



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 th 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

Amend Container Hold Instruction

Search By

Hold Ref
ENTER INPUT TEXT

DP World Ref No
Enter Input Text

Container No
ENTER INPUT TEXT

Line
ALL

Created From Date
01-Apr-21 10:08

Created To Date
08-Apr-21 10:08

Port
Please Select

Include Expired
☐

Search

Reset

Procedure:

1. Enter any of the search criteria and click **Search**

Amend Container Hold Instruction

Search By

Hold Ref
ENTER INPUT TEXT

DP World Ref No
Enter Input Text

Container No
ENTER INPUT TEXT

Line
ALL

Created From Date
01-Apr-21 10:08

Created To Date
08-Apr-21 10:08

Port
Please Select

Include Expired
☐

Search

Reset

NOTE: Enter maximum details for more accurate results

The details will be displayed

Notification

Results
Check All ☐

	Agent Ref No	Created Date	Hold Reason	Valid From Date	Valid To Date	Line Code	Action
<input type="checkbox"/>	TEST040821	08-Apr-21	DETENTION CHARG...	08-Apr-21 10:01	10-Apr-21 09:51	ALL	Amend

Items 1-1 of 1

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Hold Instruction – Amend

2. Click Amend

Notification

Results

Check All ☐

	Agent Ref No	Created Date	Hold Reason	Valid From Date	Valid To Date	Line Code	Action
<input type="checkbox"/>	TEST040821	08-Apr-21	DETENTION CHARG...	08-Apr-21 10:01	10-Apr-21 09:51	ALL	Amend

Items 1-1 of 1

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3. Amend the required details and click Submit

Container Hold Instruction

* Effective To

11-Apr-21 9:51

* Hold Reason

DETENTION CHARGES NOT PAID TO THI

* Hold When

When From Town

* Hold Action

Stop going to Town

Allowed To Receive Container In Other Line

☐

Submit

Back

The below confirmation will be displayed

✓

Record Inserted/Updated successfully

موافق ديب العالمية
DP WORLD

DP World Ref No : 210400001043299

Hold Ref : TEST040821

Print

Back

Notify

Print: Print the Hold Instruction details

Notify: Send email Notification of the Hold Instruction details

Hold Instruction – Amend