DP World
GC e-Payment - Requst
User's Manual

Copyright Information

Control Document Notification
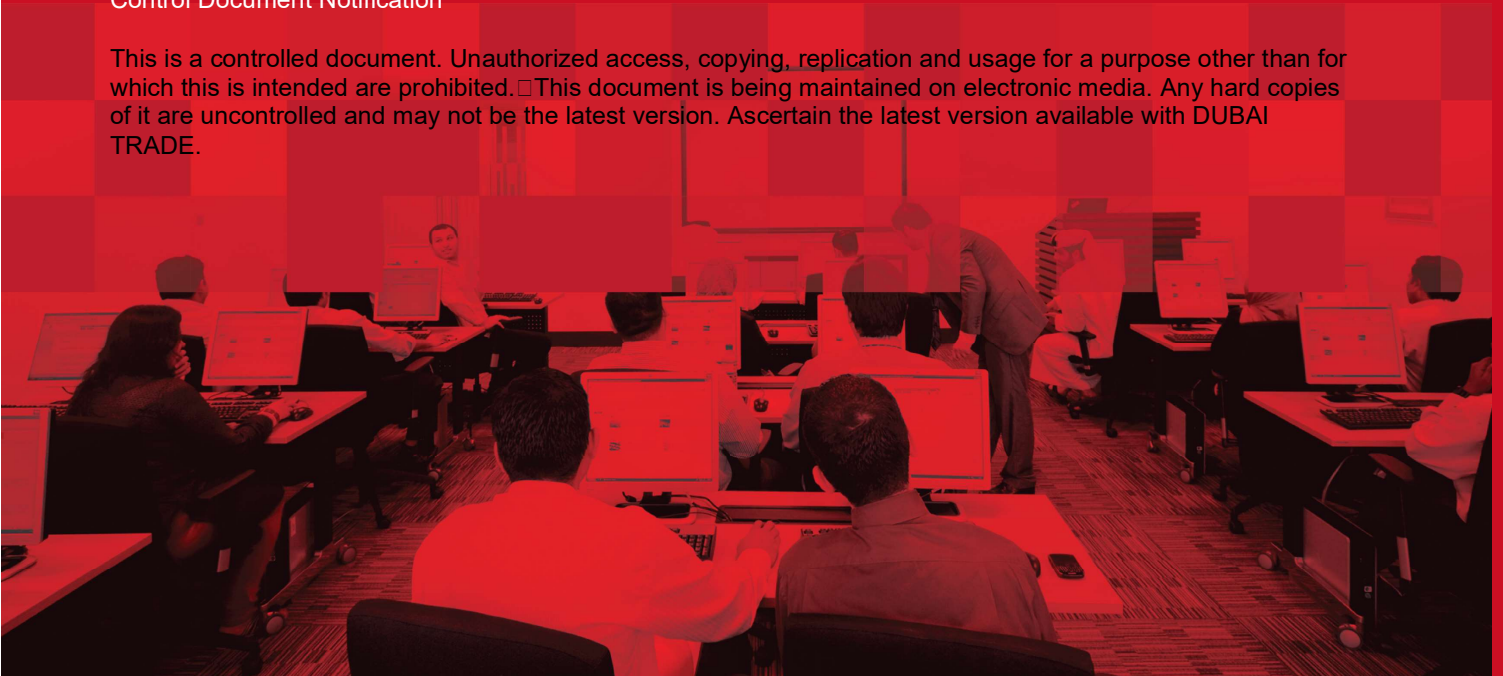
GC e-Payment – Request

DOCUMENT DETAILS

Document Information

Document Name	GC e-Payment – Request
Project Name	GC e-Payment – Request
Business Unit	DP World
Author(s)	DT Training Dept.
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

GC e-Payment – Request

Contents

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

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)

GC e-Payment – Request

6. Once a document number has been entered or a date range search has been made, click on "Search".

   Search

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

	Bill No.	Bill Date	Bill Clearance	Freight Ton	Cargo Category Mapping Status	Trans Id
☐	301-00012017-11	26-Jul-11	1	69.000	Approved	
☐	301-00012018-11	26-Jul-11	1	78.000	Approved	

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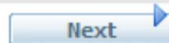
8. The following headings are displayed in the results:
   - Bill Number
   - Bill Clearance
   - Freight Ton
   - Cargo category Mapping Status (this has to be on **Approved** status for payment to be processed)

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

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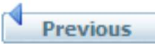10. Click on next to proceed to the next step

Step 2: Compute Charges

There are 2 activities that can be done at this stage:
   A. Extending Storage dates
   B. Assigning Miscellaneous services

	Bill No.	Bill Date	Bill Clearance	Freight Ton	Amount	Action
☑	301-00012017-11	26-Jul-11	1	69.000	1935	Details
☑	301-00012018-11	26-Jul-11	1	78.000	35	Details
Total:				147.000	1970	

Previous   **Next**

GC e-Payment – Request

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.

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

changing it to

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

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.

GC e-Payment – Request

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

3. You can start adding other services by clicking on the "Add Service" Button.
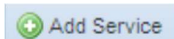
GC e-Payment – Request

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

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

GC e-Payment – Request

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***.

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

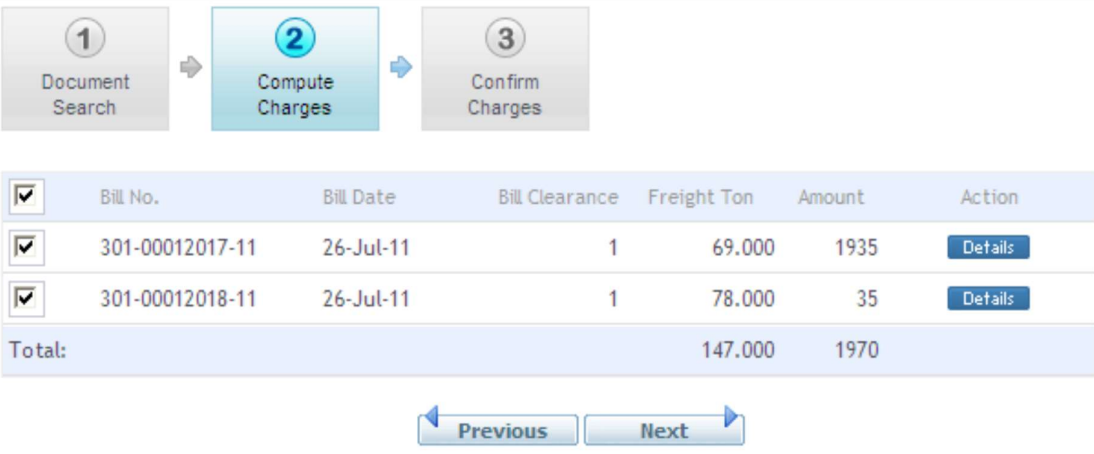8. Click on [Recompute] once more so that the charges are updated and system brings you back to the top level of step number 2

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:

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

GC e-Payment – Request

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"

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

GC e-Payment – Request

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.

GC e-Payment – Request

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.