To Add the Service Request Service --> Login to the Administrator user Account on www.dubaitrade.ae --> Go to Request --> Amend Profile --> Manage Services.



Select the User ID you would like to add him the services, Then click on Amend Services Then Select the Roles Broker Representative Or Trader Representative

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Click on Add services and select Service Request from the Drop Down list.

Broker Representative	
Services	
Add	
Select Service to Assign to User Role	
* Service Name [Please Select] Please Select Perform Actinguished Octanged Cancel	
Print Courier Batch Provide Discrepancy Feedback Search Acknowledgment	Delete
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Submit Declaration View Invoice Details	8
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Click On Save to

Broker Representative		
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Select Service to Assign to User Role		
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Provide the Reason for amendment at the left top of the page and click on submit to add the service.

> Client Registration Home > Manage User Services		
Manage User Services		
Amendment Request		
Sar	e Draft 🔰 Submit 🛪 Cancol Request 🔿 Go to Home Page	
Request Id: 1-62165231648	Request Status	_
Request Type: Amend User Services	* Reason for Amendment Add Service Request	
User Registration		

• Click On "Submit", the service will be added automatically, Logout and login to new web Page to avail the service under Inspection Request.

Client Registration Home > Manag	e User Services			
Manager Harry Corp.	Confirmation		×	
Manage User Servic	Your request has been approved successfully. Please not	e the following information for your reference.	×	
Your request has been approv • Request ID 1-52165231648 • Request Date: 19-4-2018 • Status: Approved	Request Id: 1-62165231648 Status: Approved	Request Date: 19-04-2018		
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