



# DP World Register Shipping Line User's Manual

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# Register Shipping Line

## DOCUMENT DETAILS

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### Document Information

Document Name	Register Shipping Line
Project Name	Register Shipping Line
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

# Register Shipping Line

This service enables Shipping Agents to register their owned Shipping Lines with DP World.

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Request**
3. Then Go to **Register Shipping Lines**

The below screen will be displayed

### Shipping Line Registration

\* Indicates a required field


#### Shipping Line Details

International Shipping Line Code

Preferred Line Code

Line Name \*

Line Service Type

Start Date \*    
DD-MMM-YYYY

Approximate Monthly Container Moves


NVOCC:  Yes  No

#### Shipping Line Address

Address Line 1 \*   
(Street Address)

Address Line 2   
(Building, Apartment.)

Country \*   
(For UAE P.O. Box is mandatory, for other countries either P.O. Box or Zip Code is mandatory.)

Emirate/City \*  

P.O. Box \*

↑ or ↓

Zip

Email \*

Telephone 1 \*

Telephone 2

Fax

#### Required Documents

Agency Appointment Letter  No file chosen

Acceptance Letter  No file chosen

Line Transfer NOC  No file chosen


Note: Upload Document only of File Type (txt, doc, docx, xlsx, rtf, xls, jpg, jpeg, gif, bmp, zip, pdf, mdi-tif) & Maximum allowed file size is 400 KB for each Document

# Register Shipping Line

## Procedure:


### 1. Enter the **Shipping Line Details**

**Shipping Line Details**

International Shipping Line Code	<input type="text"/>
Preferred Line Code	<input type="text"/>
Line Name *	<input type="text"/>
Line Service Type	BREAK BULK CARRIERS ▼
Start Date *	30-Jan-2019  DD-MMM-YYYY
Approximate Monthly Container Moves	<input type="text"/>
NVOCC	<input type="radio"/> Yes <input checked="" type="radio"/> No

### 2. Enter **Shipping Line Address**

**Shipping Line Address**

Address Line 1 *	<input type="text"/>	(Street Address)
Address Line 2	<input type="text"/>	(Building, Apartment.)
Country *	U.A.E. ▼	(For UAE P.O. Box is mandatory, for other countries either P.O. Box or Zip Code is mandatory.)
Emirate/City *	<input type="text"/> 	
P.O. Box *	<input type="text"/>	
	↑OR↓	
Zip	<input type="text"/>	
Email *	<input type="text"/>	
Telephone 1 *	971 ▼ 04 ▼ <input type="text"/>	
Telephone 2	971 ▼ 04 ▼ <input type="text"/>	
Fax	971 ▼ 04 ▼ <input type="text"/>	

### 3. Upload the **Required Documents** and then click **Submit**

**Required Documents**

Agency Appointment Letter	<input type="button" value="Choose File"/>	No file chosen
Acceptance Letter	<input type="button" value="Choose File"/>	No file chosen
Line Transfer NOC	<input type="button" value="Choose File"/>	No file chosen

Note: Upload Document only of File Type (txt, doc, docx, xlsx, rtf, xls, jpg, jpeg, gif, bmp, zip, pdf, mdi-tif) & Maximum allowed file size is 400 KB for each Document

**NOTE:** The request will be forwarded to DP World Customer Service team for Verification and Approval.

# Register Shipping Line

