

DP World GC-Cargo Agent Nomination -Request User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	GC-Cargo Agent Nomination – Request
Project Name	GC-Cargo Agent Nomination – 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

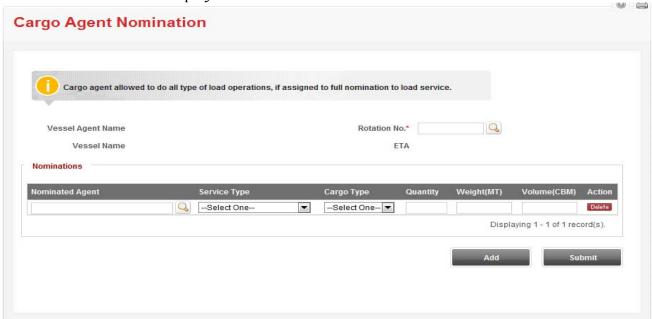
Version	Location

Cargo Agent Nomination manual for DP World customers will allow Shipping Agents to Nominate another Agent for the Rotation to submit cargo details

Navigation:

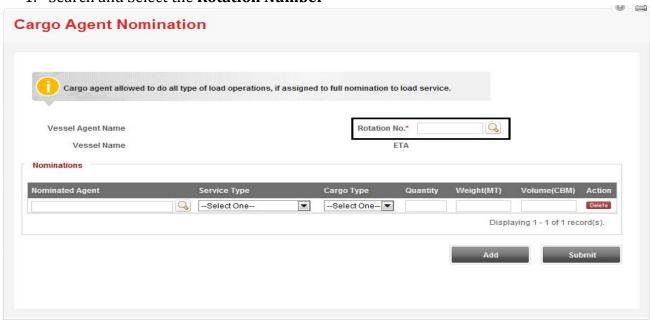
- 1. Login to **Dubai Trade**
- 2. Go to **Request**
- 3. Then Go to GC-Cargo Agent Nomination

The below screen will be displayed

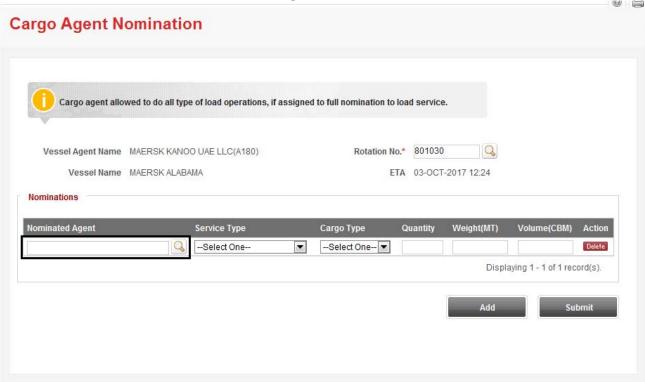


Procedure:

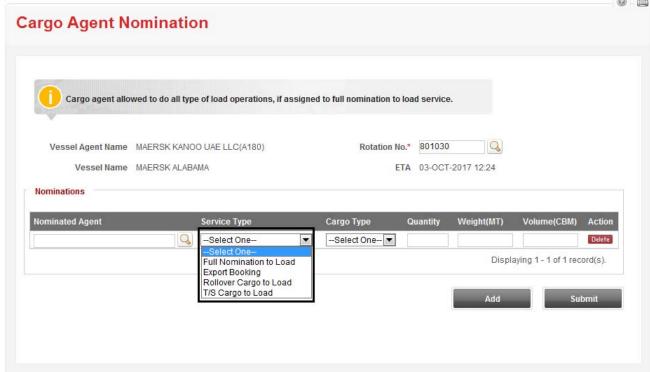
1. Search and Select the Rotation Number



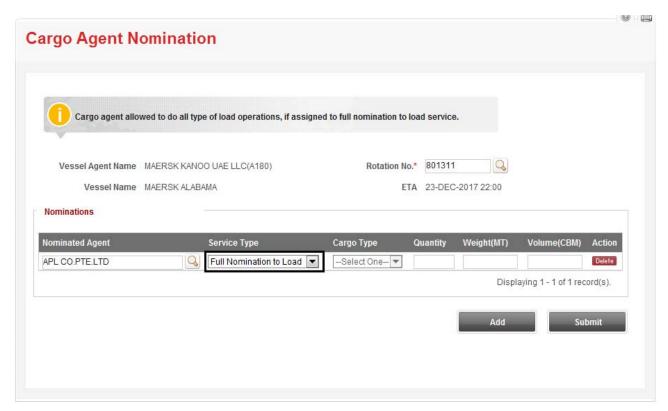
2. Search and Select the **Nominated Agent**



3. Select the nomination **Service Type**

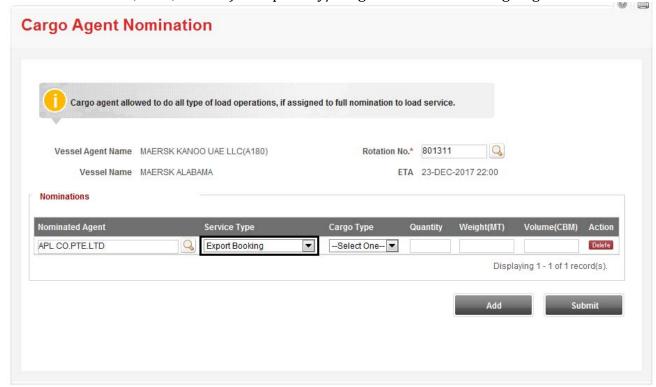


a. **Full Nomination to Load:** Full Nomination provides the provision for the Vessel Agent to Provide full operation authorization to a Cargo Agent



NOTE: Cargo Type will be disabled.

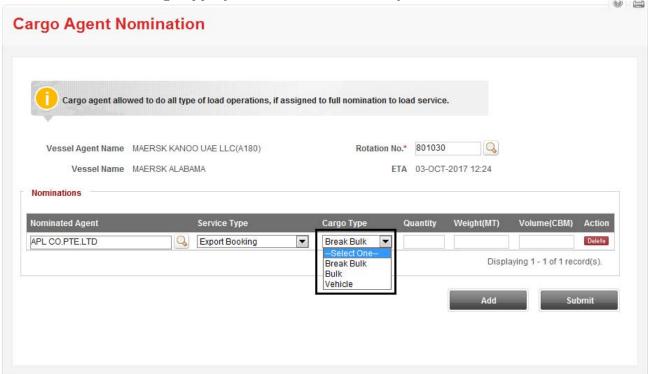
- Enter Nominated Agent, Quantity, Weight & Volume and click Submit
- b. **Export Booking:** Cargo Agents will be allowed to create Export Booking (Export BRN) nominated by his Vessel Agent, based on the particular cargo type (Break Bulk, Bulk, Vehicle) and quantity/weight nominated to Cargo Agent



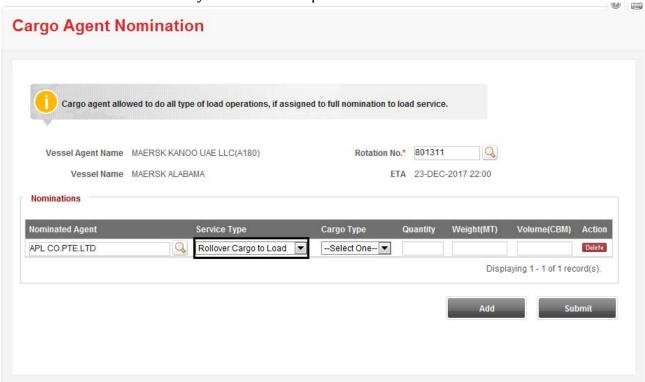
NOTE: Cargo Type will be enabled.

NOTE: Click on Add to add another Agent

- Enter Nominated Agent
- Select Cargo Type (Break Bulk, Bulk, Vehicle)



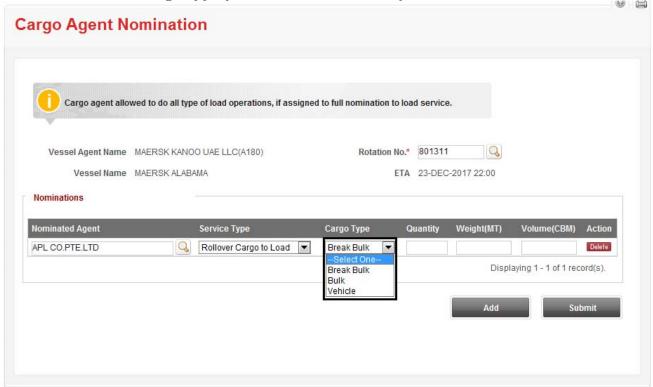
- Enter Quantity, Weight & Volume and click **Submit**
- c. **Rollover Cargo to Load:** Vessel Agent will be allowed to Rollover the Cargo which is already received for Export from current Vessel to another Vessel



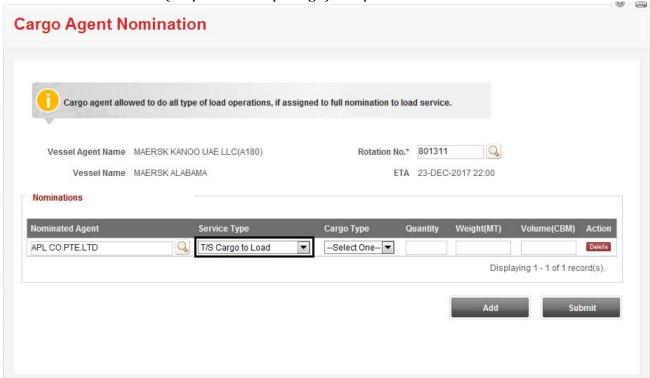
NOTE: Cargo Type will be enabled.

NOTE: Click on Add to add another Agent

- Enter Nominated Agent
- Select Cargo Type (Break Bulk, Bulk, Vehicle)



- Enter Quantity, Weight & Volume and click **Submit**
- d. **T/S Cargo to Load:** Vessel Agent allowed to load the Transhipment Cargo which is in Yard (Ship-Shore-Ship Cargo) to a particular Vessel

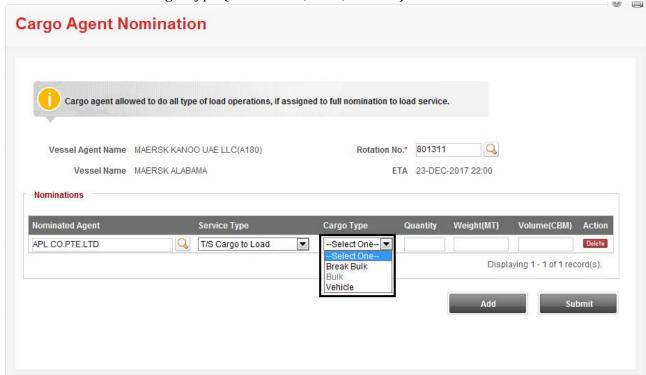


NOTE: Cargo Type will be enabled.

NOTE: Click on Add to add another Agent

• Enter Nominated Agent

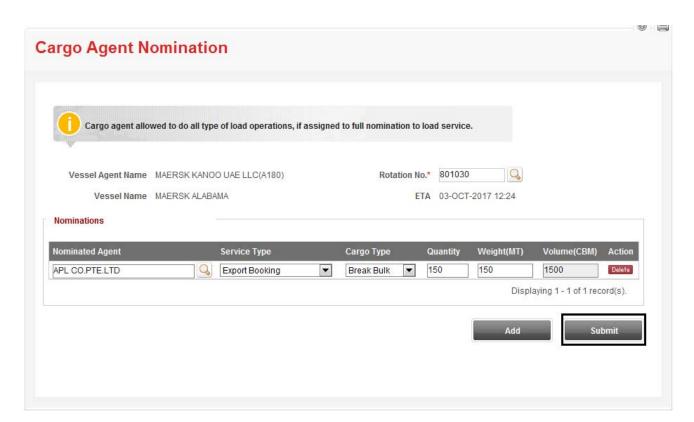
• Select Cargo Type (Break Bulk, Bulk, Vehicle)



• Enter Quantity, Weight & Volume and click **Submit**

NOTE: Click on Delete under Action to Delete the Row

4. Click **Submit** to confirm the nomination



5. Below Confirmation page will be displayed



