

DP World e Services

List Rollover - Request User's Manual

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List Rollover - Request

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Document Details

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List Rollover

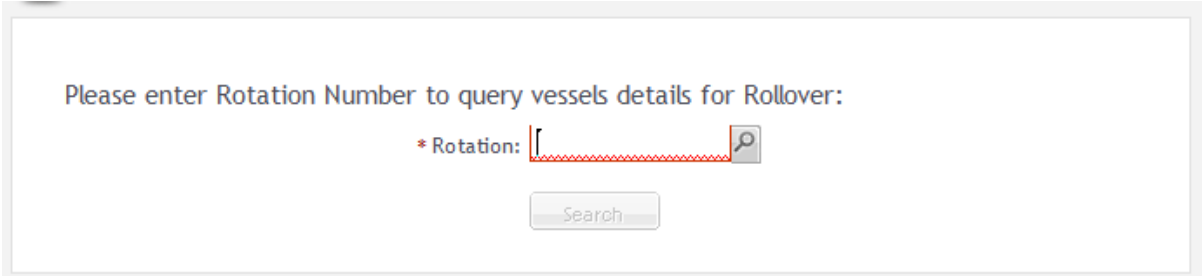
Through this new service, Shipping Agents can now effectively roll-over their containers from one Discharge/Load list to another. The user is first required to select the current Vessel/Rotation, identify activity and then input container criteria to search the existing list. The user is then to select records from the summary list displayed and lastly provide information of the new vessel. On submission of request, the list is rolled-over to the new Vessel/Rotation. In Summary, the request will come in 3 parts:

1. Selecting Source Rotation
2. Updating Container information
3. Selecting Target Rotation

Part 1: Selecting the Source Rotation

This part will allow you to select the rotation where the container(s) that is to be rolled-over will be coming from

1. Login to your Dubai Trade account then choose request → then click on List Rollover
2. Enter the vessel rotation number to start the query for the details of the rollover



- Alternatively, you can search by using the lookup tool

Please enter Rotation Number to query vessels details for Rollover:



- Enter the vessels name and the ETA then click on Search

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Search Vessels

Enter the vessel name (Partial or full) alone or vessel name (Partial or full) with ETA date

* Vessel Name:

ETA Date: 10-NOV-2011

Search

Reset

Terminal	Voyage...	Voyage...	Rotatio...	Vessel ...	In Voy...	Out Vo...	ETA Date	Load C...	

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Close

- The results will be displayed in the area below. Click on **Select** next to the entry

Search Vessels

Enter the vessel name (Partial or full) alone or vessel name (Partial or full) with ETA date

* Vessel Name: MAERSK

ETA Date: 24-NOV-2011

Search

Reset

Terminal	Voyage...	Voyage...	Rotatio...	Vessel ...	In Voy...	Out Vo...	ETA Date	Load C...	
T1	A180	SCL	648729	MAERSK...	1000	1000	24-Nov...	23-Nov...	Select

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Close

3. Vessel Information will be displayed

Part 2: Update Information

In this section, you will either indicate criteria filters that, if containers meet, will apply the rollover. If you choose the Per Container method, then you can indicate specific container numbers that will be rolled over to another list.

Vessel Information is shown:

Vessel Information

Rotation: 651596	Vessel Name: MAERSK ALABAMA
Voyage Line: SCL	Voyage Agent: SAFMARINE
Inbound Voy: 1000	Outbound Voy: 1000
Terminal: T1	ETA: 25-JUL-2023 00:00
ETD: 26-JUL-2023 00:00	Cargo Cut Off: 24-JUL-2023 16:00
* Activity: -----SELECT-----	RollOver: <input checked="" type="radio"/> Container in Bulk <input type="radio"/> Per Container

View Vessel Summary

Please select search criteria for Summary List:

Terminal: ALL	* Line Code: -----SELECT-----
ISO Type: ALL	Size: ALL
Category: ALL	Status: ALL
Current Disch Port:	Dest Port:

SummaryReset

4. Select the Activity where the container(s) are involved with. This is a search criteria(i.e. if you select Discharge, then all containers for discharge will be displayed
5. Select the Roll Over type by indicating it in the radio button selection:
 - Container in Bulk
 - Per Container

Container in Bulk

This Roll Over method will select all containers in the list that matches the given criteria set in the Summary List as per: Terminal, ISO, Size, Line Code, Category, Status, Current Discharge Port or Destination Port.

1. Select the Line Code from the drop down menu.(Required)
2. Set the filters to identify containers matching criteria

Please select search criteria for Summary List:

Terminal:	T1	* Line Code:	MSK
ISO Type:	ALL	Size:	ALL
Category:	ALL	Status:	ALL
Current Disch Port:		Dest Port:	

Summary Reset

- Terminal
- ISO Type
- Category
- Size
- Status
- Current Discharge Port & Destination Port

3. Click on **Summary** to view a summary of containers that matches the criteria selected in the previous step and will subsequently be included in the rollover. The screenshot below illustrates the Summary results.

Line Code	Activity	Terminal	ISO Type	Size	Category	Status	Count	Transfer...	Details
MSK	D	T1	HC	40	I	F	1	1	Select
MSK	R	T1	STD	40	B	E	1	1	Select
							2	2	

4. Click on "Transfer To" in order to select the Rotation where the container(s) will be rolled over.

Transfer To

Per container

This method allows for individual containers to be uploaded. Container numbers need to be specified

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1. Select per Container in the radio button. The following will be available:

Container no

Transfer To

2. Click on Add New to activate a field where you can enter a container number

Container no

Transfer To

3. Enter the Container Number.

Container no

MSKU11111

Transfer To

4. You can add more containers by Clicking on Add new after entering the container number.
5. Click on Transfer To once all containers have been entered in the system.
6. Proceed with updating the target rotation (ie, where the containers will be transferred to)

Part 3: Update Target Rotation

1. Once "Transfer To" has been clicked, the following page will be displayed:

Please provide Transfer Vessels Details:

* Agent Ref:	<input type="text"/>	Vessel Name:	<input type="text"/>
* Rotation:	<input type="text"/>	Voy In:	<input type="text"/>
Terminal:	<input type="text" value="T1"/>	Voy Out:	<input type="text"/>
Change Discharge & Dest Port:	<input type="checkbox"/>	ETA:	<input type="text"/>
New Disch Port:	<input type="text"/>	Load Cut Off:	<input type="text"/>
New Dest Port:	<input type="text"/>		

2. Enter the Agent Reference Number (your internal job/company reference number)
3. Enter the rotation number or search using the lookup function
4. Once the information has been selected, all the data are automatically entered

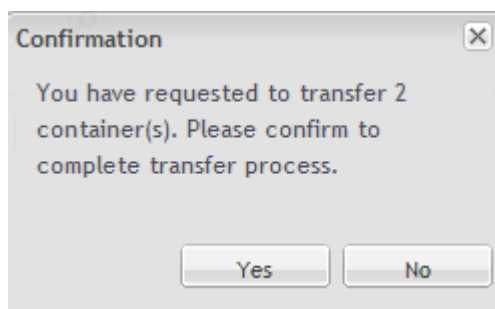
Please provide Transfer Vessels Details:

* Agent Ref:	<input type="text" value="12283849"/>	Vessel Name:	<input type="text" value="MAERSK SEA"/>
* Rotation:	<input type="text" value="422247"/>	Voy In:	<input type="text"/>
Terminal:	<input type="text" value="ALL"/>	Voy Out:	<input type="text"/>
Change Discharge & Dest Port:	<input type="checkbox"/>	ETA:	<input type="text" value="19-SEP-1997 02:30"/>
New Disch Port:	<input type="text"/>	Load Cut Off:	<input type="text"/>
New Dest Port:	<input type="text"/>		

5. Click on Submit to Finalize the Rollover
6. System will prompt you to confirm the request

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7. Click on Yes

Once the Transfer has been prompted, you will get a notification as follows:

