

# DP World Hold Instruction – Amend User's Manual

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## Hold Instruction - Amend

### **DOCUMENT DETAILS**

## **Document Information**

Document Name	Hold Instruction – Amend		
Project Name	Hold Instruction – Amend		
Business Unit	DP World		
Author(s)	DT Training Dept.		
Last Updated Date	15 <sup>th</sup> Mar, 2021		
Current Version	2.0		

## **Revision History**

Version	Date	Author	Designation	Description of change

## **Approval History**

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

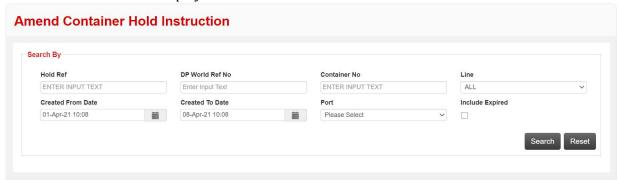
### Hold Instruction - Amend

This service enables Shipping Agent to amend their hold instructions submitted to DP World..

### **Navigation:**

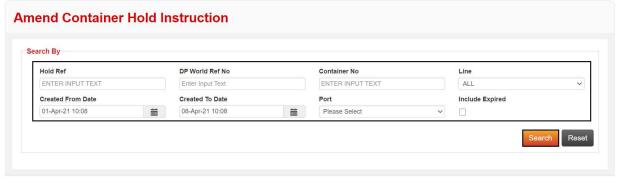
- 1. Login to **Dubai Trade**
- 2. Go to **Amend**
- 3. Then Go to **Hold Instruction**

The below screen will be displayed



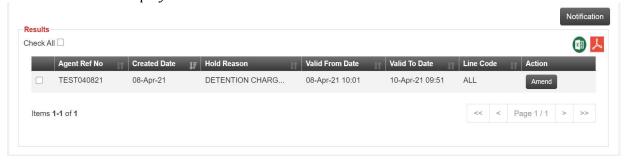
#### **Procedure:**

1. Enter any of the search criteria and click Search



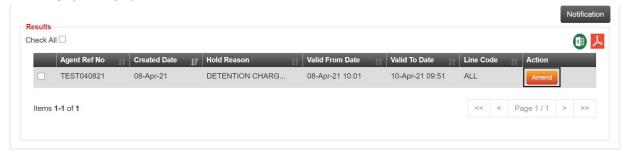
**NOTE:** Enter maximum details for more accurate results

The details will be displayed



### Hold Instruction - Amend

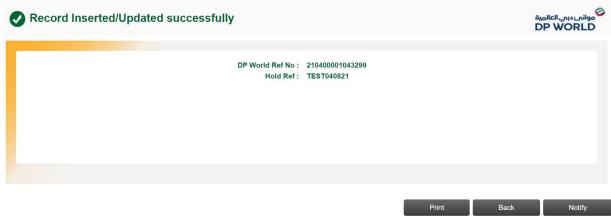
### 2. Click Amend



3. Amend the required details and click **Submit** 



The below confirmation will be displayed



**Print:** Print the Hold Instruction details

Notify: Send email Notification of the Hold Instruction details

## Hold Instruction – Amend

