

DP World Haulier Enrolment User's Manual

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Haulier Enrolment

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This document provides guidelines on how to use the Haulier Driver Enrolment service on Dubai Trade web Portal. The service is Intended to be used by the Hauliers.

Navigation:

- 1. Login to Dubai Trade
- 2. Go to Amend
- 3. Then Go to Haulier Truck Driver Image

The below screen will be displayed

Amend Truck D)river Image							
Search Criteria								
Gate Pass No.	ate Pass No.			Person Name				
Enter gate pass no.			Enter person name	Enter person name				
Search Results					Search Reset			
Gatepass No	Person Name	Status	Validity Date	Created On	No gatepass selected!			
	Ν	lo data found.						

Procedure:

- Enter the Gate pass No and Person Name both are Mandatory. (All Gate Pass Types with designation 'Truck Driver/Driver' and Gate Pass status with 'Print/ Completed/Expired' can be fetched.) This service caters to port type 'Jebel Ali Port and JAFZA'.
- 2. Click on the Search Button then It will show the Gate pass details
- 3. Click on the Row then Image will be load from the Tasreeh

Search Criteria Gate Pass No. 14092311606302			Person Name reshma Rajendran		Search Reset
Search Results Gatepass No 14092311606302	Person Name reshma rajendran	Status COMPLETED	Validity Date 14-Sep-23 05:39	Created On 14-Sep-23 17:37	

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Click on the browse button and select the Appropriate Image then System will validate the Image. If validation fails system will alert

H	Home > Amend Truck Driver Image							
A	Amend Truck Driver Image		▲ Error		12 -	×		
Search Criteria Gate Pass No. 14092311606302		101051 - Face s	ize does not pass	_	ОК	Search Reset		
	Search Results							
	Gatepass No	Person Name		Status	Validity Date	Created On		
	14092311606302	reshma rajendran		COMPLETED	14-Sep-23 05:39	14-Sep-23 17:37	60	

If Image validation Is success, then update Image button will be enabled. Click on update Image then system will show the Success message.

An	nend Truck Driver I	mage						
	Search Criteria							
	Gate Pass No.			Person Name				
	14092311606302			reshma Rajendran				
							Search	Reset
	Search Results							
•	Satepass No	Person Name	Status	Validity Date	Created On			
1	4092311606302	reshma rajendran	COMPLETED	14-Sep-23 05:39	14-Sep-23 17:37		2	
						GP No.	: 14092311606302	
						Name Status	 reshma rajendran COMPLETED 	
						Remarks	: COMPLETED	
						C B	Browse Update	Image



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