

DP World e-Token Generation User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	e-Token Generation
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	8 th February, 2024
Current Version	3.1

This service enables users to create e-Token for the Hauler to Move Containers IN/OUT of the Port. Please note the new features below:

- Single token with one 'time slot' for multi-terminal jobs. The time slot shall be checked at the time of reporting to the first terminal gate.
- Terminal-wise 'Load Cut off' time is considered for 'Export In' tokens for full containers loading on multi-Terminal vessel calls.
- Amendments of seal and weight are allowed till the truck reports to terminal gate.
- Selection of Chassis type and container's position on the Trailer.
- Token Status is changed to "'Completed" once the EIR and Move Confirmed.
- Complete tracking and enquiry of e-token and printing of payment receipt from enquiry service.
- My Tokens Token List for all the token generated by the user for last 30 days in e-Token Request screen.

Navigation:

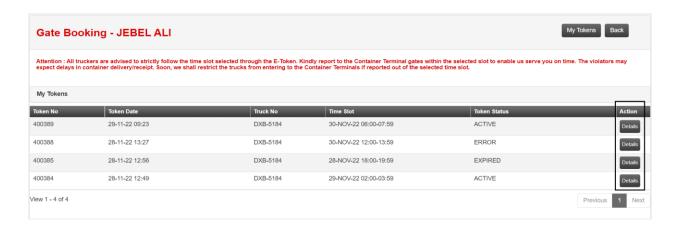
- 1. Login to **Dubai Trade**
- 2. Go to Request
- 3. Then Go to e-Token Generation

The below screen will be displayed



Click My Tokens to view all tokens and their details



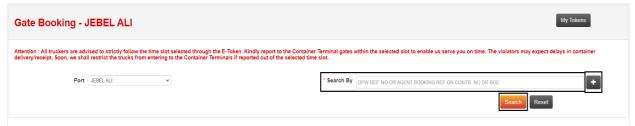


Procedure:

Select the Port (i.e: JEBEL ALI, MINA RASHID)



2. Enter any of the search criteria and click Search



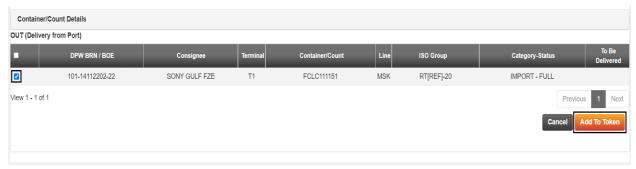
NOTE: Smart Search is Enabled, User can input **Declaration Number, Container Number, Agent Reference Number** or **DPW Reference Numbers**. "DPW reference number can be searched by using the Agent Booking Reference Number".

- Agent Booking Ref No. (MT OUT & EXP IN): enter Agent reference no(s) to search for shipping agent's releases/container requests for empty container to be taken out and export container to be deposited.
- **DP World reference no (MT OUT & EXP IN):** enter DPW reference no(s) to search for shipping agent's releases/container requests for empty container to be taken out and export container to be deposited.
- Inbound Containers (MT IN & EXP IN): Either enter the empty container number to be returned or enter the export FCL container to be deposited.
- Outbound Containers (FCL OUT): enter the FCL import container number(s).

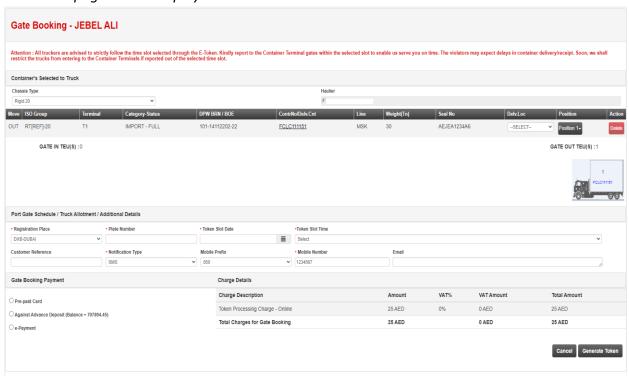
The Container Details will be displayed below



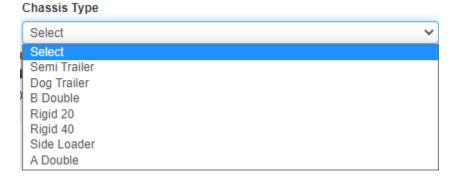
3. Checkmark and click Add To Token



The below page will be displayed



4. Select the Chassis Type



5. Select Delivery Location



6. Select Container Position (If applicable)



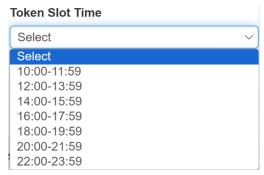
7. Enter Registered Truck Details



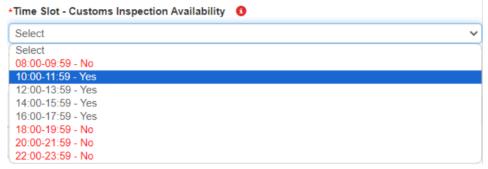
NOTE: Any truck can be used (even if not registered under you) but it should be registered (approved) and available at the selected timeslot.

8. Select the Time Slot Date and Time





NOTE: Time Slot is of 2 hours, the truck should be at the gate before the start time **NOTE:** Import FCL Token Generation (Customs Inspection Container) - Customs Quota is displayed and Haulier can select only from the available slots and generate token



Customs Inspection Booking Time slots are configured in e-token service and are based on the availability of the inspection slots from Customs. Inspection time Slot drop down in e-Token service will be available for users to book customs inspection. Once the token is created user will get notification about customs inspection booking details along with Location.

Any amendments or cancellations of the tokens having inspection containers will lead cancelation or amendment of customs inspection booking

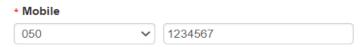
9. Enter Customer Reference



Select the Notification Type

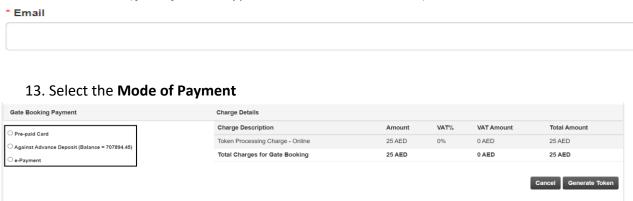


11. Enter Drivers Mobile Number



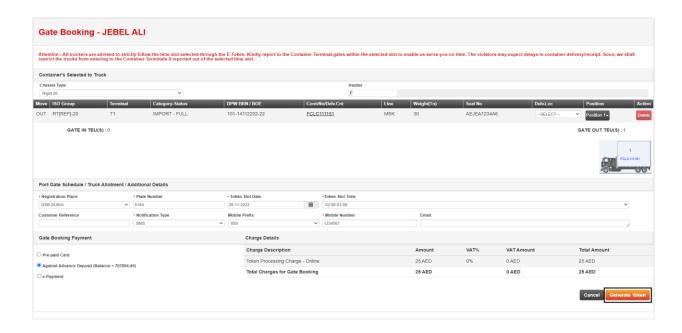
NOTE: System will be sending SMS to the driver to allocate the location of picking/dropping your inbound/outbound container(s).

12. Enter Email (If Notification Type selected as Email or Both)

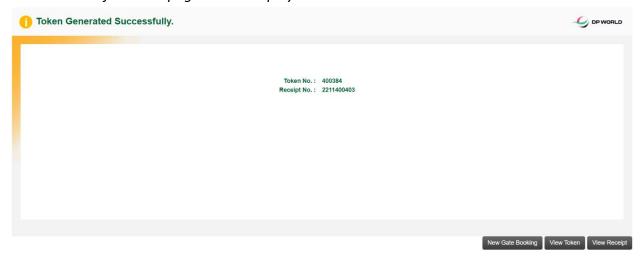


Payment Methods

- Prepaid this method involves the use of a prepaid card either obtained from the Documentation Center or the online service called Prepaid Deposit Request Steps for Prepaid Transactions:
 - a. Enter the prepaid card number
 - b. Enter the pin number (this is obtained through sms)
- E- Payment This method will re-direct you to the Rosoom payment gateway.
 Details for e-payment are outlined below (Steps defined at the end of this manual)
- Advanced Deposit The charge is debited against the company's Advanced Account Deposit.
- 14. Click Generate Token

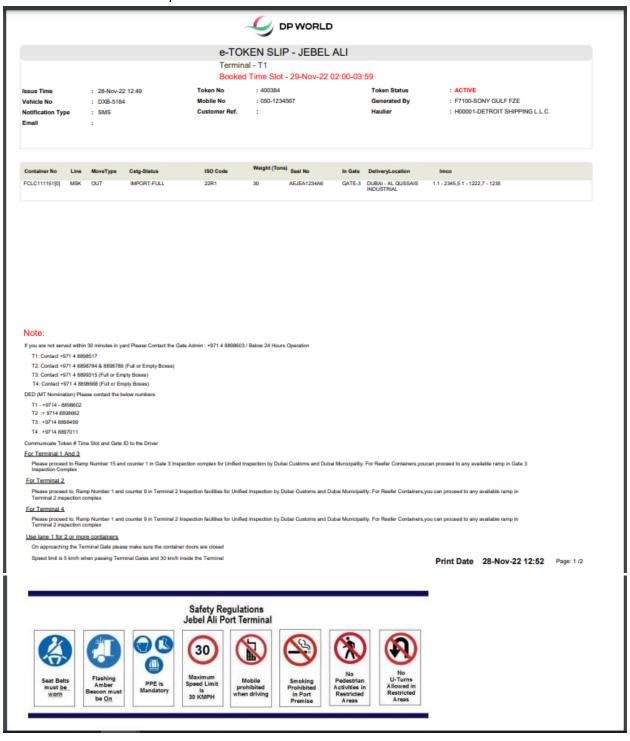


The below confirmation page will be displayed

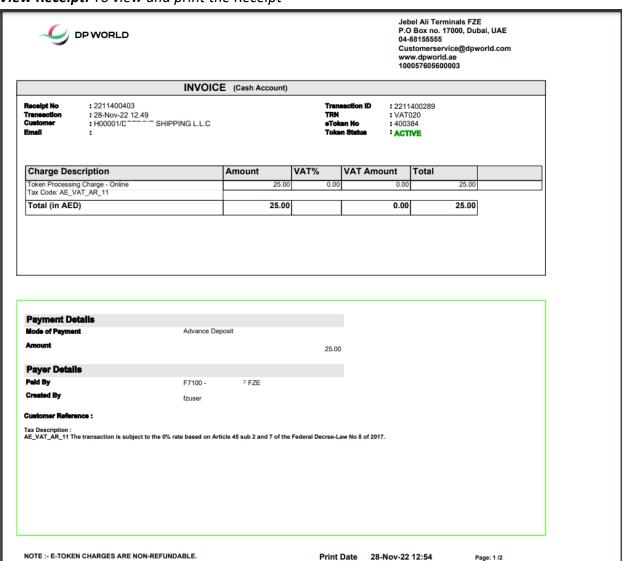


New Gate Booking: To create another e-Token

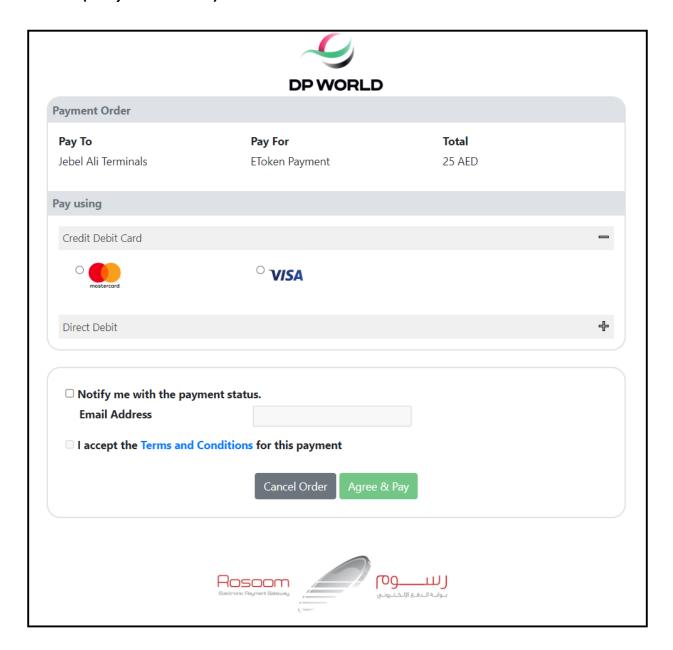
View Token: To view and print the e-Token



View Receipt: To view and print the Receipt

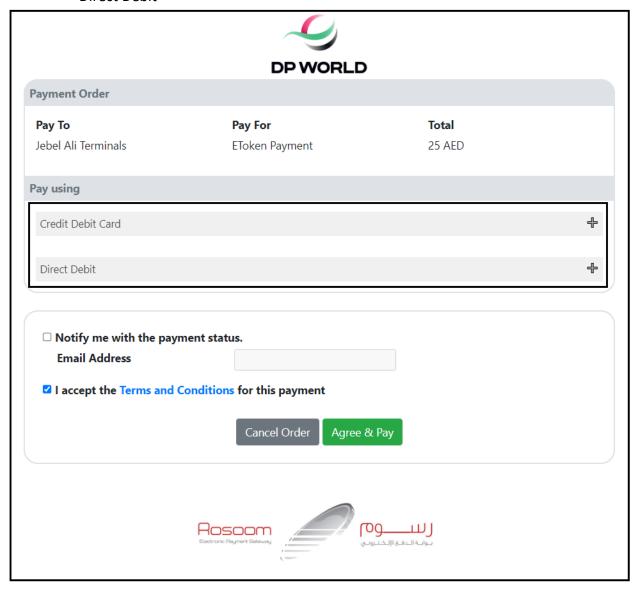


Rosoom (e Payment Manual)



E-Payment

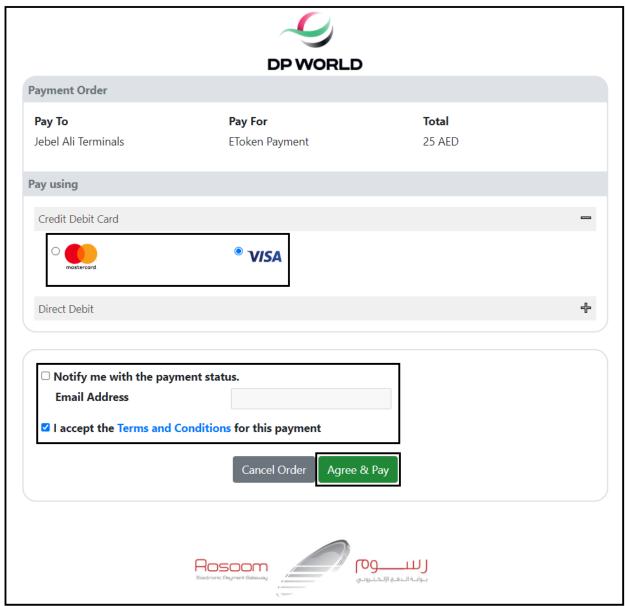
- Credit / Debit Cards
- Direct Debit



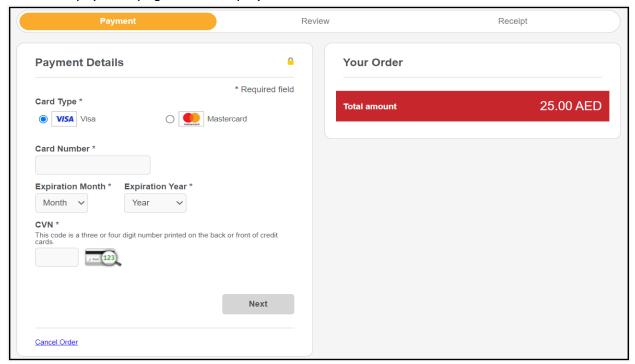
NOTE: Make sure the browser **Pop up Blocker** is **turned off**.

Credit / Debit Card

Select Credit / Debit Card (Visa & Master), Read and accept Terms and Conditions then click Agree & Pay



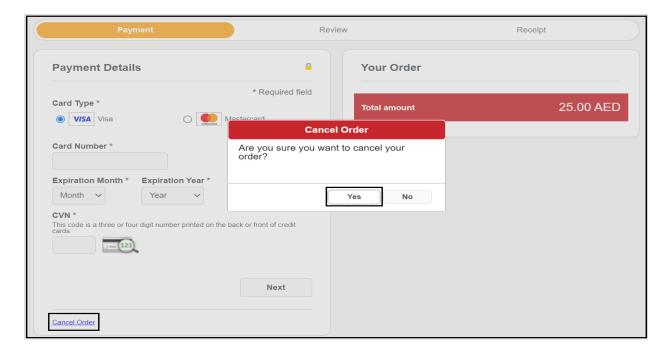
The below payment page will be displayed



Note: system remembers your selection before landing to this page i.e. Master or Visa card. However, you can still change it

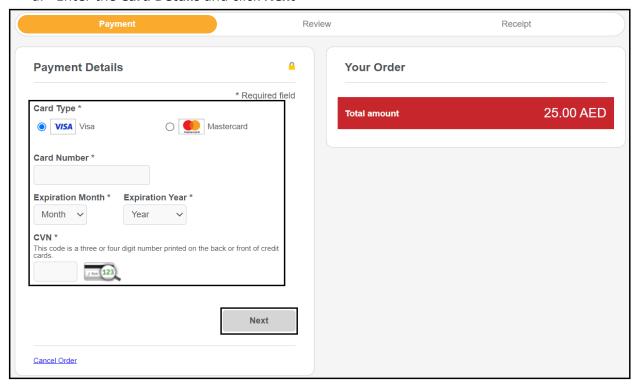
YOU CAN:

1. Cancel Order: (cancel the payment and revert back to DT)

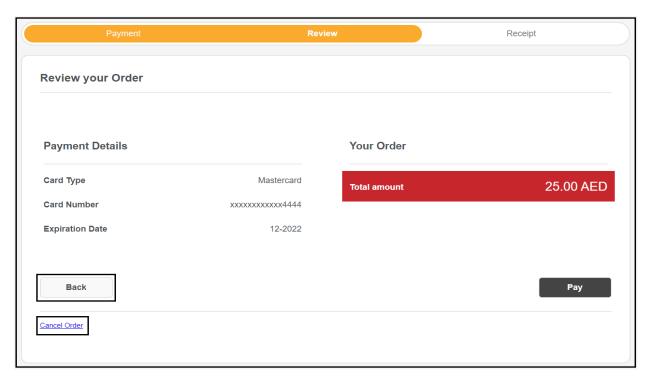


2. Proceed with the payment:

a. Enter the Card Details and click Next

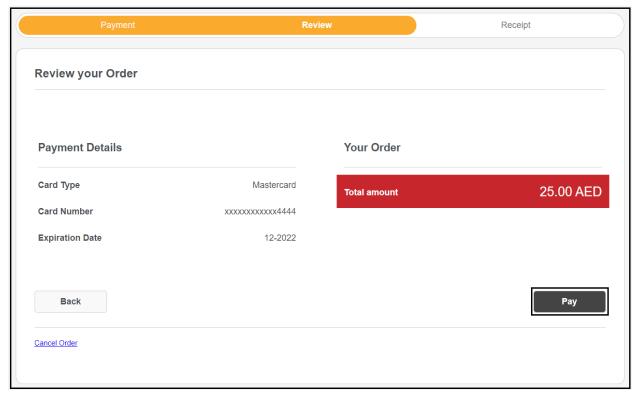


b. Review your card details



Note: Click Back to edit card details or Cancel Order to cancel this transaction

c. Click Pay



Note: The system will redirect you back to Dubai Trade displaying the transaction details along with success or failed message.

Direct Debit

You can use this method to pay the charges using your online banking. Please note that only the banks that are registered with us will be allowed. The list of banks will be displayed when **Direct Debit** is selected.