DP World
Submit Stuffing Tally Sheet
User's Manual

Submit Stuffing Tally Sheet

DOCUMENT DETAILS

Document Information

Document Name	Submit Stuffing Tally Sheet
Project Name	Submit Stuffing Tally Sheet
Business Unit	DP World
Author(s)	DT Training Dept.
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Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Submit Stuffing Tally Sheet

This service enables Private CFS Operators to submit stuffing tally sheet for their export LCL cargo to the port online

Navigation:

1. Login to **Dubai Trade**

2. Go to **Request**

3. Then Go to **Submit Stuffing Tally Sheet**

The below screen will be displayed

Submit Stuffing Tally Sheet

Note: Click on Vessel Details to view Vessel Information

I-   Container Information

1. Enter Container Number
2. Click Search

Note: Container Details will be retrieved as per the Export Booking

3. Enter the missing mandatory information

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4. Click Add for Seal (please refer to below screenshots)
5. Enter the Seal Type and Seal Number then click Save

Note: *at least one seal number is required to proceed. However, you can add more if any.*

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II- Bill (Declaration) Details

1. Enter Declaration Number and enter the declaration details
2. Then Click Add to enter more declarations

Note: Mirsal 2 Declaration details will be retrieved automatically. Only the Number of Packages will have to be entered if the quantity is less than the total Declaration quantity.

Note: System will auto-populate the details of Mirsal ll bills/declaration only. However, for Non-Mirsal 2 and Other Emirates Bill/Declaration details must be entered manually as follows.

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Bills

Add | Remove

	* Bill(s)	* Bill Issuing Authority	Bill Type	Shipper Type	* Shipper Code	* Shippe
	303-00749344-14	-- SELECT --				
	303-00751850-14	Dubai Customs	Ex-Free Zone Export	Free Zone Exporter	F7100	SONY (
	303-00751733-14	Dubai Customs	Ex-Free Zone Export	Free Zone Exporter	F7100	SONY (

Enter Declaration Number

Bills

Add | Remove

	* Bill(s)	* Bill Issuing Authority	Bill Type	Shipper Type	* Shipper Code	* Shippe
	303-00751850-14	Dubai Customs	Ex-Free Zone Export	Free Zone Exporter	F7100	SONY (
	303-00751733-14	Sharjah Customs	Ex-Free Zone Export	Free Zone Exporter	F7100	SONY (
		RAK Customs				
		Ajman Customs				

Upload Files

- Dubai Customs
- Sharjah Customs
- RAK Customs
- Ajman Customs
- Abu Dhabi Cust...
- Fujairah Customs
- UAQ Customs
- Others

Select Issuing Authority

Bills

Add | Remove

	* Bill(s)	* Bill Issuing Authority	Bill Type	Shipper Type	* Shipper Code	* Shippe
		-- SELECT --				
	303-00751850-14	Dubai Customs	NORMAL B/E	Free Zone Exporter	F7100	SONY (
	303-00751733-14	Dubai Customs		Free Zone Exporter	F7100	SONY (

- NORMAL B/E
- T/S B/E
- FZ B/E
- EX FZ B/E
- EX FZ EXP
- RE EXP
- EXP DECL
- DEPOSIT
- MISC. RCPT
- IPT
- PRIVATE

Select the Bill Type

Bills

Add | Remove

	* Bill(s)	* Bill Issuing Authority	Bill Type	Shipper Type	* Shipper Code	* Shippe
		-- SELECT --	-- SELECT --			
	303-00751850-14	Dubai Customs	Ex-Free Zone Export	CFS Agent	F7100	SONY (
	303-00751733-14	Dubai Customs	Ex-Free Zone Export	Free Zone Exporter	F7100	SONY (
				Local Exporter		

Select Shipper Type

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Bill Type	Shipper Type	* Shipper Code	* Shipper Name	* Commodity Description
-- SELECT --	-- SELECT --			
Ex-Free Zone Export	Free Zone Exporter	F7100	SONY GULF FZE	NEW PNEUMATIC TYRES OF RU
Ex-Free Zone Export	Free Zone Exporter	F7100	SONY GULF FZE	NEW PNEUMATIC TYRES OF RU

Enter or Search for Shipper Code

Shipper Type	* Shipper Code	* Shipper Name	* Commodity Description
-- SELECT --			
Free Zone Exporter	F7100	SONY GULF FZE	NEW PNEUMATIC TYRES OF RUBBER, OF A KIND U:
Free Zone Exporter	F7100	SONY GULF FZE	NEW PNEUMATIC TYRES OF RUBBER, OF A KIND U:

Enter Shipper Name

* Shipper Name	* Commodity Description	Pkg Type	Total No. of Pkg	St PI
SONY GULF FZE	NEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	LSE	9271	0
SONY GULF FZE	NEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	PLT	761	0

Enter or Search for Commodity Description

* Commodity Description	Pkg Type	Total No. of Pkg	Stuffed Pkg(NOS)	Balance Pkg(NOS)	* No. Pkg
NEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	LSE	9271	0	0	9271
NEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	PLT	761	0	0	761

Enter or Search for Package Type

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Commodity Description	Pkg Type	Total No. of Pkg	Stuffed Pkg(NOS)	Balance Pkg(NOS)	* No. of Pkg
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	LSE	9271	0	0	9271
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	PLT	761	0	0	761

Enter Total Number of Packages

Commodity Description	Pkg Type	Total No. of Pkg	Stuffed Pkg(NOS)	Balance Pkg(NOS)	* No. of Pkg
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	LSE	9271	0	0	9271
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	PLT	761	0	0	761

Enter the Number of Stuffed Packages

Commodity Description	Pkg Type	Total No. of Pkg	Stuffed Pkg(NOS)	Balance Pkg(NOS)	* No. of Pkg
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	LSE	9271	0	0	9271
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	PLT	761	0	0	761

Enter the Number of Balance Packages

Commodity Description	Pkg Type	Total No. of Pkg	Stuffed Pkg(NOS)	Balance Pkg(NOS)	* No. of Pkg
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	LSE	9271	0	0	9271
IEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BIC...	PLT	761	0	0	761

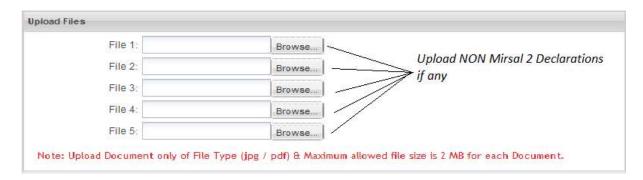*Enter Number of Packages*

3. Declaration Scanned Copy(s) must be uploaded for Non-Mirsal 2 and Other Emirates Declarations under **Upload Files**

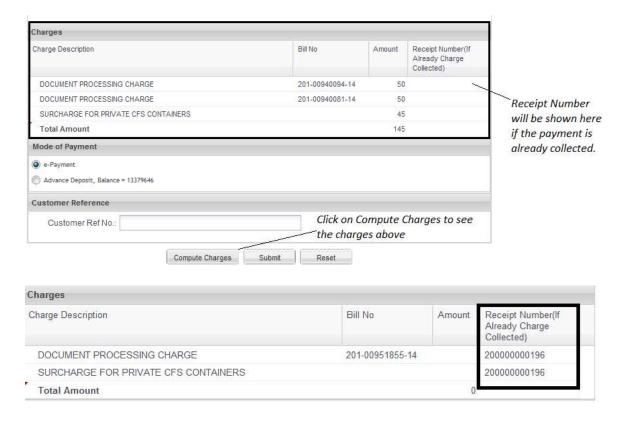*Note: you can upload up-to five documents of 2 MB size each.*

Submit Stuffing Tally Sheet

Note: *IMDG information will be retrieved as per the Export Booking (shipping agent container release order)*

III- Computing and Payment Details
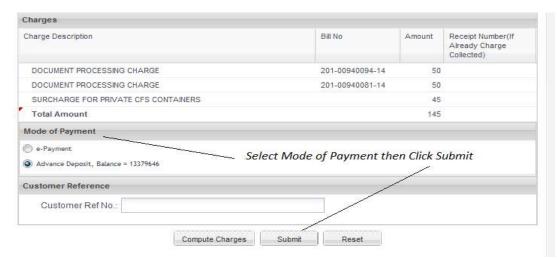
1. Click on Compute Charges

Note: *System will compute and display the charges to be paid; if the charges are already collected then a receipt number will be displayed*
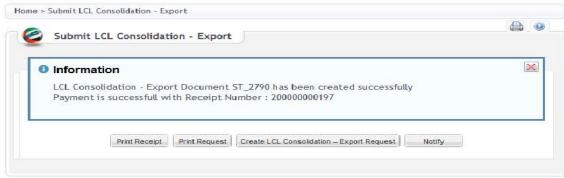

2. Select the Mode of Payment
3. You can enter you payment reference number in the "Customer Ref No." field.

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4. Click Submit

Note: Charges can be paid by Rosoom e-Payment (please refer to the below payment manuals) or Advance Deposit Account

Request will be created and will be available to print and notify

You Can:

- *Print Receipt*

- *Print Request*

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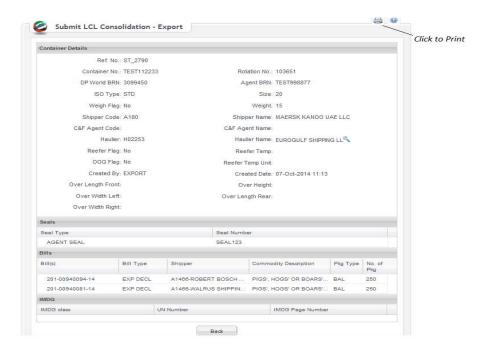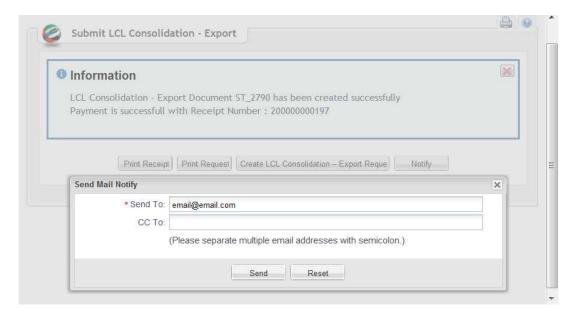Click to Print

- *Create LCL Consolidation – Export Request* (make a new request)

- *Notify* (email the Submitted Stuffing Tally Sheet request details)

Rosoom e Payment manual to be attached here

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Charges

Charge Description	Bill No	Amount	Receipt Number(If Already Charge Collected)
DOCUMENT PROCESSING CHARGE	201-00939989-14	50	
DOCUMENT PROCESSING CHARGE	201-00951855-14		200000000196
SURCHARGE FOR PRIVATE CFS CONTAINERS			200000000196
Total Amount		50	

Mode of Payment

- ● e-Payment
- ○ Advance Deposit, Balance = 114379619

Select mode of payment as e-Payment and then click Submit

Customer Reference

Customer Ref No.: [   ]

[Compute Charges]   [Submit]   [Reset]

DP WORLD موانئ دبي العالمية   **Payment Details**

Rosoom
Electronic Payment Gateway

PAYMENT DETAILS

Pay to	**DP World**
Pay for	**Stuffing Tally Sheet**

Amount	50.00	AED
Processing fees	0.00	AED
Total	**50.00**	**AED**

Pay using	Credit Card ▼
From	------ Select One ------
	Credit Card
	Pre-funded

☐ I accept the Terms and Conditions applicable for this payment

[✓ Agree]

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