



دبي التجارية
DUBAI TRADE

DP World Manage Trade+ DDO/DNOC – Onboarding User's Manual

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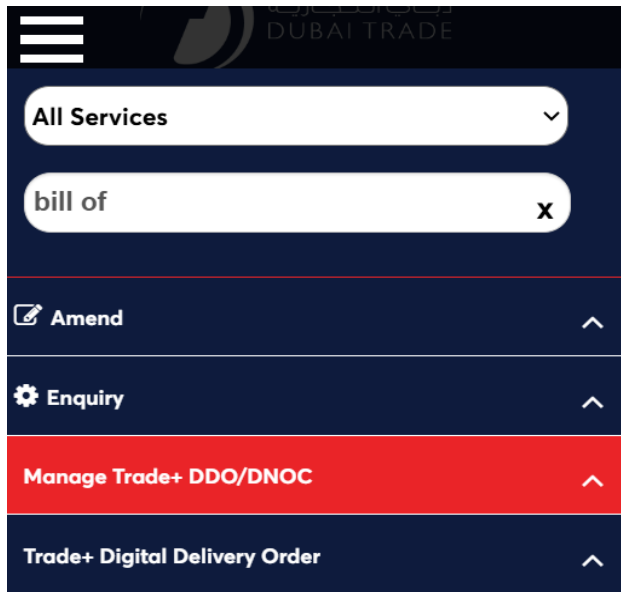
DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Onboarding
Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
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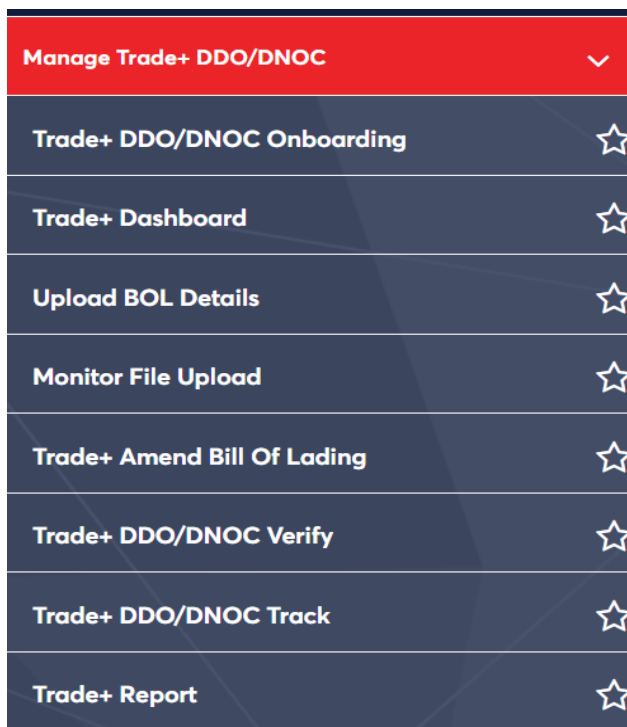
This service enables the Shipping Agents and Freight Forwarder to allow their Importers to complete all Shipping Agent formalities to receive the Digital Delivery Order.

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 - Onboarding

Procedure:

1. Click **Trade+ DDO/DNOC Onboarding**

Manage Trade+ DDO/DNOC	▼
Trade+ DDO/DNOC Onboarding	☆
Trade+ Dashboard	☆
Upload BOL Details	☆
Monitor File Upload	☆
Trade+ Amend Bill Of Lading	☆
Trade+ DDO/DNOC Verify	☆
Trade+ DDO/DNOC Track	☆
Trade+ Report	☆

2. Enter the required company details

Home > **DDO Onboarding**

DDO ONBOARDING








In order to onboard you to our services, we need to confirm and verify your identification process.

<input type="text" value="Company Name"/>	<input type="text" value="Trade License Number"/>	<input type="text" value="Company Email"/>
<input type="text" value="Company Address"/>	<input type="text" value="Company Phone number"/> Use Format 971-xx-xxxxxxx	<input type="text" value="Short Name"/>
<input type="text" value="Signatory Name"/>	<input type="text" value="Signatory Email"/>	<input type="text" value="Signatory Phone Number"/> Use Format 971-xx-xxxxxxx
<input type="text" value="Finance Email"/>		

Manage Trade+ DDO/DNOC - Onboarding

3. Enter the **Bank Information**

Bank Information

 Bank Name 	 City 	 IBAN Number
 Bank Address 		
Would you like to use payment credit service as payment option for transactions? <input type="radio"/> Yes <input type="radio"/> No		



Enabling "payment credit service" allows all or some of your customers to utilize a credit facility

4. **Upload** the required documents, Read and Agree the "Terms and Conditions" box, *then* click **SUBMIT**

Upload Documents

Documents uploaded will be verified with the team for contract approval.

Trade License *  Drag & Drop Files Here or Browse Files <small>Trade license copy is Required</small>	Signatory Id *  Drag & Drop Files Here or Browse Files <small>Signatory Id is Required</small>	Bank Letter *  Drag & Drop Files Here or Browse Files <small>Bank Letter is Required</small>
Signatory Authorization Letter *  Drag & Drop Files Here or Browse Files <small>Signatory Authorization Letter is Required</small>	Company Logo  Drag & Drop Files Here or Browse Files	

[Signatory Authorization Letter Template here](#)



I agree to the [Terms and Conditions](#)

Please agree to the Terms and Conditions

SUBMIT



Click the link "Signatory Authorization Letter Template here" to download the template

The below confirmation screen will be displayed



**Your request has been registered with us successfully.
You will be notified on your email.**

*To check your onboarding status click on **Trade+ DDO/DNOC Onboarding** again*

