



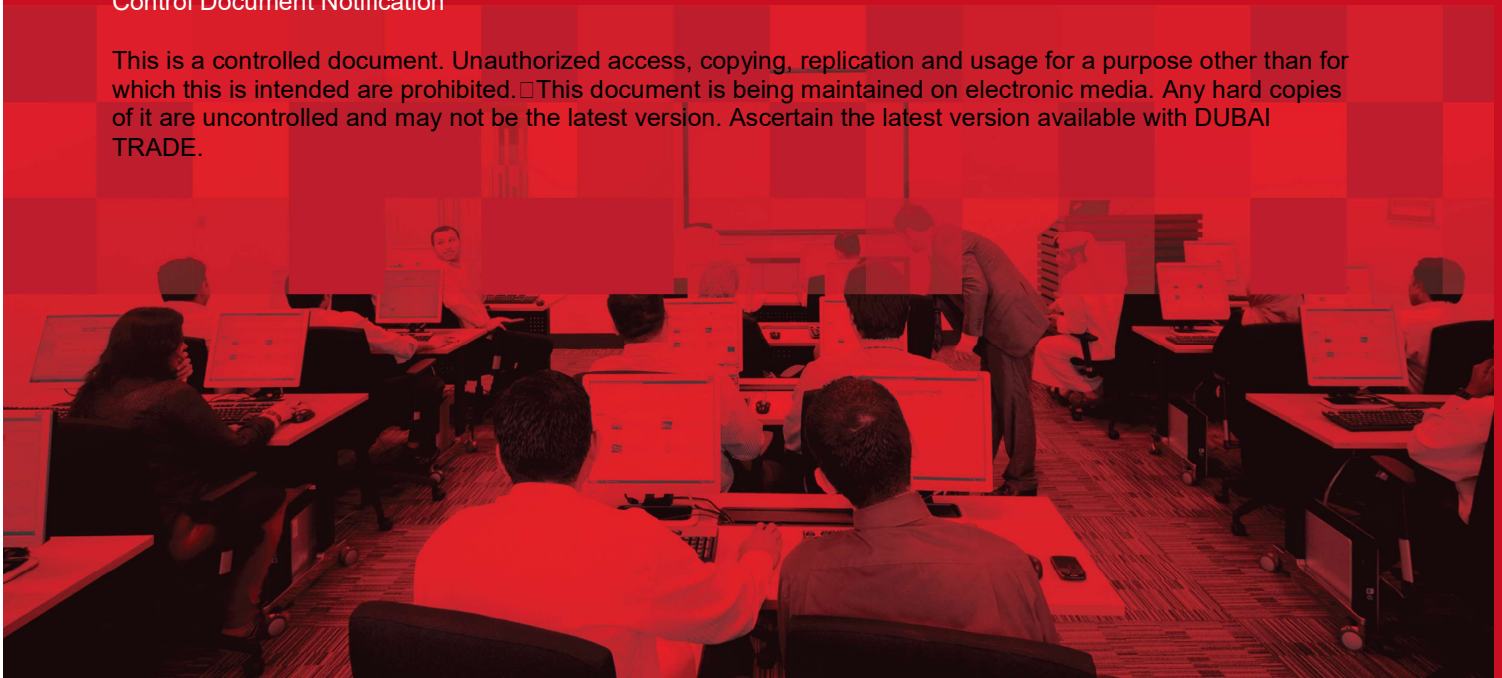
DP World Shipping Service Schedule – Request User's Manual

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Request – Shipping Service Schedule

DOCUMENT DETAILS

Document Information

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Project Name	Shipping Service Schedule – Request
Business Unit	DP World
Author(s)	DT Training Dept.
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Version	Date	Author	Designation	Description of change

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Distribution

Version	Location

Request – Shipping Service Schedule

This service enables Vessel Agents to create shipping service schedules online.

Navigation:

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

The below screen will be displayed

Request Shipping Service Schedule

* Agent Reference No
Enter Input Text

* Agent
UAE LLC

* Terminal Call(Single/Multi)
--Please select--

Approx Total Moves Per Call

Service Creation Date
17-May-20 14:07

* Shipping Service Leader Line
Enter Input Text

* Service Type
--Please select--

Leader Line Move Per Call

* Shipping Service Code
Enter Input Text

* Service Start Date
[Calendar Icon]

* Service Category
Please select

Leader Line Move Per Call(%)

* Shipping Service Name
Enter Input Text

* Service End Date
[Calendar Icon]

Remarks
Enter Input Text

Status
Open

Terminal Details

Add Terminal

Terminal	Category	Total Moves/call	Leader Moves/call	Leader Moves/Call %	Terminal Call Frequency	ETA	ETD	Action
No data available								

Partner Lines Details

Add Partner Lines

Line	Start Date	End Date	Partner Line Moves per call	Partner Line Moves percentage	Action
No data available					

Ports Of Call Details

Add Port Calls

Port Code	Start Date	End Date	Action
No data available			

Vessels Details

Add Vessel

Line Code	Vessel	Start Date	End Date	Capacity	Tonnage	vessel LOA	Action
No data available							

Submit

Procedure:

I. General Information:

* Agent Reference No
Enter Input Text

* Agent
UAE LLC

* Terminal Call(Single/Multi)
--Please select--

Approx Total Moves Per Call

Service Creation Date
17-May-20 14:07

* Shipping Service Leader Line
Enter Input Text

* Service Type
--Please select--

Leader Line Move Per Call

* Shipping Service Code
Enter Input Text

* Service Start Date
[Calendar Icon]

* Service Category
Please select

Leader Line Move Per Call(%)

* Shipping Service Name
Enter Input Text

* Service End Date
[Calendar Icon]

Remarks
Enter Input Text

Status
Open

1. Enter your **Agent Ref No.**
*** Agent Reference No**
Enter Input Text
2. Enter **Shipping Service Code**
*** Shipping Service Code**
Enter Input Text

Request – Shipping Service Schedule

3. Enter **Shipping Service Name**

* **Shipping Service Name**

Enter Input Text

4. Select **Shipping Service Leader Line**

* **Shipping Service Leader Line**

Enter Input Text

5. Select **Service Start Date** and **Service End Date**

* **Service Start Date**

* **Service End Date**

6. Select **Terminal Call**

* **Terminal Call(Single/Multi)**

--Please select--

7. Select **Service Type**

* **Service Type**

--Please select--

8. Select **Service Category**

* **Service Category**

Please select

9. Enter **Remarks (Optional)**

Remarks

Enter Input Text

II. Terminal Details:

1. Click **Add Terminal**

Terminal Details

Add Terminal

Terminal	Category	Total Moves/call	Leader Moves/call	Leader Moves/Call %	Terminal Call Frequency	ETA	ETD	Action
----------	----------	------------------	-------------------	---------------------	-------------------------	-----	-----	--------

* Allocated Terminal
--Please Select--

* Category
--Please Select--

* Frequency of Call
--Please select--

* Estimated Day & Time
Month Week
Day Time hh:mm

* Total Moves/call
Enter Input Number

* Leader Moves/call
Enter Input Number

Leader Moves/Call %

* Valid From
31-May-2020 12:14

* Valid To
06-Jun-2020 12:14

Save

Back

The below page will be displayed

2. Select **Allocated Terminal**

* **Allocated Terminal**

--Please Select--

Request – Shipping Service Schedule

3. Select **Category**

* **Category**

--Please Select--

4. Select **Frequency of Call**

* **Frequency of Call**

--Please select--

5. Select **Estimated Day & Time**

* **Estimated Day & Time**

Month	Week
Day	Time hh:mm

6. Enter **Total Moves/Call**

* **Total Moves/call**

Enter Input Number

7. Enter **Leader Moves/Call**

* **Leader Moves/call**

Enter Input Number

8. Select **Validity Date & Time**

* **Valid From**

31-May-2020 12:14

* **Valid To**

06-Jun-2020 12:14

9. After entering all mandatory information click **Save**

Terminal DetailsAdd Terminal

Terminal	Category	Total Moves/call	Leader Moves/call	Leader Moves/Call %	Terminal Call Frequency	ETA	ETD	Action
* Allocated Terminal TERMINAL ONE	* Category Normal	* Frequency of Call Tri-Weekly	* Estimated Day & Time Month Week Wednesday 00:00					
* Total Moves/call Enter Input Number	* Leader Moves/call Enter Input Number	Leader Moves/Call %						
* Valid From 31-May-2020 12:14	* Valid To 06-Jun-2020 12:14							
Save Back								

III. **Partner Lines Details:**

- Partner Line can enquire about schedules which are submitted by main Line.
- 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 vessels from schedules submitted by main Line.
- Any changes from Partner Line to existing schedules will go for approval.

1. Click **Add Partner Lines**

Partner Lines DetailsAdd Partner Lines

Line	Start Date	End Date	Partner Line Moves per call	Partner Line Moves percentage	Action
No data available					

Request – Shipping Service Schedule

The below page will be displayed

Partner Lines Details

Line	Start Date	End Date	Partner Line Moves per call	Partner Line Moves percentage	Action
No data available					

* Partner Line
Enter Input Text

Partner Line Moves per call
Enter Input Number

Partner Line Moves percentage

* Valid From
31-May-2020 12:14

* Valid To
06-Jun-2020 12:14

Save Back

2. Enter **Partner Line**

* **Partner Line**

Enter Input Text

3. Enter **Partner Line Moves per call (Optional)**

Partner Line Moves per call

Enter Input Number

4. Select **Validity Date & Time**

* **Valid From**

31-May-2020 12:14

* **Valid To**

06-Jun-2020 12:14

5. After entering all mandatory information click **Save**

Partner Lines Details

Line	Start Date	End Date	Partner Line Moves per call	Partner Line Moves percentage	Action
No data available					

* Partner Line
K LINE

Partner Line Moves per call
50

Partner Line Moves percentage
50.00

* Valid From
31-May-2020 12:14

* Valid To
06-Jun-2020 12:14

Save Back

IV. **Ports of Call Details:**

1. Click **Add Port Calls**

Ports Of Call Details

Port Code	Start Date	End Date	Action
No data available			

* Port Code
Enter Input Text

* Valid From
31-May-2020 12:14

* Valid To
06-Jun-2020 12:14

Remarks
Enter Input Text

Save Back

The below page will be displayed

Ports Of Call Details

Port Code	Start Date	End Date	Action
No data available			

* Port Code
K LINE

* Valid From
31-May-2020 12:14

* Valid To
06-Jun-2020 12:14

Remarks
Enter Input Text

Save Back

2. Enter **Port Code**

* **Port Code**

Enter Input Text

Request – Shipping Service Schedule

3. Select **Validity Date & Time**

* Valid From

31-May-2020 12:14

* Valid To

06-Jun-2020 12:14

4. Enter **Remarks (Optional)**

Remarks

Enter Input Text

5. After entering all mandatory information click **Save**

Ports Of Call Details

Port Code	Start Date	End Date	Action
No data available			

* Port Code: JEBEL ALI (AE/JEA)

* Valid From: 31-May-2020 12:14

* Valid To: 06-Jun-2020 12:14

Remarks: Enter Input Text

Save Back

V. Vessels Details:

1. Click **Add Vessel**

Vessels Details

Line Code	Vessel	Start Date	End Date	Capacity	Tonnage	vessel LOA	Action
No data available							

Add Vessel

The below page will be displayed

Vessels Details

Line Code	Vessel	Start Date	End Date	Capacity	Tonnage	vessel LOA	Action
No data available							

* Line: Please Select--

* Vessel: Enter Input Text

Capacity in TEUs:

Tonnage:

LOA:

* Valid From: 31-May-2020 12:14

* Valid To: 06-Jun-2020 12:14

Remarks: Enter Input Text

Save Back

2. Select the Vessel **Line**

* Line

--Please Select--

3. Enter **Vessel name**

* Vessel

Enter Input Text

4. Select **Validity Date & Time**

* Valid From

31-May-2020 12:14

* Valid To

06-Jun-2020 12:14

5. Enter **Remarks (Optional)**

Remarks

Enter Input Text

6. After entering all mandatory information click **Save**

Request – Shipping Service Schedule

^ Vessels Details

Add Vessel

Line Code	Vessel	Start Date	End Date	Capacity..	Tonnage	vessel LOA	Action
No data available							

* Line

K LINE

* Vessel

MA

UMA

Capacity In TEUs

1098

Tonnage

14120

LOA

155

* Valid From

31-May-2020 12:14

* Valid To

06-Jun-2020 12:14

Remarks

Enter Input Text

Save

Back

VI. After entering all information click **Submit**

Request Shipping Service Schedule

* Agent Reference No

TESTREF1

Service Creation Date

17-May-20 13:35

* Shipping Service Code

TESTREF1

* Shipping Service Name

TESTREF1

* Agent

UAE LLC

* Shipping Service Leader Line

LINE

* Service Start Date

17-May-20 13:35

* Service End Date

06-Jun-20 13:35

* Terminal Call(Single/Multi)

Single

* Service Type

Common Carrier

* Service Category

Normal

Remarks

Enter Input Text

Approx Total Moves Per Call

100

Leader Line Move Per Call

80

Leader Line Move Per Call(%)

80.00

Status

Open

^ Terminal Details

Add Terminal

Terminal	Category	Total Moves/call	Leader Moves/call	Leader Moves/Call %	Terminal Call Frequency	ETA	ETD	Action
TERMINAL ONE	Normal	100	80	80.0	Weekly/Wednesday	00:00		<div>Detail</div> <div>Delete</div>

^ Partner Lines Details

Add Partner Lines

Line	Start Date	End Date	Partner Line Moves per call	Partner Line Moves percentage	Action
LINE	17-May-20 13:35	06-Jun-20 13:35	20	20.0	<div>Detail</div> <div>Delete</div>

^ Ports Of Call Details

Add Port Calls

Port Code	Start Date	End Date	Action
AEJEA	17-May-20 13:35	06-Jun-20 13:35	<div>Detail</div> <div>Delete</div>

^ Vessels Details

Add Vessel

Line Code	Vessel	Start Date	End Date	Capacity..	Tonnage	vessel LOA	Action
IK	ALABAMA	17-May-20 13:35	06-Jun-20 13:35	1098	14120	155.0	<div>Detail</div> <div>Delete</div>

Submit

The below confirmation will be displayed

Shipping Service Schedule Submitted Successfully

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

Request – Shipping Service Schedule

Request – Shipping Service Schedule