



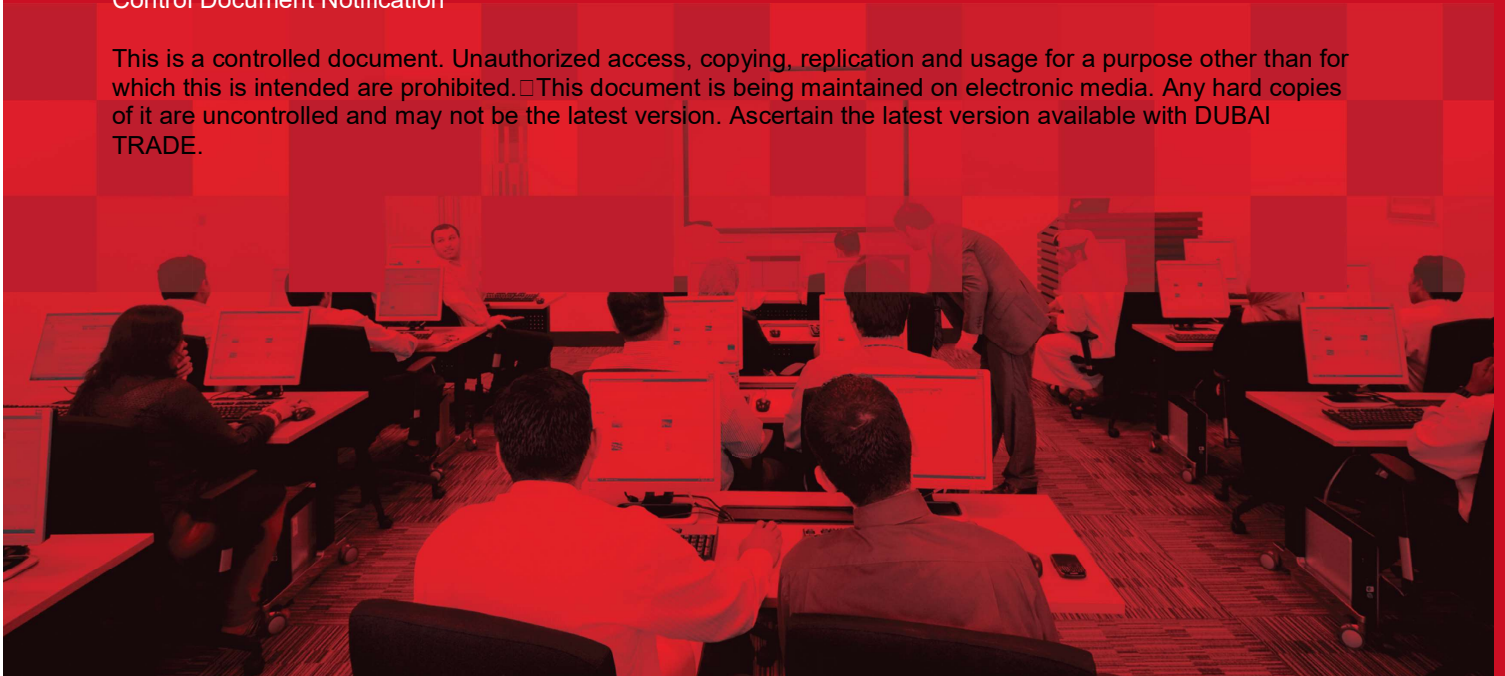
DP World Export Booking (GC) – Amend User's Manual

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Export Booking (GC) – Amend

DOCUMENT DETAILS

Document Information

Document Name	Export Booking (GC) – Amend
Project Name	Export Booking (GC) – Amend
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	17 th Mar, 2019
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Export Booking (GC) – Amend

This service enables Shipping Agents to amend Export Bookings for General Cargo

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend**
3. Then Go to **Export Booking Amend (GC)**

The below screen will be displayed

Search Export Booking

*Agent BRN:

*Rotation No:

Vessel Name:

Status:

Exporter Name:

*From Date:

*To Date:

BOE No.:

Search Reset

Procedure:

1. Enter all required information of the Search criteria and click **Search**

Search Export Booking

*Agent BRN:

*Rotation No:

Vessel Name:

Status:

Exporter Name:

*From Date:

*To Date:

BOE No.:

Search Reset

NOTE: Enter maximum optional details for more accurate results

The below screen will be displayed

Export Booking List

Agent BRN	ETA	Vessel Name	Rotation No	Trade Type	Port of Destination	Direct Loading?	Status	Cargo Received Status	Action
TEST2503	15-Aug-2016 15:15	MAERSK DUBAI	800164	EXPORT	LUANDA	No	Approved	No	

Export Booking (GC) – Amend

2. Click **Edit**

Export Booking List

Agent BRN	ETA	Vessel Name	Rotation No	Trade Type	Port of Destination	Direct Loading?	Status	Cargo Received Status	Action
TEST2503	15-Aug-2016 15:15	MAERSK DUBAI	800164	EXPORT	LUANDA	No	Approved	No	Edit

The below screen will be displayed with the booking details

 **Update Export Booking**

* Date of Request: 25-Mar-19 00:24

* Agent Code: A180

* Agent BRN: TEST2503

* Rotation No: 800164

* Vessel Name: MAERSK DUBAI

* ETA: 15-AUG-2016 15:15

* Trade Type:

Quantity: 100

Weight: 10.000 MT

Volume: 100.000 CBM

* Packing/Vehicle List: [1229.jpg](#)

* Date of Update: 25-Mar-2019

* Exporter Name: 

Exporter Email: @.com

Exporter Phone No:

Shipping Line:

C & F Agent: 

* Port of Loading: Jebel Ali

* Port of Discharge: 

* Port of Destination: 

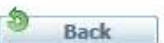
* Cargo Description:

Remarks:

General Cargo Items

No	Cargo Category Description	Package Type	Marks & Numbers	Quantity	Weight	Volume	Direct Loading	Hazardous	CCM Status	Cargo Received Status	Action
1	General Cargo	Bags	123123	100	10.000	100.000	No	No	Pending	No	Edit Delete



Export Booking (GC) – Amend

3. Amend the required details and click **Update**

Update Export Booking

* Date of Request: 25-Mar-19 00:24

* Agent Code: A180

* Agent BRN: TEST2503

* Rotation No: 800164

* Vessel Name: MAERSK DUBAI

* ETA: 15-AUG-2016 15:15

* Trade Type: **EXPORT**

Quantity: 100

Weight: 10.000 MT

Volume: 100.000 CBM

* Packing/Vehicle List: **1229.jpg**

* Date of Update: 25-Mar-2019

* Exporter Name: **SONY GULF FZE**

Exporter Email: .com

Exporter Phone No:

Shipping Line:

C & F Agent:

* Port of Loading: Jebel Ali

* Port of Discharge: **LUANDA**

* Port of Destination: **LUANDA**

* Cargo Description: general

Remarks:

General Cargo Items

No	Cargo Category Description	Package Type	Marks & Numbers	Quantity	Weight	Volume	Direct Loading	Hazardous	CCM Status	Cargo Received Status	Action
1	General Cargo	Bags	123123	100	10.000	100.000	No	No	Pending	No	Edit Delete

Add Cargo

Update **Delete Packing/Vehicle** **Back**

The below confirmation page will be displayed

Search Export Booking

Updated has been successfully completed. The Agent BRN is TEST2503.

Print **Back to Amend**

NOTE: System approves your amendment request directly unless you have any Hazardous Cargo, but if you have Hazardous Cargo your request will go into pending status for approval.

Export Booking (GC) – Amend