



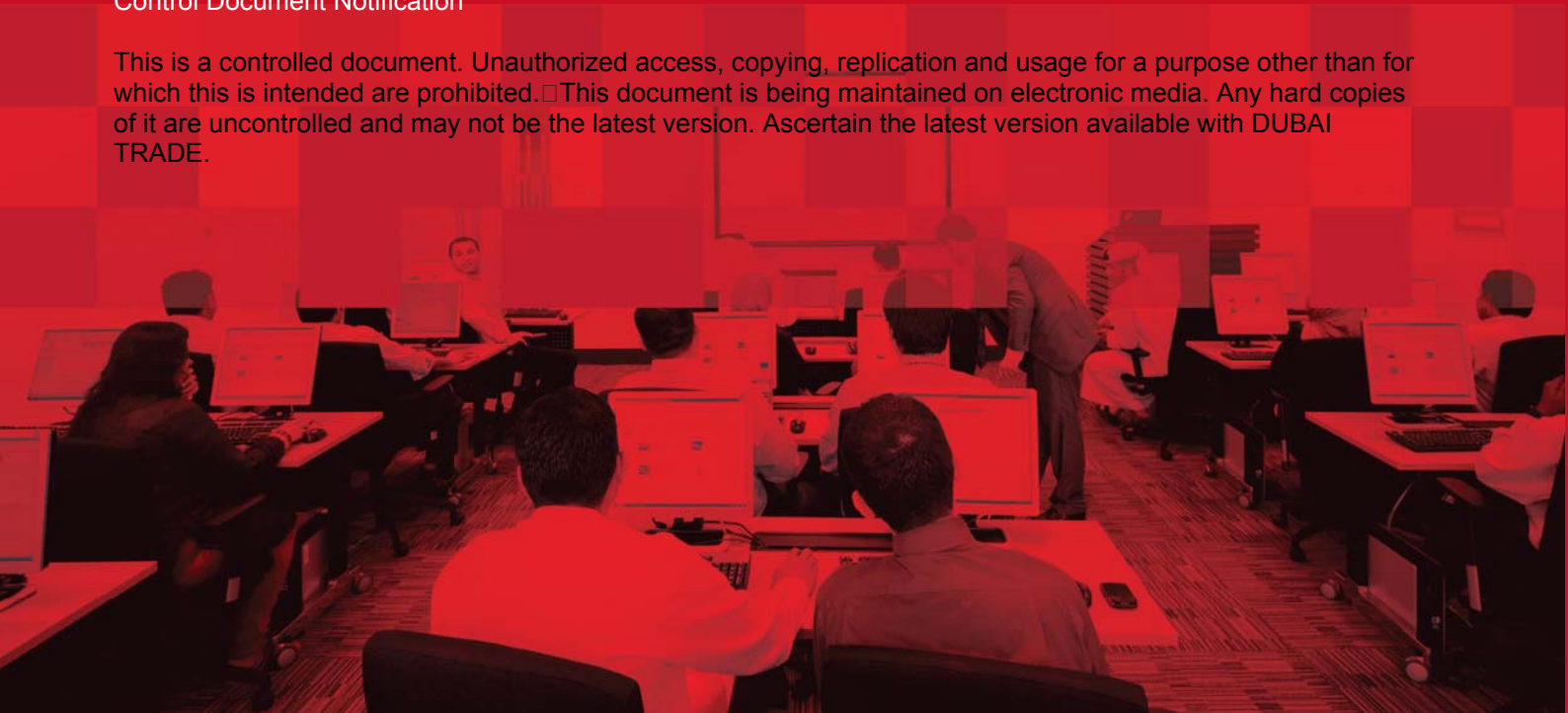
DP World Standing Instruction – Cancel User's Manual

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Standing Instruction – Cancel

DOCUMENT DETAILS

Document Information

Document Name	Standing Instruction – Cancel
Project Name	Standing Instruction – Cancel
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 – Cancel

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

Navigation:

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

The below screen will be displayed

**Cancel Standing Instruction Request**

Cancel Standing Instruction

* Indicates a required field

Agent Ref No.:

DP World Ref No.:

Line: -- Select --

Created From Date:

Created To Date:

Status:

Include Expired: ☐

Include Approved
Damage Standing
Instructions: ☐

Expand All Collapse All

Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status ▲		
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Standing Instruction – Cancel

Procedure:

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

Cancel Standing Instruction

* Indicates a required field

Agent Ref No.:

DP World Ref No.:

Line: -- Select --

Created From Date:

Created To Date:

Status:

Include Expired: ☐

Include Approved Damage Standing Instructions: ☐

Search

Reset

The below details will be displayed

Cancel Standing Instruction

* Indicates a required field

Agent Ref No.:

DP World Ref No.:

Line: -- Select --

Created From Date:

Created To Date:

Status:

Include Expired: ☐

Include Approved Damage Standing Instructions: ☐

Search

Reset

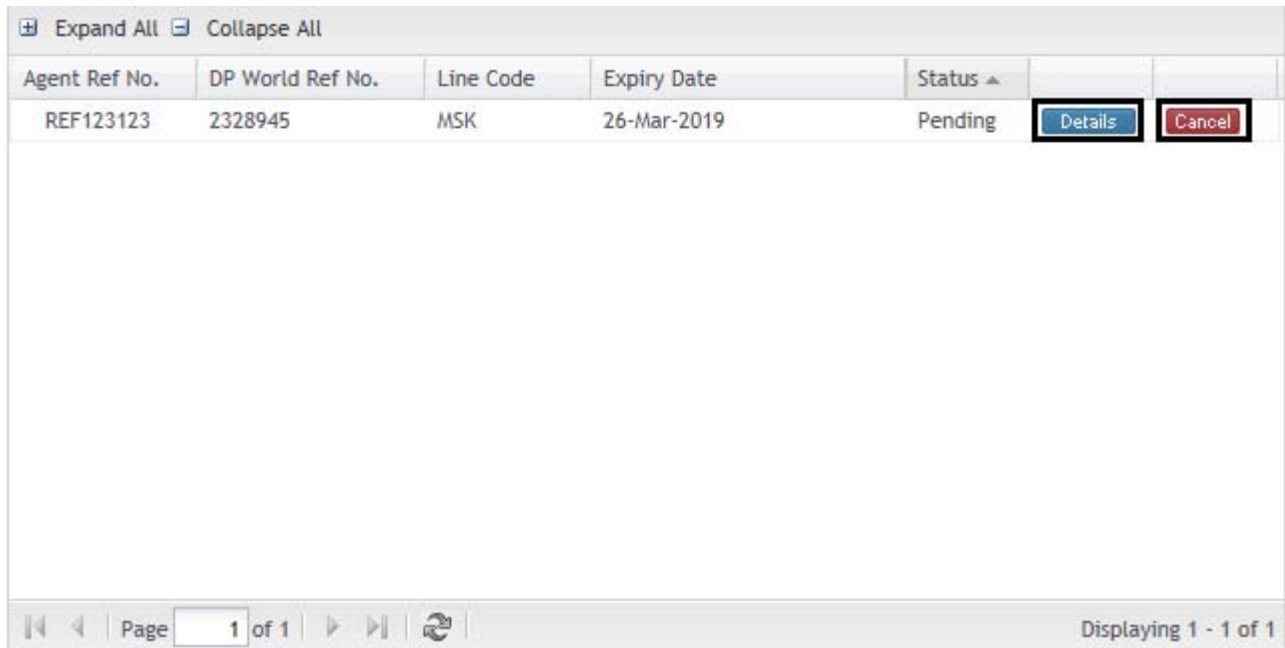
Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status ▲		
REF123123	2328945	MSK	26-Mar-2019	Pending	<input type="button" value="Details"/>	<input type="button" value="Cancel"/>

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Displaying 1 - 1 of 1

Standing Instruction – Cancel

2. Click **Cancel**



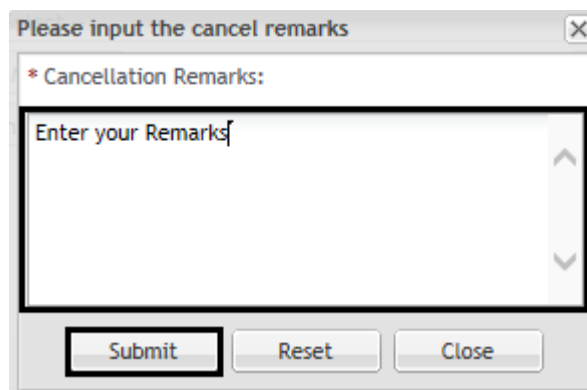
The screenshot shows a table with the following data:

Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status		
REF123123	2328945	MSK	26-Mar-2019	Pending	Details	Cancel

Below the table, there is a pagination bar showing "Page 1 of 1" and "Displaying 1 - 1 of 1".

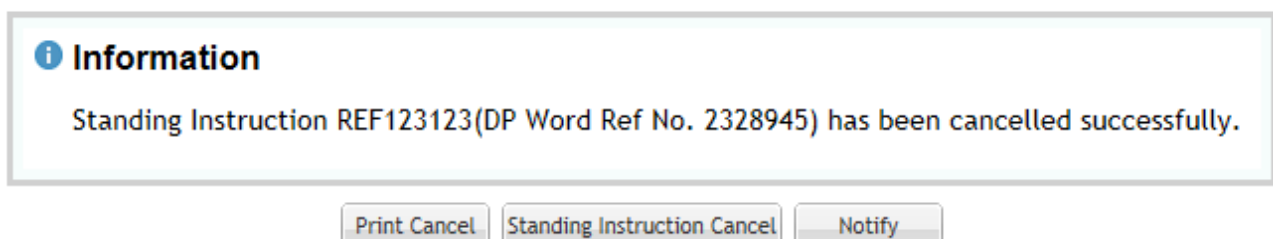
NOTE: Click Details to view details of the request

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



The dialog box titled "Please input the cancel remarks" contains a text area with the placeholder text "Enter your Remarks". Below the text area are three buttons: "Submit", "Reset", and "Close". The "Submit" button is highlighted with a black border.

The below confirmation page will be displayed



The confirmation page displays an "Information" box with the following text:

Information

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

Below the information box, there are three buttons: "Print Cancel", "Standing Instruction Cancel", and "Notify".

Print Request: Print the Standing Instruction cancellation confirmation

Standing Instruction Request: Cancel another Standing Instruction Request

Notify: Send email Notification of the Standing Instruction Request cancelled

Standing Instruction – Cancel

