



DP World LGP Document – Request User's Manual

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LGP Document – Request

DOCUMENT DETAILS

Document Information

Document Name	LGP Document – Request
Project Name	LGP Document – Request
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 – Request

This service enables Freezone Companies to create In/Out Local Gate Pass Document from/to Jebel Ali

Navigation:

1. Login to **Dubai Trade**
2. Go to **Request** 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 Request". The interface is divided into several sections:

- Document Details:** Contains six input fields: * Customer Ref No, * Goods Coming From (dropdown), * Warehouse Name, * Local Company, * Purpose of Entry (dropdown), and * Warehouse Number.
- Reference Invoice No / Other Document:** A table with columns for * Document Ref No and Action. Below the table is a button labeled "Add Document Ref No".
- Upload Files:** Contains three input fields: * Packing List, * Commercial Invoice, and Other Attachment, each with a "Browse..." button. A note below states: "Note: Upload Document only of File Type (jpg / pdf) & Maximum allowed file size is 2 MB for each Document."
- Cargo Details:** A table with columns: * HS Code, * Goods Description, Marks & Nos, * Package Type, * Quantity, * Weight (MT), Volume (CBM), Value, Customs Declaration, Remarks, and Action. A "Delete" button is visible in the Action column.

At the bottom of the form, there are three buttons: "Add Goods", "Submit", and "Reset".

Procedure:

1. Enter the Customer Ref No.

* Customer Ref No:

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2. Select from the drop down list where the goods are coming from

* Goods Coming From: 

3. Enter the Warehouse Name

* Warehouse Name:

4. Search and Select the Local Company

* Local Company: 

5. Select from the drop down list the purpose of Entry

* Purpose of Entry: 

6. Enter the Warehouse Number

* Warehouse Number:

7. Add the Document Ref No. (Reference Invoice No / Other Document)

Reference Invoice No / Other Document

* Document Ref No	Action

 Add Document Ref No

8. Upload the Required Files

Upload Files

* Packing List:	<input type="text"/>	<input type="button" value="Browse..."/>
* Commercial Invoice:	<input type="text"/>	<input type="button" value="Browse..."/>
Other Attachment:	<input type="text"/>	<input type="button" value="Browse..."/>

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

9. Add the Cargo Details by double clicking the field and then clicking Add Goods.

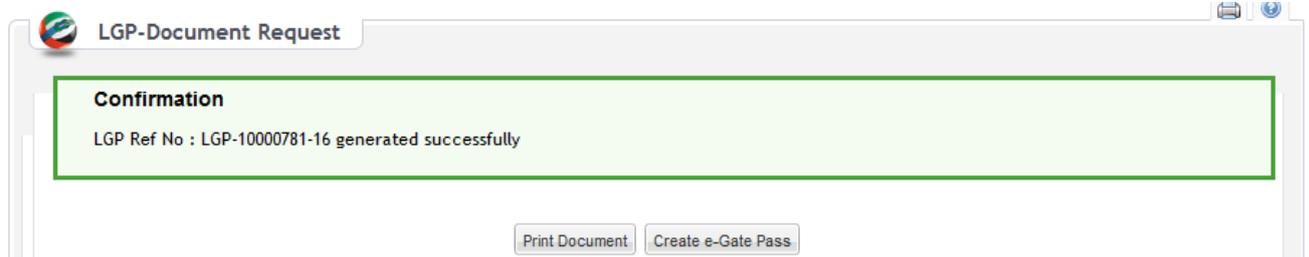
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Cargo Details

* HS Code	* Goods Description	Marks & Nos	* Package Type	* Quantity	* Weight (MT)	Volume (CBM)	Value	Customs Declaration	Remarks	Action
<input type="text"/>	<input type="text"/>									Delete

10. Then Click on **“Submit”** to submit the request **OR “Reset”** to reset / clear the fields in the form

11. The confirmation page will display along with LGP Ref No. once you click on **Submit**



12. To Print click on Print Document

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

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

LGP-Document

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LGP Document

Customer Ref No: REF08112016

FreeZone Company: F7100 - SONY GULF FZE

DPW Ref No: LGP-10000761-16

Local Company: T3288 - TESTING ENGINEERING CENTRE

Document Date: 08/11/2016

Goods Coming From: AEDXB - DUBAI

Document Validity Date: 14/11/2016

Purpose of Entry: STORAGE

Warehouse Name: TEST WAREHOUSE

Warehouse Number: TEST08112016

Document Ref No

TEST08112016

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

I/We hereby declare that all information provided on this Local Gate pass document is true and complete. I/we shall bear the legal liability in accordance with Customs Law.

Printed By : Pradeep Kumar

Printed On : 08/11/2016 14:44

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