



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Contractor+ Portal Guide

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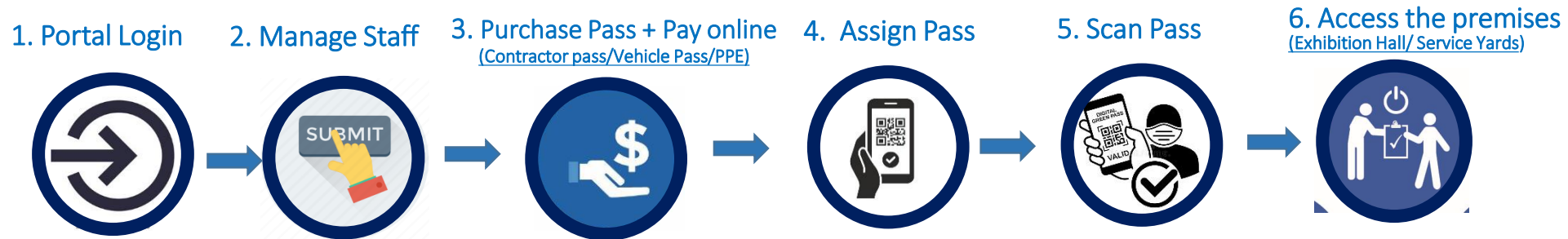
Company
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and Supplier
Registration

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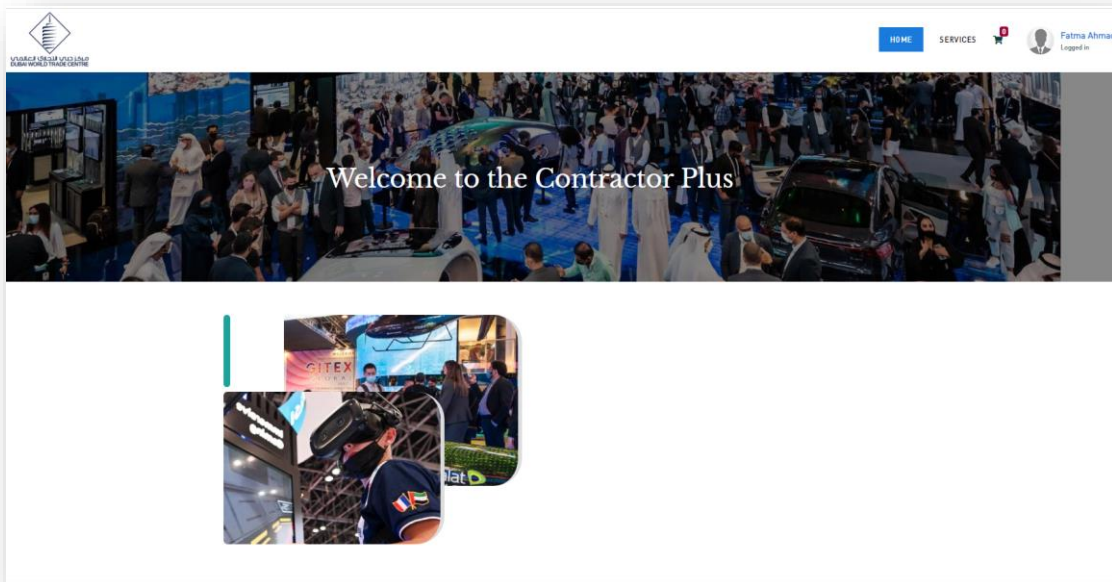
Contractor+ Portal Overview Journey

It is an online accreditation system that allows to obtain Digital contractor & Vehicle Passes online. In addition will make event planning as efficient as possible, as it will keep track of all contractors/ Vehicle Digital Pass via portal including a variety of interactive tools to help the user to keep up-to-date with their application.

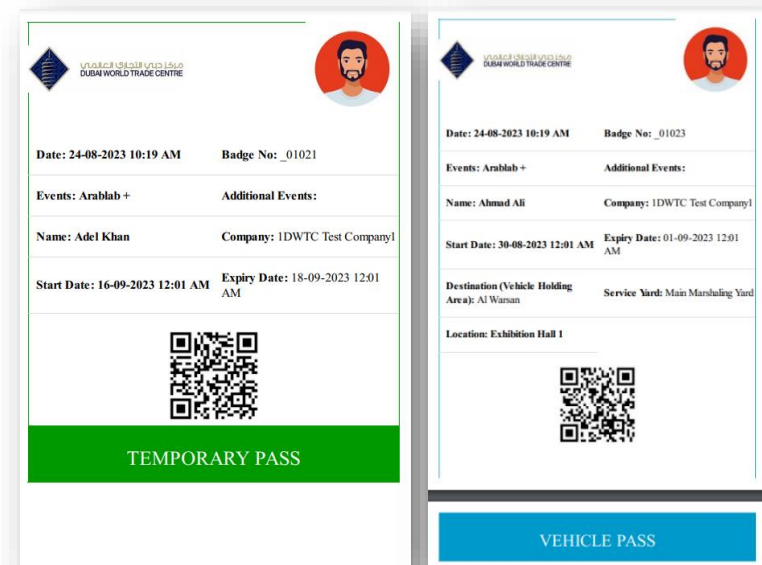
Process Workflow



Contractor+ Portal



Digital Pass Sample



Step 1. Login

Sign in with your email

Email Address

Password

Remember me [Forgot Password?](#)

Login

If you don't have an account, [Register](#) 2

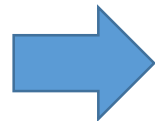
OR

Sign in with your social account

Company / Corporate Account

Google

If you need help, please contact us
Global contact number: +971 (0)4 380 3000 UAE toll-free: 800DWTC (2082)
Email: care@dwtc.com
By signing up you agree to [Terms of Use](#) and [Privacy Policy](#)



1 Personal Information 2 Company Information

Email Address

Send verification code

New Password

Confirm New Password

Title

Mr Mrs

First Name Last Name

Mobile Job Role

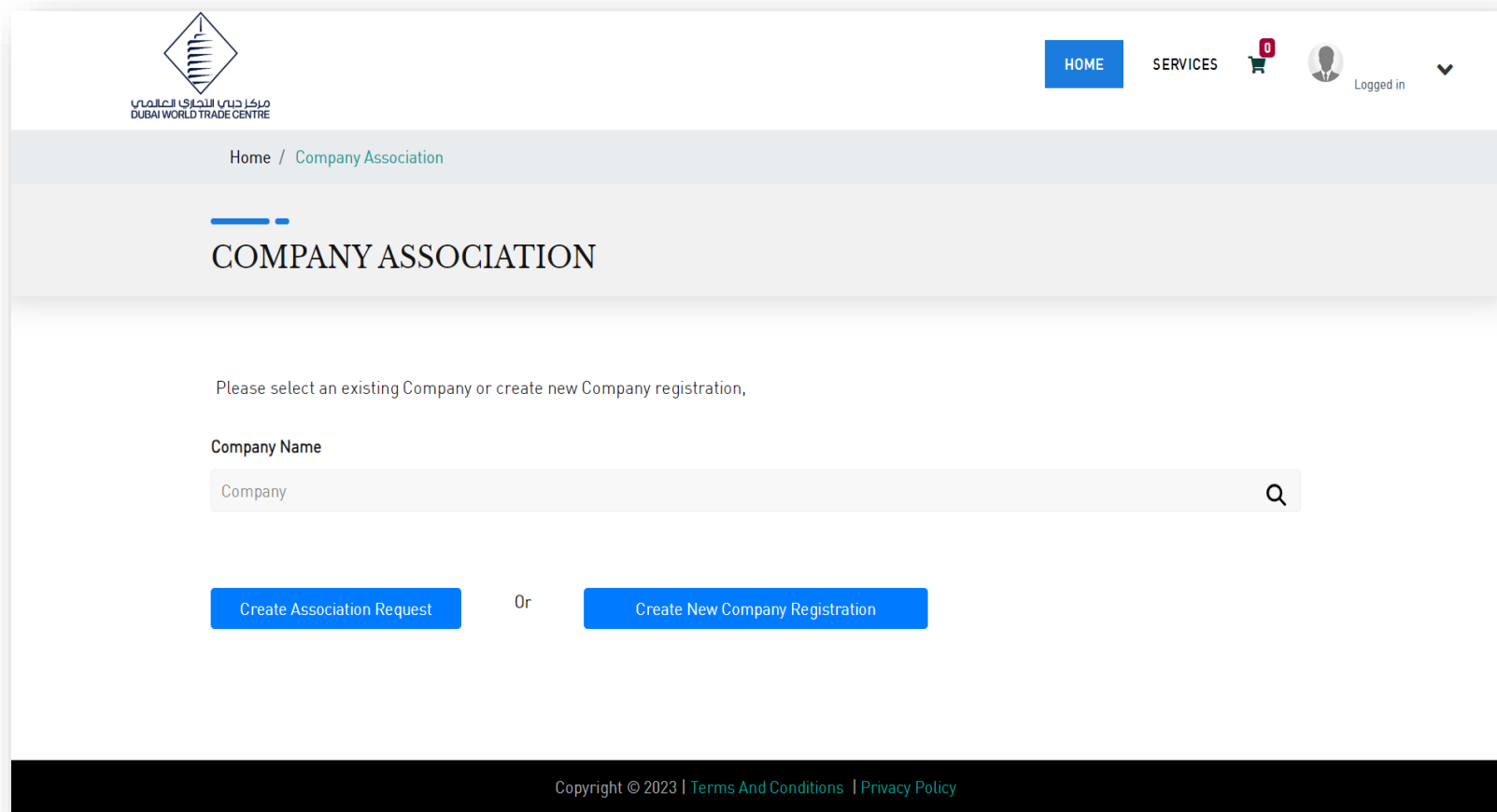
Create

If you need help, please contact us
Global contact number: +971 (0)4 380 3000 UAE toll-free: 800DWTC (2082)
Email: care@dwtc.com
By signing up you agree to [Terms of Use](#) and [Privacy Policy](#)

Step 2. Company association / Supplier Registration

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As user can create the association with any of the existing company, which sends an approval email or to create a new company registration



The screenshot displays the 'COMPANY ASSOCIATION' page on the Dubai World Trade Centre website. The page features a navigation bar with 'HOME', 'SERVICES', a shopping cart icon with a '0' notification, and a user profile icon labeled 'Logged in'. Below the navigation bar, the breadcrumb 'Home / Company Association' is visible. The main heading is 'COMPANY ASSOCIATION'. A message reads: 'Please select an existing Company or create new Company registration.' Below this, there is a search bar labeled 'Company Name' with the placeholder text 'Company' and a search icon. At the bottom, there are two blue buttons: 'Create Association Request' and 'Create New Company Registration', separated by the word 'Or'. The footer contains the text 'Copyright © 2023 | Terms And Conditions | Privacy Policy'.

Step 2. Company association / Supplier Registration

The screenshot shows a web application interface for company association. At the top left is the logo for the Dubai World Trade Centre. The top right navigation bar includes 'HOME', 'SERVICES', a shopping cart icon with a red notification badge, a user profile icon labeled 'Logged in', and a dropdown arrow. Below the navigation is a breadcrumb trail: 'Home / Company Association'. The main heading is 'COMPANY ASSOCIATION'. A message reads: 'Please select an existing Company or create new Company registration.' The 'Company Name' search field contains 'dubai world trade centre'. A dropdown menu below the search field shows a single result: 'Dubai World Trade Centre L.L.C - Dubai'. Below this is a 'Please Select Contact Type' dropdown menu with options: 'Please Select Contact Type', 'Secondary Contact', 'Sales', 'Billings', 'Lead', and 'Operations'. The footer contains the text: 'Copyright © 2023 | Terms And Conditions | Privacy Policy'.


 HOME SERVICES   Logged in 

Home / Company Association

COMPANY ASSOCIATION

Please select an existing Company or create new Company registration.

Company Name

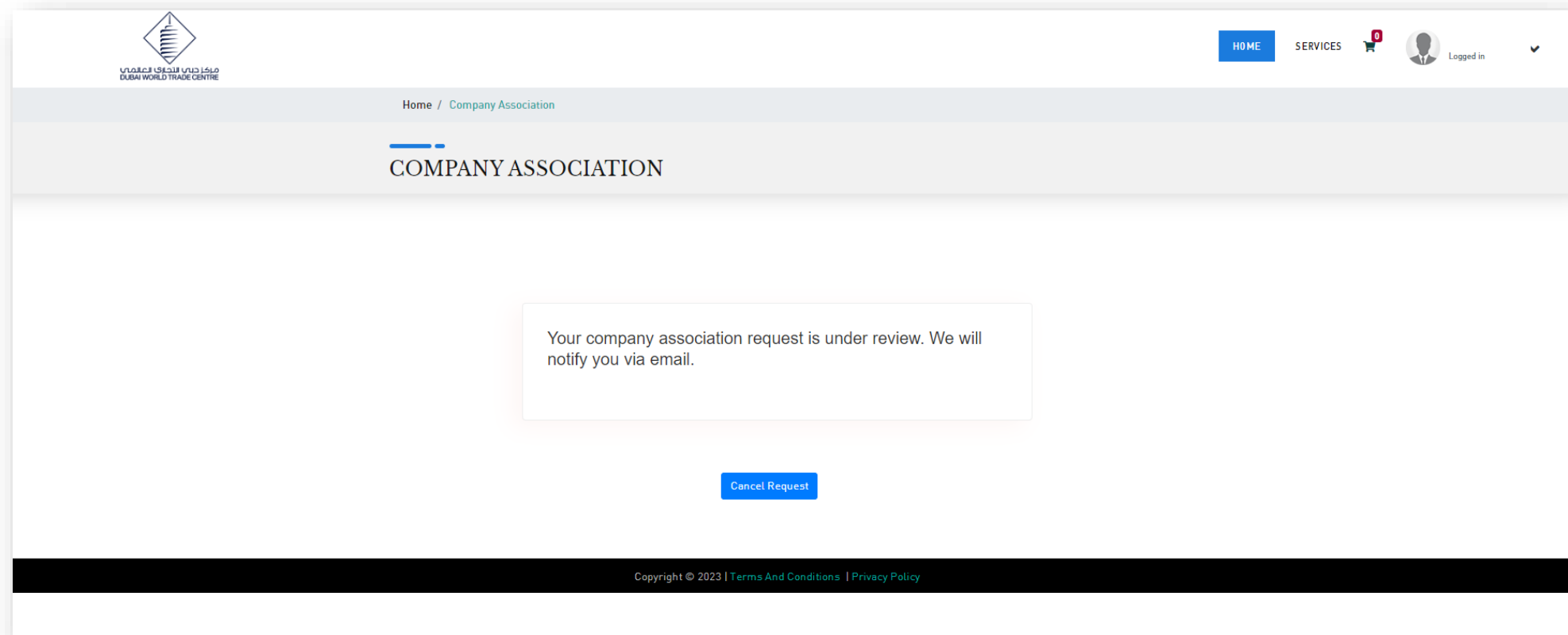
 

Dubai World Trade Centre L.L.C
- Dubai

Please Select Contact Type

- Please Select Contact Type
- Secondary Contact
- Sales
- Billings
- Lead
- Operations

Step 2. Company association / Supplier Registration



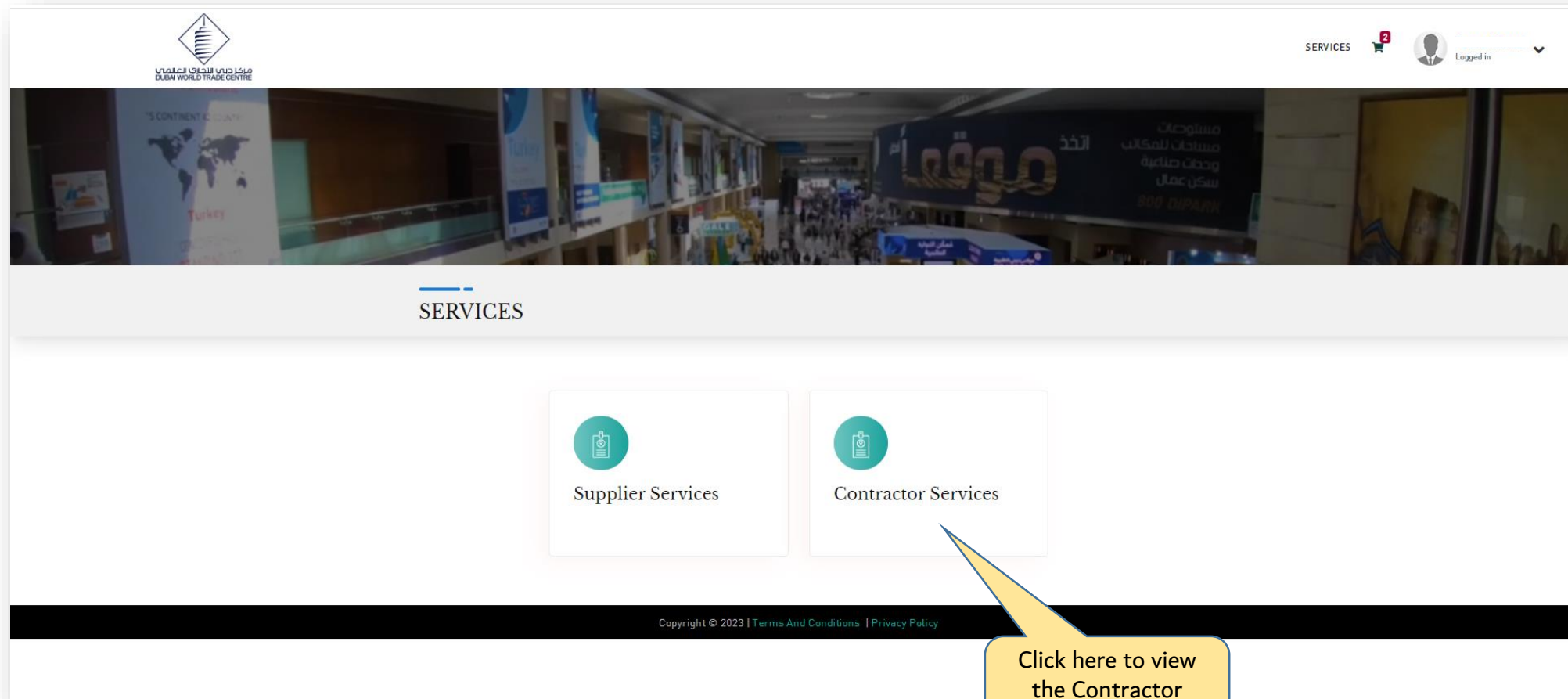
Services

Home Page Layout



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Event Exhibitor/ Contractor



Click here to view
the Contractor
Badges services

Home Page Layout



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Event Exhibitor/ Contractor



HOME

SERVICES



Logged in



SERVICES

Contractor Services



Contractor Badges

Shop Passes & Accessories

Click here

Contractor Badges Dashboard



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Event Exhibitor/ Contractor



HOME SERVICES XX.XX Logged in

Services / Contractor Badges

SHOP

Note: The prices shown on this page are VAT inclusive.

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > DEC PASS REQUEST
- > CONTRACTOR BADGES
- > MANAGE STAFF
- > BADGE ASSIGNMENT



Annual Pass Packages

Valid for: 365 Day

- Min 10 - 100 Passes 525.00 AED
- Min 101 - 200 Passes 475.00 AED
- Min 201 - 300 Passes 420.00 AED
- Min 301 Passes 370.00 AED

- 1 +



Temporary Pass

Purchase Temporary Pass

Valid for: 1 Day

- One Day Pass 21.00 AED
- One Week Pass 147.00 AED

- 1 +



DEC Temp Pass

DEC Temporary Pass

Valid for: 1 Day

Price: 20.00 AED

- 1 +



Vehicle Pass

Vehicle Pass

Valid for: 1 Day

Price: 21.00 AED

- 1 +



International Pass

Purchase International Pass

Valid for: 15 Day

Price: 105.00 AED

- 1 +



Wedding Pass

Wedding Pass

Valid for: 3 Day

Price: 20.00 AED

- 1 +



Accreditation Process

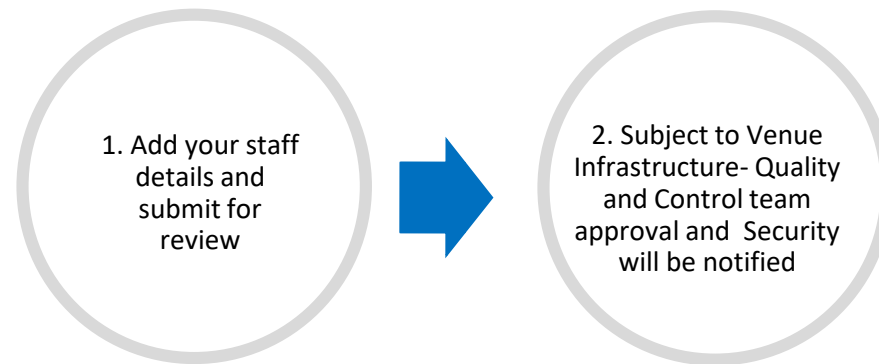
Step 1. Manage Staff Accreditation Submissions Workflow



Event Exhibitor/ Contractor

13

- First step is adding the staff list as it will be subject to review and approval by Venue Infrastructure- Quality and Control team.



- Submissions and approvals timeline:

TASK	APPLICABLE TO	DEADLINE	2 nd reminder
Manage Staff	All events	One week prior of start of the tenancy	

Step 1. Manage Staff Accreditation Submissions Workflow



/ Manage Staff

E-PERMIT STAFF

←

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > CONTRACTOR BADGES
- > BADGE ASSIGNMENT
- > MANAGE STAFF**

ID: Name: Status:

Bulk Upload **New Staff**

International Staff
Local Staff
Drivers

Show 10 entries

Full Name	Gender	Profession	Nationality	ID	ID Validity	Status	Approver Comments

Showing 1 to 6 of 6 entries

Previous 1 Next

Click here for bulk upload

Or you can submit individual Staff

1

click on Manage Staff to start adding

Step 1. Manage Staff Bulk Upload Option 1



Shop / Manage Staff / Bulk Staff Upload

BULK STAFF UPLOAD

Click Here To Download Template

Choose File No file chosen

Upload

HISTORY

Reference	Total Records	Succeeded	Declined
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

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Upload for review and approval

You can download the excel template

Title	First Name	Last Name	Skill	Gender	Nationality	National ID No	National ID Expiry
Mrs.	Malik	Shoukat	Engineer	Male	Afghanistan	36601153698	12-Nov-24
Mrs.	Malik	Arshad	Architect	Female	Antarctica	PN36601153809	20-Dec-27

Fill the excel sheet

Step 1. Manage Staff New Staff Option 2



Manage Staff / Add Staff

ADD STAFF

Staff Information Attach Documents

INFORMATION

Title * First Name * Last Name *
Gender * S&E * Residence Type *

IDENTITY

Nationality * National ID *
National ID Exp Date * Date of Birth *
Email * Passport Number *
Passport Issue Date * Passport Exp Date *

OTHER INFO

Visa Type * Visa Number * Visa Issue Date *

ATTACH DOCUMENTS

Staff Information Attach Documents

UPLOAD ATTACHMENTS

Profile Photo *
DRAG AND DROP A FILE OR SELECT FILE

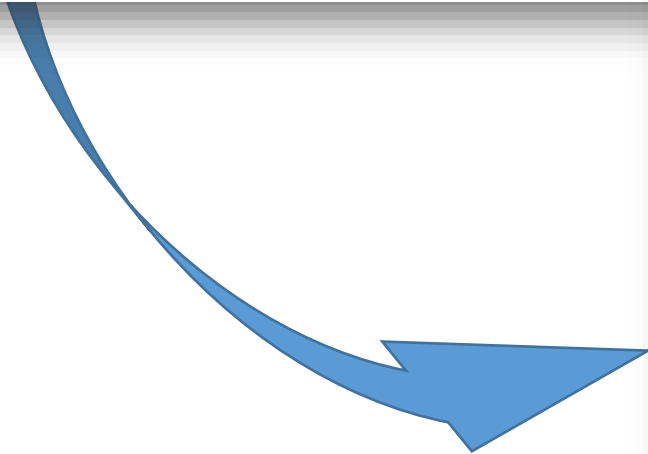
National ID Front * National ID Back * Passport
DRAG AND DROP A FILE OR SELECT FILE DRAG AND DROP A FILE OR SELECT FILE DRAG AND DROP A FILE OR SELECT FILE

Visa Staff Competency Certificate PCR Test Results
DRAG AND DROP A FILE OR SELECT FILE DRAG AND DROP A FILE OR SELECT FILE DRAG AND DROP A FILE OR SELECT FILE

Vaccination History
DRAG AND DROP A FILE OR SELECT FILE

Back Save

Profile Photo is mandatory



Step 1. Manage Staff Accreditation Submissions Workflow



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Event Exhibitor/ Contractor

E-PERMIT STAFF

[Bulk Upload Staff](#) [New Staff](#)

ID: Name: Status:

Show 10 entries

Full Name	Gender	Profession	Nationality	ID	ID Validity	Status	Approver Comments
Hareesh V	Male	Driver	India	1226378490927	24-07-2023	Active	
Jay Tee	Male	Electrician	Angola	344566788	01-05-2024	Active	
Jay Tee	Male	Mason	Bahamas	53553442778881	01-05-2024	Draft	
Joy Khan	Male	Handy Man	Bangladesh	1446689976	12-06-2024	Active	
Khalid Vee	Male	Plumper	Azerbaijan	2553647489599	12-06-2024	Draft	
Mark Toi	Male	Electrician	Kenya	666777892	21-08-2025	Active	
mohamed MM	Male	Carpenter	Azerbaijan	266737783989	28-01-2023	Expired	
Randolph Molinos	Male	Supervisor	Philippines	784198246998410	28-03-2023	Expired	
Randolph Molinos	Male	Barber	Angola	2553677828	01-12-2023	Active	

Badges Shop

Step 2. Shop the Badge Pass Categories



- You will be able to select as many passes and complete the Payment Online.

Services / Contractor Badges

SHOP

Note: The prices shown on this page are VAT inclusive.

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > DEC PASS REQUEST
- > CONTRACTOR BADGES**
- > MANAGE STAFF
- > BADGE ASSIGNMENT

Annual Pass Packages

Valid for: 365 Day

- Min 10 - 100 Passes \$25.00 AED
- Min 101 - 200 Passes \$75.00 AED
- Min 201 - 300 Passes \$20.00 AED
- Min 301 Passes \$70.00 AED

Temporary Pass

Purchase Temporary Pass

Valid for: 1 Day

- One Day Pass 21.00 AED
- One Week Pass 147.00 AED

DEC Temp Pass

DEC Temporary Pass

Valid for: 1 Day

Price: 20.00 AED

Vehicle Pass

Vehicle Pass

Valid for: 1 Day

Price: 21.00 AED

International Pass

Purchase International Pass

Valid for: 15 Day

Price: 105.00 AED

Wedding Pass

Valid for: 3 Day

Price: 20.00 AED

HOME SERVICES **3** XXXX Logged in

click here to proceed to check out

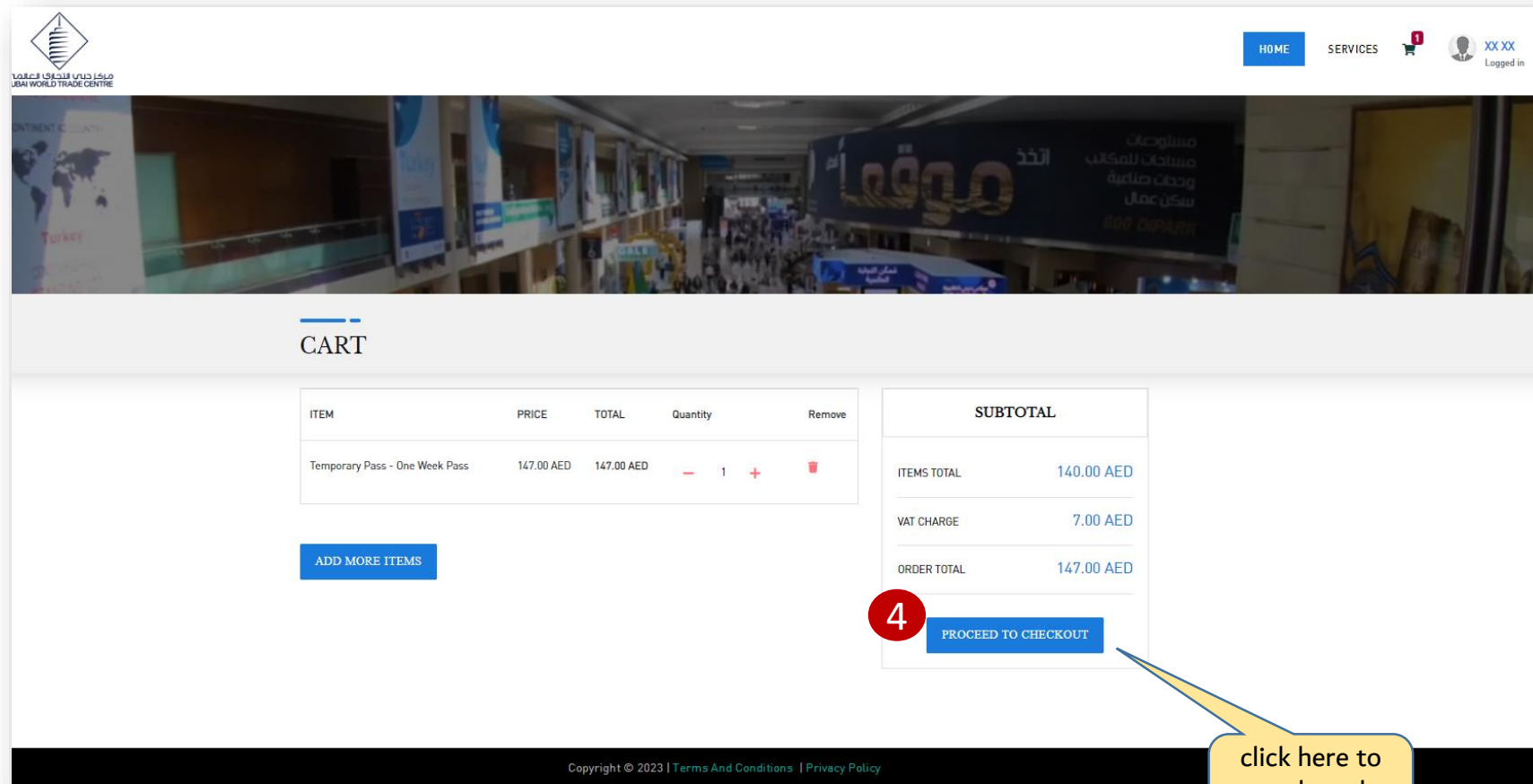
1 click on Contractor Badges to start Shopping

2 Once you select the pass click here to added in the cart

Step 2. Shop the Badge Pass Categories

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- You will be able to complete the payment and to add many items as well.



The screenshot displays the UAE World Trade Centre website's shopping cart page. The header includes the logo, navigation links for HOME and SERVICES, a shopping cart icon with a notification badge, and a user profile icon labeled 'XX XX Logged in'. The main content area features a banner image of a trade show floor. Below the banner, the 'CART' section contains a table with one item: 'Temporary Pass - One Week Pass' priced at 147.00 AED. To the right of the table is a 'SUBTOTAL' box showing 'ITEMS TOTAL' at 140.00 AED, 'VAT CHARGE' at 7.00 AED, and 'ORDER TOTAL' at 147.00 AED. A blue 'PROCEED TO CHECKOUT' button is located below the subtotal box, with a red circle containing the number '4' next to it. A yellow callout bubble points to this button with the text 'click here to complete the payment'. At the bottom of the page, there is a footer with copyright information: 'Copyright © 2023 | Terms And Conditions | Privacy Policy'.

ITEM	PRICE	TOTAL	Quantity	Remove
Temporary Pass - One Week Pass	147.00 AED	147.00 AED	1	

SUBTOTAL	
ITEMS TOTAL	140.00 AED
VAT CHARGE	7.00 AED
ORDER TOTAL	147.00 AED

[PROCEED TO CHECKOUT](#)

click here to complete the payment

Step 2. Shop the Badge Pass Categories

The screenshot displays a web page titled "ORDER CONFIRMATION" with the order reference "CBMS-ORD-0000000039". A blue header bar contains the text "PAYMENT INFORMATION". The main content area features a green checkmark icon, the heading "Payment Successful", and the message "Thank you, your payment with reference CBMS-ORD-0000000039 has been received." Below this, it states "Payment status will be reflected in the portal shortly!" and includes a link labeled "Assign your Badge". A yellow callout box with a pointer to the link contains the text "Click here to start using the services". The footer contains the text "Copyright © 2023 | Terms And Conditions | Privacy Policy".

ORDER CONFIRMATION
CBMS-ORD-0000000039

PAYMENT INFORMATION

Payment Successful

Thank you, your payment with reference CBMS-ORD-0000000039 has been received.

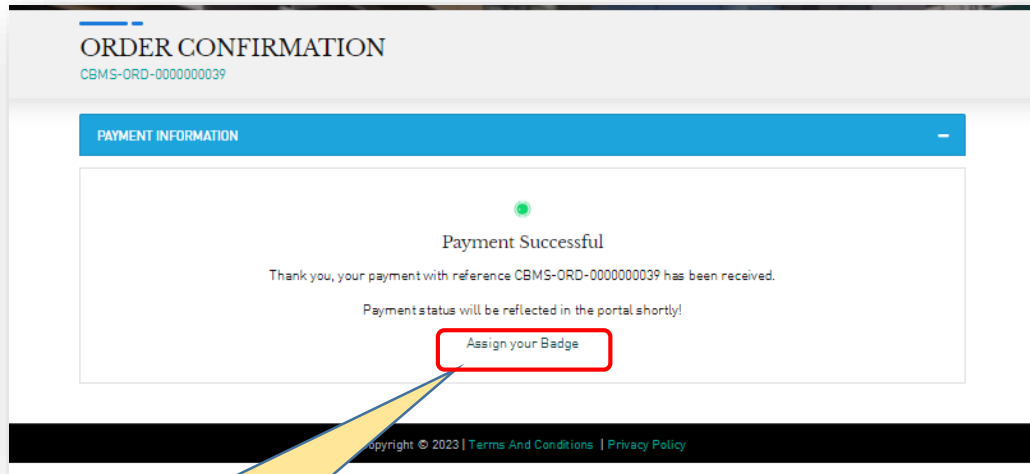
Payment status will be reflected in the portal shortly!

[Assign your Badge](#)

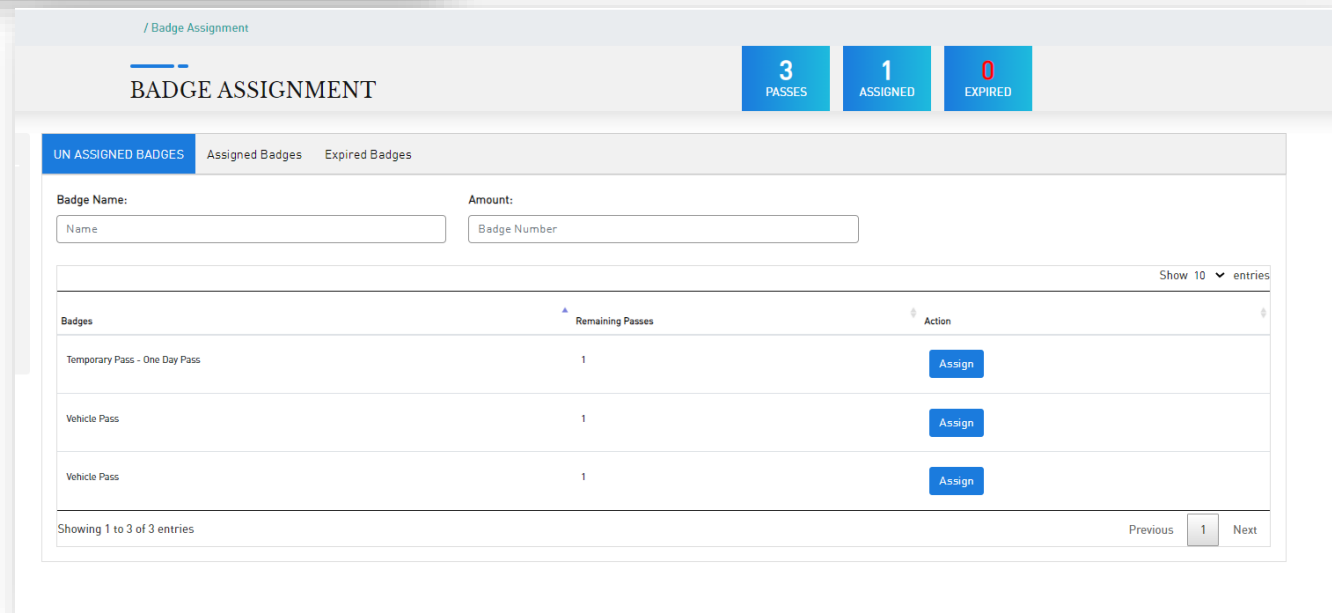
Click here to start using the services

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Step 2. Shop the Badge Pass Categories



Click here to start assigning the badge to your staff list



Badge assignment

Step 3. Badge Assignment Dashboard



- o This dashboard showcasing the Un-assigned badges , Assigned and the expired one

The dashboard displays the following statistics:

- 61 PASSES
- 4 ASSIGNED
- 2 EXPIRED

BADGE ASSIGNMENT

UN ASSIGNED BADGES | Assigned Badges | Expired Badges

Badge Name: Amount:

Badges Remaining Passes Action

Badges	Remaining Passes	Action
Temporary Pass - One Day Pass	11	Assign
Temporary Pass - One Day Pass	20	Assign
Temporary Pass - One Day Pass	6	Assign
Temporary Pass - One Day Pass	4	Assign
Temporary Pass - One Day Pass	1	Assign
Temporary Pass - One Day Pass	7	Assign
Vehicle Pass	1	Assign
Vehicle Pass	11	Assign

Showing 1 to 8 of 8 entries

Step 3. Badge assignment



- After purchasing a badge you will be able to assign to your staff list.
- Follow the below steps.

Logo of Dubai World Trade Centre

HOME SERVICES XX XX Logged in

/ Badge Assignment

BADGE ASSIGNMENT

3 PASSES 1 ASSIGNED 0 EXPIRED

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > DEC PASS REQUEST
- > CONTRACTOR BADGES
- > MANAGE STAFF
- 1** > **BADGE ASSIGNMENT**

UN ASSIGNED BADGES Assigned Badges Expired Badges

Badge Name: Name Amount: Badge Number

Show 10 entries

Badges	Remaining Passes	Action
Temporary Pass - One Day Pass	1	2 <input type="button" value="Assign"/>
Vehicle Pass	1	<input type="button" value="Assign"/>
Vehicle Pass	1	<input type="button" value="Assign"/>

Showing 1 to 3 of 3 entries

Previous Next

click here view the badge assignment list

Step 3. Badge assignment – Temporary Pass



Logo: DUBAI WORLD TRADE CENTRE

Navigation: HOME SERVICES

Breadcrumb: Badge Assignment / Assign Badges

Passes: 2 PASSES

TEMPORARY PASS - THREE DAY PASS

3 click here view the staff list

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > DEC PASS REQUEST
- > CONTRACTOR BADGES
- > BADGE ASSIGNMENT
- > MANAGE STAFF

STAFF INFORMATION

Staff *

Event Name * -- Select --

Badge Start Date *

Badge Start Time *

Badge End Date

Badge End Time

Additional Events

4 You can select additional event which happens in a same tenancy period

Save

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Step 3. Badge assignment – Temporary Pass – E-Badge

- o You will be able to view the badge from the notification email or you can download it from the portal.



/ Badge Assignment

BADGE ASSIGNMENT

61 PASSES | 4 ASSIGNED | 2 EXPIRED

Un Assigned Badges | **ASSIGNED BADGES** | Expired Badges

[Generate Bulk Badges](#)

Badge Name: Start Date: End Date:

Last Days: Status:

Badge Name	Assigned To	Start Date	End Date	Event Name	Status	eBadge
Temporary Pass - One Day Pass	Hareesh V	20-05-2023 00:01:00 AM	21-05-2023 00:01:00 AM	Index Exhibition	Active	

click here to view the e-badge

Logo: **دبي العالمية**
DUBAI WORLD TRADE CENTRE

Date: 24-08-2023 10:19 AM | Badge No: _01021

Events: Arablub + | Additional Events:

Name: Adel Khan | Company: IDWTC Test Company

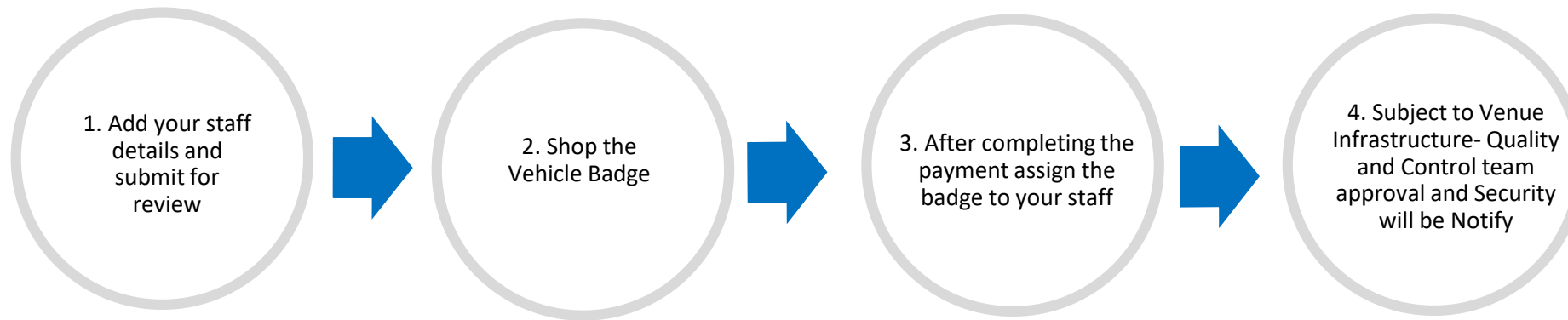
Start Date: 16-09-2023 12:01 AM | Expiry Date: 18-09-2023 12:01 AM

TEMPORARY PASS

Vehicle Pass Process



- All the Vehicle Destination are fixed to Al- Warsan by default except Non- Exhibition, Live event, conferences and weddings through the portal



- Submissions and approvals timeline:

TASK	APPLICABLE TO	DEADLINE	2 nd reminder
Manage Staff	All events	One week prior of start of the tenancy	

Step 2. Shop the Badge Pass Categories



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Event Exhibitor/ Contractor

- o In order, to assign a staff for the vehicle pass you must purchase the badge first:

Services / Contractor Badges

SHOP

Note: The prices shown on this page are VAT inclusive.

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > DEC PASS REQUEST
- > CONTRACTOR BADGES**
- > MANAGE STAFF
- > BADGE ASSIGNMENT

Annual Pass Packages

Valid for: 365 Day

- Min 10 - 100 Passes \$35.00 AED
- Min 101 - 200 Passes \$75.00 AED
- Min 201 - 300 Passes \$28.00 AED
- Min 301 Passes \$70.00 AED

Temporary Pass

Purchase Temporary Pass

Valid for: 1 Day

- One Day Pass 21.00 AED
- One Week Pass 147.00 AED

DEC Temp Pass

DEC Temporary Pass

Valid for: 1 Day

Price: 20.00 AED

Vehicle Pass

Vehicle Pass

Valid for: 1 Day

Price: 21.00 AED

International Pass

Purchase International Pass

Valid for: 15 Day

Wedding Pass

Wedding Pass

Valid for: 3 Day

Price: 20.00 AED

HOME SERVICES **3** XXXX Logged in

click here to proceed to check out

1 click on Contractor Badges to start Shopping

2 Once you select the pass click here to added in the cart

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Step 3. Badge assignment



- After purchasing a badge you will be able to assign to your staff list.

Logo: DUBAI WORLD TRADE CENTRE

Navigation: HOME SERVICES XX XX Logged in

Breadcrumb: / Badge Assignment

BADGE ASSIGNMENT

1 PASSES 1 ASSIGNED 0 EXPIRED

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > DEC PASS REQUEST
- > CONTRACTOR BADGES
- > MANAGE STAFF
- 1** > BADGE ASSIGNMENT

UN ASSIGNED BADGES Assigned Badges Expired Badges

Badge Name: Amount:

Show 10 entries

Badges	Remaining Passes	Action
Vehicle Pass	1	2 Assign

Showing 1 to 1 of 1 entries Previous 1 Next

click here view the badge assignment list

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Step 3. Badge assignment



- You will be able to select the staff list and fill the vehicle pass Information.

Fill the information

Attach the required Doc.

Click Save. Subject for Q&C team review and approval

4

Step 3. Badge assignment



/ Badge Assignment

BADGE ASSIGNMENT

1 PASSES 3 ASSIGNED 0 EXPIRED

Un Assigned Badges **ASSIGNED BADGES** Expired Badges

[Generate Bulk Badges](#) ↓

Badge Name: **Start Date:** **End Date:**

Last Days: **Status:**

Show 10 entries

Badge Name	Assigned To	Start Date	End Date	Event Name	Status	eBadge
Temporary Pass - One Day Pass	Jhon LL	17-03-2023 00:00:00 AM	18-03-2023 00:00:00 AM	9th World Tamils Economic Confer...	Active	
Temporary Pass - One Week Pass	Haytham fff	17-03-2023 00:00:00 AM	23-03-2023 00:00:00 AM	9th World Tamils Economic Confer...	Active	
Vehicle Pass	Hassan MMM	17-03-2023 00:00:00 AM	18-03-2023 00:00:00 AM	9th World Tamils Economic Confer...	Pending	

Showing 1 to 3 of 3 entries

Previous 1 Next

Subject to Q&C review and approval

Step 3. Badge assignment – Vehicle Pass – E-Badge

- o You will be able to view the badge from the notification email or you can download it from the portal.



/ Badge Assignment

BADGE ASSIGNMENT

61 PASSES | 4 ASSIGNED | 2 EXPIRED

Un Assigned Badges | **ASSIGNED BADGES** | Expired Badges

[Generate Bulk Badges](#)

Badge Name: Start Date: End Date:

Last Days: Status:

Badge Name	Assigned To	Start Date	End Date	Event Name	Status	eBadge
Temporary Pass - One Day Pass	Hareesh V	20-05-2023 00:01:00 AM	21-05-2023 00:01:00 AM	Index Exhibition	Active	

click here to view the e-badge

UNIVERSITY COLLEGE U.A.E. DUBAI WORLD TRADE CENTRE

Date: 24-08-2023 10:19 AM | Badge No: _01023

Events: Arablub + | Additional Events:

Name: Ahmad Ali | Company: 1DWTC Test Company1

Start Date: 30-08-2023 12:01 AM | Expiry Date: 01-09-2023 12:01 AM

Destination (Vehicle Holding Area): Al Warsan | Service Yard: Main Marshaling Yard

Location: Exhibition Hall 1

VEHICLE PASS

THANK YOU



AccreditationLiaison@dwtc.com



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE