



دبي التجارية
DUBAI TRADE

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	1 st 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

Amend Hamriya Gatepass

The screenshot shows a web form titled "Amend Hamriya Gatepass". It contains two columns of search criteria. The left column has fields for "Gatepass Type" (a dropdown menu with "-- Please Select --"), "Document No" (a text input), "From Date" (a date picker showing "13-Feb-2025" with a calendar icon, and a format "DD-MON-YYYY" below it), and a red note "(The date range cannot exceed 7 days)". The right column has fields for "Gatepass Status" (a dropdown menu with "-- Please Select --"), "Gatepass No" (a text input), "To Date" (a date picker showing "19-Feb-2025" with a calendar icon, and a format "DD-MON-YYYY" below it). At the bottom right of the form are two buttons: "Search" and "Reset".

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

Amend Hamriya Gatepass

This screenshot is similar to the previous one, but with some fields filled in. The "Gatepass No" field now contains the value "GP0000479". The "To Date" field now shows "19-Feb-2025". The "Search" and "Reset" buttons at the bottom right are highlighted with a red rectangular box.

2. Click on "DETAILS"

Amend Hamriya Gatepass

Gatepass Type: Gatepass Status:

Document No: Gatepass No:

From Date: To Date:

DD-MON-YYYY DD-MON-YYYY

(The date range cannot exceed 7 days)

Search Reset

Gatepass Id	Gate Pass Number	Gate Pass Type	Gate Pass Date	Document Type	Document No	Action
10000636	GP0000479	Export	18-Feb-2025	BRN	BRN1038	Details

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

Gate Pass details:

Amend Hamriya Gatepass

* Indicates a required field.

Gate Pass Details

Gatepass Type: Gatepass No:

Document Type: Gatepass Date:

Truck/Vehicle No *

Truck/Vehicle Weight

Remarks

You can edit:

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

Document details - read only and not editable

Document Details (ReadOnly)					
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	Est Qty	Est Weight(MT)	GP Qty	GP Weight(MT)	Action
test goods abx	BAG	1000	1000	Weight	1000	900	0	100	Update
ABC GOODS	BAG	2000	10	Quantity	1900	-9900	100	0	Update
Vehicle	UNT	2	2000	Quantity	0	2000	2	0	Update

Show Vehicle

Vehicle Details

Goods Desc: Vehicle

Vehicle Type	Chassis Number	Engine Number	Model Number	Make	Year Built	Color	Vin No	Action
<input type="text" value="-- Please Select --"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Vehicle
Used	ERGTYER566666	EFRTGTY232434						Update
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

Container Details (Editable)			Action
Container Number	Container Size	Desig	
<input type="text"/>	20	FCL	<input type="button" value="Add Container"/>
MSKU1234567	20	FCL	<input type="button" value="Update"/> <input type="button" value="Delete"/>

You can edit:

- Remove, Edit, Add container details

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

Container Size	Desig	Action
20	FCL	<input type="button" value="Add Container"/>

Are you sure, do you want to save?

5. A confirmation message will be displayed.

Confirmation

Gatepass Request Updated Successfully.
Gatepass No: GP0000479

