DP World
Berth Booking – Amend
User's Manual

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Berth Booking – Amend

DOCUMENT DETAILS

Document Information

Document Name	Berth Booking – Amend
Project Name	Berth Booking – Amend
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

Berth Booking – Amend

This service enables Shipping Agents to cancel a centralized berth booking request for vessel(s) calling Port Jebel Ali and Port Rashid for both Container and General Cargo Operation(s) which has been created by them.

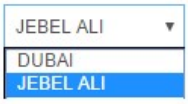
Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend** from the menu on the left
3. Then Go to **Berth Booking**

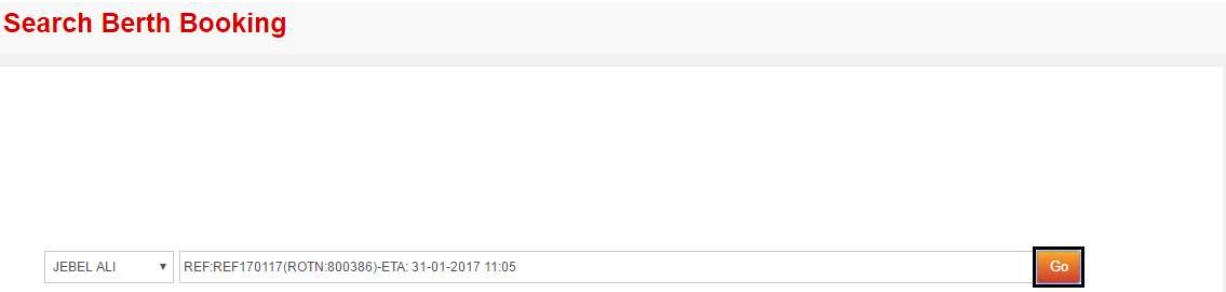
The below screen will be displayed

Procedure:

1. Select the Port from the drop down list

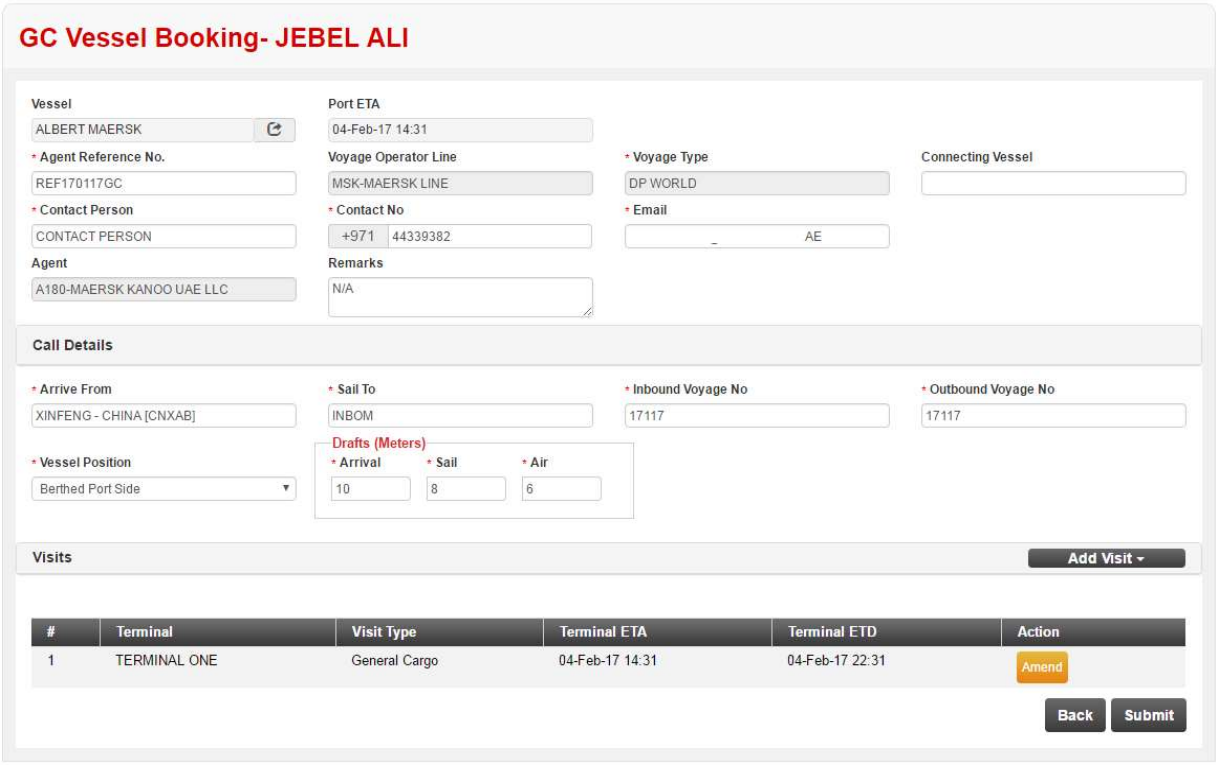


2. Customer Can search by the following: (*Smart Search Enabled*)
   - Rotation No.
   - Vessel Name
   - Booking Reference
3. Click on **Go**



Berth Booking – Amend

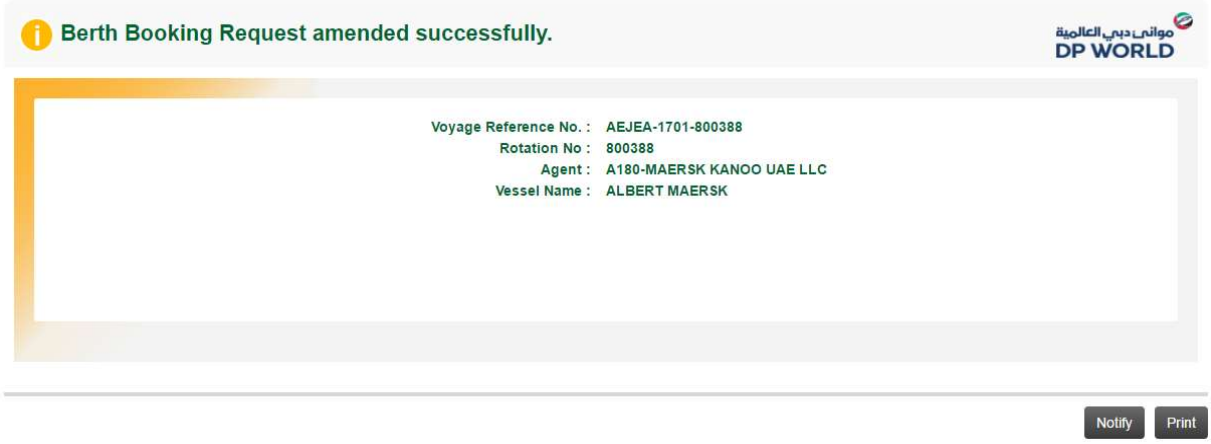
The below screen will be displayed



4. Make the needful Amendment(s)

5. Then Click on "**Submit**" to submit the amendment request ***OR*** "**Back**" to go back to the previous screen

The confirmation page will display



Click on *to send an email*

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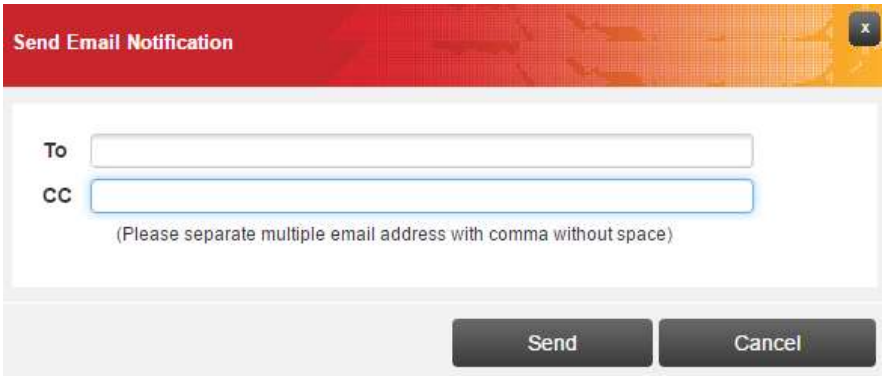

Click on Print *to print the booking*

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www.dubaitrade.ae