



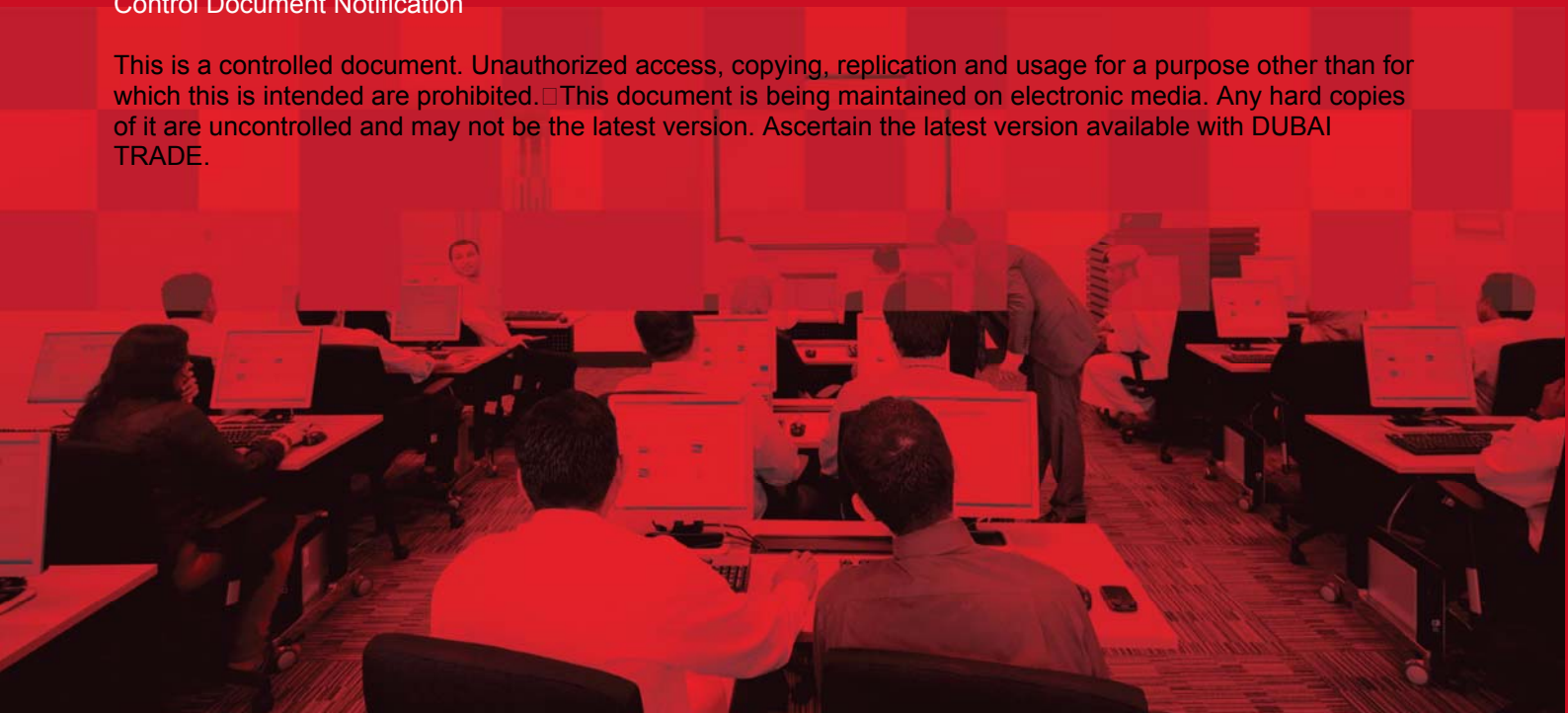
DP World Miscellaneous Service(R3) Request User's Manual

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Miscellaneous Service(R3) Request

DOCUMENT DETAILS

Document Information

Document Name	Miscellaneous Service(R3) Request
Project Name	Miscellaneous Service(R3) Request
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) Request

This service enables the Shipping Agents to request Miscellaneous Service with DP World.

Navigation:

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

The below screen will be displayed

 **Submit Miscellaneous Service**

* Indicates a required field

Agent Details

* Agent Ref No.:

Service Details

* Service Category:

* Terminal Code:

* Service Type:

Department:

* Expected Finish Date:

File Uploaded:

(The maximum allowed file size is 4 MB and Allowed file types are jpeg, jpg, pdf, xls)

Service Description:

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

Container No.	Rotation No.
Container No.	

Miscellaneous Service(R3) Request

Procedure:

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

* Agent Ref No.:

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

* Service Category: Container

3. Select **Terminal Code** from the drop down menu

* Terminal Code: T1

4. Select **Service Type** from the drop down menu

* Service Type:

- ### 5. Enter the **Excepted Finish Date**

* Expected Finish Date:

6. Upload reference document(s) (*Optional*)

File Uploaded:

(The maximum allowed file size is 4 MB and Allowed file types are jpeg, jpg, pdf, xls)

- ### 7. Enter **Service Description** (*Optional*)

Service Description:


- ## 8. Add the **Container Number**

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

[illegible]

Miscellaneous Service(R3) Request

Click on Submit

 **Submit Miscellaneous Service**

* Indicates a required field

Agent Details

* Agent Ref No.: REF123123123

Service Details

* Service Category: Container

* Terminal Code: T1

* Service Type: DELETION FROM LOAD LIST

Department: CT

* Expected Finish Date: 31-Mar-2019

File Uploaded:

(The maximum allowed file size is 4 MB and Allowed file types are jpeg, jpg, pdf, xls)

Service Description


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

Container No.

Rotation No.

Container No.
MSKU123456

The below confirmation page will be displayed

 **Information**

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

Print Request: Print the Miscellaneous Service Request created

Miscellaneous Service Request: Create another Miscellaneous Service Request

Notify: Send email Notification of the Miscellaneous Service Request created

Miscellaneous Service(R3) Request

