DP World e-Token Cancel User's Manual

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e-Token Cancel

Table Designs

DOCUMENT DETAILS

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

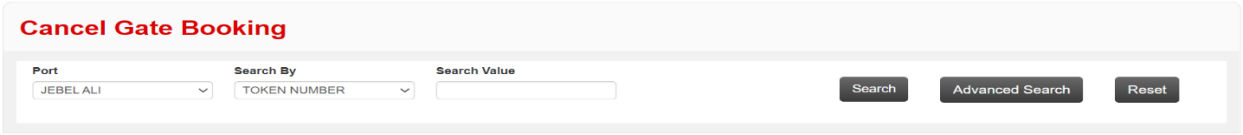
This service enables users to amend their e-Token. Please note the new features below:

- *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 **Cancel**
3. Then Go to **EToken New**

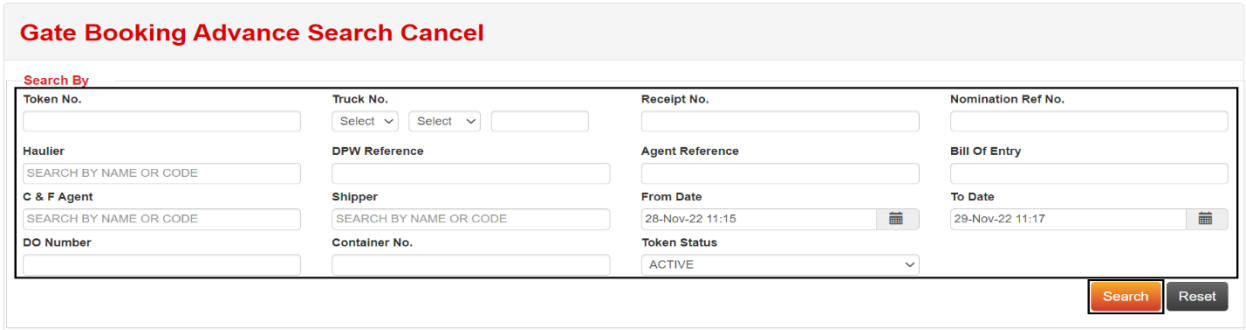
The below screen will be displayed



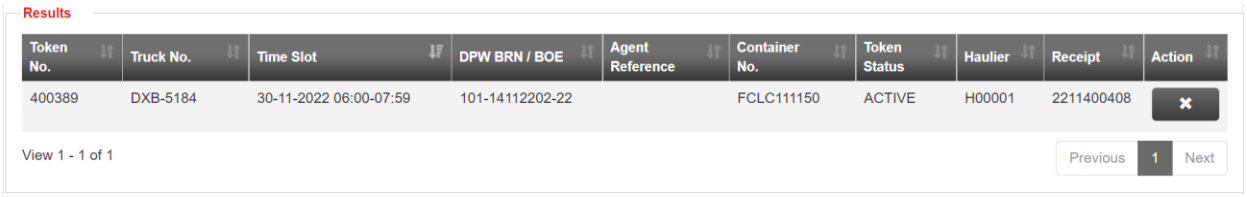
Procedure:

1. Enter any of the search criteria and click **Search**

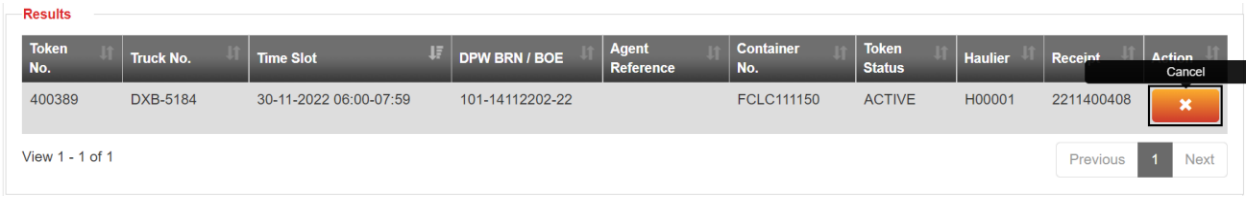
NOTE: *Advanced Search is also available*



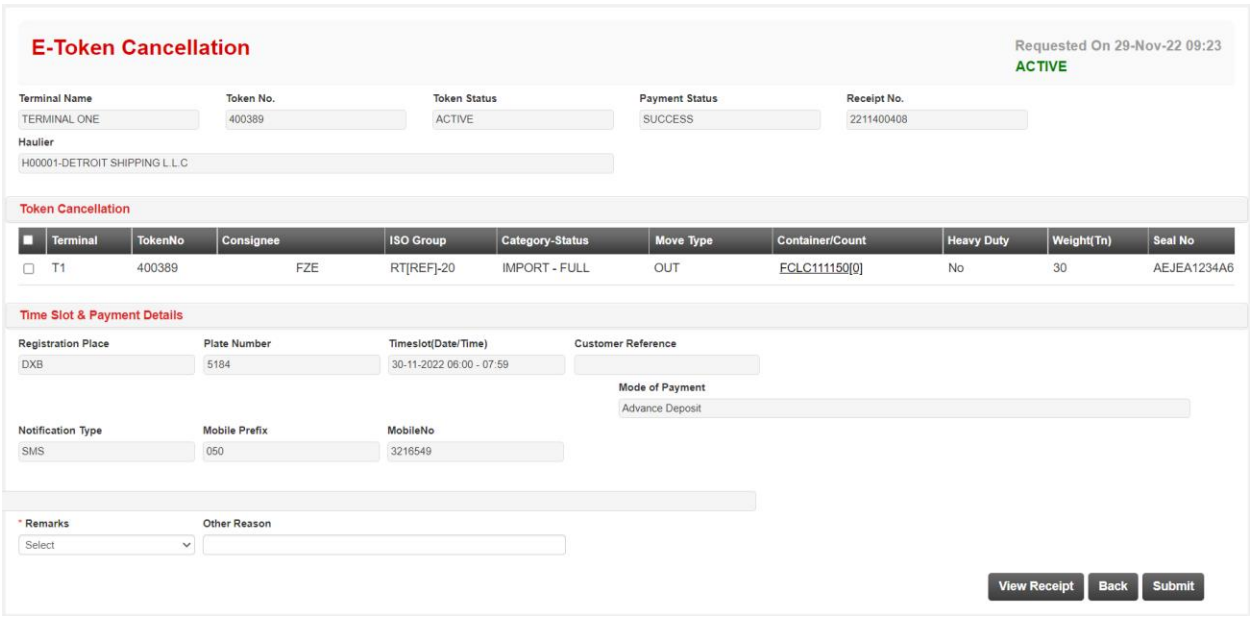
The below details will be displayed below



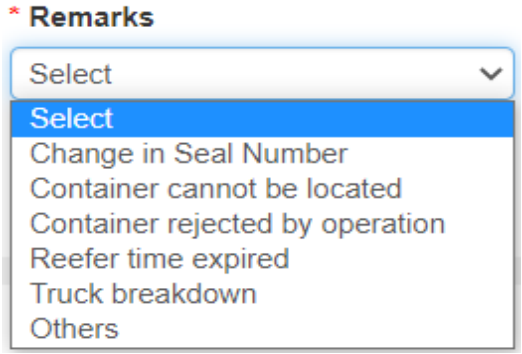
2. Click **Cancel**



The below page will be displayed

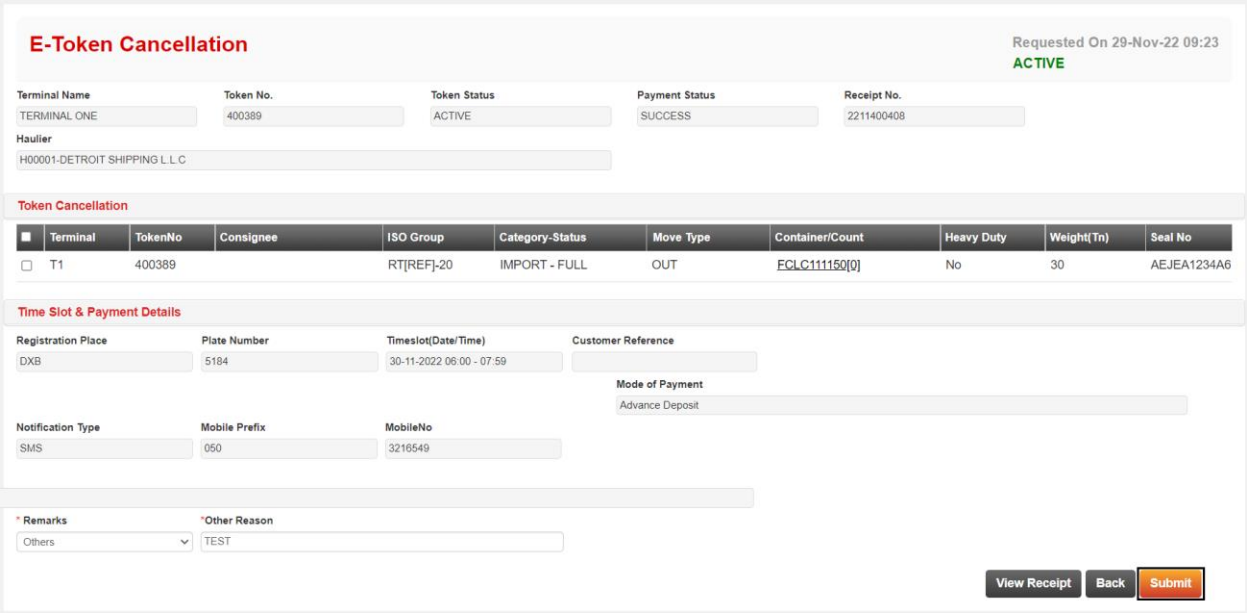


3. Select the **Remarks** for cancellation

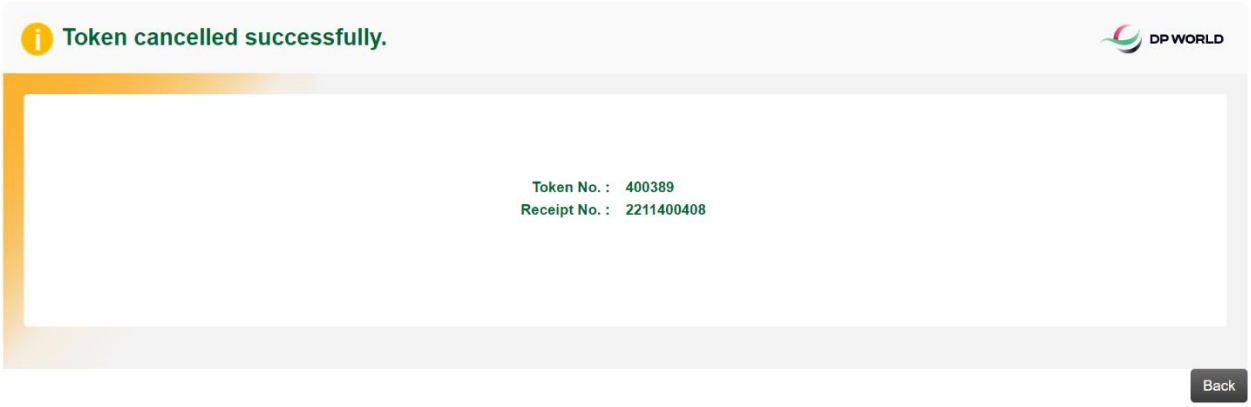


4. Enter **Other Reason** (*Mandatory if **Remarks** selected as Others*)

5. Click **Submit**



The below confirmation will be displayed



Back: *To go back to cancel another e-Token*

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