DP World Shipping Service Schedule – Amend User's Manual

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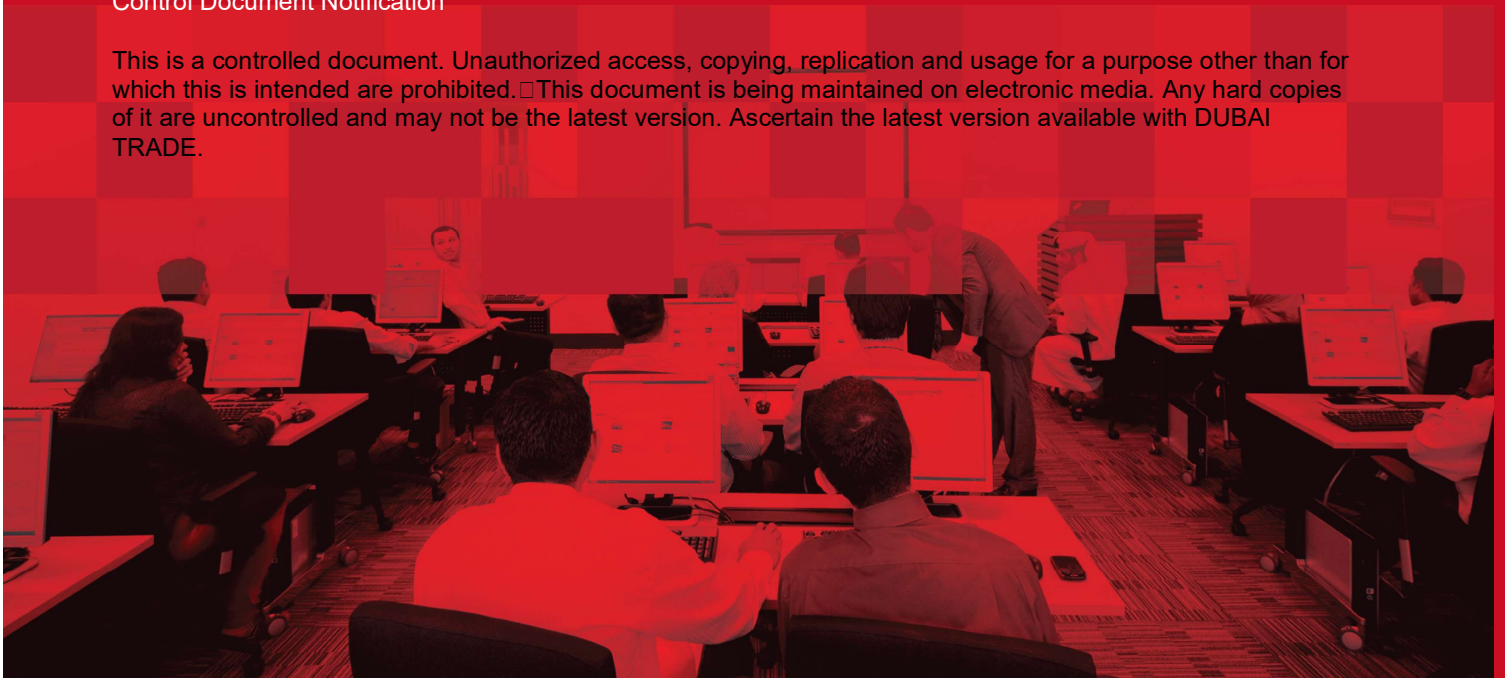
Amend – Shipping Service Schedule

DOCUMENT DETAILS

Document Information

Document Name	Shipping Service Schedule – Amend
Project Name	Shipping Service Schedule – 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

Amend – Shipping Service Schedule

This service enables Vessel Agents to amend shipping service schedules online.
Please Note:

- *Partner Line can add or remove his vessel from shipping service schedule submitted by main line.*
- *Partner Line can change start and end date of his vessel from schedules submitted by main line.*
- *Any changes from Partner Line to existing schedules will go for approval.*

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend**
3. Click **Shipping Service Schedule**

The below screen will be displayed

Procedure:

1. Enter any of the Search criteria and click **Search**

Amend – Shipping Service Schedule

The below details will be displayed

2. Click on **Details** to view and amend the details

NOTE: *Request status **Pending with Berth Planner** and/or **Cancelled** cannot be amended*

3. Amend the required details and then click **Submit**

Amend – Shipping Service Schedule

The below confirmation will be displayed

- Click **Back** to go to the Amend - Shipping Service Schedule page
- Click **Notify** to send email confirmation of the request
- Click **Print** to print the confirmation of the request

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