DP World e Services

Manifest File - Amendment
User's Manual

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	18th 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

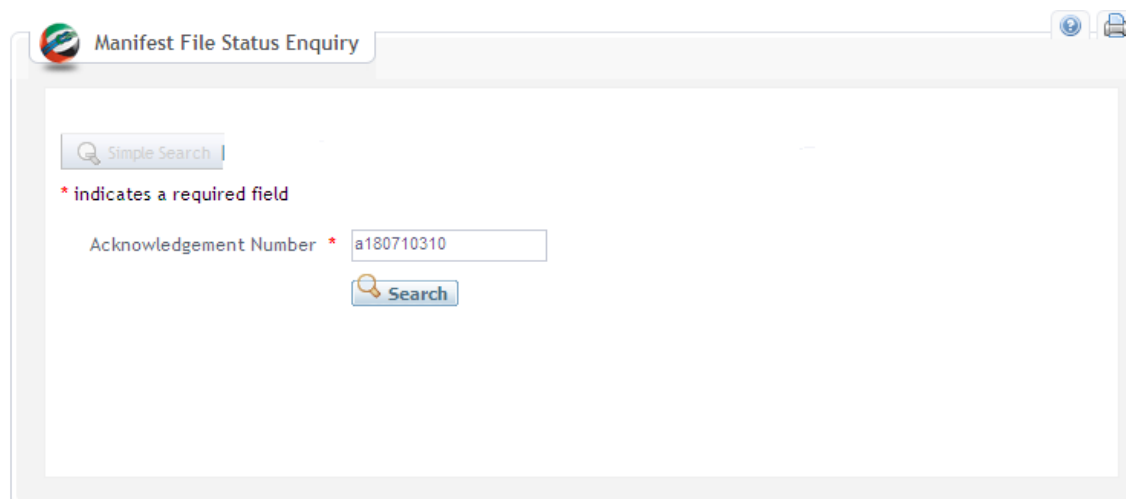## Amend – Manifest File

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

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

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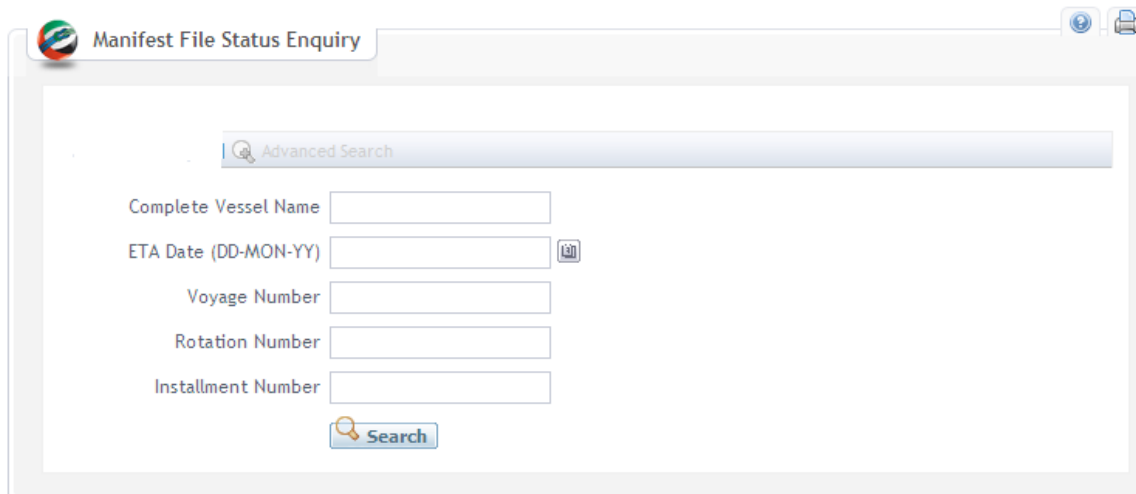
- Simple Search: Enter your *Acknowledgment number*.

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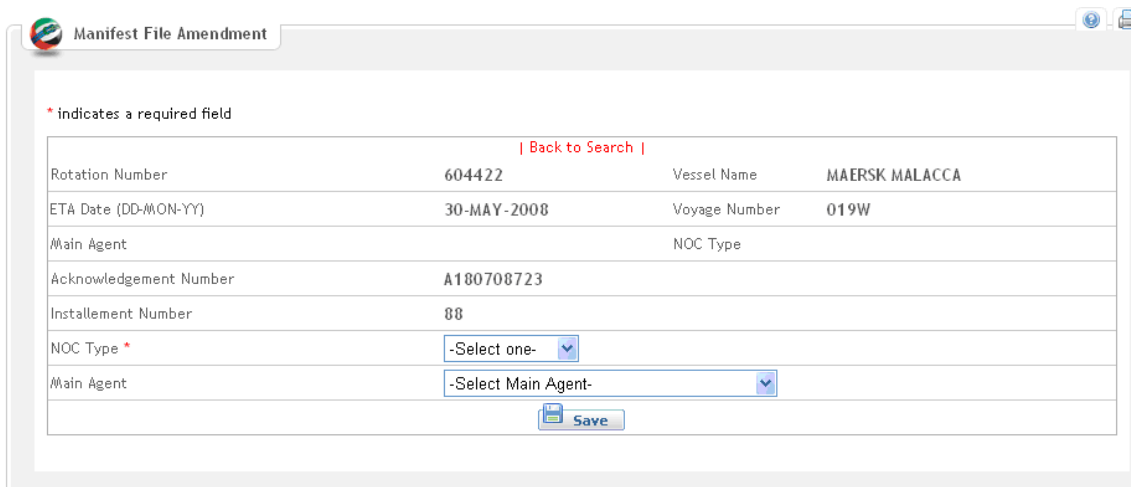
After clicking on *Search* system displays

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

3. Click on *Save*