



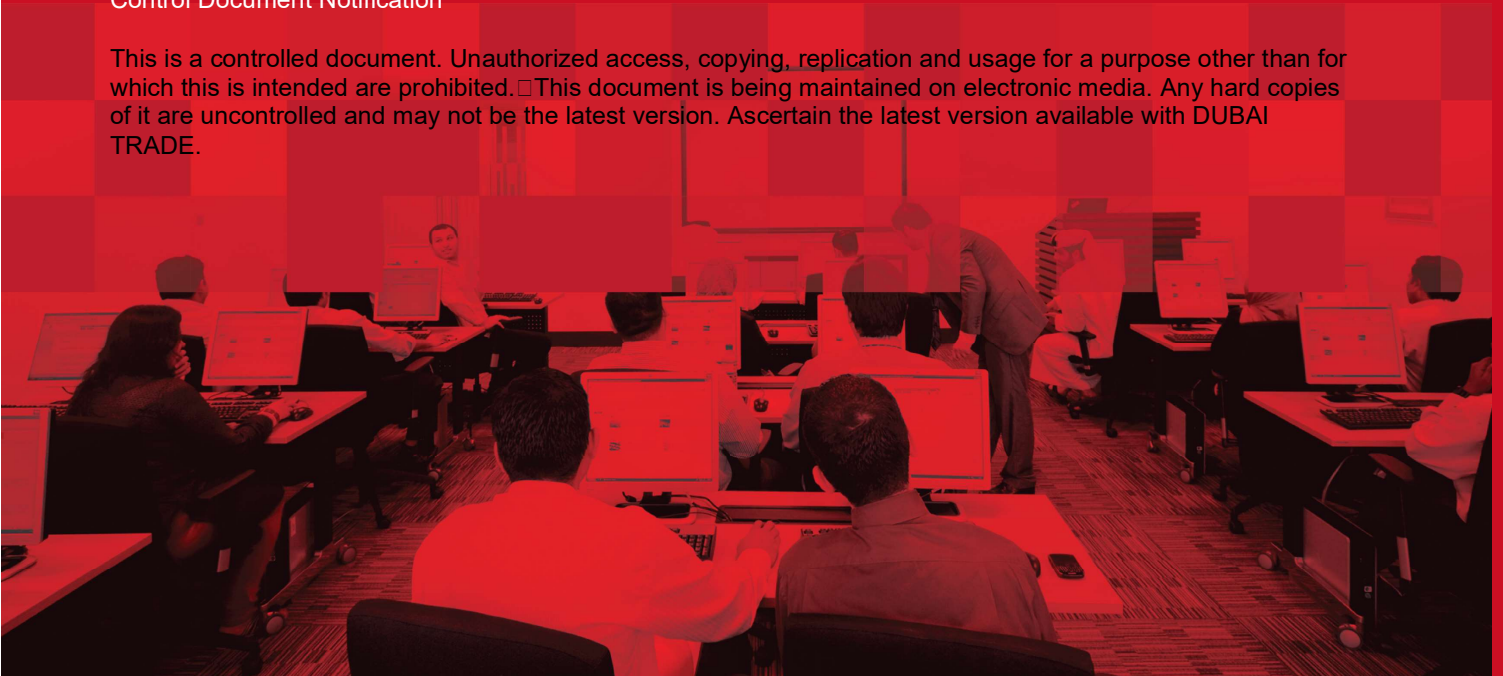
# DP World GC e-Payment - Request User's Manual

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# GC e-Payment – Request

## DOCUMENT DETAILS

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### Document Information

Document Name	GC e-Payment – Request
Project Name	GC e-Payment – Request
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	30 <sup>th</sup> Jan, 2019
Current Version	1.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# GC e-Payment – Request

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## GC e-Payment – Request

# General Cargo E-Payment

This service is used to pay for DP World charges associated with the storage and handling of general (non-containerized) cargo. This service can also be used to assign and pay for miscellaneous services such as Gear Hire, Equipment Hire and Labor hire.

Import:

For Import, the charges are calculated based on the GC Import Bill Declaration.

### Step 1: Document Search

Please complete the form below. Fields marked with an asterisk \* are required.

\* Document Type:

\*Pay For:  Own Document  
 Third Party Document

Document Number:

Date Range From:  To :  (The date range can not exceed 7 days)

**View Notes**

<input type="checkbox"/>	Bill No.	Bill Date	Bill Clearance	Freight Ton	Cargo Category Mapping Status	Trans Id
<input type="checkbox"/>	301-00012017-11	26-Jul-11	1	69.000	Approved	
<input type="checkbox"/>	301-00012018-11	26-Jul-11	1	78.000	Approved	

1. Select a Document Type from the drop down menu, available document types are:
  - Import GC Bills
  - Export GC Booking Reference Number
2. Select if you are paying for your Own Document ( Those that your company has passed) or Third Party Document (to pay on behalf of another company)
3. You can search for a document using the Document Number Field
4. If you have chosen “Pay for Third Party Document” – you can only use the Document Number option.
5. Alternatively, you search for the document by choosing a range of dates. (which may not exceed 7 days)

Date Range From:  To :  (The date range can not exceed 7 days)

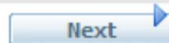
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- Once a document number has been entered or a date range search has been made, click on “Search”.




- The system will display a list of documents, select the documents that you need to make the payment against

<input type="checkbox"/>	Bill No.	Bill Date	Bill Clearance	Freight Ton	Cargo Category Mapping Status	Trans Id
<input type="checkbox"/>	301-00012017-11	26-Jul-11	1	69.000	Approved	
<input type="checkbox"/>	301-00012018-11	26-Jul-11	1	78.000	Approved	



- The following headings are displayed in the results:
  - Bill Number
  - Bill Clearance
  - Freight Ton
  - Cargo category Mapping Status (this has to be on **Approved** status for payment to be processed)


**NOTE:** The  icon enables you to view the payment history of that particular document.

- Select the bill(s) whose charges you will be paying for by ticking the check-box.
- Click on next to proceed to the next step

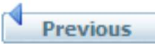

## Step 2: Compute Charges

There are 2 activities that can be done at this stage:

- Extending Storage dates
- Assigning Miscellaneous services



<input checked="" type="checkbox"/>	Bill No.	Bill Date	Bill Clearance	Freight Ton	Amount	Action
<input checked="" type="checkbox"/>	301-00012017-11	26-Jul-11	1	69.000	1935	<a href="#">Details</a>
<input checked="" type="checkbox"/>	301-00012018-11	26-Jul-11	1	78.000	35	<a href="#">Details</a>
Total:				147.000	1970	

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## A. Extending Storage

1. In this step you can click on “Details” next to the Bill of Entry row in order to go the details page for that bill.

Bill Number: 301-00012017-11 | Bill Date: 26-Jul-11 | Bill Clearance: 1 | [View Details](#)

Summary of Charges

<input checked="" type="checkbox"/>	BOL No.	Clearance No.	Storage From	Storage To	Tariff Amount	Freight Ton	Total Payable	Action
<input checked="" type="checkbox"/>	NYKS400085172	1	29-Jul-11	12-Aug-11	1900	69.000	1900	<a href="#">Details</a>
Document Processing Charge :							35	
Total :						69.000	1935	

[Recompute](#) [Cancel](#)

2. You can extend the storage date by entering a desired date under the “Storage To” field.

Storage To: 12-Aug-11 → changing it to → 02-Sep-11

3. Click on “Recompute” so the storage charges are recalculated according the new date.

[Recompute](#)

## B. Assigning Miscellaneous Services

1. To assign miscellaneous services to a particular cargo item, you can click on the “Details” on the same row as that item. Do this when you are in the “Details” level of the cargo item.

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Bill Number <b>301-00012017-11</b>	Bill Date <b>26-Jul-11</b>	Bill Clearance <b>1</b>	<a href="#">View Details</a>
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Summary of Charges

Apply Date

<input checked="" type="checkbox"/>	BOL No.	Clearance No.	Storage From	Storage To	Tariff Amount	Freight Ton	Total Payable	Action
<input checked="" type="checkbox"/>	NYKS400085172	1	29-Jul-11	02-Sep-11	1900	69.000	1900	<a href="#">Details</a>
Document Processing Charge :							35	
Total :						69.000	1935	

2. A window with a list of current payables will appear. This is the **Charge Details window**.

**Charge Details**

**Document Details**

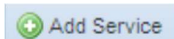
BOL No.: **NYKS400085172**      Clearance No.: **1**

Cleared Up To Date:      Cargo Location:

Charge Details								
	Charge Type	Tariff Book Id	Date From	Date To	Days	Rate	Tariff Amount	Payable Amount
<input type="checkbox"/>	Port Handling Charg	602.1.1.D				630.00	630	630
<input type="checkbox"/>	Port Handling Charg	602.1.1.D				630.00	630	630
<input type="checkbox"/>	Port Handling Charg	401.1				16.00	640	640
<input type="checkbox"/>	Storage Charges	603.1B	29-Jul-11	12-Aug-11	15		0	0
<input type="checkbox"/>	Storage Charges	603.1B	29-Jul-11	12-Aug-11	15		0	0
<input type="checkbox"/>	Storage Charges	405.3	29-Jul-11	12-Aug-11	15		0	0
<b>Total:</b>							<b>1900</b>	<b>1900</b>

	Charge Type	Tariff Book Id	Rate	Tariff Amount	Payable Amount
<b>Total:</b>				0	0

3. You can start adding other services by clicking on the “Add Service” Button.



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The screenshot shows a window titled "Tariff Code Window" with the following elements:

- Charge Type:
- Tariff Book Id:
- Tariff Description:
- Search:
- Table with columns: Charge Type, Tariff Book Id, Tariff Code, Tariff Code Description, Rate, Apply To
- Ok:

4. A window will appear where you can select the additional services. You can select services from the following categories:
- Equipment Hire Charges
  - Gear Hire
  - Labor Hire
  - Miscellaneous Charge

The screenshot shows the "Tariff Code Window" with the "Charge Type" dropdown menu open, displaying the following options:

- Equipment Hire Charges
- Gear Hire Charges
- Labor Hire Charges
- Miscellaneous Charges

The rest of the window structure is identical to the previous screenshot, including the search fields, search button, table, and Ok button.

5. Select the search criteria then click on the search button. Relevant results will be displayed.



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**Tariff Code Window**

Charge Type:  Tariff Book Id:

Tariff Description:

Charge Type	Tariff Book Id	Tariff Code	Tariff Code Description	Rate	Apply To
Equipment Hire Cha...	701.4 D	GCEQHDFL	Deflector per Day	185	quantity
Equipment Hire Cha...	701.3 A	GCEQHFL	Forklifts	145	quantity
Equipment Hire Cha...	701.3 A	GCEQHFL	Forklifts	295	quantity
Equipment Hire Cha...	701.3 A	GCEQHFL	Forklifts	365	quantity
Equipment Hire Cha...	701.3 A	GCEQHFL	Forklifts	500	quantity
Equipment Hire Cha...	701.3 E	GCEQHFLATC	Forklifts attachments other than ...	75	quantity
Equipment Hire Cha...	701.4 C	GCEQHHOP	Hopper per Day	875	quantity
Equipment Hire Cha...	701.2 A	GCEQHMC	Mobile Cranes	250	quantity

6. Double click one record (or select one record and then click **on the OK** button), **Tariff Code Window** will close and return selected tariff code in **Charge Detail Window**.

Charge Type	Tariff Book Id	Rate	Tariff Amount	Payable Amount
Equipment Hire Charges	701.3 E	75	75	75
<b>Total:</b>			75	75


7. Click on  so that the charges will be updated. The window will automatically close and bring you back to the following screen:

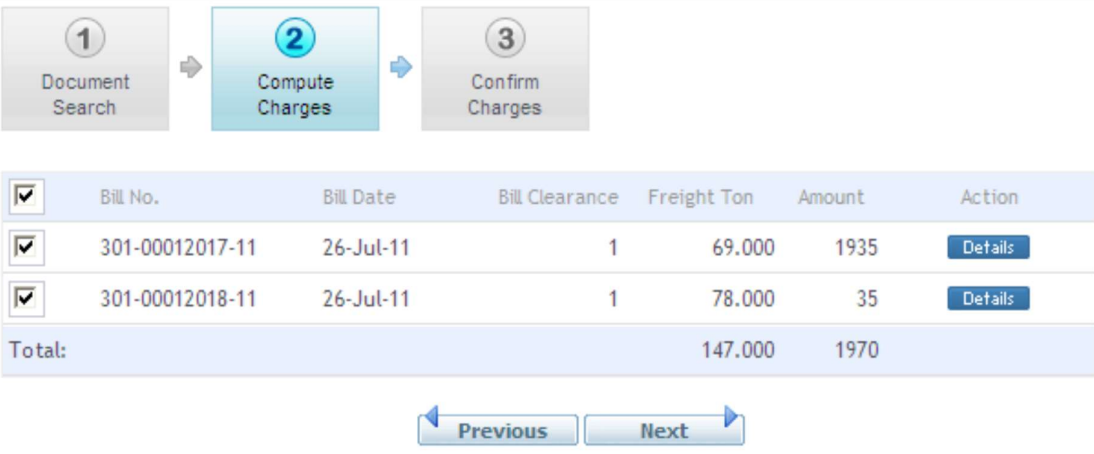
Bill Number: 301-00012017-11 | Bill Date: 26-Jul-11 | Bill Clearance: 1 | [View Details](#)

**Summary of Charges**

BOL No.	Clearance No.	Storage From	Storage To	Tariff Amount	Freight Ton	Total Payable	Action
<input checked="" type="checkbox"/> NYKS400085172	1	29-Jul-11	02-Sep-11	1900	69.000	1900	<input type="button" value="Details"/>
Document Processing Charge :						35	
<b>Total :</b>					69.000	1935	

# GC e-Payment – Request

8. Click on  once more so that the charges are updated and system brings you back to the top level of step number 2

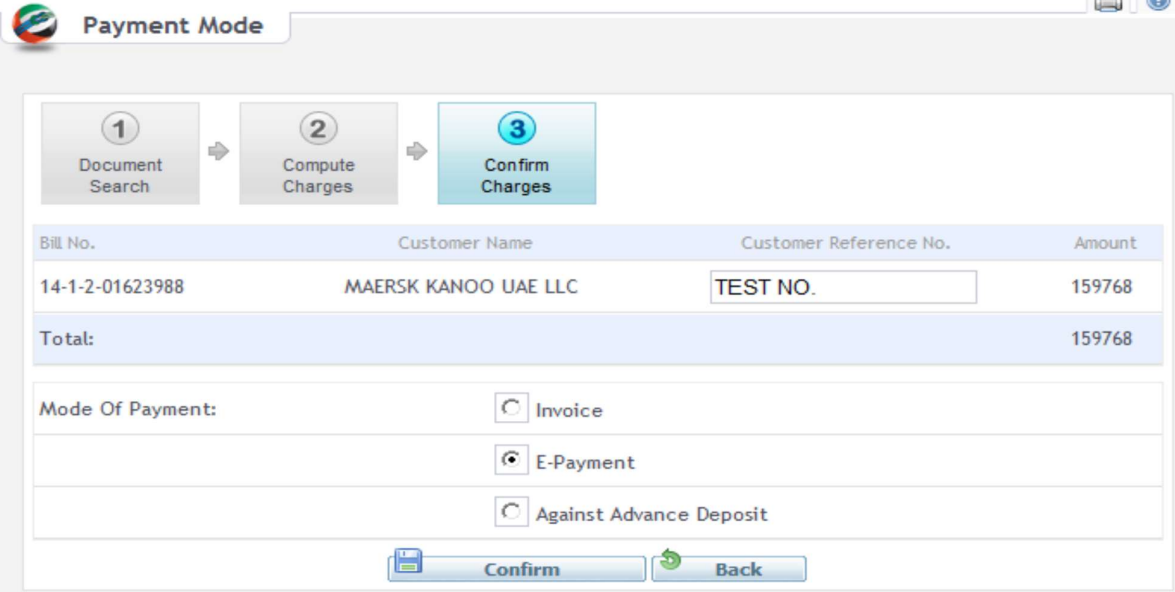


<input checked="" type="checkbox"/>	Bill No.	Bill Date	Bill Clearance	Freight Ton	Amount	Action
<input checked="" type="checkbox"/>	301-00012017-11	26-Jul-11	1	69.000	1935	<a href="#">Details</a>
<input checked="" type="checkbox"/>	301-00012018-11	26-Jul-11	1	78.000	35	<a href="#">Details</a>
Total:				147.000	1970	

9. You can repeat the same steps for the next Bill of Entry. Otherwise click on Next to proceed to the next step.

## Step 3: Confirm Charges

1. In this step, you can settle the total amount either by Advanced deposit or E-Payment:



Bill No.	Customer Name	Customer Reference No.	Amount
14-1-2-01623988	MAERSK KANOO UAE LLC	<input type="text" value="TEST NO."/>	159768
Total:			159768

Mode Of Payment:

Invoice

E-Payment

Against Advance Deposit

2. Select the mode of payment by putting a mark on the radio button right next to it.
- E-Payment
  - Advance Deposit

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## Export

Export Charges will be based on General Cargo Booking Reference Number (BRN) issued by your Shipping Line agent.

### Step 1 Document Search

1. As per above steps but set the drop down menu to GC BRN
2. Select whether it is your “own” or “third party document”



Please complete the form below. Fields marked with an asterisk \* are required.

\* Document Type:

\* Pay For:  Own Document  
 Third Party Document

Document Number:

Date Range From:  To:   
(The date range can not exceed 7 days)

[View Notes](#)

3. Enter or Search for the BRN using Document number or a range of 7 days
4. Click on Search once you have entered the information

### Step 2: Compute Charges



<input checked="" type="checkbox"/>	BRN	BRN Date	BRN Clearance	Freight Ton	Amount	Action
<input checked="" type="checkbox"/>	UAT10022013	10-Feb-13	1	150.000	3350	<input type="button" value="Details"/>
Total:				150.000	3350	

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1. As per the Import steps where:
  - a. You can extend the storage
  - b. Add additional services
2. Click on Next to proceed to the next step

## Step 3: Confirm Charges

In this step you will need to associate a customs export bill to the BRN in order to complete the payment.

1. Enter your Customer Reference No. (optional)
2. Add the BOE number in the field provided below
3. Choose the Mode of Payment
  - ePayment
  - Against Advance Deposit

Then you may choose the modes of payment available.

1 Document Search → 2 Compute Charges → 3 Confirm Charges

BRN	Customer Name	Customer Reference No.	Amount
UAT10022013	SONY GULF FZE	12345	3350
Total:			3350

**Add BOE**

BRN	Emirates	BOE Number	File Upload	Quantity	Action
UAT10022013	Dubai	303-00355051-12	Browse...	50	Add

Mode Of Payment:

E-Payment

Against Advance Deposit

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## Splitting BRN quantity among multiple BOEs

If a scenario calls for more than one Bill of Entry being associated with a single BRN, then the following applies:

1. Under Add BOE, enter the BOE number
2. Enter a lesser Quantity to be associated with this particular bill
3. Click on Add
4. Another line will be added. Enter the BOE number and quantity to be associated with the BRN.

**NOTE:** *The Quantity should be less than the original total.*

### Add BOE

BRN	Emirates	BOE Number	File Upload	Quantity	Action
UAT10022013	Dubai ▼	303-00355060-12	<input type="text"/> Browse...	25	Add
UAT10022013	Dubai ▼	<input type="text"/>	<input type="text"/> Browse...	25	Add Delete

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