



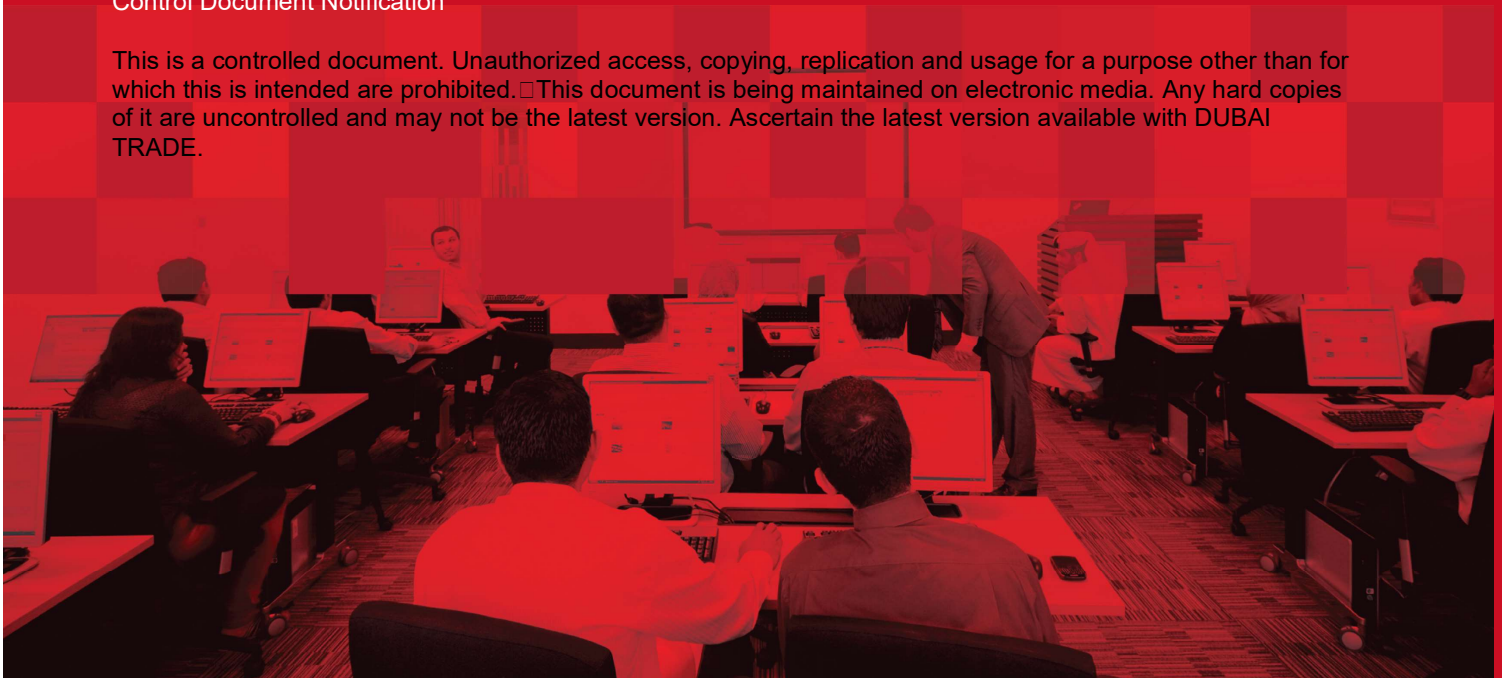
DP World e-Gate Pass Request User's Manual

Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



e-Gate Pass Request

DOCUMENT DETAILS

Document Information

Document Name	e-Gate Pass Request
Project Name	e-Gate Pass Request
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	25 th Dec, 2018
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

e-Gate Pass Request

This service enables Free Zone Customers to create in/out gate pass from/to Jebel Ali.

Navigation:

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

The below screen will be displayed

The screenshot shows the 'Request e-Gate Pass' web application. At the top, there is a navigation bar with a logo and the title 'Request e-Gate Pass'. Below this, a process flow is displayed with four steps: 1. Search Declaration (highlighted in blue), 2. Update Gate Pass Detail, 3. Confirm Gate Pass Detail, and 4. Confirm Charge. Each step is represented by a button with a number and an arrow pointing to the next step.

Below the process flow, the 'Search Form' is visible. It contains the following fields and controls:

- A mandatory notice: 'Either BOE Numbers or Date Range is mandatory.'
- BOE No:
- Gate Pass Type: (dropdown menu)
- Cargo Type: (dropdown menu)
- Opposite Move: ☐
- From Date: (calendar icon)
- To Date: (calendar icon)
- Search and Reset buttons.

Below the search form, the 'Search Declaration' section displays a table with the following columns: ☐ (checkbox), BOE No, BOE..., Clear..., BOE..., Quantity, Contai..., Hold, Impor..., FZ Lic..., GP T..., and an empty column. The table is currently empty. Below the table, there is a pagination bar showing 'Page 1 of 1' and a search icon. An 'Add' button is located below the pagination bar.

Below the 'Search Declaration' section, the 'Selected Declaration' section displays a table with the following columns: BOE No, BOE T..., Cleara..., BOE D..., Quantity, Contai..., Hold, Import..., FZ Lic..., GP Type, and an empty column. The table is currently empty. Below the table, there is a pagination bar showing 'Page 1 of 1' and a search icon. A 'Next' button is located below the pagination bar.

e-Gate Pass Request

Procedure:

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

Search Form

Either BOE Numbers or Date Range is mandatory.

BOE No:	<input type="text"/>	Gate Pass Type:	Out <input type="button" value="v"/>
Cargo Type:	General Cargo / Container <input type="button" value="v"/>	Opposite Move:	<input type="checkbox"/>
From Date:	24-05-2019 <input type="button" value="c"/>	To Date:	30-05-2019 <input type="button" value="c"/>

The Declaration Details will be displayed below

Search Declaration

<input type="checkbox"/>	BOE...	BOE...	Clear...	BOE...	Quantity	Cont...	Hold	Impo...	FZ Li...	GP T...	
<input type="checkbox"/>	102...	IMP...	1	29-0...	500	<input type="checkbox"/>		S2983	F7100	Out	Details

Page 1 of 1

e-Gate Pass Request

3. Click Next

1

Search Declaration

2

Update Gate Pass Detail

3

Confirm Gate Pass Detail

4

Confirm Charge

4. Enter the Quantity and Truck Details and click Next

1

Search Declaration

2

Update Gate Pass Detail

3

Confirm Gate Pass Detail

4

Confirm Charge

e-Gate Pass Request

5. Confirm the Gate Pass Details and **Next**

1
Search Declaration

⇒

2
Update Gate Pass Detail

⇒

3
Confirm Gate Pass Detail

⇒

4
Confirm Charge


Gate Pass for Vehicle No : MUS A 123

BOE No	Marks & Nos / Contai...	Container Size	Goods Description	Gate Pass Removal...
102-00844597-19			Centrifugal pumps fo...	50

Previous

Next

6. Select the **Mode of Payment**

 Calculate Charge

1
Search Declaration

⇒

2
Update Gate Pass Detail

⇒

3
Confirm Gate Pass Detail

⇒

4
Confirm Charge

Charges

BOE No	Docu...	Gate...	Port...	JAFZ...	JAFZ...	Cust...	Labo...	Amount	VAT A...	Gross A...	
102-0084...	55	15	0	0	0	0	0	70	3.50	73.50	Detail
Total	55	15	0	0	0	0	0	70	3.50	73.50	

Payment

Mode of Payment

☒ e-Payment

☐ Advance Deposit, Balance = 17834350.23

Enter Customer Ref details

Customer Ref No:

Previous

Confirm

e-Gate Pass Request

Payment Methods

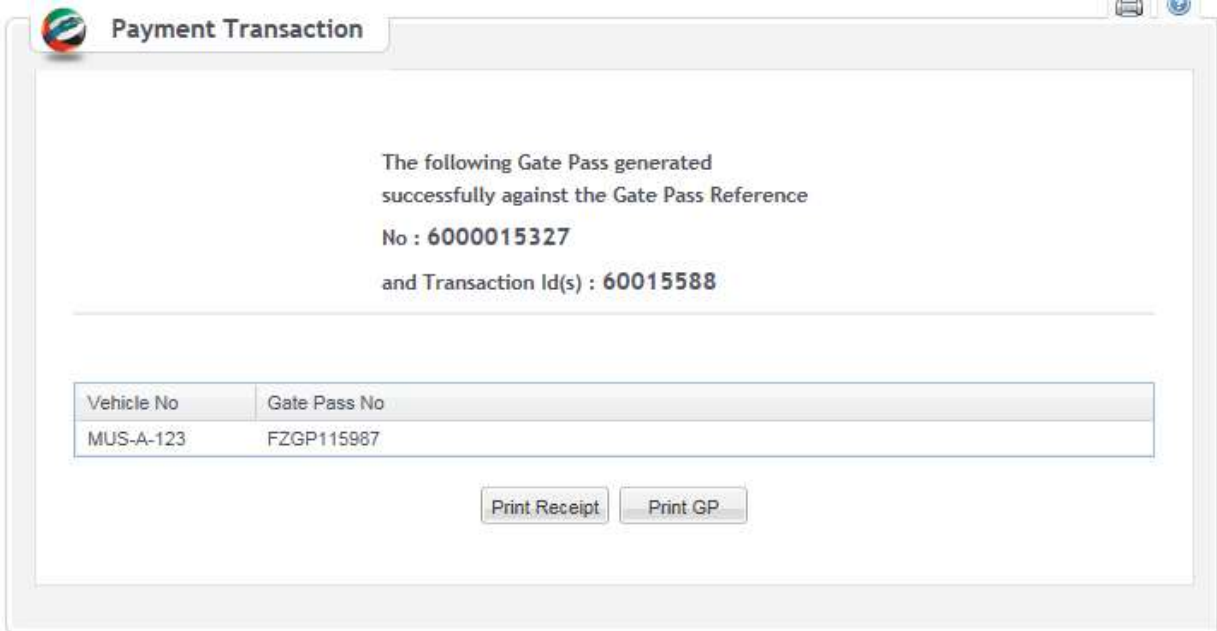
- **Prepaid** – this method involves the use of a prepaid card either obtained from the Documentation Center or the online service called **Prepaid Deposit Request**

Steps for Prepaid Transactions:

- a. Enter the prepaid card number
 - b. Enter the pin number (this is obtained through sms)
- **E- Payment** – This method will re-direct you to the Rosoom payment gateway. Details for e-payment are outlined below (Steps defined at the end of this manual)
 - **Advanced Deposit** – The charge is debited against the company's Advanced Account Deposit.

7. Click **Generate Token**

The below confirmation page will be displayed



Payment Transaction

The following Gate Pass generated successfully against the Gate Pass Reference
No : **6000015327**
and Transaction Id(s) : **60015588**


Vehicle No	Gate Pass No
MUS-A-123	FZGP115987

Print GP: To view and print the e-Gate Pass

Print Receipt: To view and print the Receipt

e-Gate Pass Request

Rosoom (e Payment Manual)



PAYMENT DETAILS

Pay to: DP World

Pay for: Advance Cash Deposit

Amount	10000.00 AED
Processing fees	0.00 AED
Total	10000.00 AED

Pay using: ----- Select One -----

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

[Terms and Conditions](#) applicable for this payment

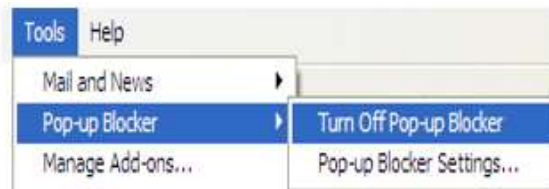
☒

E-Payment


- Credit Cards
- Direct Debit
- Pre-Funded

Note: ensure pop-up blocker is turned off

Go to Tools > Pop-up Blocker



Credit Card (Visa & Master)



PAYMENT DETAILS

Pay to: DP World

Pay for: DP WORLD e-PAYMENT

Amount	15710.00 AED
Processing fees	0.00 AED
Total	15710.00 AED

Pay using: Credit Card

From: MasterCard

Wait until you are redirected back to Merchant page
Please ensure pop-up blocker is turned off

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

☒

e-Gate Pass Request

After clicking the agree button, system will redirect you to the payment page



The screenshot shows the 'Payment' page with three tabs: 'Payment' (active), 'Review', and 'Receipt'. The 'Payment Details' section on the left includes fields for Card Type (Visa selected), Card Number, CVN, and Expiration Date. A 'Next' button is at the bottom. The 'Your Order' section on the right shows a 'Cancel Order' button and a red box indicating a 'Total amount' of 10.00 AED.

Note: system remembers your selection before landing to this page i.e. Master or Visa card. However, you can still change it

YOU CAN:

1. **Cancel Order:** (cancel the payment and revert back to DT)

This screenshot focuses on the 'Your Order' section, showing the 'Cancel Order' button and the 'Total amount' of 10.00 AED in a red box.

System will ask for your confirmation, and then displays the cancel message

The screenshot shows a confirmation message: 'Payment was not successful. Gate advice has not been generated due to payment failure.' Below this is the 'GC Gate Advice' section, which displays the 'Transaction No.: 5000000207' and a 'New Request' button.

2. **Proceed with the payment:**

e-Gate Pass Request

- a. Fill out your card details and click Next

The screenshot shows the 'Payment' tab selected in the top navigation bar. The 'Payment Details' section contains the following fields:

- Card Type ***: Radio buttons for Visa and MasterCard. A note indicates this is a required field.
- Card Number ***: A text input field.
- CVN ***: A text input field with a note: 'This code is a three or four digit number printed on the back or front of credit cards.'
- Expiration Date ***: Two dropdown menus for month and year.

A 'Next' button is located at the bottom right of the form.

- b. Review your card details

The screenshot shows the 'Review' tab selected in the top navigation bar. The 'Review your Order' section displays the following information:

- Payment Details**:
 - Card Type: MasterCard
 - Card Number: xxxxxxxxxxxx2346
 - Expiration Date: 05-2017
- Your Order**:
 - Total amount: 10.00 د.إ.

Buttons for 'Edit Details', 'Cancel Order', 'Back', and 'Pay' are visible.

Note: you can still, edit card details, cancel this transaction or go back to the previous step.

- c. **Confirm the Payment:** click the “Pay” button

System will ask to redirect you back to Dubai Trade page, click “Yes”

Transaction Details will be displayed

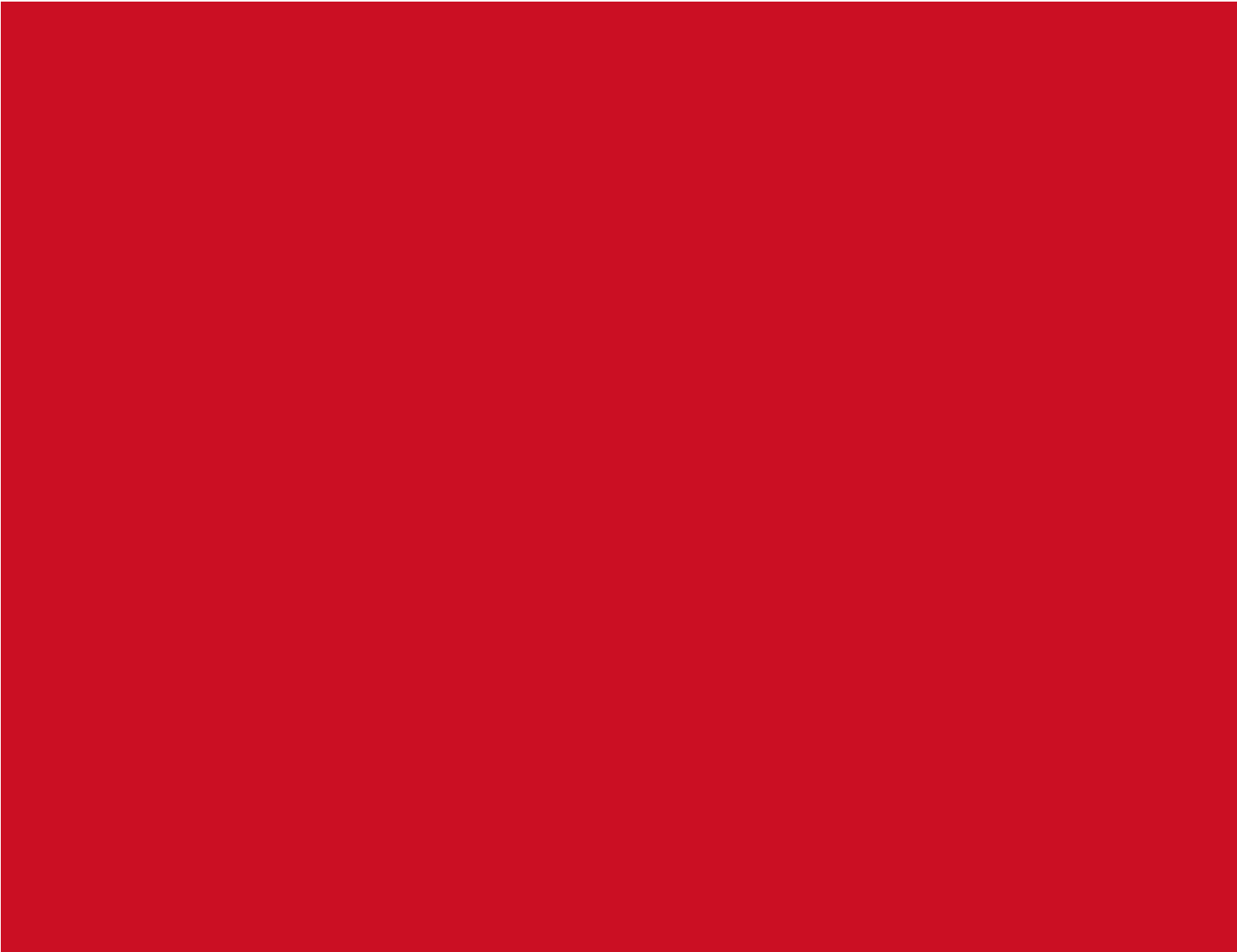
Direct Debit

You can do online banking with the available banks

Pre-Funded

Rosoom Wallet

e-Gate Pass Request



www.dubaitrade.ae