



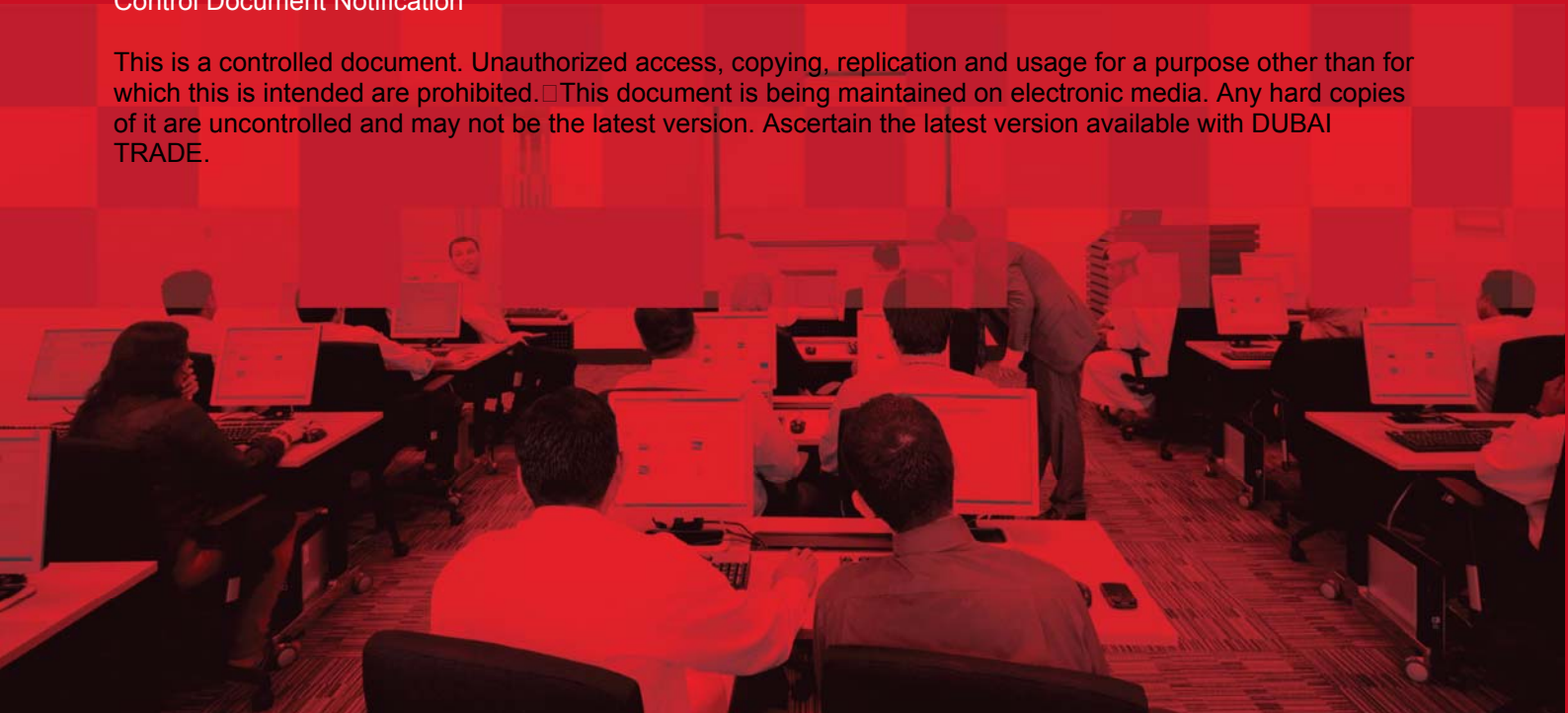
DP World Standing Instruction – Enquiry User's Manual

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Standing Instruction – Enquiry

DOCUMENT DETAILS

Document Information

Document Name	Standing Instruction – Enquiry
Project Name	Standing Instruction – Enquiry
Business Unit	DP World
Author(s)	DT Training Dept.
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Revision History

Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

Standing Instruction – Enquiry

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

Navigation:

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

The below screen will be displayed

The screenshot displays a web application titled "Search Standing Instruction Request". The main content area is titled "Enquire Standing Instruction" and includes a legend: "* Indicates a required field". The form contains several input fields: "Agent Ref No." and "DP World Ref No." (both required), "Line:" with a dropdown menu showing "-- Select --", "Created From Date:" (06-Mar-20), "Created To Date:" (12-Mar-20), "* Status:" (Pending), "Include Expired:" (checkbox), and "Include Archived Data:" (checkbox). Below the form are "Search" and "Reset" buttons. A toolbar above the table lists "Expand All", "Collapse All", "Notify", and "Save As". The table has columns for "Agent Ref No.", "DP World Ref No.", "Line Code", "Expiry Date", and "Status". The status column is currently empty. At the bottom, a pagination bar shows "Page 1 of 1" and includes "Notify" and "Save As" options.

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

Procedure:

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

Enquire Standing Instruction

* Indicates a required field

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:

☐

Include Archived Data:

☐

Search

Reset

NOTE: Select the status from the drop down (Mandatory)

The below details will be displayed

Enquire Standing Instruction

* Indicates a required field

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:

☐

Include Archived Data:

☐

Search

Reset

Expand All	Collapse All	Notify	Save As			
<input type="checkbox"/>	Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status	
<input type="checkbox"/>	REF123123	2328945	MSK	26-Mar-2019	Pending	Details

Page 1 of 1

Notify

Save As

Displaying 1 - 1 of 1

Standing Instruction – Enquiry

2. Click **Details** to view the details of the request

	Expand All		Collapse All		Notify		Save As ▾
<input type="checkbox"/>	Agent Ref No.	DP World Ref No.	Line Code	Expiry Date	Status ▲		
<input type="checkbox"/>	REF123123	2328945	MSK	26-Mar-2019	Pending	Details	

		Page	1	of 1			Notify		Save As ▾	Displaying 1 - 1 of 1
--	--	------	---	------	--	--	--------	--	-----------	-----------------------

The below screen with details of the request will be displayed

Enquire Standing Instruction

Detail Information

Standing Instruction Basic Information

Line Code: MSK - MAERSK LINE

Valid From Date: 11-Mar-2019 11:47

Valid To Date: 26-Mar-2019 23:59

Created By: mhs006

Created Date: 11-Mar-2019 11:34

Modified By:

Modified Date:

Event Information

Movement Type: ALL

Event Type: Not Applicable

Event Action: Accept

Event Qualifier: With Letter

Event Criteria:

Container Specific Information

Container No	Container Category	Container Status	Damage Codes
MSKU123456	ALL	MT	

Close

Standing Instruction – Enquiry

