DP World
Manage Trade+ DDO/DNOC - Amend Bill of Lading
User's Manual

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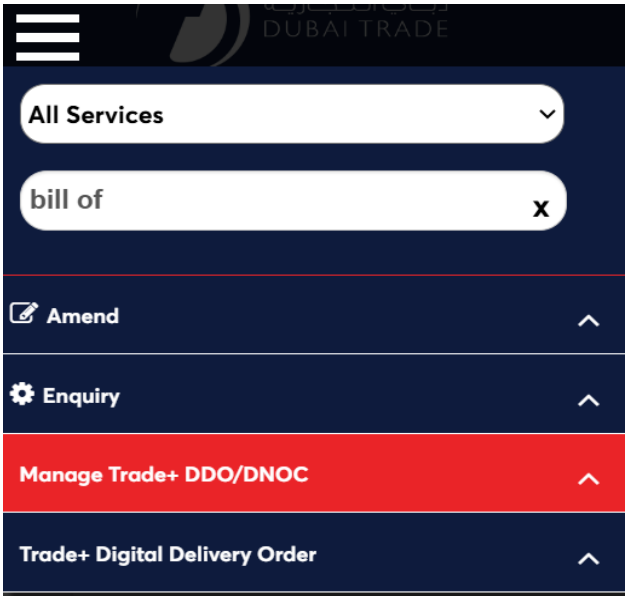
DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Amend Bill of Lading
Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
Last Updated Date	4th Feb, 2025
Current Version	1.0

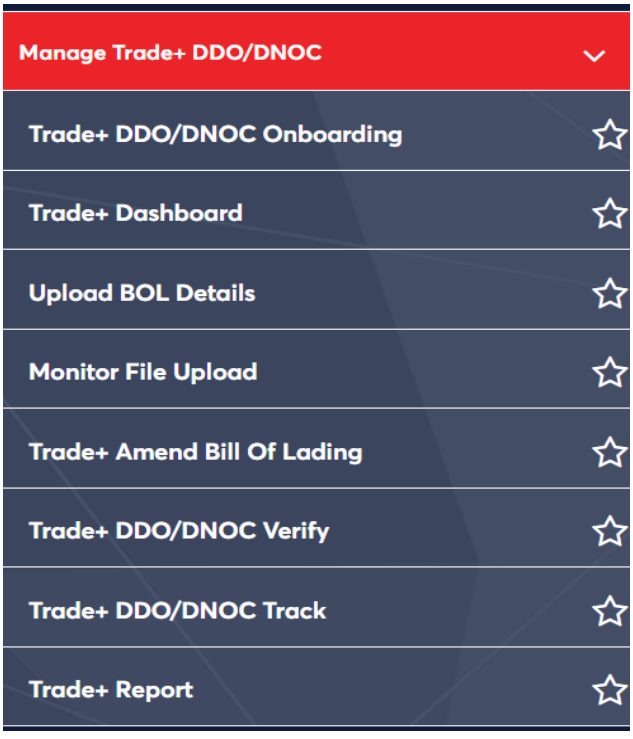
This service enables Shipping Agents to view BOL Details, Requesting Party Details, B/L Party Details, DO Party Details, Uploaded documents, BOL Invoice details and invoice copy and view/print payment confirmation slip.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **Manage Trade+ DDO/DNOC**



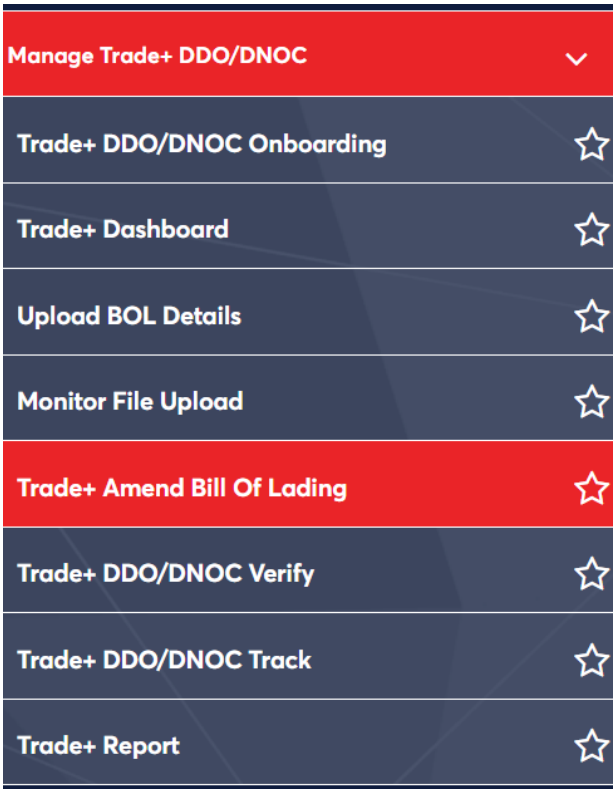
The below e-Services will be available



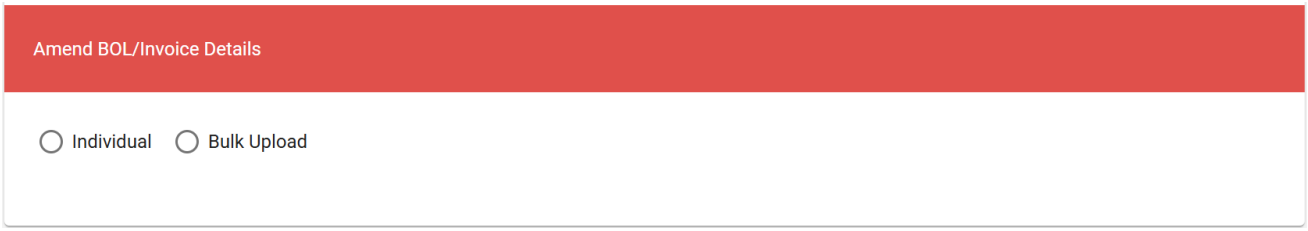
Manage Trade+ DDO/DNOC - Amend Bill of Lading

Procedure:

1. Click **Trade+ Amend Bill Of Lading**



The below screen will be displayed where you can select to amend ***Individual*** *or* ***Bulk Upload*** Bill of Lading

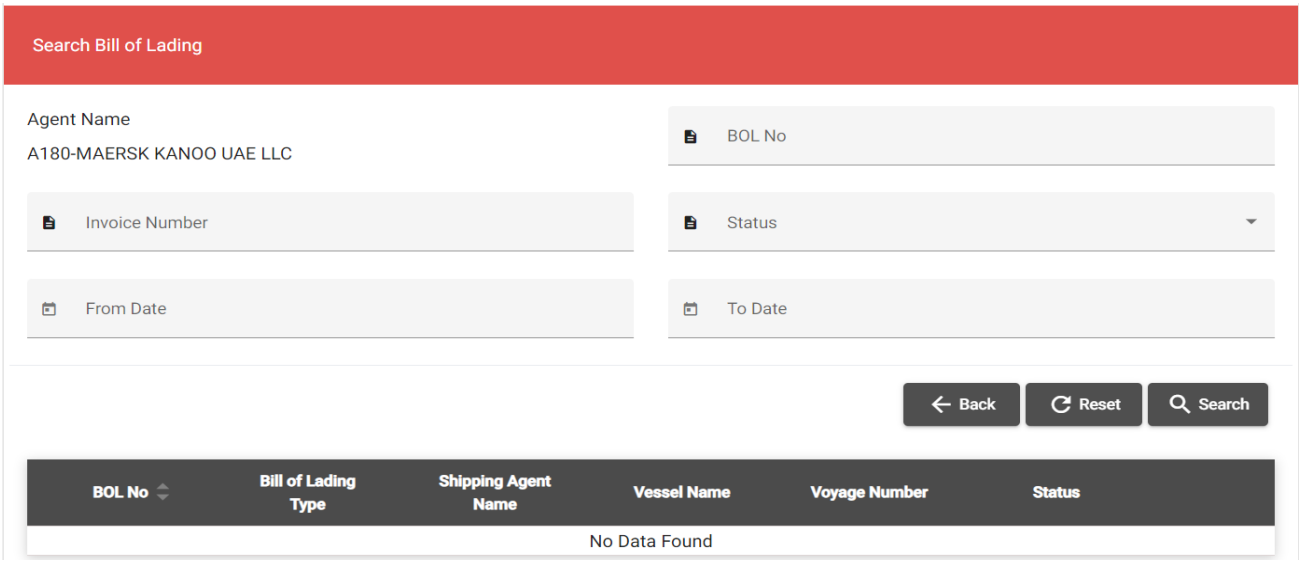


I. Individual Amend Bill of Lading

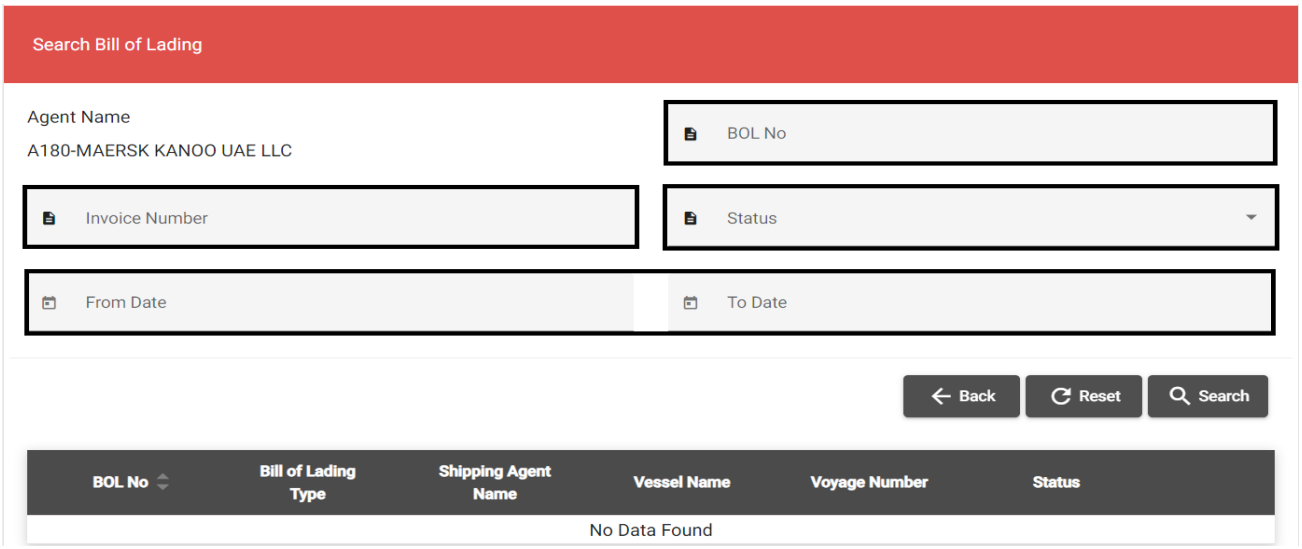
1. Select **Individual**

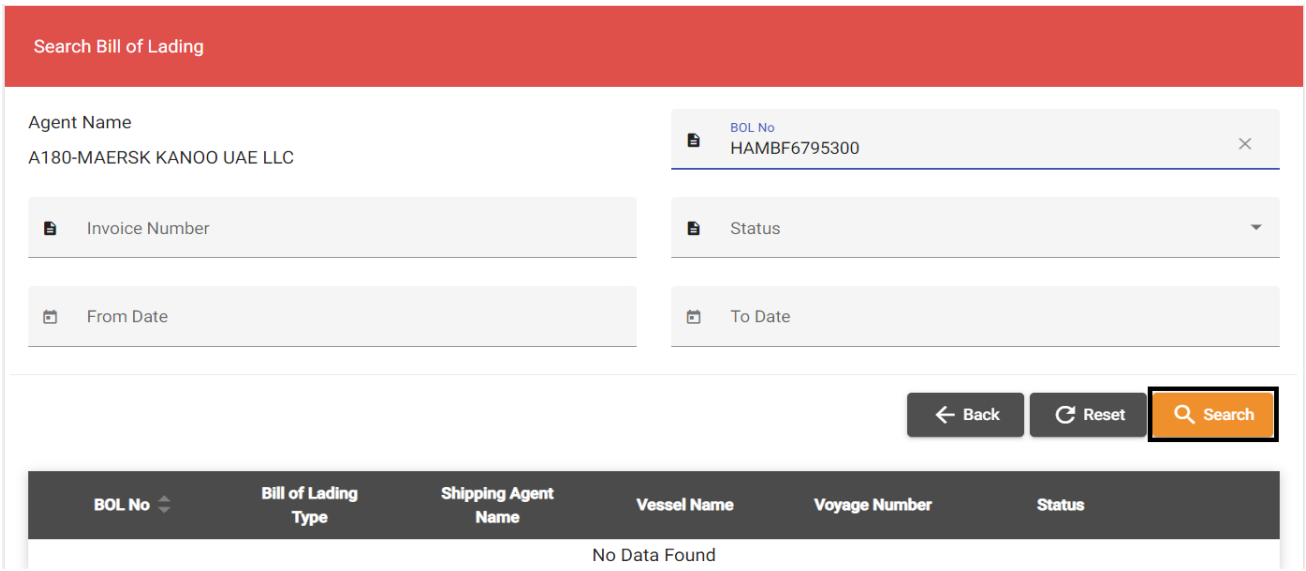


The below screen will be displayed

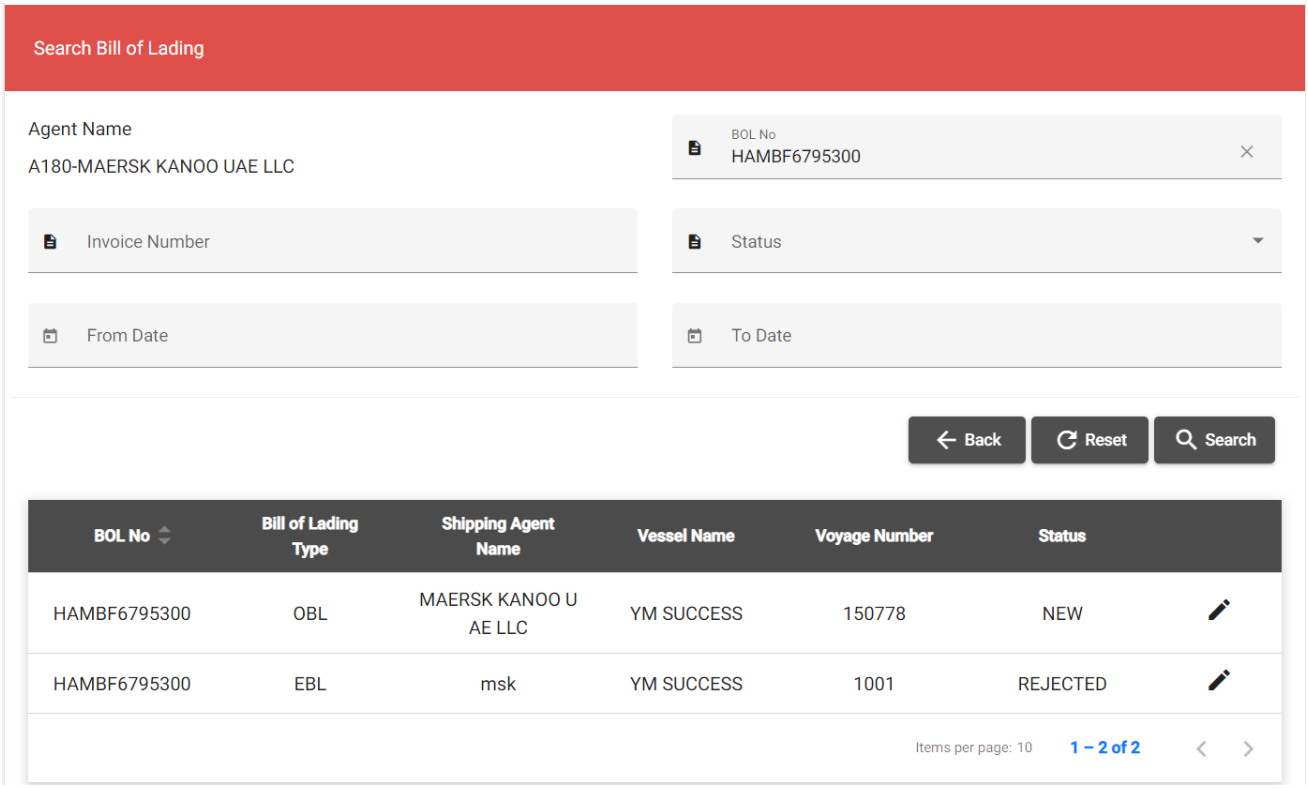


2. Enter the **search criteria** then click **Search**

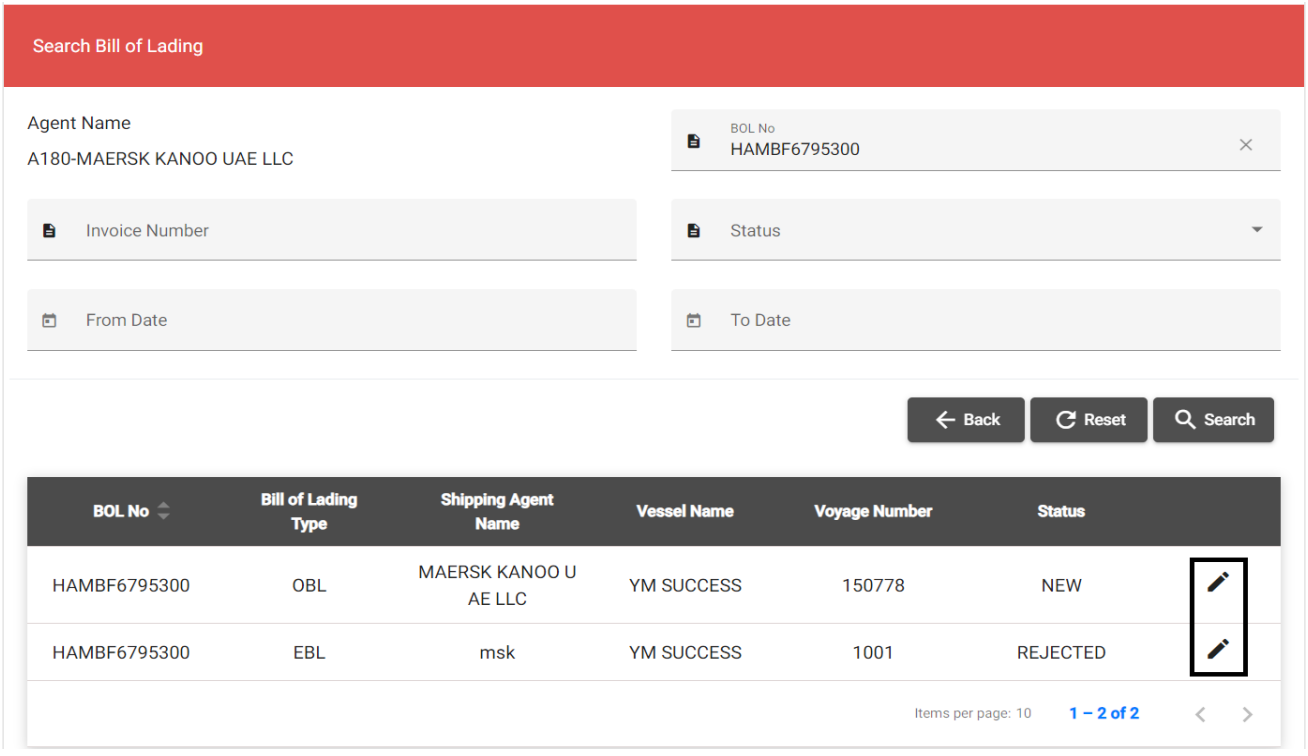




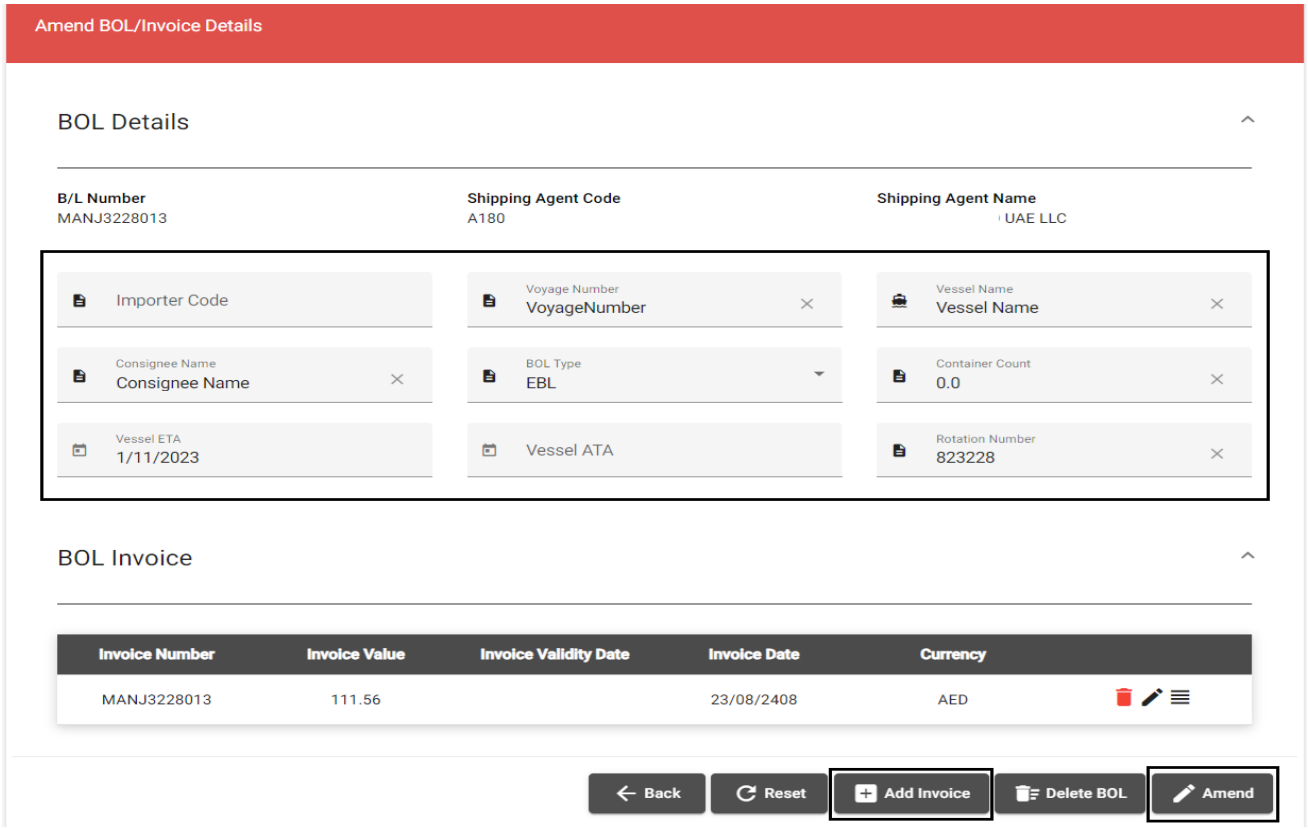
The below details will be displayed



3. Click " " to amend the BOL

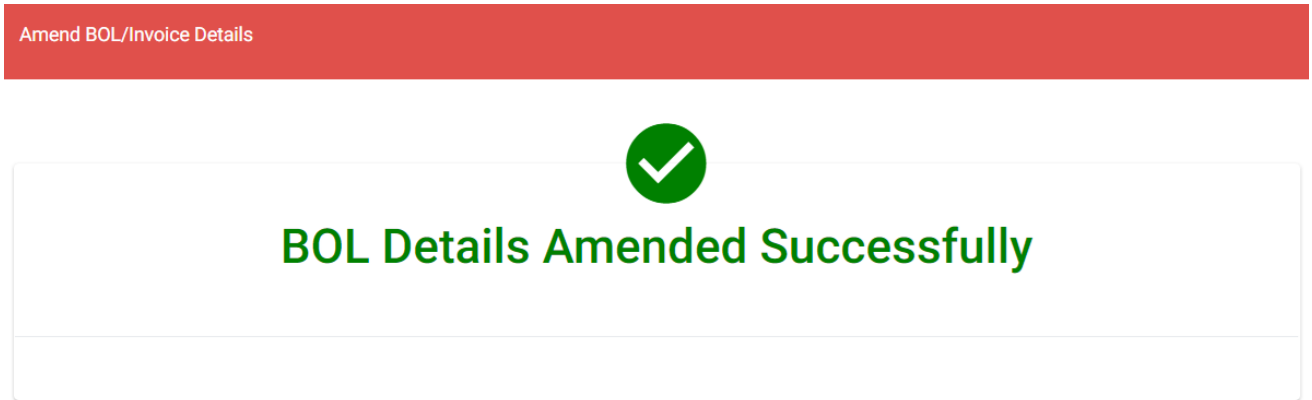


4. Amend the required details then click **Amend**



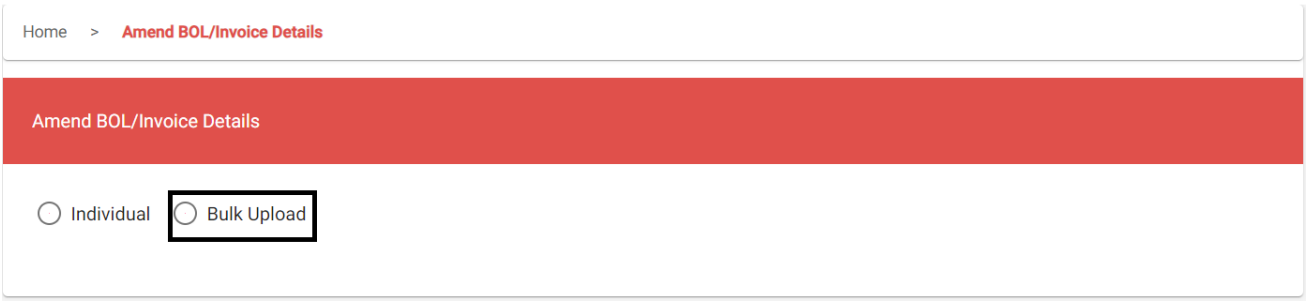
User can add additional Invoice if required.

The below confirmation will be displayed

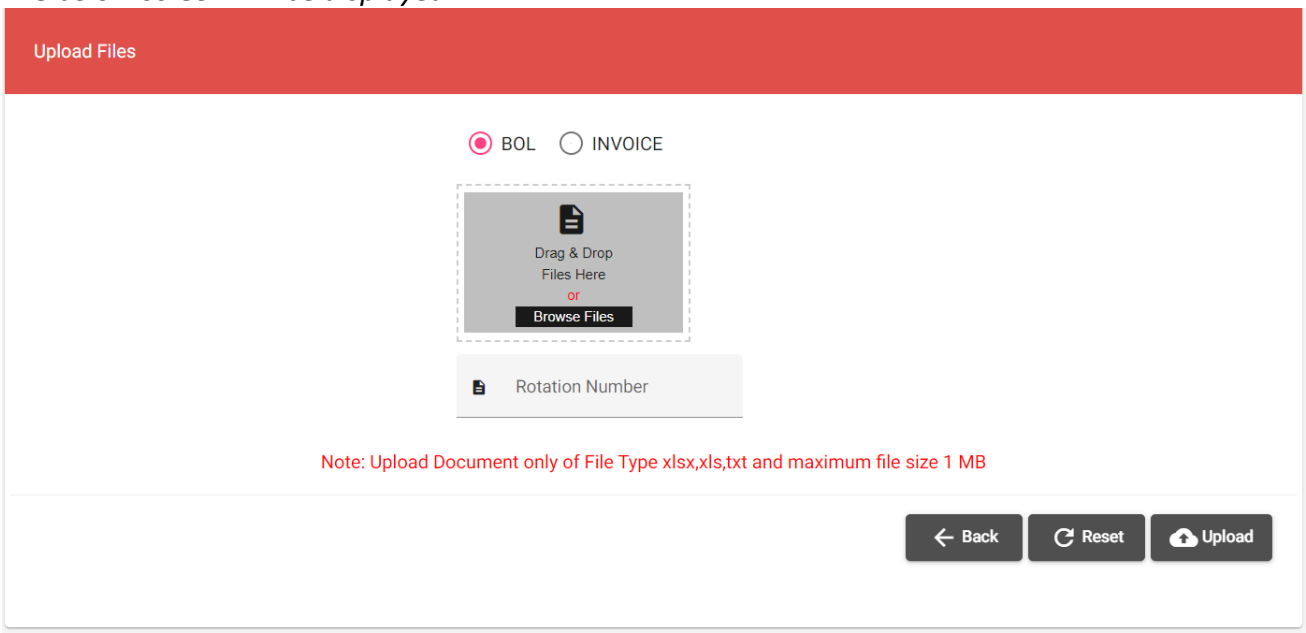


2. Bulk Amend Bill of Lading

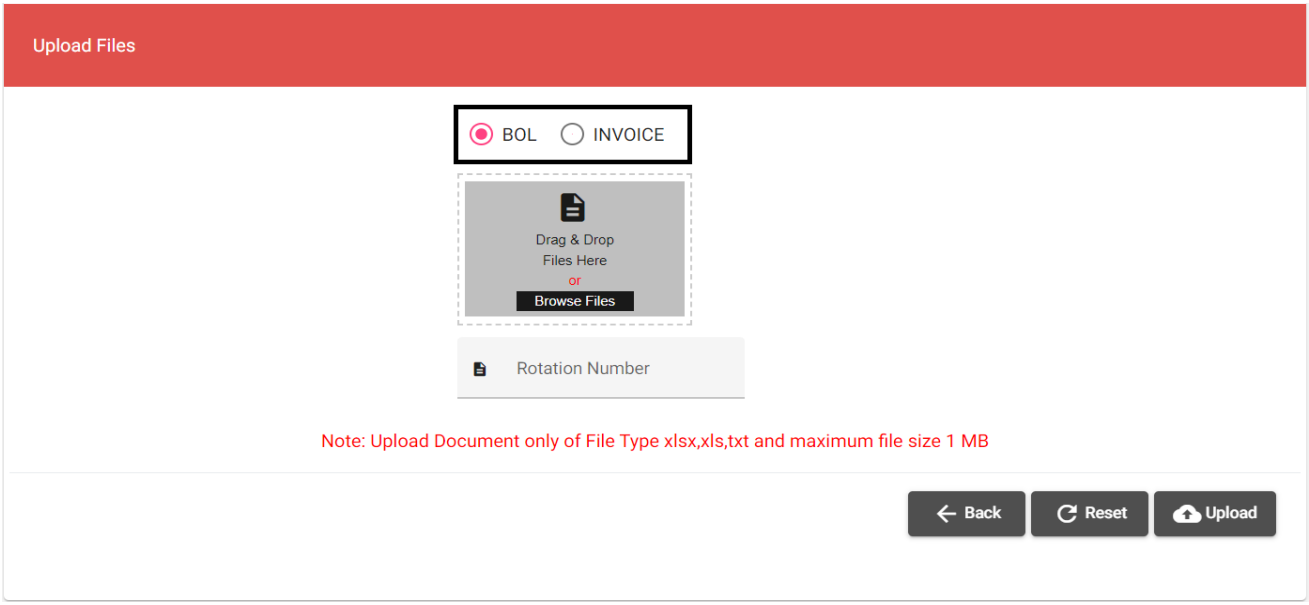
1. Select **Bulk Upload**



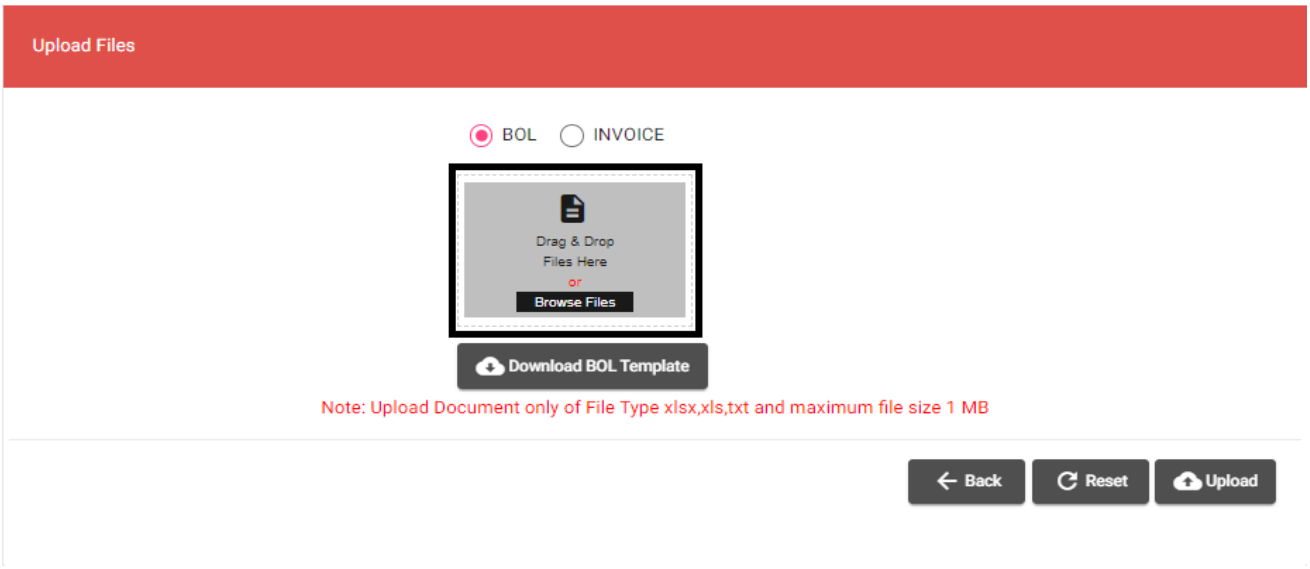
The below screen will be displayed



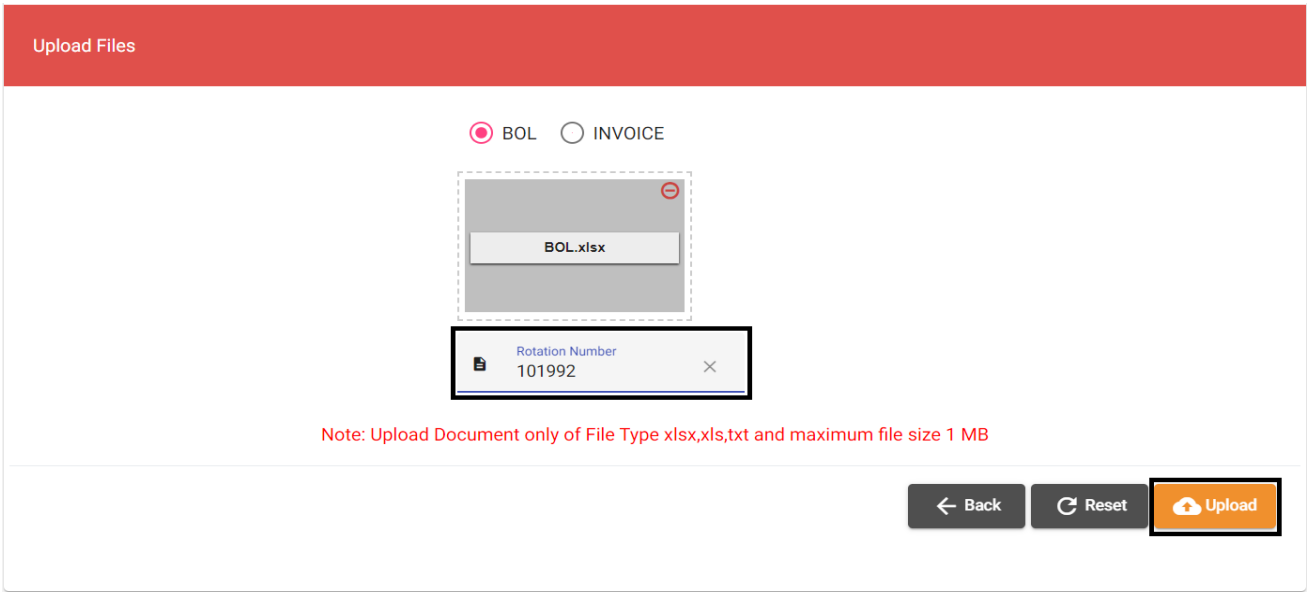
2. Select **BOL** OR **INVOICE**



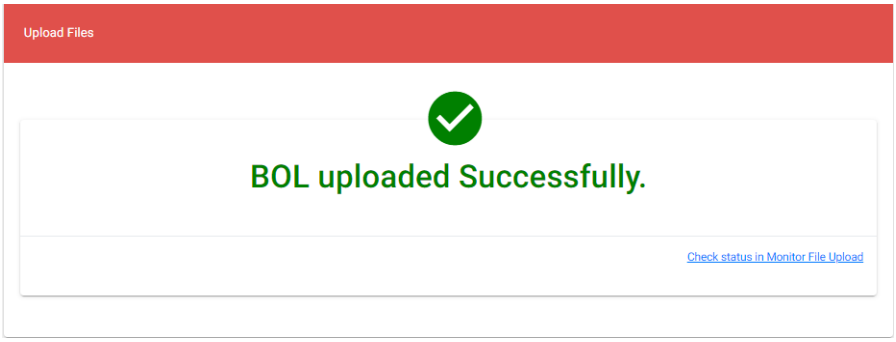
3. **Drag and drop** the file *OR* select the file from **Browse Files**



4. Enter the **Rotation Number** then click **Upload**



The below confirmation will be displayed



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