



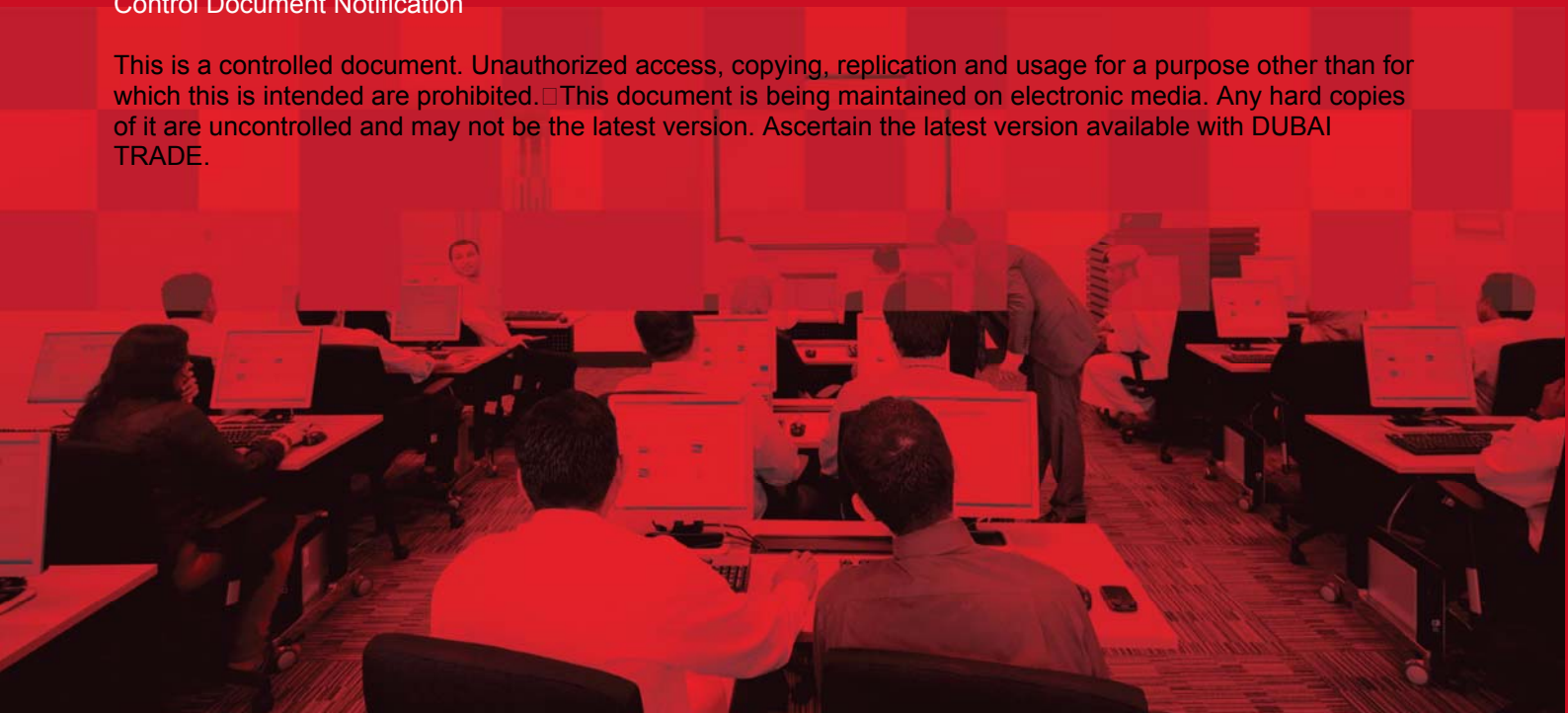
DP World Miscellaneous Service(R3) Amend User's Manual

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Miscellaneous Service(R3) Amend

DOCUMENT DETAILS

Document Information

Document Name	Miscellaneous Service(R3) Amend
Project Name	Miscellaneous Service(R3) Amend
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	30 th Jan, 2019
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Miscellaneous Service(R3) Amend

This service enables the Shipping Agents to amend their Miscellaneous Service requests submitted to DP World

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend**
3. Then Go to **Miscellaneous Service(R3) Amend**

The below screen will be displayed

The screenshot shows a web application window titled "Amend Miscellaneous Service". The interface includes a search form with the following fields:

- Agent Ref No.:
- DP World Ref No.:
- Service Category:
- Service Type:
- From Date:
- To Date:
- Status:
- * Department:

Below the search form are "Search" and "Reset" buttons. Underneath is a table with the following columns: Agent Ref No., DPW Ref No., Submitted Date, Service Category, Service Type, Status, and an empty column. The table is currently empty. At the bottom of the window, there is a pagination bar showing "Page 1 of 1" and navigation icons.

Miscellaneous Service(R3) Amend

Procedure:

1. Enter any of the Search Criteria and click **Search**

Amend Miscellaneous Service

Agent Ref No.:

DP World Ref No.:

Service Category:

All

Service Type:

-- Select --

From Date:

08-Mar-2019

To Date:

14-Mar-2019

Status:

Pending

* Department:

All

Search

Reset

The below details will be displayed

Amend Miscellaneous Service

Agent Ref No.:

DP World Ref No.:

Service Category:

All

Service Type:

-- Select --

From Date:

08-Mar-2019

To Date:

14-Mar-2019

Status:

Pending

* Department:

All

Search

Reset

⊕ Expand All

⊖ Collapse All

Agent Ref No.	DPW Ref No.	Submitted Date	Service Category	Service Type	Status	
REF140319	3839	14-Mar-2019 16:37	Container	DELETION FROM DISC...	Pending	<div>Amend</div>

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Page

1 of 1

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Displaying 1 - 1 of 1

2. Click **Amend** to view and amend the details of the request

Miscellaneous Service(R3) Amend

Expand All Collapse All						
Agent Ref No.	DPW Ref No.	Submitted Date	Service Category	Service Type	Status	
REF140319	3839	14-Mar-2019 16:37	Container	DELETION FROM DISC...	Pending	Amend

Page 1 of 1

Displaying 1 - 1 of 1

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

Amend Miscellaneous Service

Amend Miscellaneous Service

Agent Details

Agent Ref No.: REF140319DP World Ref No.: 3839

Service Details

* Service Category: Container

* Terminal Code: T1

* Service Type: DELETION FROM DISCH LIST

Department: CT

* Expected Finish Date: 30-Mar-2019

File Uploaded: Browse... Clear

(The maximum allowed file size is 4 MB.)

Created By: mhs006Created Date: 14-Mar-2019 16:37

Modified By:Modified Date:

Service Description:

Note:"Container number(s) or Rotation number(s) or container list upload is mandatory"

Container No.

Rotation No.

Container No.

MSKU123456

Add New

Remove

Amend

Reset

Close

Miscellaneous Service(R3) Amend

The below confirmation page will be displayed

Information

Miscellaneous Service REF140319(DP Word Ref No. 3839) has been amended successfully.

Print Amend

Miscellaneous Service Amend

Notify

Print Amend: Print the amended Miscellaneous Service Request details

Miscellaneous Service Amend: Amend another Miscellaneous Service Request

Notify: Send email Notification of the Miscellaneous Service Request amended

Miscellaneous Service(R3) Amend

