

### **BOL File Upload Instructions**

- The BOL file must be in .xls, .xlsx, .txt format and all fields are mandatory.
- We recommend generating the BOL file directly from your ERP system. If this is not possible, please populate the fields manually.
- Each BOL file must be uploaded for a unique rotation number.

#### **The following fields need to be populated in the BOL file:**


- **BOL No.:** This is the Bill of Lading Number present on the B/L. No Special Characters. No spaces.
- **Bill of Lading Type (B/W):** B – Original Bill of Lading, W- Seaway Bill of Lading/Express Bill of Lading. For Original Bill of Lading, the Shipping Agent/Freight Forwarder (SA/FF) requests the importer/clearing agent to send the hard copy of the original bill of lading (OBL) to the SA/FF's premises. The SA/FF will only release the Digital Delivery Order (DO) once the OBL has been received and verified.
- **Invoice Number:** Each B/L will have a payment against it. For example, it could be a freight invoice, a detention invoice, a local charges invoice or any other invoice. If one B/L has multiple invoices, the invoice number and invoice value changes, other details remain the same. One row can have only one invoice value. For example, if one B/L has two invoices due (one freight invoice and one local charges invoice), then populate the data in two rows.
- **Invoice Value:** The DO requester will have to make full payment of this value and cannot pay partially. If the shipping agent or freight forwarder needs to add an additional invoice after the BOL file has been uploaded and the DO has been requested, they can return the DO request and add the additional invoice.
- **Invoice Issue Date:** The date format for this field, and all other date fields has to be in the "ddmmyyyy" format, with no special characters or spaces. Preferably store this as text format in the excel file.
- **Invoice Type:** The invoice type should be set to the static value of BBL. BBL refers to the default invoice type of "Other" and should not be changed.
- **Berth Date & Time**
- **Invoice Party:** The party who is responsible for paying the invoice for the goods.
- **Vessel Name:** Present on the B/L
- **Vessel ETA:** The date format for this field, and all other date fields has to be in the "ddmmyyyy" format, with no special characters or spaces. Preferably store this as text format in the BOL file.

- **Voyage Number:** Present on the B/L
- **Shipping Agent Name:** The name of the shipping agent will be automatically selected when you log in to your account and issue a Digital Delivery Order.
- **Shipping Agent Code:** The shipping agent code will be automatically selected when you log in to your account and issue a Digital Delivery Order.
- **BL Consignee:** The consignee is listed on the bill of lading.
- **Dubai Trade Security:** The Dubai Trade security code is a static value of "T05FIFNISVBQSU5HA123". This code should not be changed.
- **Email:** The email address that will receive the arrival email notification. The requester will need to log in to Dubai Trade and request a Digital Delivery Order (DDO).
- **Rotation Number:** One BOL file can contain multiple rotation numbers. If the BOL file contains multiple rotation numbers, then you can enter any one of the rotation numbers (present in the BOL File) in the 'Upload BOL Details' service (see screenshot below). The system would prioritize the rotation number entered in the BOL file over the rotation number entered in the 'Upload BOL Details' service.

The below page can be found by navigating to the Manage DDO/DNOC→Upload BOL Details service.

Upload Files

☒ BOL   ☐ INVOICE




Drag & Drop  
Files Here

or

[Browse Files](#)

[Download BOL Template](#)

 Rotation Number

Note: Upload Document only of File Type xlsx,xls,txt and maximum file size 1 MB

[Reset](#)   [Upload](#)

Once the BOL file has been uploaded:

- Click on the Invoice tab (present next to the BOL tab), and upload the invoice/invoices.
- For more information on the format of uploading invoices, please refer the "Invoice Specification" file.
- After successfully uploading the BOL file, navigate to the "Monitor File Upload" page to verify that the file was uploaded successfully. Please note that it may take a few minutes for the file to be processed.