



دبي التجارية  
DUBAI TRADE

# *DP World Hamriya - Discharge/Load List Request User's Manual*

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Hamriya - Discharge/Load List Request

## Table Designs

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### DOCUMENT DETAILS

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Document Name	Hamriya – Discharge/Load List Request
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	20 <sup>th</sup> October, 2025
Current Version	1.0

*This service enables Shipping Agents or Vessel Masters to submit their container Discharge or Load list to Hamriya Port Authority.*

### Navigation:

1. Login to **Dubai Trade**
2. Go to **Hamriya**
3. Then, **Request**
4. Then Go to **Discharge/Load List**

### Procedure:

1. The below screen will be displayed.

The screenshot shows a web application interface for requesting a discharge or load list. The title bar indicates the user is logged in as 'Home' and is viewing the 'Request Discharge/Load List' page. The main form area has a red header 'Request Discharge/Load List'. Below the header, a note states '\* Indicates a required field.' The form contains several input fields: 'Rotation Number \*' (with a magnifying glass icon), 'Vessel Name', 'Vessel Number', 'List Type \*' (a dropdown menu currently set to 'Discharge'), and 'File \*' (with a 'Choose File' button and a note 'No file chosen' and 'Max. File Size is 1 MB'). There is also a 'Download Template' link. On the right side of the form, there are fields for 'ETA Date' and 'Arrival Date'. An 'Upload' button is located at the bottom right of the form.

2. Choose the vessel "**Rotation Number**". The vessel information will be auto populated.

This screenshot shows the same 'Request Discharge/Load List' form as before, but with a modal window titled 'Select Rotation Number' open. The 'Rotation Number \*' field in the main form is highlighted with a red box, and a red arrow points from it to the modal. The modal has a search bar with 'Rotation Number | Search' and a text input field containing '700244'. Below the search bar, there are fields for 'Vessel Number' and 'Vessel Name'. A 'Search' button is at the bottom right of the modal. Below the search bar, there is a table with the following data:

Rotation No.	Vessel No.	Vessel Name	ETA	Arrival Date
700244	02071901	Test 02071901	02/07/2019 01:40 PM	02/07/2019 01:40 PM

The 'Arrival Date' field in the table is highlighted with a green box. The modal also has a 'Close' button at the bottom.

Home > > Request Discharge/Load List

### Request Discharge/Load List

\* Indicates a required field.

Rotation Number *	<input type="text" value="700244"/>	ETA Date	<input type="text" value="02/07/2019 13:40"/>
Vessel Name	<input type="text" value="Test 02071901"/>	Arrival Date	<input type="text" value="02/07/2019 13:40"/>
Vessel Number	<input type="text" value="02071901"/>		
List Type *	<input type="text" value="Discharge"/>		
File *	<input type="button" value="Choose File"/> No file chosen [Max. File Size is 1 MB]		

[Download Template](#)

3. Choose "List Type" as either "**Discharge**" or "**Load**"

Request Discharge/Load List

\* Indicates a required field.

Rotation Number *	<input type="text" value="700244"/>	ETA Date	<input type="text" value="02/07/2019 13:40"/>
Vessel Name	<input type="text" value="Test 02071901"/>	Arrival Date	<input type="text" value="02/07/2019 13:40"/>
Vessel Number	<input type="text" value="02071901"/>		
List Type *	<input type="text" value="Discharge"/>		
File *	<input type="button" value="Choose File"/> No file chosen [Max. File Size is 1 MB]		

4. Choose the file as per the required template then click "**Upload**".

**Note:** Template is available to download. Kindly ensure that you upload the file in this format.

Home > > Request Discharge/Load List

### Request Discharge/Load List

\* Indicates a required field.

Rotation Number *	<input type="text" value="700244"/>	ETA Date	<input type="text" value="02/07/2019 13:40"/>
Vessel Name	<input type="text" value="Test 02071901"/>	Arrival Date	<input type="text" value="02/07/2019 13:40"/>
Vessel Number	<input type="text" value="02071901"/>		
List Type *	<input type="text" value="Discharge"/>		
File *	<input type="button" value="Choose File"/> No file chosen [Max. File Size is 1 MB]		

[Download Template](#)

5. All containers, both successful and in error, will be displayed. Click on "**Error**" to view the information for correction, make the necessary changes then re-upload the file before submission.

**Request Discharge/Load List**

\* Indicates a required field.

Rotation Number \* 700244 ETA Date 02/07/2019 13:40

Vessel Name Test 02071901 Arrival Date 02/07/2019 13:40

Vessel Number 02071901

List Type \* Discharge

File \* Choose File No file chosen (Max. File Size is 1 MB)

[Download Template](#)

**Containers**

Errors	Rotation	Line	Container No	ISO Code	Category	Design	Seal No	Origin Port	Load Port	Discharge Port	Dest. Port	Weight (T)	IMDG Class1	UN No1	IMDG Class2	UN No2	IMDG Class3
	700244		DELL123111	2200	I	FCL	HHYY43	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123112	2200	I	FCL	HHYY44	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123113	2200	I	FCL	HHYY45	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123114	2200	I	FCL	HHYY46	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123115	2200	I	FCL	HHYY47	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
<b>Error</b>	700244		DELL123111	2200	I	FCL	HHYY43	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			

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**Errors**

# Validation Message

1 Duplicate container.

**Submit**

6. Click "**Submit**" to complete the process. A confirmation message will be displayed.

**Request Discharge/Load List**

\* Indicates a required field.

Rotation Number \* 700244 ETA Date 02/07/2019 13:40

Vessel Name Test 02071901 Arrival Date 02/07/2019 13:40

Vessel Number 02071901

List Type \* Discharge

File \* Choose File No file chosen (Max. File Size is 1 MB)

[Download Template](#)

**Containers**

Errors	Rotation	Line	Container No	ISO Code	Category	Design	Seal No	Origin Port	Load Port	Discharge Port	Dest. Port	Weight (T)	IMDG Class1	UN No1	IMDG Class2	UN No2	IMDG Class3
	700244		DELL123111	2200	I	FCL	HHYY43	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123112	2200	I	FCL	HHYY44	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123113	2200	I	FCL	HHYY45	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123114	2200	I	FCL	HHYY46	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			
	700244		DELL123115	2200	I	FCL	HHYY47	INBOM	INBOM	AEHAM	SAJED	25	5.1	1245			

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**Submit**

7. A confirmation message will be displayed upon successful upload.



