



دبي التجارية
DUBAI TRADE

DP World Hamriya - Gate Pass Request User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Hamriya - Gate Pass 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 create gate pass for cargo moving in to or out of Hamriya facilities.


Criteria:


1. If Shipping Agent created the export booking, gate pass Export In can be created by the same shipping agent and the customer code specified in the export booking.
2. If the export booking was created by the BCO or the Clearing Agent, only that same party may create the gate pass Export In.

Procedure:

Create Hamriya Gatepass


**1**
SEARCH DOCUMENT(S)

**2**
UPDATE DETAILS

**3**
CONFIRM CHARGES


* Indicates a required field.

Gatepass Type * -- Please Select --

From Date 
DD-MON-YYYY

Truck/Vehicle No * Select City

Document No


To Date 
DD-MON-YYYY


1. Choose the Gate pass Type:


- a. Import (OUT)
- b. Export (IN)

NOTE: You can also select by "date range".

Create Hamriya Gatepass


**1**
SEARCH DOCUMENT(S)

**2**
UPDATE DETAILS

**3**
CONFIRM CHARGES


* Indicates a required field.

Gatepass Type * Export [IN]

From Date 
DD-MON-YYYY

Truck/Vehicle No * Select City

Document No

To Date 
DD-MON-YYYY

- Enter the **BOE or Declaration Number** on the "DOCUMENT NO" field.
- Enter the **Export BRN** on the "DOCUMENT NO" field

NOTE: If required, click on the magnifying glass to search

Create Hamriya Gatepass

1 SEARCH DOCUMENT(S)

* Indicates a required field.

Gatepass Type *

From Date

DD-MON-YYYY

Truck/Vehicle No *

Select Document Number

Document No | Search

Rotation No

BRN NO

BRN No	Rotation No	Action
BRN1034	700220	<input type="button" value="Select"/>
BRN1036		<input type="button" value="Select"/>
BRN1037	700233	<input type="button" value="Select"/>
BRN1038	700233	<input type="button" value="Select"/>
BRN1039	700233	<input type="button" value="Select"/>
BRN1040	700233	<input type="button" value="Select"/>
BRN1041	700233	<input type="button" value="Select"/>
BRN1042	700233	<input type="button" value="Select"/>
BRN1043	700233	<input type="button" value="Select"/>
BRN1044	700233	<input type="button" value="Select"/>

241 items found, displaying 1 to 10.

3 CONFIRM CHARGES

Document No

To Date

DD-MON-YYYY

2. Enter the "Truck/Vehicle No."

Choose the City, Plate code, and enter the number plate.

Create Hamriya Gatepass

1 SEARCH DOCUMENT(S)

* Indicates a required field.

Gatepass Type *

From Date

DD-MON-YYYY

Truck/Vehicle No *

2 UPDATE DETAILS


Document No

To Date


DD-MON-YYYY

3. Click on **SEARCH** to retrieve the information or **RESET** to clear the search criteria.


Create Hamriya Gatepass



1
SEARCH DOCUMENT(S)



2
UPDATE DETAILS



3
CONFIRM CHARGES

* Indicates a required field.

Gatepass Type *
Export [IN]

Document No
BRN1038

From Date
19-Jan-2025
DD-MON-YYYY

To Date
18-Feb-2025
DD-MON-YYYY

Truck/Vehicle No *
DXB N 123456

Search

Reset

4. Select the record by checking the box, then click on **NEXT**

Gate Pass List						
	BRN No	BRN Date	Shipper Code	Shipper Name	Total weight(MT)	Total Quantity
<input checked="" type="checkbox"/>	BRN1038	01-Apr-2018	F7100	SONY GULF FZE	1010	3000


Next

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Displaying 1 - 1 of 1 Record(s)

5. Click on "**Details**" to enter the gate pass quantity.


Create Hamriya Gatepass



1
SEARCH DOCUMENT(S)



2
UPDATE DETAILS



3
CONFIRM CHARGES

BRN No	BRN Date	Shipper Code	Shipper Name	Details
BRN1038	01-Apr-2018	F7100	SONY GULF FZE	

Previous

Process Payment


6. System will take you to the goods details page where you can select the cargo you want to take out or bring into Hamriya facility.


Enter the details:


- i. **Empty Vehicle Weight** - not mandatory. Only available for Export (IN) movement.
- ii. **Removal Type** - mandatory. choose either by **WEIGHT** or **QUANTITY**
- iii. **GP QTY** - mandatory. enter the value if removal type Quantity is selected.
- iv. **GP Weight (MT)** - mandatory enter the value if removal type Weight is selected.

NOTE: Please click "**update**" button whenever there is a change of values.

Create Hamriya Gatepass

**1**
SEARCH DOCUMENT(S)

**2**
UPDATE DETAILS

**3**
CONFIRM CHARGES

Gate Pass Details

Gatepass Type: Export

Empty Vehicle Weight:

Document Details (Read Only)

Document Id	Document No	Document Type	Storage Location	Shipper Type	Shipper Code	Shipper Name
1038	BRN1038	BRN	Port Yard	FZ Licencee	F7100	SONY GULF FZE

Goods Details

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 abx	BAG	100C	100C	-Select-	100C	100C	0	0	Update
ABC GOODS	BAG	200C	10	-Select-	200C	10	0	0	Update
Vehicle	UNT	1	200C	Weight	1	200C	0	0	Update Show Vehicle

-Select-

Weight

Quantity

Vehicle Details (Read Only)

Goods Desc: Vehicle

Vehicle Type	Chassis Number	Engine Number	Model Number	Make	Year Built	Color	Vin No	Action
-- 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	EFRTGT232434	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Container Details (Editable)

Container Number	Container Size	Design	Action
<input type="text"/>	-- Please Select --	-- Please Select --	Add Container

[Previous](#) [Submit](#)

IMPORTANT for VEHICLE Cargo:

- i. Removal type will be default as "**Quantity**".
- ii. Enter the value on **GP QTY** field.
- iii. Click on "**Show Vehicle**" to choose the desired vehicle.
- iv. Use the **DELETE** option to remove vehicles which are not required for gate pass
- v. Use the **ADD VEHICLE** option to enter the previously deleted vehicle from the list.

Important:

- 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.

NOTE: Gate pass for deleted vehicles can be generated at a later stage.

Goods Details

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 abt	BAG	100K	100K	-Select-	100K	100K	0	0	Update
ABC GOODS	BAG	200K	10	-Select-	200K	10	0	0	Update
Vehicle	UNT	2	200K	Quantity	2	200K	1	0	Update Show Vehicle

Vehicle Details (ReadOnly)
Goods Desc: Vehicle

Vehicle Type	Chassis Number	Engine Number	Model Number	Make	Year Built	Color	Vin No	Action
-- Please Select --								Add Vehicle
Used	ERTYER566666	EFRTGY232434						Delete
Used	NEW242342	342342324						Delete

Container Details (Editable)

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

[Previous](#) [Submit](#)

7. Once the desired cargo and quantity are selected, click on **SUBMIT**

Gate Pass Details

Gatepass Type: Export
Empty Vehicle Weight:

Document Details (ReadOnly)

Document Id	Document No	Document Type	Storage Location	Shipper Type	Shipper Code	Shipper Name
1038	BRN1038	BRN	Port Yard	FZ Licence	F7100	SONY GULF FZE

Goods Details

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 abt	BAG	100K	100K	Weight	100K	100K	0	100	Update
ABC GOODS	BAG	200K	10	Quantity	200K	10	100	0	Update
Vehicle	UNT	2	200K	Quantity	2	200K	2	0	Update Show Vehicle

Vehicle Details (ReadOnly)
Goods Desc: Vehicle

Vehicle Type	Chassis Number	Engine Number	Model Number	Make	Year Built	Color	Vin No	Action
-- Please Select --								Add Vehicle
Used	ERTYER566666	EFRTGY232434						Delete
Used	NEW242342	342342324						Delete


Container Details (Editable)


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


[Previous](#) [Submit](#)

8. Click on **"Process Payment"** to proceed with payment and complete the gate pass.

Create Hamriya Gatepass







BRN No	BRN Date	Shipper Code	Shipper Name	Details
BRN1038	01-Apr-2018	F7100	SONY GULF FZE	


Previous


Process Payment


9. Summary of charges will be displayed.

Choose the **mode of payment** then click on **"process payment"**.

Create Gatepass







Charge Summary

Gatepass Type	Document No	Amount	VAT%	VAT AMT	TOTAL AMT
E	BRN1038	5.0	0.0	0.0	5.0
Total Amount		5.0		0.0	5.0


Mode Of Payment


☐ Rosoom ePayment


Process Payment

Click **YES** to proceed or **NO** to go back.

Create Gatepass







Charge Summary

Gatepass Type	Document No	Amount	VAT%	VAT AMT	TOTAL AMT
E	BRN1038	5.0	0.0	0.0	5.0
Total Amount		5.0		0.0	5.0

Mode Of Payment

☒ Rosoom ePayment

Process Payment

confirmation


Are you sure, do you want to process payment?

Yes No

System will take you to the payment gateway where you can pay either by Debit/Credit Card or Direct Debit.

How would you like to pay?

☐ Debit/Credit ☐ Direct Debit

ORDER DETAILS	
Merchant	 DP WORLD
Pay To	DP World UAE Region FZE
Pay For	Hamriya Gate Pass
Total	5 AED

☐ Notify me with the payment status.

Enter your e-mail id

☐ I accept the [Terms and Conditions](#) for this payment

CANCEL ORDER

AGREE AND PAY

Powered by



Certification



10. Confirmation will be displayed upon successful completion of payment.

Click on "**Print Gate Pass**" to print the gate pass

Click on "**Print Receipt**" to print payment receipt

Create Hamriya Gatepass


Gatepass Request Saved Successfully.

Gatepass No: GP0000479


Receipt No: 2895

Gate pass is valid for **24 hours**

Gate pass sample:

		Gate Pass [In Bound]		
GP NO	: GP0000479	Date and Time	: 18/02/2025 15:44	
Port	: Hamriya	Valid Till Date	: 19/02/2025 15:44	
Shipper	: SONY GULF FZE	Vehicle No.	: DXB-N-123456	
Empty Truck	: 0			
Document No	Goods Description	Pkg Type	Removal Type	Qty/Wt
BRN1038	test goods abc	BAG	Weight	100
BRN1038	ABC GOODS	BAG	Quantity	100
BRN1038	Vehicle	UNT	Quantity	2
Chassis No	Model No	Make	Sticker No	Wt of Vech
ERGTYER566666				Above 1.5 to 5.0
NEW242342				Above 1.5 to 5.0
Remarks	:			
Created By	: mhs006	Printed On	: 18-Feb-2025 15:48	

Gate pass payment receipt sample:

		Emirates Ports Company Hamriya Port Department P.O.Box: 17000 Dubai United Arab Emirates Tel.: +971 -4 - 2059800 Fax : +971 - 4 - 2663337 www.dpworld.com / www.emiratesportscompany.com	
TAX INVOICE			
Request No : GP0000473		Receipt No : 2890	
Customer Name : MAERSK KANOO UAE LLC		Receipt Date : 13-Feb-2025	
Customer Address : ABU DHABI , U.A.E.		TRN No : 112244557788	
DESCRIPTION	AMOUNT	VAT%	TOTAL AMT
Gate Pass for Cargo/Container/Vehicle(Tax Code :AE_VAT_AR_11)	5	0.0	5.0
Net Amount		5.0	5.0
Mode of Payment		Amount	
Against Rosoom Payment		5.0	
Payer Details			
Paid By - MAERSK KANOO UAE LLC			
Tax Code	Tax Description		
AE_VAT_AR_11	The transaction is subject to the 0% rate based on Article 45 sub 2 and 7 of the Federal Decree-Law No 8 of 2017		
Printed On: 13/Feb/25 11:37 AM			
<p>Note: ANY REFUND CLAIMS MUST BE SUBMITTED TO DP WORLD BY USING THE E-REFUND SERVICE ON DUBAI TRADE WITHIN 30 DAYS FROM THE RECEIPT DATE</p>			

