

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

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### **DOCUMENT DETAILS**

### **Document Information**

Document Name	Shipping Service Schedule – Request
Project Name	Shipping Service Schedule – Request
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

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

Agent Reference No		Service Creation Date		* Shipping Service Code		* Shipping Service Name	
Enter Input Text		17-May-20 14:07		Enter Input Text		Enter Input Text	
Agent		* Shipping Service Leader Line		* Service Start Date		* Service End Date	
UAE LLC		Enter Input Text			Ť		Ĩ
Terminal Call(Single/Multi)		* Service Type		* Service Category		Remarks	
Please select	۲	Please select	٣	Please select		Enter Input Text	
pprox Total Moves Per Call		Leader Line Move Per Call		Leader Line Move Per Call(%)		Status	
						Open	
Terminal Details Terminal Category Partner Lines Details Line Start Date No data available	Total Moves/cali	Leader Moves/call		der Moves/Call %	Terminal Call Freque	ncy	
Terminal Category Partner Lines Details						ncy	ETA ETD Actio
Terminal Category Partner Lines Details Line Start Date No data available				j↑ Pa		ncy	ETA ETD Actio
Terminal         Category           Narther Lines Details         Image: Start Date           Line         Image: Start Date           No data available         Image: Start Date           Ports Of Call Details         Image: Start Date		ie Partner Line Moves		j↑ Pa	Inther Line Moves percentage	ncy	ETA ETD Action Add Partner Lind Action Add Port Calls
Category     Category     Category     Category     Start Date     Start Date     Start Date     Ports Of Call Details Port Code No data available		ie Partner Line Moves		j↑ Pa	Inther Line Moves percentage	ncy	ETA ETD Action Add Partner Lind Action Add Port Calls
Terminal     Category       Partner Lines Details       Line     Sart Date       No data available       Ports Of Call Details       Port Code	¦ ∦ End Da	ie Partner Line Moves		j↑ Pa	Inther Line Moves percentage	ncy vessel LOA	ETA ETD Action Add Partner Lind Action Add Port Calls Action Action

#### **Procedure:**

#### I. General Information:

* Agent Reference No		Service Creation Date		* Shipping Service Code		* Shipping Service Name	
Enter Input Text		17-May-20 14:07		Enter Input Text		Enter Input Text	
* Agent		* Shipping Service Leader Line		* Service Start Date		* Service End Date	
UAE LLC		Enter Input Text			m		iii
* Terminal Call(Single/Multi)		* Service Type		Service Category		Remarks	
Please select	¥	Please select	×	Please select		Enter Input Text	
						Status	
Approx Total Moves Per Call		Leader Line Move Per Call		Leader Line Move Per Call(%)		Status	

### 1. Enter your Agent Ref No.

\* Agent Reference No

Enter Input Text

2. Enter Shipping Service Code \* Shipping Service Code

Enter Input Text

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	
		i
6.	Select Terminal Call * Terminal Call(Single/Multi)	
	Please select	
<b>'</b> .	Select Service Type * Service Type	
	Please select	
8.	Select Service Category * Service Category	
	Please select	
).	Enter <b>Remarks</b> ( <i>Optional</i> ) Remarks	
	Enter Input Text	

#### II. Terminal Details:

#### 1. Click Add Terminal

▲ Terminal Details							Add Ter	minal
Terminal	Category	Total Moves/call	Leader Moves/call	Leader Moves/Call %	Terminal Call Frequency	ETA	ETD	Action

#### The below page will be displayed

* Allocated Terminal		* Category		* Frequency of Call		* Estimated Day & Time			
Please Select	۲.	Please Select	*	Please select	•	Month	٣	Week	۲
* Total Moves/call		* Leader Moves/call		Leader Moves/Call %		Day	٣	Time hh:mm	¥
Enter Input Number		Enter Input Number							
* Valid From		* Valid To							
31-May-2020 12:14	<b></b>	06-Jun-2020 12:14	iii						

#### 2. Select Allocated Terminal

\* Allocated Terminal

--Please Select--

Select Category * Category			
Please Select		¥	
Select Frequency of Call * Frequency of Call			
Please select		•	
Select Estimated Day & Ti * Estimated Day & Time	ime		
Month	Ŧ	Week	•
Day	٣	Time hh:mm	*
Enter Total Moves/Call * Total Moves/call			
Total Woves/call			
Enter Input Number			
Enter Input Number			
Enter Input Number Enter Leader <b>Moves/Call</b>			
Enter Input Number Enter Leader <b>Moves/Call</b> * Leader Moves/call	16	* Valid To	

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

Category Tot				4					
* Allocated Terminal		* Category		* Frequency of Call		* Estimated Day & Time			
TERMINAL ONE	٣	Normal	Ŧ	Tri-Weekly	٣	Month	۲	Week	
* Total Moves/call		* Leader Moves/call		Leader Moves/Call %		Wednesday	٣	00:00	
Enter Input Number		Enter Input Number							
* Valid From		* Valid To							
31-May-2020 12:14		06-Jun-2020 12:14	薑						

#### 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

A Partner Lines	Details				Add Partner Lines
Line	Start Date	End Date	Partner Line Moves per call	Partner Line Moves percentage	Action
No data available					

The below page will be displayed

	and the second se						
Start Date	End Date	Partner Line Mov	es per call	tt.	Partner Line Moves percentage		Action
* Partner Line		Partner Line Moves per call		Partner Line Moves percentage	8		
Enter Input Text		Enter Input Number					
* Valid From		* Valid To					
31-May-2020 12:14	m	06-Jun-2020 12:14	<b></b>				
						Save	Back
. Enter <b>Par</b>	tner Line	a					
. Enter I ui		5					
* Partner Li		-					
* Partner Li	ne	-					
Second and a second second second	ne	-					
* Partner Li Enter Input	ne Text	-		iona)			
* Partner Li Enter Input	ne Text tner Line	e Moves per d	c <b>all (</b> Opt	ional <b>)</b>			
* Partner Li Enter Input	ne Text tner Line	e Moves per d	c <b>all (</b> Opt	ional <b>)</b>			
* Partner Li Enter Input Enter Par Partner Line	ne Text tner Line e Moves pe	e Moves per d	c <b>all (</b> Opt	ional <b>)</b>			
* Partner Li Enter Input Enter Par Partner Line Enter Input	ne Text tner Line e Moves pe Number	e Moves per o r call	c <b>all (</b> Opt	ional <b>)</b>			
* Partner Li Enter Input Enter Par Partner Line Enter Input	ne Text tner Line e Moves pe Number	e Moves per o r call	c <b>all (</b> Opt	ional <b>)</b>			
* Partner Li Enter Input Enter Par Partner Line Enter Input Select Val	ne Text tner Line e Moves pe Number	e Moves per o r call	c <b>all (</b> Opt				
* Partner Li Enter Input Enter Par Partner Line Enter Input	ne Text tner Line e Moves pe Number	e Moves per o r call	c <b>all (</b> Opt	ional) * Valid 1			
* Partner Li Enter Input . Enter Par Partner Line Enter Input . Select Val	ne Text tner Line e Moves pe Number idity Dat	e Moves per o r call	call (Opt	* Valid 1	ro 2020 12:14		

5. After entering all mandatory information click Save

				Add Partner
End Date	Partner Line Moves	per call	Partner Line Moves percentage	Action
	Partner Line Moves per call	Partner L	ine Moves percentage	
	50	50.00		
	* Valid To			
i	06-Jun-2020 12:14	m		
				Save Back
		Partner Line Moves per call 50 * Valid To	Partner Line Moves per call Partner Li 50 50.00 * Valid To	Partner Line Moves per call Partner Line Moves percentage 50 50.00 * Valid To

### IV. Ports of Call Details:

1. Click Add Port Calls

A Ports Of Call Details			Add Port Calls
Port Code	Start Date	End Date	Action
No data available			

#### The below page will be displayed

					Add Port Calls
Start Date		End	l Date		Action
* Valid From		- Valid To		Remarks	
31-May-2020 12:14	<b></b>	06-Jun-2020 12:14	<b></b>	Enter Input Text	
() (b) 200 (214		000000000000000000000000000000000000000	-	Save	Back
	* Valid From	* Valid From	* Valid From * Valid To	* Valid From * Valid To	* Valid From ** Valid To Remarks 31-May-2020 12:14

#### 2. Enter **Port Code**

\* Port Code

Enter Input Text
------------------

3. Select Validity Date & Time

* Valid	From
---------	------

	* Valid From	* Valid To	
	31-May-2020 12:14	06-Jun-2020 12:14	iii
4.	Enter Remarks (Optional)		
	Remarks		

- Enter Input Text
- 5. After entering all mandatory information click Save

* Port Code * Valid From	- Valid To	Remarks	
JEBEL ALI [AEJEA] 31-May-2020 12:1	06-Jun-2020 12:14	Enter Input Text	

#### V. **Vessels Details:**

#### 1. Click Add Vessel

▲ Vessels Details							Add Vessel
Line Code	Vessel	Start Date	End Date	Capacity	Tonnage	vessel LOA	Action
No data available							

#### The below page will be displayed

<ul> <li>* Line <ul> <li>Please Select</li> <li>Enter Vessel</li> <li>Enter Input Text</li> </ul> </li> <li>Select Validity Date &amp; Time <ul> <li>* Valid From</li> <li>* Valid From</li> <li>* Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Enter Remarks (Optional) <ul> <li>Remarks</li> </ul> </li> </ul>	ode Vessel	Start Date	End Date	Capacity	Tonnage	vessel LOA	Action
There searcher in the image of the image	a available						
There search: The result of the Vessel Line • Line • Line • Please Select • Enter Vessel name • Vessel Enter Input Text • Valid From • Valid To 31-May-2020 12:14 • Descent the Vessel • Comparison of the vessel<							
Pixey-2021214   Image: Select the Vessel Line     • Line  Please Select Select Validity Date & Time * Valid From * Valid From * Valid To 31-May-2020 12:14 6. Enter Remarks (Optional) Remarks				Capacity In 1	EUs	Tonnage	
<ul> <li>Select the Vessel Line <ul> <li>Line <ul> <li>Please Select</li> </ul> </li> <li>Enter Vessel name <ul> <li>Vessel</li> <li>Enter Input Text</li> </ul> </li> <li>Select Validity Date &amp; Time <ul> <li>Valid From</li> <li>Valid From</li> <li>Select Valid From</li> <li>Enter Remarks (Optional) Remarks</li> </ul> </li> </ul></li></ul>	LOA	Valid From		* Valid To		Remarks	
<ul> <li>Select the Vessel Line <ul> <li>Line <ul> <li>-Please Select</li> </ul> </li> <li>Enter Vessel <ul> <li>Vessel</li> <li>Enter Input Text</li> </ul> </li> <li>Select Validity Date &amp; Time <ul> <li>Valid From <ul> <li>Valid From <ul> <li>Valid From <ul> <li>Valid From <ul> <li>Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>06-Jun-2020 12:14</li> </ul> </li> </ul></li></ul></li></ul></li></ul></li></ul>		31-May-2020 12:14	1	6-Jun-2020	12:14	Enter Input Text	
<ul> <li>* Line <ul> <li>Please Select</li> <li>Enter Vessel</li> <li>Enter Input Text</li> </ul> </li> <li>Select Validity Date &amp; Time <ul> <li>* Valid From</li> <li>* Valid From</li> <li>* Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Enter Remarks (Optional) <ul> <li>Remarks</li> </ul> </li> </ul>						Save	Back
<ul> <li>Line <ul> <li>Please Select</li> <li>Enter Vessel name</li> <li>* Vessel</li> </ul> </li> <li>Enter Input Text </li> <li>Select Validity Date &amp; Time <ul> <li>* Valid From</li> <li>* Valid From</li> <li>* Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Enter Remarks (Optional) <ul> <li>Remarks</li> </ul> </li> </ul>							
<ul> <li>Line <ul> <li>Please Select</li> <li>Enter Vessel name</li> <li>Vessel</li> </ul> </li> <li>Enter Input Text <ul> <li>Select Validity Date &amp; Time</li> <li>* Valid From <ul> <li>* Valid From</li> <li>* Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Co-Jun-2020 12:14</li> </ul> </li> <li>Enter Remarks (Optional) Remarks</li> </ul>							
<ul> <li>Line <ul> <li>Please Select</li> <li>Enter Vessel name</li> <li>Vessel</li> </ul> </li> <li>Enter Input Text <ul> <li>Select Validity Date &amp; Time</li> <li>* Valid From <ul> <li>* Valid From</li> <li>* Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Co-Jun-2020 12:14</li> </ul> </li> <li>Enter Remarks (Optional) Remarks</li> </ul>							
<ul> <li>Line <ul> <li>Please Select</li> <li>Enter Vessel name</li> <li>* Vessel</li> </ul> </li> <li>Enter Input Text </li> <li>Select Validity Date &amp; Time <ul> <li>* Valid From</li> <li>* Valid From</li> <li>* Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Enter Remarks (Optional) <ul> <li>Remarks</li> </ul> </li> </ul>	. Select the Ves	sel <b>Line</b>					
Please Select  Enter Vessel  Tenter Input Text  Select Validity Date & Time  Valid From  Valid From  Valid From  Constrained  (Optional)  Remarks							
<ul> <li>Enter Vessel</li> <li>Enter Input Text</li> <li>Select Validity Date &amp; Time <ul> <li>Valid From</li> <li>Valid From</li> <li>Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Enter Remarks (Optional) Remarks</li> </ul>	* Line						
<ul> <li>Enter Vessel</li> <li>Enter Input Text</li> <li>Select Validity Date &amp; Time <ul> <li>Valid From</li> <li>Valid From</li> <li>Valid To</li> </ul> </li> <li>31-May-2020 12:14</li> <li>Enter Remarks (Optional) Remarks</li> </ul>							
* Vessel Enter Input Text . Select Validity Date & Time * Valid From 31-May-2020 12:14 . Enter Remarks (Optional) Remarks	Please Select-	<del>, .</del>			*		
* Vessel Enter Input Text Select Validity Date & Time * Valid From 31-May-2020 12:14 Enter Remarks (Optional) Remarks							
Enter Input Text  Select Validity Date & Time  Valid From  Valid From  31-May-2020 12:14  Enter Remarks (Optional) Remarks	. Enter <b>Vessel</b> r	name					
Enter Input Text  Select Validity Date & Time  Valid From  Valid From  31-May-2020 12:14  Enter Remarks (Optional) Remarks	* Voccol						
<ul> <li>Select Validity Date &amp; Time         * Valid From         * Valid From         31-May-2020 12:14         Enter Remarks (Optional)         Remarks     </li> </ul>	vessel						
<ul> <li>Select Validity Date &amp; Time         * Valid From         * Valid From         31-May-2020 12:14         6-Jun-2020 12:14         Fenter Remarks (Optional)         Remarks         </li> </ul>	Enter Input Text						
* Valid From 31-May-2020 12:14 Enter Remarks (Optional) Remarks							
Valid From     Valid To     31-May-2020 12:14     O6-Jun-2020 12:14     Remarks (Optional) Remarks	<ul> <li>Select Validity</li> </ul>	y Date & Ti	me				
31-May-2020 12:14     image: 06-Jun-2020 12:14       Enter Remarks (Optional) Remarks		•			Valid To		
. Enter <b>Remarks</b> (Optional) Remarks	Valiu From				valiu to		
Enter Remarks (Optional) Remarks	31-May-2020 12:14	4			06-Jun-2020 12:14		İ
Remarks							
	. Enter Kemar F	<b>xs</b> (Optional	J				
Enter Input Text	Remarks						
Enter Input Text							
	Enter Input Text						

6. After entering all mandatory information click Save

Code Vessel	Lî Start	Date End Da	ite	Capacity	11 Tonnage	vessel LOA	Li Action
ata available							
* Line		* Vessel		Capacity In TEUs		Tonnage	
KLINE	٣	MA WA		1098		14120	
LOA		* Valid From		* Valid To		Remarks	
155		31-May-2020 12:14	<b></b>	06-Jun-2020 12:14	<b></b>	Enter Input Text	
						Save	Back

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

Agent Reference No		Service Creat	ion Date		* Shipping Service Code		* Shipping Service Name	
ESTREF1		17-May-20 13	35		TESTREF1		TESTREF1	
Agent		* Shipping Se	rvice Leader Line		* Service Start Date		* Service End Date	
UAE LLC		l.	LINE		17-May-20 13:35	O	06-Jun-20 13:35	0
Terminal Call(Single/Multi)		* Service Typ			* Service Category		Remarks	
Single		Common Ca	rier		Normal		Enter Input Text	
pprox Total Moves Per Call		Leader Line I	Leader Line Move Per Call Lea				Status	
00		80			Leader Line Move Per Call(%) 80.00		Open	
							1.1.1.1	
Terminal Details								Add Terminal
Terminal	Category	Total Moves/call	Leader Moves/call	Lea	der Moves/Call %	Terminal Call Frequency	ETA	ETD Action
TERMINAL ONE	Normal	100	80	80.0	1	Weekly/Wednesday	00:00	E Detail Deta
Partner Lines Details								Add Partner Lin
Line	1+ S	tart Date	End Date	Partner Line N	loves per call	Partner Line Moves pe	rcentage	Action
LINE	1	7-May-20 13:35	06-Jun-20 13:35	20		20.0		E Detail Dek
Ports Of Call Details								Add Port Call
Port Code		Start	Date		IF B	nd Date		Action
AEJEA		17-M	ay-20 13:35		0	5-Jun-20 13:35		🔚 Detail Dele
			,					iiii Detail Dele
Vessels Details								Add Vessel
Line Code	Vessel	ir.	Start Date	End Date	Capacity	Tonnage	vessel LOA	Action
ж	ALABAMA		17-May-20 13:35	06-Jun-20 13:35	1098	14120	155.0	🗮 Detail Dele
								Cill Delain

#### The below confirmation will be displayed

Shipping Service Schedule Submitted Successfully				قيواندي ديمي العالمية DP WORLD
Shipping Servic Shipping Service	rence No : TESTREF1 ice Code : TESTREF1 ice 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



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