



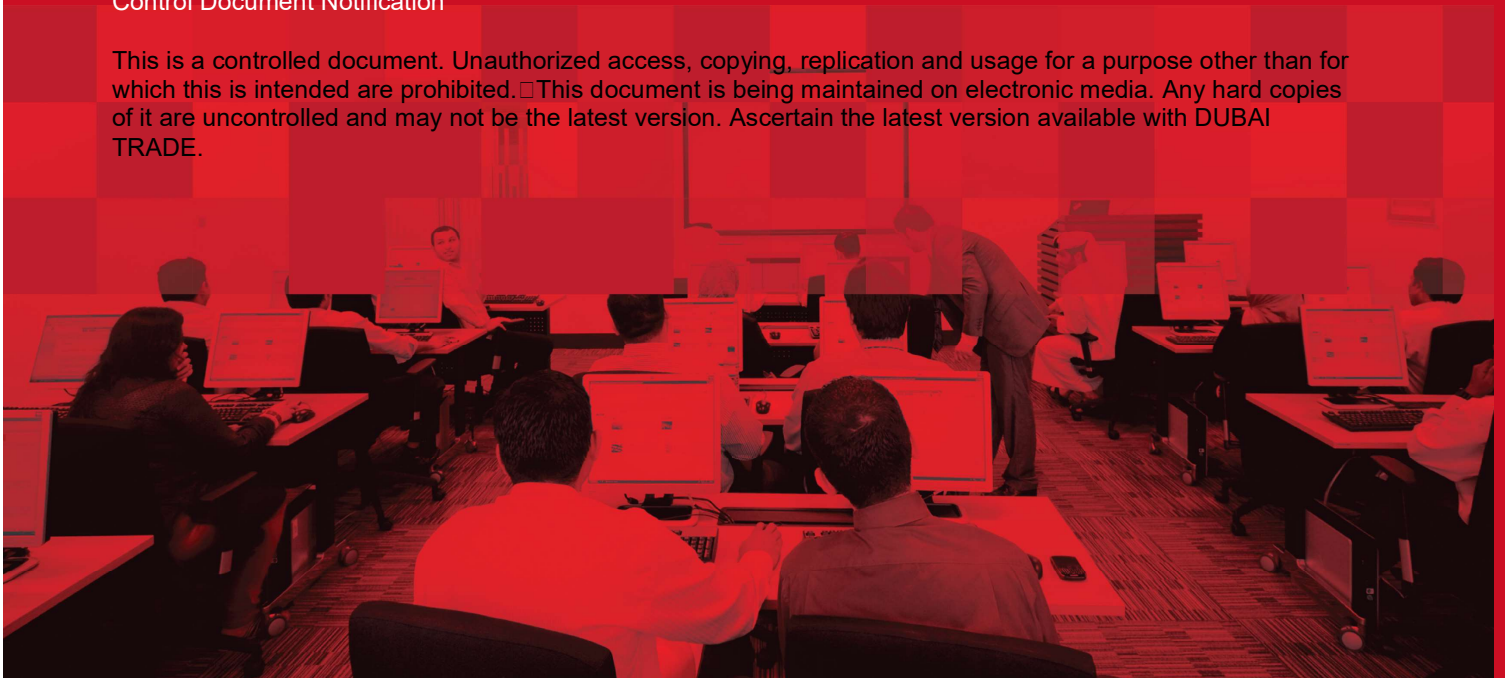
# DP World Manifest File – Upload User's Manual

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# Manifest File – Upload

## DOCUMENT DETAILS

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### Document Information

Document Name	Manifest File - Upload
Project Name	Manifest File - Upload
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	25 <sup>th</sup> Dec, 2018
Current Version	1.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

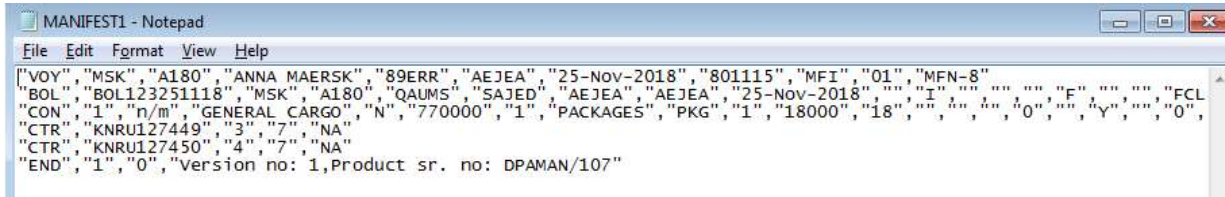
Version	Date	Name	Designation	Comments

### 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*

\* indicates a required field

File Name\*  No file chosen

NOC Type\*

Main Agent

LCL Delivery Location\*

Private CFS Operator

# Manifest File – Upload

## Procedure:

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

File Name\*  No file chosen

2. Select **NOC Type**

NOC Type\*

-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

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

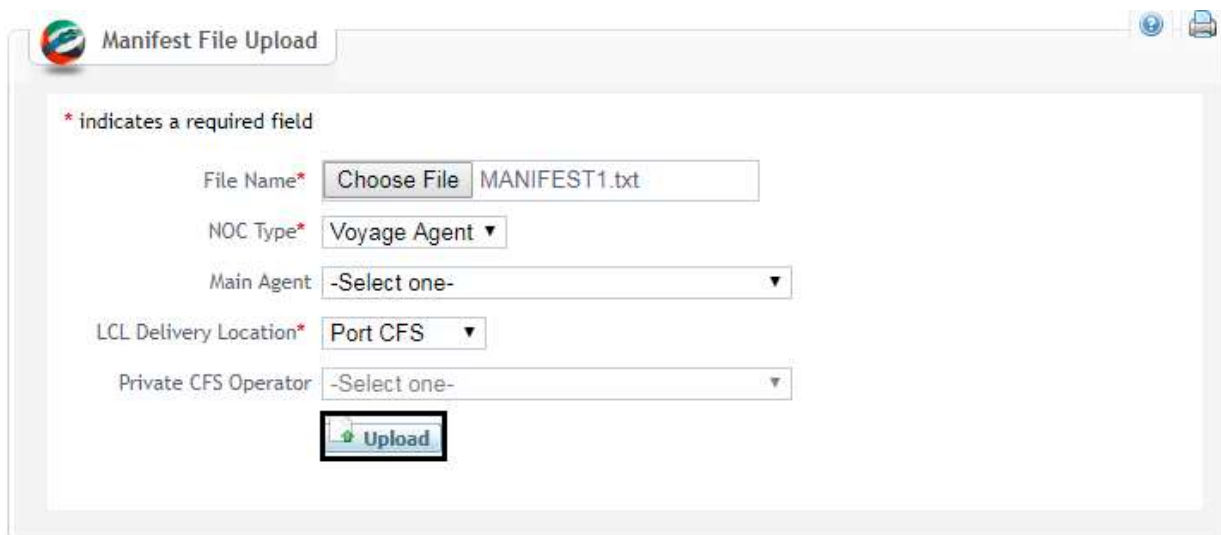
LCL Delivery Location\*

-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-consolidated at a private CFS owned by the Freight Forwarder)

Private CFS Operator

6. Click **Upload**



The screenshot shows a web application window titled "Manifest File Upload". It contains a form with the following fields and values:

- File Name\*:  MANIFEST1.txt
- NOC Type\*: Voyage Agent ▼
- Main Agent: -Select one- ▼
- LCL Delivery Location\*: Port CFS ▼
- Private CFS Operator: -Select one- ▼

At the bottom of the form, there is an **Upload** button with a green arrow icon, which is highlighted with a black border. A legend at the top left of the form indicates that an asterisk (\*) denotes a required field.

## Manifest File – Upload

The below screen will be displayed



**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.

## Manifest File – Upload

