DP World
MT Receipt Quota Amend
User's Manual

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MT Receipt Quota Amend

Table Designs

DOCUMENT DETAILS

Document Name	MT Receipt Quota Amend
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
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Current Version	1.0

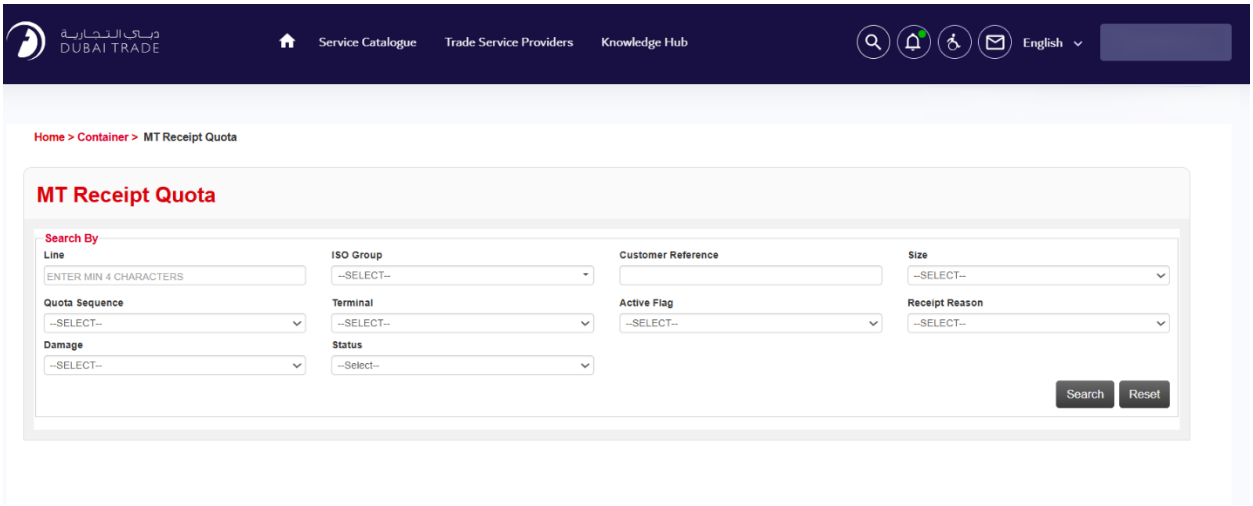
This user's manual provides guidance on making amendments to the MT Receipt Quota requests.

Navigation:

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

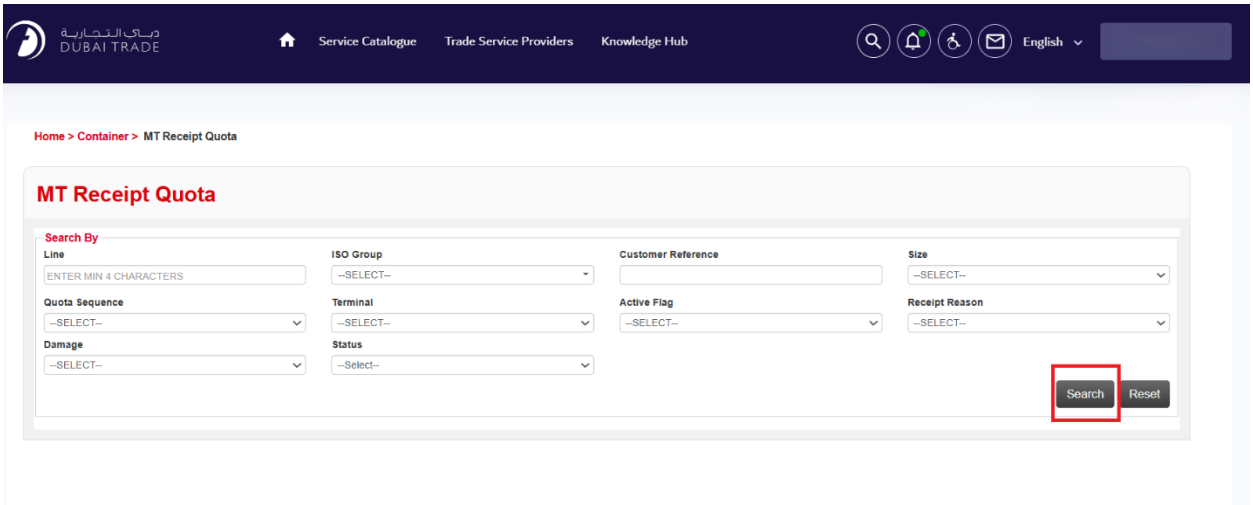
Procedure:

1. The service page will be displayed.

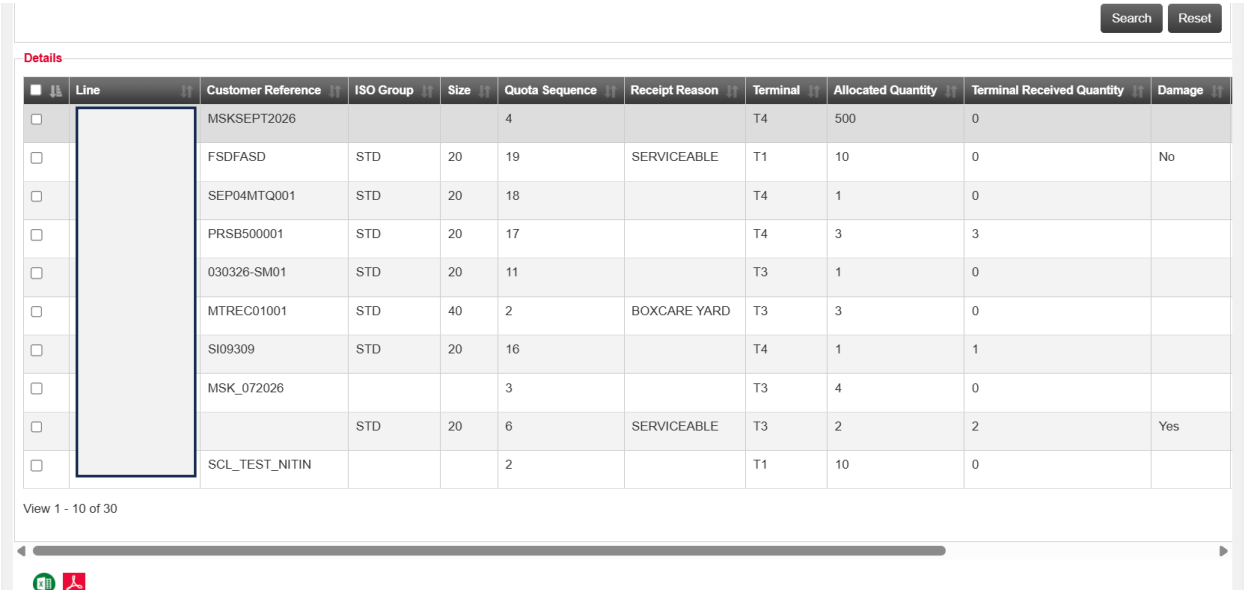


2. Use the search criteria to filter your searches then click "**Search**" to retrieve records or "**Reset**" to clear the form and start all over.

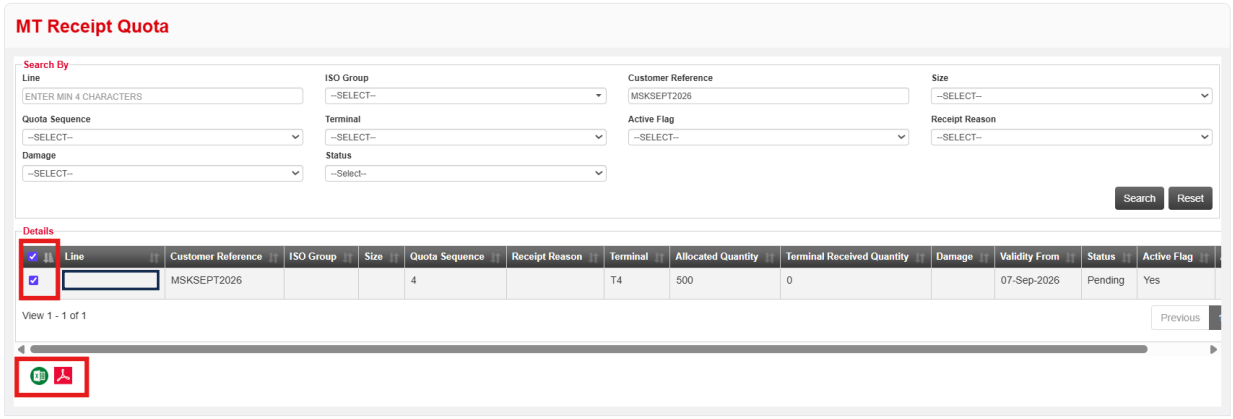
   TIP: The fields are not mandatory, you may do a blank search to view all records.



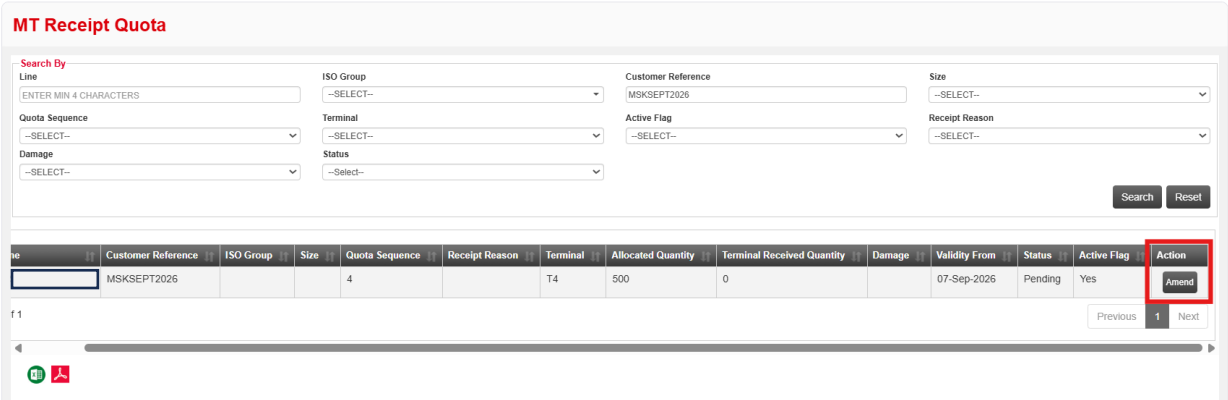
3. This section displays all your requests, including any specific requests you want to make changes to.



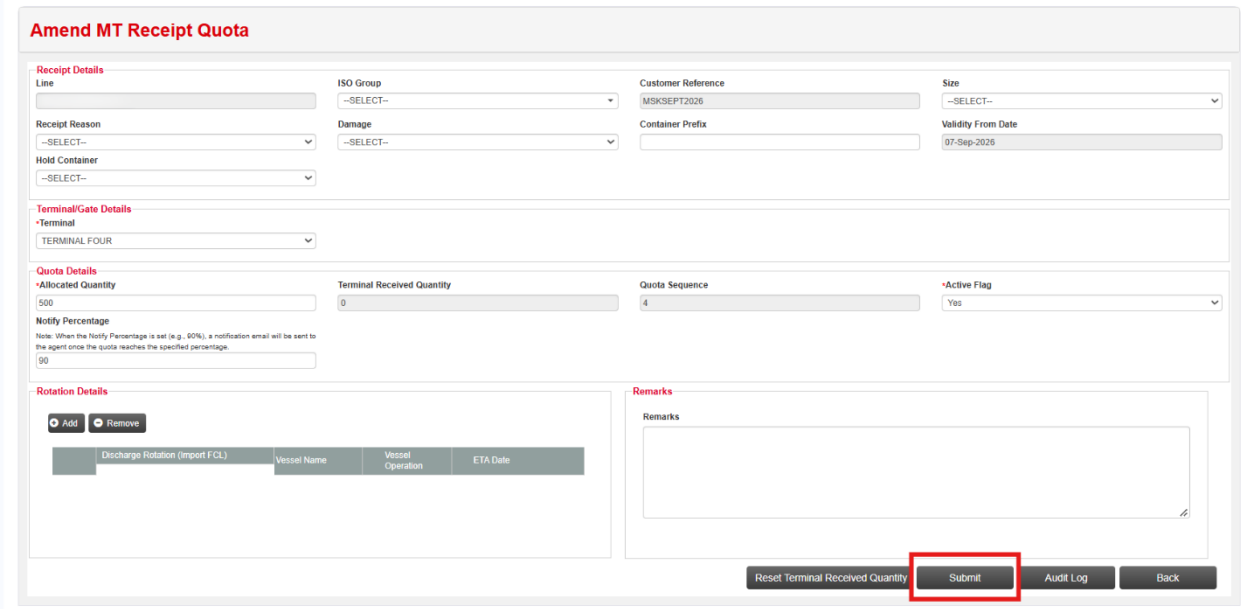
You export the listing page to an excel or pdf format:



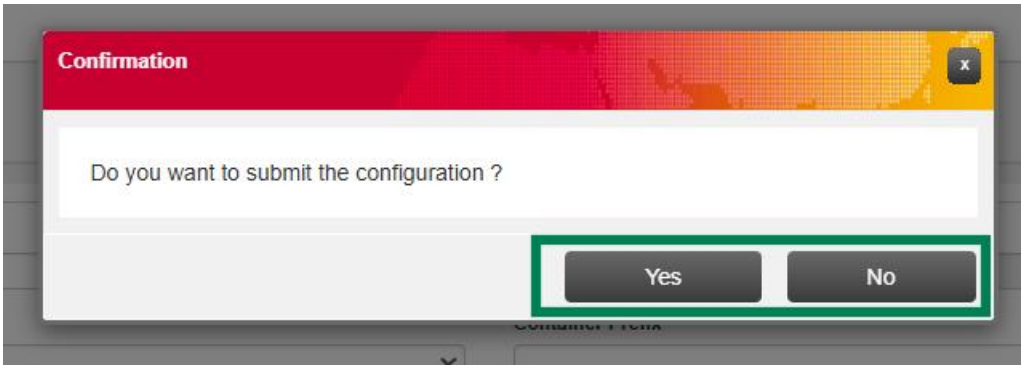
4. Click "**Amend**" for the selected record**.**



5. Make the necessary amendments on this page then click "**Submit**" when done.



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



6. A notification will be displayed that your request has been submitted and will require verification and approval.

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

