DP World
OTO Mapping – Request
User's Manual

Copyright Information

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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.
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

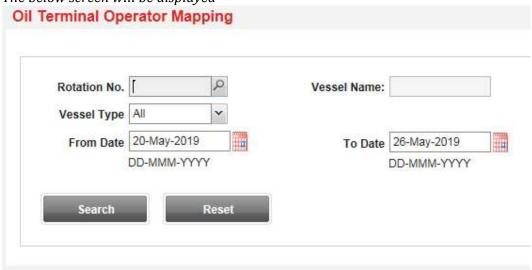### Distribution

Version	Location

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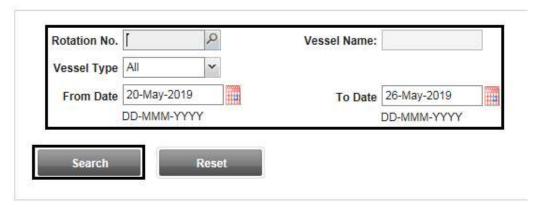
Navigation:

1. Login to **Dubai Trade**

2. Go to **Request**

3. Then Go to **OTO Mapping**

The below screen will be displayed

Procedure:

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

NOTE: Enter maximum information more accurate results
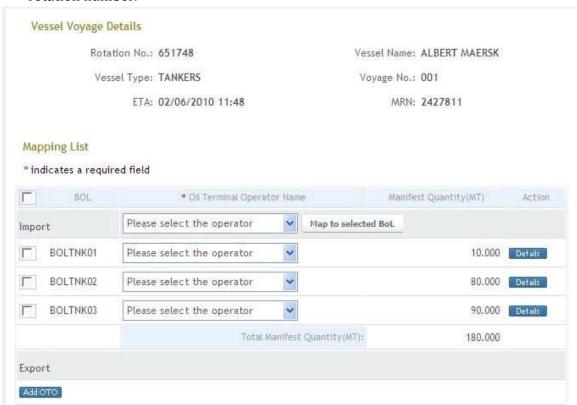*NOTE:* Date range cannot exceed 7 days

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

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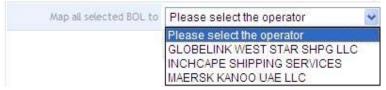

NOTE: System displays all successfully manifested import BOLs, for Export you have map OTO's if any.

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

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

NOTE: System displays the manifested quantity for each BOL.

4. 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**

NOTE: *You can delete selected OTO's from* [Delete BOL]

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

The below confirmation will be displayed

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