



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE

# Contractor+ Portal Guide

---

Portal  
Overview

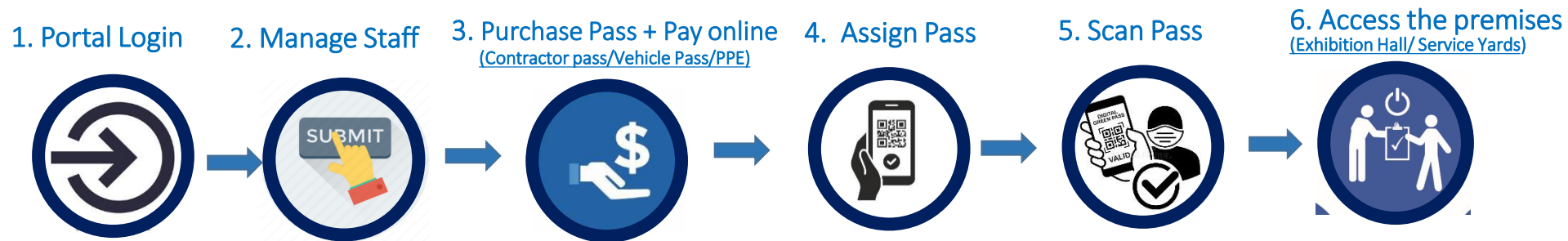
Company  
Contractor  
Registration

Services

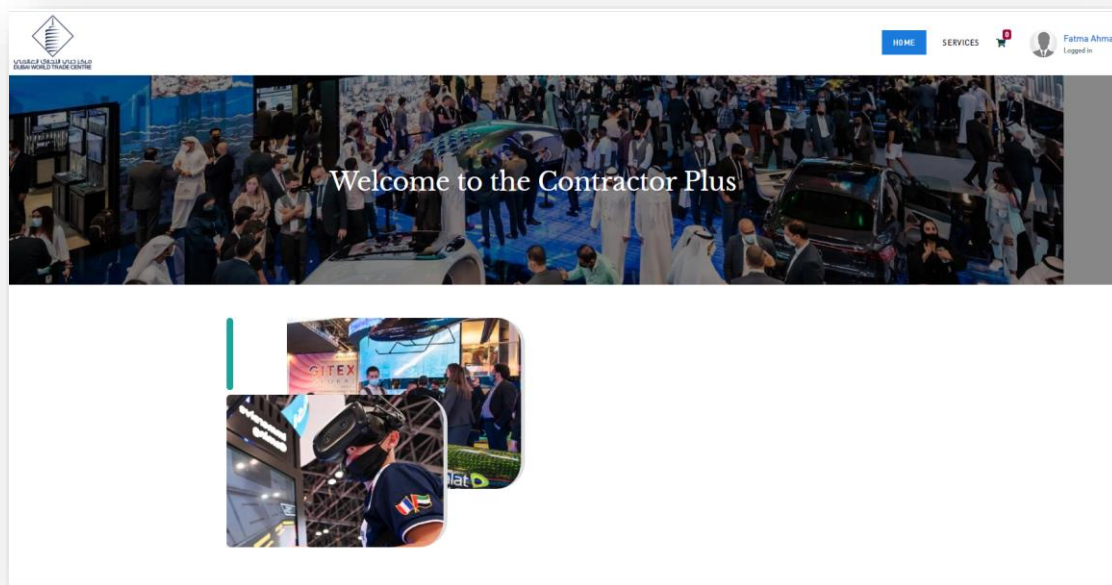
# Contractor+ Portal Overview Journey

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.

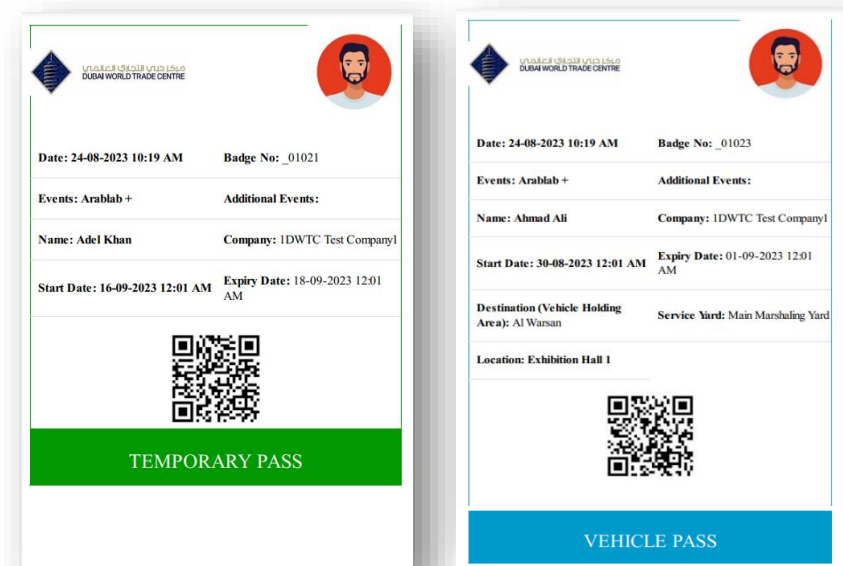
## Process Workflow



## 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**

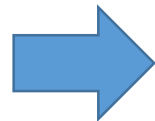
OR

**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

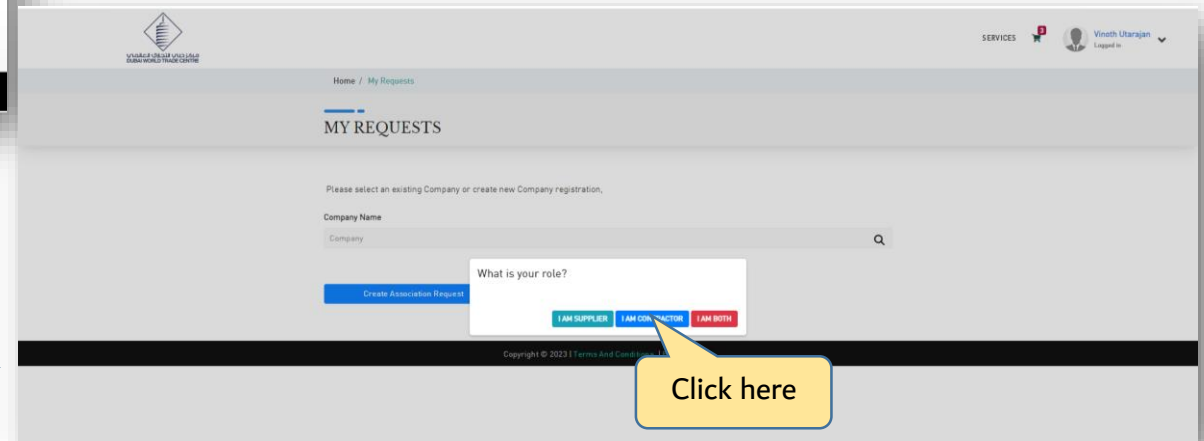
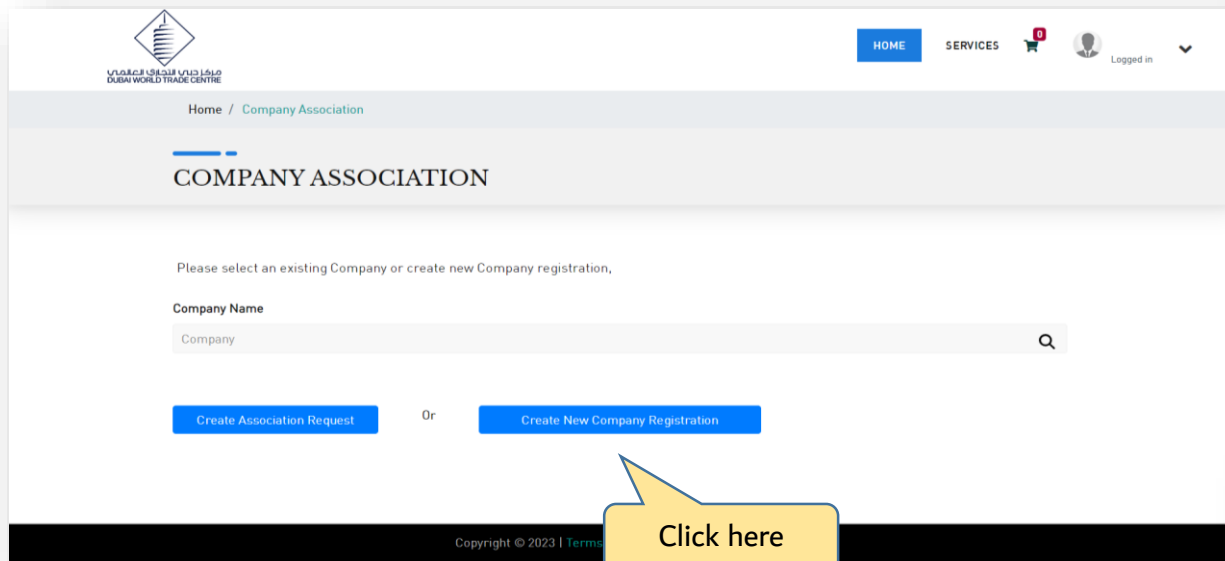
Mobile Job Role

**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 Registration – Contractor

To complete the registration click Create New Company Registration.



# Step 2. Company Registration – Contractor

Services / Registration

## REGISTRATION

1

Fill the Company details

ORGANIZATION DETAILS

Organization Name (As Per Trade License) \*

Country \*

City \*

Address line 1 \*

Main Phone Number \*

WAT Number

Zip/Postal Code \*

Primary Email Address \*

Trade License No \*

Managing Director

Secondary Email Address \*

Trade License Expiry \*

Company Owner

I hereby certify that all the details are true and correct & I understand that providing false information may lead to legal accountability. \*

[Click here](#) to view our Terms and Conditions, Code of Conduct, Whistle Blowing policy \*\*

Next

SERVICES Vinoth Utarajan  
Logged in

Organization Name (As Per Trade License) \*

Country \*

City \*

Address line 1 \*

Main Phone Number \*

WAT Number

Zip/Postal Code \*

Primary Email Address \*

Trade License No \*

Managing Director

Secondary Email Address \*\*

Trade License Expiry \*\*

Company Owner

2

SUPPLIER CONTACTS

Create Contact

Create

Contact Type	Last Name	Email	Mobile Phone
There are no records to display.			

I hereby certify that all the details are true and correct & I understand that providing false information may lead to legal accountability. \*

[Click here](#) to view our Terms and Conditions, Code of Conduct, Whistle Blowing policy \*\*

Fill Create contact.  
**Note:** The email must not match the primary and Secondary email you filled in the Organisation form

3

ATTACHMENTS

Required Documents Add New

> Trade License - (Uploaded)

> VAT Certificate - (Not Uploaded)

Document Type	File Name	Note	Created By	Created On
Trade License	17012425591442_60_MCO_1PM.pdf		Vinoth Utarajan	29 Nov 2023 11:22
Trade License	1701242586576_1_NORTH HALL-DEC Floorplan Layout1.pdf		Vinoth Utarajan	29 Nov 2023 11:23

4

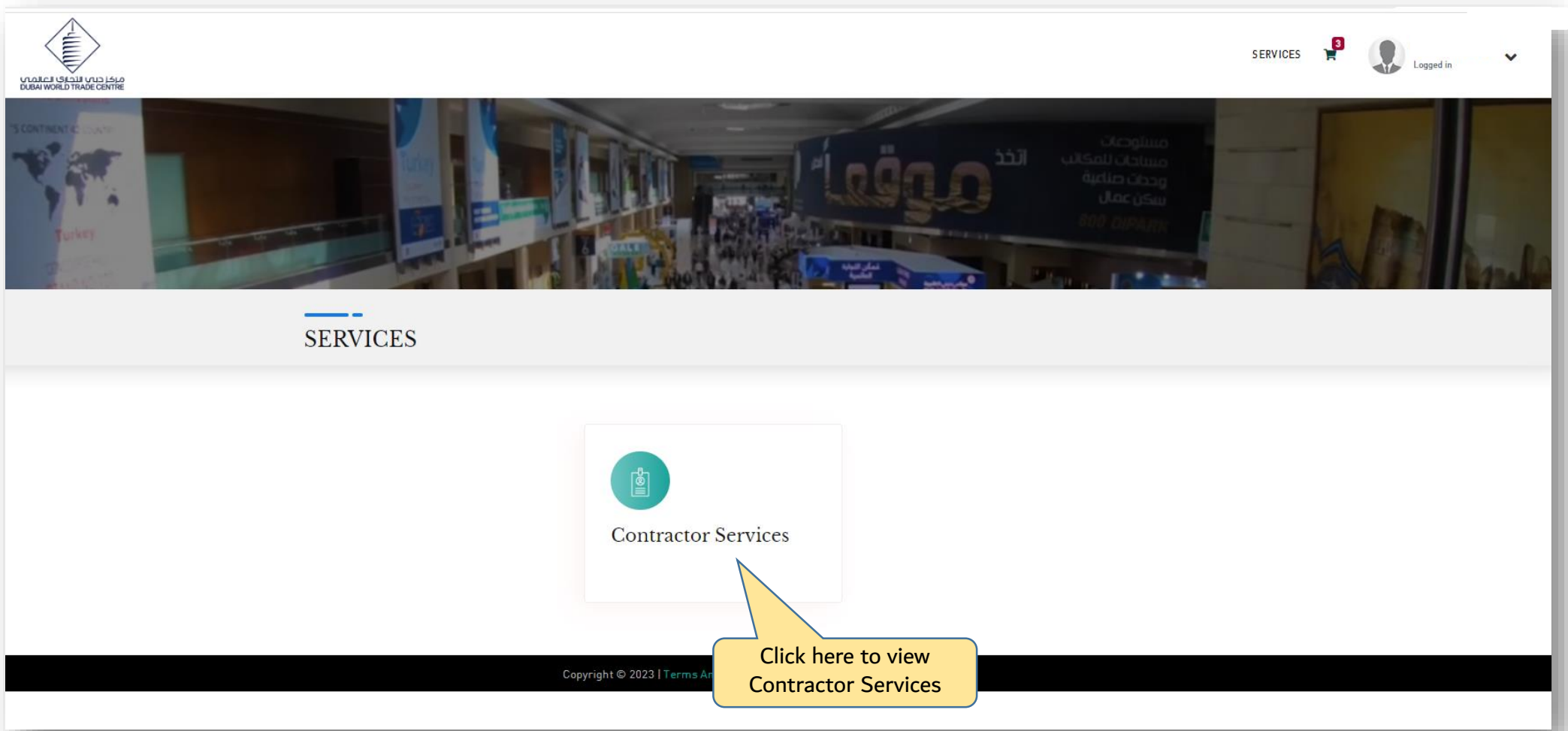
Save as Draft

Submit for Approval

Attach the required documents

Submit and then you can view the services

# Contractor Services







## SERVICES

### Contractor Services

 <b>Contractor Passes</b> Shop Passes & Accessories	 <b>Permit To Work</b> Submit Permit for works	 <b>Temp Staff</b> Submit Schedules
 <b>Scan QR Code</b> Scan QR Code	<b>Click here to register and apply for Contractor Pass</b>	

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

## SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > **CONTRACTOR PASSES**
- > PASS ASSIGNMENT
- > MANAGE STAFF



### Annual Pass Packages

Valid for: 365 Day

10 - 200 525.00 AED

201 & Above 475.00 AED

- 1 +



### Temporary Pass

Purchase Temporary Pass

Valid for: 1 Day

One Day Pass 21.00 AED

- 1 +



### DEC Temp Pass

DEC Temporary Pass

Valid for: 1 Day

One Day Pass 21.00 AED

- 1 +



### Vehicle Pass

Vehicle Pass

Valid for: 1 Day

One Trip Pass 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

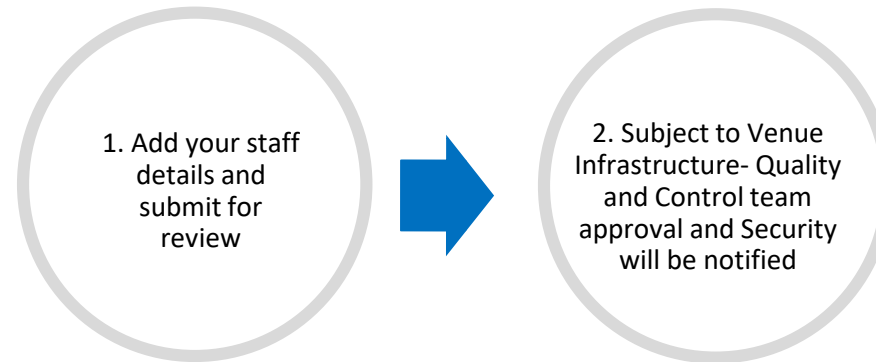
- 1 +



## Manage Staff Process

# Step 1. Manage Staff - Accreditation Submissions Workflow

- 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

←

**SERVICES**

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > CONTRACTOR PASSES
- > PASS 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
Jayaprakash Jayaprakash	Male	Handy Man	India	784197436968545	06-06-2023	Expired	
Anisur Rahman	Male	Handy Man	Bangladesh	784199294242450	07-11-2024	Draft	
Arif Mia	Male	Handy Man	Bangladesh	784199239286299	06-06-2023	Expired	
MIRZA UBAID ALI SHAUKET ALI BAIG BAIG	Male	Handy Man	India	784199216503039	06-06-2024	Draft	
MIRZA UBAID ALI SHAUKET ALI BAIG BAIG	Male	Handy Man	India	784199216503039	06-06-2024	Draft	
SAHAD SAHAD	Male	Handy Man	India	784199758648952	06-06-2024	Draft	
"AWANISH SINGH SHYAMBADAN "	Male	Handy Man	India	784199915073755	06-06-2023	Expired	

1 click on Manage Staff to start adding

Click here for bulk upload

Or you can submit individual Staff

# Step 1. Manage Staff – Bulk Upload Option 1

Shop / Manage Staff / Bulk Staff Upload

## BULK STAFF UPLOAD

**SERVICES**

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > CONTRACTOR PASSES
- > PASS ASSIGNMENT
- > MANAGE STAFF

### BULK UPLOAD

[Click Here To Download Template](#)

Choose File No file chosen

**HISTORY**

Reference	Total Records	Succeeded	Declined
No data available			

Showing 0 to 0 of 0 entries

Previous Next

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

Click here to download the Bulk sheet  
**Note: Download the sheet, Save it then start filling**

Upload  
Upload for review and approval

Fill the excel sheet  
**Note: Don't copy and Paste the Title, Skill, Gender and Nationality columns**

Title	TitleCode	First Name	Last Name	Gender	GenderCode	Skill	SkillCode	Nationality	NationalityCode	Passport No	Passport Expiry
Mr.	964130001	Xinyu	Wang	Male	964130000	Project Coordinator	9f9deda4-997	China	d318bd83-21da-ea11-a813-000d3e	ED2833666	14-May-28
Mr.	964130001	Haowen	Liu	Male	964130000	Supervisor	dff29621-80d	China	d318bd83-21da-ea11-a813-000d3e	EJ5888113	30-Aug-32

# Step 1. Manage Staff - New Staff Option 2

- After uploading the bulk sheet the staff status is DRAFT you have to complete the submission.

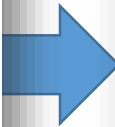
### E-PERMIT STAFF

[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	Plumber	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	



### 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](#)

# Step 1. Manage Staff - Accreditation Submissions Workflow

- Active staff means the submission is approved.
- Expired means the documentation is expired

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	



# Passes Shop

# Step 2. Shop the Pass- Pass Categories

- o You will be able to select as many passes and complete the payment online.

The screenshot shows the 'SHOP' page for 'Contractor Passes' on the DWT website. The page features a sidebar with a 'SERVICES' menu where 'CONTRACTOR PASSES' is highlighted with a red circle and a callout box. The main content area displays six pass categories: Annual Pass Packages, Temporary Pass, DEC Temp Pass, Vehicle Pass, International Pass, and Wedding Pass. Each category includes a price selector and a quantity control. A red circle highlights the 'Add to Cart' icon for the Temporary Pass, with a callout box. A red circle with the number '3' is placed over the shopping cart icon in the top right corner, with a callout box. A note at the top states: 'Note: The prices shown on this page are VAT inclusive.'

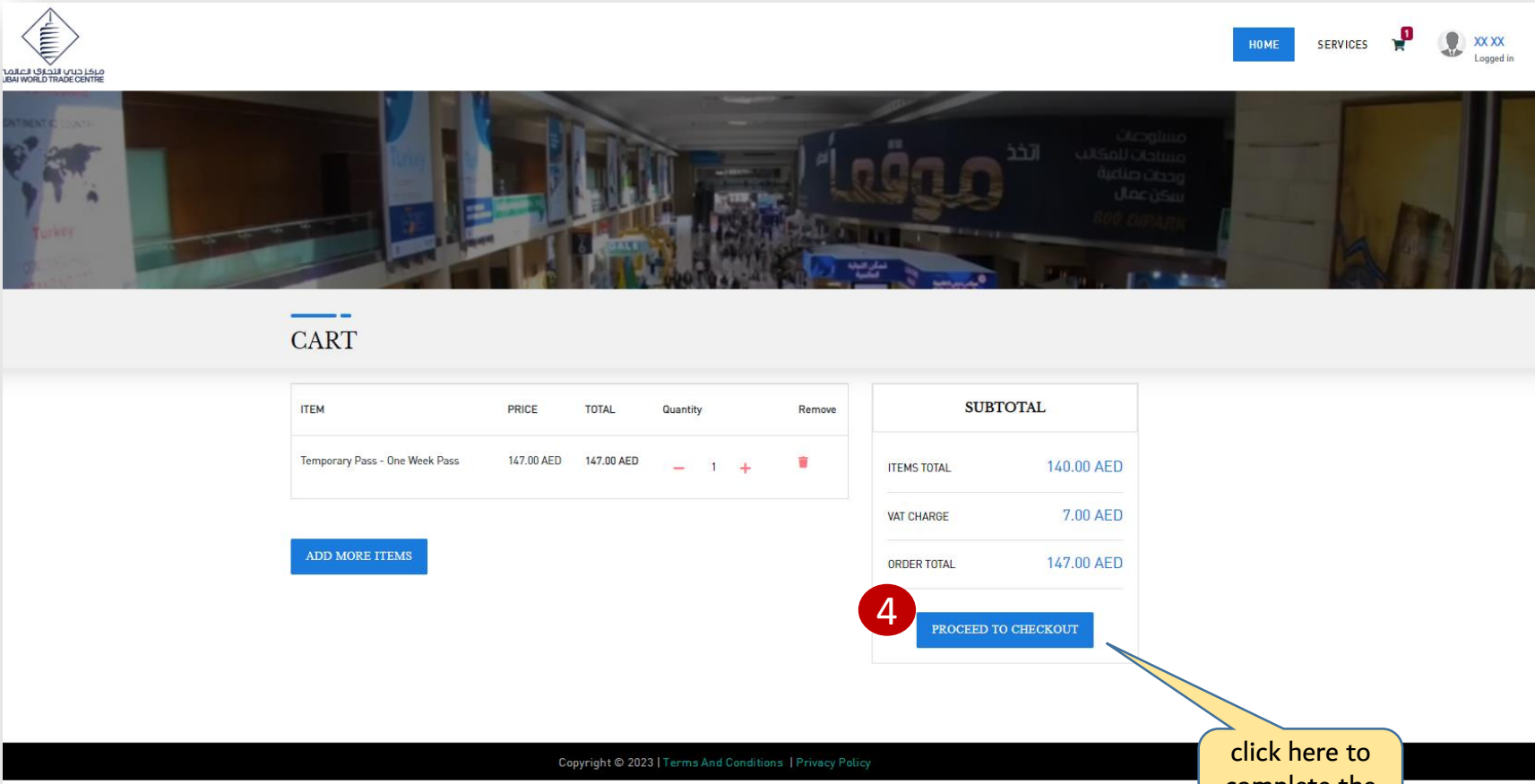
click on Contractor Passes to start Shopping

click here to proceed to check out

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

# Step 2. Shop the Pass- Pass Categories

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



# Pass Assignment

# Step 3. Pass Assignment Dashboard

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

Services / / Pass Assignment

## PASS ASSIGNMENT

61 PASSES    4 ASSIGNED    2 EXPIRED

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > CONTRACTOR PASSES
- > PASS ASSIGNMENT
- > MANAGE STAFF

UN ASSIGNED PASSES    Assigned Passes    Expired Passes

Pass Name:     Amount:

Show 10 entries

Passes	Remaining Passes	Action
Temporary Pass - One Day Pass	11	<button>Assign</button>
Temporary Pass - One Day Pass	20	<button>Assign</button>
Temporary Pass - One Day Pass	6	<button>Assign</button>

# Step 3. Pass Assignment Steps

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

Services / / Pass Assignment

## PASS ASSIGNMENT

61 PASSES   4 ASSIGNED   2 EXPIRED

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > CONTRACTOR PASSES
- 1** > PASS ASSIGNMENT
- > MANAGE STAFF

UN ASSIGNED PASSES   Assigned Passes   Expired Passes

Pass Name:    Amount:

Show 10 entries

Passes	Remaining Passes	Action
Temporary Pass - One Day Pass	11	<b>2</b> <a href="#">Assign</a>
Temporary Pass - One Day Pass	20	<a href="#">Assign</a>
Temporary Pass - One Day Pass	6	<a href="#">Assign</a>

click here view the Pass assignment list

# Step 3. Pass Assignment – Temporary Pass

click here view the staff list

### TEMPORARY PASS - THREE DAY PASS

2 PASSES

**3**

STAFF INFORMATION

Staff \*

Event Name \*

Pass Start Date \*

Pass Start Time \*

Pass End Date

Pass 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. Pass Assignment – Temporary Pass – ePass

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



Un Assigned Passes **ASSIGNED PASSES** Expired Passes

[Generate Bulk Badges](#)

Staff Name:  Start Date:  End Date:

Last Days:  Status:

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

Showing 0 to 0 of 0 entries

click here to view the ePass

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

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

Events: Arablab + Additional Events:

Name: Adel Khan Company: IDWTC Test Company1

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 events, 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 Pass - Pass Categories

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

Services / Contractor Passes

## SHOP

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

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- 1** > CONTRACTOR PASSES
- > PASS ASSIGNMENT
- > MANAGE STAFF

### Annual Pass Packages

Valid for: 365 Day

10 - 200 525.00 AED

201 & Above 475.00 AED

- 1 +

### Temporary Pass

Purchase Temporary Pass

Valid for: 1 Day

One Day Pass 21.00 AED

- 1 +

### DEC Temp Pass

DEC Temporary Pass

Valid for: 1 Day

One Day Pass 21.00 AED

- 1 +

### Vehicle Pass

Vehicle Pass

Valid for: 1 Day

One Trip Pass 21.00 AED

- 1 + **2**

### 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 +

SERVICES Eman AlKhai Logged in

**3**

click on Contractor Pass to start Shopping

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

click here to proceed to check out

# Step 3. Pass Assignment

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

Services / / Pass Assignment

## PASS ASSIGNMENT

61 PASSES    4 ASSIGNED    2 EXPIRED

SERVICES

- > PERMIT TO WORK
- > TEMP STAFF
- > INVOICE SUBMISSION
- > CONTRACTOR PASSES
- > **PASS ASSIGNMENT** **1**
- > MANAGE STAFF

UN ASSIGNED PASSES    Assigned Passes    Expired Passes

Pass Name:     Amount:

Show 10 entries

Passes	Remaining Passes	Action
Temporary Pass - One Day Pass	11	<b>2</b> <input type="button" value="Assign"/>
	20	<input type="button" value="Assign"/>
	6	<input type="button" value="Assign"/>

click here view the Pass assignment list

# Step 3. Pass Assignment

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

VEHICLE PASS - THREE DAY PASS 2 PASSES

**STAFF INFORMATION**

Staff *	Company Name *	Company Email Address *
Ahmad Ali	1DWTC Test Company1	Fatma.Ahmad@dwtc.com
Company Representative *	Contact Number *	Vehicle Name *
Fatma Ahmad	0551184078	hyundai
Vehicle Type *	Types of Movement *	Vehicle Plate No *
3T truck	Buildup	12455
Vehicle Liscence Expiration Date	Event Name *	Location *
	Arablub +	Exhibition Hall 1
Destination *	Material Type *	Pass Start Date *
Al Warsan	Wooden	20-09-2023
Pass Start Time *	Pass End Date	Pass End Time
12:01 AM	22-09-2023	12:01 AM

Additional Events

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

DRAG AND DROP A FILE OR SELECT FILE

Save

Fill the information

Attach the required Doc.

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

# Step 3. Pass Assignment

Un Assigned Passes **ASSIGNED PASSES** Expired Passes

[Generate Bulk Badges](#)

Staff Name:  Start Date:  End Date:

Last Days:  Status:

Show 10 entries

Pass Name	Assigned To	Start Date	End Date	Event Name	Status	ePass
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 0 to 0 of 0 entries Previous Next

Subject to Q&C review and approval

# Step 3. Pass Assignment – Vehicle Pass – ePass

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



Un Assigned Passes **ASSIGNED PASSES** Expired Passes

[Generate Bulk Badges](#)

Staff Name:  Start Date:  End Date:

Last Days:  Status:

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

Showing 0 to 0 of 0 entries

Previous Next

click here to view the ePass

**VEHICLE PASS**

# Thank you



AccreditationLiaison@dwtc.com



04 306 4816



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE