



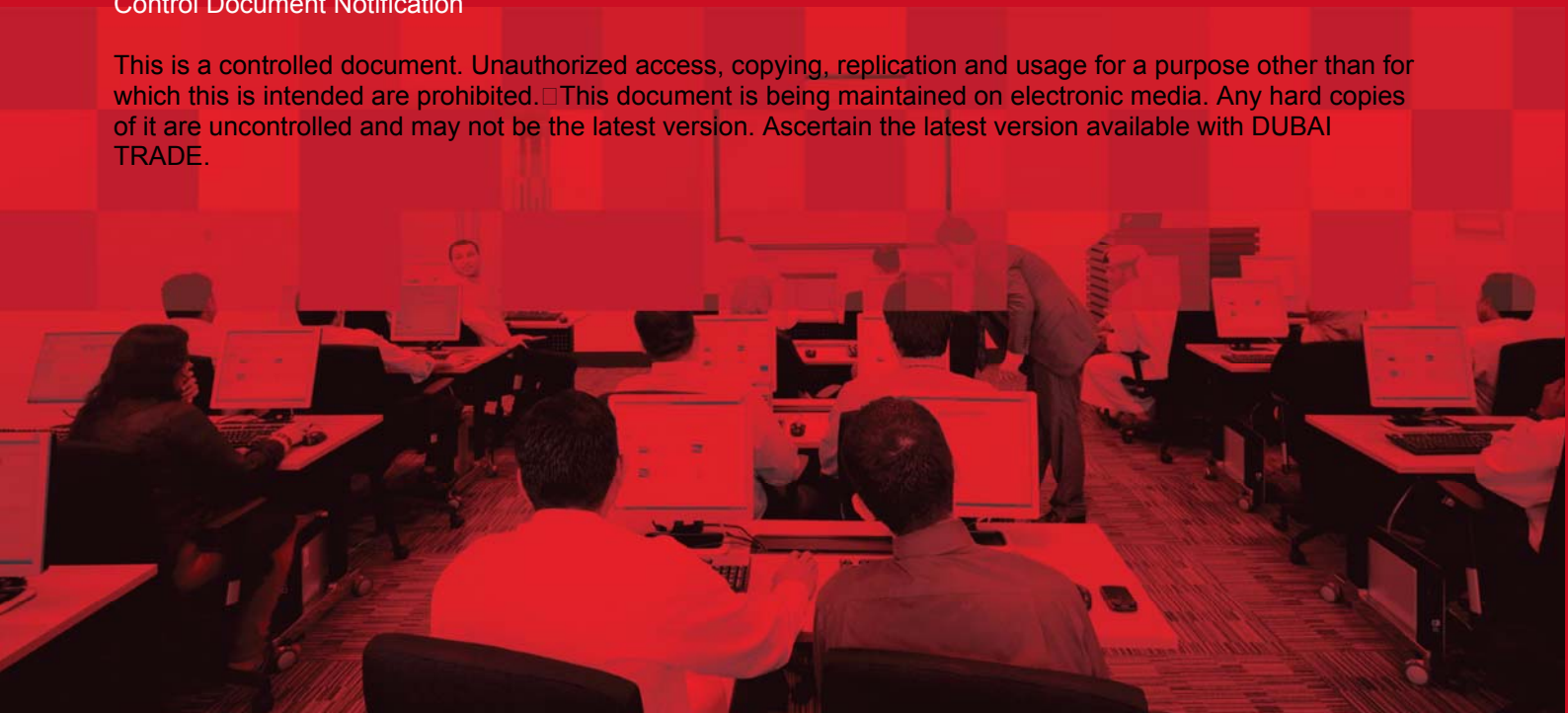
# DP World Miscellaneous Service(R3) Cancel User's Manual

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# Miscellaneous Service(R3) Cancel

## DOCUMENT DETAILS

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### Document Information

Document Name	Miscellaneous Service(R3) Cancel
Project Name	Miscellaneous Service(R3) Cancel
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	30 <sup>th</sup> 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) Cancel

*This service enables the Shipping Agents to cancel their Miscellaneous Service request submitted to DP World*

## Navigation:

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

*The below screen will be displayed*

The screenshot shows a web application window titled "Cancel Miscellaneous Service" with a UAE flag icon. 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:
- \* Department:

Below the search fields are "Search" and "Reset" buttons. Underneath is a section with "Expand All" and "Collapse All" links. A table with the following headers is displayed:

Agent Ref N...	DPW Ref...	Submitted Date...	Service Categ...	Service Type	Status		
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At the bottom, there is a pagination bar showing "Page  of 1" and navigation icons.

# Miscellaneous Service(R3) Cancel

## Procedure:

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

Cancel 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

\* Department: All

Search

Reset

*The below details will be displayed*

Cancel 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

\* Department: All

Search

Reset

Expand All

Collapse All

Agent Ref N...	DPW Ref...	Submitted Date...	Service Categ...	Service Type	Status		
REF140319	3839	14-Mar-2019 16...	Container	CSC Plate Checking	Pending	<div>Details</div>	<div>Cancel</div>

Page 1 of 1

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2. Click **Cancel**

## Miscellaneous Service(R3) Cancel

Expand All Collapse All							
Agent Ref N...	DPW Ref...	Submitted Date...	Service Categ...	Service Type	Status		
REF140319	3839	14-Mar-2019 16...	Container	CSC Plate Checking	Pending	Details	Cancel

Page 1 of 1

Displaying 1 - 1 of 1

*NOTE: Click Details to view details of the request*

3. Enter your **Cancellation Reason** and click **Submit**

Please enter reason for cancellation To Date: 14

Cancellation Reason:

enter cancellation reason

Submit Reset Close

*The below confirmation page will be displayed*

**Information**

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

Print Cancel Miscellaneous Service Cancel Notify

**Print Cancel:** Print the Miscellaneous Service request cancellation confirmation

**Miscellaneous Service Cancel:** Cancel another Miscellaneous Service Request

**Notify:** Send email Notification of the Miscellaneous Service Request cancelled

Miscellaneous Service(R3) Cancel

