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

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Export Booking (GC) – Request

DOCUMENT DETAILS

Document Information

Document Name	Export Booking (GC) – Request
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Author(s)	DT Training Dept.
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

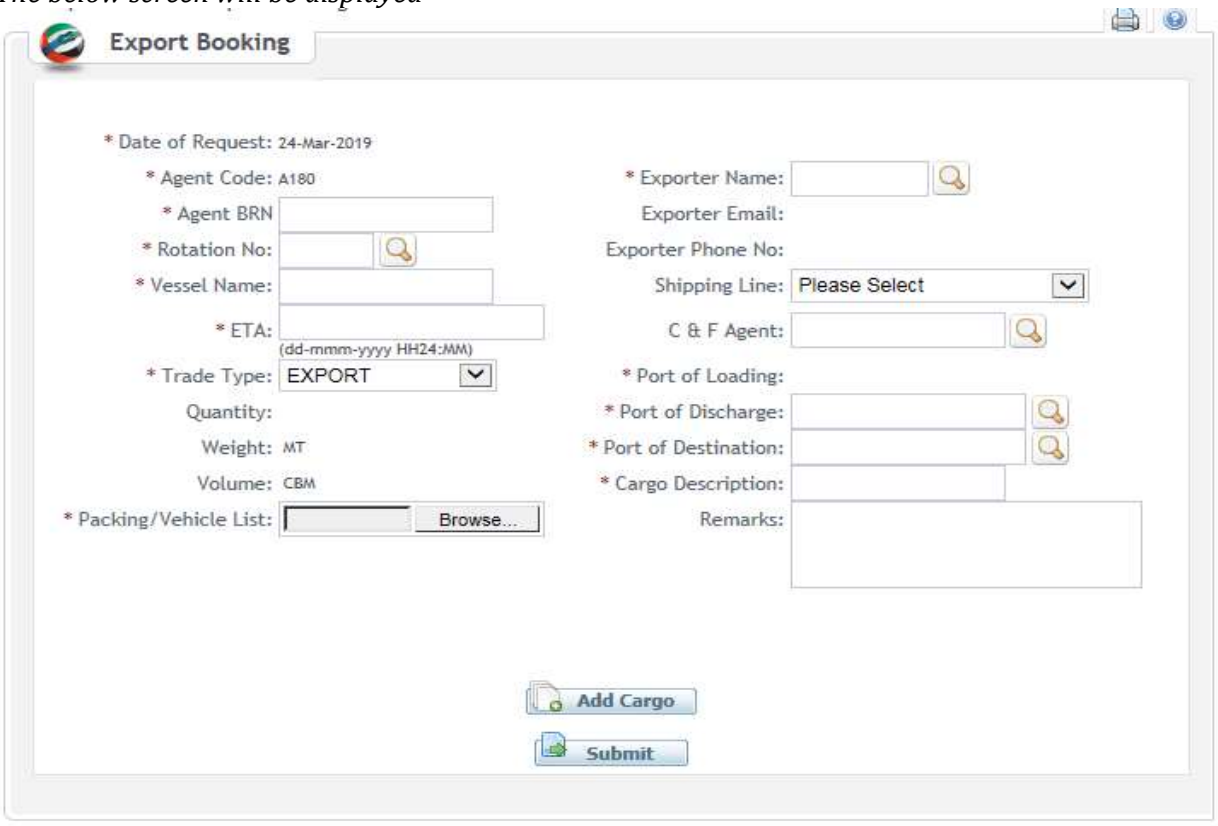
Export Booking (GC) – Request

This service enables Shipping Agents (Vessel Agent & Nominated Agents) to create Export Bookings for General Cargo

Navigation:

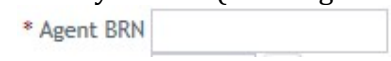
1. Login to **Dubai Trade**
2. Go to **Request**
3. Then Go to **Export Booking Request (GC)**

The below screen will be displayed

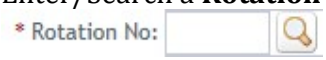


Procedure:

1. Enter you **BRN** (Booking Reference Number)

2. Enter/Search a **Rotation** (against which this booking is done)

   NOTE: *Vessel Name and ETA will be auto populated based on Rotation Number*

3. Select **Trade Type** (Export or Re-Export)

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NOTE: *Re-export indicates here that cargo is coming from another vessel (also called Trans-Shipment)*

4. Upload the **Packing List**

   * Packing/Vehicle List: Browse...

5. Search/Enter the **Exporter**

   * Exporter Name:

6. Enter a **Shipping Line** (Optional)

   Shipping Line: Please Select

7. Enter **C & F** (Clearing and Forwarding) **Agent** (optional)

   C & F Agent:

8. Search/Enter **Port of Discharge**

   * Port of Discharge:

9. Search/Enter **Port of Destination**

   * Port of Destination:

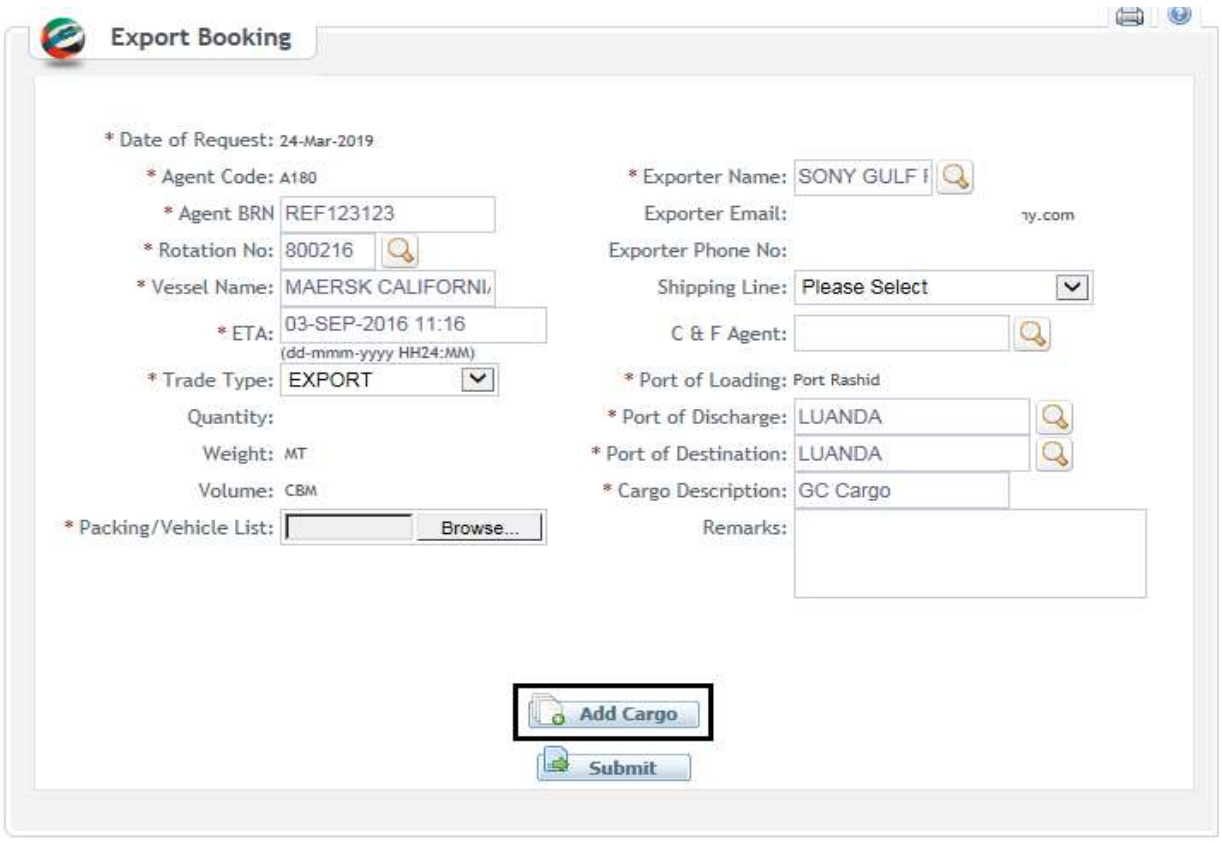
10. Enter **Cargo Description**

    * Cargo Description:

11. Enter **Remarks** (Optional)

    Remarks:

12. Click **Add Cargo**



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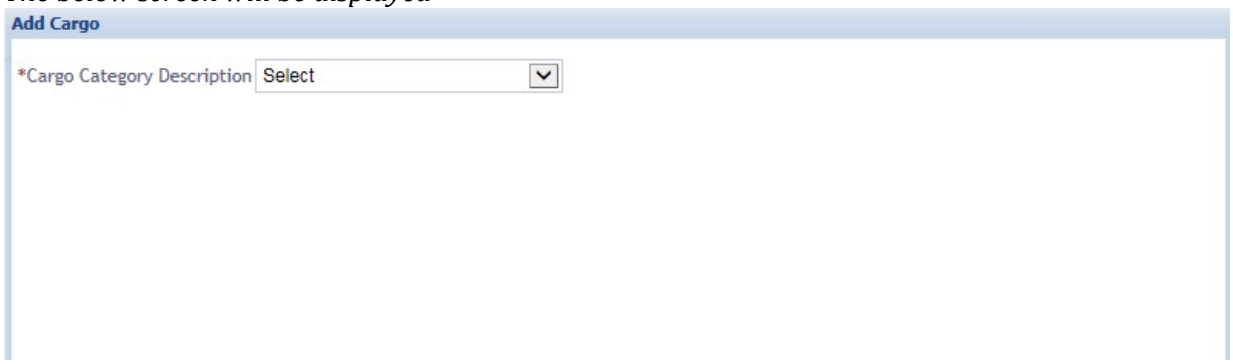
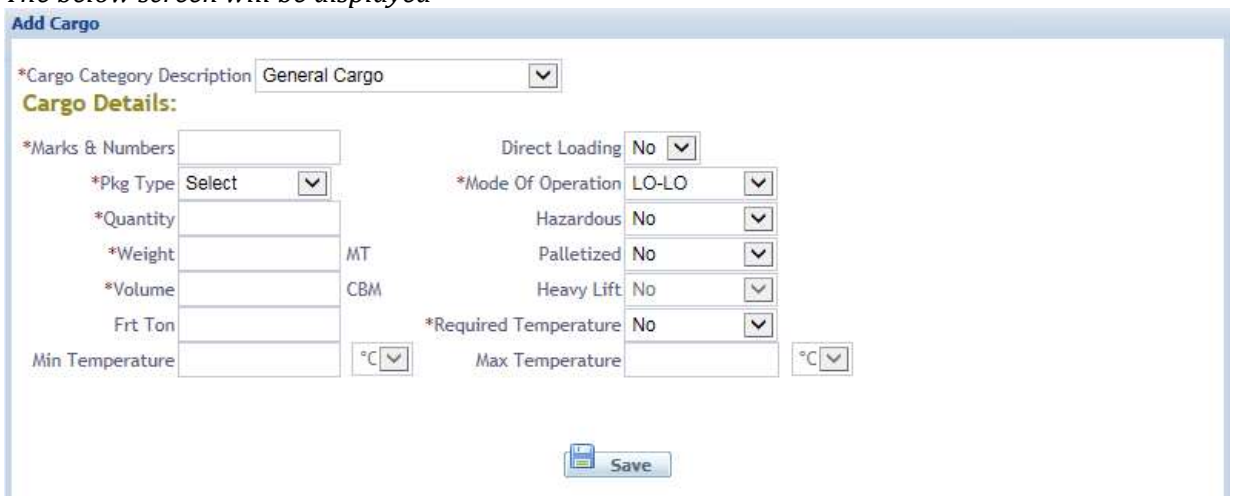
The below screen will be displayed

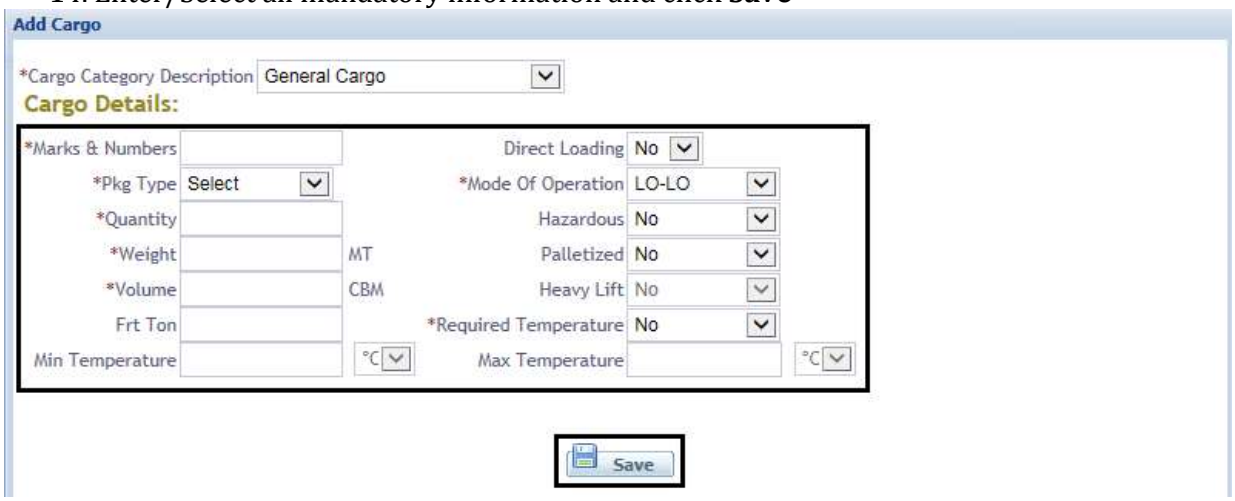


13. Select the **Cargo Category Descripotion**

The below screen will be displayed



14. Enter/Select all mandatory information and click **Save**



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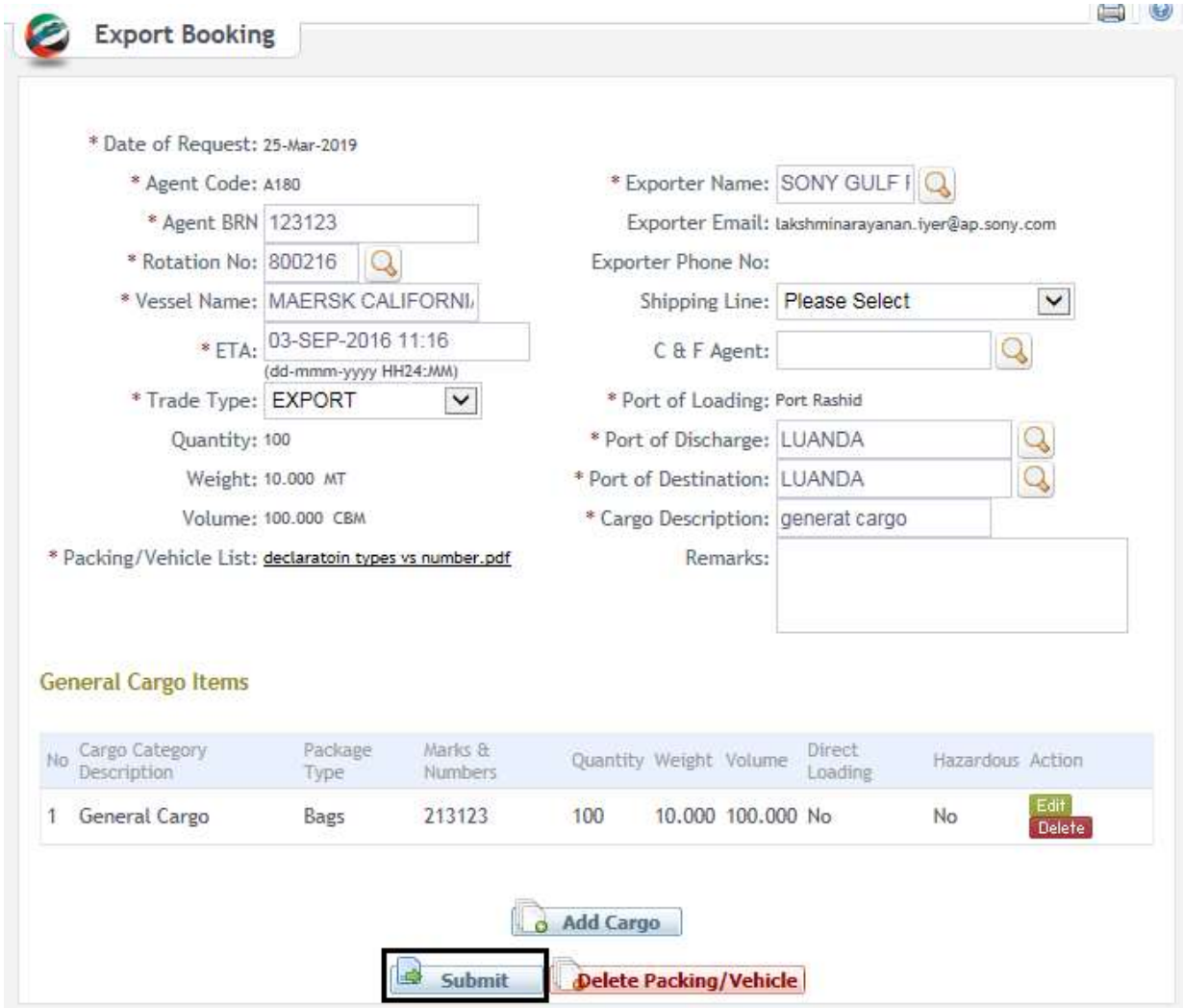
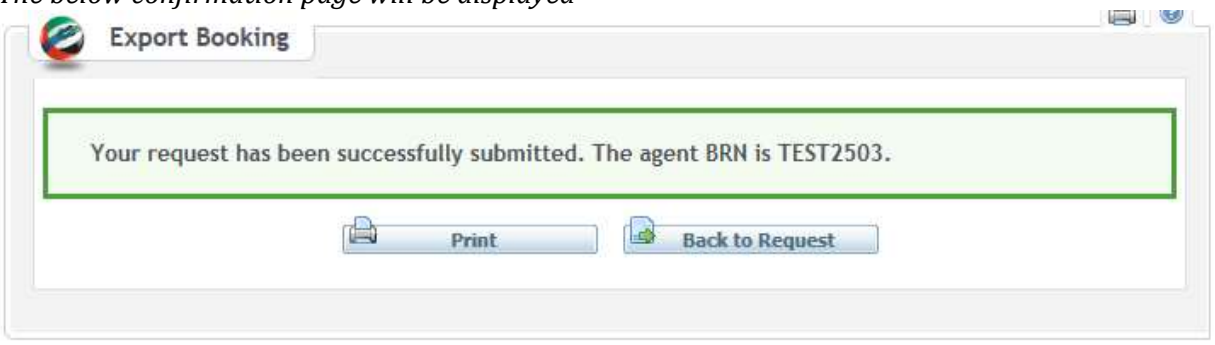
15. Click **Submit**



The below confirmation page will be displayed



NOTE: *if any you have any hazardous/dangerous cargo them EHS approval is required*

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www.dubaitrade.ae