

DP World e Services

Manifest File - Amendment User's Manual

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Document Details

Document Information

DOCUMENT NAME	Manifest File - Amendment
PROJECT NAME	DP World e Services User Manuals
BUSINESS UNIT	DP world
AUTHOR(S)	DT Training Dept.
LAST UPDATED DATE	18 th Oct 2009
CURRENT VERSION	1.1

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

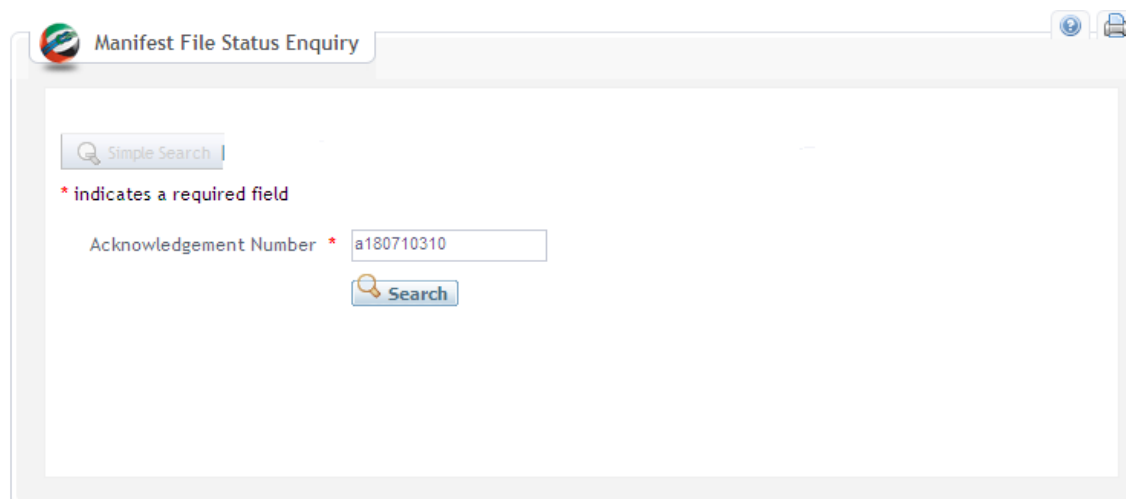
Amend – Manifest File

In Manifest file amendment you can change NOC Type and Main Agent (if any)

1. Go to **Amend > Manifest File**



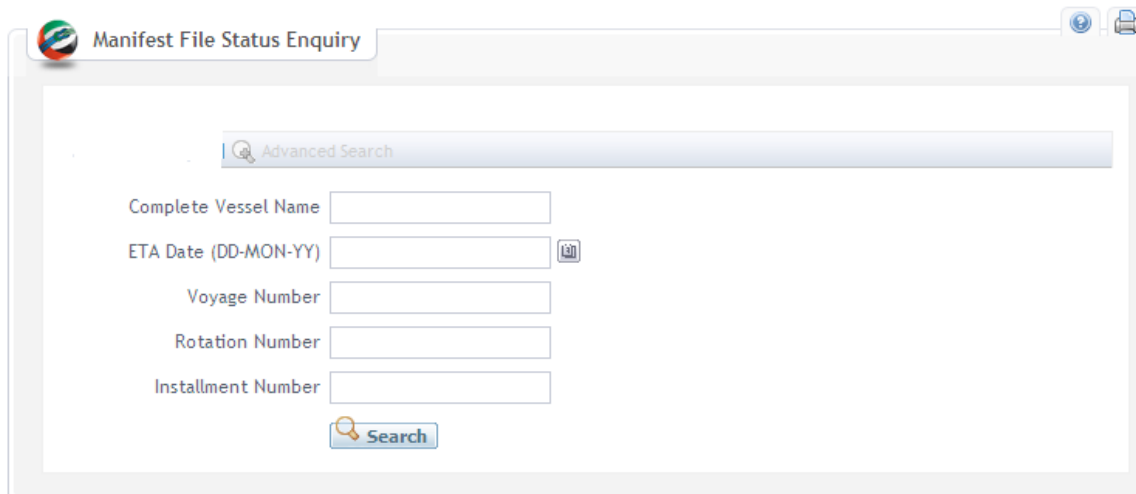
- Simple Search: Enter your **Acknowledgment number**.

A screenshot of a web application window titled "Manifest File Status Enquiry". The window has a search bar with a magnifying glass icon and the text "Simple Search". Below the search bar, a red asterisk indicates a required field. The label "Acknowledgement Number" is followed by a red asterisk and a text input field containing the value "a180710310". Below the input field is a "Search" button with a magnifying glass icon. The window also features a small UAE flag icon in the top left corner and help and print icons in the top right corner.

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- Advance Search: search by **Complete Vessel Name, ETA, Voyage Number, Rotation Number**, and/or **Installment Number**.



Manifest File Status Enquiry

Advanced Search


Complete Vessel Name

ETA Date (DD-MON-YY) 

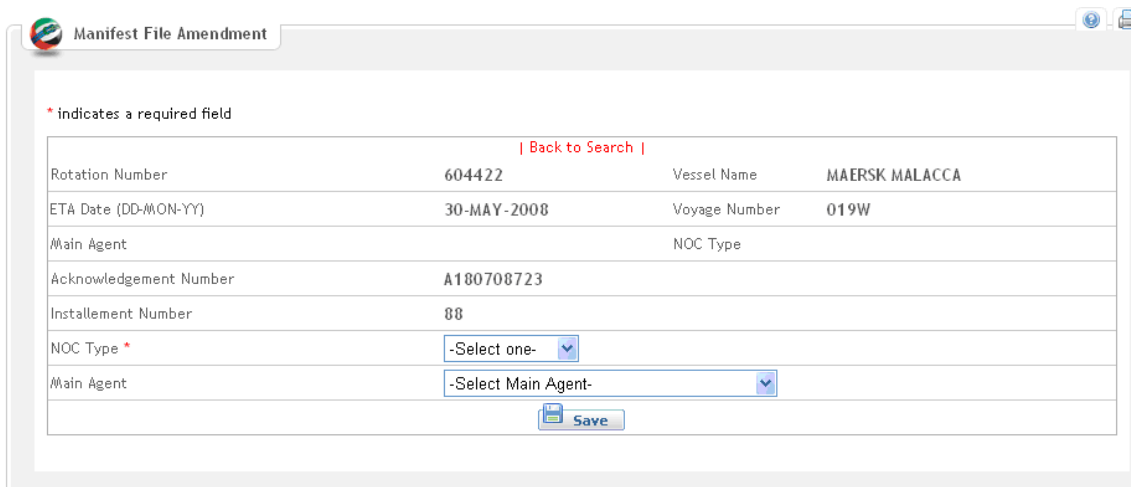
Voyage Number

Rotation Number

Installment Number

 Search

After clicking on **Search** system displays




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* indicates a required field

[Back to Search](#)

Rotation Number	604422	Vessel Name	MAERSK MALACCA
ETA Date (DD-MON-YY)	30-MAY-2008	Voyage Number	019W
Main Agent		NOC Type	
Acknowledgement Number	A180708723		
Installment Number	88		
NOC Type *	-Select one-		
Main Agent	-Select Main Agent-		

 Save

2. Change **NOC Type** & **Main Agent** (if any).

NOC Type *	-Select one-
Main Agent	-Select Main Agent-

3. Click on **Save**