Ladings gathered and generated in a text file through special EDI software such as **DPAMAN** or Customers own software.*
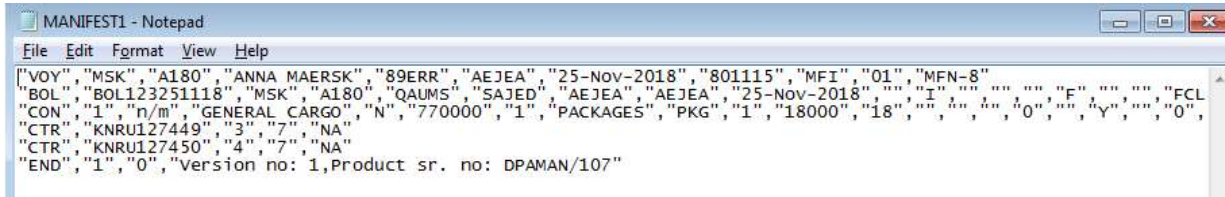
Navigation:

1. Login to **Dubai Trade**

2. Go to **Upload** from the menu on the left

3. Then Go to **Manifest File**

The below screen will be displayed

Manifest File – Upload

Procedure:

1. Choose and Upload the **File** created from EDI Software

    File Name* [Choose File] No file chosen

2. Select **NOC Type**

    NOC Type* -Select one- ▼

    -Select one- ▼
    -Select one-
    Voyage Agent
    Voyage NOC
    Split NOC

3. Select the **Main Agent** (Applicable if Voyage NOC or Split NOC Selected in **NOC Type**)

    Main Agent -Select one- ▼

4. Select the **LCL Delivery Location** for LCL shipments de-consolidation (Applicable for **LCL Shipment** only)
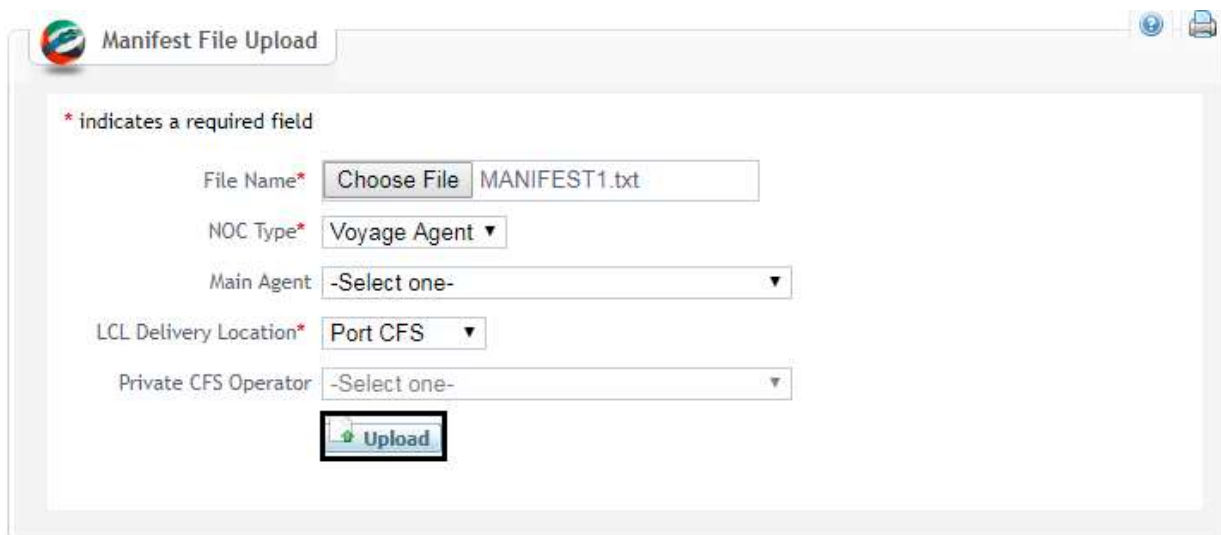
    LCL Delivery Location* -Select one- ▼

    -Select one- ▼
    -Select one-
    Port CFS
    Private CFS

5. Select the Private CFS (Container Freight Station) Operator for LCL shipments (Applicable if cargo is de-consoled at a private CFS owned by the Freight Forwarder)

    Private CFS Operator -Select one- ▼

6. Click **Upload**

    Manifest File Upload

    * indicates a required field

    File Name* [Choose File] MANIFEST1.txt
    NOC Type* Voyage Agent ▼
    Main Agent -Select one- ▼
    LCL Delivery Location* Port CFS ▼
    Private CFS Operator -Select one- ▼
    [⬆ Upload]

Manifest File – Upload

The below screen will be displayed

Manifest File Upload

Your file has been successfully received. The acknowledgment No is A180812377.
Please enquire after some time about status of processing the file using Delivery File Status Enquiry.   leep@dubaitrade.ae account.
This acknowledges receipt of mainfest file with a valid header & does not imply correctness of non-header content.

NOTE: *If the text file format uploaded is **incorrect** OR information in header information (**first line of the file**) is **incorrect** OR the information entered in the file is **NOT accepted** by the system (**example:** the field is for weight which requires **Numbers** to be entered but the field has **special characters** or **letters**) the file will not be accepted.*

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