



دبي التجارية
DUBAI TRADE

DP World Container Request - Request User's Manual

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Container Request - Request

Table Designs

DOCUMENT DETAILS

Document Name	Container Request - Request
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	4 th May, 2023
Current Version	2.0

This service enables Shipping Agent to give instructions to DP World to release or accept containers.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Request**
3. Then Go to **Container Request**

The below screen will be displayed

The screenshot shows a web form titled "Create Container Request" in red text. Below the title, there are three dropdown menus: "Port" with "JEBEL ALI" selected, "Request Type" with "--Select--" selected, and "Line" with "--Select--" selected. At the bottom right of the form area, there are two buttons: "Reset" and "Next".

Procedure:

1. Select the **Port**

This screenshot shows the "Create Container Request" form with the "Port" dropdown menu open. The menu is expanded to show three options: "JEBEL ALI", "MINA RASHID", and "JEBEL ALI". The second "JEBEL ALI" option is highlighted in blue. The "Request Type" and "Line" dropdowns remain closed with "--Select--" selected. The "Reset" and "Next" buttons are visible at the bottom right.

2. Select the **Container Request** type

This screenshot shows the "Create Container Request" form with the "Request Type" dropdown menu open. The "Port" dropdown is closed with "JEBEL ALI" selected. The "Request Type" menu is expanded to show several options: "--Select--", "--Select--", "EXPORT BOOKING", "EMPTY DEPOSIT", "EMPTY RELEASE", "EXPORT FULL RELEASE TO TOWN", "PORT FACILITY TRANSFER", and "INTER TERMINAL TRANSFER". The second "--Select--" option is highlighted in blue. The "Line" dropdown remains closed with "--Select--" selected. The "Reset" and "Next" buttons are visible at the bottom right.

- **EXPORT BOOKING:** For Depositing Export Container into the Port with or without receiving an empty container
- **EMPTY DEPOSIT:** For Depositing Empty Container into the Port
- **EMPTY RELEASE:** For Releasing Empty Container from the Port
- **EXPORT FULL RELEASE TO TOWN:** For Releasing Export Container from the Port
- **PORT FACILITY TRANSFER:** For Transferring Containers From/To Port Facility From/To Terminal
- **INTER TERMINAL TRANSFER:** For Transferring Containers between different Terminals in the Port (Customer Request and/or DPW Convenience)

3. Select the Container Line

Create Container Request

*** Port**

*** Request Type**

*** Line**

The below screen will be displayed

Container Request - Create

(EXPORT BOOKING - Summary)

Port <input type="text" value="JEBEL ALI"/>	Agent <input type="text" value="A180 - MAERSK KANOO EMIRATES LLC"/>	Line <input type="text" value="MSK - MAERSK LINE"/>	* Customer Reference <input type="text" value="ENTER MIN. 4 CHARACTERS"/>
* Instruction Type <input type="text" value="--SELECT--"/>	* Discharge Port <input type="text"/>	* Destination Port <input type="text"/>	
* Release Terminal (From) <input type="text" value="--SELECT--"/>	* Outbound Rotation <input type="text" value="Search by Rotation or Vessel"/>	* Receive Terminal (To) <input type="text" value="--SELECT--"/>	* Cargo Stuffing Location <input type="text" value="--SELECT--"/>
Shipper <input type="text" value="SELECT IMPORTER"/>	C & F Agent <input type="text" value="SEARCH CONSIGNEE OR CNF AGENT"/>		
Haulier <input type="text" value="SEARCH HAULIER"/>	Agent Instructions to Consignee/C & F agent <input type="text"/>		

Container Details

* Container Count <input type="text"/>	* Size (feet) <input type="text" value="--SELECT--"/>	Container Status <input type="text" value="EMPTY"/>	Container Delivery Criteria Prefixes <input type="text"/>							
* ISO Type <input type="text" value="--SELECT--"/>	Range From <input type="text"/> Range To <input type="text"/>		Container Category <input type="text" value="--SELECT--"/>							
<input type="checkbox"/> Hold Container		<input type="checkbox"/> Damaged Container	<input type="checkbox"/> Heavy Duty							
IMCO + Add - Remove <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Code</td> <td style="width: 25%;">UN No</td> <td style="width: 25%;">IMDG</td> <td style="width: 25%;"></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> </table>		Code	UN No	IMDG		<input type="text"/>	<input type="text"/>	<input type="text"/>		OOG <input type="checkbox"/> Yes <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Top
Code	UN No	IMDG								
<input type="text"/>	<input type="text"/>	<input type="text"/>								

4. Enter the Booking Details

Container Request - Create
(EXPORT BOOKING - Summary)

Port JEBEL ALI	Agent A180 - MAERSK KANOO EMIRATES LLC	Line MSK - MAERSK LINE	* Customer Reference ENTER MIN. 4 CHARACTERS
* Instruction Type --SELECT--	* Discharge Port	* Destination Port	
* Release Terminal (From) --SELECT--	* Outbound Rotation Search by Rotation or Vessel	* Receive Terminal (To) --SELECT--	* Cargo Stuffing Location --SELECT--
Shipper SEARCH IMPORTER	C & F Agent SEARCH CONSIGNEE OR CNF AGENT		
Haulier SEARCH HAULIER	Agent Instructions to Consignee/C & F agent		

NOTE: Enter either Shipper Code and/or C&F Agent Code in order for them to nominate the Haulier

5. Enter the Container Details and click Done

Container Details

* Container Count	* Size (feet) --SELECT--	Container Status EMPTY	Container Delivery Criteria		
* ISO Type --SELECT--			Prefixes	Range From Range To	
			* Container Category --SELECT--	Inspection Status SERVICEABLE	
			<input type="checkbox"/> Hold Container	<input type="checkbox"/> Damaged Container	<input type="checkbox"/> Heavy Duty
			IMCO + Add - Remove Code UN No IMDG	-OOG Yes Front Back Left Right Top	

Back Done

NOTE: Enter all Mandatory information in order to successfully save the details

6. Update the Request Expiry (if required) and click Save & Submit

* This Request Expires On (Amendable)
29-Jul-21 04:47

Back Save & Submit

The below confirmation page will be displayed

Container Request created successfully.

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DP WORLD

Agent Reference : TEST15032021
DPW Reference : 5000997
Agent : UAE LLC

Back Notify Print

Notify: To send email notification(s) of the Token

Container Request Notification
✕

To

CC

(Please separate multiple email address with comma without space)

Send
Cancel

Print: To view and print the Container Request



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DP WORLD

Print Date 17-Mar-21 08:51

JEBEL ALI CONTAINER REQUEST REPORT - [EXPORT BOOKING]

<p>Request Date : 17-Mar-21 08:48</p> <p>DPW Reference No. : 5000997</p> <p>Line : LINE</p> <p>Vessel : MAERSK ALABAMA</p> <p>Load Cut Off Date : 29-Jul-21 04:47</p> <p>In Voyage Number : 1425</p> <p>Receive Terminal : TERMINAL ONE</p> <p>Shipper : N/A</p> <p>C&F Agent : N/A</p> <p>Remarks : N/A</p> <p>Latest Action Remarks : Request Created</p> <p>Created By : mhs006</p> <p>Modified By : N/A</p>	<p>Expiry Date : 29-Jul-21 04:47</p> <p>Agent Reference No : TEST15032021</p> <p>Agent : UAE LLC</p> <p>Rotation : 821253</p> <p>ETA : 29-Jul-21 10:47</p> <p>Out Voyage : 1425</p> <p>Delivery/Release Terminal : TERMINAL ONE</p> <p>Haulier : N/A</p> <p>Instruction Type : EXPORT FULL DEPOSIT-WITH EMPTY DELIVERY</p> <p>Stuffing Location : Town</p> <p>Receive To Port Location : N/A</p> <p>MoveType : OUT</p> <p>Created Date : 17-Mar-21 08:48</p> <p>Modified Date : N/A</p>
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Container Details

ISO Type-Size	Category	Delv. Category	OOG	Dry Reefer	Vent. Temp	Heavy Duty	Contr. Criteria	Hold Contr	Dmg Contr	Insp. Status	NPOD	Dest.	IMCO	Count
GP[STD]-20	Storage-Empty	STORAGE	No			No		No	No	SERVICEABLE	INBOM	INBOM		10

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