



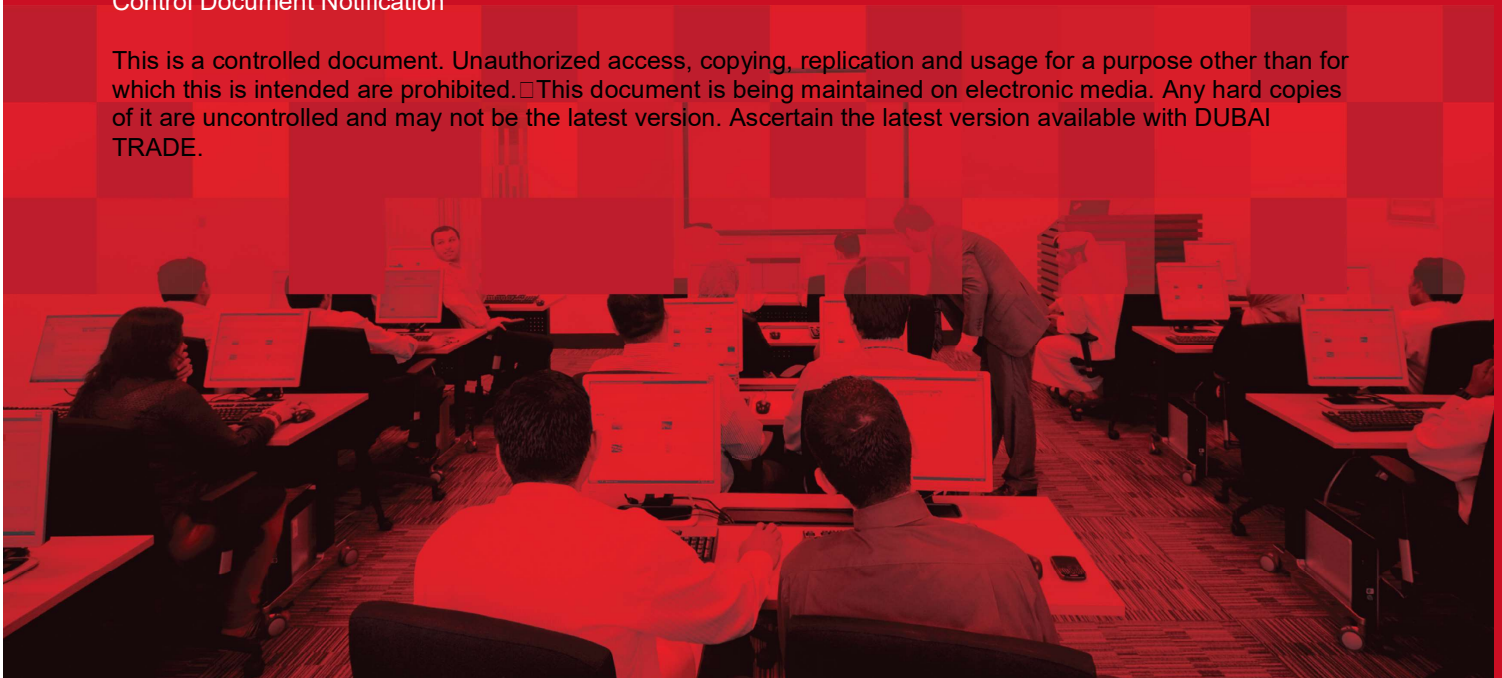
DP World Submit Stuffing Tally Sheet User's Manual

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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.
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

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

The screenshot displays a web application window titled "Submit LCL Consolidation - Export". Inside, there is a "Container Details" form. At the top of the form, it states "Fields marked as * are mandatory." The form contains several input fields and buttons. A callout box points to the "Container No." field with the text "Enter LCL Container Number and Click Search". Below this, there are "Search" and "Reset" buttons. The form is organized into two columns. The left column includes fields for "DP World BRN:", "ISO Type:", "Weigh Flag:", "Rotation No.:", "* Shipper Code:" (with a magnifying glass icon), "C&F Agent Code:" (with a magnifying glass icon), "Haulier Code:" (with a magnifying glass icon), "Reefer Flag:", "Reefer Temp Unit:" (a dropdown menu showing "-- SELECT --"), and "OOG Flag:". The right column includes fields for "Agent BRN:", "Size:", "* Weight:" (with a magnifying glass icon), "* Shipper Type:" (a dropdown menu showing "-- SELECT --"), "Shipper Name:", "C&F Agent Name:", "Haulier Name:", "Reefer Temp:" (with a "View" button), and "OOG (in centimeters):" (with a "View" button). On the far right, there is a vertical sidebar with a "Vessel Details" section.

Submit LCL Consolidation - Export

Container Details

Fields marked as * are mandatory.

* Container No.: Enter LCL Container Number and Click Search

DP World BRN:

ISO Type:

Weigh Flag:

Rotation No.:

* Shipper Code:

C&F Agent Code:

Haulier Code:

Reefer Flag:

Reefer Temp Unit: -- SELECT --

OOG Flag:

Agent BRN:

Size:

* Weight:

* Shipper Type: -- SELECT --

Shipper Name:

C&F Agent Name:

Haulier Name:

Reefer Temp:

OOG (in centimeters):

Vessel Details

Submit Stuffing Tally Sheet

Submit LCL Consolidation - Export

Container Details

Fields marked as * are mandatory.

* Container No.: TEST998877

Search Reset

DP World BRN: 3099450 Agent BRN: TEST998877

ISO Type: STD Size: 40

Weigh Flag: No * Weight: 35

Rotation No.: 103651 * Shipper Type: CFS Agent

* Shipper Code: A180 Shipper Name: MAERSK KANOO UAE LLC

C&F Agent Code: C&F Agent Name:

Haulier Code: H02253 Haulier Name: EUROGULF SHIPPING LL

Reefer Flag: No Reefer Temp:

Reefer Temp Unit: * Seal: Add

OOG Flag: No OOG (in centimeters): Add

[Click to display Vessel Details](#)

Note: Click on Vessel Details to view Vessel Information

Submit LCL Consolidation - Export

Container Details

Fields marked as * are mandatory.

* Container No.: TEST998877

Search Reset

DP World BRN: 3099450 Agent BRN: TEST998877

ISO Type: STD Size: 40

Weigh Flag: No * Weight: 35

Rotation No.: 103651 * Shipper Type: CFS Agent

* Shipper Code: A180 Shipper Name: MAERSK KANOO UAE LLC

C&F Agent Code: C&F Agent Name:

Haulier Code: H02253 Haulier Name: EUROGULF SHIPPING LL

Reefer Flag: No Reefer Temp:

Reefer Temp Unit: * Seal: Add

OOG Flag: No OOG (in centimeters): Add

Vessel Details

Name	Value
ATA	
ETA	14-Oct-2014 20:22
ETD	16-Oct-2014 20:22
Line Code	APL
Load Cut-off Time	14-Oct-2014 12:30
Load Terminal	T3
Out Voyage No.	ADV982
Destination Port	J
Rotation	103651
Sail Date	
Discharge Terminal	T3
Vessel Name	APL ADVANTAGE
In Voyage No.	ADV982

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

Submit Stuffing Tally Sheet

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.

Home > Submit LCL Consolidation - Export

Submit LCL Consolidation - Export

Container Details

Fields marked as * are mandatory.

* Container No.:

DP World BRN: 3099450	Agent BRN: TEST998877
ISO Type: STD	Size: 20
Weigh Flag: No	* Weight: <input type="text" value="15"/>
Rotation No.: 103651	* Shipper Type: <input type="text" value="CFS Agent"/>
* Shipper Code: <input type="text" value="A180"/>	Shipper Name: MAERSK KANOO UAE LLC
C&F Agent Code: <input type="text"/>	C&F Agent Name:
Haulier Code: <input type="text" value="H02253"/>	Haulier Name: EUROGULF SHIPPING LL
Reefer Flag: No	Reefer Temp: <input type="text"/>
Reefer Temp Unit: <input type="text"/>	* Seal: <input type="button" value="Add"/>
OOG Flag: No	OOG (in centimeters): <input type="button" value="Add"/>

Press Add to enter Seal

Vessel Details

Submit Stuffing Tally Sheet

Submit LCL Consolidation - Export

Container Details

Fields marked as * are mandatory.

* Container No.: TEST112233

Search Reset

DP World BRN: 3099450 Agent BRN: TEST998877

Add Seal

+ Add - Remove Save Close

Seal Type	Seal Number
AGENT SEAL	SEAL123

+ Add - Remove Save Close

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.

Bills

+ Add - Remove

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

Upload Files

Scroll Right to enter the No. of Packages

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

Submit Stuffing Tally Sheet

Bills

➕ Add ➖ Remove

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

*Enter Declaration
Number*

Bills

➕ Add ➖ Remove

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

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	* Shipper
	-- SELECT --				
303-00751850-14	Dubai Customs	NORMAL B/E	Free Zone Exporter	F7100	SONY C
303-00751733-14	Dubai Customs	T/S B/E	Free Zone Exporter	F7100	SONY C

Select the Bill Type

Bills

➕ Add ➖ Remove

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

Select Shipper Type

Submit Stuffing Tally Sheet

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 RUBBER, OF A KIND USED ON BICYCLES
Ex-Free Zone Export	Free Zone Exporter	F7100	SONY GULF FZE	NEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BICYCLES

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 USED ON BICYCLES
Free Zone Exporter	F7100	SONY GULF FZE	NEW PNEUMATIC TYRES OF RUBBER, OF A KIND USED ON BICYCLES

Enter Shipper Name

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

Enter or Search for Commodity Description

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

Enter or Search for Package Type

Submit Stuffing Tally Sheet

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

- 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

Upload Files

File 1:

File 2:

File 3:

File 4:

File 5:

Upload NON Mirsal 2 Declarations if any

Note: Upload Document only of File Type (jpg / pdf) & Maximum allowed file size is 2 MB for each Document.

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

IMDG		
IMDG class	UN Number	IMDG Page Number

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

Charges			
Charge Description	Bill No	Amount	Receipt Number(If Already Charge Collected)
DOCUMENT PROCESSING CHARGE	201-00940094-14	50	
DOCUMENT PROCESSING CHARGE	201-00940081-14	50	
SURCHARGE FOR PRIVATE CFS CONTAINERS		45	
Total Amount		145	

Mode of Payment

☒ e-Payment

☐ Advance Deposit, Balance = 13379646

Customer Reference

Customer Ref No.:

Click on Compute Charges to see the charges above

Receipt Number will be shown here if the payment is already collected.

Charges			
Charge Description	Bill No	Amount	Receipt Number(If Already Charge Collected)
DOCUMENT PROCESSING CHARGE	201-00951855-14		200000000196
SURCHARGE FOR PRIVATE CFS CONTAINERS			200000000196
Total Amount		0	

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

Submit Stuffing Tally Sheet

4. Click Submit

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

Charges			
Charge Description	Bill No	Amount	Receipt Number(If Already Charge Collected)
DOCUMENT PROCESSING CHARGE	201-00940094-14	50	
DOCUMENT PROCESSING CHARGE	201-00940081-14	50	
SURCHARGE FOR PRIVATE CFS CONTAINERS		45	
Total Amount		145	


Mode of Payment	
<input type="radio"/> e-Payment	
<input checked="" type="radio"/> Advance Deposit, Balance = 13379646	

Select Mode of Payment then Click Submit

Customer Reference	
Customer Ref No.:	<input type="text"/>

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

Home > Submit LCL Consolidation - Export

 **Submit LCL Consolidation - Export**

Information

LCL Consolidation - Export Document ST_2790 has been created successfully
Payment is successfull with Receipt Number : 200000000197

You Can:

- **Print Receipt**

DP WORLD		DP WORLD, P.O.BOX 17000 DUBAI - U.A.E Phone : 04-5872222 Fax : 04-5812472 Email : documentation.helpdesk@dpworld.com Web : www.dpworld.com	
e-RECEIPT			
Receipt No :	200000000197	Date :	07/10/2014 11:47
Customer :	MAERSK KANOO UAE LLC	Stuff Tally No :	ST_2790
Vessel :	APL ADVANTAGE	Arr Date :	14/10/2014
Clearance Number :	1	Transaction Id :	3000000095
Rotation :	103651	Container Number :	TEST112233
Charge Description		Amount	
DOCUMENT PROCESSING CHARGE FOR BILL : 201-00940094-14		50	
DOCUMENT PROCESSING CHARGE FOR BILL : 201-00940081-14		50	
SURCHARGE FOR PRIVATE CFS CONTAINERS		45	
Net Amount		145	
Payment Details		Amount	
Mode Of Payment		145	
Advance Deposit			
Payer Details			
Payment is made based on LCL Consolidation – Export, Paid By MAERSK KANOO UAE LLC (EXPORT).			
Customer Reference No. :			
Note - ANY REFUND CLAIMS MUST BE SUBMITTED TO DP WORLD BY USING THE E-REFUND SERVICE ON DUBAI TRADE WITHIN 30 DAYS FROM THE RECEIPT DATE.			
(This receipt is generated electronically)			
Page 1 of 1			

- **Print Request**

Submit Stuffing Tally Sheet

Submit LCL Consolidation - Export

Click to Print

Container Details

Ref. No.: ST_2790
 Container No.: TEST112233
 DP World BRN: 3099450
 ISO Type: STD
 Weight Flag: No
 Shipper Code: A180
 C&F Agent Code:
 Hauler: H02253
 Reefer Flag: No
 OOG Flag: No
 Created By: EXPORT
 Over Length Front:
 Over Width Left:
 Over Width Right:

Rotation No.: 103651
 Agent BRN: TEST998877
 Size: 20
 Weight: 15
 Shipper Name: MAERSK KANOO UAE LLC
 C&F Agent Name:
 Hauler Name: EUROGULF SHIPPING LL
 Reefer Temp:
 Reefer Temp Unit:
 Created Date: 07-Oct-2014 11:13
 Over Height:
 Over Length Rear:

Seals

Seal Type	Seal Number
AGENT SEAL	SEAL123

Bills

Bill(s)	Bill Type	Shipper	Commodity Description	Pkg Type	No. of Pkg
201-00940094-14	EXP DECL	A1466-ROBERT BOSCH ...	PIGS', HOGS' OR BOARS'...	BAL	250
201-00940091-14	EXP DECL	A1466-WALRUS SHIPPIN...	PIGS', HOGS' OR BOARS'...	BAL	250

IMDG

IMDG class	UN Number	IMDG Page Number

[Back](#)

- **Create LCL Consolidation - Export Request** (make a new request)
- **Notify** (email the Submitted Stuffing Tally Sheet request details)

Submit LCL Consolidation - Export

Information

LCL Consolidation - Export Document ST_2790 has been created successfully
 Payment is successfull with Receipt Number : 200000000197

[Print Receipt](#) [Print Request](#) [Create LCL Consolidation - Export Reque](#) [Notify](#)

Send Mail Notify

* Send To:

CC To:

(Please separate multiple email addresses with semicolon.)

[Send](#) [Reset](#)

Rosoom e Payment manual to be attached here

Submit Stuffing Tally Sheet

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

☐ Advance Deposit, Balance = 114379619

Customer Reference

Customer Ref No.:

 **DP WORLD** Payment Details



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


From

☐ I accept the [Terms and Conditions](#) applicable for this payment

☒

Submit Stuffing Tally Sheet

 **DP WORLD** موانئ دبي العالمية Payment Details



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 -----


----- Select One -----


MasterCard

Visa

☐ I accept the [Terms and Conditions](#) applicable for this payment

 Agree

 **DP WORLD** موانئ دبي العالمية Payment Details



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 Pre-funded

From ----- Select One -----

----- Select One -----


e-Dirham Blue Al Haslah

e-Dirham Gold Al Haslah

e-Dirham Red Al Haslah

Rosoom Wallet

☐ I accept the [Terms and Conditions](#) applicable for this payment

 Agree

