

DP World Hamriya - Export Booking Cancel User's Manual

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Hamriya - Export Booking Cancel

Table Designs

DOCUMENT DETAILS

Document Name	Hamriya - Export Booking Amend
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
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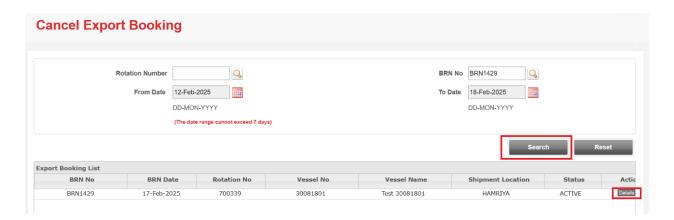
This service enables Shipping Agents, Freight Forwarders, Clearing agents, and BCOs to cancel their Export Booking requests for Hamriya before generating gate pass.

Procedure:

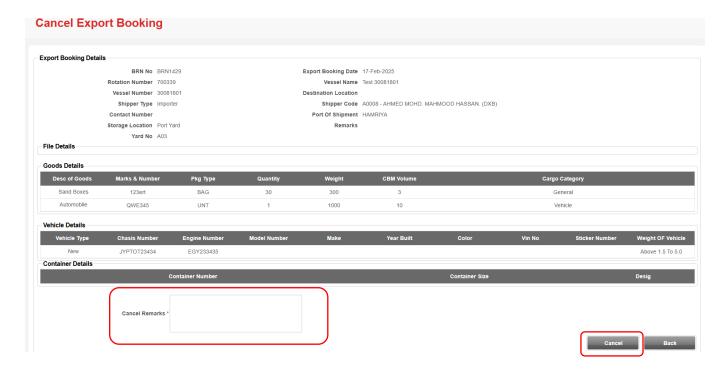
The below screen will be displayed



- 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.



4. System will take you to the booking details page where you can enter the cancellation remarks and the **CANCEL** button to confirm. You may click BACK to withdraw the request.



System will prompt for confirmation. Click on ${\it YES}$ to proceed, otherwise ${\it NO}$.



5. Confirmation will be displayed upon submission.



