



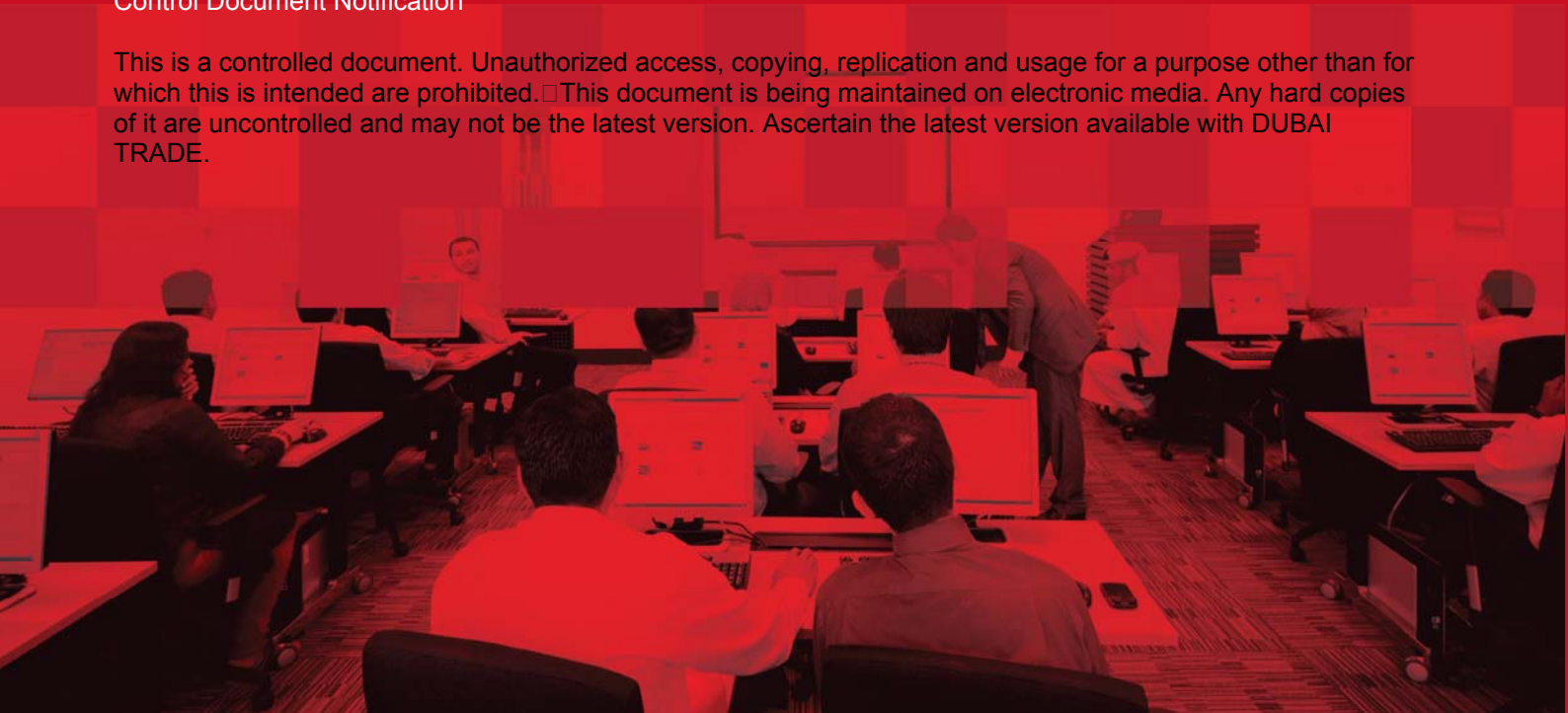
DP World Register Shipping Line User's Manual

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Register Shipping Line

DOCUMENT DETAILS

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 th 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

BREAK BULK CARRIERS

Start Date *

30-Jan-2019

DD-MMM-YYYY

Approximate Monthly Container Moves

NVOCC

☐ Yes ☒ No

Shipping Line Address

Address Line 1 *

(Street Address)

Address Line 2

(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 *

P.O. Box *

↑ or ↓

Zip

Email *

Telephone 1 *

971

04

Telephone 2

971

04

Fax

971

04

Required Documents

Agency Appointment Letter

Choose File

No file chosen

Acceptance Letter

Choose File

No file chosen

Line Transfer NOC

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

Reset


Submit

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

