



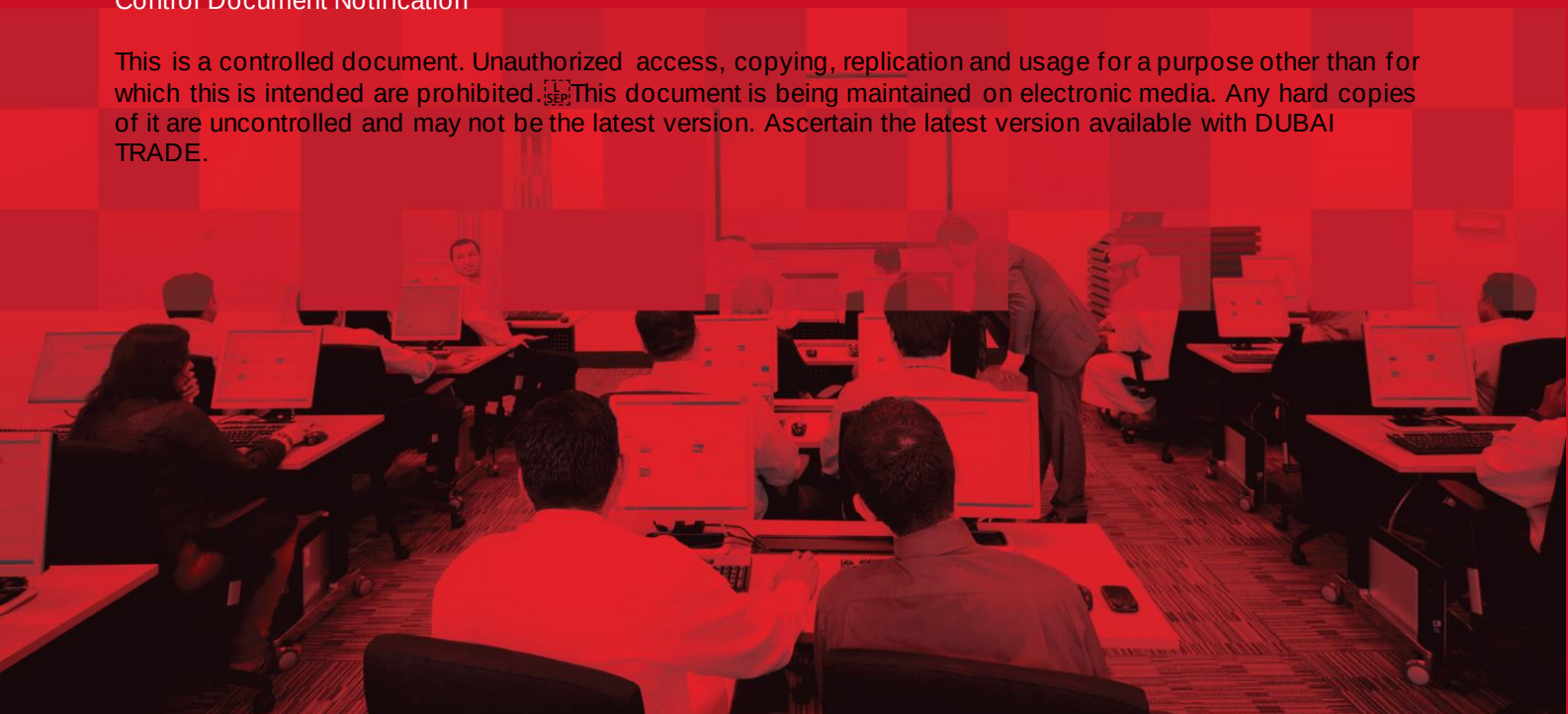
DP World Container Request – Amend User's Manual

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Container Request – Amend

DOCUMENT DETAILS

Document Information

Document Name	Container Request – Amend
Project Name	Container Request – Amend
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	15 th Mar, 2021
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Container Request – Amend

This service enables Shipping Agent to amend their Container Request(s).

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend**
3. Then Go to **Container Request**

The below screen will be displayed

Search Container Request

JEBEL ALI

AGENT REFERENCE OR DPW REFERENCE (MINIMUM 4 CHARACTERS)

Go

Advanced Search

Procedure:

1. Select the **Port**

Search Container Request

JEBEL ALI

MINA RASHID

JEBEL ALI

AGENT REFERENCE OR DPW REFERENCE (MINIMUM 4 CHARACTERS)

Go

Advanced Search

2. Enter the **Agent Reference or DPW Reference** (*Smart search enabled*) and click **Go**

Search Container Request

JEBEL ALI

Go

Advanced Search

Container Request – Amend

NOTE: Advanced Search is also available to view multiple requests

Search Container Request

JEBEL ALI

AGENT REFERENCE OR DPW REFERENCE (MINIMUM 4 CHARACTERS)

Go

Advanced Search

The below screen will be displayed in Advanced search where you can search with any of the search criteria

Container Request Advance Search - Amend

Search By

DPW Reference

Rotation

SEARCH BY ROTATION OR VESSEL

From Date

C & F Agent

SEARCH BY NAME OR CODE

Agent Reference

Container No.

ENTER INPUT TEXT

To Date

Request Status

ACTIVE

Agent

UAE LLC

Delivery Terminal

--Select--

Haulier

SEARCH BY NAME OR CODE

☐ Summary ☐ Specific

Line

--Select--

Receive Terminal

--Select--

Consignee

SEARCH BY NAME OR CODE

☐ ITT Bulk Requests

Search

Reset

Back

NOTE: Enter maximum details for more accurate results

The details will be displayed

Results								
DPW Reference	Agent Reference	Request Type	Request Date	Line Code	Consignee Code	Haulier Code	Request Status	Action
3107945	KA0001	EMPTY DEPOSIT FOR STORAGE	17-Mar-21 10:57	SCL	A180	H00001	ACTIVE	Amend Request
3107944	POOLDLVRY17MAR	EXPORT FULL DEPOSIT WITH EMPTY DELIVERY	17-Mar-21 10:31	MSK	A180	H00001	ACTIVE	Amend Request
5000998	TEST17032021	EXPORT FULL DEPOSIT WITH EMPTY DELIVERY	17-Mar-21 09:26	MSK			ACTIVE	Amend Request
5000997	TEST15032021	EXPORT FULL DEPOSIT WITH EMPTY DELIVERY	17-Mar-21 08:48	MSK			ACTIVE	Amend Request

3. Click **Amend Request**

Container Request – Amend

Results								
DPW Reference	Agent Reference	Request Type	Request Date	Line Code	Consignee Code	Haulier Code	Request Status	Action
3107945	KA0001	EMPTY DEPOSIT FOR STORAGE	17-Mar-21 10:57	SCL	A180	H00001	ACTIVE	Amend Request
3107944	POOLDLVRY17MAR	EXPORT FULL DEPOSIT WITH EMPTY DELIVERY	17-Mar-21 10:31	MSK	A180	H00001	ACTIVE	Amend Request
5000998	TEST17032021	EXPORT FULL DEPOSIT WITH EMPTY DELIVERY	17-Mar-21 09:26	MSK			ACTIVE	Amend Request
5000997	TEST15032021	EXPORT FULL DEPOSIT WITH EMPTY DELIVERY	17-Mar-21 08:48	MSK			ACTIVE	Amend Request

Items 1-4 of 4

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4. Amend the required details and click **Save & Submit**

Container Request - Amend
(EXPORT BOOKING - Summary)

Requested On 17-Mar-21 09:26
ACTIVE
DT PORTAL

DPW Reference
5000998

Customer Reference
TEST17032021

Port
JEBEL ALI

Agent
UAE LLC

Line
LINE

Created By
mhs006

Instruction Type
EXPORT FULL DEPOSIT - WITH EMPTY DELIVERY

Release Terminal (From)
TERMINAL ONE

Outbound Rotation
821253 - MAERSK ALABAMA

Receive Terminal (To)
TERMINAL ONE
Load Cut-Off Time: 07/29/2021 04:47:00

Cargo Stuffing Location
TOWN

Shipper
SELECT IMPORTER

C & F Agent
SEARCH CONSIGNEE OR CNF AGENT

Haulier
SEARCH HAULIER

Agent Instructions to Shipper/C & F agent

Container Details

Add

ISO Type-Size	No of Containers			Category - Status	Action
	Requested	Nominated	Tokenized		
GP[STD]-20	5	1	0	[STORAGE] - EMPTY	Amend Delete

This Request Expires On (Amendable)
01-Jul-21 04:47

Token Details Back **Save & Submit**

5. Enter the **Remarks** and click **Submit**

Enter Remarks

Close Submit

The below confirmation will be displayed

Container Request – Amend

i Container Request amended successfully.



Agent Reference : TEST17032021
DPW Reference : 5000998
Agent : A180 - MAERSK KANOO UAE LLC
Amended By : mhs006

Back Notify Print

Notify: To send email notification(s) of the Token

Container Request Notification

To

p@dubaitrade.ae

CC

(Please separate multiple email address with comma without space)

Send

Cancel

Print: To view and print the request

Print Date 17-Mar-21 14:55

JEBEL ALI

CONTAINER REQUEST REPORT - [EXPORT BOOKING]

Request Date : 17-Mar-21 09:26

DPW Reference No. : 5000998

Line : LINE

Vessel : MAERSK ALABAMA

Load Cut Off Date : 29-Jul-21 04:47

In Voyage Number : 1425

Receive Terminal : TERMINAL ONE

Shipper : N/A

C&F Agent : N/A

Remarks : N/A

Latest Action Remarks : TEST

Created By : mhs006

Modified By : mhs006

Expiry Date : 01-Jul-21 04:47

Agent Reference No : TEST17032021

Agent : UAE LLC

Rotation : 821253

ETA : 29-Jul-21 10:47

Out Voyage : 1425

Delivery/Release Terminal : TERMINAL ONE

Haulier : N/A

Instruction Type : EXPORT FULL DEPOSIT-WITH EMPTY DELIVERY

Stuffing Location : Town

Receive To Port Location : N/A

MoveType : OUT

Created Date : 17-Mar-21 09:26

Modified Date : 17-Mar-21 14:51

Container Details

ISO Type-Size	Category	Delv.Category	OOG	Dry Reefer	Vent. Temp Heavy Duty	Contr.Criteria	Hold Contr	Dmg Contr	Insp.Status	NPOD	Dest.	IMCO	Count
GP[STD]-20	Storage-Empty	STORAGE	No		No		No	No	SERVICEABLE	INBOM	INBOM		5

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Container Request – Amend