DP World
OTO Mapping – Amend
User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	OTO Mapping – Amend
Project Name	OTO Mapping – Amend
Business Unit	DP World
Author(s)	DT Training Dept.
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

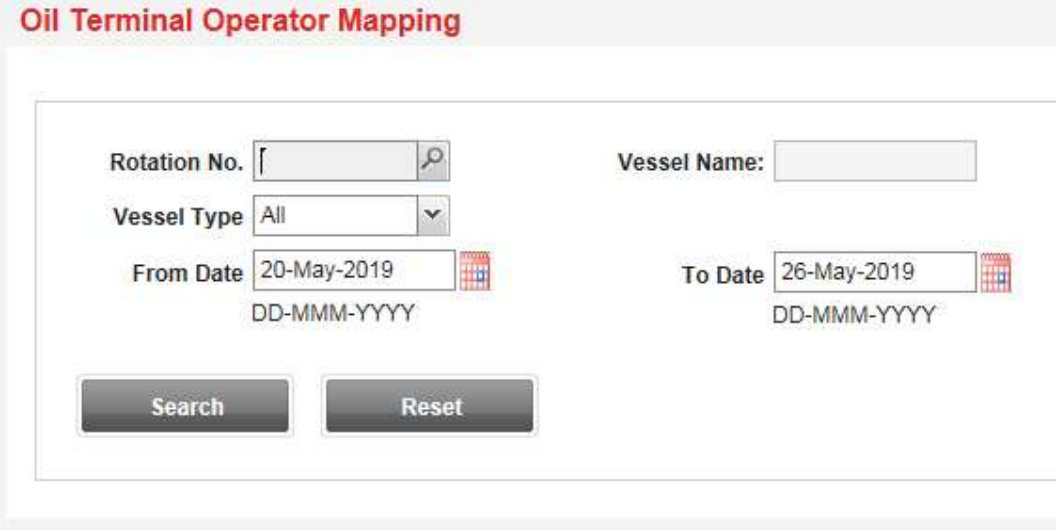
OTO Mapping – Amend

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



Procedure:

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

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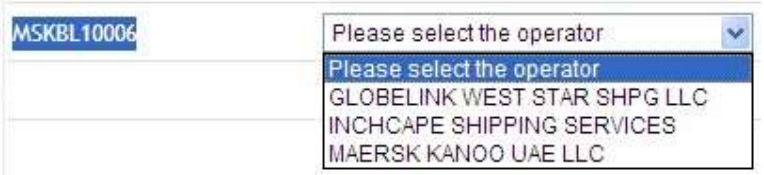
2. Click the **Details** button to view the **Mapping List** of all the BOLs available in the given rotation number.

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	INCHCAPE SHIPPING SERVICES	111.000	Mapping Submitted	
GBL011	INCHCAPE SHIPPING SERVICES	111.000	Mapping Submitted	
GBL012	INCHCAPE SHIPPING SERVICES	111.000	Mapping Submitted	
GBL013	INCHCAPE SHIPPING SERVICES	111.000	Mapping Submitted	
Map all selected BOL to	Please select the operator			
	Total Manifest Quantity(MT):	2,785.656		
Export				
	INCHCAPE SHIPPING SERVICES		Mapping Submitted	Delete BOL
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	

3. Amend **Import BOLs Mapping**
   a. System allows you to select OTO for every BOL individually



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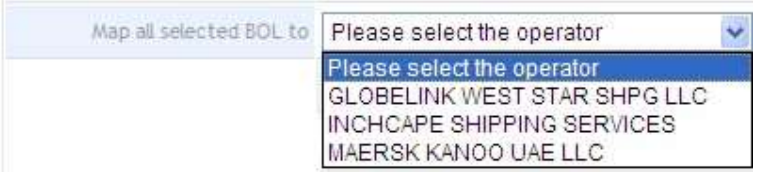
b. You can select one OTO for all the available BOL from "Map all selected BOLs to"

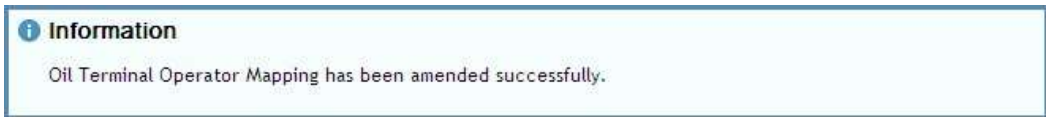


4. Amend **Export BOLs Mapping**

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

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

The below confirmation will be displayed



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