DP World
Hamriya - Gate Pass Amend
User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Hamriya - Gate Pass Amend
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 amend their gate pass within the validity period.

Procedure:

The below screen will be displayed

1. Search by any of the following:
   a. **Gate pass Type** - *IMPORT (OUT) or EXPORT (IN)*
   b. **Gate pass Status -** *"APPROVED"*
   c. **Document no. -** *BRN or Declaration number*
   d. **Gate pass no.**
   e. **Date Range - from and to dates**

   Click on **SEARCH** to retrieve records or **RESET** to clear the search criteria

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2. Click on "**DETAILS**"

3. System will take you to the page where you can edit some information on your gate pass.
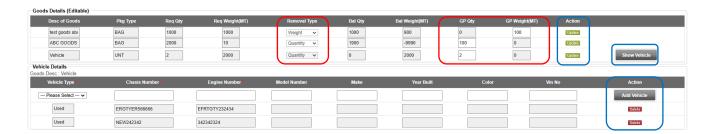
Gate Pass details:

You can edit:

- Truck/Vehicle no.
- Truck/Vehicle Weight, if required
- Remarks, if required

Document details - read only and not editable

Document Id	Document No	Consignee Type	Consignee Code	Consignee Name
1652	BRN1038	F	F7100	SONY GULF FZE

Goods details and Vehicle details:

Goods Details (Editable)

Desc of Goods	Pkg Type	Req Qty	Req Weight(MT)	Removal Type	Bal Qty	Bal Weight(MT)	GP Qty	GP Weight(MT)	Action
test goods abc	BAG	1000	1000	Weight	1000	900	0	100	Update
ABC GOODS	BAG	2000	10	Quantity	1900	-9990	100	0	Update
Vehicle	UNT	2	2000	Quantity	0	2000	2	0	Update Show Vehicle

Vehicle Details
Goods Desc : Vehicle

Vehicle Type	Chasis Number	Engine Number	Model Number	Make	Year Built	Color	Vin No	Action
--- Please Select ---								Add Vehicle
Used	ERGTYER566666	EFRTGTY232434						Delete
Used	NEW242342	342342324						Delete

You can edit:
- Removal Type
- GP QTY
- GP Weight (MT)
- Remove or Add vehicle details

NOTE: Click on "**Show Vehicle**" button to view the vehicle information
- For Export (IN), please ensure to enter the same vehicle details mentioned in the BRN.
- For Import (OUT), please ensure to enter the same vehicle details mentioned in the Customs Declaration / Bill of Entry.

Container details

You can edit:
- Remove, Edit, Add container details

4. Click on **SUBMIT** to proceed or **BACK.**

5. A confirmation message will be displayed.

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