



دبي التجارية  
DUBAI TRADE

# How to add Customs VCC services on DT

## Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

## Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



## DOCUMENT DETAILS

---

### Document Information

Document Name	Add VCC services
Project Name	Customs user manuals
Business Unit	Dubai Customs
Author(s)	DT Training Dept.
Last Updated Date	27 <sup>th</sup> Feb 2014
Current Version	1.0

### Revision History

Version	Date	Author	Designation	Description of change

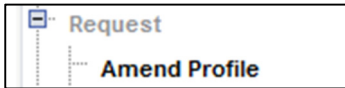
### Approval History

Version	Date	Name	Designation	Comments

### Distribution

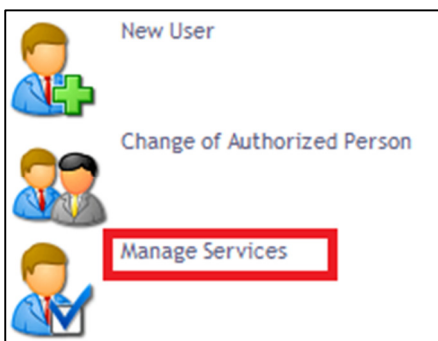
Version	Location

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



**Note:** if you are not able to see this service kindly make sure you have logged in as an Authorized person.

3. Go to **Manage Services**



System will display the following screen

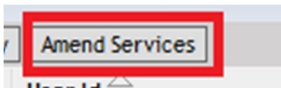
 A screenshot of the 'Client Profile Details' form. The form is divided into several sections:
 

- Business Details:** Includes fields for Business Code, Business Name, Business Name (Arabic), Registration Category (Emirates based companies), No. Of Employees, Business Contact Details (Phone, Fax, Email, Operational Email, Website).
- License Details:** Includes fields for License Number, License Type (Industrial), Issuing Authority (Ministry of Finance and Industry), Issued Date (3/27/2004), Expiry Date (8/6/2013), and Renewal Date (9/30/2012).
- Emirates Post License (EPL) Details:** Includes fields for EPL Number, Issue Date, and Expiry Date.
- Users:** A table with columns: User Id, First Name, Middle Name, Last Name, User Code, and Status. The table shows two active users.

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



5. Click **Amend Services**

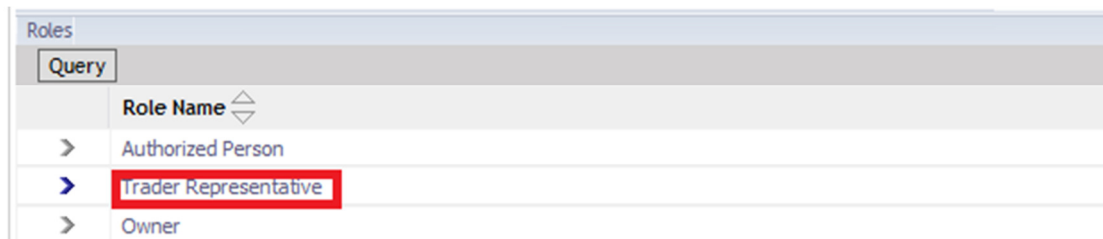


6. Select the role “**Trader Representative** or **Broker Representative**”

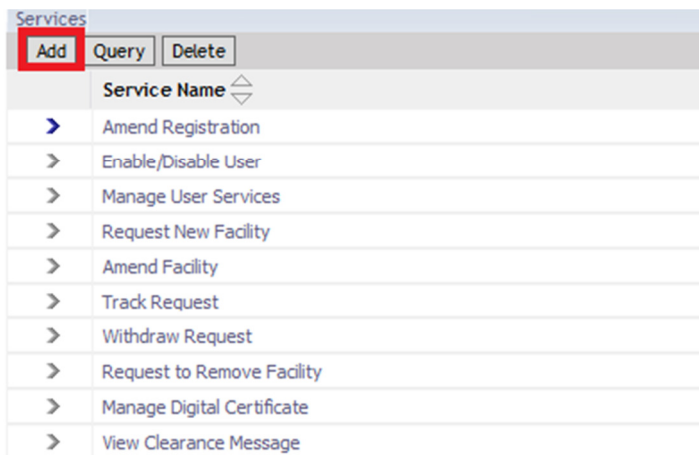
**Note:**

**Trader Representative:** is used by trading companies to make their own transactions

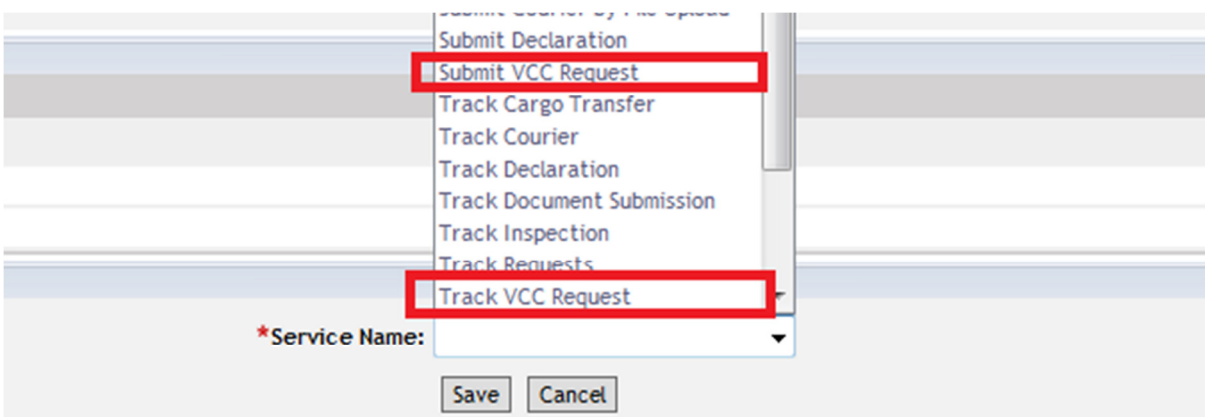
**Broker Representative:** is used by clearing agents/broker to transact on behalf of their customers.



7. Click “**Add**” to continue



8. Select **VCC services**



**Note:** you have to add the services one by one

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

**Note:** do the same to add any other service



Amendment Request

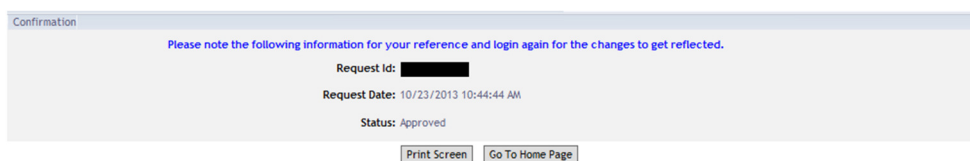
Save Draft Submit Cancel Request Go To Home Page

Request Id: [REDACTED]

Request Type: Amend User Services Reason for Amendment: adding inspection services

Request Status: Draft

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



Confirmation

Please note the following information for your reference and login again for the changes to get reflected.

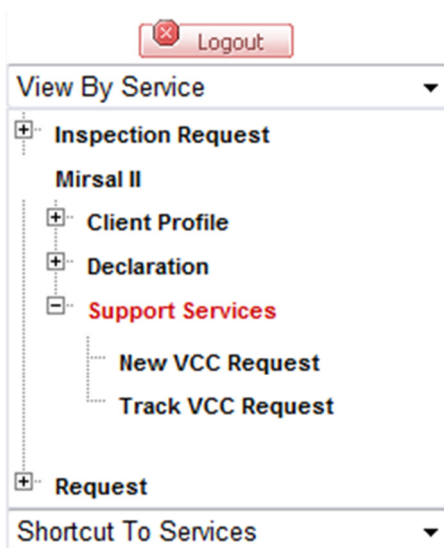
Request Id: [REDACTED]

Request Date: 10/23/2013 10:44:44 AM

Status: Approved

Print Screen Go To Home Page

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



Logout

View By Service

Inspection Request

Mirsal II

Client Profile

Declaration

Support Services

New VCC Request

Track VCC Request

Request

Shortcut To Services

