DP World
Submit Advance Cargo Information (Manifest File Upload) User's Manual

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Submit Advance Cargo Information (Manifest File Upload)

Table Designs

DOCUMENT DETAILS

Document Name	Submit Advance Cargo Information (Manifest File Upload)
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
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Current Version	1.2

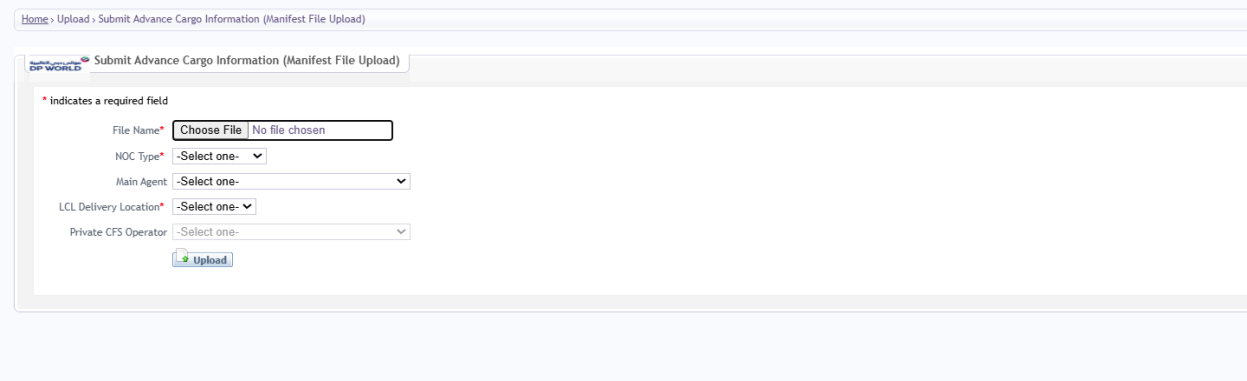
This service enables Shipping Agents to Upload Cargo Manifest File to DP World. ***Manifest File*** *is a set of Bill of Ladings gathered and generated in a text file through special EDI software.*

Procedure:

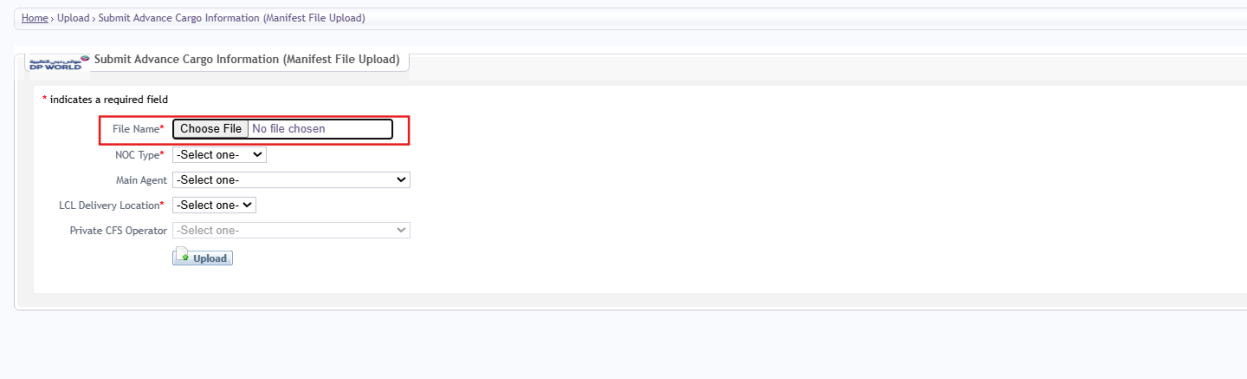
1. Navigate to the Service Catalogue then choose "**Sea**".

   Search for **Submit Advance Cargo Information (Manifest File Upload)** service.

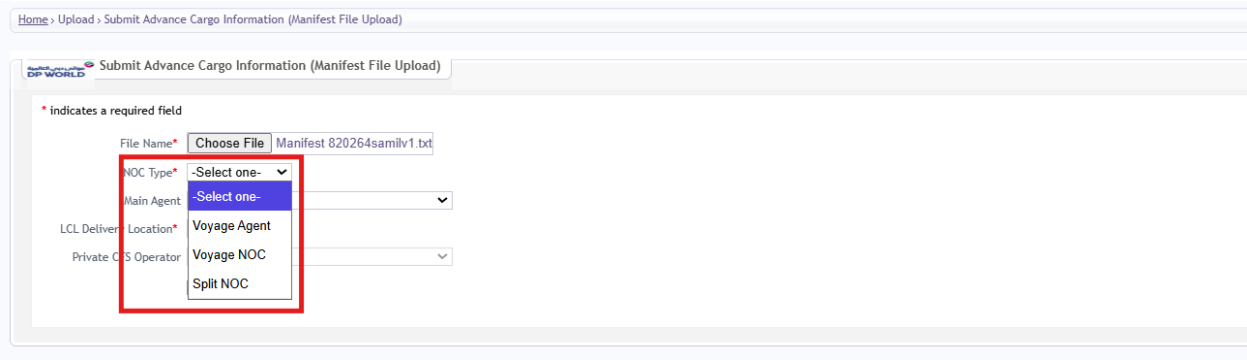
   The below screen will be displayed.



2. Click "Choose File" to attach the manifest file.



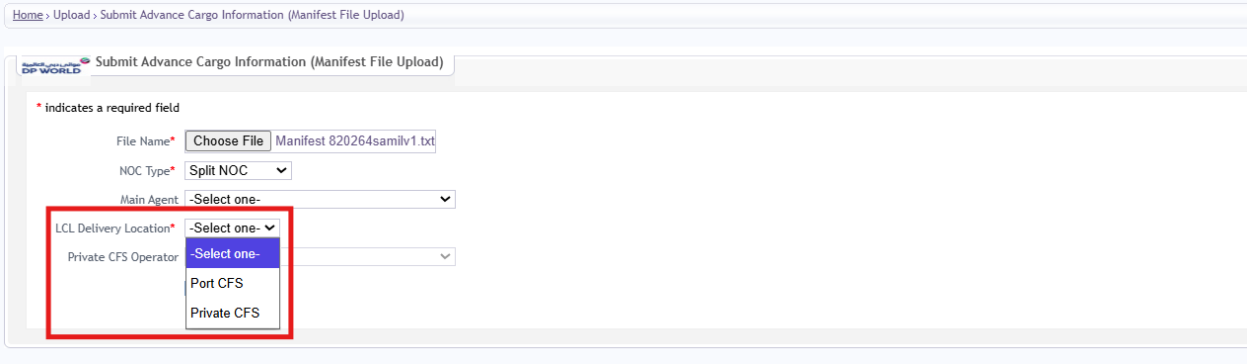
3. Select the **NOC type**



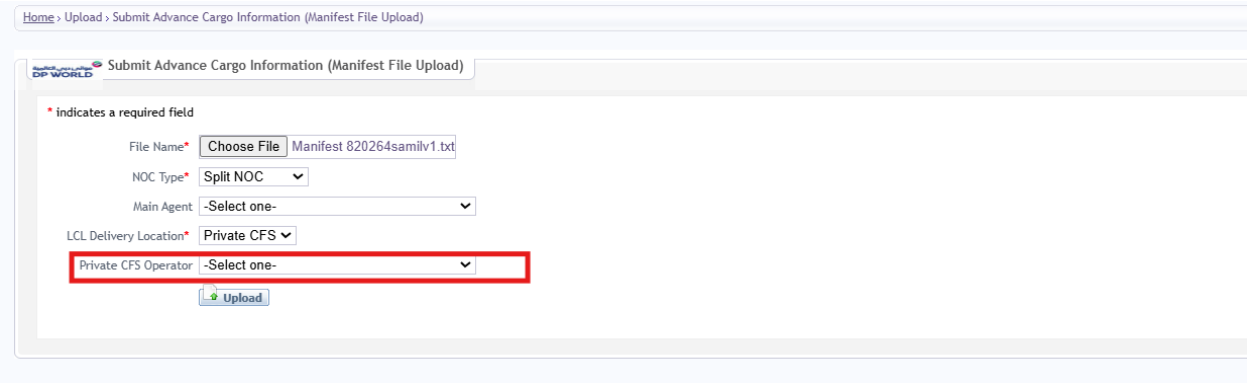
4. Select the **Main Agent** from the list (Applicable if Voyage NOC or Split NOC Selected in **NOC Type**)



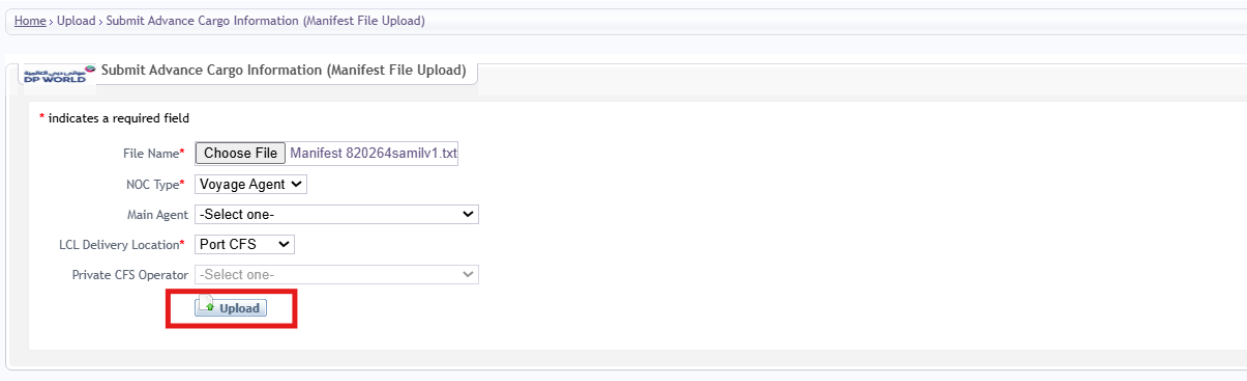
5. Choose the **LCL Delivery Location** from the list as either **Port CFS** or **Private CFS**



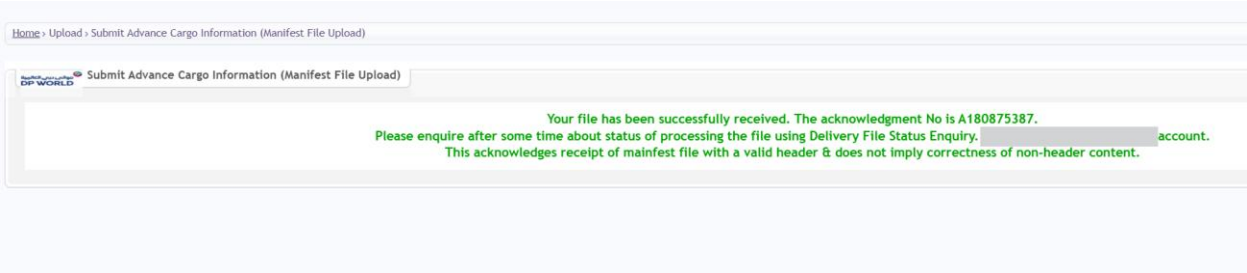
6. Select the **Private CFS (Container Freight Station) Operator** for LCL shipments (Applicable if cargo is de-consoled at a private CFS owned by the Freight Forwarder)



7. Review the information then click "**Upload**"



The below confirmation page will be displayed



***NOTE:** If the text file format uploaded is **incorrect** OR information in header information (**first line of the file**) is **incorrect** OR the information entered in the file is **NOT accepted** by the system (**example:** the field is for weight which requires **Numbers** to be entered but the field has **special characters** or **letters**) the file will not be accepted.*

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