DP World
Hamriya - Export Booking Request
User's Manual

Hamriya - Export Booking Request

Table Designs

DOCUMENT DETAILS

Document Name	Hamriya - Export Booking Request
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	1st 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.
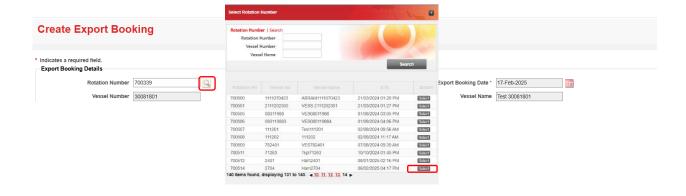
Procedure:

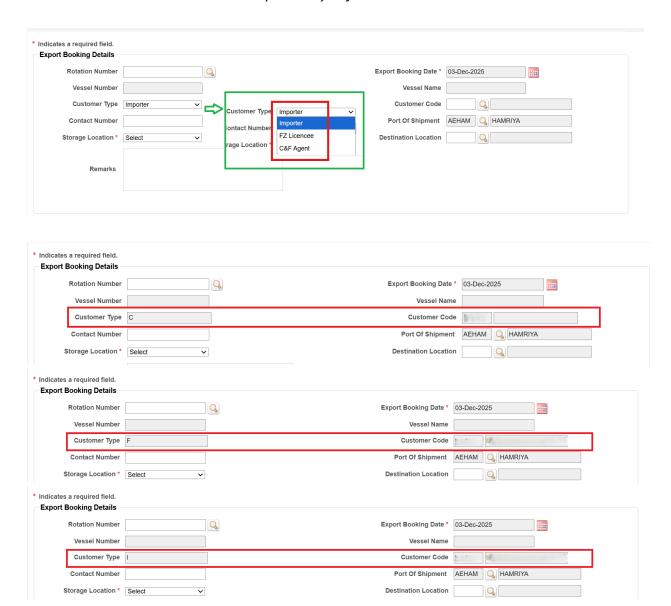1. Enter the **Export Booking Details**:

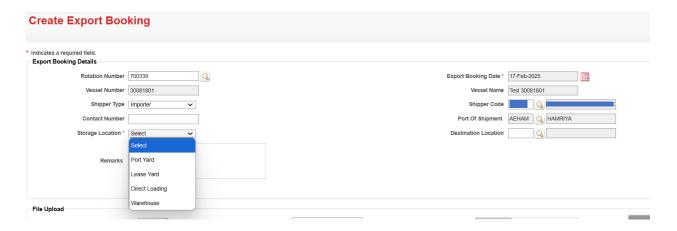Enter the mandatory fields, marked in * asterisk.

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

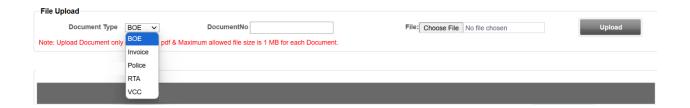# Hamriya - Export Booking Request

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.*

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.

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
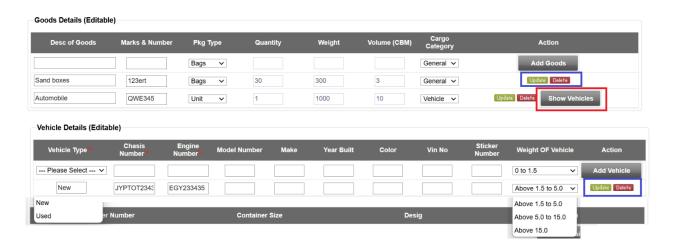   e. VCC

3. **Goods Details**

    NOTES:

      a. All the fields are *mandatory*

      b. Choose the cargo category

      c. Click on the "**ADD GOODS**" button to enter the record.

      d. You may edit the record by clicking **UPDATE** and **DELETE** to remove.

      e. Click on "**SHOW VEHICLES**" to add vehicle Information for **Vehicle** cargo.

      f. Enter all the mandatory fields then click on "**ADD VEHICLE**" to enter the record.

      g. You may edit the record by clicking **UPDATE** and **DELETE** to remove.

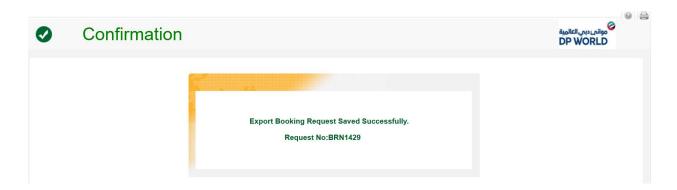4. **Container Details** - not mandatory. Enter the details if necessary.

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

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

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

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