



DP World Container Segregation Request User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Container Segregation Request
Project Name	Container Segregation 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

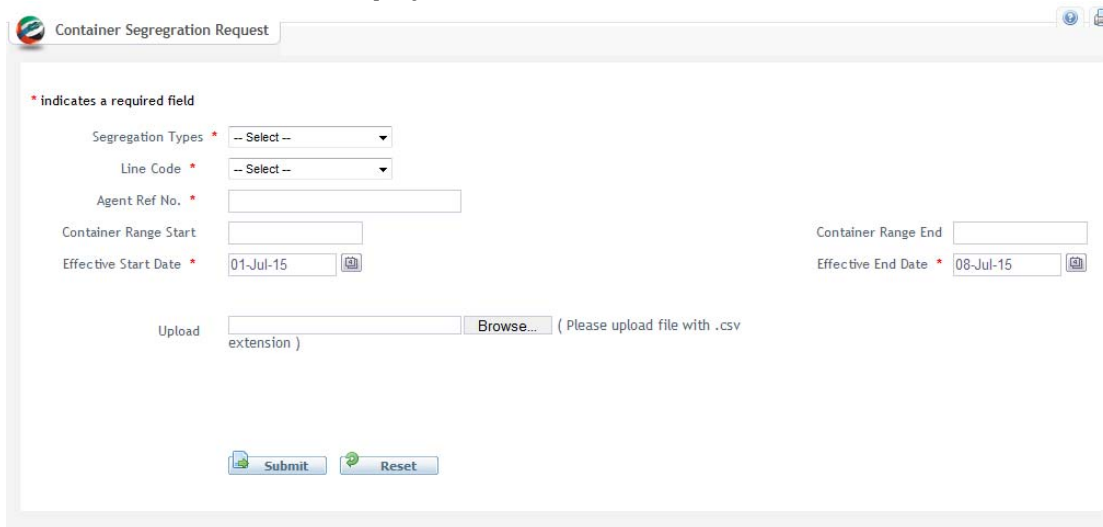
Container Segregation Request

This Service enables shipping line agents to segregate their containers in the yard.

Navigation

1. Login to **Dubai Trade**
2. Go to **Request**
3. Then go to **Container Segregation Request**

The below screen will be displayed



Container Segregation Request

* indicates a required field

Segregation Types * -- Select --

Line Code * -- Select --

Agent Ref No. *

Container Range Start

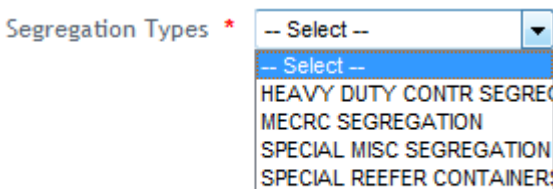
Container Range End

Effective Start Date * 01-Jul-15

Effective End Date * 08-Jul-15

Upload (Please upload file with .csv extension)

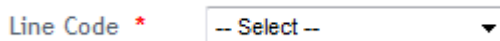
4. Select Segregation Type



Segregation Types * -- Select --

- Select --
- HEAVY DUTY CONTR SEGREG
- MECRC SEGREGATION
- SPECIAL MISC SEGREGATION
- SPECIAL REEFER CONTAINERS

5. Select Line



Line Code * -- Select --

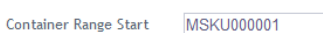
6. Enter your **Agent Reference Number**

Any alpha-numeric value to help in records, track & trace.



Agent Ref No. *

7. Enter **Container Range** or **upload** container numbers in a CSV file
 - a. Container Range



Container Range Start



Container Range End

Container Segregation Request


b. File Upload

Upload (Please upload file with .csv extension)

8. Enter effective start date & end date

Note: start date can be the same request date or any future date.

Effective Start Date * 

Effective End Date * 

9. Click the **Submit** button to send your request or reset to re-enter the information



Note: this request doesn't need any approval, hence once submitted changes will take place from the effective start date. However, amendment & cancellation are still possible.

System will display the following message as a confirmation to your request

Container Segregation Request is submitted successfully for the Agent Ref No ALAA123

