DP World e Services

Bill of Lading Correction - Amend
User's Manual

Bill of Lading Correction -Amend
Dubai Trade

Document Details

Document Information

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Revision History

VERSION	DATE	AUTHOR	DESIGNATION	DESCRIPTION OF CHANGE
1.1	Feb 2010			Reviewed by DP World

Approval History

VERSION	DATE	NAME	DESIGNATION	COMMENTS
1.1	29 June 2010	Basil Al Kilani	Training manager	

Distribution

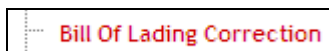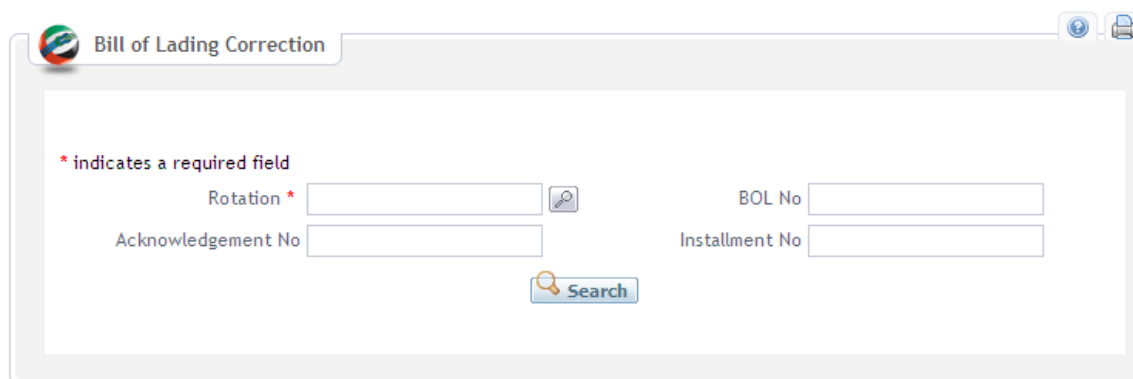| VERSION	LOCATION

Bill of Lading Correction - Amend

This service enables you to correct errors in your uploaded BOLs

1. Go to *Amend* > *Bill of Lading Correction*

Bill Of Lading Correction

System asks you to search for a particular Rotation (required). You can further refine your search by using the other criteria (optional).
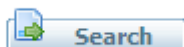

2. Enter *Rotation number*

Or search for it from the magnifying glass button by Vessel name and/or Rotation number

3. Entering Bill of Lading number, Acknowledgment number, Installment number helps in specifying your search results.

Note: they are all optional fields.

BOL No [   ]

Acknowledgement No [   ]   Installment No [   ]

4. Click on *Search*

System displays all Bills of Lading which match the entered criteria

59 items found, displaying 1 to 15.[First/Prev] 1, 2, 3, 4 [Next/Last]

BOL No	Rotation	Installment No	Seq No	Acknowledgement No	Uploaded On	Correct	Delete
6	601643	10	4383831	A180708944	28-May-08 15:09	Duplicate	🗑
48	601643	12	4383839	A180708979	28-May-08 16:16	✏	🗑
68	601643	13	4383862	A180709029	28-May-08 18:29	✏	🗑
69	601643	13	4383863	A180709029	28-May-08 18:29	✏	🗑
70	601643	13	4384025	A180709029	28-May-08 18:29	✏	🗑
71	601643	13	4383865	A180709029	28-May-08 18:29	✏	🗑
78	601643	13	4383872	A180709029	28-May-08 18:29	✏	🗑
79	601643	13	4383873	A180709029	28-May-08 18:29	✏	🗑
80	601643	13	4383874	A180709029	28-May-08 18:29	✏	🗑
81	601643	13	4383875	A180709029	28-May-08 18:29	✏	🗑
93	601643	13	4383887	A180709029	28-May-08 18:29	✏	🗑
94	601643	13	4383888	A180709029	28-May-08 18:29	✏	🗑
073815389	601643	13	4383852	A180709029	28-May-08 18:29	Duplicate	🗑
82	601643	13	4383876	A180709029	28-May-08 18:29	✏	🗑
83	601643	13	4383877	A180709029	28-May-08 18:29	✏	🗑

🗑 **Delete all 59 BOLs**

If multiple pages are there you can navigate between them by clicking on page number or Next/Last – Previous/First

1, 2, 3, 4 [Next/Last]

If Duplicate appears on the Bill of Lading, that means it exists in another manifest file, then you have to delete it.
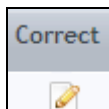
Correct

Duplicate

5. You can take one of those actions:

> **Correct you Bill of Lading:**
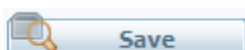>   o *Click on Correct button*

Correct

o *System displays errors in this BOL*

1. Invalid Origin Port Code.
2. Invalid Load Port Code.
3. Invalid Discharge Port Code.
4. Invalid Destination Port Code.
5. Invalid or no value in Trade Code. Valid values are 'I','R' or 'T'
6. Invalid Commodity Code.
7. Invalid Country Code.
8. Invalid Package Type Code.
9. Number of Packages not available.
10. Invalid Container Service Code.
11. Gross Weight Less than Cargo Weight (Net).
12. Invalid or no value in IMO Code. Error in Consigment number: 1
13. Unit of temperature not available. Error in Consigment number: 1
14. U.N. Number not available for Dangerous Goods. Error in Consigment number: 1
15. Consg commoidty code does not match with BOL. Error in Consigment number: 1
16. Consignment Package code is not matching with BOL. Error in Consigment number: 1
17. Shipper's Address not Available.

o *Use the tabs to navigate between: Bill of Lading Details, Consignment Details, Container Details, or Address Details to find and correct the errors.*

Bill of Lading Details	Consignment	Container	Address		
BOL Number	48		Rotation Number	601643	
Vessel Name	PEGASUS		Voyage No	0609	

o *After completing any of the details click on save.*

Save

o *After you are done with all the details click on Confirm all.*
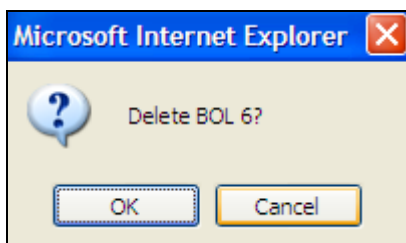
Confirm All

System Confirms Correction

BOL No. 68 of Rotation 601643 corrected successfully

Note: System gives you an option to delete this particular Bill of Lading from here as well.

Delete Bol

> *System asks for your confirmation*

Microsoft Internet Explorer

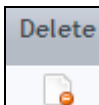? Delete BOL 6?

OK   Cancel

o Click on Ok

System confirms that Bill of Lading was succeffuly deleted

BOL No. 6 of Rotation 601643 deleted successfully
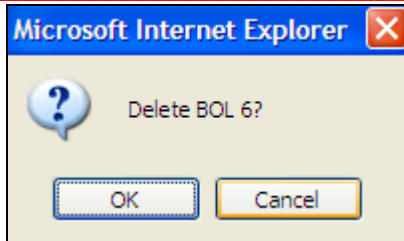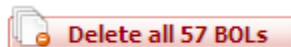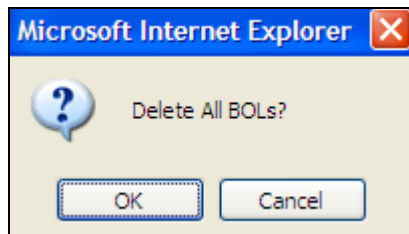
➢ **Delete your Bill of Lading:**

o Click on Delete

Delete

System asks for your confirmation

> o   Click on Ok

System confirms that Bill of Lading was successfully deleted

> ➢ **Delete All Bills of Lading**
>
>   o   Click on Delete all xx BOLs

System asks for your confirmation

> o   Click on Ok

System confirms that Bills of Lading were successfully deleted