



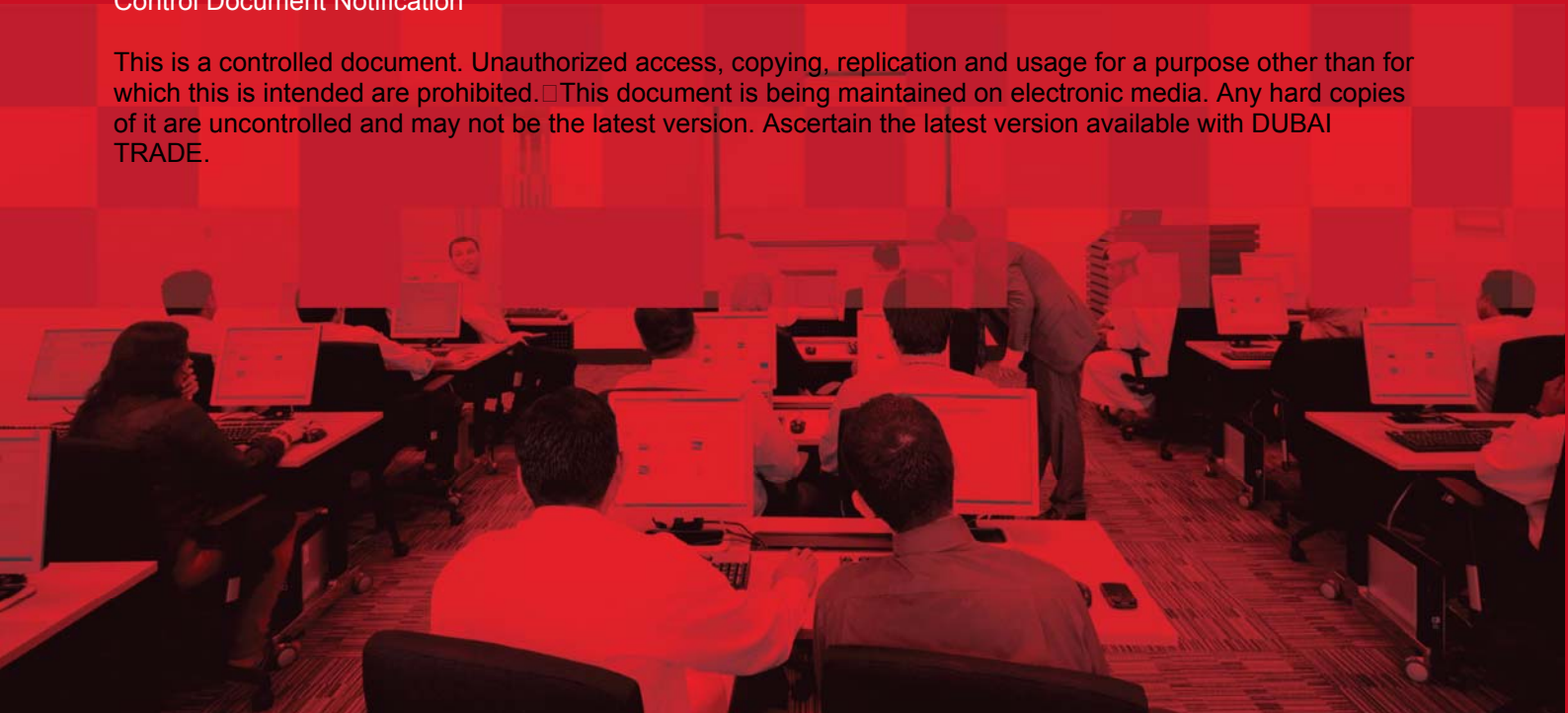
DP World Standing Instruction – Amend User's Manual

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Standing Instruction – Amend

DOCUMENT DETAILS

Document Information

Document Name	Standing Instruction – Amend
Project Name	Standing Instruction – 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

Standing Instruction – Amend

This service enables the Shipping Agents to amend their standing instructions submitted to DP World

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend**
3. Then Go to **Standing Instruction**

The below screen will be displayed

The screenshot displays a web application window titled "Amend Standing Instruction Request". The interface includes a search form with the following fields and controls:

- Agent Ref No.:** A text input field.
- DP World Ref No.:** A text input field.
- Line:** A dropdown menu currently showing "-- Select --".
- Created From Date:** A date picker set to "06-Mar-20".
- Created To Date:** A date picker set to "12-Mar-20".
- Status:** A dropdown menu currently showing "Pending".
- Include Expired:** An unchecked checkbox.
- Search and Reset buttons:** Two buttons located below the search criteria.

Below the search form, there are links for "Expand All" and "Collapse All". A table with the following headers is displayed:

Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status ▲
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The table body is currently empty. At the bottom of the interface, there is a pagination control showing "Page 1 of 1" and navigation icons.

Standing Instruction – Amend

Procedure:

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

Amend Standing Instruction

Agent Ref No.:

DP World Ref No.:

Line: -- Select --

Created From Date: 06-Mar-20

Created To Date: 12-Mar-20

Status: Pending

Include Expired: ☐

Search

Reset

The below details will be displayed

Amend Standing Instruction

Agent Ref No.:

DP World Ref No.:

Line: -- Select --

Created From Date: 06-Mar-20

Created To Date: 12-Mar-20

Status: Pending

Include Expired: ☐

Search

Reset

Expand All Collapse All

Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status ▲	
REF123123	2328945	MSK	26-Mar-2019	Pending	<input type="button" value="Amend"/>

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Displaying 1 - 1 of 1

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
















Standing Instruction – Amend

Expand All Collapse All					
Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status ▲	
REF123123	2328945	MSK	26-Mar-2019	Pending	Amend

Page 1 of 1

Displaying 1 - 1 of 1

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

Amend Standing Instruction		Detail Information 	
Standing Instruction Basic Information			
Line: MSK - MAERSK LINE			
* Valid From Date: <div> <div>03/11/19</div> <div></div> <div>11:47 AM</div> <div></div> </div>	* Valid To Date: <div> <div>03/26/19</div> <div></div> <div>11:59 PM</div> <div></div> </div>		
Created By: mhs006		Created Date: 11-Mar-2019 11:34	
Modified By:		Modified Date:	
Remarks: <div> <div></div> <div></div> <div></div> </div>			
Event Information			
* Movement Type: <div> <div>ON DISCHARGE LIST</div> <div></div> </div>	* Event Type: <div> <div>Not Applicable</div> <div></div> </div>		
* Event Action: <div> <div>Accept</div> <div></div> </div>	* Event Qualifier: <div> <div>With Letter</div> <div></div> </div>		
Event Criteria: <div> <div>-- Select --</div> <div></div> </div>			
<div> <div>Generic</div> <div>Specific</div> </div>			
Container No. MSKU123456	Container Category ALL	Container Status MT	
<div> <div> Add New</div> <div> Remove</div> <div> Clear</div> </div>			
<div>Submit</div>		<div>Reset</div> <div>Close</div>	

Standing Instruction – Amend

The below confirmation page will be displayed

Information

Standing Instruction REF123123(DP Word Ref No. 2328945) has been created successfully.

Print Request

Standing Instruction Request

Notify

Print Request: Print the Standing Instruction Request created

Standing Instruction Request: Create another Standing Instruction Request

Notify: Send email Notification of the Standing Instruction Request created

Standing Instruction – Amend

