



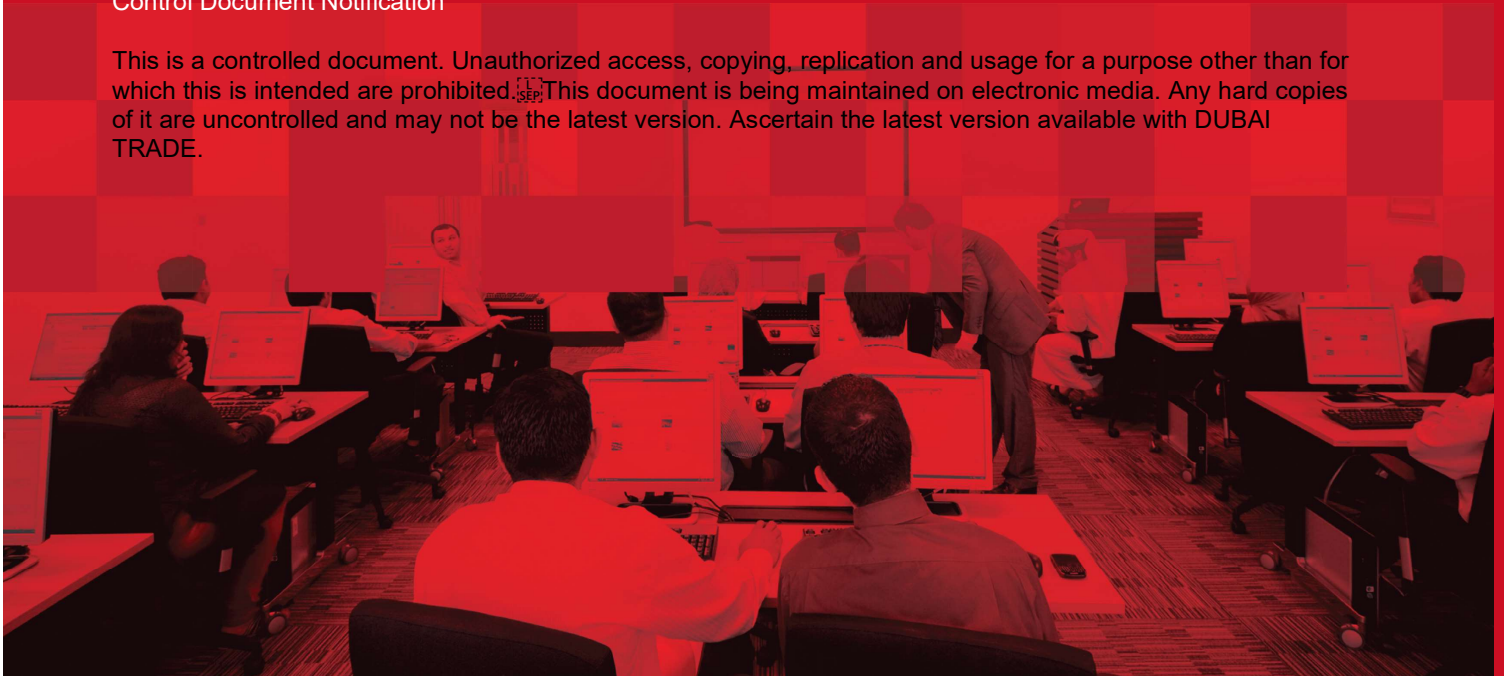
# DP World Hold Instruction – Enquiry User's Manual

### Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

### Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



# Hold Instruction – Enquiry

## DOCUMENT DETAILS

---

### Document Information

Document Name	Hold Instruction – Enquiry
Project Name	Hold Instruction – Enquiry
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 – Enquiry

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

## Navigation:

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

*The below screen will be displayed*

**Enquiry 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 10:33

Created To Date

08-Apr-21 10:33

Port

JEBEL ALI

Include Expired

☐

Search

Reset

## Procedure:

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

**Enquiry 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 10:33

Created To Date

08-Apr-21 10:33

Port

JEBEL ALI

Include Expired

☐

Search

Reset

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

*The details will be displayed*

Notification

**Results**

Check All ☐

	Hold Ref	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	11-Apr-21 09:51	ALL	Hold Details

Items 1-1 of 1

<<

<

Page 1 / 1

>

>>

# Hold Instruction – Enquiry

## 2. Click **Hold Details**

Notification

Results

Check All ☐

Hold Ref

Created Date

Hold Reason

Valid From Date

Valid To Date

Line Code

Action

☐

TEST040821

08-Apr-21

DETENTION CHARG...

08-Apr-21 10:01

11-Apr-21 09:51

ALL

Hold Details

Items 1-1 of 1

<<

<

Page 1 / 1

>

>>

*The details will be displayed*

Container Hold Instruction

Hold Instruction Basic Information

Hold Ref

TEST040821

Dpw Ref No

210400001043299

Hold By

Agent

Agent

UAE LLC-A180

Port

JEBEL ALI

Hold Reason

DETENTION CHARGES NOT PAID TO TH

Hold When

When From Town

Hold Action

Stop going to Town

Created Date

08-Apr-21 10:01

Effective From

08-Apr-21 10:01

Effective To

11-Apr-21 09:51

Remarks

Enter Input Text

Container Hold

Line Code

ALL

Container Status

ALL

Container Category

ALL

Hold Based On

Container No

Prefix

Start Range

End Range

Container No

RASH522504

Audit Log

Back

**Audit Log:** To view the logged details of the request

## Hold Instruction – Enquiry