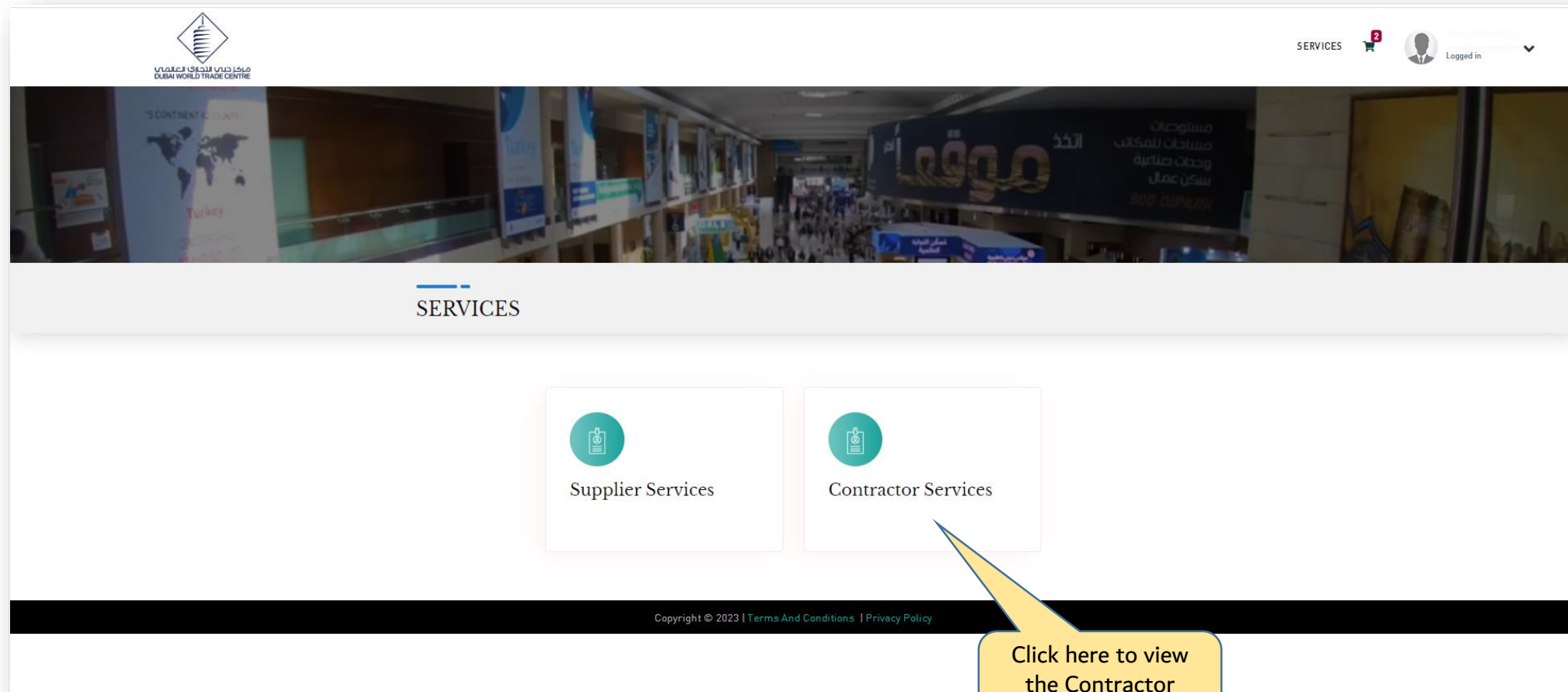


Home Page Layout



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 675.00 AED
- ☐ Min 201 - 300 Passes 820.00 AED
- ☐ Min 301 Passes 970.00 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

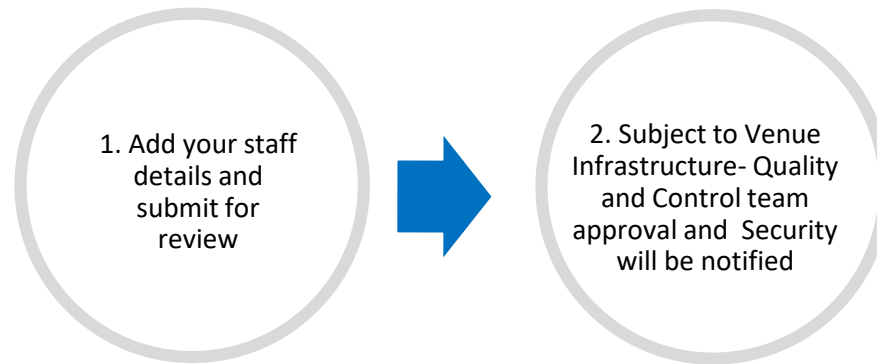
Step 1. Manage Staff Accreditation Submissions Workflow



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



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Event Exhibitor/ Contractor

/ 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



15

Event Exhibitor/ Contractor

 **HOME** **SERVICES**  **Fatma Ahmad**
Logged in

Shop / Manage Staff / Bulk Staff Upload

BULK STAFF UPLOAD

Click Here To Download Template

No file chosen

HISTORY

Reference	Total Records	Succeeded	Declined
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

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You can download the excel template

Upload for review and approval

CBMS Local Staff Template (4) - Excel

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



16

Event Exhibitor/ Contractor

Manage Staff / Add Staff

ADD STAFF

Staff Information Attach Documents

INFORMATION

Title * First Name * Last Name *

Gender * SAE * Residence Type *

IDENTITY

Nationality * National ID *

National ID Exp Date * Date of Birth *

Email * Passport Number *

Passport Issue Date * Passport Exp Date *

VISAS

Visa Type * Visa Number * Visa Issue Date *

ATTACH DOCUMENTS

Staff Information Attach Documents

UPLOAD ATTACHMENTS

Profile Photo *

National ID Front *

National ID Back *

Passport

Visa

Staff Competency Certificate

PCR Test Results

Vaccination History

Back Save

Profile Photo is mandatory

Step 1. Manage Staff Accreditation Submissions Workflow



17

Event Exhibitor/ Contractor

E-PERMIT STAFF

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

ID:

ID

Name:

Name

Status:

Select 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



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Event Exhibitor/ Contractor

- 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

click here to proceed to check out

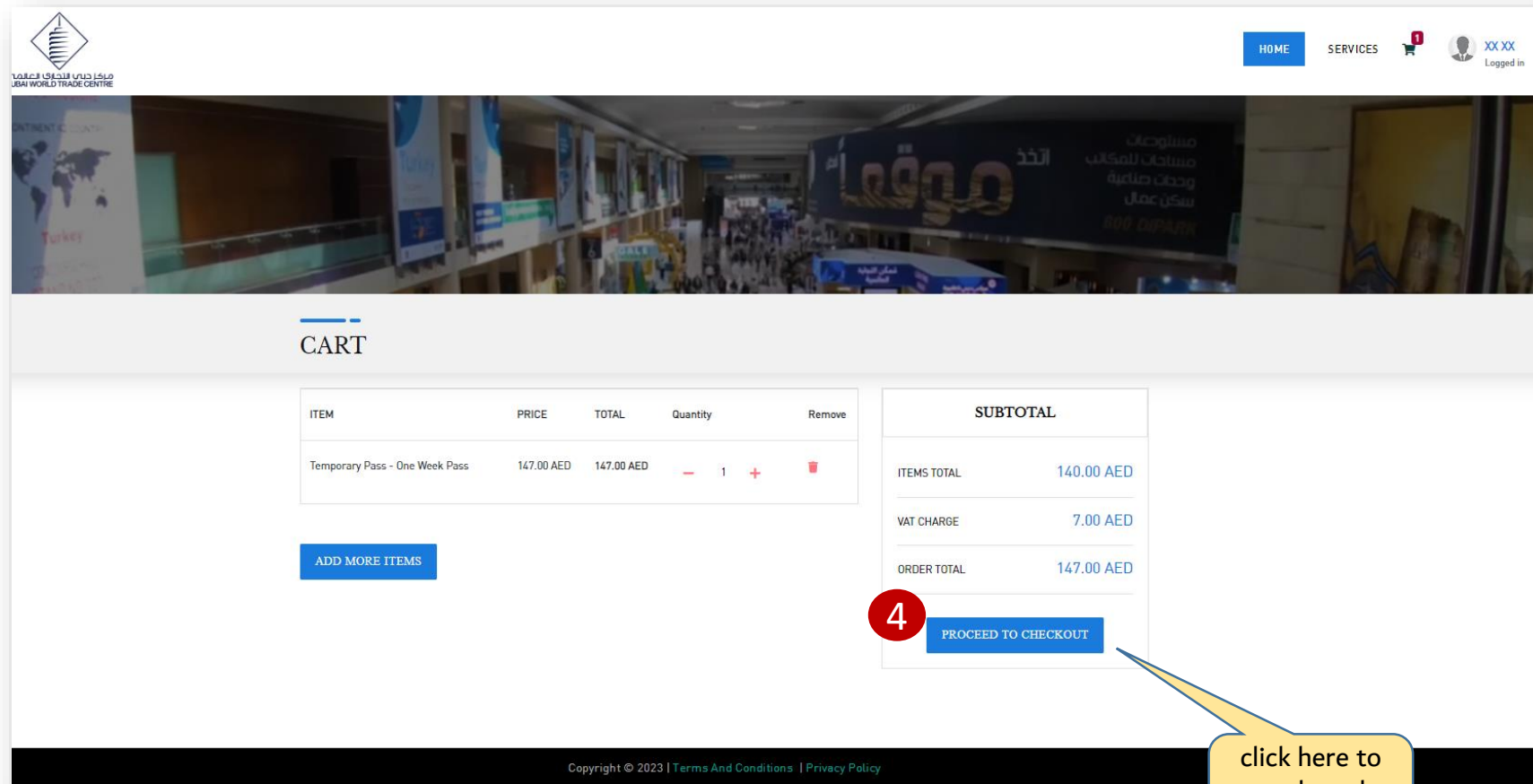
click on Contractor Badges to start Shopping

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

Step 2. Shop the Badge Pass Categories

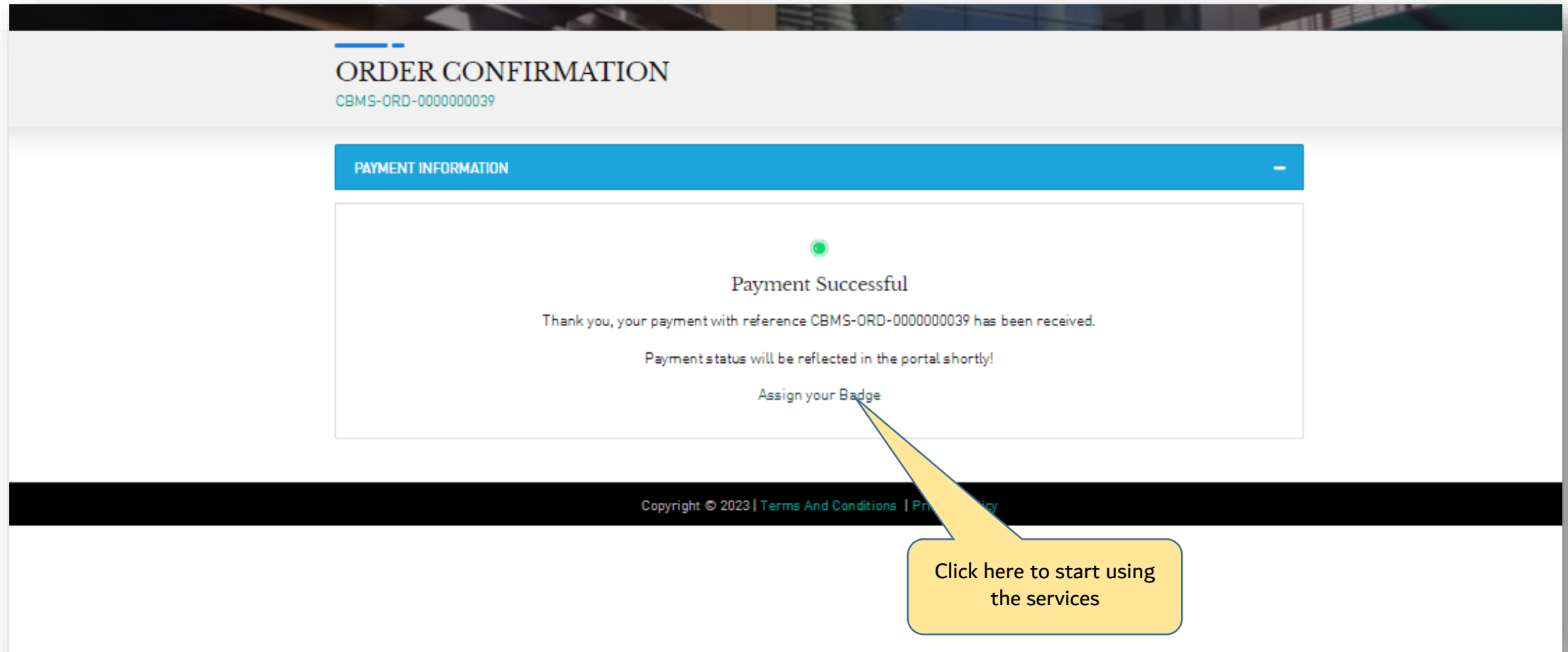
20

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



Step 2. Shop the Badge Pass Categories

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Step 2. Shop the Badge Pass Categories

22

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](#)

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Click here to start
assigning the badge to
your staff list

[/ Badge Assignment](#)

BADGE ASSIGNMENT

3 PASSES | **1** ASSIGNED | **0** EXPIRED

UN ASSIGNED BADGES | Assigned Badges | Expired Badges

Badge Name:

Amount:

Show 10 entries

Badges	Remaining Passes	Action
Temporary Pass - One Day Pass	1	Assign
Vehicle Pass	1	Assign
Vehicle Pass	1	Assign

Showing 1 to 3 of 3 entries

Previous | 1 | Next

Badge assignment

Step 3. Badge Assignment Dashboard



24

Event Exhibitor/ Contractor

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

Logo: VULGAR SEED VULGAR EXHIBITOR WORLD TRADE CENTRE

Navigation: HOME SERVICES Logged in

Breadcrumb: / Badge Assignment

BADGE ASSIGNMENT

61 PASSES 4 ASSIGNED 2 EXPIRED

SERVICES

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

UN ASSIGNED BADGES Assigned Badges Expired Badges

Badge Name: Amount:

Name Badge Number

Show 10 entries

Badges	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>
Temporary Pass - One Day Pass	4	<button>Assign</button>
Temporary Pass - One Day Pass	1	<button>Assign</button>
Temporary Pass - One Day Pass	7	<button>Assign</button>
Vehicle Pass	1	<button>Assign</button>
Vehicle Pass	11	<button>Assign</button>

Showing 1 to 8 of 8 entries

Previous 1 Next

Step 3. Badge assignment



25

Event Exhibitor/ Contractor

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

The screenshot displays the 'BADGE ASSIGNMENT' interface on the Dubai World Trade Centre website. The top navigation bar includes the logo, 'HOME', 'SERVICES', a shopping cart icon, and a user profile 'XX XX' with 'Logged in' status. Below the navigation bar, a breadcrumb trail shows '/ Badge Assignment'. The main header features three status boxes: '3 PASSES', '1 ASSIGNED', and '0 EXPIRED'. The left sidebar, titled 'SERVICES', lists various options, with 'BADGE ASSIGNMENT' highlighted and marked with a red circle '1'. A yellow callout bubble points to this option, stating 'click here view the badge assignment list'. The main content area has tabs for 'UN ASSIGNED BADGES', 'Assigned Badges', and 'Expired Badges'. Under 'UN ASSIGNED BADGES', there are input fields for 'Badge Name' (with a 'Name' placeholder) and 'Amount' (with a 'Badge Number' placeholder). Below these is a table with columns 'Badges', 'Remaining Passes', and 'Action'. The table lists three items: 'Temporary Pass - One Day Pass', 'Vehicle Pass', and another 'Vehicle Pass', each with a value of '1' in the 'Remaining Passes' column and an 'Assign' button in the 'Action' column. The first 'Assign' button is marked with a red circle '2'. The table footer indicates 'Showing 1 to 3 of 3 entries' and includes 'Previous', '1', and 'Next' navigation links.

1

click here view the badge assignment list

2

Step 3. Badge assignment – Temporary Pass



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Event Exhibitor/ Contractor

مركز التجارة العالمي
DUBAI WORLD TRADE CENTRE

HOME SERVICES  

Badge Assignment / Assign Badges

3

TEMPORARY PASS - THREE DAY PASS

2
PASSES

SERVICES

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

STAFF INFORMATION

Staff *

-- Select --

Event Name *

-- Select --

Badge Start Date *

Badge Start Time *

--:--:--

Badge End Date

Badge End Time

--:--:--

Additional Events

4 Save

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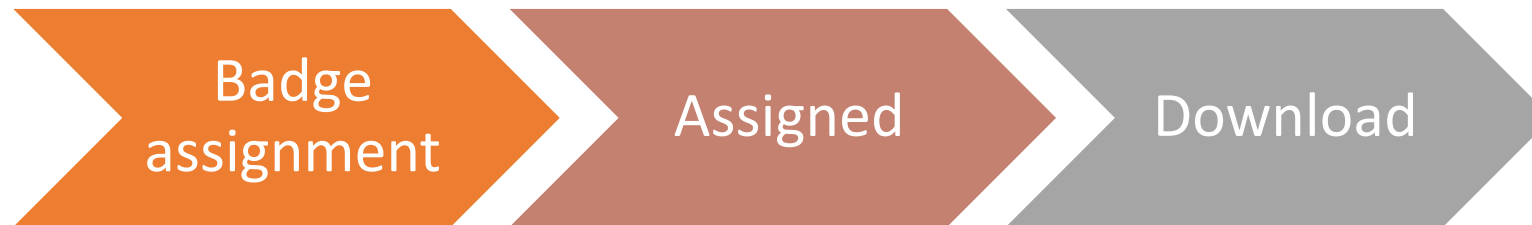
click here view the staff list

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

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

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- 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:

click here to view the e-badge

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	

