

# DP World Berth Booking – Request User's Manual

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## **DOCUMENT DETAILS**

## **Document Information**

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## **Revision History**

Version	Date	Author	Designation	Description of change

## **Approval History**

Version	Date	Name	Designation	Comments

## Distribution

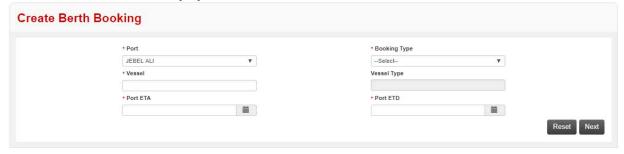
Version	Location

This service enables Shipping Agents to make a centralized berth booking request for vessel(s) calling Port Jebel Ali and Port Rashid for both Container and General Cargo Operation(s). This service will replace the old individual services "Berth Booking (CT) and Berth Booking (GC) and enable the user to create a single request of multiple operation(s) for the trip along with other operations such as Oil Tanker, Navy, Pure Lay-By, Dry-Dock and Cruise Ship.

#### **Navigation:**

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

The below screen will be displayed



#### **Procedure:**

#### **CT - Container Terminal**

1. Select the Port from the drop down list



2. Select the Booking Type from the drop down list



3. Search and Select the Vessel (Smart Search Enabled)



4. Select the Date and Time from Port ETA



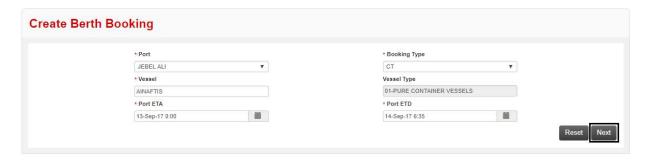


5. Select the Date and Time from Port ETD

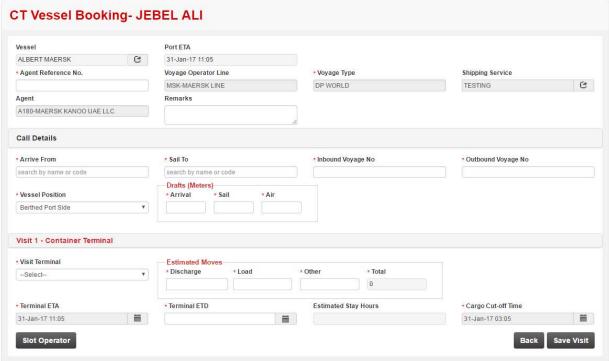




6. Then click Next



The below screen will be displayed



Visit Terminal

-Select-Sele

11. Enter Inbound Voyage Number



12. Enter Outbound Voyage Number



13. Select the Vessel Position from the drop down list





14. Enter the Drafts of the Vessel in Meters



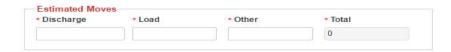
Note: Maximum Arrival and Sail Draft allowed is 17m

15. Select the visiting Terminal from the drop down list



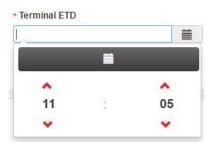


16. Enter the Estimated Moves



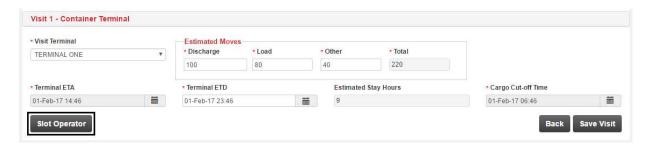
17. Select the Date and Time for the Terminal ETD





18. Click on Slot Operator (Optional)





The below screen will pop up



19. Click on Add Slot Operator

The below screen will pop up



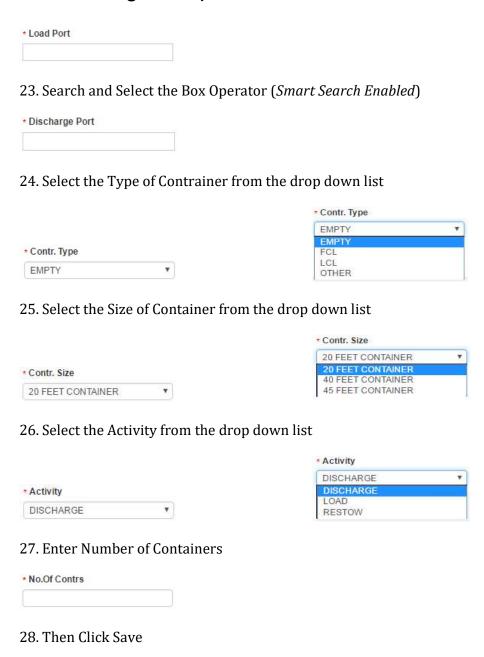
20. Search and Select the Slot Operator (Smart Search Enabled)



21. Search and Select the Box Operator (Smart Search Enabled)



22. Search and Select the Load Port (Smart Search Enabled)



The below screen will display

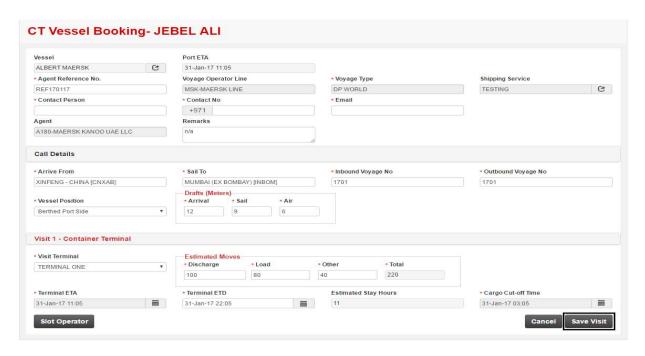
- Click Add Slot Operator to add another Slot Operator

- Click Close to continue

Save



#### 29. Then click Save Visit



#### The below screen will be displayed



30. Click on Add Visit to add another operation for the vessel in the same trip





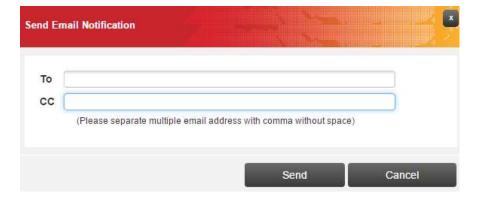
31. Then Click on "**Submit**" to submit the request **OR** "**Back**" to go back to the previous screen

|--|

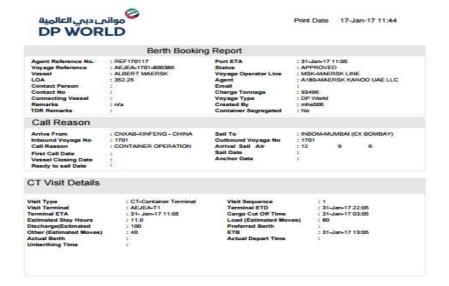
The confirmation page will display



Click on Notify to send an email



Click on Print to print the booking



#### GC - General Cargo

1. Select the Port from the drop down list



2. Select the Booking Type from the drop down list



3. Search and Select the Vessel (Smart Search Enabled)



4. Select the Date and Time from Port ETA



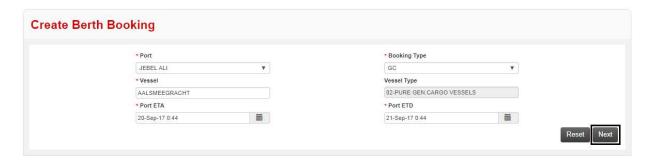


5. Select the Date and Time from Port ETD

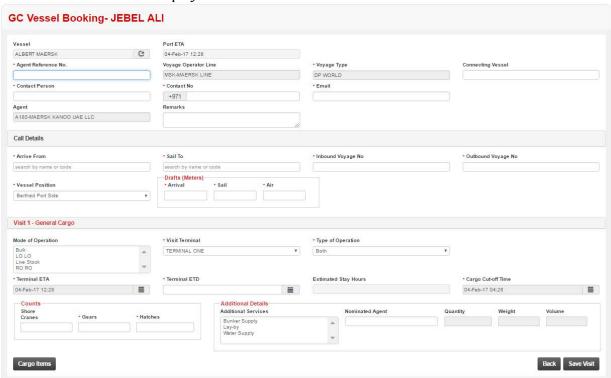




6. Then click **Next** 



The below screen will be displayed



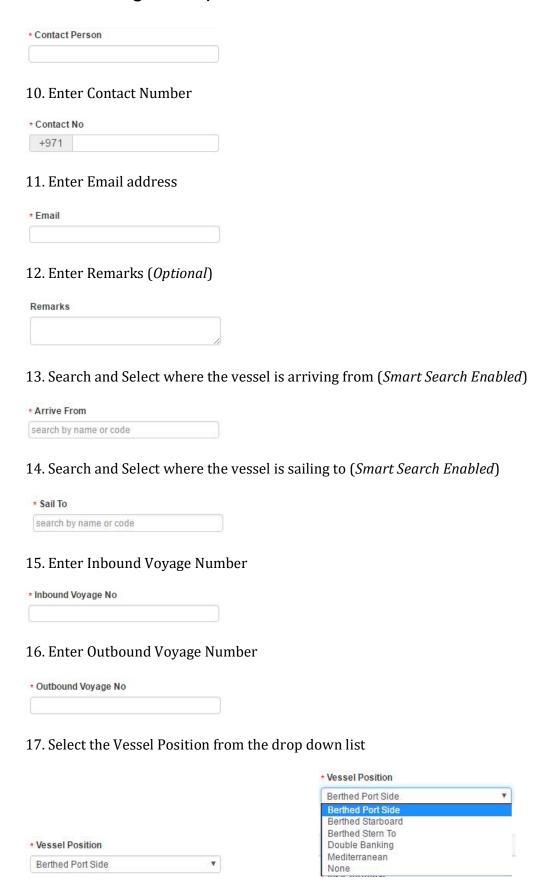
7. Enter the Agent Reference Number



8. Enter Connecting Vessel (Optional)



9. Enter Contact Person



18. Enter the Drafts of the Vessel in Meters



**Note:** Maximum Arrival and Sail Draft allowed is 17m

19. Enter Mode of Operation



**Note:** Multiple Mode of Operations can be selected by pressing Ctrl and selecting the mode of operation

20. Select the visiting Terminal from the drop down list



21. Select the Type of Operation from the drop down list



22. Select the Date and Time for the Terminal ETD





23. Enter the Counts for Shore Cranes, Gears, Hatches

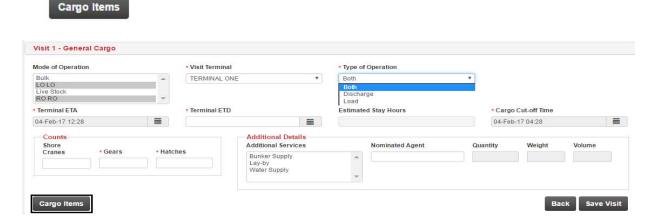


24. Enter Additional Details (Optional)



**Note:** Multiple Additional Services can be selected by pressing Ctrl and selecting the services **Note:** Nominated Agent, Quantity, Weight, Volume can be entered for another agent Load cargo

25. Then click Cargo Items



The below screen will pop up

Cargo Item

Add Cargo Item

Add Cargo Item

Add Cargo Item

Type Type No. Qty Weight (CBM) IMDG UN No. Remarks Action

No data available

Close

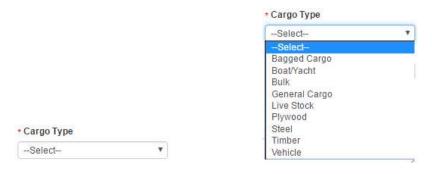
26. Click on Add Cargo Item

The below screen will pop up Cargo Item x \* Oper Type \* Cargo Type \* Hatch No. -Select---Select--۳ \* Weight \* Volume MT CBM -Select-Hazardous Cargo No Remarks Back Save

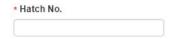
27. Select the Type of Operation from the drop down list



28. Select the Cargo Type from the drop down list



29. Enter the Hatch Number for the Cargo



30. Enter the Quantity and Select the Quantity Type from the drop down list



31. Enter the Weight in Metric Tons



32. Enter the Volume



33. Select if the Cargo is Hazardous or not from the drop down list



#### If Cargo is Hazardous

Yes	<b>v</b> )		
Select IMDG a	nd Enter UN Num	ber	
* IMDG		* UN No.	
	_		
0-14			
Select- 34. Enter Rem	narks ( <i>Optional</i> )		

35. Then Click Save

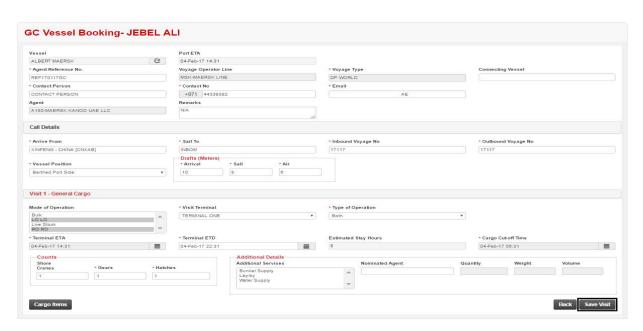
The below screen will display

- Click Add Cargo Item to add another Item

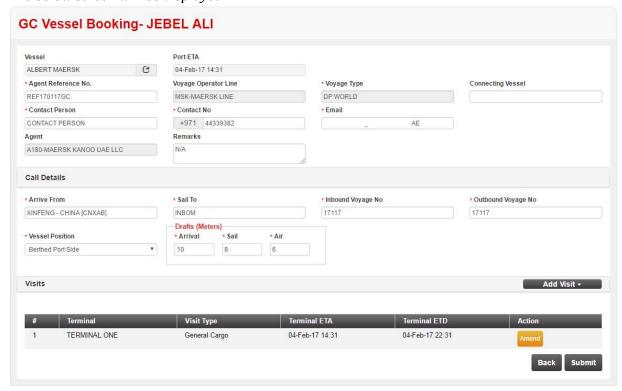
- Click Close to continue



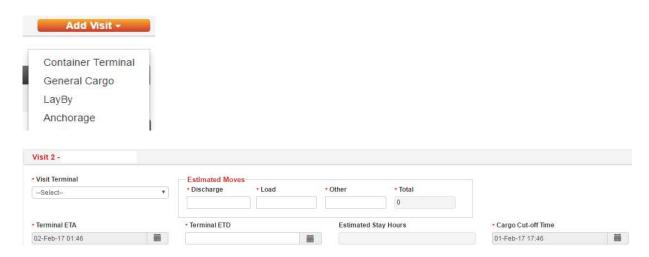
#### 36. Then Click Save Visit



The below screen will be displayed



37. Click on Add Visit to add another operation for the vessel in the same trip



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



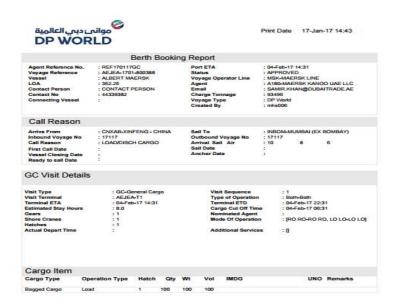
#### The confirmation page will display



Click on Notify to send an email



Click on Print to print the booking



#### Oil Tanker

1. Select the Port from the drop down list



2. Select the Booking Type from the drop down list



3. Search and Select the Vessel (Smart Search Enabled)



4. Select the Date and Time from Port ETA



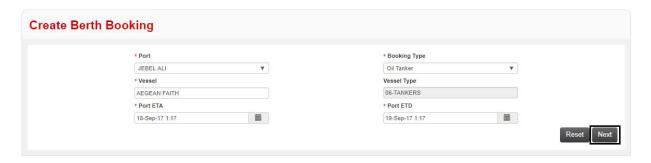


5. Select the Date and Time from Port ETD

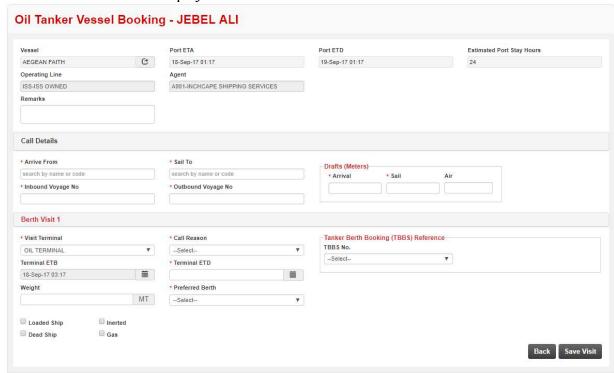




6. Then click **Next** 



The below screen will be displayed



7. Enter Remarks (Optional)



8. Search and Select where the vessel is arriving from (Smart Search Enabled)



9. Search and Select where the vessel is sailing to (Smart Search Enabled)



10. Enter Inbound Voyage Number



11. Enter Outbound Voyage Number



12. Enter the Drafts of the Vessel in Meters



Note: Maximum Arrival and Sail Draft allowed is 17m

13. Select the visiting Terminal from the drop down list



14. Select the Call Reason from the drop down list



15. Select the Date and Time for the Terminal ETD





#### 16. Enter the Weight



#### 18. Select TBBS No.

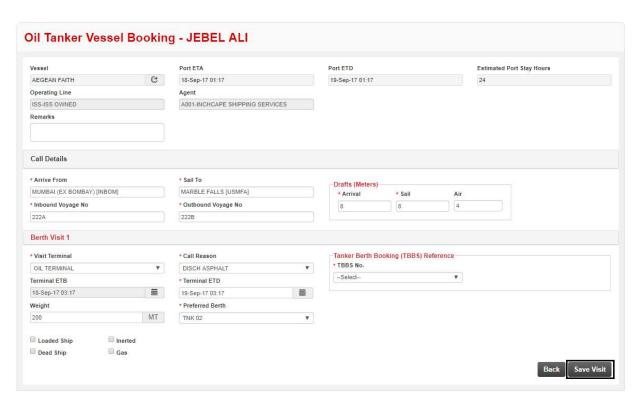


Note: Mandatory if Preferred Berth selected as TNK 01 or TNK 02

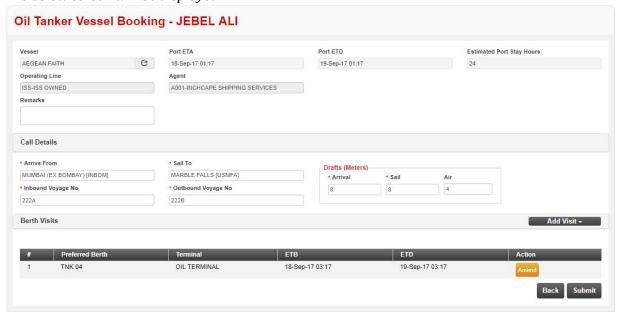
#### 19. Select which are applicable



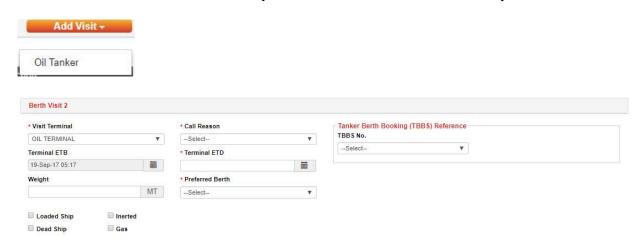
#### 20. Then Click Save Visit



The below screen will be displayed



21. Click on Add Visit to add another operation for the vessel in the same trip



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

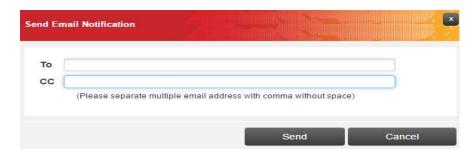


The confirmation page will display



New Booking Notify Print

Click on Notify to send an email



Click on Print to print the booking



#### **Navy**

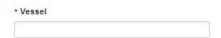
1. Select the Port from the drop down list



2. Select the Booking Type from the drop down list



3. Search and Select the Vessel (Smart Search Enabled)



4. Select the Date and Time from Port ETA





5. Select the Date and Time from Port ETD

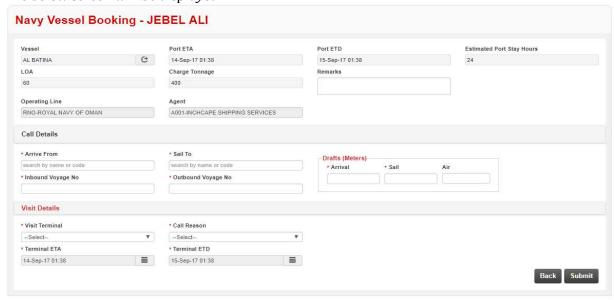




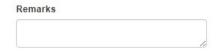
6. Then click **Next** 



The below screen will be displayed



7. Enter Remarks (Optional)



8. Search and Select where the vessel is arriving from (Smart Search Enabled)



9. Search and Select where the vessel is sailing to (Smart Search Enabled)



10. Enter Inbound Voyage Number



11. Enter Outbound Voyage Number

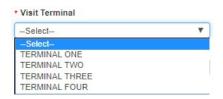


12. Enter the Drafts of the Vessel in Meters



Note: Maximum Arrival and Sail Draft allowed is 17m

13. Select the visiting Terminal from the drop down list



14. Select the Call Reason from the drop down list



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

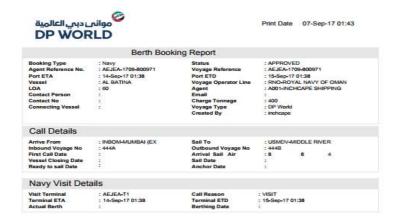


The confirmation page will display





Click on Print to print the booking



#### **Pure Lay-By**

1. Select the Port from the drop down list



2. Select the Booking Type from the drop down list



3. Search and Select the Vessel (Smart Search Enabled)



4. Select the Date and Time from Port ETA



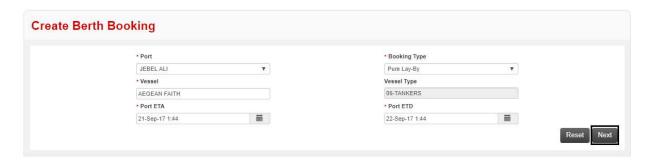


5. Select the Date and Time from Port ETD

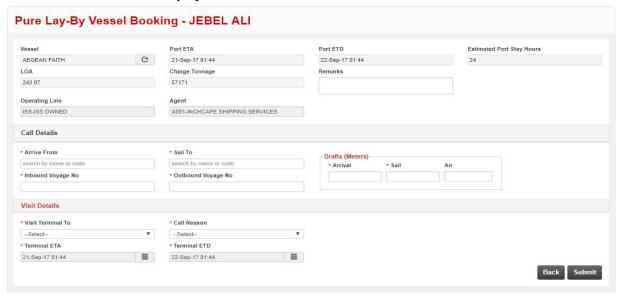




6. Then click **Next** 



The below screen will be displayed



7. Enter Remarks (Optional)



8. Search and Select where the vessel is arriving from (Smart Search Enabled)



9. Search and Select where the vessel is sailing to (Smart Search Enabled)



10. Enter Inbound Voyage Number



11. Enter Outbound Voyage Number



12. Enter the Drafts of the Vessel in Meters

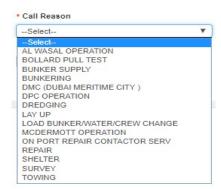


Note: Maximum Arrival and Sail Draft allowed is 17m

13. Select the visiting Terminal from the drop down list



14. Select the Call Reason from the drop down list



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



#### The confirmation page will display



Click on Notify to send an email

Send En	nail Notification		
То			
cc	(Please separate mu	tiple email address with comma witho	ut space)
		Send	Cancel

Click on Print to print the booking



#### **Dry-Dock**

1. Select the Port from the drop down list



2. Select the Booking Type from the drop down list



3. Search and Select the Vessel (Smart Search Enabled)



4. Select the Date and Time from Port ETA



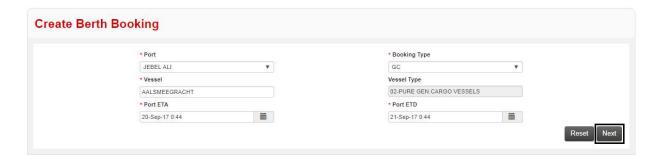


5. Select the Date and Time from Port ETD

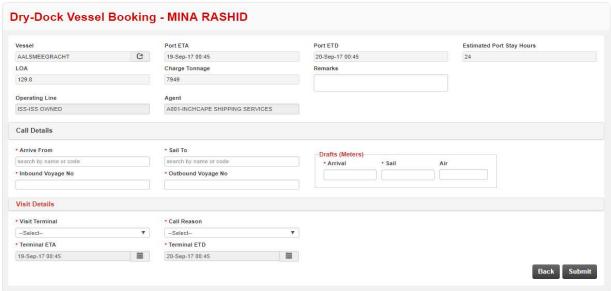




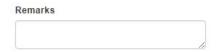
6. Then click **Next** 



The below screen will be displayed



7. Enter Remarks (Optional)



8. Search and Select where the vessel is arriving from (Smart Search Enabled)



9. Search and Select where the vessel is sailing to (Smart Search Enabled)



10. Enter Inbound Voyage Number



11. Enter Outbound Voyage Number



12. Enter the Drafts of the Vessel in Meters



Note: Maximum Arrival and Sail Draft allowed is 17m

13. Select the visiting Terminal from the drop down list



14. Select the Call Reason from the drop down list



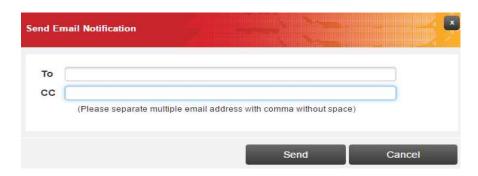
15. Then Click on "**Submit**" to submit the request **OR** "**Back**" to go back to the previous screen



The confirmation page will display



Click on Notify to send an email



Click on Print to print the booking



Page: 1/1

#### Cruise Ship

1. Select the Port from the drop down list



2. Select the Booking Type from the drop down list



3. Search and Select the Vessel (Smart Search Enabled)



4. Select the Date and Time from Port ETA



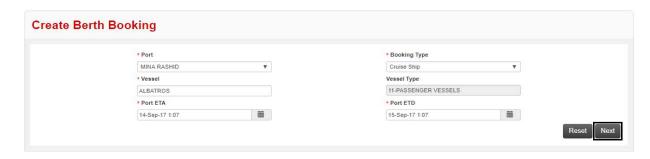


5. Select the Date and Time from Port ETD

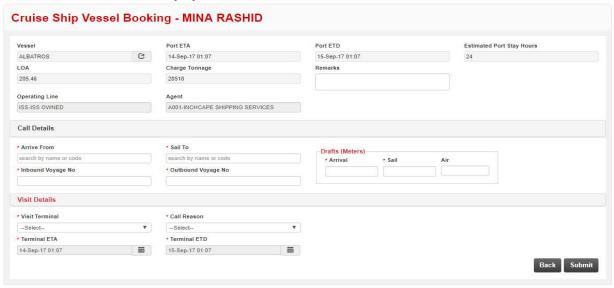




6. Then click **Next** 



The below screen will be displayed



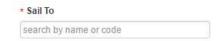
7. Enter Remarks (Optional)



16. Search and Select where the vessel is arriving from (Smart Search Enabled)



17. Search and Select where the vessel is sailing to (Smart Search Enabled)



18. Enter Inbound Voyage Number

*	Inbound Voyage No	

19. Enter Outbound Voyage Number



20. Enter the Drafts of the Vessel in Meters



Note: Maximum Arrival and Sail Draft allowed is 17m

21. Select the visiting Terminal from the drop down list



22. Select the Call Reason from the drop down list



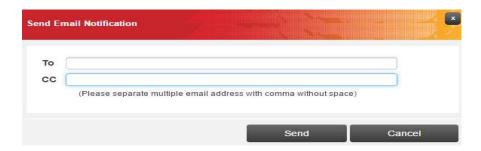
23. Then Click on "**Submit**" to submit the request **OR** "**Back**" to go back to the previous screen



The confirmation page will display



Click on Notify to send an email



Click on Print to print the booking

