DP World
Standing Instruction – Request
User's Manual

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Standing Instruction – Request

DOCUMENT DETAILS

Document Information

Document Name	Standing Instruction – Request
Project Name	Standing Instruction – Request
Business Unit	DP World
Author(s)	DT Training Dept.
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Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

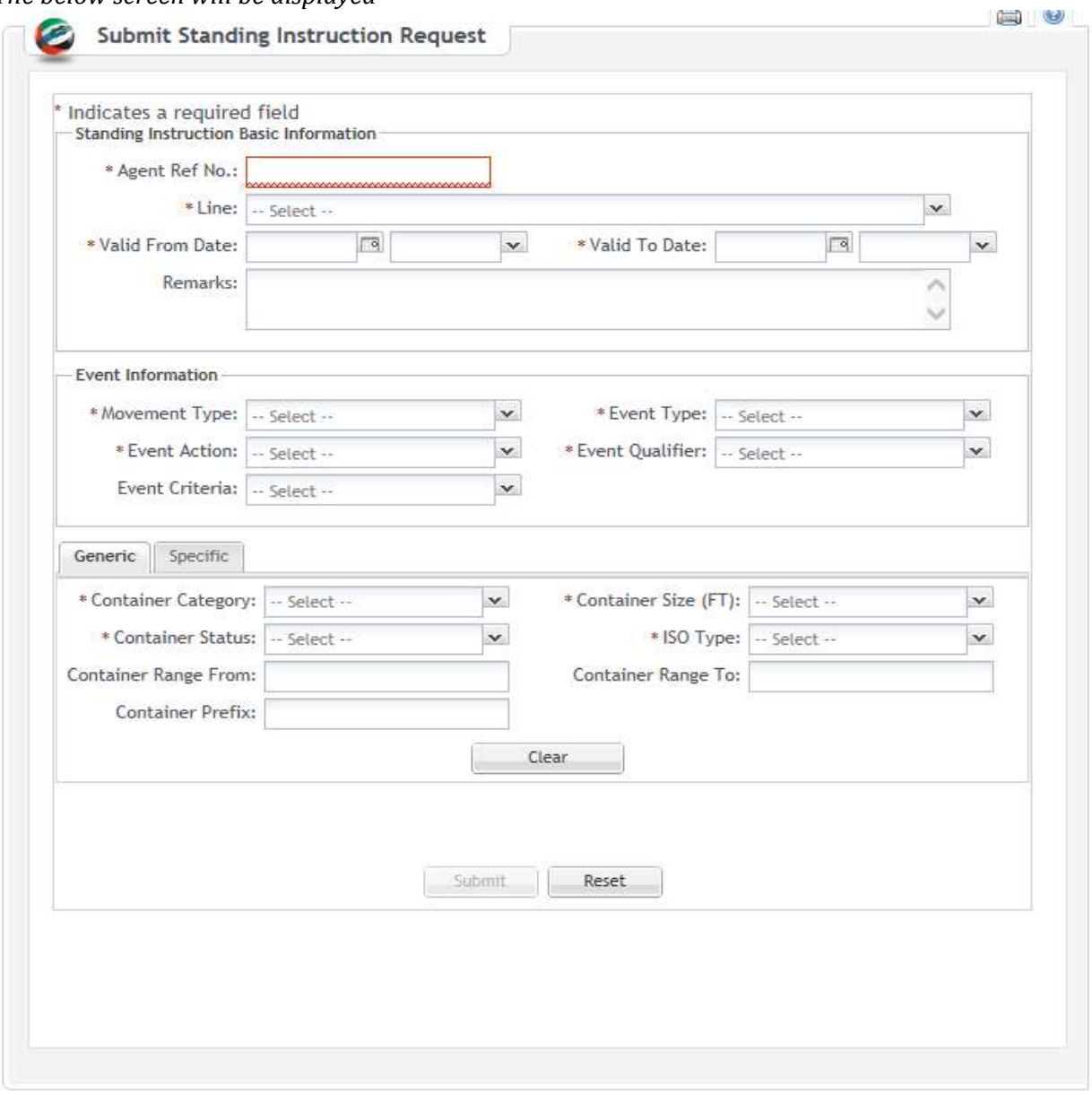
Standing Instruction – Request

This service enables the Shipping Agents to provide instructions to the terminal to follow certain conditions. Example: certain shipping lines may give instructions that their export boxes should only be accepted after weighing; empty boxes should be sent to the repair yard for certification. All the standing instructions against Empty (MT) will be printed in token slips. This request can be created for Generic Containers OR Specific Container(s)

Navigation:

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

The below screen will be displayed



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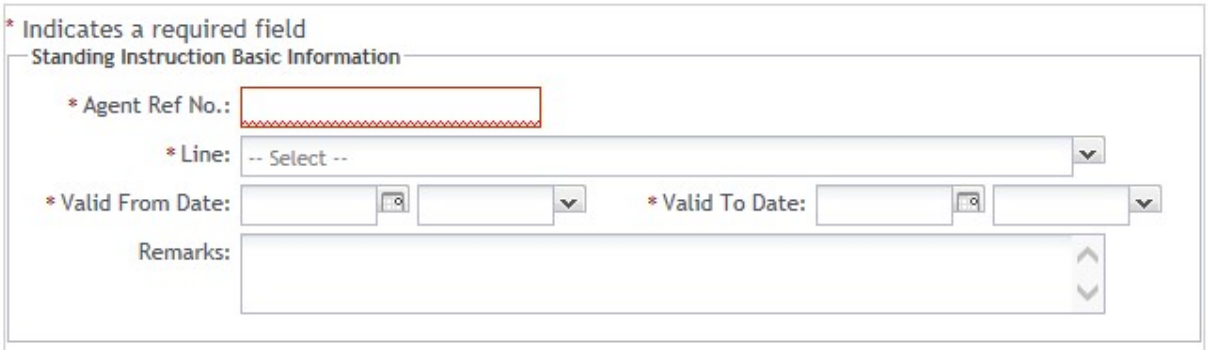
Procedure:

Standing Instruction Basic Information



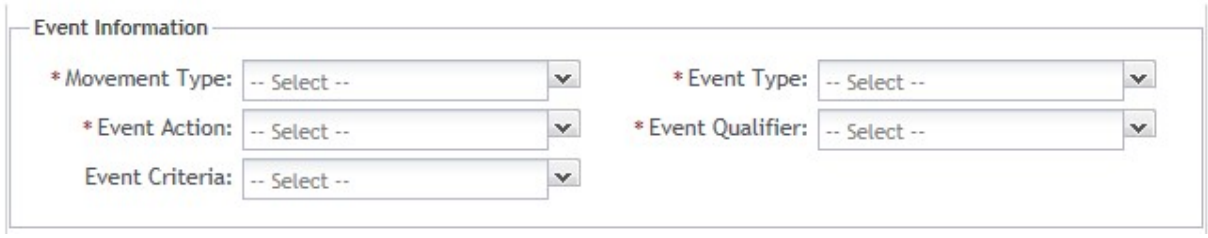
1. Enter your **Agent Reference Number**. This is your own job reference number (Max 30 characters)

2. Select your **Line** from the drop down menu.

3. Enter the Instructions Validity. Indicate the **Start date** and the **End date**

4. Enter any **Remarks** *(Optional)*

Event Information



NOTE: *Any container with damage condition (Old or New) will be accepted by DP World only if the Agent updates/accepts the container if standing instruction is updated by agent. Customer won't be able to create e-Token without valid Standing Instructions. The request must be create through the standing instruction service on Dubai Trade and under Event Information, details must be updated as below:*

- Movement Type: *FROM TOWN*
- Event Type: *Old Damage/New Damage*
- Event Action: *ROUTED THRU MECRC YARD*
Accept Container – Same Damage
Accept Repaired Container Only

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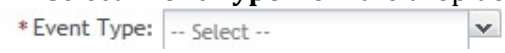
1. Select **Movement Type** from the drop down menu

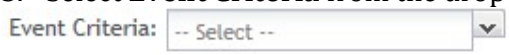
2. Select **Event Type** from the drop down menu



3. Select **Event Action** from the drop down menu

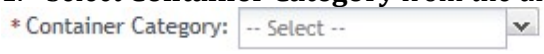
4. Select **Event Qualifier** from the drop down menu

5. Select **Event Criteria** from the drop down menu *(Optional)*

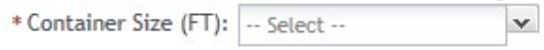


Container Details - Generic

1. Select **Container Category** from the drop down menu



2. Select **Container Size** from the drop down menu

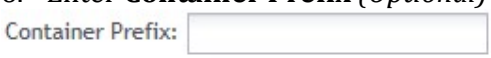


3. Select **Container Status** from the drop down menu

4. Select **ISO Type** from the drop down menu

5. Enter **Container Range From and Range To** *(Optional)*

6. Enter **Container Prefix** *(Optional)*



Container Details - Specific

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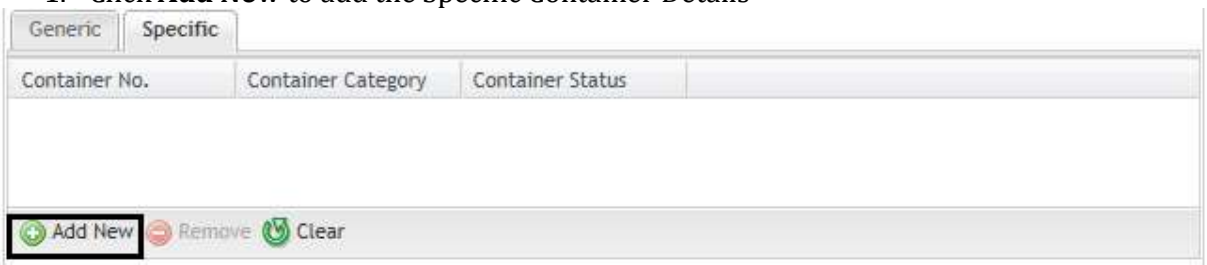
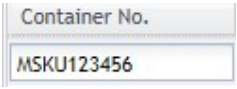
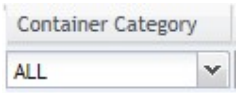
1. Click **Add New** to add the Specific Container Details



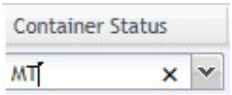
2. Enter **Container Number**



3. Select **Container Category** from the drop down menu



4. Select **Container Status** from the drop down menu



5. Enter **Container Range From and Range To** *(Optional)*

6. Enter **Container Prefix** *(Optional)*

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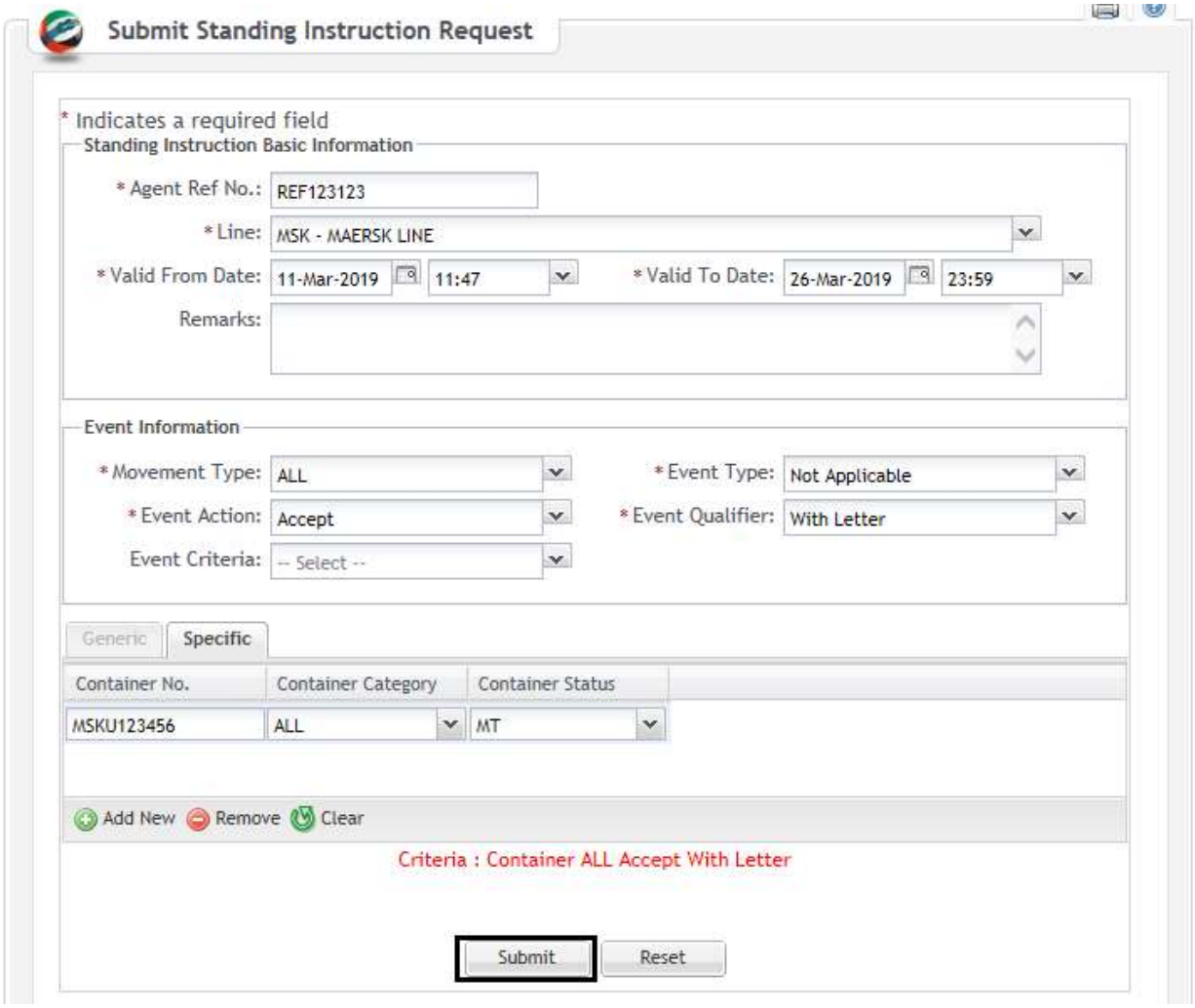
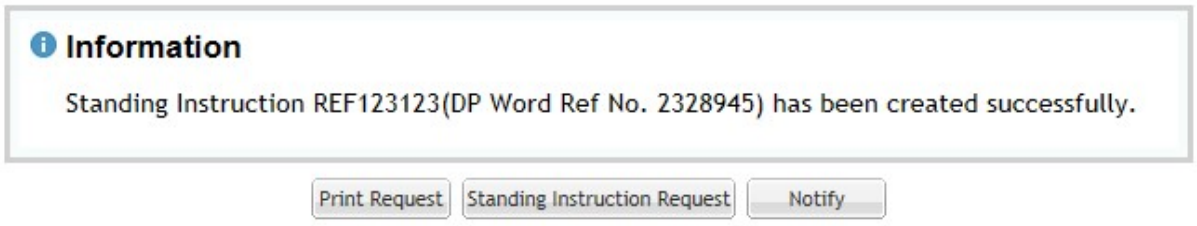


The below confirmation page will be displayed



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 – Request

www.dubaitrade.ae