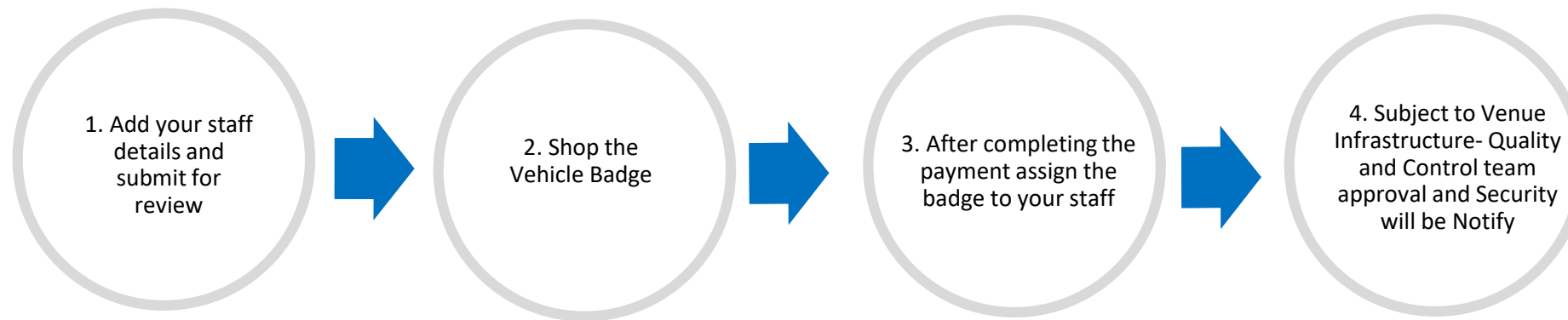


Vehicle Pass Process



- 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



Event Exhibitor/ Contractor

30

- 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 525.00 AED
- ☐ Min 101 - 200 Passes 875.00 AED
- ☐ Min 201 - 300 Passes 1225.00 AED
- ☐ Min 301 Passes 1575.00 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

click on Contractor Badges to start Shopping

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

click here to proceed to check out

Step 3. Badge assignment



31

Event Exhibitor/ Contractor

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

Logo: DUBAI WORLD TRADE CENTRE

HOME SERVICES XX XX Logged in

/ 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
- > BADGE ASSIGNMENT**

UN ASSIGNED BADGES Assigned Badges Expired Badges

Badge Name: Name Amount: Badge Number

Show 10 entries

Badges	Remaining Passes	Action
Vehicle Pass	1	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



32

Event Exhibitor/ Contractor

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

Fill the information

3

VEHICLE PASS - THREE DAY PASS

2 PASSES

SERVICES

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

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 Type *
3T truck

Types of Movement *
Buildup

Vehicle Name *
hyundai

Vehicle Licence Expiration Date
[Calendar Icon]

Event Name *
Arablab +

Vehicle Plate No *
12455

Destination *
Al Warsan

Material Type *
Wooden

Location *
Exhibition Hall 1

Badge Start Time *
12:01 AM

Badge End Date
22-09-2023

Badge Start Date *
20-09-2023

Badge End Time
12:01 AM

Additional Events
[Text Input]

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

DRAG AND DROP A FILE OR SELECT FILE

Attach the required Doc.

4

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

Save

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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:

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

34

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

Badge
assignment

Assigned

Download

/ 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	

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

Events: Arablab + 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