



# DP World Release Instruction – Request 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.



# Release Instruction – Request

## DOCUMENT DETAILS

---

### Document Information

Document Name	Release Instruction – Request
Project Name	Release Instruction – Request
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

# Release Instruction – Request

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

## Navigation:

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

*The below screen will be displayed*

**Container Release Instruction**

Search By

\* Container No  
ENTER INPUT TEXT

Line Code  
Enter Input Text

Container Status  
Please Select

Container Category  
Please Select

Search

Reset

## Procedure:

1. Enter **Container Number** and click **Search**

**Container Release Instruction**

Search By

\* Container No  
ENTER INPUT TEXT

Line Code  
Enter Input Text

Container Status  
Please Select

Container Category  
Please Select

Search

Reset

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

*The details will be displayed*

**Container Release Instruction**

Search By

\* Container No  
RASH522504 [7]

Line Code  
MSK- LINE

Container Status  
Empty

Container Category  
Import

Search

Reset

Results

Hold Ref	Container No	Date	Hold Reason	Valid From Date	Valid To Date	Hold When	Hold Action	Action	Active
TEST040821	RASH522504	08-Apr-21 10:01	DETENTION CHARGES NOT PAID TO THE SHIPPING AGENTS	08-Apr-21 10:01	11-Apr-21 09:51	When From Town	Stop going to Town	Agent	<div>Release</div>

View 1 - 1 of 1

# Release Instruction – Request

## 2. Click Release

**Container Release Instruction**

**Search By**

* Container No RASH522504 [7]	Line Code MSK-MAERSK LINE	Container Status Empty	Container Category Import
----------------------------------	------------------------------	---------------------------	------------------------------

**Search** **Reset**

**Results**

Hold Ref	Container No	Date	Hold Reason	Valid From Date	Valid To Date	Hold When	Hold Action	Action	Active
TEST040821	RASH522504	08-Apr-21 10:01	DETENTION CHARGES NOT PAID TO THE SHIPPING AGENTS	08-Apr-21 10:01	11-Apr-21 09:51	When From Town	Stop going to Town	Agent	<b>Release</b>

View 1 - 1 of 1


## 3. Enter the Release From Date, Release Reason and click Save


**Container Release Instruction**

Container No RASH522504	* Release From Date 08-Apr-21 10:57	* Release Reason Enter Input Text
----------------------------	--	--------------------------------------

**Save** **Back**

The below confirmation will be displayed

 **Container has been released successfully.**



Container No : RASH522504  
Hold Ref : TEST040821  
Release From Date : 08-Apr-21 10:57

**Print** **Home** **Notification**

**Print:** Print the Release Instruction details

**Notify:** Send email Notification of the Release Instruction details

## Release Instruction – Request

## Release Instruction – Request