



دبي التجارية
DUBAI TRADE

DP World Hamriya - Export Booking Amend User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Hamriya - Export Booking Amend
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	1 st December 2025
Current Version	1.1

This service enables Shipping Agents, Freight Forwarders, Clearing agents and BCOs to amend their Hamriya gate pass within the validity period.

Procedure:

The below screen will be displayed

Amend Export Booking

Rotation Number

BRN No

From Date

To Date

DD-MON-YYYY

DD-MON-YYYY

(The date range cannot exceed 7 days)

Search

Reset

1. Search by any of the following:
 - a. **Rotation Number**
 - b. **BRN no.**
 - c. **Date Range - from and to dates**
2. Click on **Search**
3. Click on **Details** to view the information.

Amend Export Booking

Rotation Number

BRN No

From Date

To Date

DD-MON-YYYY

DD-MON-YYYY

(The date range cannot exceed 7 days)

Search

Reset

Export Booking List							
BRN No	BRN Date	Rotation No	Vessel No	Vessel Name	Shipment Location	Status	Action
BRN1429	17-Feb-2025	700339	30081801	Test 30081801	HAMRIYA	ACTIVE	Details

4. System will take you to the page where you can edit some information on your booking.

Export Booking Details

BRN No	BRN1037	Export Booking Date	29-Mar-2018
Rotation Number	700233	Vessel Name	Maersk Hamriya
Vessel Number	2222	Customer Code	
Customer Type	FZ Licencee	Port Of Shipment	AEHAM HAMRIYA
Contact Number	4564564564565646455353	Destination Location	
Storage Location *s	Port Yard	Remarks	
Yard No	A03		

You can edit:

- Rotation Number
- Customer Type, if applicable
- Customer Code, if applicable
- Destination Location
- Remarks

5. File Upload

File Upload [Max. File Size is 1 MB]

Document Type: BOE DocumentNo: File: Choose File No file chosen Upload

Note: Upload Document only of File Type pdf & Maximum allowed file size is 1 MB for each Document.

6. Goods Details and Container Details

Goods Details (Editable)

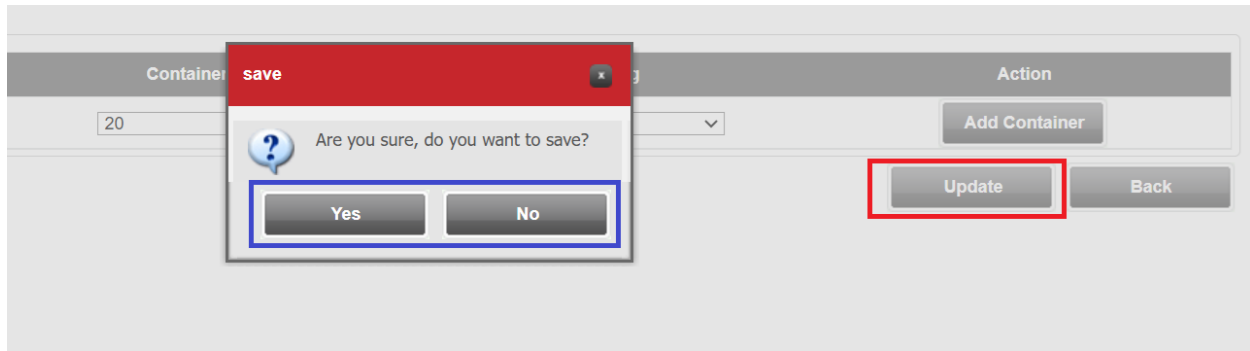
Desc of Goods	Marks & Number	Pkg Type	Quantity	Weight	Volume (CBM)	Cargo Category	Action
		Bags				General	Add Goods
Sand boxes	123ert	Bags	30	300	3	General	Update Delete
Automobile	QWE345	Unit	1	1000	10	Vehicle	Update Delete Show Vehicles

Container Details (Editable)

Container Number	Container Size	Desig	Action
	20	FCL	Add Container

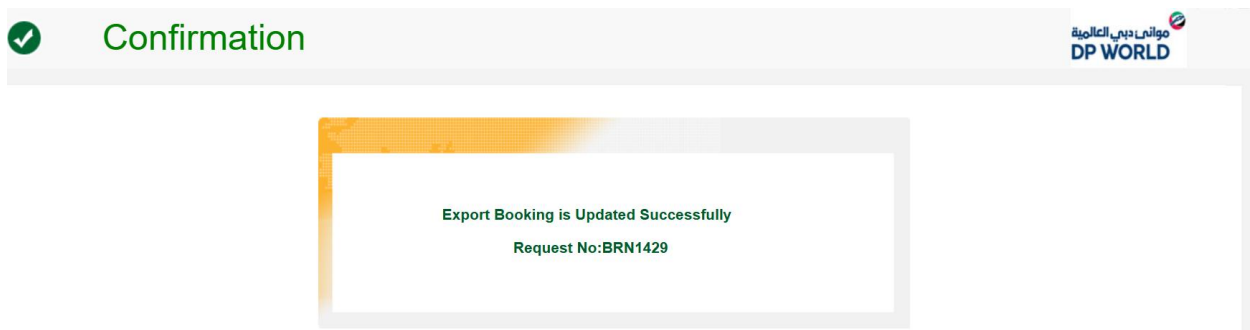
Update Back

7. Click on **UPDATE** to proceed or **BACK**.



The screenshot shows a web application interface. On the left, there is a table with a header 'Container' and a row containing the number '20'. A red modal dialog box is open in the center, titled 'save' with a close button. The dialog contains a question mark icon and the text 'Are you sure, do you want to save?'. Below the text are two buttons: 'Yes' and 'No'. On the right side of the interface, there is an 'Action' section with three buttons: 'Add Container', 'Update', and 'Back'. The 'Update' button is highlighted with a red rectangular box.

8. Confirmation will be displayed upon submission:



The screenshot shows a confirmation message. At the top left, there is a green checkmark icon followed by the word 'Confirmation' in green. At the top right, there is a logo for 'DP WORLD' with Arabic text 'موانئ دبي العالمية' above it. In the center, there is a white box with a yellow border containing the text 'Export Booking is Updated Successfully' and 'Request No:BRN1429'.

