



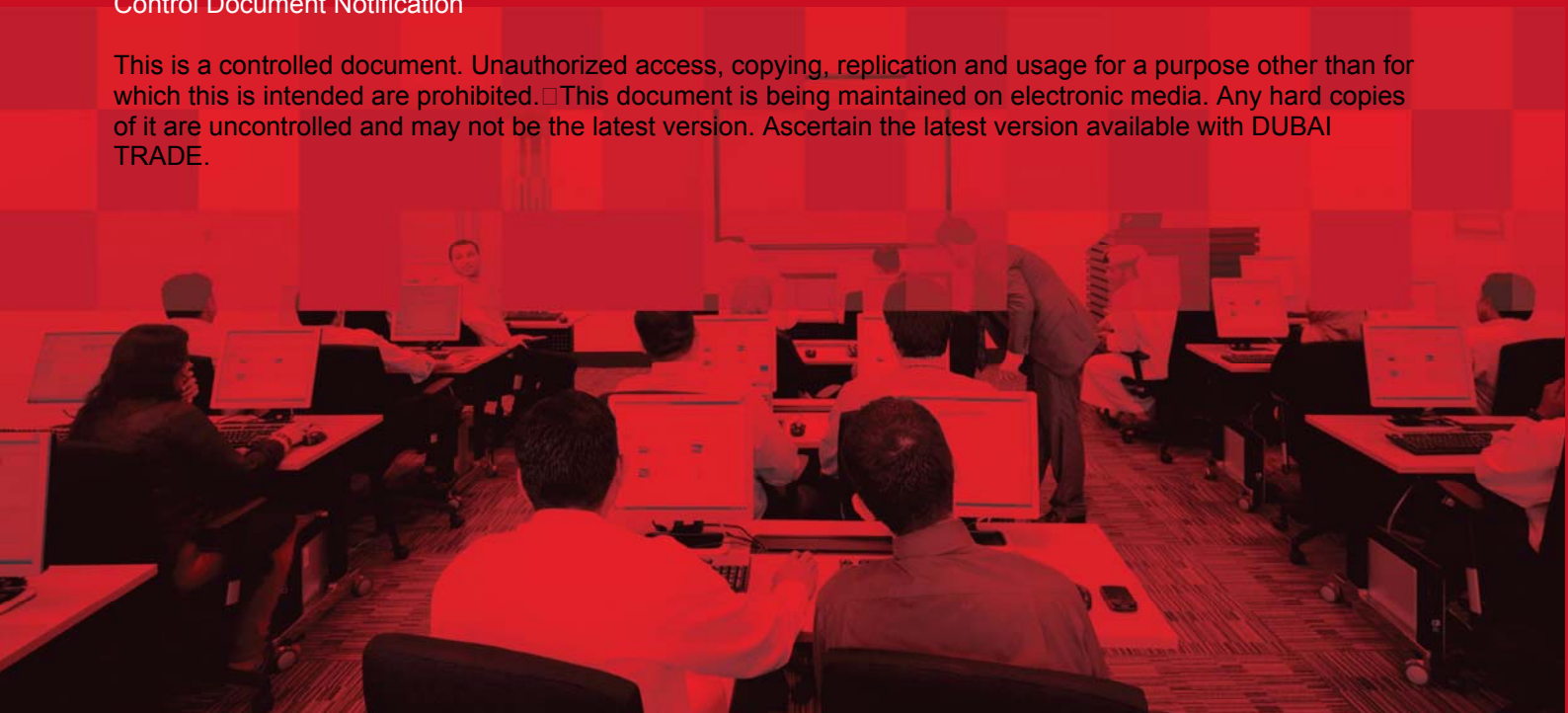
DP World LGP Document – Amend User's Manual

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LGP Document – Amend

DOCUMENT DETAILS

Document Information

Document Name	LGP Document – Amend
Project Name	LGP Document – Amend
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	12 th Dec 2018
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

LGP Document – Amend

This service enables Freezone Companies to Amend In/Out Local Gate Pass Document from/to Jebel Ali which were created by their company

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend** from the menu on the left
3. Then Go to **LGP Document**

The below screen will be displayed

Enter at least one search criteria to proceed.

Customer Ref No: DPW Ref No:

From Date: To Date:

Local Company:

Result List

Customer Ref No	DPW Ref No	Local Company	Document Date	Cargo Type	Total LGP Qty / Wt (MT)

Page 1 of 1

Displaying LGP-Document 1 - 1 of 1

Procedure:

1. Customer Can search by the following:
 - Customer Ref No.
 - DPW Ref No.
 - From and To Date
 - Local Company
2. Click on edit from the search result(s) for the LGP-Document which needs to be amended

Result List


Customer Ref No	DPW Ref No	Local Company	Document Date	Cargo Type	Total LGP Qty / Wt (MT)	
REF08112016	LGP-10000781-16	T3288 - TESTING EN...	08/11/2016	NON-BULK	1000	Edit

Page 1 of 1

Displaying LGP-Document 1 - 1 of 1

The Following page will be displayed with the details of the LGP-Document

LGP Document – Amend

 LGP-Document Amend

Document Details

Customer Ref No: REF08112016

DPW Ref No: LGP-10000781-16

* Goods Coming From: DUBAI

* Purpose of Entry: STORAGE

Document Date: 08/11/2016

* Local Company: T3288 - TESTING ENGINEERING CE

* Warehouse Name: TEST WAREHOUSE

* Warehouse Number: TEST08112016

Reference Invoice No / Other Document

* Document Ref No	Action
TEST08112016	Delete

Page 1 of 1

Displaying Records 1 - 1 of 1

Add Document Ref No

Uploaded Files

* Packing List: declaratoin types vs numbers.pdf Remove

* Commercial Invoice: untitled.jpg Remove

Other Attachment: Browse...

Note: Upload Document only of File Type (jpg / pdf) & Maximum allowed file size is 2 MB for each Document.

Cargo Details

* HS Code	* Goods Description	Marks & Nos	* Package Type	* Quantity	* Weight (MT)	Volume (CBM)	Value	Customs Declaration	Remarks	Action
85253000-Television ca...	TV Camer...	NA	Packages	1000	10		10000		none	Delete

Add Goods

Submit

Back

3. Amend/Edit the details

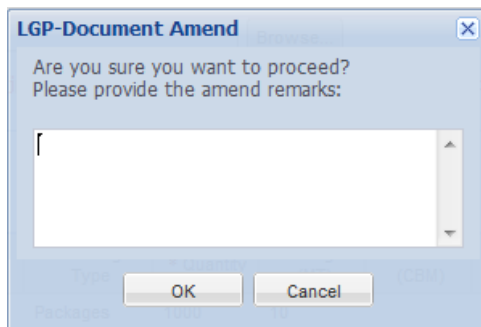
4. Then Click on “**Submit**” to submit the request **OR** “**Back**” to go back to previous page

Submit

Back

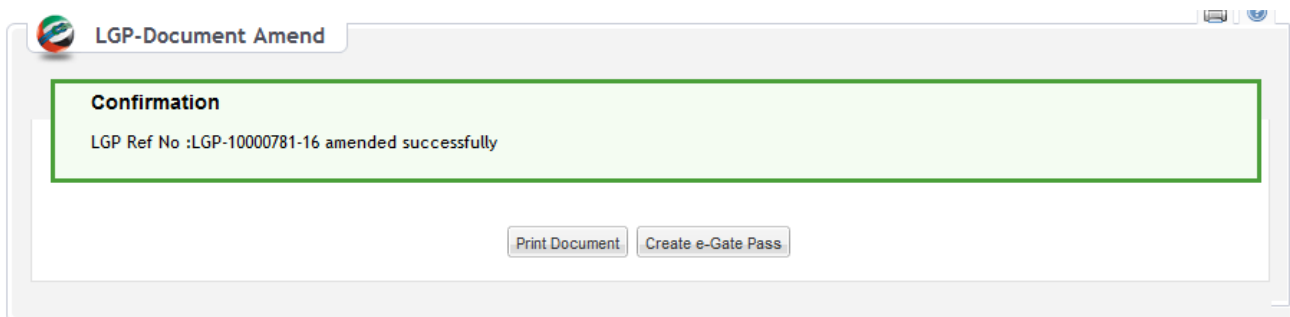
5. After clicking on **Submit** Enter Remarks if any and click **OK**

LGP Document – Amend



A small dialog box titled "LGP-Documents Amend" with a close button (X) in the top right corner. The text inside asks, "Are you sure you want to proceed? Please provide the amend remarks:". Below the text is a large, empty text area for input. At the bottom, there are two buttons: "OK" and "Cancel".

- The confirmation page will display along with LGP Ref No.



A screenshot of a web application window titled "LGP-Documents Amend". The main content area has a green border and contains the text "Confirmation" followed by "LGP Ref No :LGP-10000781-16 amended successfully". Below this, there are two buttons: "Print Document" and "Create e-Gate Pass".

- To Print click on Print Document



A close-up of the two buttons from the previous screenshot. The "Print Document" button is highlighted with a black rectangular border.

- To Create e-Gate Pass Click on Create e-Gate Pass



A close-up of the two buttons from the previous screenshot. The "Create e-Gate Pass" button is highlighted with a black rectangular border.

NOTE: No approval is required, if the request was successful the customer will be able to print the LGP-Documents and Create e-Gate Pass

