



دبي التجارية  
DUBAI TRADE

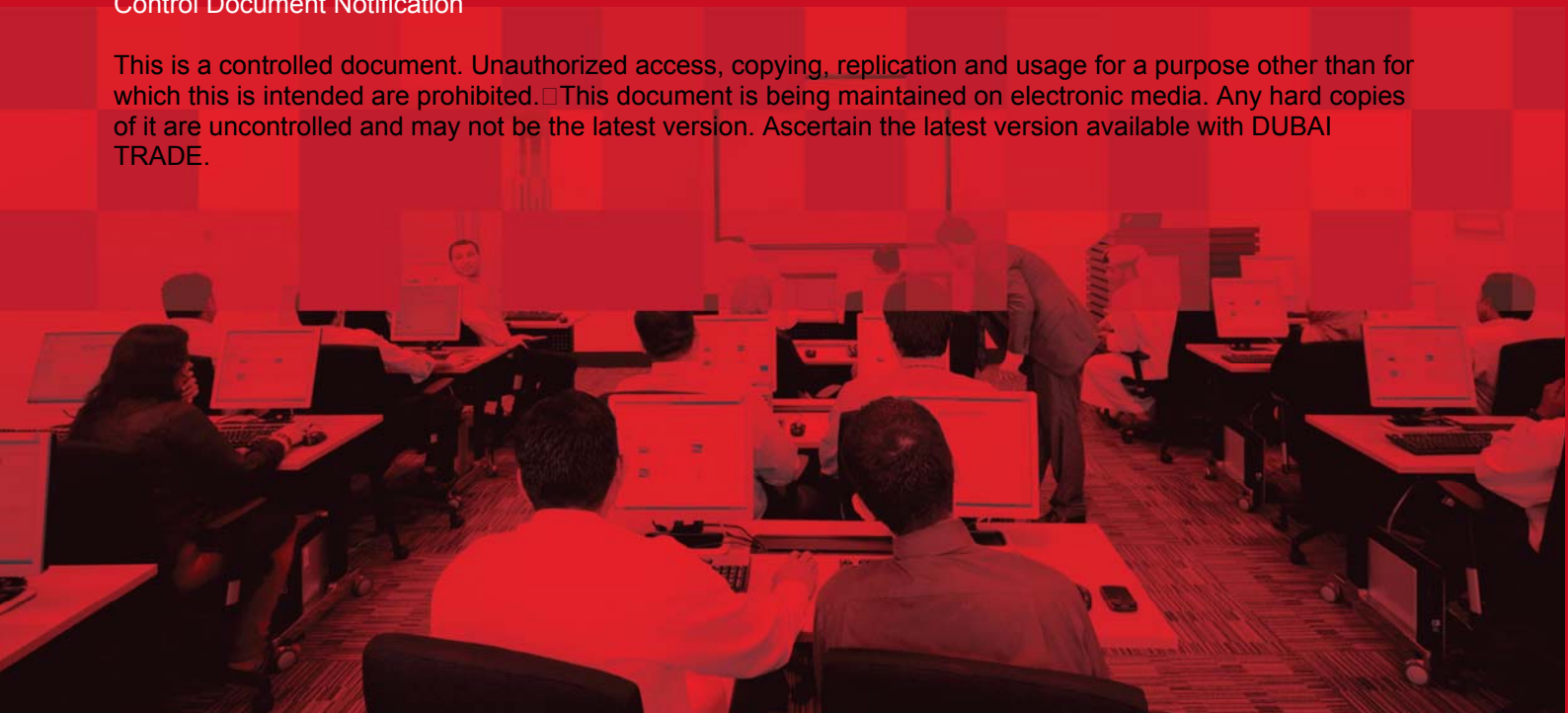
# DP World GC-Load List – Request User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	GC-Load List - Request
Project Name	GC-Load List - 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

# GC-Load List – Request

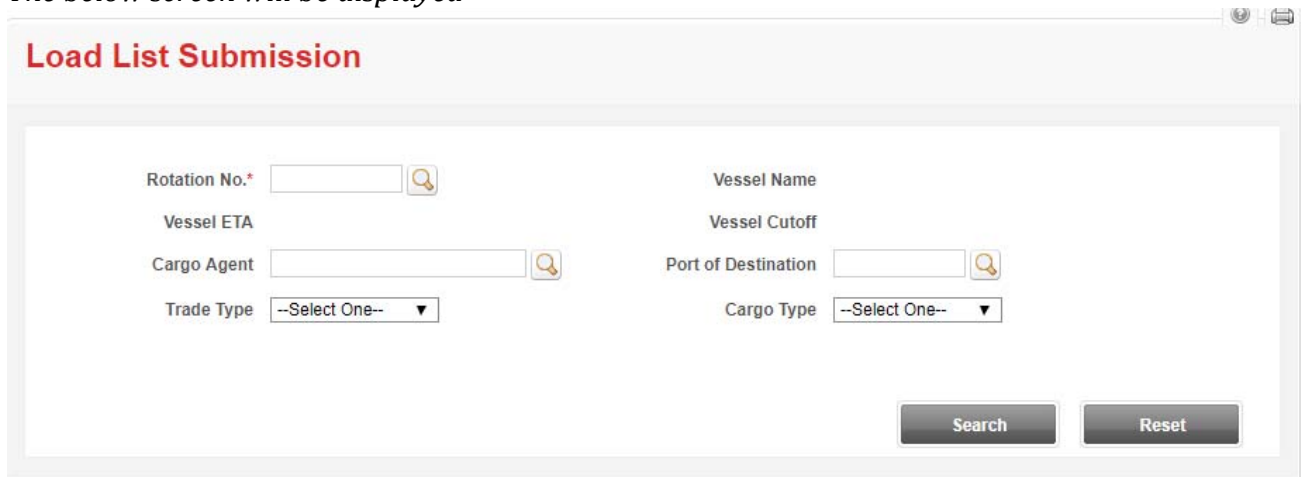
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*GC Load List manual is for Voyage Agents to submit the Load List for their vessels Export Cargo.*


## Navigation:

1. Login to **Dubai Trade**
2. Go to **Request**
3. Then Go to **GC-Load List**


*The below screen will be displayed*



**Load List Submission**

Rotation No.\*  


Vessel ETA

Cargo Agent  

Trade Type

Vessel Name

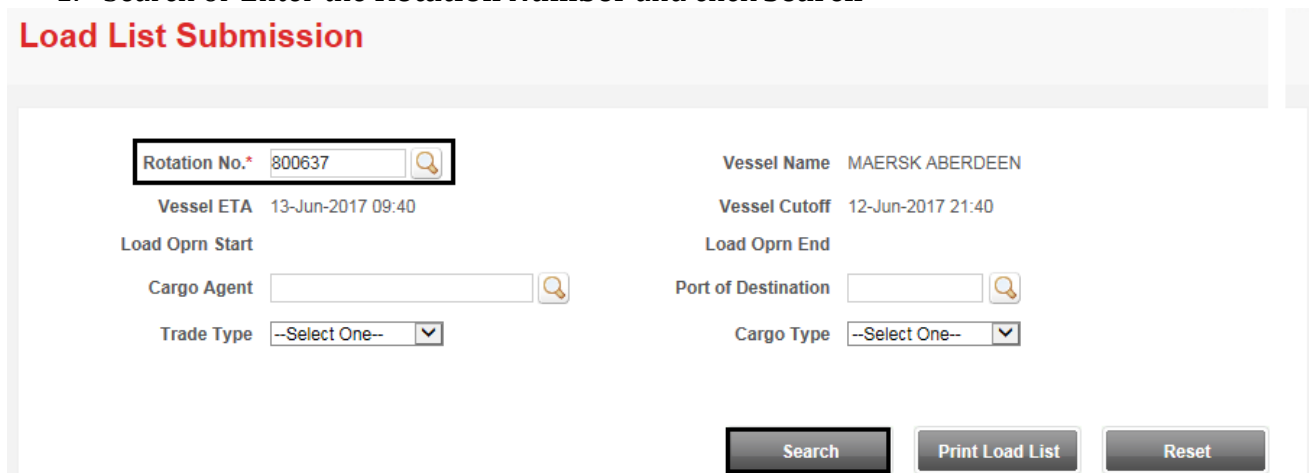
Vessel Cutoff

Port of Destination  


Cargo Type

## Procedure:

1. Search or Enter the **Rotation Number** and click **Search**




**Load List Submission**

Rotation No.\*  

Vessel ETA 13-Jun-2017 09:40

Load Opn Start


Cargo Agent  

Trade Type

Vessel Name MAERSK ABERDEEN

Vessel Cutoff 12-Jun-2017 21:40

Load Opn End

Port of Destination  


Cargo Type

**NOTE:** Other Details are Optional but can be mentioned for more accurate results

# GC-Load List – Request

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The below screen will be displayed

 Records in **RED** color indicate cargo category mapping not approved.

## Search Results

<input type="checkbox"/>	Agent BRN / Transshipment BOL	Cargo Agent	Trade Type	POD	Qty / Wt	Received Qty	CCM Status	Received Status	Load List Status	Action
<input type="checkbox"/>	APLTED11	APL CO.PTE.LTD	Export	INMAA MADRAS	100		Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	KSATED11	UNITED ARAB SHPG.AGENCY CO.UAE	Export	INMAA MADRAS	2		Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	KSATED12	UNITED ARAB SHPG.AGENCY CO.UAE	Export	INMAA MADRAS	2		Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	MSKTED11	MAERSK KANOO UAE LLC	Export	INMAA MADRAS	100		Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	REEXPORT2	MAERSK KANOO UAE LLC	Re- Export	INMAA MADRAS	10	0	Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	TEST1708	MAERSK KANOO UAE LLC	Fz In/Out	INMAA MADRAS	1	0	Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	TEST2903	APL CO.PTE.LTD	Export	INBOM MUMBAI (EX BOMBAY)	150		Pending	No	Pending	<a href="#">Details</a>

Displaying 1 - 7 of 7 record(s).

Next

- All generated BRNs by Vessel Agent or Cargo Agent for a Vessel will be displayed

2. Select the **BRN(s)** and then click **Next**

 Records in **RED** color indicate cargo category mapping not approved.

## Search Results


<input type="checkbox"/>	Agent BRN / Transshipment BOL	Cargo Agent	Trade Type	POD	Qty / Wt	Received Qty	CCM Status	Received Status	Load List Status	Action
<input checked="" type="checkbox"/>	APLTED11	APL CO.PTE.LTD	Export	INMAA MADRAS	100		Approved	No	Pending	<a href="#">Details</a>
<input checked="" type="checkbox"/>	KSATED11	UNITED ARAB SHPG.AGENCY CO.UAE	Export	INMAA MADRAS	2		Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	KSATED12	UNITED ARAB SHPG.AGENCY CO.UAE	Export	INMAA MADRAS	2		Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	MSKTED11	MAERSK KANOO UAE LLC	Export	INMAA MADRAS	100		Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	REEXPORT2	MAERSK KANOO UAE LLC	Re- Export	INMAA MADRAS	10	0	Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	TEST1708	MAERSK KANOO UAE LLC	Fz In/Out	INMAA MADRAS	1	0	Approved	No	Pending	<a href="#">Details</a>
<input type="checkbox"/>	TEST2903	APL CO.PTE.LTD	Export	INBOM MUMBAI (EX BOMBAY)	150		Pending	No	Pending	<a href="#">Details</a>

Displaying 1 - 7 of 7 record(s).

Next

- Load List Submission happens against the BRN(s)
- CCM status must be approved to select the BRN(s)

3. Enter the **Quantity** and click **Submit** to submit the details or **Save** to details

 Loading will be subject to physical conditions and shifting charge will be applicable, if shifting/segregation required

**Vessel Details**

Rotation No. 800637      Vessel Name MAERSK ABERDEEN  
ETA 13-Jun-2017 09:40      CutOff 12-Jun-2017 21:40

Select All Qty/Wt: ☒ Apply to Selected

**Load List Details**

<input type="checkbox"/>	Agent BRN/ Transshipment BOL	Trade Type	Marks & No	Cargo Category	Package Type	Delivery Mode	CCM Qty	CCM Wt	CCM Vol	Qty / Wt	Action
<input checked="" type="checkbox"/>	APLTED11	Export	RTD1	Steel Coils	Coils	In-Direct	100	2000	1000	20	<a href="#">Details</a>
<input checked="" type="checkbox"/>	KSATED11	Export	TEDDDD	Steel Coils	Coils	In-Direct	2	2	2	1	<a href="#">Details</a>

Displaying 1 - 2 of 2 record(s).


Previous Save Submit


**NOTE:** Click on **Details** under Action to view details of the BRN

**Available Tabs:** Previous, Save and Submit

4. Below Confirmation page will be displayed on submission

» [Home](#) » [Request](#) » Load List Submission

 **Confirmation**

 Load List submitted successfully for the rotation: 800637 vessel: MAERSK ABERDEEN.  
Charges are applicable if any amendments to the load list after cutoff time.

**NOTE:** Load List must be finalized by GC operations team and once finalized it cannot be cancelled

**NOTE:** Load List submitted by Vessel Agent after cut off time will be subject to approval

**NOTE:** Cargo will not be loaded without the final Load List confirmation from the Vessel Agent

