



دبي التجارية
DUBAI TRADE

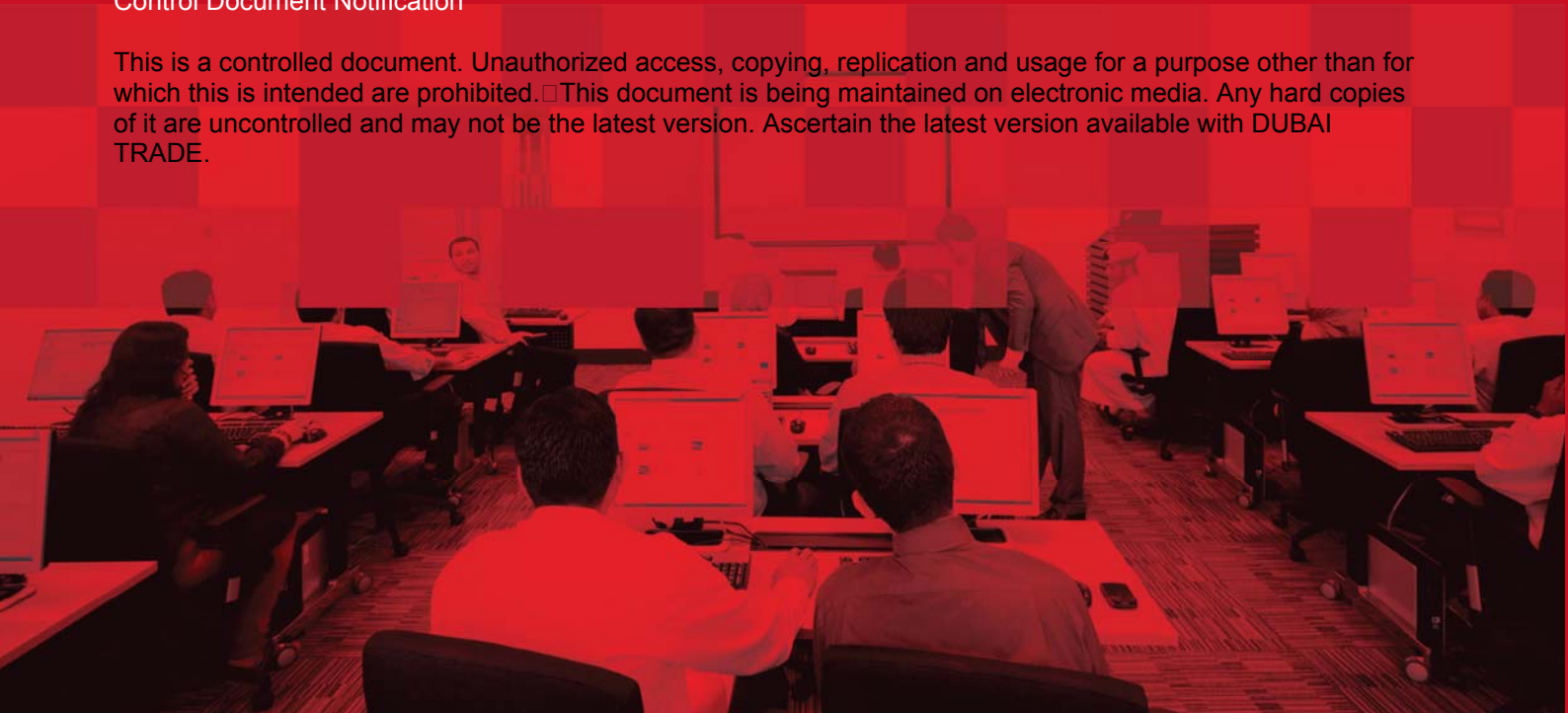
How to add Customs Truck Release service on DT

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DOCUMENT DETAILS

Document Information

Document Name	Add Truck Release service
Project Name	Customs user manuals
Business Unit	Dubai Customs
Author(s)	DT Training Dept.
Last Updated Date	21 st August 2016
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

1. Login to Dubai Trade as an Admin/Authorized Person
2. Go to Request > Amend Profile



Note: if you are unable to see this service, kindly make sure that you have logged in as an Authorized person.

3. Go to Manage Service



New Facility



View/Amend User



New User



Change of Authorized Person



Manage Representative Card

System will display the following screen

Phone (Country - Area - Number): [Redacted]
 Email: [Redacted]
 Website: [Redacted]
 Chartered Flight Handler: ☐

Fax (Country - Area - Number): [Redacted]
 Operational Email: [Redacted]
 NOC Number: 89

Users

[Amend Services](#)

User ID	First Name	Middle Name	Last Name	User Code	Status
UFO	UAT		Test user	110975524	Active
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

4. Select user ID to which you are adding the service

5. Click Amend Services

Users

[Amend Services](#)

User ID

6. Select the role (Broker/Trader rep.)

7. Click on “Add” button

8. Select the service(s) to be added

Services

[Add](#)

Select Service to Assign to User Role

* Service Name:

[Cancel](#)

9. On top of the page, enter your remarks and click on “Submit”

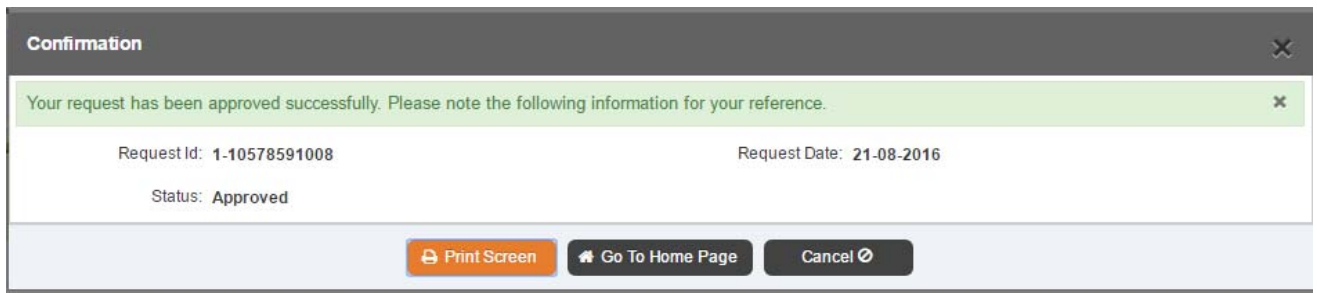
Amendment Request

[Save Draft](#) [Submit](#) [Cancel Request](#) [Go to Home Page](#)

Request Id: 1-10578591008
 Request Type: Amend User Services

Request Status:
 * Reason for Amendment:

10. Request will be approved and service will be available immediately



11. Login to the user id and start using inspection services

