



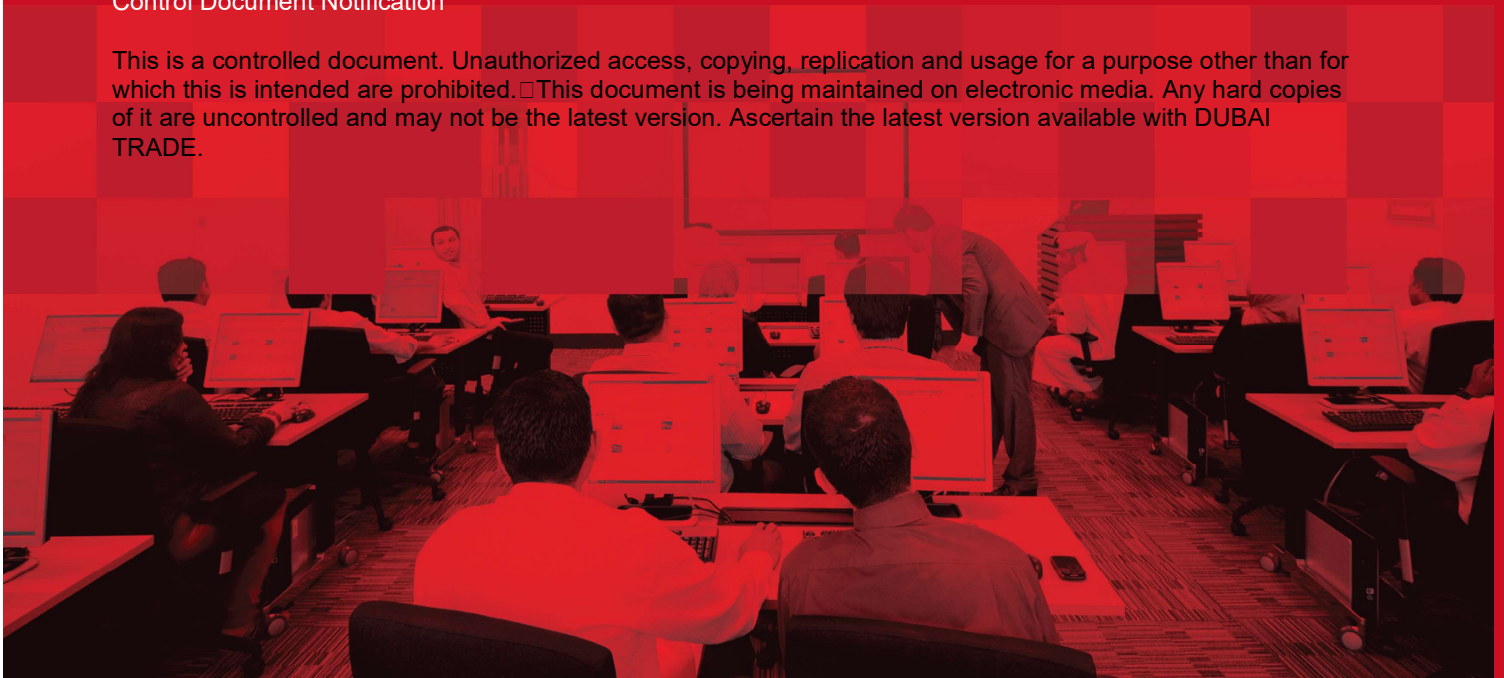
DP World OTO Mapping – Amend User's Manual

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OTO Mapping – Amend

DOCUMENT DETAILS

Document Information

Document Name	OTO Mapping – Amend
Project Name	OTO Mapping – Amend
Business Unit	DP World
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

OTO Mapping – Amend

A service used by Shipping Agents (Voyage Agents) to amend their BOL's to OTO's mappings.

NOTE: Amend Mapping happens only if the status is submitted but not yet verified, Rejected or statement quantity submitted.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend**
3. Then Go to **OTO Mapping**

The below screen will be displayed

Oil Terminal Operator Mapping

Rotation No.	<input type="text"/>	Vessel Name:	<input type="text"/>
Vessel Type	All		
From Date	20-May-2019	To Date	26-May-2019
	DD-MMM-YYYY		DD-MMM-YYYY
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

Procedure:

1. Enter any of the information and click **Search**

Rotation No. Vessel Name:

Vessel Type All

From Date 20-May-2019 To Date 26-May-2019

DD-MMM-YYYY DD-MMM-YYYY

NOTE: Enter maximum information more accurate results

NOTE: Date range cannot exceed 7 days

System displays results down in the **Result List**

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Result List

Rotation No.	Vessel Name	Vessel Type	Voyage No.	ETA	Action
649329	SAFMARINE HIMALA	LPG TANKER	6544	20/12/2009 23:00	Details

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- Click the **Details** button to view the **Mapping List** of all the BOLs available in the given rotation number.

Mapping List

BOL	* Oil Terminal Operator Name	Manifest Quantity (MT)	Status	Action
Import				
GBL001	GLOBELINK WEST STAR SHPG LLC	111.000	Verified	
GBL002	GLOBELINK WEST STAR SHPG LLC	111.000	Rejected	
GBL003	MAERSK KANOO UAE LLC	111.000	Verified	
GBL009	GLOBELINK WEST STAR SHPG LLC	111.000	Statement Qty Submitted	
GBL010	<div>INCHCAPE SHIPPING SERVICES</div>	111.000	Mapping Submitted	
GBL011	<div>INCHCAPE SHIPPING SERVICES</div>	111.000	Mapping Submitted	
GBL012	<div>INCHCAPE SHIPPING SERVICES</div>	111.000	Mapping Submitted	
GBL013	<div>INCHCAPE SHIPPING SERVICES</div>	111.000	Mapping Submitted	
Map all selected BOL to	<div>Please select the operator</div>			
	Total Manifest Quantity(MT):	2,785.656		
Export				
	<div>INCHCAPE SHIPPING SERVICES</div>		Mapping Submitted	<div>Delete BOL</div>
BOL024	GLOBELINK WEST STAR SHPG LLC		Verified	
BOL025	GLOBELINK WEST STAR SHPG LLC		Verified	
GBL100	MAERSK KANOO UAE LLC		Verified	
GBL101	MAERSK KANOO UAE LLC		Statement Qty Submitted	

- Amend **Import BOLs Mapping**
 - System allows you to select OTO for every BOL individually

Please select the operator

GLOBELINK WEST STAR SHPG LLC
INCHCAPE SHIPPING SERVICES
MAERSK KANOO UAE LLC

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- b. You can select one OTO for all the available BOL from “Map all selected BOLs to”



A screenshot of a web interface showing a dropdown menu. The header of the dropdown is 'Map all selected BOL to'. The menu is open, displaying a list of operators. The first option is 'Please select the operator' with a downward arrow. Below it are three options: 'GLOBELINK WEST STAR SHPG LLC', 'INCHCAPE SHIPPING SERVICES', and 'MAERSK KANOO UAE LLC'. The 'INCHCAPE SHIPPING SERVICES' option is highlighted in blue.

4. Amend **Export BOLs Mapping**

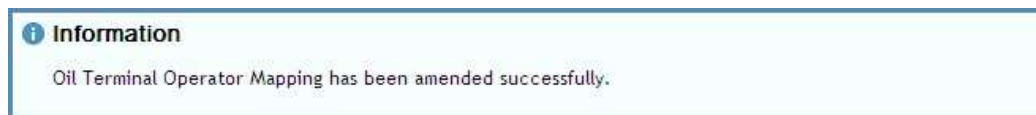
NOTE: you can either change OTO or Delete BOL only if the mapping is submitted but not Verified, Rejected or Statement quantity submitted.



A screenshot of a web interface showing a table with one row. The table has a header 'Export' and a column with a dropdown menu. The dropdown menu is open, showing the selected option 'INCHCAPE SHIPPING SERVICES' and a downward arrow. To the right of the dropdown is the text 'Mapping Submitted'. To the right of that is a red button labeled 'Delete BOL'.

5. Click the **Submit** button to submit your request

The below confirmation will be displayed



A screenshot of a confirmation message box. It has a blue header with an information icon and the word 'Information'. The message text is 'Oil Terminal Operator Mapping has been amended successfully.'

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