

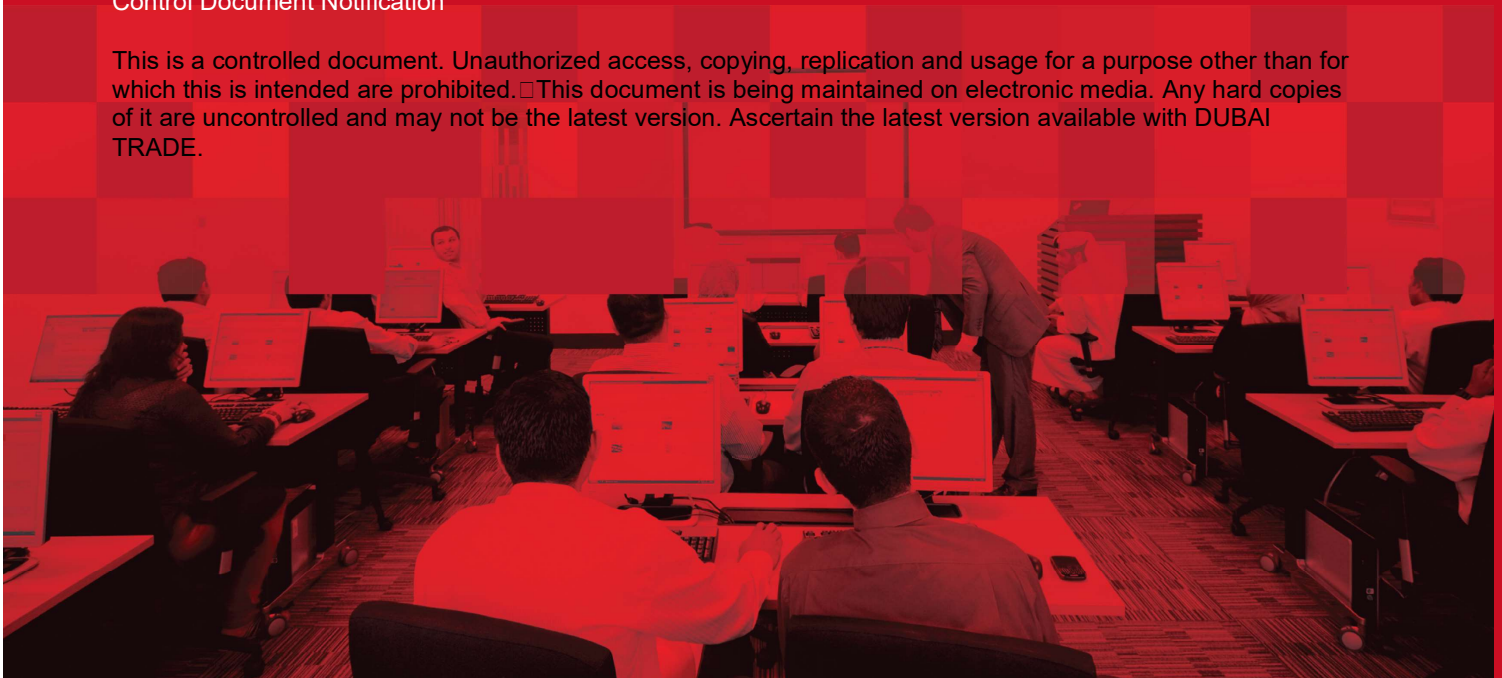
DP World Export Booking (GC) – Request User's Manual

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Export Booking (GC) – Request

DOCUMENT DETAILS

Document Information

| | |
|-------------------|-------------------------------|
| Document Name | Export Booking (GC) – Request |
| Project Name | Export Booking (GC) – Request |
| 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 |
|---------|------|--------|-------------|-----------------------|
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Approval History

| Version | Date | Name | Designation | Comments |
|---------|------|------|-------------|----------|
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Distribution

| Version | Location |
|---------|----------|
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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

Export Booking

* Date of Request: 24-Mar-2019

* Agent Code: A180

* Agent BRN:

* Rotation No:

* Vessel Name:

* ETA:

* Trade Type: **EXPORT**

Quantity:

Weight: MT

Volume: CBM

* Packing/Vehicle List:

* Exporter Name:

Exporter Email:

Exporter Phone No:

Shipping Line: **Please Select**

C & F Agent:

* Port of Loading:

* Port of Discharge:

* Port of Destination:

* Cargo Description:

Remarks:

Procedure:

1. Enter you **BRN** (Booking Reference Number)
* Agent BRN
2. Enter/Search a **Rotation** (against which this booking is done)
* Rotation No:

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

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

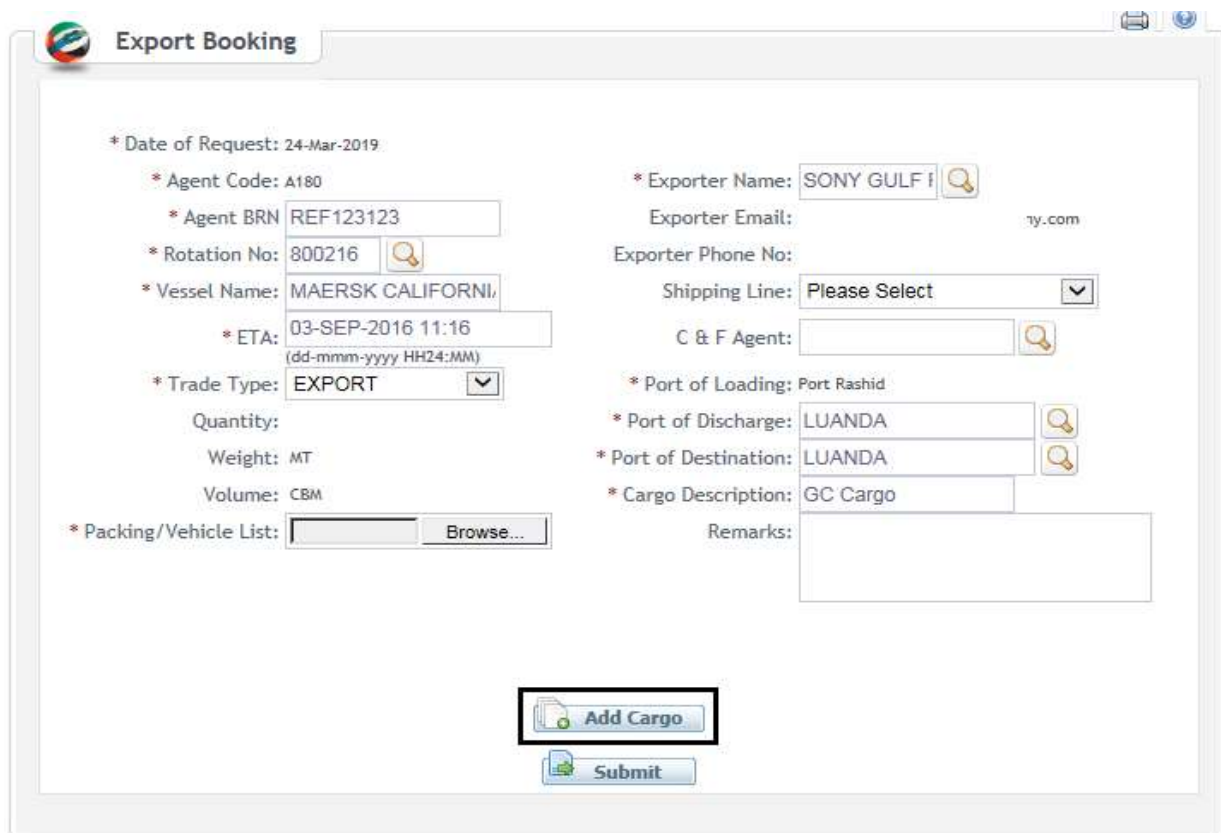
10. Enter **Cargo Description**

* Cargo Description:








11. Enter **Remarks** (Optional)

Remarks:

12. Click **Add Cargo**



The screenshot shows a web application window titled "Export Booking". The form contains the following fields and values:

- * Date of Request: 24-Mar-2019
- * Agent Code: A180
- * Agent BRN: REF123123
- * Rotation No: 800216 
- * Vessel Name: MAERSK CALIFORNI
- * ETA: 03-SEP-2016 11:16 (dd-mmm-yyyy HH24:MM)
- * Trade Type: EXPORT 
- Quantity:
- Weight: MT
- Volume: CBM
- * Packing/Vehicle List: Browse...
- * Exporter Name: SONY GULF I 
- Exporter Email: ty.com
- Exporter Phone No:
- Shipping Line: Please Select 
- C & F Agent: 
- * Port of Loading: Port Rashid
- * Port of Discharge: LUANDA 
- * Port of Destination: LUANDA 
- * Cargo Description: GC Cargo
- Remarks:

At the bottom of the form, there are two buttons: "Add Cargo" (highlighted with a red box) and "Submit".

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The below screen will be displayed

Add Cargo

*Cargo Category Description

13. Select the **Cargo Category Description**

*Cargo Category Description


The below screen will be displayed

Add Cargo

*Cargo Category Description

Cargo Details:

| | | | |
|------------------|-------------------------------------|-----------------------|------------------------------------|
| *Marks & Numbers | <input type="text"/> | Direct Loading | <input type="text" value="No"/> |
| *Pkg Type | <input type="text" value="Select"/> | *Mode Of Operation | <input type="text" value="LO-LO"/> |
| *Quantity | <input type="text"/> | Hazardous | <input type="text" value="No"/> |
| *Weight | <input type="text"/> MT | Palletized | <input type="text" value="No"/> |
| *Volume | <input type="text"/> CBM | Heavy Lift | <input type="text" value="No"/> |
| Frt Ton | <input type="text"/> | *Required Temperature | <input type="text" value="No"/> |
| Min Temperature | <input type="text"/> °C | Max Temperature | <input type="text"/> °C |

 Save


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

Add Cargo

*Cargo Category Description

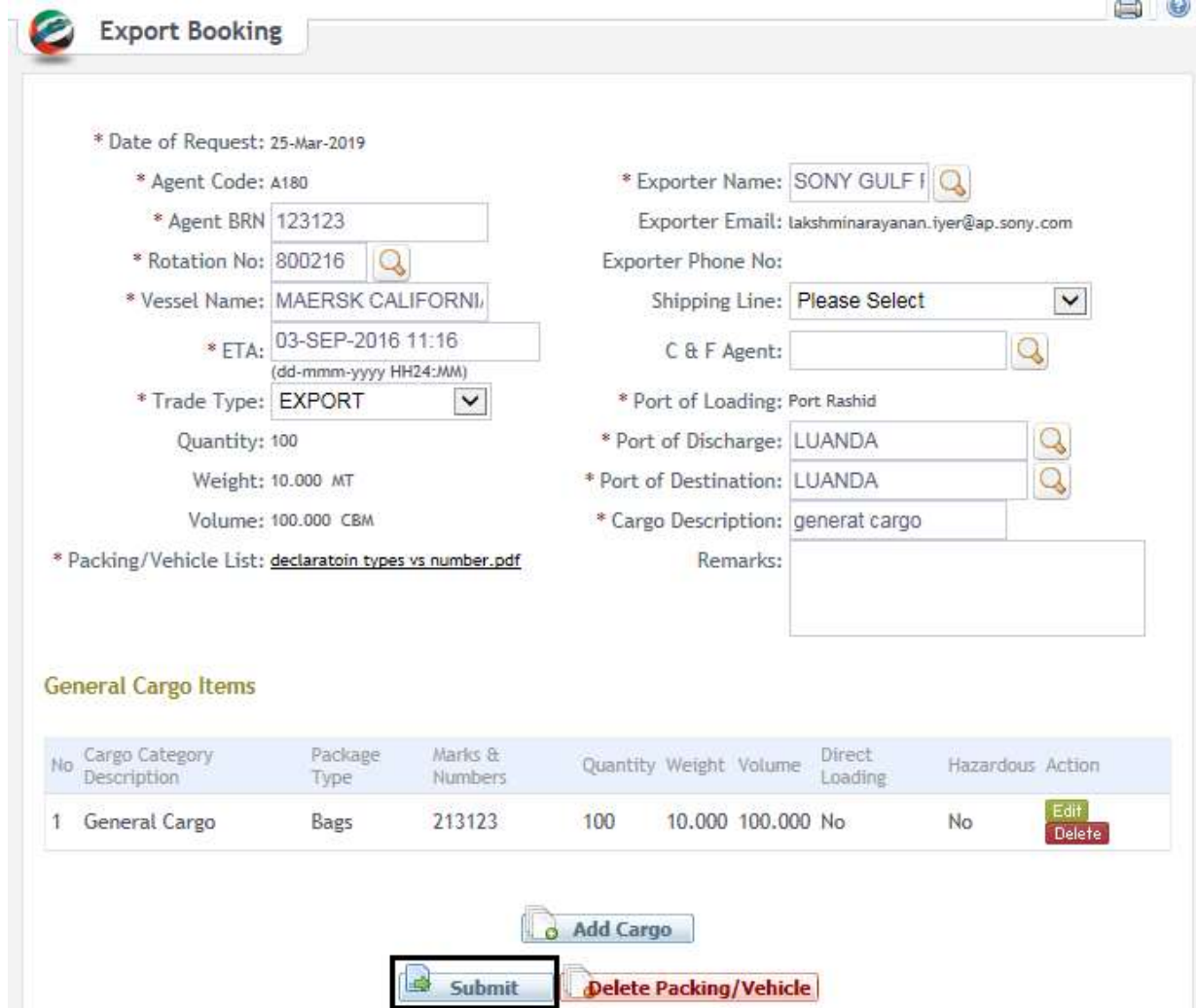
Cargo Details:

| | | | |
|------------------|-------------------------------------|-----------------------|------------------------------------|
| *Marks & Numbers | <input type="text"/> | Direct Loading | <input type="text" value="No"/> |
| *Pkg Type | <input type="text" value="Select"/> | *Mode Of Operation | <input type="text" value="LO-LO"/> |
| *Quantity | <input type="text"/> | Hazardous | <input type="text" value="No"/> |
| *Weight | <input type="text"/> MT | Palletized | <input type="text" value="No"/> |
| *Volume | <input type="text"/> CBM | Heavy Lift | <input type="text" value="No"/> |
| Frt Ton | <input type="text"/> | *Required Temperature | <input type="text" value="No"/> |
| Min Temperature | <input type="text"/> °C | Max Temperature | <input type="text"/> °C |

 Save

Export Booking (GC) – Request

15. Click **Submit**



Export Booking

* Date of Request: 25-Mar-2019

* Agent Code: A180

* Agent BRN: 123123

* Rotation No: 800216

* Vessel Name: MAERSK CALIFORNIA

* ETA: 03-SEP-2016 11:16
(dd-mmm-yyyy HH24:MM)

* Trade Type: EXPORT

Quantity: 100
Weight: 10.000 MT
Volume: 100.000 CBM

* Packing/Vehicle List: [declaratoin types vs number.pdf](#)

* Exporter Name: SONY GULF I

Exporter Email: lakshminarayanan.iyer@ap.sony.com

Exporter Phone No:

Shipping Line: Please Select

C & F Agent:

* Port of Loading: Port Rashid

* Port of Discharge: LUANDA

* Port of Destination: LUANDA

* Cargo Description: generat cargo

Remarks:

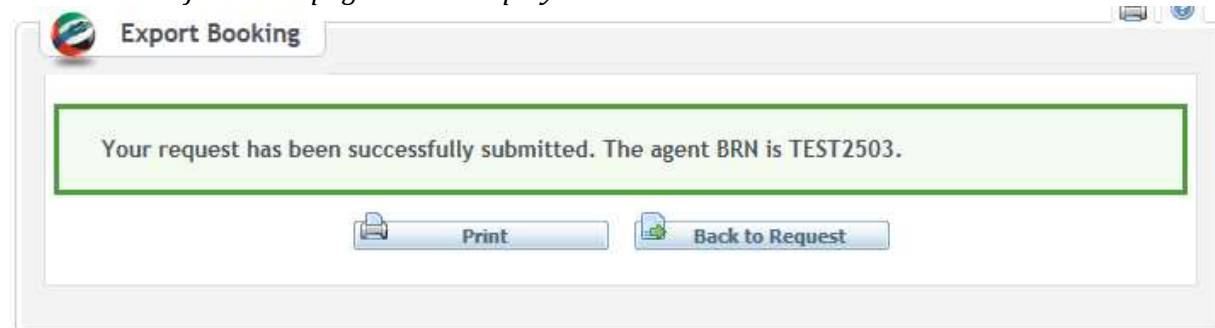
General Cargo Items

| No | Cargo Category Description | Package Type | Marks & Numbers | Quantity | Weight | Volume | Direct Loading | Hazardous | Action |
|----|----------------------------|--------------|-----------------|----------|--------|---------|----------------|-----------|--|
| 1 | General Cargo | Bags | 213123 | 100 | 10.000 | 100.000 | No | No | Edit Delete |

[Add Cargo](#)

[Submit](#) [Delete Packing/Vehicle](#)

The below confirmation page will be displayed



Export Booking

Your request has been successfully submitted. The agent BRN is TEST2503.

[Print](#) [Back to Request](#)

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

Export Booking (GC) – Request