



30 YEARS OF HAPPINESS



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الممثل الاقتصادي المعتمد
AUTHORIZED ECONOMIC OPERATOR



GLOBELINK
WEST STAR
SHIPPING LLC

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Dear Valued Customers,

Save Your Valuable Time !

Please be informed that **w.e.f. 23rd March 2020**, Delivery Orders will be issued online via Dubai Trade Portal. This online service eliminates the current practice of visiting our offices to submit documents* as the request can be processed and completed in 3 simple steps.

Login to www.dubaitrade.ae

Step 1: Search for Bill of Lading

Step 2: View and Upload payment proof

Step 3: Upload Authorization Documents and Submit

You will find the detailed guidelines on the following pages.

Dubai Trade will be conducting training on the service, wherein schedules and slots can be booked on Dubai Trade Portal.

For further assistance, you can contact b/ m PIC's –

Import Customer Service – Globelink West Star

(email id – gopal@glweststardubai.com - Tel No. +971 4 6098403.

Experience innovation in services and experience the difference!

Customer Services Team

Globelink West Star Shipping LLC

*Note: In case of Original BL, the same needs to be submitted at the counter before / after request is created on Dubai Trade Portal



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ELECTRONIC DELIVERY ORDER (EDO)

FROM GLWSS IN 3 SIMPLE STEPS

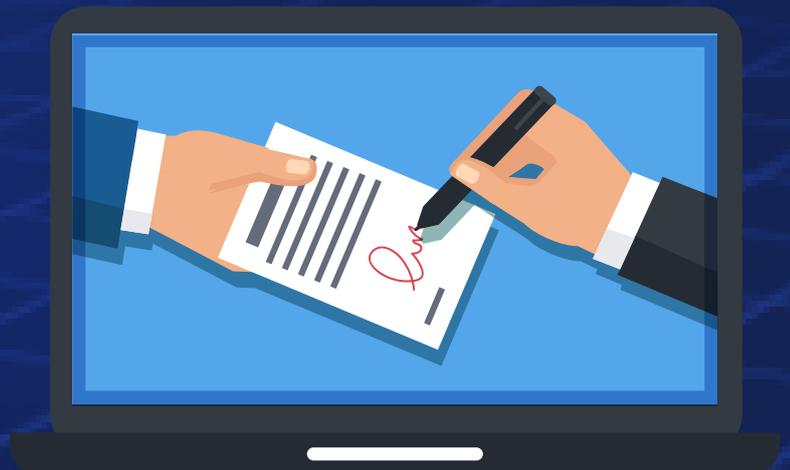
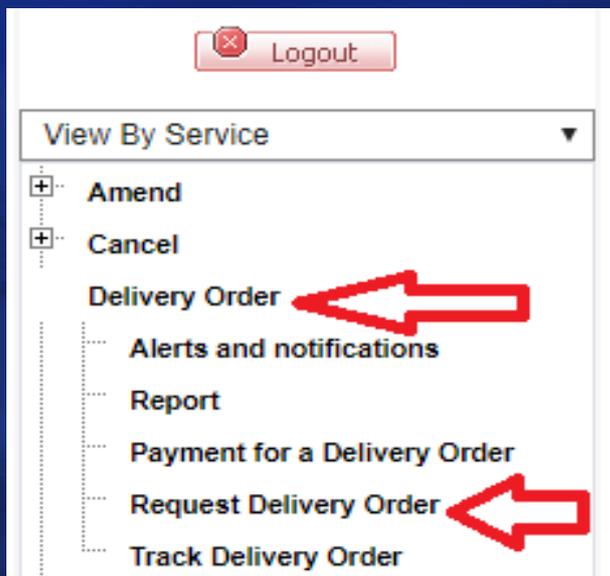
Request EDO in 3 simple steps for the Delivery Order issued by GLWSS

Kindly check whether you have Delivery Order service in Dubai Trade Portal (DT). If not, please inform to your system administrator to add the service.

Prior proceeding to request online D.O for LCL shipments, kindly check container status in Dubai Trade, if container shows FCL To Town, B/L will be available in Dubai Trade to request online Delivery Order. Please search BOL No. with HBL No. mentioned in our Cargo Arrival Notice.

STEP 1:

Login into DT portal and select the service Delivery Order





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Select Request Delivery Order and proceed as mentioned below.

- (1) Agent Name who is issuing D.O. (A512 – Globelink West Star Shipping LLC)
- (2) Input HBL No. (without special characters “/” and “-”) mentioned in Cargo Arrival Notice in BOL No., and search. Only with Agent Name and HBL No. you can search, no other details are required.
- (3) You can find below your B/L details and at right, next to “NEW” click Request DO.

Below screenshot for your reference.

○
Search Bill of Lading

Agent Name
A512-GLOBELINK WEST STAR SHPG LLC 1

Invoice Number

Requesting Party

BOL No
C20BDOJEA0018 2

Status

Reset
Search

BOL No	Bill of Lading Type	Shipping Agent Name	Vessel Name	Voyage Number	Status	
C20BDOJEA0018	OBL	GLOBELINK WEST STAR SHPG LLC	COSCO SHIPPING AQUARIUS	021W	NEW	<div style="border: 1px solid #ccc; padding: 2px; font-size: 10px; background-color: #333; color: white; float: right;">Request DO</div> 3

Items per page: 10
1 - 1 of 1
< >

STEP 2:

Complete all required fields. Requesting party can be Clearing Agent or Consignee also.

Requesting Party Details *

Requesting Party
XXXX

Email
Email

Representative Person

Mobile Number
Format xxx-xx-xxxxxxx

Requesting Party Email Required



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BL Party Details *

Same as Requesting Party Details

BL Party

Representative Person

Email

Mobile Number

Format: xxx-xxx-xxxxxxx

DO Party Details *

Same as Requesting Party Details Same as BOL Party Details

DO Party

Representative Name

DO Email

Mobile Number

STEP 3:

Upload the documents requested. In Other Document you can upload payment proof (Cash deposit slip/Telegraphic Transfer /Cheque copy (only for agreed customers)).

Invoice details available with invoice amount and you can download invoice copy from the system.

Document Uploads

- Note:**
- Upload Document only of File Type (png/jpg/gif/pdf) and maximum file size 0.5 MB
 - Authorization Letter is mandatory for EBL BoL type.

Authorization Letter

Drag & Drop Files Here
or
Browse Files

Emirates ID *

Drag & Drop Files Here
or
Browse Files

Emirates Id copy is Required

B/L Copy *

Drag & Drop Files Here
or
Browse Files

B/L copy is Required

Other Document

Drag & Drop Files Here
or
Browse Files

Invoice Details

Invoice No	Invoice Type	Invoice Value	Invoice currency	Payment Status	Paid By
<input type="checkbox"/> GWINV02592220	Other	770	AED	PAYMENT NOT INITIATED	



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Accept terms and condition and submit your D.O. request.

Terms and Condition *

I Acknowledge that I am Authorized to request this DO according to [Terms and Conditions](#)

← Back
↻ Reset
✓ Submit

Upon submission you will be notified vide email about the status of D.O. and you can download EDO from the system upon receipt of email stating Request Delivery Order with Do Reference No: DOREFXXX is COMPLETED

- Step 1 : Search the B/L
- Step 2 : Complete the information
- Step 3 : Upload the documents and submit.

You can check your D.O. status in Track Delivery Order. D.O. issued will show completed and D.O. copy is ready to download.

Home > Search Delivery Order

Search Delivery Order

BOL NO DO Reference Number Status

From Date To Date

Reset Search

DO Reference Number	BOL Number	Request Party Name	BoL Party Name	Status	Requested Date	Action
DOREF22924				COMPLETED	24/03/2020 22:17	

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Click Action you will find at the bottom download D.O.

Approval History Details

DATE	ACTION	USER NAME	COMMENTS
25-03-2020 09:55	COMPLETED		

← Back
✎ Amend DO
➕ Request for New DO
⬇️ Download DO





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EDO on your desktop in 3 simple steps

DOCUMENTS REQUIREMENT

ORIGINAL BL SURRENDERED / SEAWAYBILL / EXPRESS RELEASE / TELEX RELEASE

1. Consignee has to upload Consignee's Authorization Letter, Third Party's Letter, B/L copy and Payment proof.
2. Payment proof, if consignee deposited amount in our Bank Account, deposit slip to be uploaded which will be checked with our Finance Department whether payment credited into our account, upon receipt of confirmation from our Finance Department D.O. will be released.
3. Credit customers, consignee has to submit Post Dated Cheque to our D.O. counter.
4. If consignee is finding difficult for the cash deposit into Bank account, consignee can make a payment in our D.O. counter, collect receipt and upload the same in Dubai Trade Portal which will be verified and released D.O. online.
5. For the Surrendered / Express Release / Seaway B/L, consignees not required to visit our office if the payment deposited into our bank account.

In the case of Original B/L, consignee has to produce OB/L to our D.O. counter for verification and release of D.O. online. Customers don't need to wait in our D.O. counter, they only need to submit the documents and download D.O. from Dubai Trade Portal upon issuance. Payment procedure is same as mentioned above.



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Bank Details mentioned below for Cash Deposit and TT.

SL NO	BANK DETAILS FOR MAKING PAYMENT TO GLOBELINK WEST STAR SHIPPING LLC THROUGH TELEGRAPHIC TRANSFER(T.T)	
1	BANK NAME	BANK OF BARODA
	ACCOUNT NAME	GLOBELINK WEST STAR SHIPPING LLC
	BANK ADDRESS	P.O. BOX 3162,BUR DUBAI, U.A.E.
	BRANCH NAME	BURDUBAI- DUBAI-UAE
	SWIFT CODE	BARBAEADDUB
	ACCOUNT NUMBER	90010400000081
	IBAN NUMBER	AE840110090010400000081
	ACCOUNT CURRENCY	AED
2	BANK NAME	CITI BANK N.A
	ACCOUNT NAME	GLOBELINK WEST STAR SHIPPING LLC
	BANK ADDRESS	P.O BOX NO 749,DUBAI,UAE
	BRANCH NAME	BURDUBAI BRANCH
	SWIFT CODE	CITIAEAD
	ACCOUNT NUMBER	0201642019
	IBAN NUMBER	AE760211000000201642019
	ACCOUNT CURRENCY	AED
3	BANK NAME	COMMERCIAL BANK OF DUBAI
	ACCOUNT NAME	GLOBELINK WEST STAR SHIPPING LLC
	BANK ADDRESS	P.O. BOX 2668 ,Al Gaya Residence, Sh Zayed Road
	BRANCH NAME	SH. ZAYED ROAD BRANCH
	SWIFT CODE	CBDUAEAD
	ACCOUNT NUMBER	1000996817
	IBAN NUMBER	AE710230000001000996817
	ACCOUNT CURRENCY	AED

Thanking you for your kind co-operation and support.