

# DP World e-Token Amend User's Manual

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# Table Designs

# **DOCUMENT DETAILS**

Document Name	e-Token Amend
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	25 <sup>th</sup> November, 2022
Current Version	3.0

e-Token Amend <sup>2</sup>

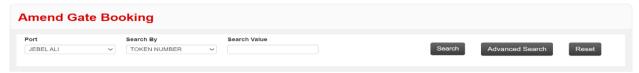
This service enables users to amend their e-Token. Please note the new features below:

- 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 Amend
- 3. Then Go to EToken New

The below screen will be displayed



#### **Procedure:**

1. Enter any of the search criteria and click Search



**NOTE:** Advanced Search is also available



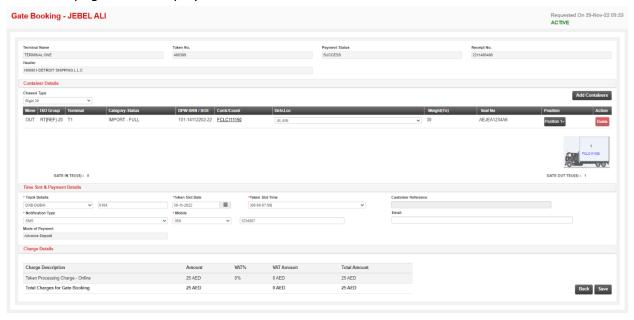
## The below details will be displayed below



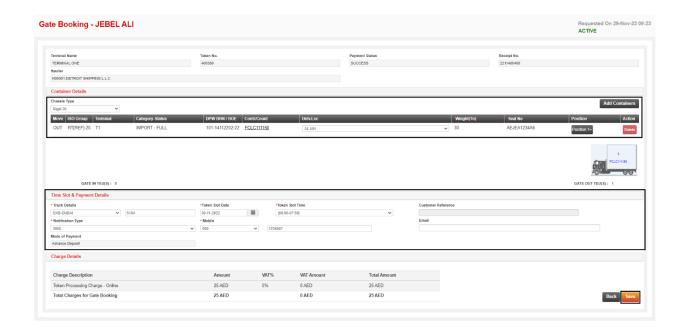
#### 2. Click Amend



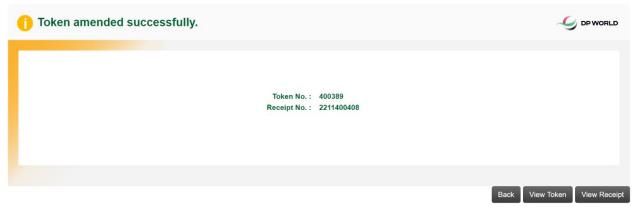
## The below page will be displayed



3. Amend the required details and click Save



## The below confirmation will be displayed



**Back:** To go back to amend another e-Token **View Token:** To view and print the e-Token **View Receipt:** To view and print the Receipt

