DP World
MT Receipt Quota Request
User's Manual

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MT Receipt Quota Request

Table Designs

DOCUMENT DETAILS

Document Name	MT Receipt Quota Request
Project Name	
Business Unit	DP World
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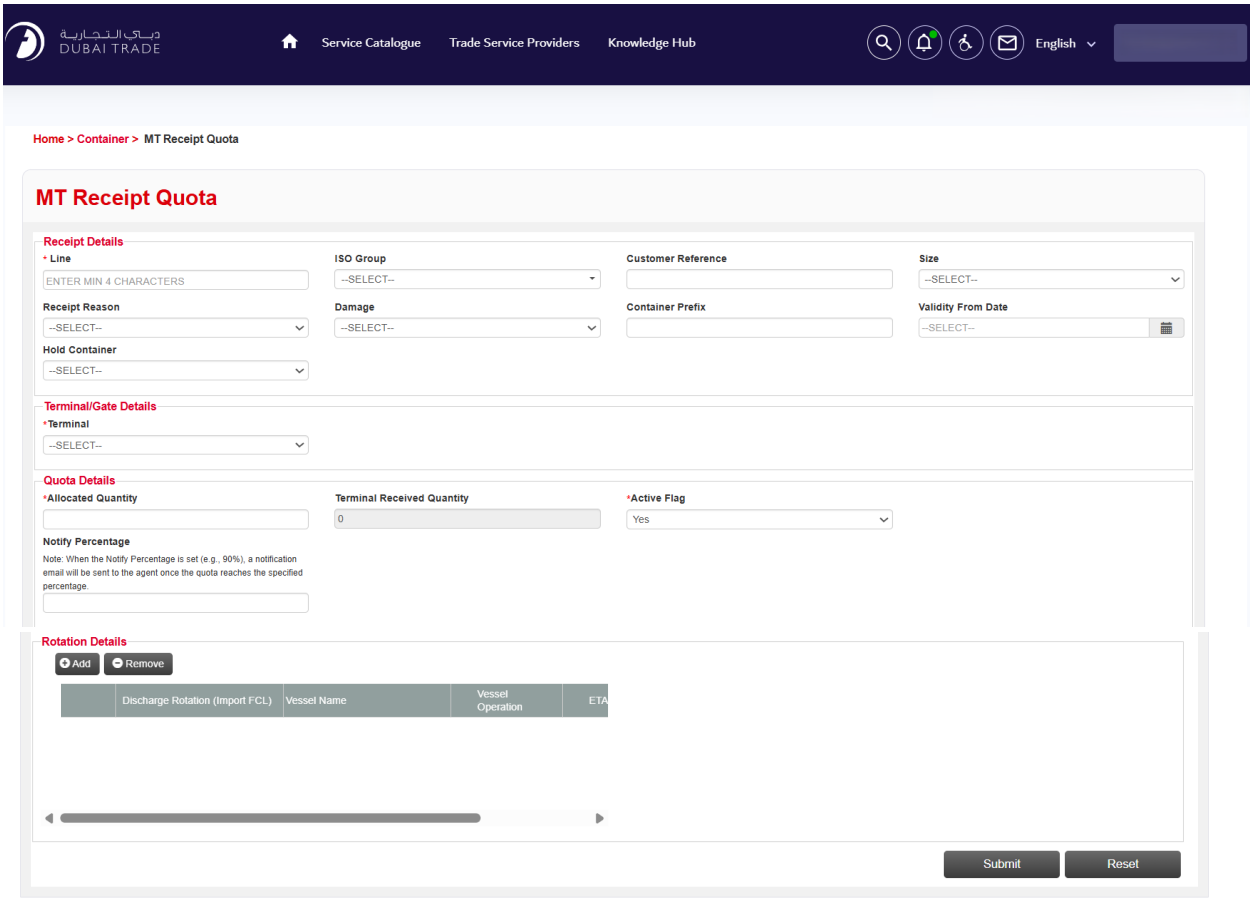
This user's manual provides guidance on submitting MT Receipt Quota for a number of EX-FCL containers coming back as empty to a specific port terminal.

Navigation:

Login to **Dubai Trade** and search for **MT Receipt Quota Request** service.

Procedure:

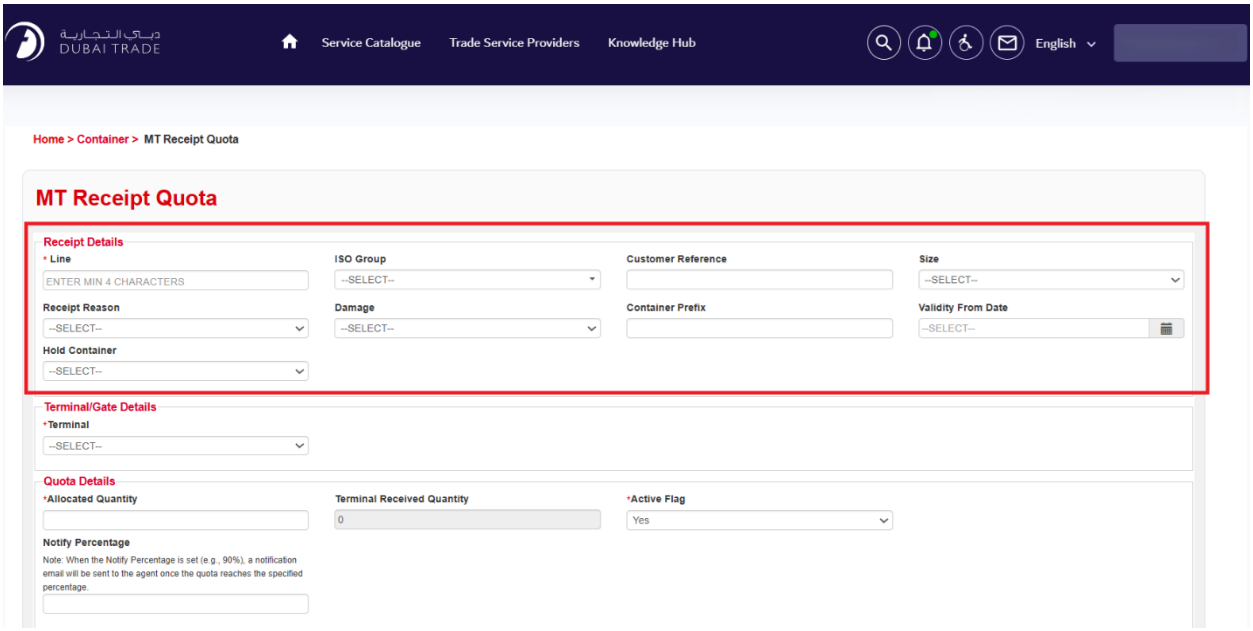
1. The service page will be displayed.



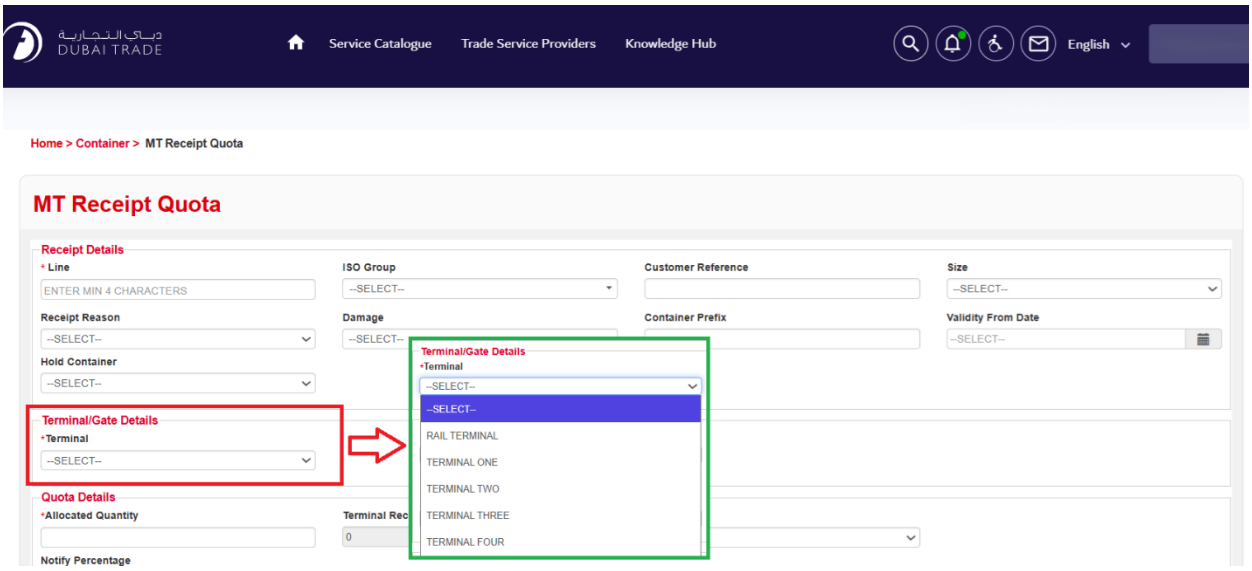
2. **RECEIPT DETAILS**. Begin by entering information on the Receipt Details section. Choose the "**Line**" and enter your "**Customer Reference Number**"

   You may set instructions for what containers to receive by choosing any of these criteria:

ISO group	***Container Size***
Receipt Reason	***Damage***
Container Prefix	***Validity***
Hold Container	

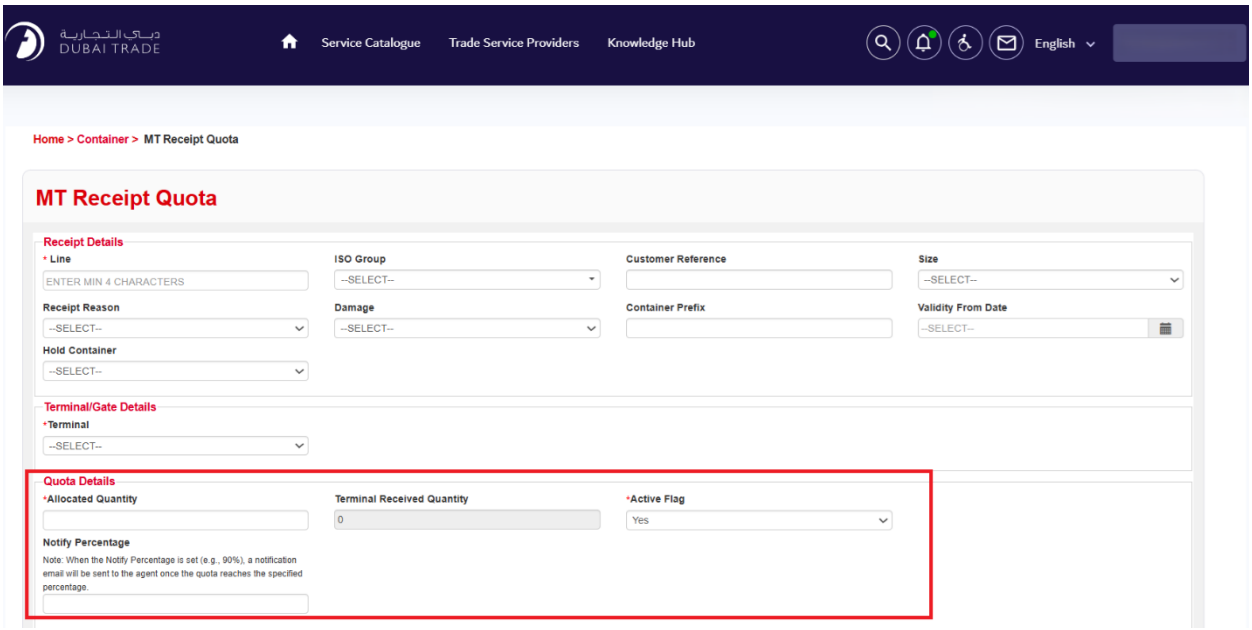


3. **TERMINAL/GATE DETAILS**. Specify which Terminal to receive the MT (empty) containers.

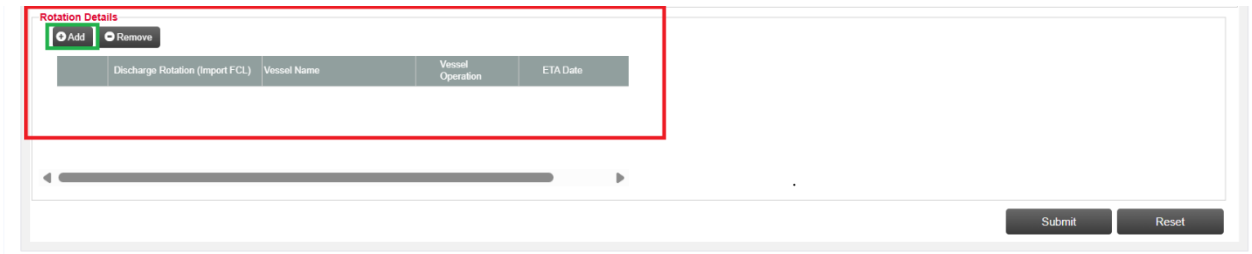


4. **QUOTA DETAILS**. Enter the ***Allocated Quantity*** (container quota for the preferred terminal) the ***Notify Percentage***, and the ***Active Flag.***

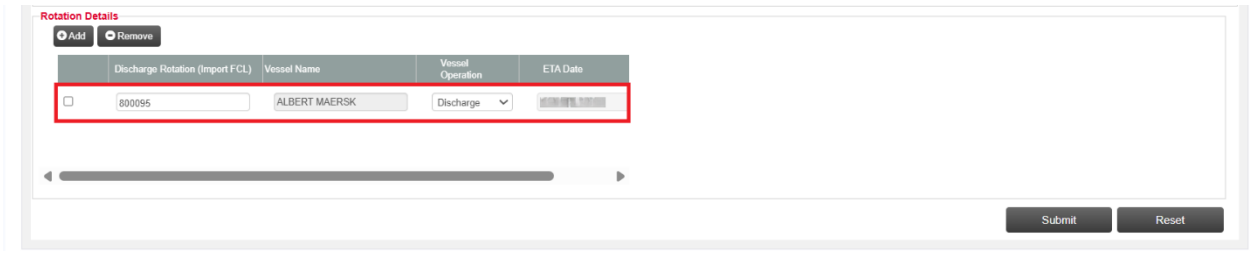
   NOTE: If you set the Notify Percentage***,*** an email will be sent to the Agent once the quota reaches the specified percentage.



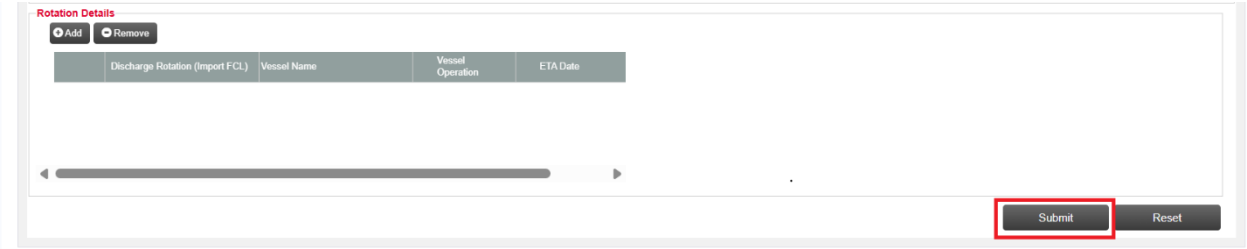
5. **ROTATION DETAILS**. If required, enter the Discharge Rotation by clicking "**Add**". You can delete added records by clicking "**Remove**"



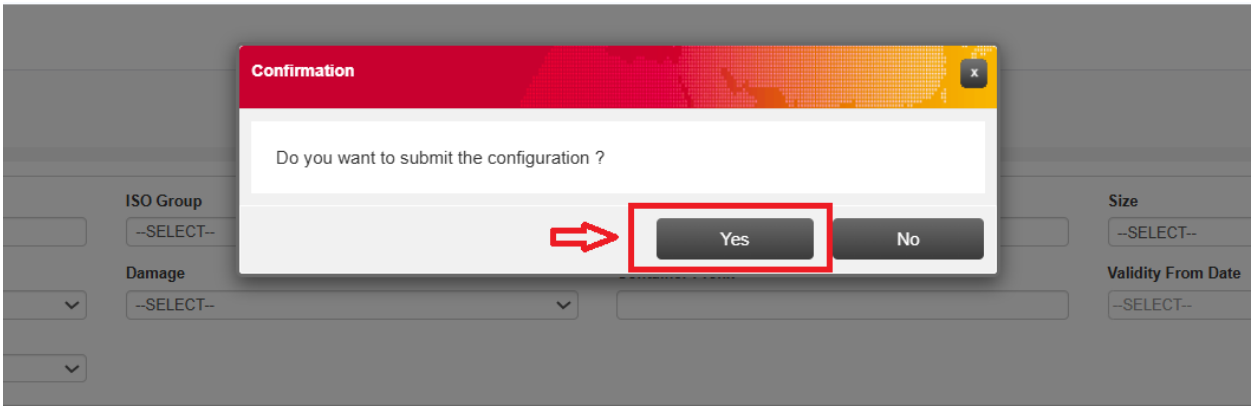
Enter the rotation number and all vessel information will be populated.



6. Once finished, click "Submit" or "Reset" to clear the form.



7. Click "Yes" to confirm submission or "No" to go back.



8. At successful submission, a confirmation message will be displayed.

   Click "Notify" to email recipients, "Back" to return to the service page, or "Print" the request,

   Please use the Enquiry service to track or Amend service to make changes.

