



دبي التجارية  
DUBAI TRADE

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

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## DOCUMENT DETAILS

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### Document Information

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# GC-Cargo Agent Nomination – Request

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*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*

**Cargo Agent Nomination**

**i** Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name

Vessel Name

Rotation No.\*

ETA

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
<input type="text"/>	--Select One--	--Select One--	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Displaying 1 - 1 of 1 record(s).

Add Submit

## Procedure:

1. Search and Select the **Rotation Number**

**Cargo Agent Nomination**

**i** Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name

Vessel Name

Rotation No.\*

ETA

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
<input type="text"/>	--Select One--	--Select One--	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Displaying 1 - 1 of 1 record(s).


Add Submit


# GC-Cargo Agent Nomination – Request

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


### Cargo Agent Nomination

 Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801030 

Vessel Name MAERSK ALABAMA ETA 03-OCT-2017 12:24


#### Nominations


Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
<input type="text" value=""/> 	--Select One--	--Select One--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Displaying 1 - 1 of 1 record(s).

## 3. Select the nomination **Service Type**


### Cargo Agent Nomination

 Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801030 

Vessel Name MAERSK ALABAMA ETA 03-OCT-2017 12:24


#### Nominations


Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
<input type="text" value=""/> 	<div><div>--Select One--</div><div><div>--Select One--</div><div>Full Nomination to Load</div><div>Export Booking</div><div>Rollover Cargo to Load</div><div>T/S Cargo to Load</div></div></div>	--Select One--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Displaying 1 - 1 of 1 record(s).

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


**Cargo Agent Nomination**

 Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801311 

Vessel Name MAERSK ALABAMA ETA 23-DEC-2017 22:00

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD 	Full Nomination to Load	--Select One--				Delete


Displaying 1 - 1 of 1 record(s).


Add Submit

**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


**Cargo Agent Nomination**

 Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801311 

Vessel Name MAERSK ALABAMA ETA 23-DEC-2017 22:00

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD 	Export Booking	--Select One--				Delete

Displaying 1 - 1 of 1 record(s).

Add Submit

**NOTE:** Cargo Type will be enabled.

# GC-Cargo Agent Nomination – Request

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**NOTE:** Click on Add to add another Agent

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

### Cargo Agent Nomination

Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801030

Vessel Name MAERSK ALABAMA ETA 03-OCT-2017 12:24

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD	Export Booking	Break Bulk				Delete

Displaying 1 - 1 of 1 record(s).

Add Submit

- 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

### Cargo Agent Nomination

Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801311

Vessel Name MAERSK ALABAMA ETA 23-DEC-2017 22:00

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD	Rollover Cargo to Load	--Select One--				Delete

Displaying 1 - 1 of 1 record(s).

Add Submit

**NOTE:** Cargo Type will be enabled.



# GC-Cargo Agent Nomination – Request

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**NOTE:** Click on Add to add another Agent

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

### Cargo Agent Nomination

Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801311

Vessel Name MAERSK ALABAMA ETA 23-DEC-2017 22:00

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD	Rollover Cargo to Load	<div>Break Bulk --Select One-- Break Bulk Bulk Vehicle</div>				<div>Delete</div>

Displaying 1 - 1 of 1 record(s).

Add

Submit

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

### Cargo Agent Nomination

Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180) Rotation No.\* 801311

Vessel Name MAERSK ALABAMA ETA 23-DEC-2017 22:00

**Nominations**

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD	T/S Cargo to Load	--Select One--				<div>Delete</div>

Displaying 1 - 1 of 1 record(s).

Add

Submit

**NOTE:** Cargo Type will be enabled.


# GC-Cargo Agent Nomination – Request

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**NOTE:** Click on Add to add another Agent

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

### Cargo Agent Nomination

 Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent Name MAERSK KANOO UAE LLC(A180)

Rotation No.\* 801311

Vessel Name MAERSK ALABAMA

ETA 23-DEC-2017 22:00

#### Nominations

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD	T/S Cargo to Load	--Select One-- Break Bulk Bulk Vehicle				Delete

Displaying 1 - 1 of 1 record(s).

AddSubmit

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

**NOTE:** Click on Delete under Action to Delete the Row


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



# GC-Cargo Agent Nomination – Request

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## Cargo Agent Nomination



Cargo agent allowed to do all type of load operations, if assigned to full nomination to load service.

Vessel Agent NameMAERSK KANOO UAE LLC(A180)

Rotation No.\*801030

Vessel NameMAERSK ALABAMA

ETA03-OCT-2017 12:24

### Nominations

Nominated Agent	Service Type	Cargo Type	Quantity	Weight(MT)	Volume(CBM)	Action
APL CO.PTE.LTD	Export Booking	Break Bulk	150	150	1500	Delete


Displaying 1 - 1 of 1 record(s).

Add

Submit

5. Below Confirmation page will be displayed

## Confirmation



Following agents successfully nominated for the rotation: 801030, vessel: MAERSK ALABAMA.

### Details

Nominated Agent	Service	CargoType
APL CO.PTE.LTD(A539)	Export Booking	Break Bulk

