

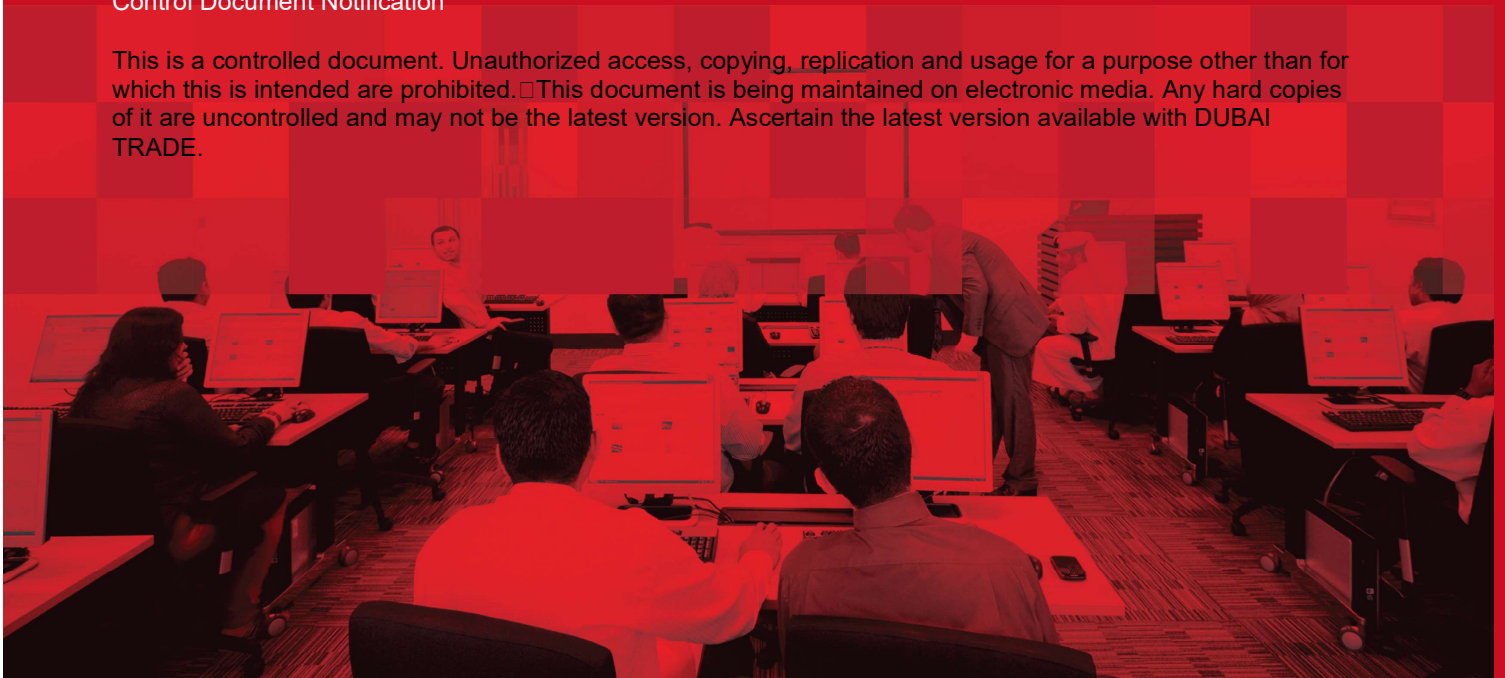
DP World Standing Instruction – Request User's Manual

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Standing Instruction – Request

DOCUMENT DETAILS

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Project Name	Standing Instruction – Request
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Version	Date	Author	Designation	Description of change

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Distribution

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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

The screenshot shows a web application window titled "Submit Standing Instruction Request". The form is divided into several sections:

- Standing Instruction Basic Information:** Contains fields for * Agent Ref No. (text), * Line (dropdown), * Valid From Date (calendar), * Valid To Date (calendar), and Remarks (text area).
- Event Information:** Contains dropdowns for * Movement Type, * Event Type, * Event Action, * Event Qualifier, and Event Criteria.
- Generic/Specific:** Two tabs are present, with "Generic" currently selected.
- Container Details:** Includes dropdowns for * Container Category, * Container Status, * Container Size (FT), and * ISO Type. It also has text fields for Container Range From, Container Range To, and Container Prefix.
- Buttons:** A "Clear" button is located below the container details, and "Submit" and "Reset" buttons are at the bottom of the form.

A legend at the top left of the form indicates that an asterisk (*) denotes a required field.

Standing Instruction – Request

Procedure:

Standing Instruction Basic Information

* Indicates a required field

Standing Instruction Basic Information

* Agent Ref No.:

* Line:

* Valid From Date: * Valid To Date:

Remarks:

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

* Agent Ref No.:

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

* Line:

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

* Valid From Date: * Valid To Date:

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

Remarks:

Event Information

Event Information

* Movement Type: * Event Type:

* Event Action: * Event Qualifier:

Event Criteria:

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

Standing Instruction – Request

The screenshot shows the 'Event Information' section of a form. It contains three dropdown menus. The first, '* Movement Type:', is set to 'FROM TOWN'. The second, '* Event Type:', is set to 'Old Damage'. The third, '* Event Action:', is set to 'Accept container - Same Damage'. A red box highlights the third dropdown menu, showing its options: 'Accept container - Same Damage', 'ROUTED THRU MECRC YARD', 'Accept container - Same Damage', and 'Accept repaired container only'.

1. Select **Movement Type** from the drop down menu
* Movement Type: -- Select --
2. Select **Event Type** from the drop down menu
* Event Type: -- Select --
3. Select **Event Action** from the drop down menu
* Event Action: -- Select --
4. Select **Event Qualifier** from the drop down menu
* Event Qualifier: -- Select --
5. Select **Event Criteria** from the drop down menu (*Optional*)
Event Criteria: -- Select --

Container Details - Generic

The screenshot shows the 'Container Details - Generic' section of a form. It has two tabs: 'Generic' and 'Specific'. The 'Generic' tab is active. It contains several dropdown menus and text input fields. The dropdown menus are: '* Container Category:', '* Container Status:', '* Container Size (FT):', and '* ISO Type:'. The text input fields are: 'Container Range From:', 'Container Prefix:', and 'Container Range To:'. There is a 'Clear' button at the bottom.




1. Select **Container Category** from the drop down menu
* Container Category: -- Select --
2. Select **Container Size** from the drop down menu
* Container Size (FT): -- Select --
3. Select **Container Status** from the drop down menu
* Container Status: -- Select --
4. Select **ISO Type** from the drop down menu
* ISO Type: -- Select --
5. Enter **Container Range From and Range To** (*Optional*)
Container Range From: Container Range To:
6. Enter **Container Prefix** (*Optional*)
Container Prefix:

Container Details - Specific

Standing Instruction – Request

Generic		Specific	
Container No.	Container Category	Container Status	
 Add New  Remove  Clear			
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>	

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

Generic		Specific	
Container No.	Container Category	Container Status	
 Add New  Remove  Clear			

2. Enter **Container Number**

Container No.
MSKU123456

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

Container Category
ALL ▼

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

Container Status
MTI x ▼


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

Container Range From:	<input type="text"/>	Container Range To:	<input type="text"/>
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6. Enter **Container Prefix** (*Optional*)

Container Prefix:	<input type="text"/>
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Standing Instruction – Request

 Submit Standing Instruction Request

* Indicates a required field

Standing Instruction Basic Information

* Agent Ref No.: REF123123

* Line: MSK - MAERSK LINE

* Valid From Date: 11-Mar-2019 11:47 * Valid To Date: 26-Mar-2019 23:59

Remarks:

Event Information

* Movement Type: ALL * Event Type: Not Applicable

* Event Action: Accept * Event Qualifier: With Letter

Event Criteria: -- Select --

Generic Specific


Container No.	Container Category	Container Status
MSKU123456	ALL	MT

+ Add New - Remove ✓ Clear

Criteria : Container ALL Accept With Letter

Submit Reset

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 – Request