



Subject: Request your Digital Delivery Orders on Dubai Trade

Dear Valued Customers,

We are pleased to announce that effective 1st November, 2023, we will be releasing all Digital Delivery Orders through Dubai Trade's 'Digital Delivery Order' service starting.

To request for a Digital Delivery Order, follow the below steps:

Step 1: Please log on to Dubai Trade and navigate to the 'Request Digital Delivery Order' service. Enter your Bill of Lading number to retrieve the Bill of Lading information.

Step 2: Populate all required information and upload necessary documents.

Step 3: View the outstanding charges and pay **using credit/debit card or direct bank debit. Please note that an instant payment confirmation will be generated upon paying online, which will speed up Digital Delivery Order releases, and avoid manual checks.**

Step 4: Once your request is approved, you can download the Digital Delivery Order directly from Track Digital Delivery Order service. If your request has been returned, you will need to check the reason for the return and amend your request with any additional details or payments that are required. If your request is rejected, you can reapply for your Delivery Order through the "Request Digital Delivery Order" service.

Note: In case of an original Bill of Lading, you can drop it off at our DO Counter. You can drop off the OBL in advance to avoid any delays.

We thank you for your continued business and we look forward to serving you through Dubai Trade's 'Digital Delivery Order' service.

Sincerely,

CPI SHIPPING LLC

Office No. 3203, Westbury Business Tower, Business Bay, Dubai, U.A.E.

Email: support@cpishipping.com