



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE

# Contractor+ Portal Guide

---

## Table of Content :

Portal  
Overview

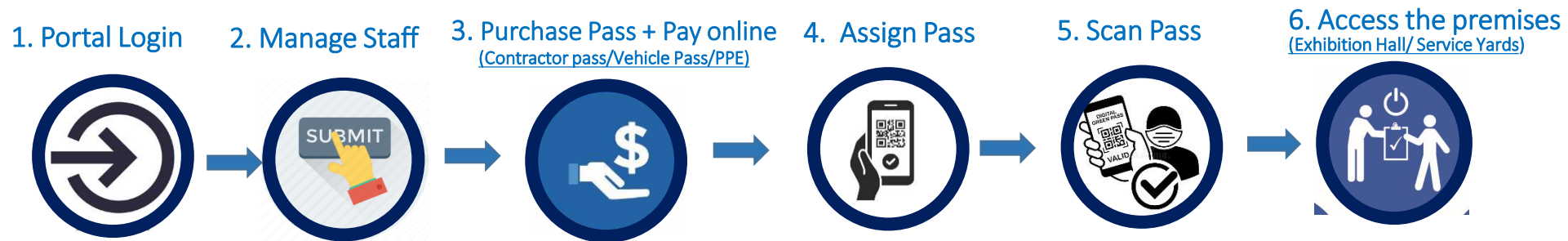
Company  
association  
and Supplier  
Registration

Services

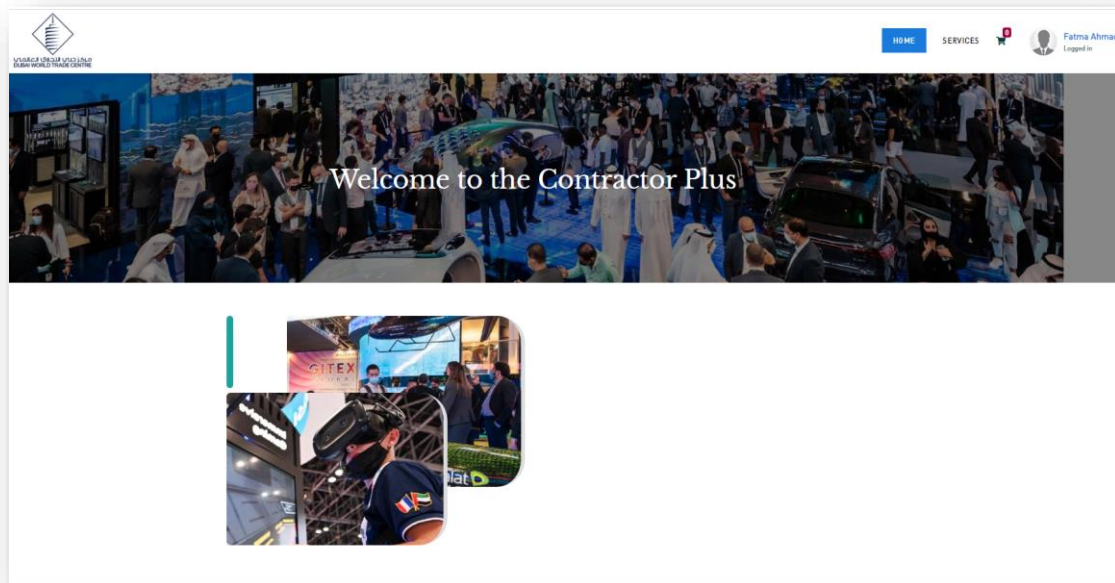
# Contractor+ Portal Overview Journey

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.

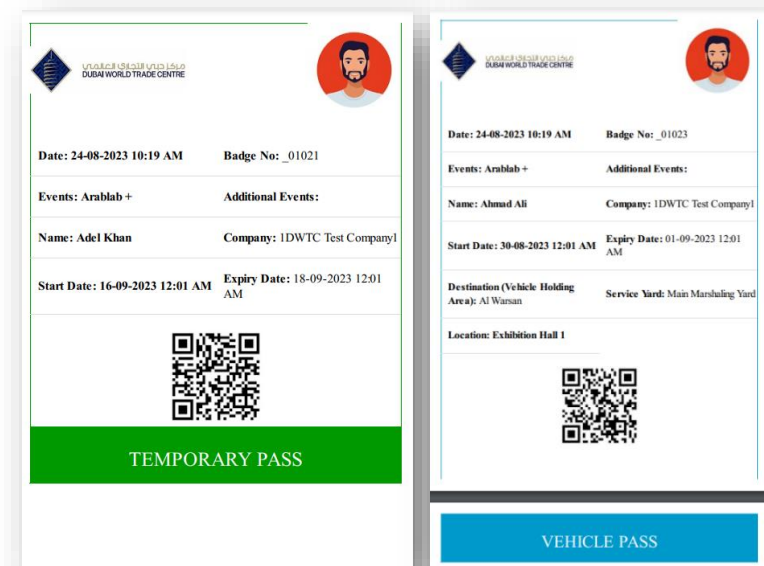
## Process Workflow



## 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**

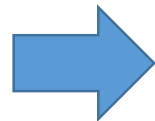
OR

**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](mailto: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

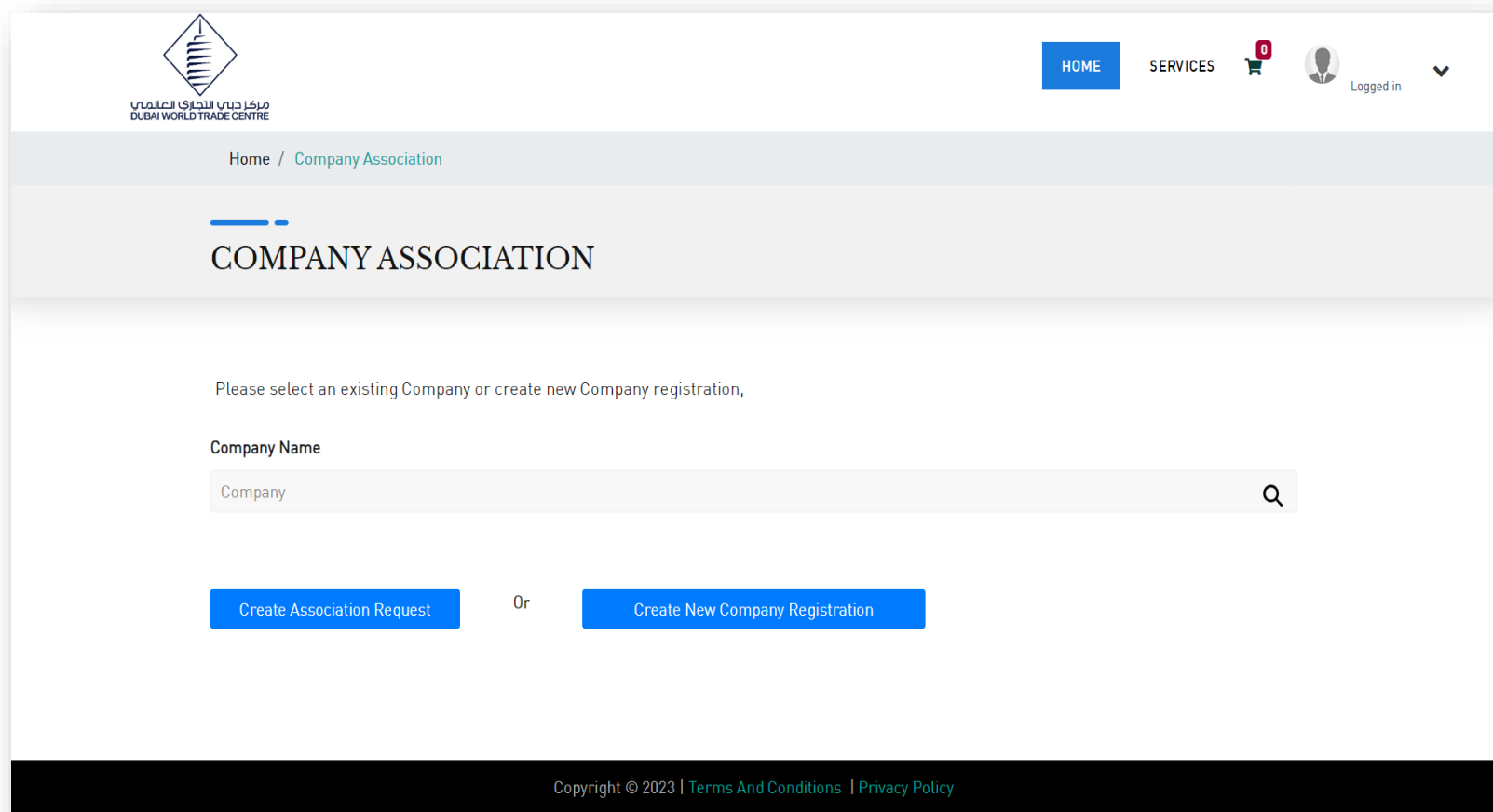
**Create**

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

## Step 2. Company association / Supplier Registration

5


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 links for HOME, SERVICES, a shopping cart icon with a notification, and a user profile icon labeled 'Logged in'. The breadcrumb trail indicates the current location is 'Home / Company Association'. The main heading is 'COMPANY ASSOCIATION'. Below this, a prompt asks the user to 'Please select an existing Company or create new Company registration.' A search input field labeled 'Company Name' contains the text 'dubai world trade centre'. A dropdown menu below the search field displays the search results: 'Dubai World Trade Centre L.L.C - Dubai'. Below the search results is a dropdown menu for 'Please Select Contact Type', which is currently open and shows options: 'Please Select Contact Type', 'Secondary Contact', 'Sales', 'Billings', 'Lead', and 'Operations'. The footer contains the text 'Copyright © 2023 | Terms And Conditions | Privacy Policy'.

Logo:   
DUBAI WORLD TRADE CENTRE


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 

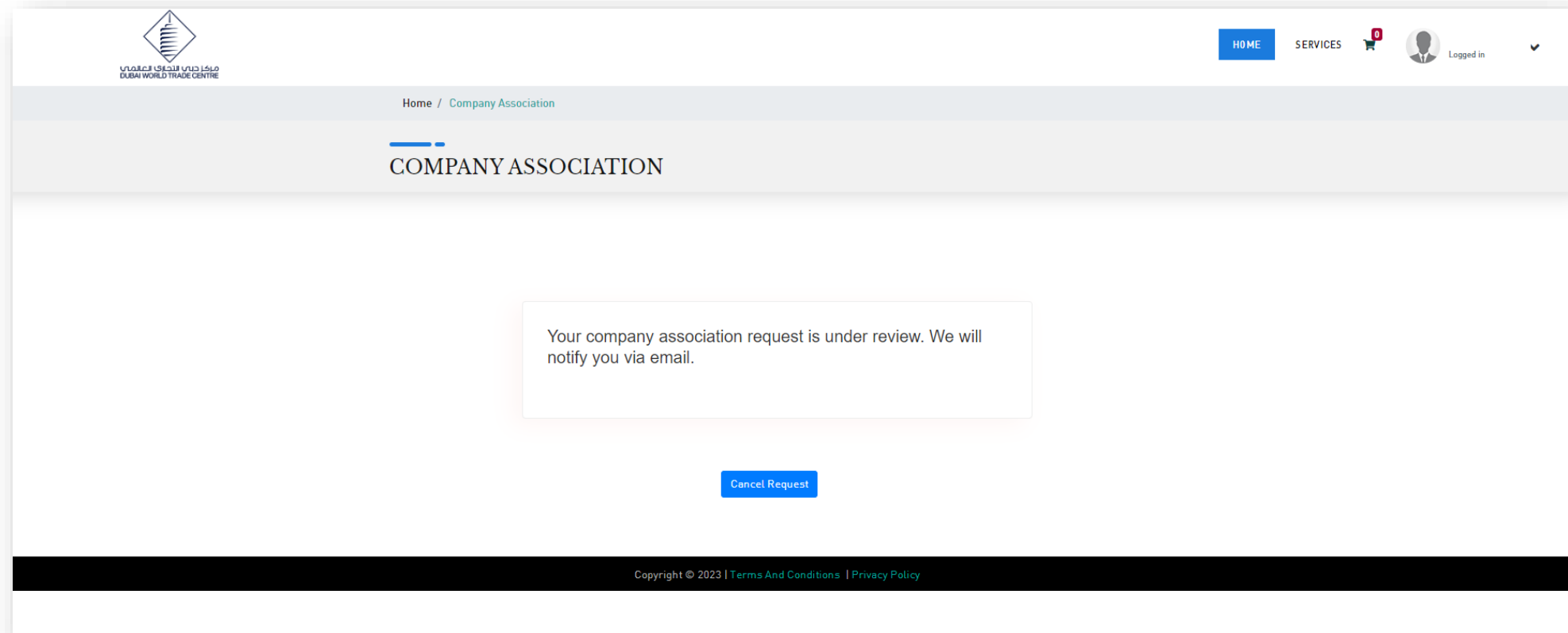
Dubai World Trade Centre L.L.C  
- Dubai

Please Select Contact Type

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

Copyright © 2023 | [Terms And Conditions](#) | [Privacy Policy](#)

# Step 2. Company association / Supplier Registration



# Services

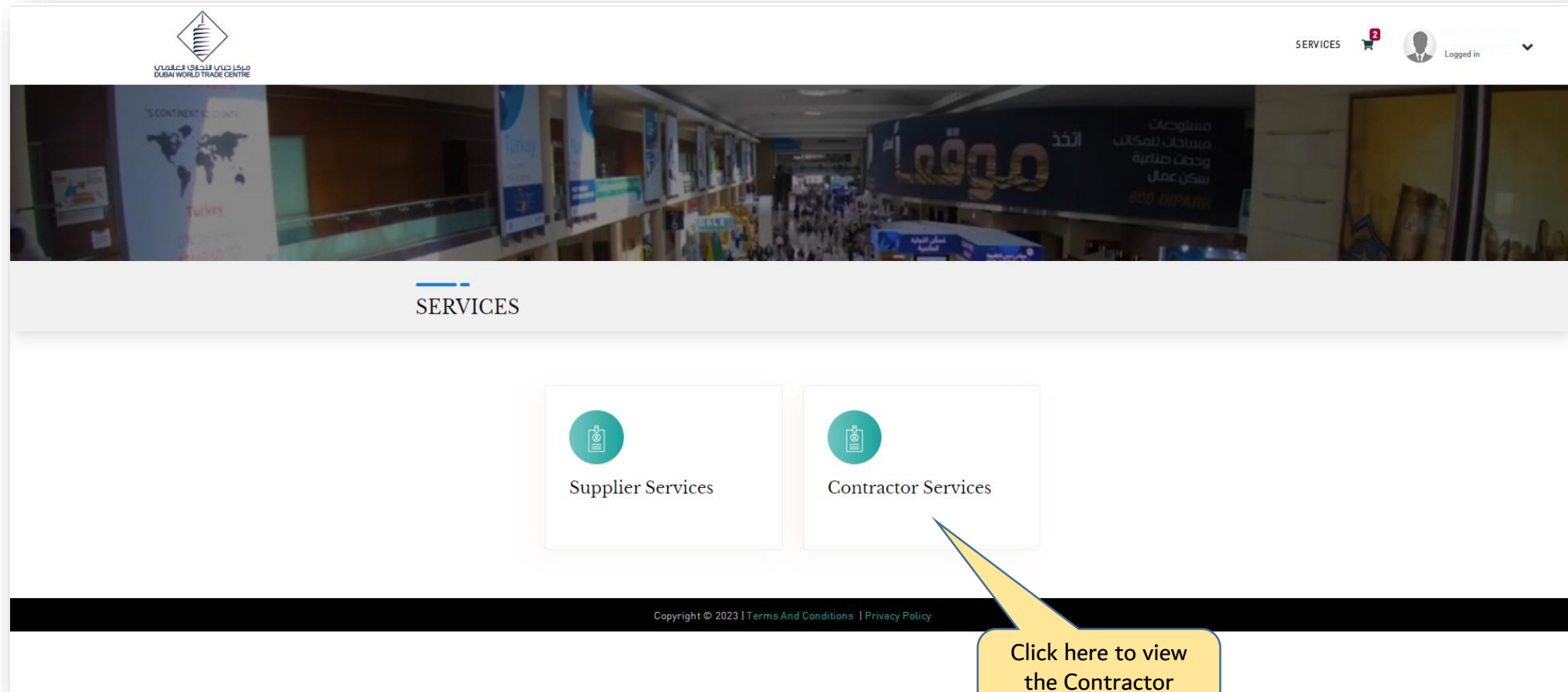


# Home Page Layout



9

Event Exhibitor/ Contractor



Click here to view the Contractor Badges services

# Home Page Layout



10

Event Exhibitor/ Contractor



HOME

SERVICES



Logged in



## SERVICES

### Contractor Services



#### Contractor Badges

Shop Passes & Accessories

Click here

# Contractor Badges Dashboard



11

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

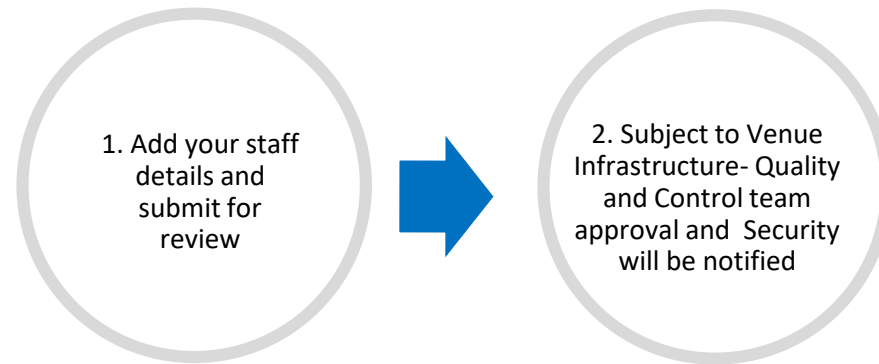
# Step 1. Manage Staff Accreditation Submissions Workflow



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 <sup>nd</sup> 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

←

Click here for bulk upload

Or you can submit individual Staff

1

click on Manage Staff to start adding

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

# 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**

**STORY**

Reference	Total Records	Succeeded	Declined
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

Copyright © 2023 | Terms And Conditions | Privacy Policy

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

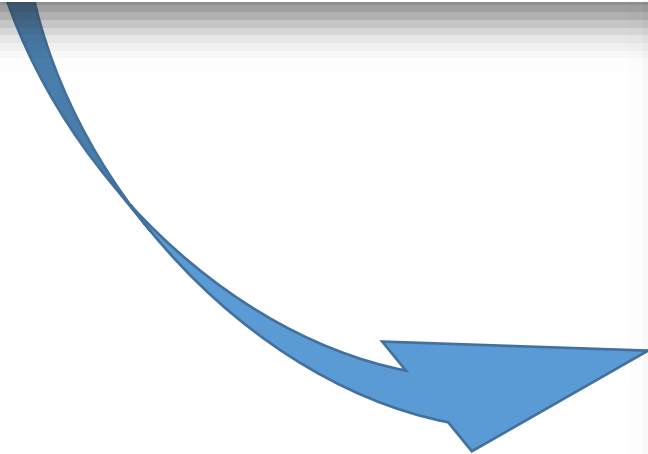
National ID Front \*      National ID Back \*      Passport  
DRAG AND DROP A FILE OR SELECT FILE      DRAG AND DROP A FILE OR SELECT FILE      DRAG AND DROP A FILE OR SELECT FILE

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



### 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

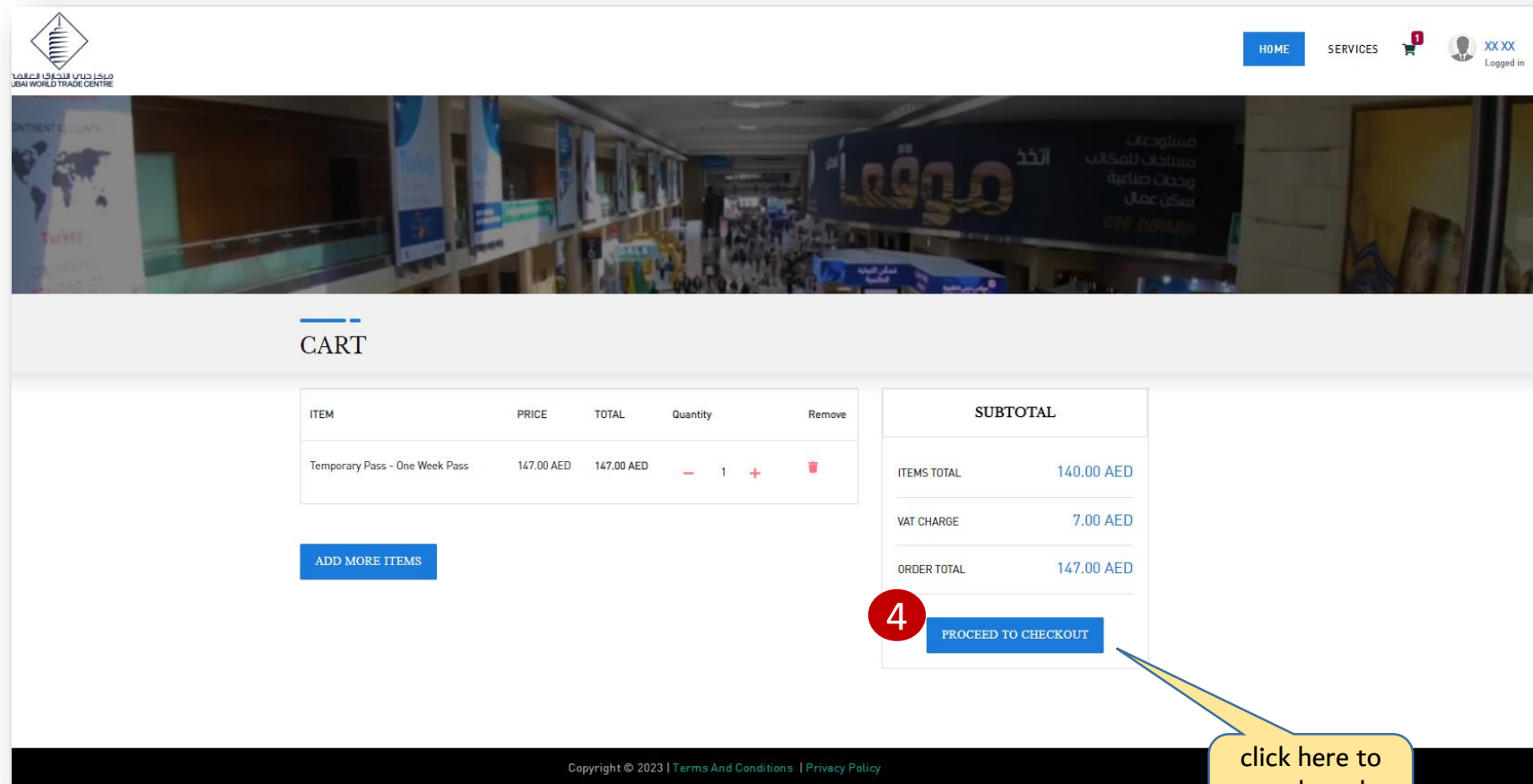
1 click on Contractor Badges to start Shopping

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

## Step 2. Shop the Badge Pass Categories

20

- o 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 interface. At the top, there is a navigation bar with 'HOME', 'SERVICES', a shopping cart icon with a red notification badge, and a user profile icon labeled 'XX XX Logged in'. Below the navigation is a banner image of a busy exhibition hall. The main content area is titled 'CART' and features a table with the following data:

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

Below the table is a blue button labeled 'ADD MORE ITEMS'. To the right of the table is a 'SUBTOTAL' section with the following items:

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

A red circle with the number '4' is positioned above a blue button labeled 'PROCEED TO CHECKOUT'. A yellow callout box with a blue border points to this button, containing the text 'click here to complete the payment'. At the bottom of the page, there is a footer with the text 'Copyright © 2023 | Terms And Conditions | Privacy Policy'.

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.

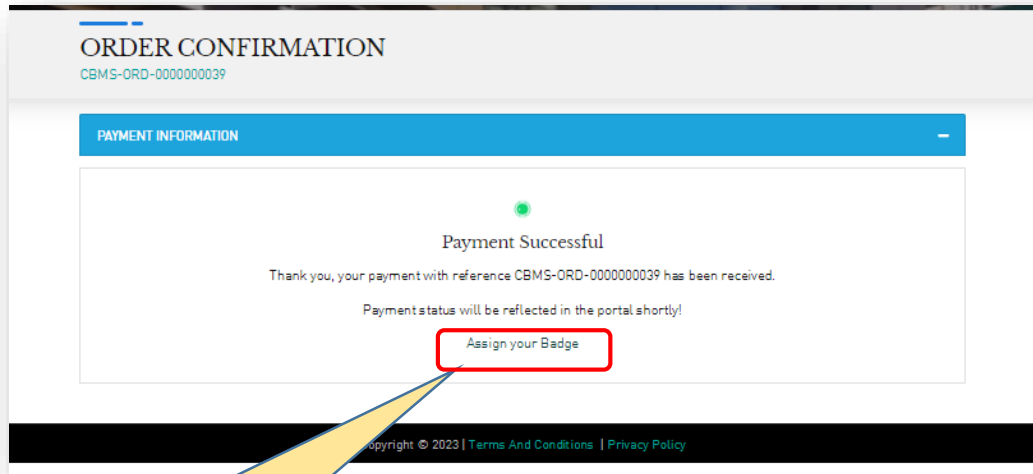
Payment status will be reflected in the portal shortly!

[Assign your Badge](#)

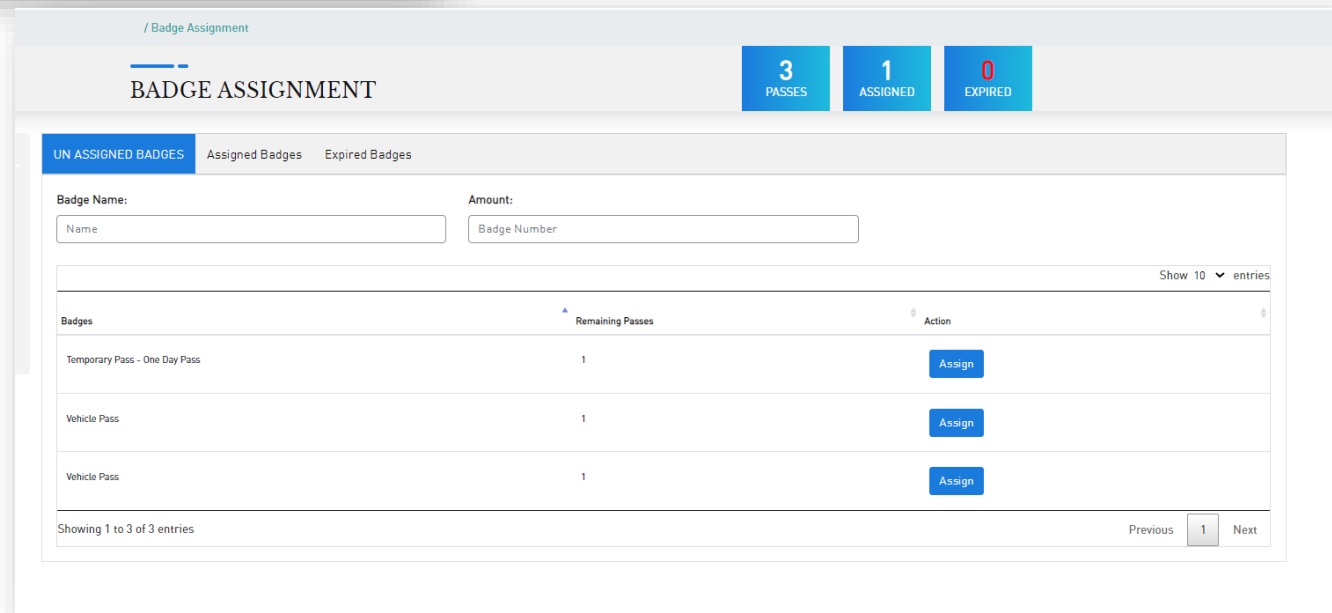
Click here to start using the services

Copyright © 2023 | Terms And Conditions | Privacy Policy

# 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	<a href="#">Assign</a>
Temporary Pass - One Day Pass	20	<a href="#">Assign</a>
Temporary Pass - One Day Pass	6	<a href="#">Assign</a>
Temporary Pass - One Day Pass	4	<a href="#">Assign</a>
Temporary Pass - One Day Pass	1	<a href="#">Assign</a>
Temporary Pass - One Day Pass	7	<a href="#">Assign</a>
Vehicle Pass	1	<a href="#">Assign</a>
Vehicle Pass	11	<a href="#">Assign</a>

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: **مركز دبي للتجارة العالمية**  
DUBAI WORLD TRADE CENTRE

Navigation: HOME SERVICES XX XX Logged in

Breadcrumb: / 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:  Amount:

Show 10 entries

Badges	Remaining Passes	Action
Temporary Pass - One Day Pass	1	<b>2</b> <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

Pass Type: TEMPORARY PASS - THREE DAY PASS

Passes: 2 PASSES

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

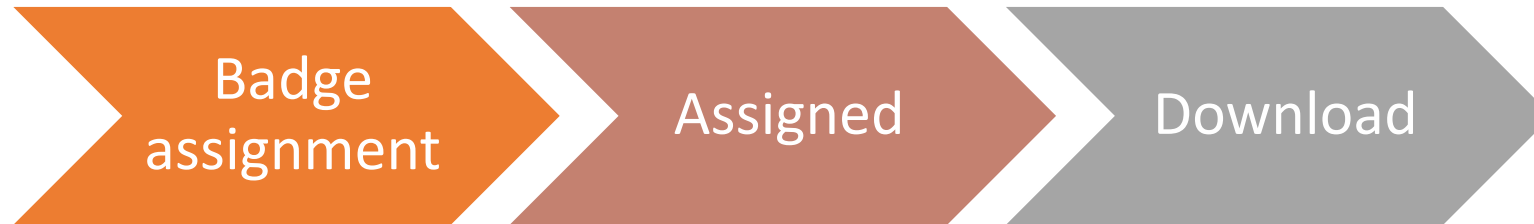
4 Save

Copyright © 2023 | Terms And Conditions | Privacy Policy

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

# 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** **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

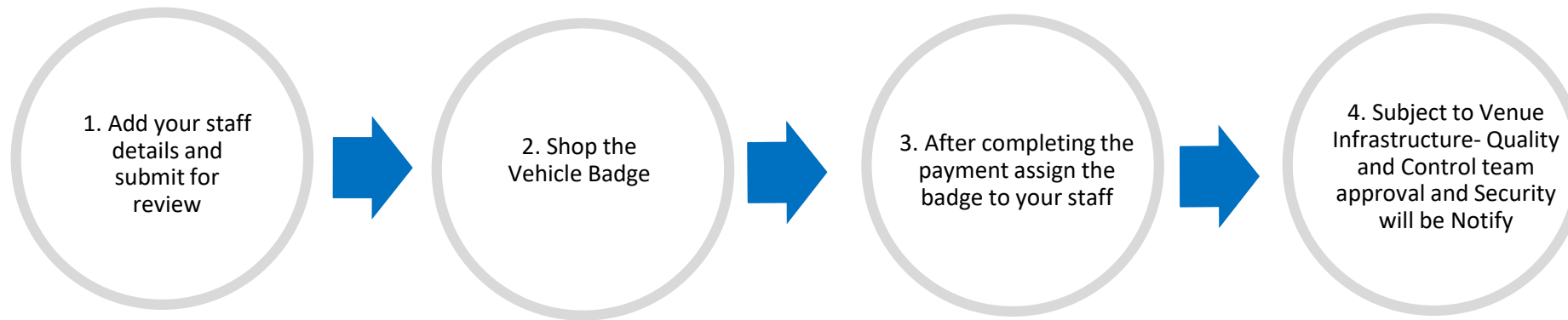
**TEMPORARY PASS**

# Vehicle Pass Process

# 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 <sup>nd</sup> reminder
Manage Staff	All events	One week prior of start of the tenancy	

# Step 2. Shop the Badge Pass Categories



30

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

- 1 +

### Wedding Pass

Wedding Pass

Valid for: 3 Day

Price: 20.00 AED

- 1 +

HOME SERVICES **3** XXXX Logged in

click here to proceed to check out

click on Contractor Badges to start Shopping

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

Copyright © 2023 | Terms And Conditions | Privacy Policy

# 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	<b>2</b> Assign

Showing 1 to 1 of 1 entries Previous 1 Next

click here view the badge assignment list

Copyright © 2023 | Terms And Conditions | Privacy Policy

# Step 3. Badge assignment



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

Fill the information

VEHICLE PASS - THREE DAY PASS

STAFF INFORMATION

Staff \*  
Ahmad Ali

Company Name \*  
IDWTC Test Company1

Company Email Address \*  
Fatma.Ahmad@dwtc.com

Company Representative \*  
Fatma Ahmad

Contact Number \*  
0551184078

Vehicle Name \*  
hyundai

Vehicle Type \*  
3T truck

Types of Movement \*  
Buildup

Vehicle Plate No \*  
12455

Vehicle Licence Expiration Date

Event Name \*  
Arablab

Location \*  
Exhibition Hall 1

Destination \*  
Al Warsan

Material Type \*  
Wooden

Badge Start Date \*  
20-09-2023

Badge Start Time \*  
12:01 AM

Badge End Date  
22-09-2023

Badge End Time  
12:01 AM

Additional Events

Vehicle Registration (Mulky) Front and Back (PDF) \*

DRAG AND DROP A FILE OR SELECT FILE

Save

Attach the required Doc.

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



# 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	

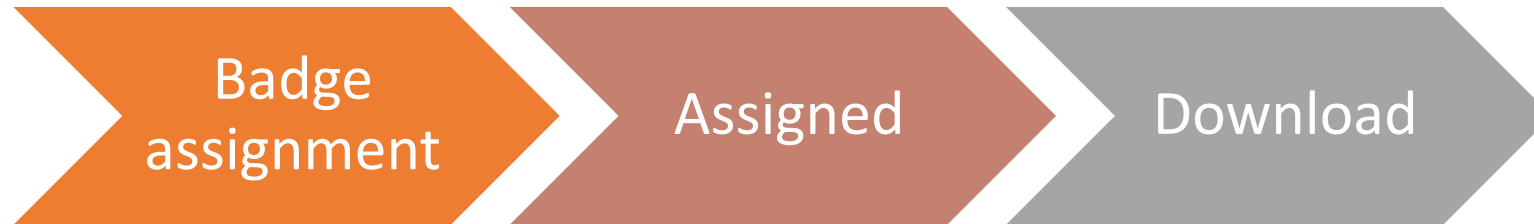
Showing 1 to 3 of 3 entries

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](mailto:AccreditationLiaison@dwtc.com)



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE