DP World
Shipping Service Schedule – Request
User's Manual

Copyright Information

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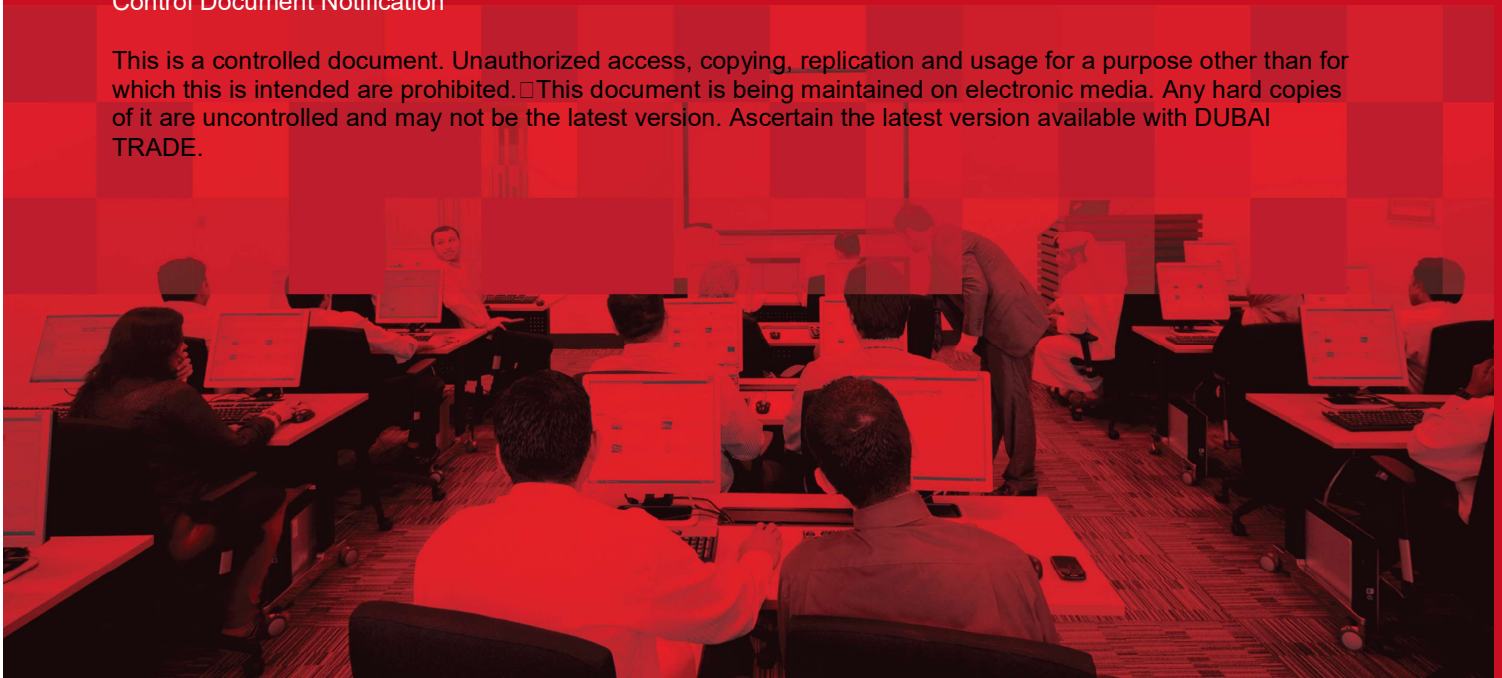
Request – Shipping Service Schedule

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

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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

Procedure:

I.   General Information:

1. Enter your **Agent Ref No.**

2. Enter **Shipping Service Code**

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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**

The below page will be displayed

2. Select **Allocated Terminal**

   * Allocated Terminal

   | --Please Select-- ▼ |

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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 | * Valid To |
   | 31-May-2020 12:14 📅 | 06-Jun-2020 12:14 📅 |

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

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**

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The below page will be displayed

2. Enter **Partner Line**

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

4. Select **Validity Date & Time**

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

IV. Ports of Call Details:

1. Click **Add Port Calls**

The below page will be displayed

2. Enter **Port Code**

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3. Select **Validity Date & Time**

* Valid From		* Valid To	
31-May-2020 12:14	📅	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				Add Port Calls
Port Code	Start Date	End Date		Action
No data available				

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

Save   Back

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

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

* Line	* Vessel	Capacity In TEUs	Tonnage
--Please Select-- ▼	Enter Input Text		
LOA	* Valid From	* Valid To	Remarks
	31-May-2020 12:14	06-Jun-2020 12:14	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		* Valid To	
31-May-2020 12:14	📅	06-Jun-2020 12:14	📅

5. Enter **Remarks** (*Optional*)

Remarks

Enter Input Text

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

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

The below confirmation will be displayed

- 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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