



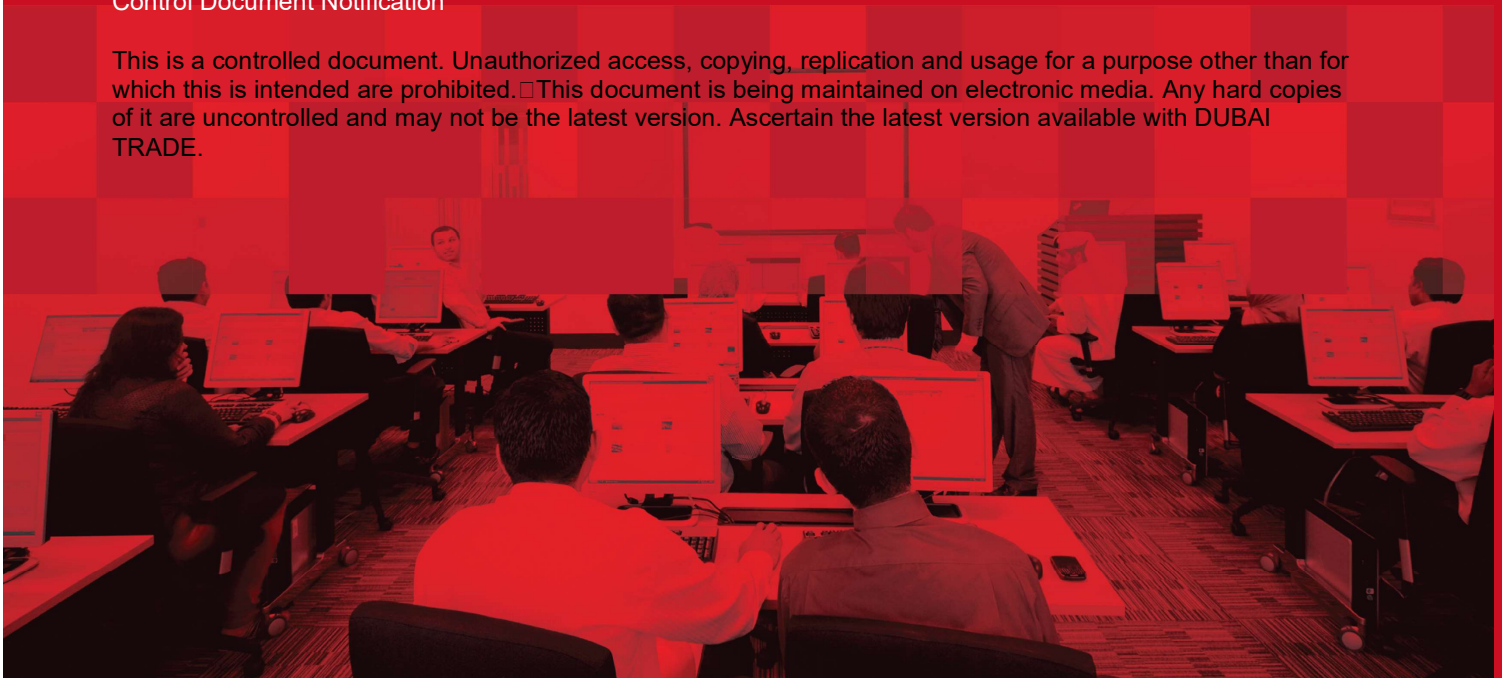
# DP World Shipping Service Schedule – Cancel User's Manual

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# Cancel – Shipping Service Schedule

## DOCUMENT DETAILS

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### Document Information

Document Name	Shipping Service Schedule – Cancel
Project Name	Shipping Service Schedule – Cancel
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	17 <sup>th</sup> May, 2020
Current Version	2.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# Cancel – Shipping Service Schedule

*This service enables Vessel Agents to cancel shipping service schedules online.*

## Navigation:

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

*The below screen will be displayed*

**Cancel Shipping Service Schedule**

Search By

Agent Reference No

Line

Shipping Service Code

Service Type  
--Please select--

Service Category  
--Please select--

Service End Date

Status  
--Please Select--

Service Start Date

Search

Reset

## Procedure:

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

**Cancel Shipping Service Schedule**

Search By

Agent Reference No

Line

Shipping Service Code

Service Type  
--Please select--

Service Category  
--Please select--

Service End Date

Status  
--Please Select--











Service Start Date

Search

Reset

*The below details will be displayed*

Results

Agent Ref No	Service Code	Service Name	Leader Line	Service Type	Service Categor...	Start Date	End Date	Status	Action
TESTREF1	TESTREF1	TESTREF1	MSK	Common Carrier	Normal	02-Sep-20 13:35	14-Apr-21 13:35	Pending With Co...	 Detail
ZT-1305-1	ZT-13051	TEST SERVICE FO...	MSK	Main Liner	Normal	01-Dec-20 10:38	31-Dec-25 10:38	Pending With Be...	 Detail
REF482	S0482	S0482	MSK	Common Carrier	East Bound ,Nor...	01-Feb-20 00:00	31-Jan-49 00:00	Pending With Be...	 Detail
REF481	C481	RR_SHIPPINGS	SCL	Common Carrier	East Bound ,Nor...	01-Feb-20 14:27	30-Apr-20 14:27	Pending With Co...	 Detail
teststph1	SHA122	SHA INTL LINE	MSK	Common Carrier	East Bound ,Nor...	21-Oct-19 08:04	28-May-20 08:04	Pending With Co...	 Detail
AGENT04822	AGENT048	AGENT04822	SCL	Common Carrier	East Bound	01-Oct-19 11:56	11-Oct-19 11:56	Pending With Co...	 Detail
AGENT1227	AGENT12	AGENT1227	MSK	Main Liner	Normal	05-Oct-19 00:00	01-Jan-49 00:00	Pending With Co...	 Detail
MPTEST_290919	MPTEST_1	MPTEST_290919_N...	MSK	Common Carrier	Normal ,North B...	30-Sep-19 09:03	09-May-20 09:03	Approved	 Detail
LE_250919	LE_25091	LE_250919	MSK	Common Carrier	Normal	25-Aug-19 13:33	19-May-21 13:33	Approved	 Detail
KC12	SHJAUH	SHJAUH SERVICE	MSK	Main Liner	Normal	23-Sep-19 09:25	31-May-20 09:25	Approved	 Detail

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# Cancel – Shipping Service Schedule

2. Click on **Details** to view and cancel the request

Results

Agent Ref No	Service Code	Service Name	Leader Line	Service Type	Service Categor...	Start Date	End Date	Status	Action
TESTREF1	TESTREF1	TESTREF1	MSK	Common Carrier	Normal	02-Sep-20 13:35	14-Apr-21 13:35	Pending With Co...	<a href="#">Detail</a>
ZT-1305-1	ZT-13051	TEST SERVICE FO...	MSK	Main Liner	Normal	01-Dec-20 10:38	31-Dec-25 10:38	Pending With Be...	<a href="#">Detail</a>
REF482	S0482	S0482	MSK	Common Carrier	East Bound ,Nor...	01-Feb-20 00:00	31-Jan-49 00:00	Pending With Be...	<a href="#">Detail</a>
REF481	C481	RR_SHIPPINGS	SCL	Common Carrier	East Bound ,Nor...	01-Feb-20 14:27	30-Apr-20 14:27	Pending With Co...	<a href="#">Detail</a>
testsp1	SHA122	SHA INTL LINE	MSK	Common Carrier	East Bound ,Nor...	21-Oct-19 08:04	28-May-20 08:04	Pending With Co...	<a href="#">Detail</a>
AGENT04822	AGENT048	AGENT04822	SCL	Common Carrier	East Bound	01-Oct-19 11:56	11-Oct-19 11:56	Pending With Co...	<a href="#">Detail</a>
AGENT1227	AGENT12	AGENT1227	MSK	Main Liner	Normal	05-Oct-19 00:00	01-Jan-49 00:00	Pending With Co...	<a href="#">Detail</a>
MPTEST_290919	MPTEST_1	MPTEST_290919_N...	MSK	Common Carrier	Normal ,North B...	30-Sep-19 09:03	09-May-20 09:03	Approved	<a href="#">Detail</a>
LE_250919	LE_25091	LE_250919	MSK	Common Carrier	Normal	25-Aug-19 13:33	19-May-21 13:33	Approved	<a href="#">Detail</a>
KC12	SHJAUH	SHJAUH SERVICE	MSK	Main Liner	Normal	23-Sep-19 09:25	31-May-20 09:25	Approved	<a href="#">Detail</a>

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**NOTE:** Request status **Pending with Commercial** can only be cancelled

3. Click **Cancel**

**Cancel Shipping Service Schedule**

\* Agent Reference No: TESTREF1  
\* Agent: UAE LLC  
\* Terminal Call(Single-Multi): Single  
Approx Total Moves Per Call: 100

Service Creation Date: 17-May-20 13:46  
\* Shipping Service Leader Line: LINE  
\* Service Type: Common Carrier  
Leader Line Move Per Call: 80

\* Shipping Service Code: TESTREF1  
\* Service Start Date: 02-Sep-20 13:35  
\* Service Category: Normal  
Leader Line Move Per Call(%): 80.0

\* Shipping Service Name: TESTREF1  
\* Service End Date: 14-Apr-21 13:35  
Remarks: Enter Input Text  
Status: Pending With Commercials

**Terminal Details**

Terminal	Category	Total Moves/call	Leader Moves/call	Leader Moves/Call %	Terminal Call Frequency	ETA	ETD	Action
TERMINAL TWO	Normal	100	80	80.0	Weekly/Wednesday	00:00		<a href="#">Detail</a>

**Partner Lines Details**

Line	Start Date	End Date	Partner Line Moves per call	Partner Line Moves percentage	Action
LINE1	02-Sep-20 13:35	14-Apr-21 13:35	29	20.0	<a href="#">Detail</a>

**Ports Of Call Details**

Port Code	Start Date	End Date	Action
AEJEJA	02-Sep-20 13:35	14-Apr-21 13:35	<a href="#">Detail</a>

**Vessels Details**

Line Code	Vessel	Start Date	End Date	Capacity	Tonnage	vessel LOA	Action
	HS HAYDN	02-Sep-20 13:35	14-Apr-21 13:35	3534	35981	231.0	<a href="#">Detail</a>

[Audit Log](#) [Cancel](#) [Notify](#) [Print](#) [Back](#)

- Click **Audit Log** to view the log/history of the request
- Click **Notify** to send email confirmation of the request
- Click **Print** to print the confirmation of the request
- Click **Back** to go to the Cancel - Shipping Service Schedule page

4. Enter the **Cancellation Comments/Remarks** and click **Submit**

**Cancellation Comments**

Please Provide Cancellation Remarks

Comments

[Submit](#) [Close](#)

# Cancel – Shipping Service Schedule

*The below confirmation will be displayed*

✓ Shipping Service Schedule Cancelled.

شركة دبي العالمية  
DP WORLD

Agent Reference No : TESTREF1  
Shipping Service Code : TESTREF1  
Shipping Service Name : TESTREF1  
Agent : UAE LLC

Back

Notify

Print

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

## Cancel – Shipping Service Schedule