

DP World Release Instruction – Request User's Manual

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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 th 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

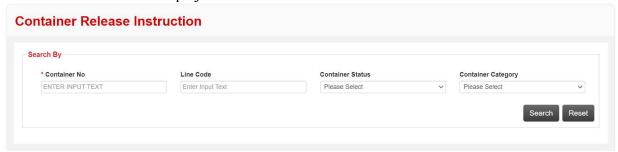
Release Instruction - Request

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

Navigation:

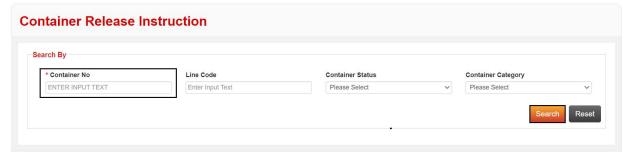
- 1. Login to **Dubai Trade**
- 2. Go to Request
- 3. Then Go to Release Instruction

The below screen will be displayed



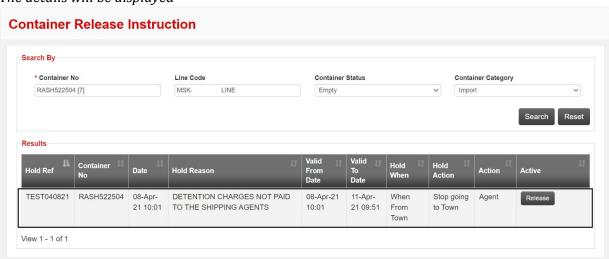
Procedure:

1. Enter Container Number and click Search



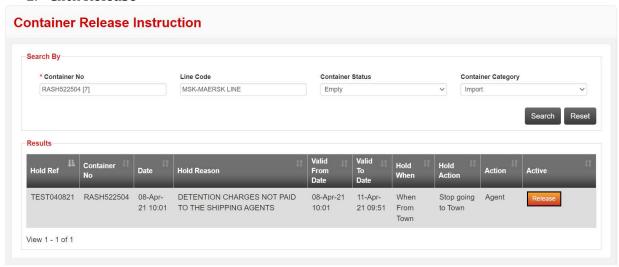
NOTE: Enter maximum details for more accurate results

The details will be displayed



Release Instruction - Request

2. Click Release



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



The below confirmation will be displayed



Print: Print the Release Instruction details

Notify: Send email Notification of the Release Instruction details

Release Instruction – Request

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