



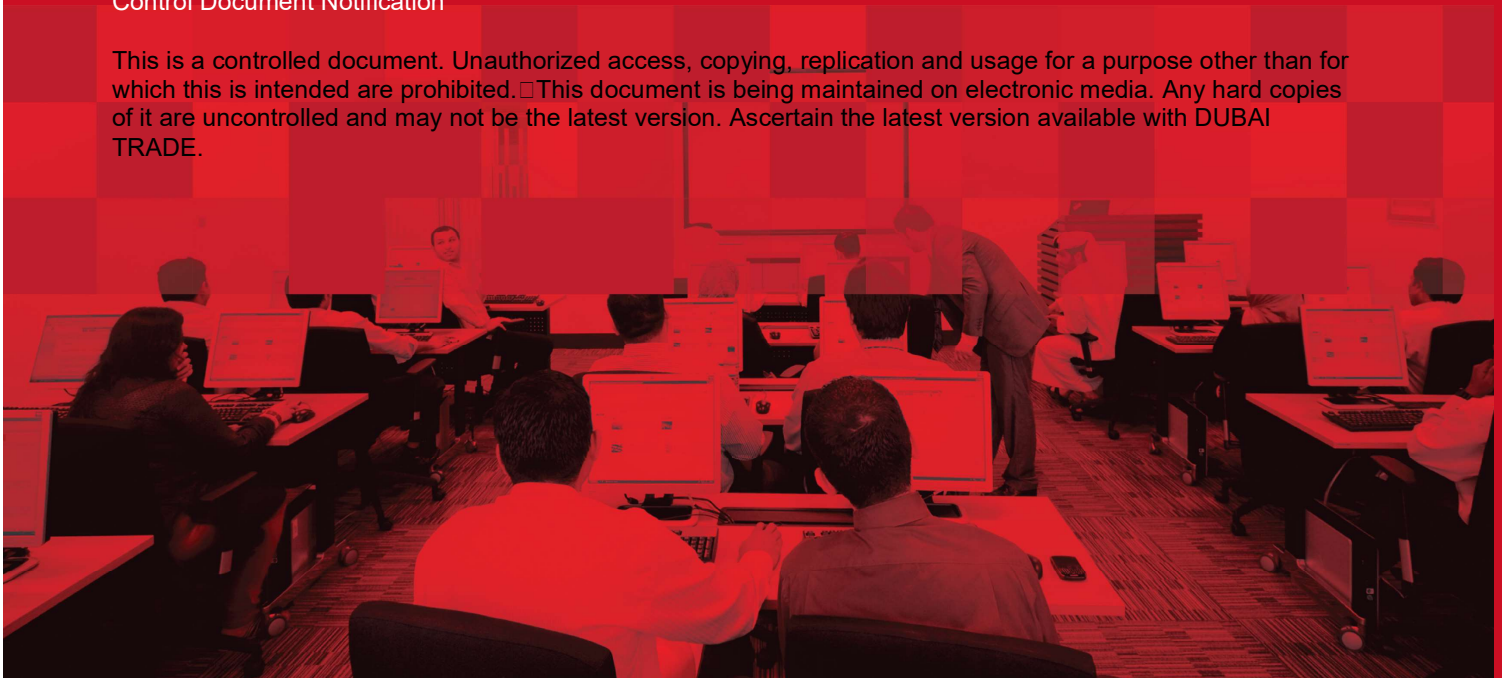
DP World OTO Mapping – Request User's Manual

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OTO Mapping – Request

DOCUMENT DETAILS

Document Information

Document Name	OTO Mapping – Request
Project Name	OTO Mapping – Request
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	23 rd May, 2019
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

OTO Mapping – Request

A service used by Shipping Agents (Voyage Agents) to map and nominate Oil BOL's to OTO's (Oil Terminal Operator).

Navigation:

1. Login to **Dubai Trade**
2. Go to **Request**
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.

Vessel Voyage Details

Rotation No.: 651748 Vessel Name: ALBERT MAERSK
Vessel Type: TANKERS Voyage No.: 001
ETA: 02/06/2010 11:48 MRN: 2427811

Mapping List

* indicates a required field

<input type="checkbox"/>	BOL	* Oil Terminal Operator Name	Manifest Quantity(MT)	Action
Import				
		Please select the operator		Map to selected BoL
<input type="checkbox"/>	BOLTNK01	Please select the operator	10.000	Details
<input type="checkbox"/>	BOLTNK02	Please select the operator	80.000	Details
<input type="checkbox"/>	BOLTNK03	Please select the operator	90.000	Details
Total Manifest Quantity(MT):			180.000	
Export				
Add OTO				

NOTE: System displays all successfully manifested import BOLs, for Export you have map OTO's if any.

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

MSKBL10006

Please select the operator

- Please select the operator
- GLOBELINK WEST STAR SHPG LLC
- INCHCAPE SHIPPING SERVICES
- MAERSK KANOO UAE LLC

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

Map all selected BOL to

Please select the operator

- Please select the operator
- GLOBELINK WEST STAR SHPG LLC
- INCHCAPE SHIPPING SERVICES
- MAERSK KANOO UAE LLC

NOTE: System displays the manifested quantity for each BOL.

- Mapping **Export BOLs**

NOTE: Mapping Export BOLs to OTO's is optional, you can add as many OTO's as you have.

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- a. Click on **Add OTO**
- b. Select **OTO**

Export	
Add OTO	<div>GLOBALINK WEST STAR SHPG LLC ▼</div> <div>Please select the operator</div> <div>GLOBALINK WEST STAR SHPG LLC</div> <div>INCHCAPE SHIPPING SERVICES</div> <div>MAERSK KANOO UAE LLC</div>
	Delete BDL

NOTE: You can delete selected OTO's from **Delete BDL**

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

The below confirmation will be displayed

i Information
Oil Terminal Operator Mapping has been submitted successfully.

OTO Mapping – Request