



دبي التجارية
DUBAI TRADE

Submit Request User's Manual

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Submit

Table Designs

DOCUMENT DETAILS

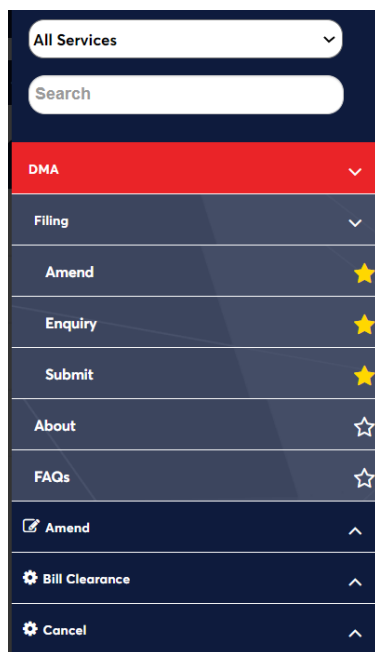
| | |
|-------------------|-------------------|
| Document Name | Submit Request |
| Project Name | DMA |
| Business Unit | DMA |
| Author(s) | DT Training Dept. |
| Last Updated Date | 17/05/2023 |
| Current Version | V 1.1 |

Introduction:

This manual is to walk you through the steps on filing of tariffs within the maritime and logistics sector as required by the Dubai Maritime Authority. In addition to the tariff submission eService, there are eServices enabling amendment and enquiry of existing tariffs (please be referred to separate user manuals).

Navigation:

1. Login to **Dubai Trade**
2. Go to **DMA**
3. Then under **Filing** go to **Submit**



The below screen will be displayed



Submit

Procedure:

1. Select the line from the registered shipping line list (if applicable)

DMA / Filing / Submit Tariff

Submit Tariff

Select Line

Download Sample Template UPLOAD ADD

Tar... Co... Car... Un... Rate VAT Val... Val... Status Action

No Data

2. Click the **ADD** button to add a new tariff

Or

Click the **UPLOAD** button to upload tariff Template file from the device and then click Submit



You can download the template by clicking on "Download Sample Template" button. The first row of the template will indicate which columns are mandatory, optional and auto-generated. Please do not edit the columns in the template that are auto-generated. Potential free text remarks can be added in column S.

On clicking the **ADD** button, the following screen appears to enter Tariff details

Add New Tariff

Line

Trade Type

Tariff Category

Tariff Description(Std)

Tariff Description(Non-Std)

Tariff Code

Unit Of Measurement

Container Size

Cargo Type

Currency

VAT


Remarks

0 / 1000

Submit

3. Enter the following details:

| Field | Description |
|---------------------------------------|---|
| Tariff Type | Mandatory choice between "Import" and "Export" |
| Tariff Category | Mandatory choice from dropdown list including 30 items of which 23 are standardized tariffs and 7 are miscellaneous (non-standardized) items |
| Tariff Description – Standardized | If a standardized option has been chosen in "Tariff Category", then this column is auto populated with a pre-defined description |
| Tariff Description (Non-standardized) | If a miscellaneous option has been chosen in "Tariff Category", a free text description of the tariff is mandatory in this field |
| Line Tariff Code | Mandatory free text field |
| Unit of Measurement | Mandatory choice between four dropdown values "Per Container", "Per Container/Day", "Per Document", "Per Seal", "Per Freight Ton", "Per Freight Ton/Day", with the possible choice options being pre-defined for each tariff category |
| Container Size | Mandatory choice from pre-defined dropdown values ("20", "40", "45", "Any container size" or "N/A") |
| Cargo Type | Mandatory choice from pre-defined dropdown values ("Dry", "Reefer", "Hazardous", "Out-Of-Gauge", "Misc.") |
| Currency | Mandatory choice between "AED" and "USD" |
| VAT | Mandatory choice from "Exempted", "Zero Rated" and "Standard Rated" |
| Remarks | Optional free text field |

4. Click on  to enter Rate Details:

Rate Details



| Valid From | Valid To | Slab | Slab Variable Description | Rate | Operation |
|--|----------|------|---------------------------|------|-----------|
|  No Data | | | | | |

Submit


5. Enter the following details:

Rate Details


* Valid From

Valid From 

Valid To

Valid To 

* Slab

Slab 

CLOSE

SAVE


| Field | Description |
|---------------------------|--|
| Valid From | Start date for validity of slab rate. Mandatory field (Should be less than or equal to current date) |
| Valid To | Final date for validity of slab rate. Non-mandatory field (Should be greater than or equal to current date) |
| Slab | "Single" to be chosen if the rate does not depend on any further variables. "Multiple" to be chosen if the rate changes with other variables, e.g., #days, #containers |
| Slab Variable Description | Only displays in case "Multiple" option has been chosen for Slab. Mandatory choice between "Per Document", "Per Container", "Per Day", "Per Seal", "Per Freight Ton" |




If multiple slab is selected, you need to select Slab Variable Description and enter multiple Slab Rate details.

Rate Details


* Valid From

Valid From 


Valid To

Valid To 

* Slab

Multiple 

* Slab Variable Description

Slab Variable Description 

Slab Rate



| Slab From | Slab To | Rate | Operation |
|-----------|---------|------|-----------|
|-----------|---------|------|-----------|



No Data

6. Click on **SAVE**

SAVE

Submit

- After Adding all tariff details, click on “Submit” to submit the request OR “Discard” to Discard all changes

Submit Tariff

Download Sample Template UPLoad ADD

Search by...

| Trade Type | Tariff Cat... | Tariff Code | Tariff Desc... | Container... | Cargo Ty... | Unit of Me... | Rate | VAT | Valid From | Valid To | Status | Action |
|------------|---------------------|-------------|-----------------------|-------------------------|--------------|---------------|----------|---------------------|------------|----------|--------|---|
| Export | SERVICE - Overwe... | IMP21 | Container overweig... | All - Any container ... | Out-of-gauge | Per Container | Multiple | Standard rated - 5% | 12-Mar-23 | | Valid |   |
| Import | SERVICE - Overwe... | IMP21 | Container overweig... | All - Any container ... | Out-of-gauge | Per Container | Multiple | Standard rated - 5% | 12-Mar-23 | | Valid |   |



1-2 of 2 items < 1 >

Disclaimer: Tariff details are saved as draft, unless submitted

DISCARD SUBMIT



*If the template upload option has been chosen, the service will validate all tariff entries, user can view error messages by clicking on the error status and will be able to **edit/delete** each entry by clicking on Action buttons*

| Trade Type | Tariff Cat... | Tariff Code | Tariff De... | Contain... | Cargo Ty... | Unit of ... | Rate | VAT | Valid From | Valid To | Status | Action |
|------------|-------------------|-------------|--------------------|----------------------|--------------|---------------|----------|----------------------|------------|----------|--------|---|
| Export | SERVICE - Over... | IMP21 | Container overw... | All - Any contain... | Out-of-gauge | Per Container | Multiple | Standard rated - ... | 12-Mar-23 | | Error |   |

- The confirmation page will display



Tariff data submitted successfully.

NEW TARIFF

NOTIFY

9. Click on "Notify" to Email the confirmation of submitted tariff(s) to yourself and CC other recipients, Use Comma separator to add multiple mail ID's.

Send Email Notification

* To

CC

Use Comma separator to add multiple mail id's

BACK

SUBMIT

