Online Gate Pass Submission

User Manual - External

Version 0.2

Version History

Date	No	Summary of Changes	Name
23-01-2019	0.1	Initial Draft created	Balakrishnan Suresh
28-01-2019	0.2	Reviewed and updated by SID	Mahmood Iqbal

Contents

1. Introduction

1.1. Purpose

The purpose of this user guide is to explain **Gate Pass Issuance** through Dubai Trade services.

The following are the major functionalities related to Gate Pass Issuance

- New Gate pass Request
- Search Gate pass
- Amend Gate pass
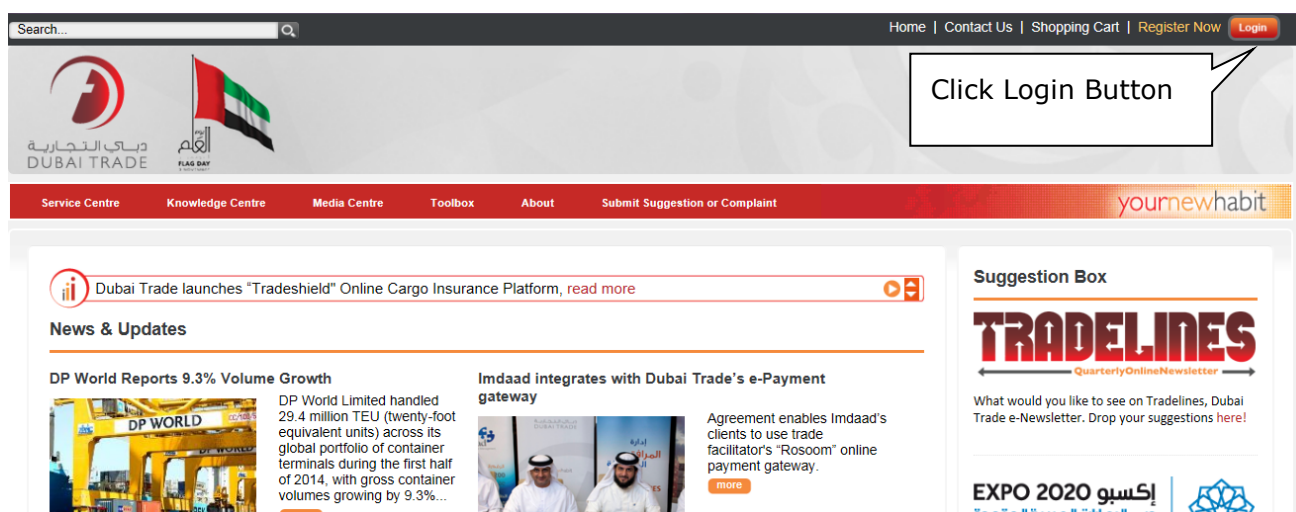- Cancel Gate pass
- Resubmit Gate pass

1.2. Intended Audience

The intended audience for this document includes the following:

- Dubai Trade Portal users (Cargo Handlers, Brokers, Free zone Companies of the locations applicable for this service)

1.3. Portal Login

1) Enter the Application URL (**www.dubaitrade.ae**) in the IE Window
2) Click Enter button

3) Click on the Login button at Right Top corner of the page.

4) Login screen will be displayed.
5) Once in the Login page, enter the Username and Password
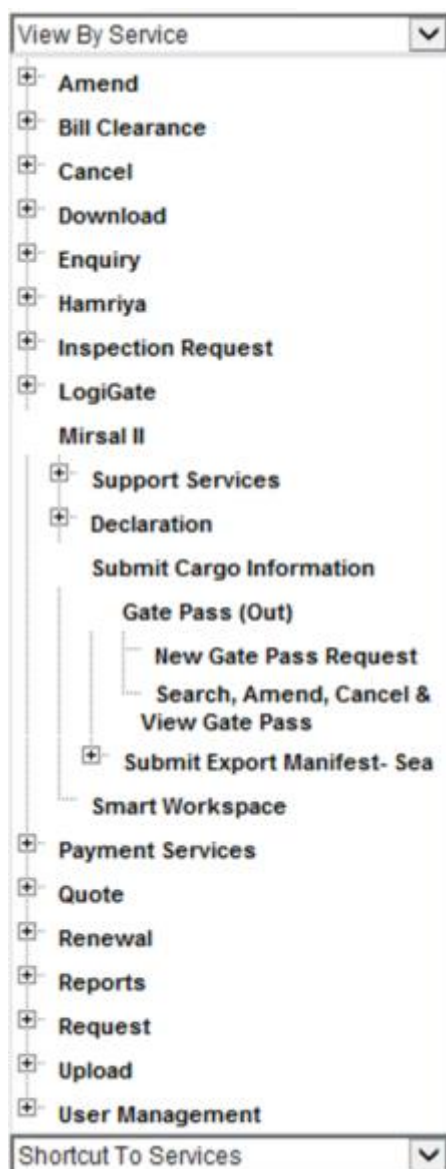6) Click on "Sign In" button

2. Gate Pass (Out) Service

Select "**Mirsal II → Submit Cargo Information → Gate Pass (Out)**" From the left menu

Gate Pass (Out) menu has the following sub-menu under it.
- New Gate Pass Request
- Search Amend, Cancel & View Gate pass

2.1. Create new Gate Pass Request

Select "**Mirsal II → Submit Cargo Information → Gate Pass (Out) →New**" From the left menu

2.1.1. General Details

1. Enter General details for the Gate pass request.

The below table depicts the values to be entered in the Gate Pass Header screen.
M denotes Mandatory, **O** denotes Optional, **C** denotes Conditional.

Data Field Name	M/O/C	Data Field Description
Gate Pass Type	M	Type of the gate pass, system defaults to Cargo Note: Cargo Gate Pass Type implies gate pass for customs cleared goods.
Business Type	M	Business Type of the user logged in "Cargo Handler", "Free Zone", "Importer", "Broker"
Business Code	M	Mirsal 2 Business Code
Business Name	O	Business Name of the Business code
Vehicle Number	M	Plate number of the vehicle on which cargo loaded and for which gate pass is to be issued
Customs Location	M	Customs location for which the gate pass is prepared

2. After entering the above data field values in General details section, click on the **NEXT** button (as shown in the above screen) to move to the next page. If any data validation failure occurs, related errors displayed on the same page. When there are no failures, the next screen 'Declared Goods Details' page is displayed.

2.1.2. Declared Goods Details.

1. Add the declarations to the Gate pass

New Gate Pass Request

① General Details — ② Declared Goods Details — ③ Payment Details

+ Add Declarations

List of Selected Declarations

☐	Declaration Number	Declaration Type	Total package to be released

‹ Previous **✕ Cancel** **Next ›**

Details

Gate Pass Created By : BROIMPUAT1 (AE-6001401)
Business Type : Importer

2. Click on '**Add Declaration'** button as in the above shown screen to select the declarations.

New Gate Pass Request

Declaration Lookup ✕

Search Criteria

Declaration Number: [   ]

Declaration Clearance From Date: [   ] 📅 ❶   Declaration Clearance To Date: [   ] 📅 ❶

Q Search   **⟳ Reset**

✕ Close

Details

Gate Pass Created By : BROIMPUAT1 (AE-6001401)
Business Type : Importer

3. Enter any of the above criteria in the screen to search for the declaration
4. Click on the **Search** button as shown in the above screen to search for the declaration

The below table depicts the data fields values to be entered as BOL- Consignment details.
M denotes Mandatory, **O** denotes Optional, **C** denotes Conditional.

Data Field Name	M/O/C	Data Field Description
Declaration Number	O	• Declaration number that is to be added to the gate pass Note: Only those declarations can be searched and added in the gate pass which are related to the logged in company. For example, Dubai Airport Free

Data Field Name	M/O/C	Data Field Description
		Zone companies can search and add only those declarations in which cargo releasing entity is the same as logged in company or ATA companies can only search and select those declarations in which their company is given as Cargo Handler
Declaration Clearance From Date	O	• Starting date of the date range to search declarations
Declaration Clearance To date	O	• Ending date of the date range to search declarations

Declaration Lookup   ✕

Search Criteria

Declaration Number: 1010244807719

Declaration Clearance From Date: [   ] 📅 ❶   Declaration Clearance To Date: [   ] 📅 ❶

🔍 Search   ⟳ Reset

Search Result

☐	Declaration Type	Declaration Number	Importer	Broker	Exporter	Goods Location	Declaration Date
☐	Import to Local from ROW	1010244807719	AE-6001401	AE-3012784		Dubai Intl. Airport (FG 5)	16/01/2019 12:32:09

Showing 1 - 1 of 1 search results

‹‹ ‹ 1 › ››

✔ Add   ✕ Close

5. Select one or more required declaration from the above screen to add to the Gate pass Request
6. Click on the **Add** button to add the declaration in the gate pass.

New Gate Pass Request

7. Added declaration are displayed in the "Declared good details' page. Click on the "**Add Package**", to add the package details for that declaration

8. Enter the number of package to release in the Gate Pass against each package type to be released.
9. Click on the "Save" Button to add the number of package against the declaration in the Gate pass Request.

New Gate Pass Request

1 General Details — **2** Declared Goods Details — **3** Payment Details

+ Add Declarations

List of Selected Declarations

🗑 Remove

	Declaration Number	Declaration Type	Total package to be released	
☐	1010244807719	Import to Local from ROW	0	Add Package

Showing 1 - 1 of 1 search results

‹‹ ‹ 1 › ››

‹ Previous **✕ Cancel** **Next ›**

Details

Gate Pass Created By : **BROIMPUAT1 (AE-6001401)**
Business Type : **Importer**

10. Click on the **Next** button. The **Payment Page** is displayed.

2.1.3. Payment Details.

New Gate Pass Request

① General Details —— ② Declared Goods Details —— ③ Payment Details

Charge Details

Charge Type		Amount (AED)
Cargo Gate Pass Charges		20.00
Total Number of Declaration	**Charges per declaration**	
1	20	
Total		20.00

Payment Details

* Payment Mode :	Please Select	Account Number :	Please Select	☑
	Debit Account			
	ePayment			

‹ Previous   ✕ Cancel   Submit ›

Details

Gate Pass Created By : BROIMPUAT1 (AE-6001401)
Business Type : **Importer**

1. Select the **Payment Mode** from the above screen
2. If the payment mode selected is "Debit Account", then select the respective **Account Number**
3. Click on the **Submit** button
4. If the **Payment Mode** is "ePayment" , then Dubai Smart Government payment portal is displayed
5. If the **Payment mode** is "Debit Account" and the payment is successful, then the following message is displayed

New Gate Pass Request

Gate Pass is successfully generated.
Gate Pass Number (OUT): AFZ20190000000000151, Exit the Gate before the expiry time 23/01/2019 13:42:38.

🖨 Print GatePass   ⌂ Home

6. Click on the **Print Gate Pass** button to print the gate pass, below screen is displayed after printing the gate pass

Gate Pass(Out)

Print Date & Time : 23/01/2019 13:23:20

Gate Pass Number	: **AFZ20190000000000151**	Gate Pass Type	: **Cargo Gate Pass**
Vehicle Number	: **Test123**	Expiry Date & Time	: **23/01/2019 13:42:38**
Business code & Name	: **AE-6001401 - BROIMPUAT1**	Customs Location	: **Dubai Intl. Airport (FG 5)**
Business type	: **Importer**		

Payment Date	: **23/01/2019**	Receipt Number	: **9802721**
Paid Amount (AED)	: **20.00**	Payment Mode	: **Debit Account**

Declaration Details :

1	Declaration Number : 1010244807719	
Package Type	**No. of Packages**	
	To Release	
COILS	1	

Note : Exit the Gate before the expiry date & time.

2.2. Search Gate Pass.

1. Select "**Mirsal II → Submit Cargo Information → Gate Pass (Out) →Search, Amend, Cancel & View Gate Pass**" From the left menu

2. Choose an option by which you wish to search for the Gate Pass

3. The respective search option will be displayed, enter the required detail and click on the search button

4. Search results are available; they are displayed as shown above.
5. Click on the **Amend** button to Amend the gate pass
6. Click on the **Cancel** button to cancel the gate pass

2.3. Re-submit Gate pass.

1. Select "**Mirsal II → Submit Cargo Information → Gate Pass (Out) →Search, Amend, Cancel & View Gate Pass**" From the left menu

2. Choose an option by which you wish to search for the Gate Pass

Search Gate Pass

Search By

Search By* : | Please Select
Gate Pass Number
Request Number
Declaration Number
Business Code
Request Created Date Range
Gate Pass Status

Search   Reset

3. The respective search option will be displayed, enter the required detail and click on the search button

Search Gate Pass

Search By

Search By* : Gate Pass Number

Search Criteria

Gate Pass Number * : AFZ20190000000000151

❮ Back   Q Search   ⟳ Reset

Search Result

Gate Pass Number ⬍	Request Number ⬍	Request Created Date ▲	Expiry Date and time ⬍	Gate Pass Type ⬍	Gate Pass Status ⬍
⦿ AFZ20190000000000151	201900000064005	23/01/2019 13:22:37	23/01/2019 14:58:24	Cargo Gate Pass	Cancelled

Showing 1 - 1 of 1 search results

≪ ‹ 1 › ≫

👁 View & Print   ⟳ Resubmit

4. The search results are displayed as above
5. Click on the R**esubmit** button to resubmit the cancelled gate pass

Confirmation Message   ✕

Are you sure to Re-submit the Gate Pass? New Gate Pass will be created and New charges are applicable.

✔ OK   ⊘ Cancel

6. Click on the Ok button to confirm on the resubmission of the cancelled gate pass