DMA
Publication of Charges – Submit Proof of Published Charges User's Manual

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Table Designs

DOCUMENT DETAILS

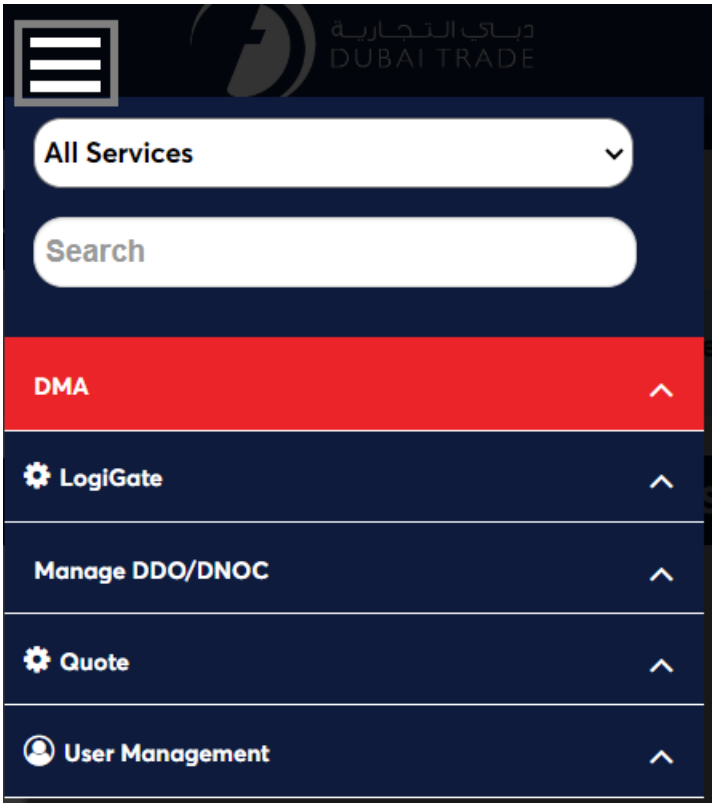
Document Name	Publication of Charges - Submit Proof of Published Charges
Project Name	DMA
Business Unit	DMA
Author(s)	DT Training Dept.
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Current Version	V 1.1

Introduction:

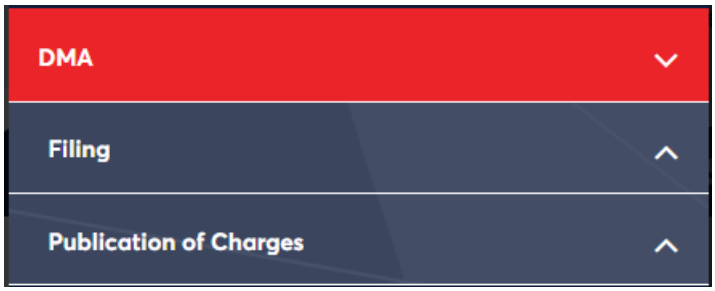
This service enables service providers to Submit and Expire Proof of Published Charges on Dubai Trade portal.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **DMA**

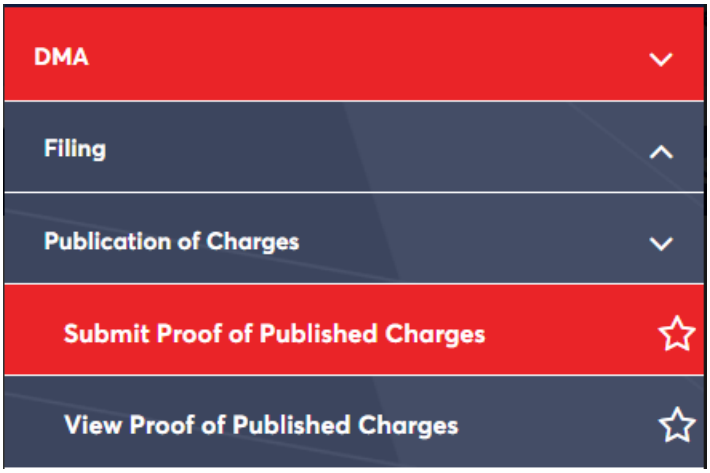


4. The below e-Services will be available

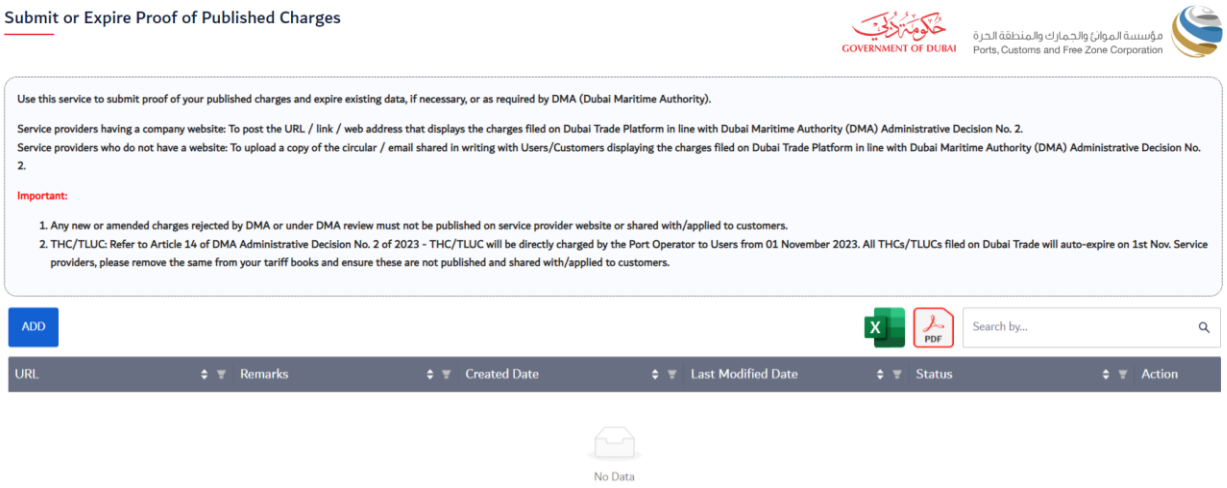


Procedure:

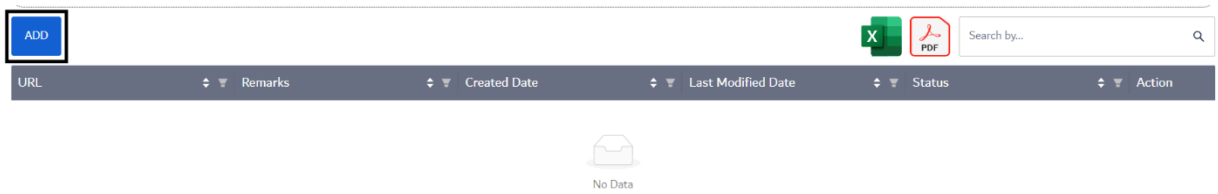
1. **Click** on "Publication of Charges" *then* **click** on "Submit Proof of Published Charges":



The below screen will be displayed

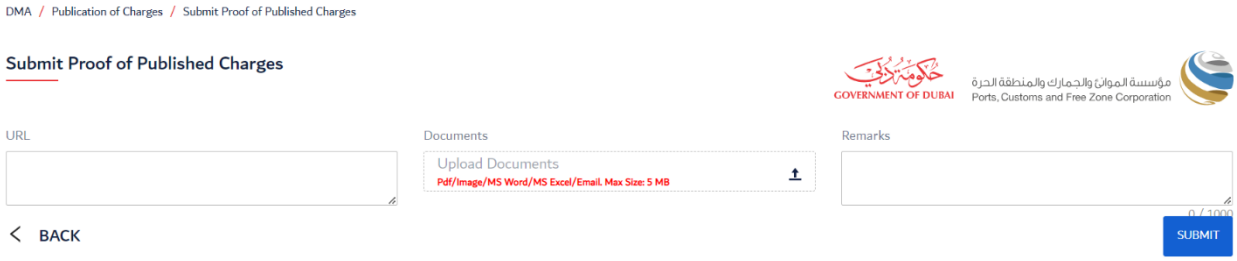


2. **Click** on "ADD"

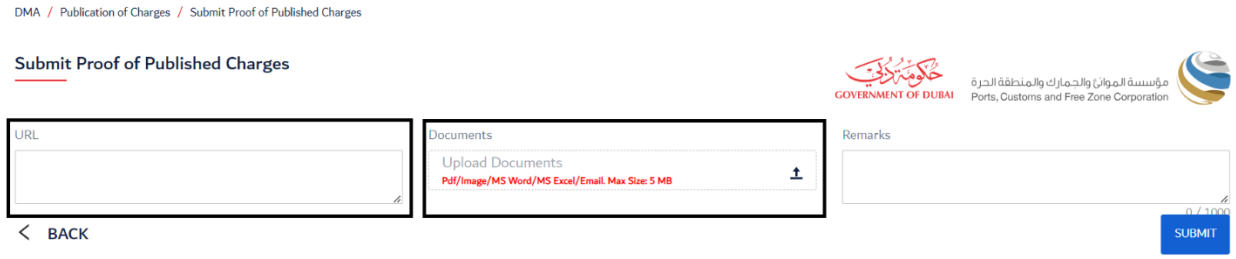


Shipping lines and freight forwarders require to select the line from the drop-down list first.

The below screen will be displayed

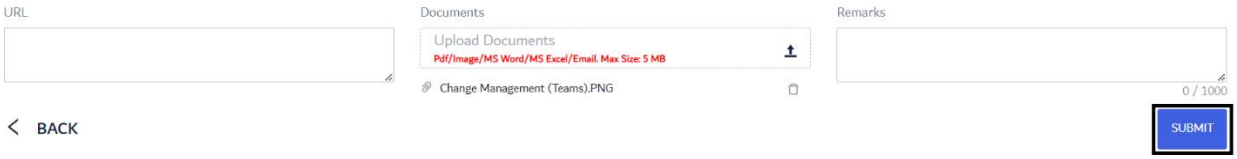


3. **Enter** a "URL" *and/or* **upload** a "Document" in the specified fields



The "Remarks" field is optional. The "Documents" field will allow <u>FIVE</u> uploads at a time.

4. **Click** on "Submit"



5. **Click** on the " " Icon to view the attachment/s

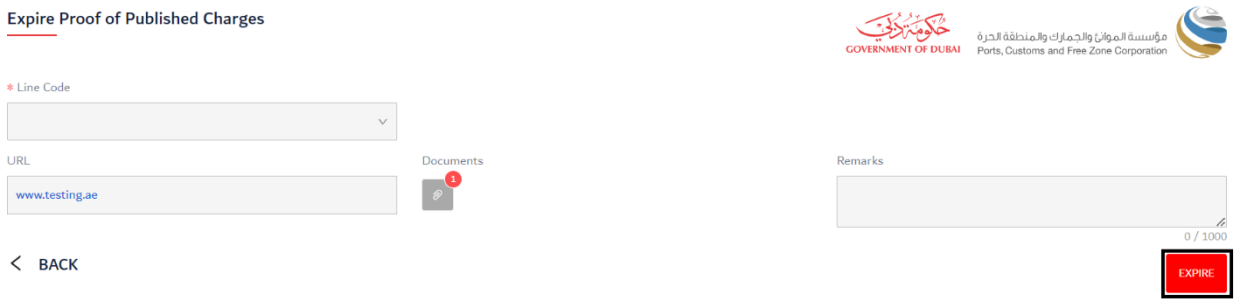


Reports can be downloaded as Excel or PDF by clicking on their respective icons

6. **Click** on the "" icon to expire the Proof of Published Charges



The below screen will be displayed



You may "Expire" the current submission and add a new Proof of Published Charges.

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