



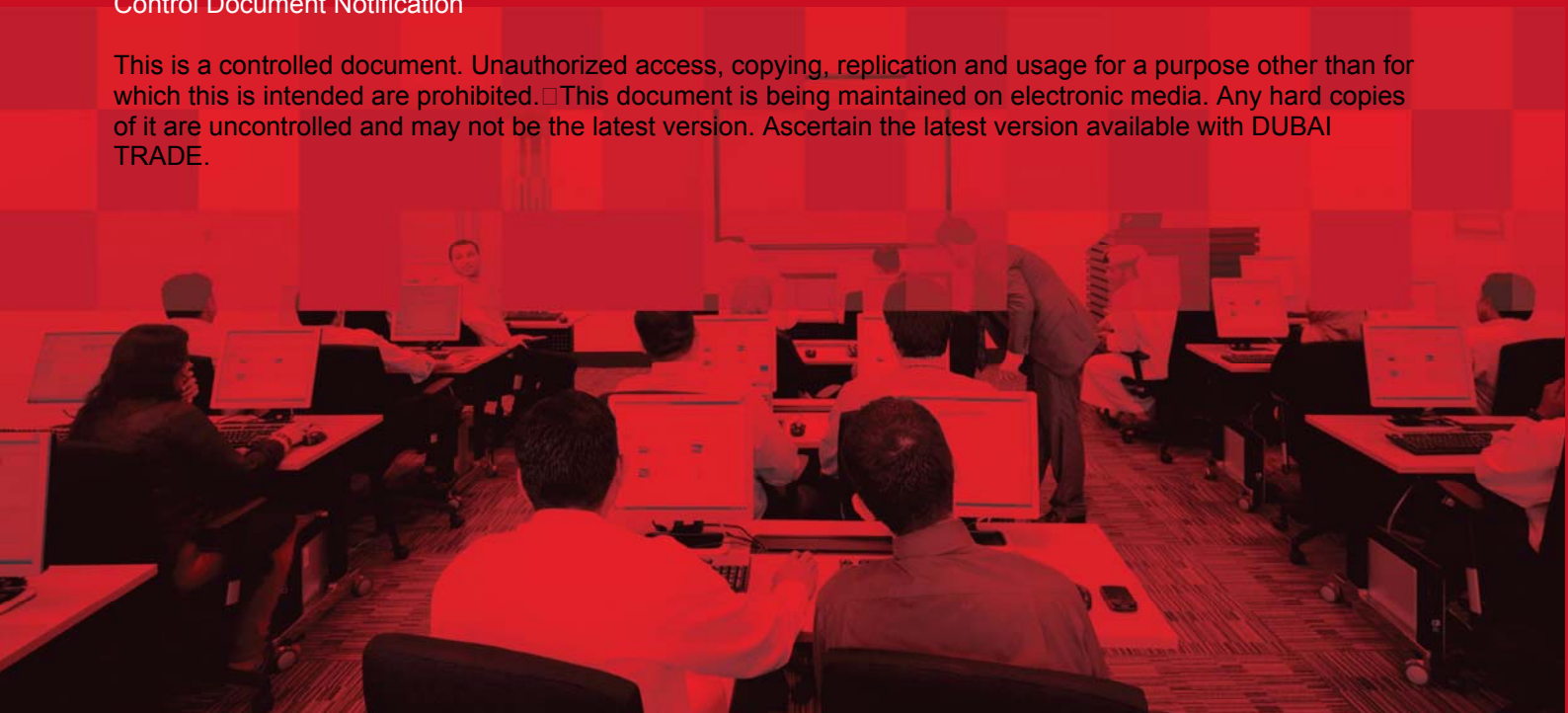
DP World LGP Document – Cancel User's Manual

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LGP Document – Cancel

DOCUMENT DETAILS

Document Information

Document Name	LGP Document – Cancel
Project Name	LGP Document – Cancel
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 – Cancel

This service enables Freezone Companies to Cancel 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 **Cancel** from the menu on the left
3. Then Go to **LGP Document**

The below screen will be displayed

The screenshot shows a web application window titled 'LGP-Document Cancel'. It contains a search form with the following fields: 'Customer Ref No:', 'DPW Ref No:', 'From Date:' (with a calendar icon), 'To Date:' (with a calendar icon), and 'Local Company:' (with a magnifying glass icon). Below the form are 'Search' and 'Reset' buttons. A 'Result List' section is visible below the form, containing a table with columns: 'Customer Ref No', 'DPW Ref No', 'Local Company', 'Document Date', 'Cargo Type', 'Total LGP Qty / Wt (MT)', and two empty columns. The table is currently empty. Below the table is a pagination bar showing 'Page 1 of 1' and a refresh icon.

Procedure:

1. Customer Can search by the following:
 - Customer Ref No.
 - DPW Ref No.
 - From and To Date
 - Local Company
2. Click on **Details** from the search result(s) for the LGP-Document which needs to be Cancelled to view the details of the LGP-Document **OR** Directly Click on **Cancel**

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 ...	08/11/2016	NON-BULK	1000	Details	Cancel

Page 1 of 1

Displaying LGP-Document 1 - 1 of 1

If clicked on Details the Following page will be displayed with the details of the LGP-Document

LGP Document – Cancel

 LGP-Document Cancel

Document Details

Customer Ref No: REF08112016	DPW Ref No: LGP-10000781-16
Goods Coming From: AEDXB - DUBAI	Purpose of Entry: STORAGE
Document Date: 08/11/2016	Local Company: T3288 - TESTING ENGINEERING CENTRE
Warehouse Name: TEST WAREHOUSE	Warehouse Number: TEST08112016

Reference Invoice No / Other Document

Document Ref No
TEST08112016

Page 1 of 1

Displaying Records 1 - 1 of 1

Uploaded Files

* Packing List: [declaratoin types vs numbers.pdf](#)

* Commercial Invoice: [untitled.jpg](#)

Other Attachment:

Cargo Details

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

Cancel

Back

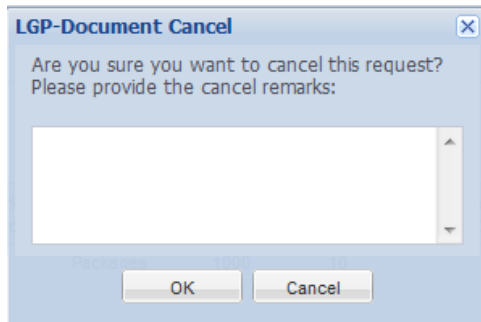
3. Then Click on “**Cancel**” to cancel the request **OR** “**Back**” to go back to previous page

Cancel

Back

LGP Document – Cancel

4. After clicking on **Cancel** Enter Remarks if any and click **OK**



A dialog box titled "LGP-Documents Cancel" with a close button (X) in the top right corner. The text inside reads: "Are you sure you want to cancel this request?" followed by "Please provide the cancel remarks:". Below this text is a large, empty text area with a vertical scrollbar. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

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



A confirmation page titled "LGP-Documents Cancel" with a tab icon on the left and a close button (X) on the right. The page contains a green-bordered box with the text: "Confirmation" followed by "LGP Ref No : LGP-10000781-16 cancelled successfully".

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

