



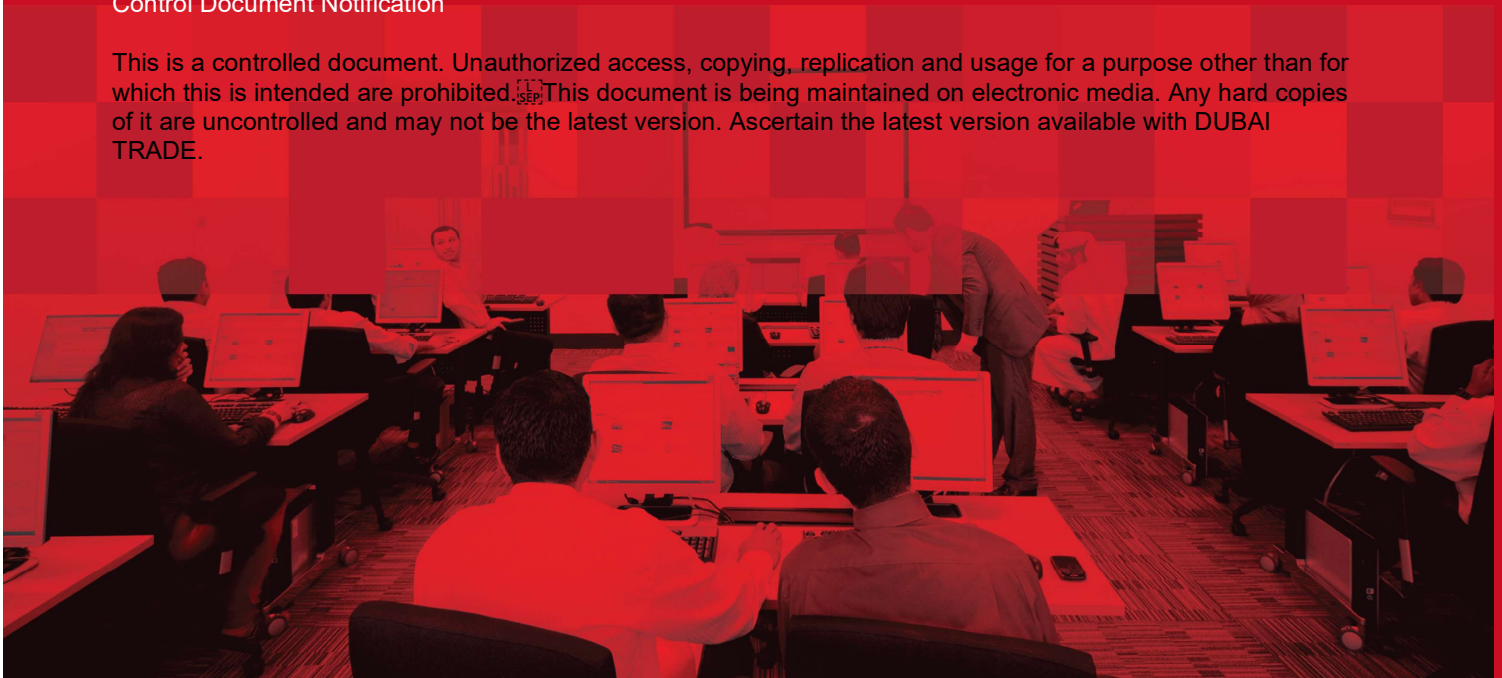
DP World Hold Instruction – Request User's Manual

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Hold Instruction – Request

DOCUMENT DETAILS

Document Information

Document Name	Hold Instruction – Request
Project Name	Hold Instruction – Request
Business Unit	DP World
Author(s)	DT Training Dept.
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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 – Request

This service enables Shipping Agent to request hold instructions for their containers to DP World. Example: certain shipping lines may give instructions that the cargo should be held due to certain reasons between the customer and the shipping agents.

Navigation:

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

The below screen will be displayed

Request Container Hold Instruction

Hold Instruction Basic Information

* Hold Ref
ENTER INPUT TEXT

* Port
JEBEL ALI

* Hold When
Please Select

* Hold Action
Please Select

* Hold Reason
ENTER INPUT TEXT

* Effective From
08-Apr-21 09:37

* Effective To

Remarks
Enter Input Text

Containers Hold Bulk Upload Generic Hold

Line Code
ALL

Container Category
ALL

Container Status
ALL

Container No

Container No	Container Category	Container Status	Line	Discharge Vessel	Load Vessel	ISO Type	Action
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Add New Clear All

Clear

Hold Details

Allowed To Receive Container In Other Line
☐

Submit

Procedure:

Hold Instruction Basic Information

Hold Instruction Basic Information

* Hold Ref
ENTER INPUT TEXT

* Port
JEBEL ALI

* Hold When
Please Select

* Hold Action
Please Select

* Hold Reason
ENTER INPUT TEXT

* Effective From
08-Apr-21 09:37

* Effective To

Remarks
Enter Input Text

1. Enter your **Hold Reference Number**. This is your own job reference number (Max 30 characters)

* **Hold Ref**

ENTER INPUT TEXT

2. Select **Port** from the drop down menu.

* **Port**

JEBEL ALI

Hold Instruction – Request

3. Select when you want the container to be held from the drop down menu.

* Hold When

4. Select the Container **Hold Action** from the drop down menu.

* Hold Action

5. Enter the **Hold Reason**.

* Hold Reason

6. Select the Hold Effective **From and To Date/Time**

* Effective From

* Effective To

7. Enter **Remarks** (*Optional*)

Remarks

Cargo Type Details

Container HoldBulk UploadGeneric Hold

Line Code

Container Category

Container Status

ALL

ALL

ALL

Container No

Container Category

Container Status

Line

Discharge Vessel

Load Vessel

ISO Type

Action

Add New

Clear All

Clear

1. Select **Cargo Type**

Container HoldBulk UploadGeneric Hold

Line Code

Container Category

Container Status

ALL

ALL

ALL

Container No

Container Category

Container Status

Line

Discharge Vessel

Load Vessel

ISO Type

Action

Add New

Clear All

Clear

Hold Instruction – Request

Container Hold

Container Hold Bulk Upload Generic Hold

Line Code
ALL

Container Category
ALL

Container Status
ALL

Container No

Container No	Container Category	Container Status	Line	Discharge Vessel	Load Vessel	ISO Type	Action
<div><div>* Container No <input type="text"/></div><div>Container Category <input type="text"/></div><div>Container Status <input type="text"/></div><div>Line <input type="text"/></div><div>Discharge Vessel <input type="text"/></div><div>Load Vessel <input type="text"/></div><div>ISO Type <input type="text"/></div><div>Save Cancel</div></div>							

Add New

Clear All

Bulk Upload

Container Hold Bulk Upload Generic Hold

Line Code
ALL

Container Status
ALL

Container Category
ALL

* Bulk Upload File Name
Choose File No file chosen

(Note: Please upload .csv or .txt file with container numbers only in each line.)

Clear

Generic Hold

Container Hold Bulk Upload Generic Hold

* Line Code
Please Select

* Container Category
Please Select

* Container Status
Please Select

* ISO Type
Please Select

* Container Size(FT)
Please Select

Origin Country Code
Enter Input Text

Origin Port
Enter Input Text

Disch Port Rotation No
Enter Input Text

Disch Vessel Name
Enter Input Text

Disch Country Code
Enter Input Text

Destination Port
Enter Input Text

Disch Port
Enter Input Text

Load Rotation No
Enter Input Text

Load Vessel Name
Enter Input Text

Hold Exception Criteria

Clear

Hold Instruction – Request

Hold Details

Hold Details

Allowed To Receive Container In Other Line

☐

Checkmark if **Allowed to received container in other line**

Click on Submit

Request Container Hold Instruction

Hold Instruction Basic Information

* Hold Ref ENTER INPUT TEXT	* Port JEBEL ALI	* Hold When Please Select	* Hold Action Please Select
* Hold Reason ENTER INPUT TEXT	* Effective From 08-Apr-21 10:02	* Effective To	Remarks Enter Input Text

Container Hold Bulk Upload Generic Hold

Line Code ALL	Container Category ALL	Container Status ALL
------------------	---------------------------	-------------------------

Container No

Container No	Container Category	Container Status	Line	Discharge Vessel	Load Vessel	ISO Type	Action

Add New

Clear All

Clear

Hold Details

Allowed To Receive Container In Other Line

☐

Submit

The below confirmation page will be displayed



Container Hold Instruction has been submitted successfully

موانئ دبي العالمية
DP WORLD

Dpw Ref No : 210400001043299
Hold Ref : TEST040821

Print

Back

Notify

Print: Print the Hold Instruction Request created

Notify: Send email Notification of the Hold Instruction Request created

Hold Instruction – Request