



دبي التجارية
DUBAI TRADE

DP World Hamriya - Export Booking Request User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Hamriya - Export Booking Request
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 give instructions to DP World to accept export cargo into Hamriya facilities.

Procedure:

1. Enter the **Export Booking Details**:

* Indicates a required field.

Export Booking Details

Rotation Number <input type="text"/>	Export Booking Date * <input type="text" value="03-Dec-2025"/>
Vessel Number <input type="text"/>	Vessel Name <input type="text"/>
Customer Type <input type="text" value="Importer"/>	Customer Code <input type="text"/>
Contact Number <input type="text"/>	Port Of Shipment <input type="text" value="AEHAM"/> <input type="text" value="HAMRIYA"/>
Storage Location * <input type="text" value="Select"/>	Destination Location <input type="text"/>
Remarks <input type="text"/>	

Enter the mandatory fields, marked in * asterisk.

- Rotation Number** - not mandatory.
NOTE: If required, click on the magnifying glass to search
- Vessel Number** - will be populated as per Rotation number
- Vessel Name** - will be populated as per Rotation number
- Export booking date** - default to current date

Create Export Booking

* Indicates a required field.

Export Booking Details

Rotation Number <input type="text" value="700339"/>	Export Booking Date * <input type="text" value="17-Feb-2025"/>
Vessel Number <input type="text" value="30081801"/>	Vessel Name <input type="text" value="Test 30081801"/>

Select Rotation Number

Rotation Number | Search

Rotation Number

Vessel Number

Vessel Name

Rotation No	Vessel No	Vessel Name	ETA	Action
700500	111070423	ABIRAM111070423	21/03/2024 01:20 PM	<input type="button" value="Select"/>
700501	2111202305	VESS 2111202301	21/03/2024 01:27 PM	<input type="button" value="Select"/>
700505	08011985	VES08011988	01/08/2024 03:05 PM	<input type="button" value="Select"/>
700506	080119853	VES080119884	01/08/2024 04:06 PM	<input type="button" value="Select"/>
700507	111201	Test111201	02/08/2024 09:56 AM	<input type="button" value="Select"/>
700508	111202	111202	02/08/2024 11:17 AM	<input type="button" value="Select"/>
700509	782401	VES782401	07/08/2024 09:39 AM	<input type="button" value="Select"/>
700511	71253	Tsp71253	10/10/2024 01:45 PM	<input type="button" value="Select"/>
700512	2401	Ham2401	08/01/2025 02:16 PM	<input type="button" value="Select"/>
700514	2704	Ham2704	06/02/2025 04:17 PM	<input type="button" value="Select"/>

140 items found, displaying 131 to 140. [10](#) [11](#) [12](#) [13](#) [14](#)

- e. **Customer Type - Importer, Freezone or C&F Agent;** not mandatory
 - i. *If BCO or Clearing Agent is creating the export booking, the customer type will be captured by default.*
- f. **Customer Code** - codes to be selected will be as per chosen Customer type.
 - i. *If BCO or Clearing Agent is creating the export booking, the customer code will be captured by default.*

* Indicates a required field.

Export Booking Details

Rotation Number	<input type="text"/>	Export Booking Date *	03-Dec-2025
Vessel Number	<input type="text"/>	Vessel Name	<input type="text"/>
Customer Type	Importer	Customer Code	<input type="text"/>
Contact Number	<input type="text"/>	Port Of Shipment	AEHAM HAMRIYA
Storage Location *	Select	Destination Location	<input type="text"/>
Remarks			

Note: In the original image, a green box highlights the Customer Type dropdown menu, and a red box highlights the 'Importer' option within the dropdown.

* Indicates a required field.

Export Booking Details

Rotation Number	<input type="text"/>	Export Booking Date *	03-Dec-2025
Vessel Number	<input type="text"/>	Vessel Name	<input type="text"/>
Customer Type	C	Customer Code	<input type="text"/>
Contact Number	<input type="text"/>	Port Of Shipment	AEHAM HAMRIYA
Storage Location *	Select	Destination Location	<input type="text"/>

Note: In the original image, a red box highlights the Customer Type field (C) and the Customer Code field.

* Indicates a required field.

Export Booking Details

Rotation Number	<input type="text"/>	Export Booking Date *	03-Dec-2025
Vessel Number	<input type="text"/>	Vessel Name	<input type="text"/>
Customer Type	F	Customer Code	<input type="text"/>
Contact Number	<input type="text"/>	Port Of Shipment	AEHAM HAMRIYA
Storage Location *	Select	Destination Location	<input type="text"/>

Note: In the original image, a red box highlights the Customer Type field (F) and the Customer Code field.

* Indicates a required field.

Export Booking Details

Rotation Number	<input type="text"/>	Export Booking Date *	03-Dec-2025
Vessel Number	<input type="text"/>	Vessel Name	<input type="text"/>
Customer Type	I	Customer Code	<input type="text"/>
Contact Number	<input type="text"/>	Port Of Shipment	AEHAM HAMRIYA
Storage Location *	Select	Destination Location	<input type="text"/>

Note: In the original image, a red box highlights the Customer Type field (I) and the Customer Code field.

- g. **Contact Number** - not mandatory
- h. **Port of Shipment** - defaulted to *AEHAM - Hamiyah*
- i. **Storage Location** - please select from the following:
 - i. Port Yard, select Yard no.
 - ii. Lease Yard, select Yard no.
 - iii. Direct Leasing
 - iv. Warehouse, select Yard No.

Create Export Booking

* Indicates a required field.

Export Booking Details

Rotation Number	<input type="text" value="700339"/>	Export Booking Date *	<input type="text" value="17-Feb-2025"/>
Vessel Number	<input type="text" value="30081801"/>	Vessel Name	<input type="text" value="Test 30081801"/>
Shipper Type	<input type="text" value="Importer"/>	Shipper Code	<input type="text" value=""/>
Contact Number	<input type="text" value=""/>	Port Of Shipment	<input type="text" value="AEHAM"/> <input type="text" value="HAMRIYA"/>
Storage Location *	<input type="text" value="Select"/>	Destination Location	<input type="text" value=""/>

Remarks

File Upload

- j. **Destination Location** - not mandatory
- k. **Remarks** - If any

2. File Upload - not mandatory. Upload if necessary.

- a. BOE
- b. Invoice
- c. Police
- d. RTA
- e. VCC

File Upload

Document Type DocumentNo

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

File: No file chosen

Invoice

Police

RTA

VCC

3. Goods Details

NOTES:

- All the fields are *mandatory*
- Choose the cargo category
- Click on the "**ADD GOODS**" button to enter the record.

Goods Details (Editable)

Desc of Goods	Marks & Number	Pkg Type	Quantity	Weight	Volume (CBM)	Cargo Category	Action
Sand boxes	123ert	Bags	30	300	3	General	Add Goods

- You may edit the record by clicking **UPDATE** and **DELETE** to remove.
- Click on "**SHOW VEHICLES**" to add vehicle Information for **Vehicle** cargo.
- Enter all the mandatory fields then click on "**ADD VEHICLE**" to enter the record.
- You may edit the record by clicking **UPDATE** and **DELETE** to remove.

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

Vehicle Details (Editable)

Vehicle Type	Chasis Number	Engine Number	Model Number	Make	Year Built	Color	Vin No	Sticker Number	Weight OF Vehicle	Action
--- Please Select ---									0 to 1.5	Add Vehicle
New	JYPTOT2343	EGY233435							Above 1.5 to 5.0	Update Delete
New									Above 1.5 to 5.0	
Used									Above 5.0 to 15.0	
									Above 15.0	

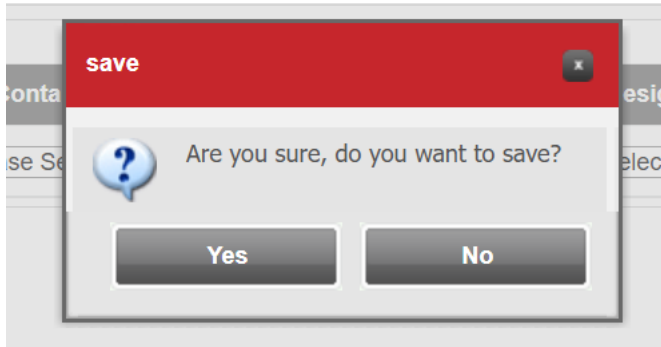
4. Container Details - not mandatory. Enter the details if necessary.

Container Details (Editable)

Container Number	Container Size	Design	Action
	---Please Select---	---Please Select---	Add Container

- Click **SUBMIT** to submit the request or **RESET** to clear the form.

6. Click **YES** to confirm or **NO** to go back



7. Confirmation with the booking reference number will be displayed upon successful submission.

