



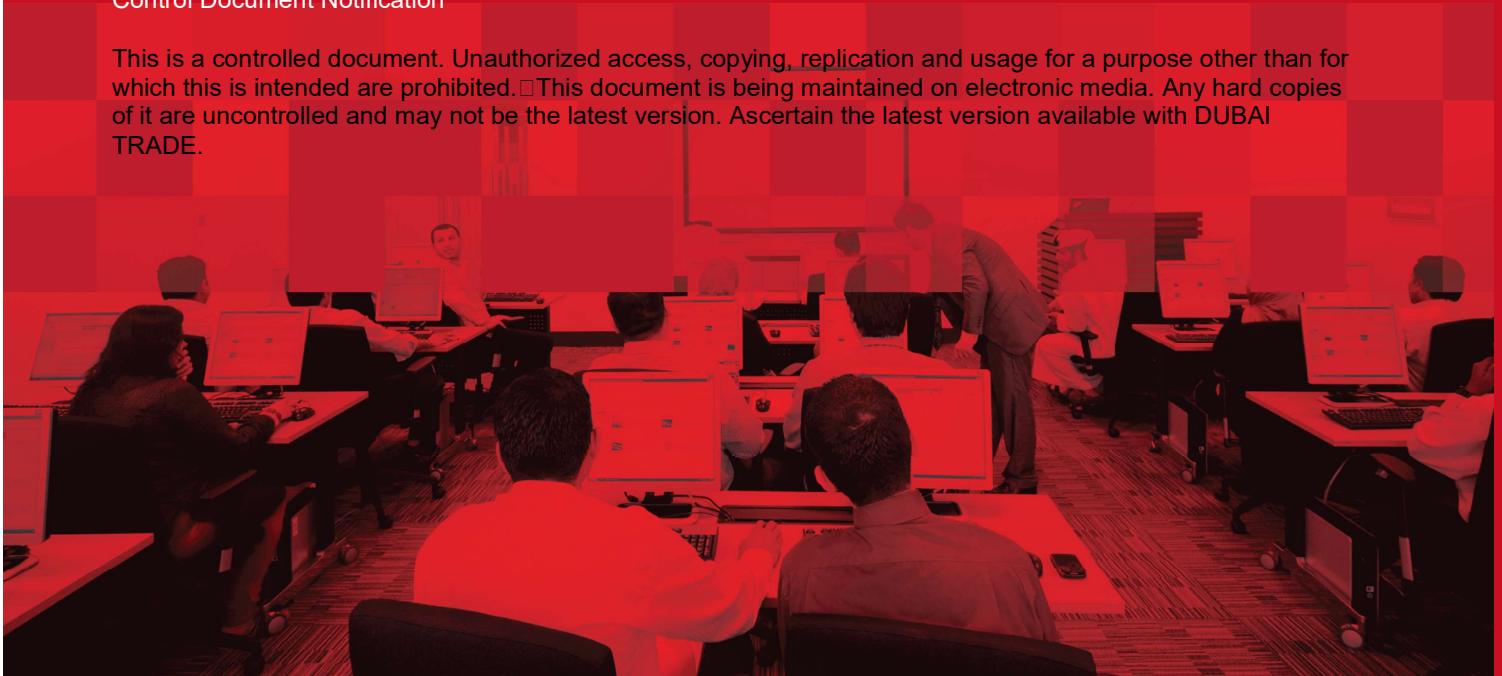
# DP World e-Gate Pass Cancel User's Manual

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# e-Gate Pass Cancel

## DOCUMENT DETAILS

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### Document Information

Document Name	e-Gate Pass Cancel
Project Name	e-Gate Pass Cancel
Business Unit	DP World
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### Revision History

Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# e-Gate Pass Cancel

*This service enables users to Amend their e-Gate Pass*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Cancel**
3. Then Go to **e-Gate Pass Cancel**

*The below screen will be displayed*

The screenshot shows the 'Cancel e-Gate Pass' web application. At the top, there is a header with the UAE flag and the title 'Cancel e-Gate Pass'. Below the header, a message states 'Enter at least one search criteria to proceed.' The search criteria section includes fields for 'Gate Pass No:', 'Gate Pass Type:' (with a dropdown menu set to 'ALL'), 'From Date:' (set to '23-05-2019'), 'GP Reference No:', 'BOE No:', 'Transaction Id:', 'To Date:' (set to '30-05-2019'), and an 'Expired Gate Pass:' checkbox. Below these fields are 'Search' and 'Reset' buttons. A yellow box highlights a 'Hide Notes' section containing instructions: 'To list the expired Gate passes please click on the 'Expired Gate Pass' check box. 'Cancel.Req.Status' in the below grid indicates the status of the expired Gate pass cancellation requests. To submit cancellation request for expired gate pass, click on the 'Details' button and submit the request upon uploading Customs inspection report or Customs cancellation approval on expired gate pass.' Below the notes is a 'Result List' section with a table header: 'Gate P...', 'BOE No', 'Vehicl...', 'Transa...', 'Gp Ref...', 'Gate P...', 'Gate Pas...', 'Gate P...', 'Cancel...'. The table is currently empty, and the pagination shows 'Page 1 of 1'.

## Procedure:

1. Enter any of the search criteria and click **Search**

This screenshot is identical to the previous one, showing the 'Cancel e-Gate Pass' web application. In this view, the 'Search' button is highlighted with a black rectangular box, indicating the next step in the procedure.

# e-Gate Pass Cancel

The below details will be displayed below

The screenshot shows a web application titled "Cancel e-Gate Pass". It features a search section with the instruction "Enter at least one search criteria to proceed." and several input fields: "Gate Pass No:", "Gate Pass Type:" (set to "ALL"), "From Date:" (set to "23-05-2019"), "GP Reference No:", "BOE No:", "Transaction Id:", "To Date:" (set to "30-05-2019"), and "Expired Gate Pass:" (checkbox). Below these are "Search" and "Reset" buttons. A yellow "Hide Notes" section contains instructions on how to cancel expired gate passes. Below the notes is a "Result List" table with one row of data and two buttons, "Details" and "Cancel".

Enter at least one search criteria to proceed.

Gate Pass No:

Gate Pass Type:

From Date:

GP Reference No:

BOE No:

Transaction Id:

To Date:

Expired Gate Pass: ☐

**Hide Notes**

To list the expired Gate passes please click on the 'Expired Gate Pass' check box.  
'Cancel.Reg.Status' in the below grid indicates the status of the expired Gate pass cancellation requests.  
To submit cancellation request for expired gate pass, click on the 'Details' button and submit the request upon uploading Customs inspection report or Customs cancellation approval on expired gate pass.

**Result List**

Gate P...	BOE No	Vehicl...	Transa...	Gp Ref...	Gate P...	Gate Pas...	Gate P...	Cancel...
FZGP1...	102-008...	MUS A...	60015...	60000...	30/05/...	01/06/20...	Out	<input type="button" value="Details"/> <input type="button" value="Cancel"/>

Page 1 of 1

Displaying Gate Pass 1 - 1 of 1

## 2. Click Cancel

This block shows a close-up of the "Result List" table from the previous screenshot. The "Cancel" button in the last column of the first row is highlighted with a red border.

**Result List**

Gate P...	BOE No	Vehicl...	Transa...	Gp Ref...	Gate P...	Gate Pas...	Gate P...	Cancel...
FZGP1...	102-008...	MUS A...	60015...	60000...	30/05/...	01/06/20...	Out	<input type="button" value="Details"/> <input type="button" value="Cancel"/>

Page 1 of 1

Displaying Gate Pass 1 - 1 of 1

Click details to view details of the eGate Pass

This block contains two separate dialog boxes. The first, "Cancel Gate Pass?", asks for confirmation to cancel a non-refundable pass. The second, "Enter Cancel Remarks", provides a text area for the user to enter reasons for cancellation.

**Cancel Gate Pass?**

Charges are not refundable.  
Are you sure you want to Cancel ?

**Enter Cancel Remarks**

\* Remarks:

REMARKS

## e-Gate Pass Cancel

*The below confirmation will be displayed*



## e-Gate Pass Cancel