Free Zone Gate Pass System User Guide

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Release Date: 13-Mar-2014

The purpose of this document is to provide the DWC Free Zone customers with information regarding how to use the Free Zone Gate Pass System.

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Table of Contents

1. USER ACCESS 4
1.1 LOGIN PAGE 4
1.2 FORGOT YOUR PASSWORD? 5
2. HOME PAGE 6
2.1 SUMMARY 6
2.2 SECTIONS OF HOME PAGE (NAVIGATION) 6
2.3 SECTIONS OF HOME PAGE (ACCOUNT DETAILS) 8
2.4 SECTIONS OF HOME PAGE (GATE PASS SUMMARY) 8
2.5 SECTIONS OF HOME PAGE (RECENT GATE PASS HISTORY) 9
2.6 SECTIONS OF HOME PAGE (RECENT RECEIPTS) 10
2.7 SECTIONS OF HOME PAGE (RECENT ATTACHMENTS) 11
3. CREATE NEW ENTRY GATE PASS FOR LOCAL MARKET 12
3.1 STEP 1 12
3.2 STEP 2 12
3.3 CATEGORY LOOK-UP 14
3.4 STEP 3 14
3.5 STEP 4 14
3.6 STEP 5 15
3.7 PAYMENT VIA ROSOOM 18
4. CREATE NEW ENTRY GATE PASS FOR BILL OF ENTRY 21
4.1 STEP 1 21
4.2 STEP 2 21
4.3 STEP 3 22
4.4 STEP 4 22
4.5 STEP 5 23
4.6 PAYMENT VIA ROSOOM 25
5. VIEW EXISTING ENTRY GATE PASS 28
6. CREATE NEW EXIT GATE PASS FOR LOCAL MARKET 29
6.1 STEP 1 29
6.2 STEP 2 29
6.3 STEP 3 30

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6.4 STEP 4 31
6.5 STEP 5 31
7. CREATE NEW EXIT GATE PASS FOR BILL OF ENTRY 35
7.1 STEP 1 35
7.2 STEP 2 35
7.3 STEP 3 36
7.4 STEP 4 36
7.5 STEP 5 37
8. VIEW EXISITNG EXIT GATE PASS 39
9. CREATE NEW EXIT GATE PASS FOR REST OF THE WORLD 40
9.1 STEP 1 40
9.2 STEP 2 40
9.3 STEP 3 41
9.4 STEP 4 42
10. CLEAR/REJECT EXIT GATE PASS FOR REST OF THE WORLD 44
10.1 STEP 1 44
10.2 STEP 2 44
11. VIEW EXIT GATE PASS FOR REST OF THE WORLD 46
12. INVENTORY STATUS 47
13. REPORTS 48
13.1 Gate Pass Report 48
13.2 Gate Pass Payments Report 49

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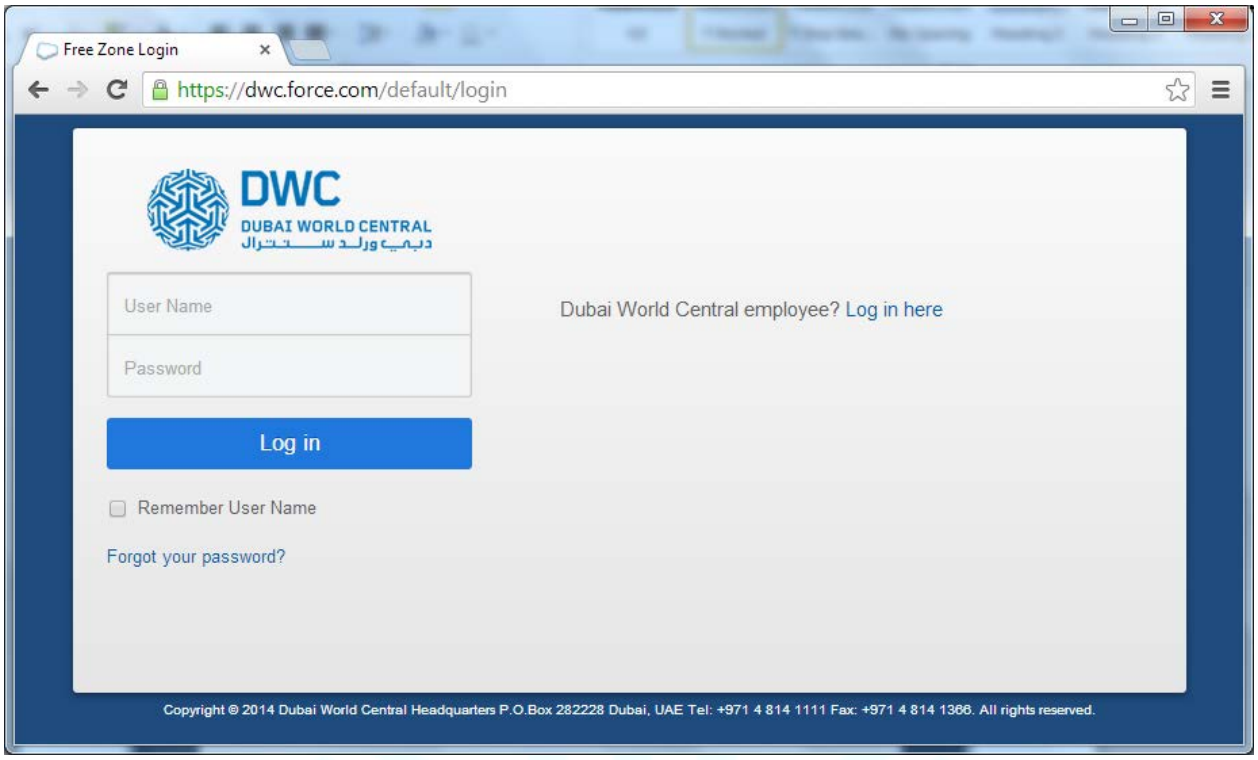
1. USER ACCESS

1.1 LOGIN PAGE

The website link to access the “DWC Free Zone Local Gate Pass System” is https://dwc.force.com/default
The provided link will take you to the login page. You will have to provide “User Name” and “Password” to log into the system. The login details can be obtained from DWC customer service desk or DWC Free Zone Administration Officers.



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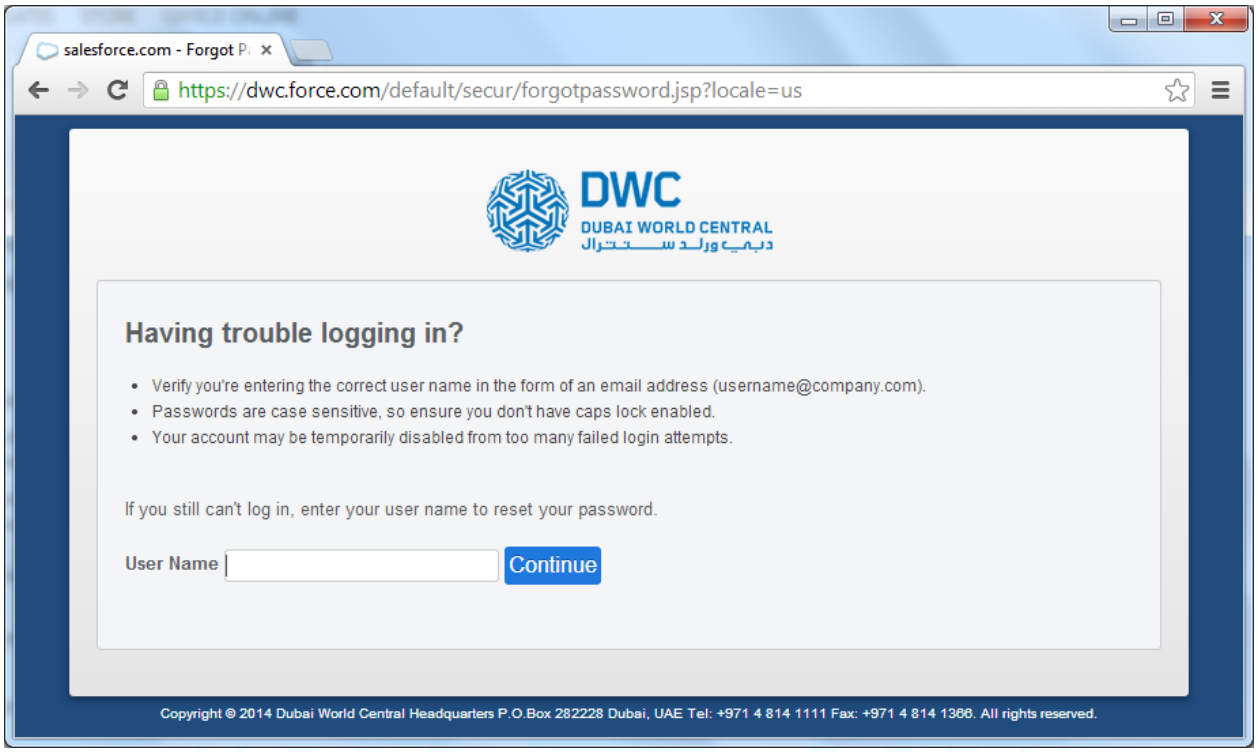
1.2 FORGOT YOUR PASSWORD?

You can reset your password if you forget it. Click on the link “Forgot your password?” which is available on the logon page.



The system will take you to a page where you can provide your username and click “Continue”. The system will reset your password & send you an email which will include your new password.

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2. HOME PAGE

2.1 SUMMARY

Welcome to the home page. Here you can find summary of your “DWC Free Zone Gate Pass System” account. This includes;

- Navigation
- Account Details
- Dashboards
- Gate Pass Summary
- Recent Gate Pass History
- Recent Receipts
- Recent Attachments

2.2 SECTIONS OF HOME PAGE (NAVIGATION)

The navigation section provides quick links to reach all the available options in the system.

- You can view & create entry gate pass for local market
- You can view & create entry gate pass for bill of entry
- You can view & create exit gate pass for local market
- You can view & create exit gate pass for bill of entry
- You can enter & view bill of entry information in system to use it for issuance of entry and exit passes
- You can view, create, clear & reject exit gate pass for the rest of the world (Land/Air/Sea)
- You can see the current status of your entire local market inventory which is stored in your warehouse at DWC Free Zone
- You can view gate pass reports & gate pass payments report

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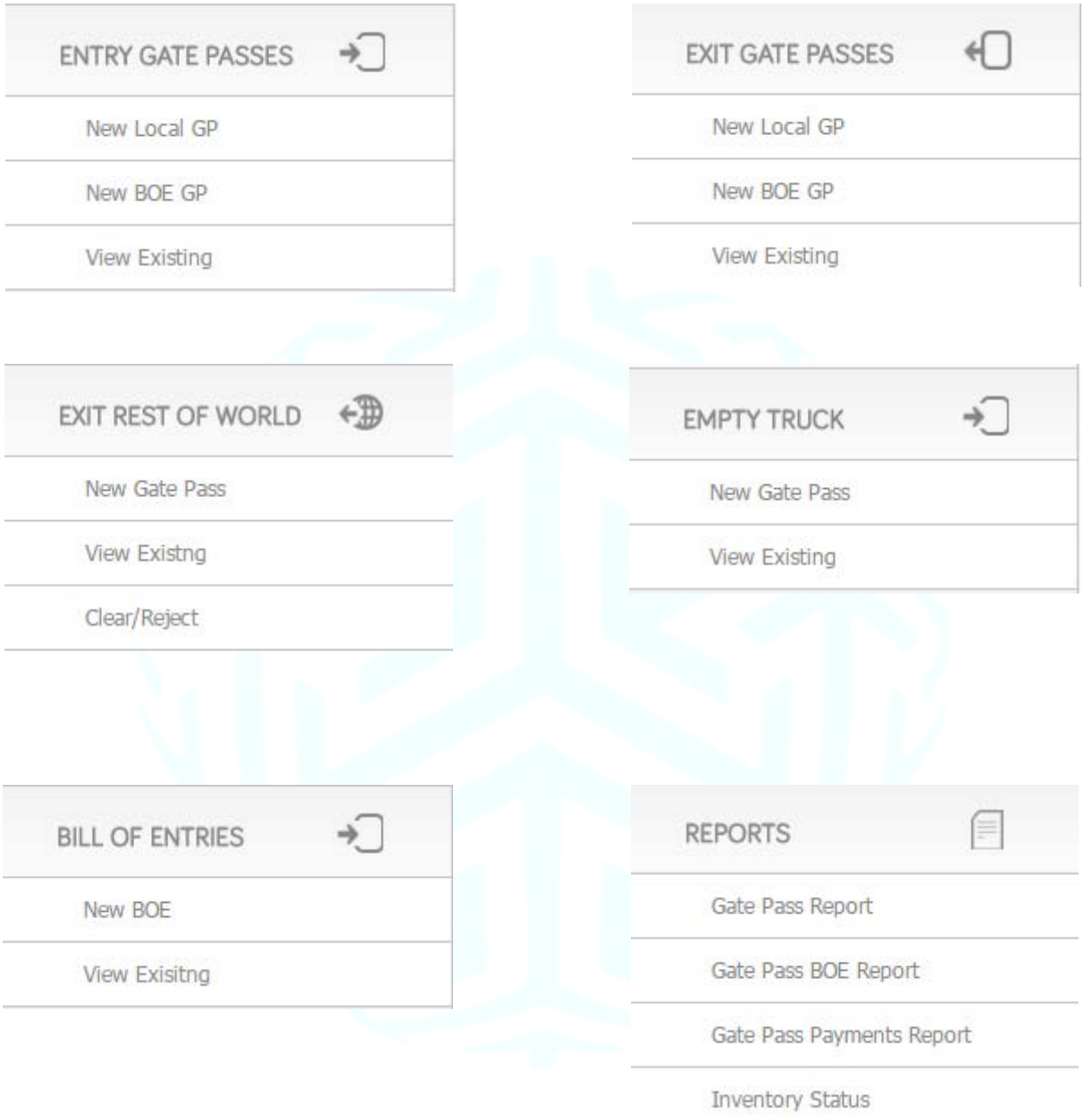
Clicking on each of the navigation pane will expand & provide further options to create/view/print the gate passes and view/print reports.

Below are the screen shots from the navigation pane.



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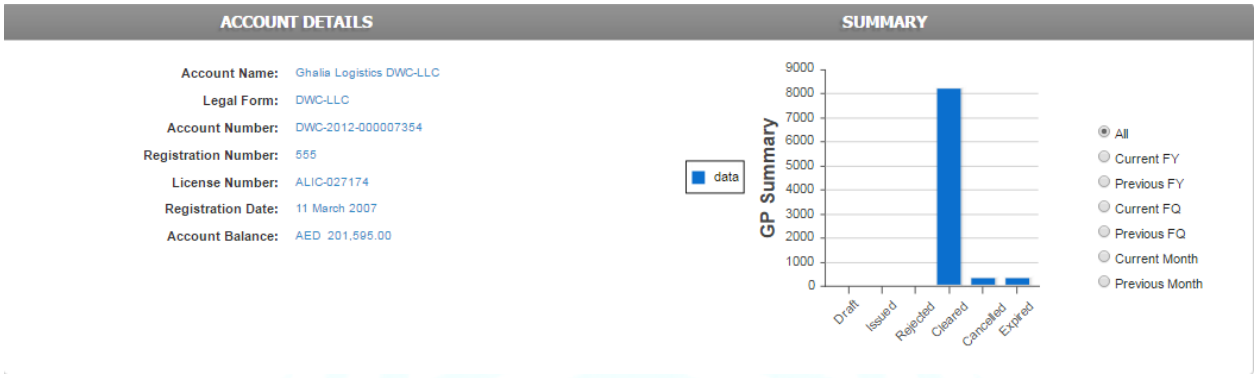
2.3 SECTIONS OF HOME PAGE (ACCOUNT DETAILS)

Here you can find the details about your DWC account on the "DWC Free Zone Gate Pass System". The "Account Balance" field indicates the credit which you have with DWC. This credit is like a Pre-Paid account which can be utilized for paying the gate pass fee. This account can also be topped-up by visiting DWC HQ and depositing money in this account.



2.4 SECTIONS OF HOME PAGE (GATE PASS SUMMARY)

Here you can find the complete gate pass summary.

- **Gate Passes Created:** Total gate passes created in the system.
- **Gate Passes Issued:** Total gate passes ready to head towards the entry/exit gates of DWC FZ LLC.
- **Gate Passes Expired:** Total gate passes which were issued and not used within 48 hours.
- **Gate Passes Cleared:** Total gate passes cleared through the gate (Entry & Exit).
- **Gate Passes Rejected:** Total gate passes rejected.
- **Gate Passes Cancelled:** Total gate passes cancelled by the user from the system.

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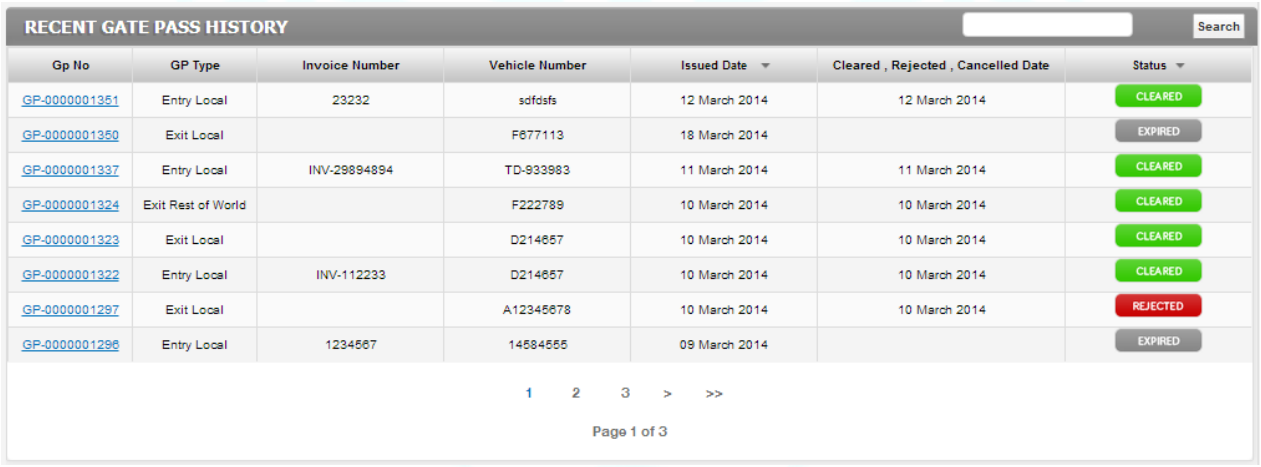
2.5 SECTIONS OF HOME PAGE (RECENT GATE PASS HISTORY)

Here you can find history of the recently created gate passes. This table will provide all the important information;

- Gate Pass Number
- Gate Pass Type (Entry Local, Entry B.O.E, Exit Local, Exit B.O.E, Exit Rest of World)
- Invoice Number (Invoice from the supplier of the local goods)
- Vehicle Number (The truck to carry the local goods)
- Issued Date
- Cleared, Rejected, Cancelled Date
- Status (DRAFT/PENDING/ISSUED/OK TO MOVE/ARRIVED AT GATE/CANCELLED/CLEARED/REJECTED/EXPIRED/ON HOLD)

For ease of usability;

- You can click on GP-XXXXXXXXXX to view the details of the gate pass.
- You can sort this table on the “Issued Date” & “Status”.
- You can search for a gate pass by typing its number or any part of it. For example you can type “GP-0000000048” or simply “48” to search for a gate pass.
- You can click on next page icon “>” or you can click on the page number to move to the next page.



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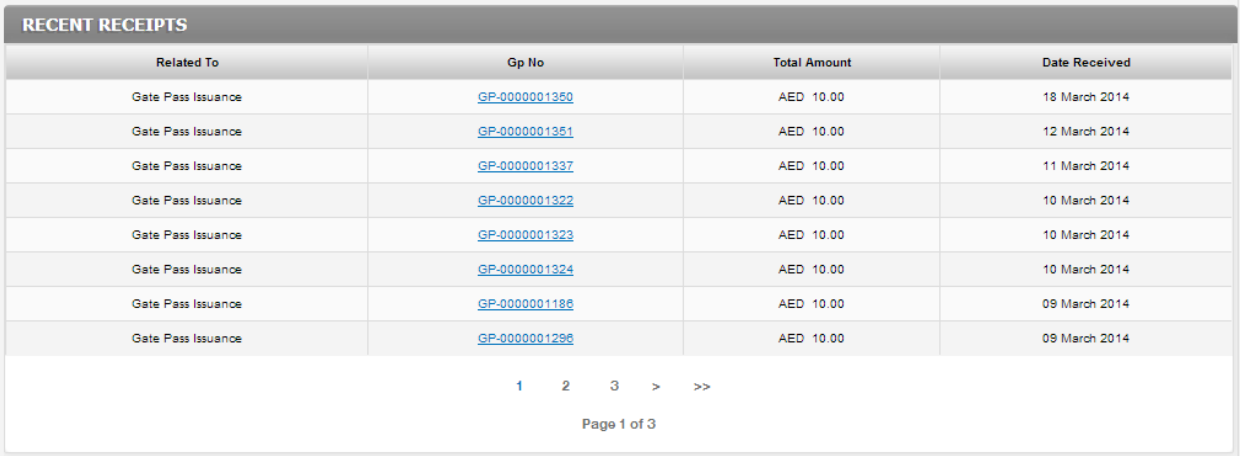
2.6 SECTIONS OF HOME PAGE (RECENT RECEIPTS)

Here you can find the history of recently generated receipts. This table will provide all the important information;

- Related To (Gate Pass Issuance, etc.)
- Gate Pass Number
- Total Amount (Gate Pass Fee)
- Date Received

For ease of usability;

- You can click on GP-XXXXXXXXXX to view the details of the associated gate pass.
- You can click on next page icon “>” or you can click on the page number to move to the next page.



RECENT RECEIPTS

Related To	Gp No	Total Amount	Date Received
Gate Pass Issuance	GP-0000001350	AED 10.00	18 March 2014
Gate Pass Issuance	GP-0000001351	AED 10.00	12 March 2014
Gate Pass Issuance	GP-0000001337	AED 10.00	11 March 2014
Gate Pass Issuance	GP-0000001322	AED 10.00	10 March 2014
Gate Pass Issuance	GP-0000001323	AED 10.00	10 March 2014
Gate Pass Issuance	GP-0000001324	AED 10.00	10 March 2014
Gate Pass Issuance	GP-0000001186	AED 10.00	09 March 2014
Gate Pass Issuance	GP-0000001296	AED 10.00	09 March 2014

1 2 3 > >>

Page 1 of 3

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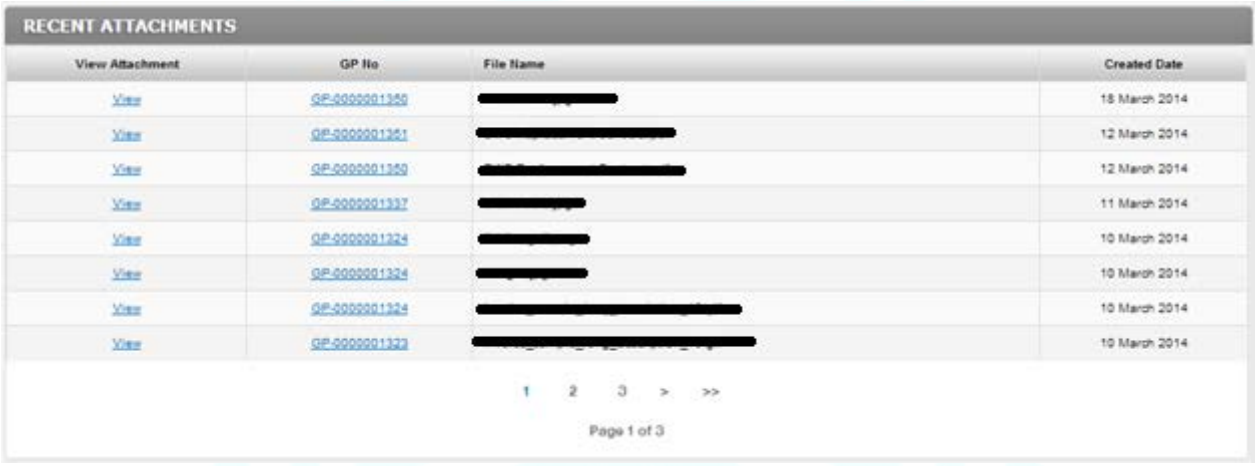
2.7 SECTIONS OF HOME PAGE (RECENT ATTACHMENTS)

Here you can find the history of recently uploaded attachments (invoices related to gate passes). This table will provide all the important information;

- View Attachment (A link to directly view the attachments of a gate pass)
- Gate Pass Number
- File Name (Name & Extension of the uploaded file)
- Created Date

For ease of usability;

- You click on the “View” link to directly view the attachments of a particular gate pass.
- You can click on GP-XXXXXXXXXX to view the details of the associated gate pass.
- You can click on next page icon “>” or you can click on the page number to move to the next page.



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3. CREATE NEW ENTRY GATE PASS FOR LOCAL MARKET

3.1 STEP 1

The first step is to click on the “New Local GP” link which is available under the heading “Entry Gate Passes”

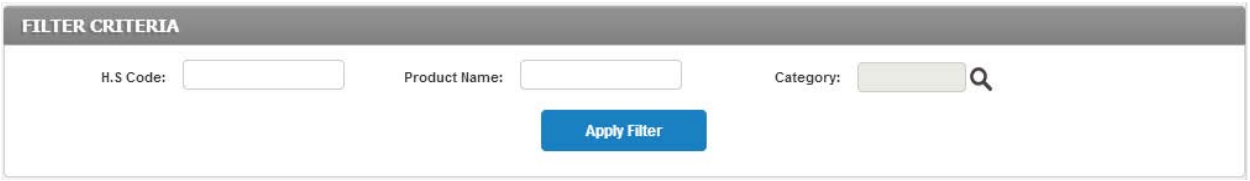
This will load the page where you can start creating a new entry gate pass for local market. The next step is to start filling in the information which includes;

- Vehicle Number (The truck to carry the local goods)
- Invoice Number (Invoice from the supplier of the local goods)
- Description (This field can be used for your reference to put any description about the gate pass)

3.2 STEP 2

The next step is to start adding products to the new entry gate pass. This begins by clicking on the button “Add Line Item”

When you click on “Add Line Item”, the page will reload and you will find option to apply “FILTER CRITERIA” and then select products from the “AVAILABLE PRODUCTS” table. You can search for a product using its “H.S. Code”, “Product Name in the H.S. Code” or “Category of the H.S. Code”.



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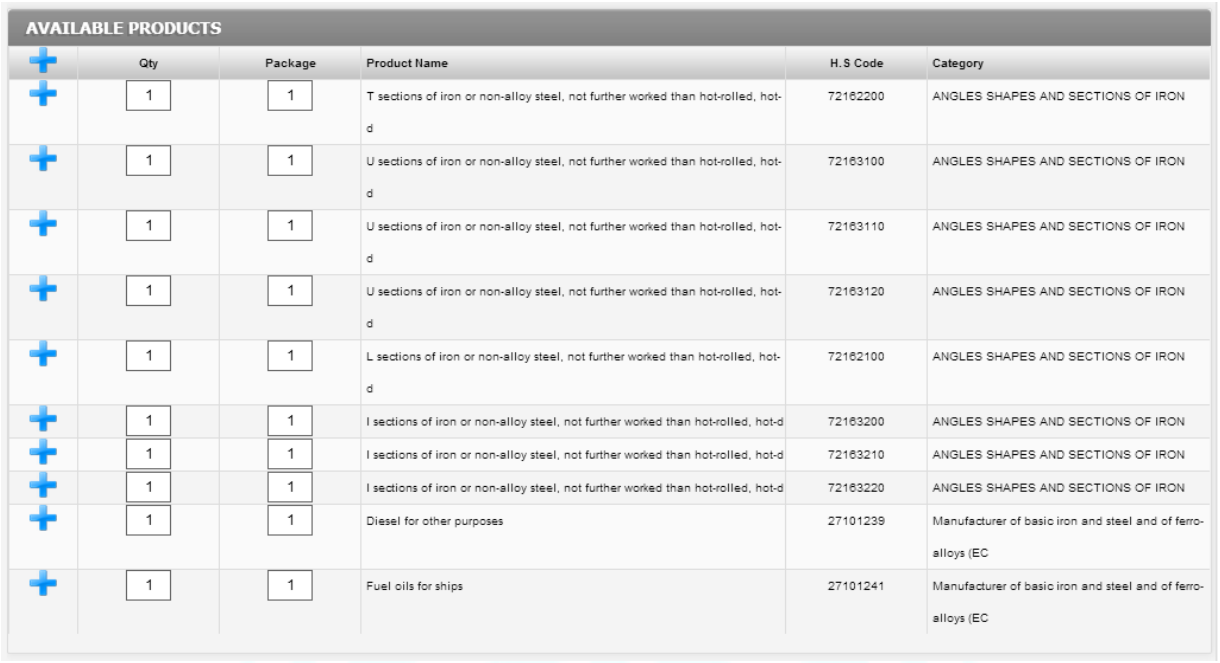

AVAILABLE PRODUCTS

	Qty	Package	Product Name	H.S Code	Category
+	1	1	T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72162200	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163100	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163110	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163120	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	L sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72162100	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	I sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163200	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	I sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163210	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	I sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163220	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	Diesel for other purposes	27101239	Manufacturer of basic iron and steel and of ferro-alloys (EC
+	1	1	Fuel oils for ships	27101241	Manufacturer of basic iron and steel and of ferro-alloys (EC

- You can go to the “AVAILABLE PRODUCTS” section, change the quantity in the “Qty.” column and change the package in the “Package” column and then click + sign to add the selected product to your new entry gate pass for local market. The quantity cannot be more than the available quantity.
- The selected product can be seen under the “SELECTED PRODUCTS” section along with the “PRODUCT COUNT”.
- You can change the quantity after adding it to your line items as well but the quantity cannot be more than the available quantity.
- Another option to choose is “Office Use / Not Office Use”. You can select it by clicking on NOT OFFICE USE icon. This will convert it in to OFFICE USE

You can repeat all the steps mentioned above to add another product to your new entry gate pass for local market.

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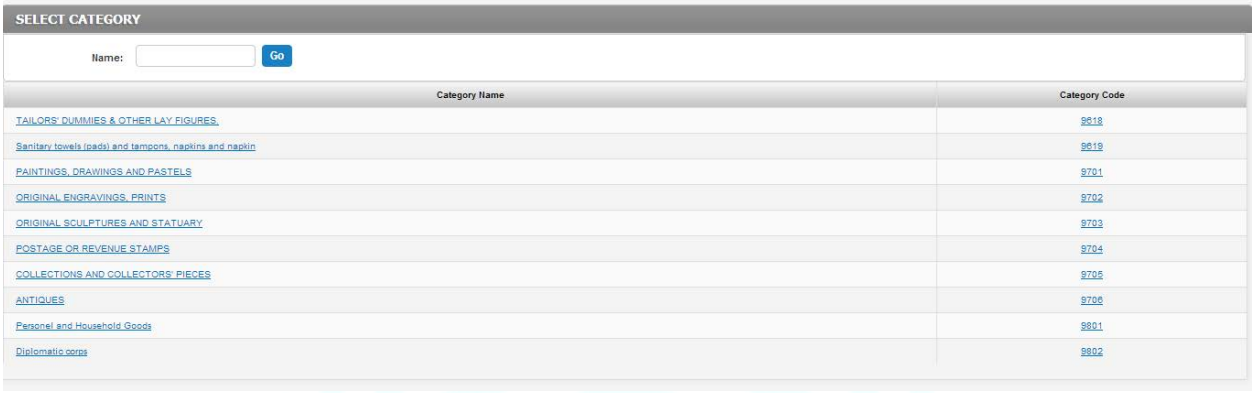
3.3 CATEGORY LOOK-UP

The “Category” lookup will open a new dialog where you can choose from the available product categories. Clicking on the Category Name or Category Code will select it in the “FILTER CRITERIA” section and filter the results in the “AVAILABLE PRODUCTS” section.



3.4 STEP 3

The next step begins by clicking on the

button. This will take you to the page where you can upload the invoice of the products you have just added in the previous step.

You can choose to upload multiple attachments but the allowed file extensions are (PNG, JPG, JPEG, JPE, GIF, BMP, TIF, TIFF, JFIF, PDF) only and the allowed file size is 1MB only. The screen will look like the figure given below.

You can choose to remove any of the uploaded attachments and upload again. You can also go back to the previous step by clicking the “Back” button.

3.5 STEP 4

The next step begins by clicking on the

button. This will take you to the page where you can see a summary of your new entry gate pass for local market before you “Proceed for Payment”. The summary page will look like the figure given below.

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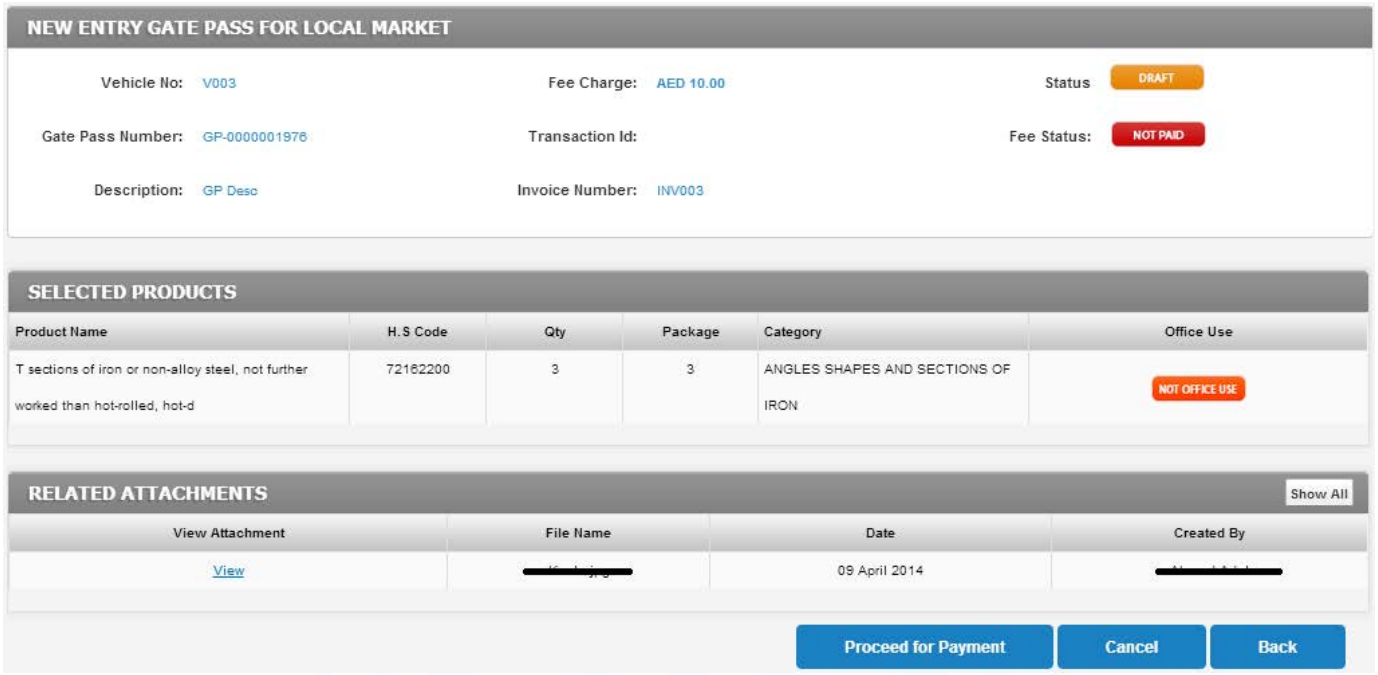

You can also go back to any of the previous steps by consecutively clicking the “Back” button. When you click “Proceed for Payment” button, it will take you to the payment page.

3.6 STEP 5

This step begins with the selection of payment method. “DWC Free Zone Local Gate Pass System” has provided its esteemed customers with two different options to make payments for their gate pass fee. “Account Balance” OR “Rosoom”

If you choose “Account Balance”, the gate pass fee will be deducted from your pre-paid account which you have with DWC. If you choose “Rosoom”, the system will take you to the website of “Rosoom Payment Gateway”, where you can provide details of your credit card and make payment for your gate pass fee. Here you will also see your current account balance before the execution of this current transaction.

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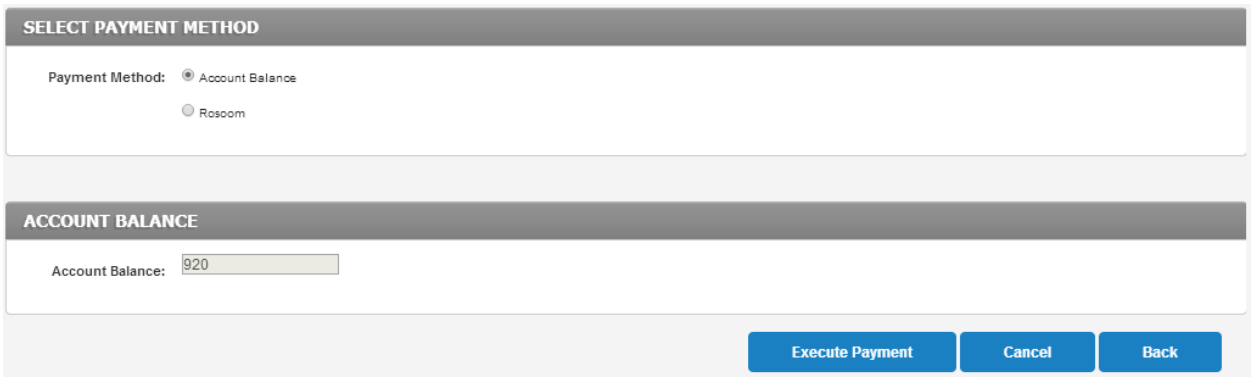

You can also go back to any of the previous steps by consecutively clicking the “Back” button. Once you click “Execute Payment”, the system will take you back to the gate pass summary page where you will find all the information related to your new entry gate pass for local market.

This summary page for your new entry gate pass for local market will provide you with information about your gate pass. This information will include;

- The gate pass details (including “Status” & “Fee Status”)
- Selected Products
- Related Payments
- Related Receipts
- Related Attachments

Here you can see that the “Status” of your new entry gate pass for local market is ISSUED and the “Fee Status” of your new entry gate pass for local market is PAID

You can print the gate pass from this screen by clicking on the “Print Gate Pass” button. The gate pass will look like the figure given below. This gate pass will include all the important information which will enable your vehicle & the goods to pass through the security clearance after verification.

A “Cancel” button will be available on this summary page. You can click this button to cancel your new entry gate pass.

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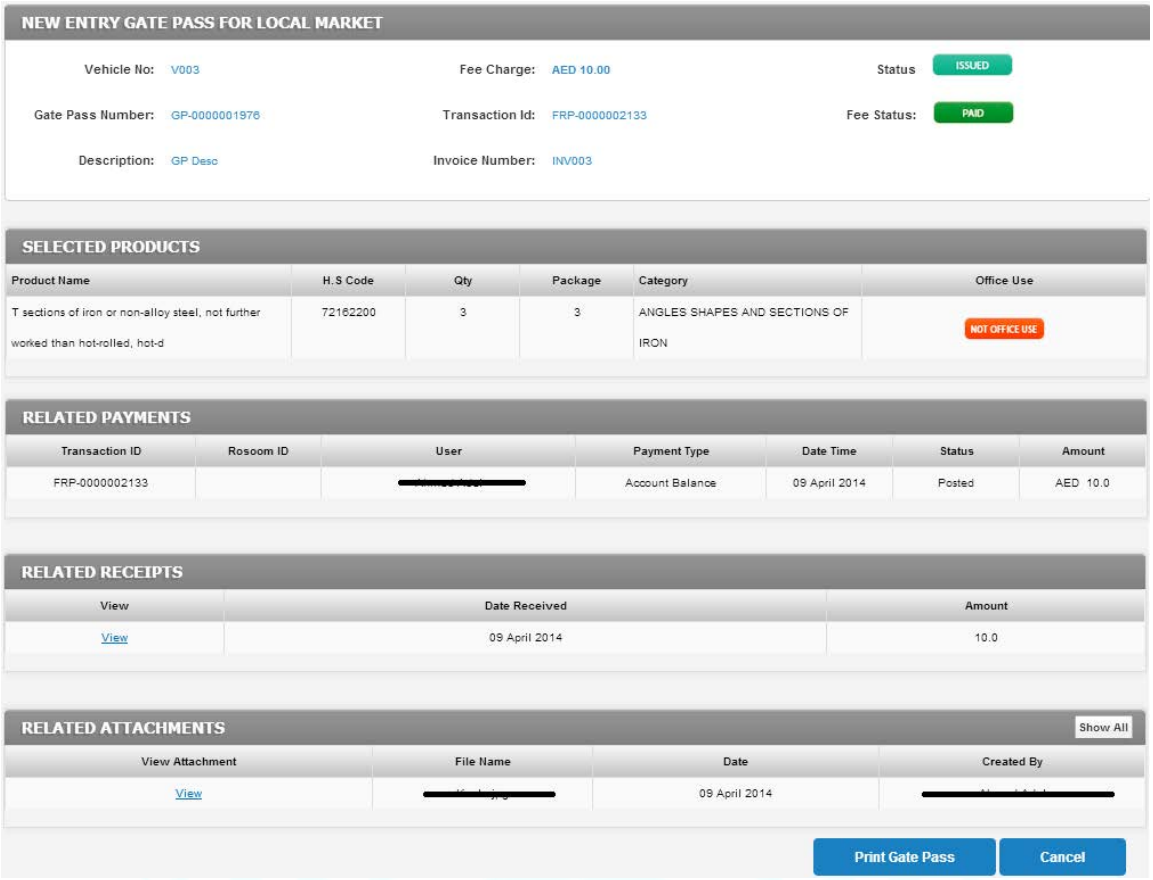
The gate pass summary page will look like the figure shown below.



NEW ENTRY GATE PASS FOR LOCAL MARKET

Vehicle No: V003 | Fee Charge: AED 10.00 | Status: ISSUED

Gate Pass Number: GP-0000001976 | Transaction Id: FRP-0000002133 | Fee Status: PAID

Description: GP Desc | Invoice Number: INV003

SELECTED PRODUCTS

Product Name	H.S Code	Qty	Package	Category	Office Use
T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72162200	3	3	ANGLES SHAPES AND SECTIONS OF IRON	NOT OFFICE USE

RELATED PAYMENTS

Transaction ID	Rosoom ID	User	Payment Type	Date Time	Status	Amount
FRP-0000002133		[redacted]	Account Balance	09 April 2014	Posted	AED 10.0

RELATED RECEIPTS

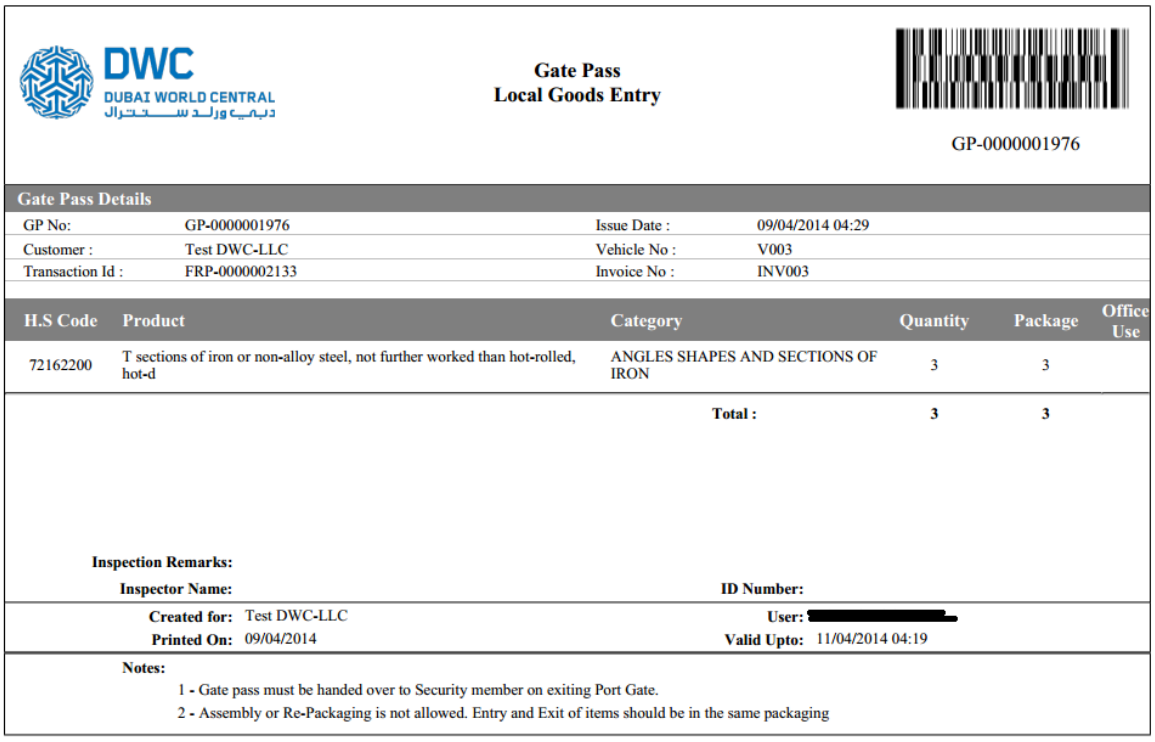
View	Date Received	Amount
View	09 April 2014	10.0

RELATED ATTACHMENTS Show All

View Attachment	File Name	Date	Created By
View	[redacted]	09 April 2014	[redacted]

Print Gate Pass | Cancel

The gate pass will look like the figure shown below.



DWC DUBAI WORLD CENTRAL دبي ورلد سنترال

Gate Pass
Local Goods Entry

GP-0000001976

Gate Pass Details

GP No:	GP-0000001976	Issue Date :	09/04/2014 04:29
Customer :	Test DWC-LLC	Vehicle No :	V003
Transaction Id :	FRP-0000002133	Invoice No :	INV003

H.S Code	Product	Category	Quantity	Package	Office Use
72162200	T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	ANGLES SHAPES AND SECTIONS OF IRON	3	3	
		Total :	**3**	**3**	

Inspection Remarks:

Inspector Name: **ID Number:**

Created for: Test DWC-LLC **User:** [redacted]

Printed On: 09/04/2014 **Valid Upto:** 11/04/2014 04:19

Notes:

1 - Gate pass must be handed over to Security member on exiting Port Gate.

2 - Assembly or Re-Packaging is not allowed. Entry and Exit of items should be in the same packaging

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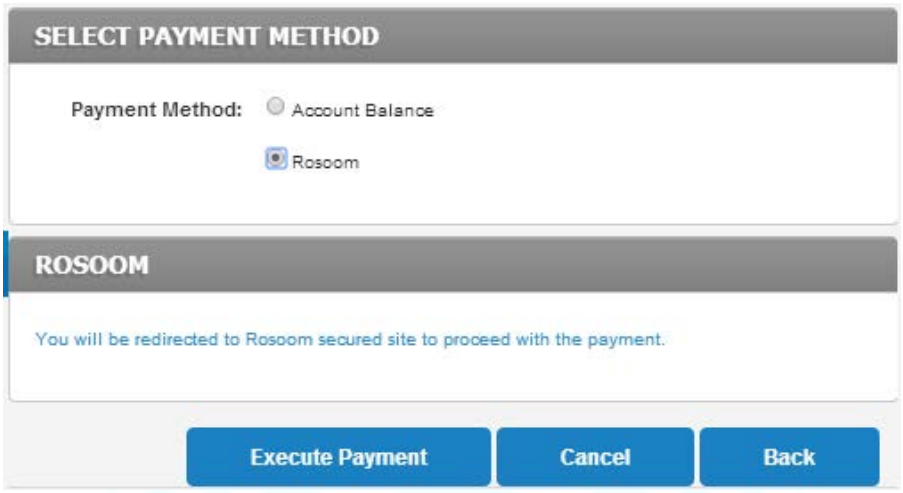
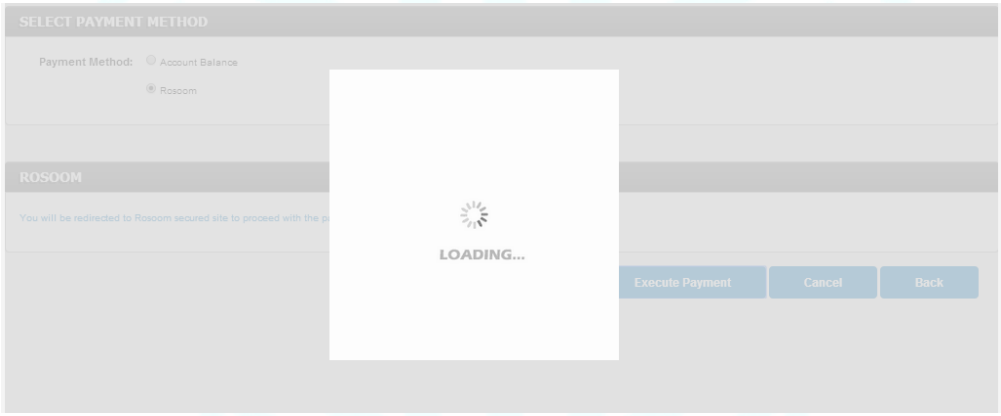
3.7 PAYMENT VIA ROSOOM

If you choose to pay for the gate pass through Rosoom in the Step-5, the page will show you a message.



Clicking on “Execute Payment” will show a progress dialog and then the page will show to you “Rosoom Payment Page”.



Here you put the payment details including;

- “Pay using”. You will select “Credit Card”
- “From”. Here you choose from MasterCard or Visa as card type.

You might receive a message which will say “Detecting Popup Blocker”. The screen will look like this;

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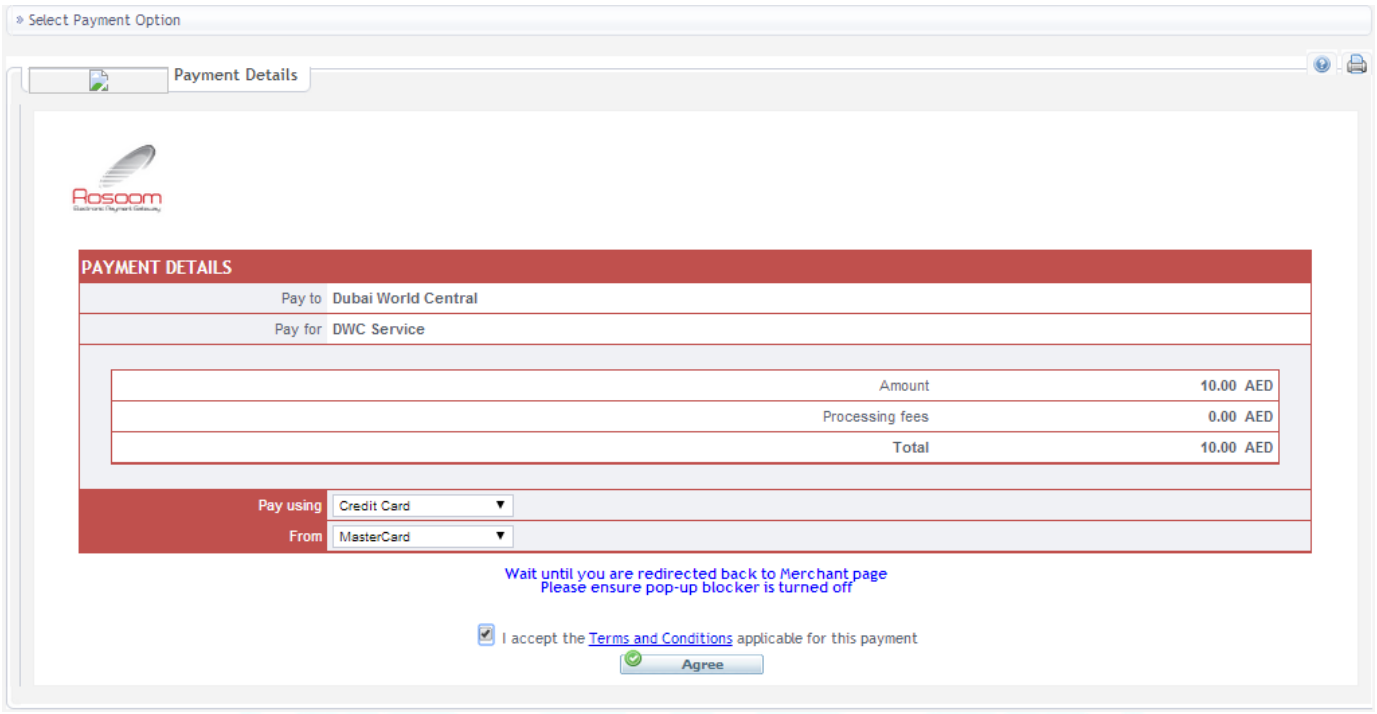
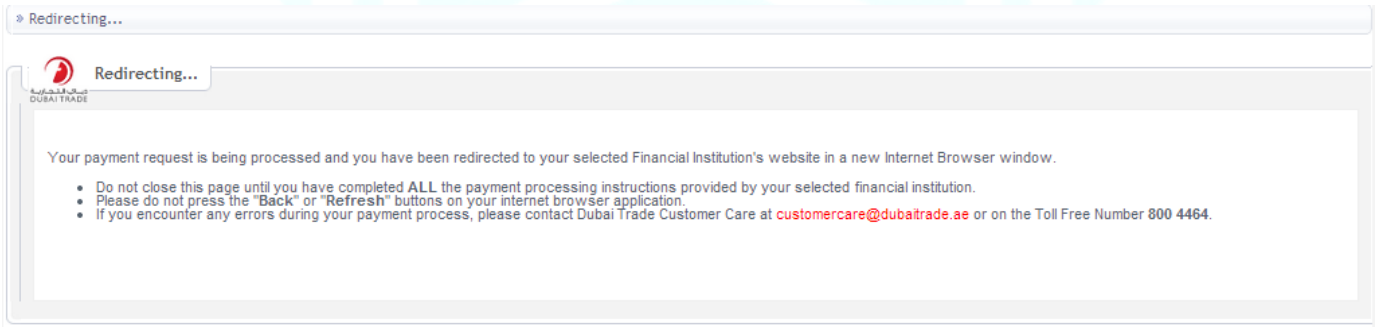
If you receive the message shown above, this means that your web browser has restricted websites from opening popups. You will have to change the web browser settings and then try again. However, if your web browser has not blocked any popups, you will see a page similar to the one given below.



Then you click button to proceed with the payment and the page will show you a message which says “Redirecting...”



The system will then open a popup for you. In this popup, you will provide all the credit card details including, credit card number, card expiry date, and security code. After providing the card details, you will click on the button.

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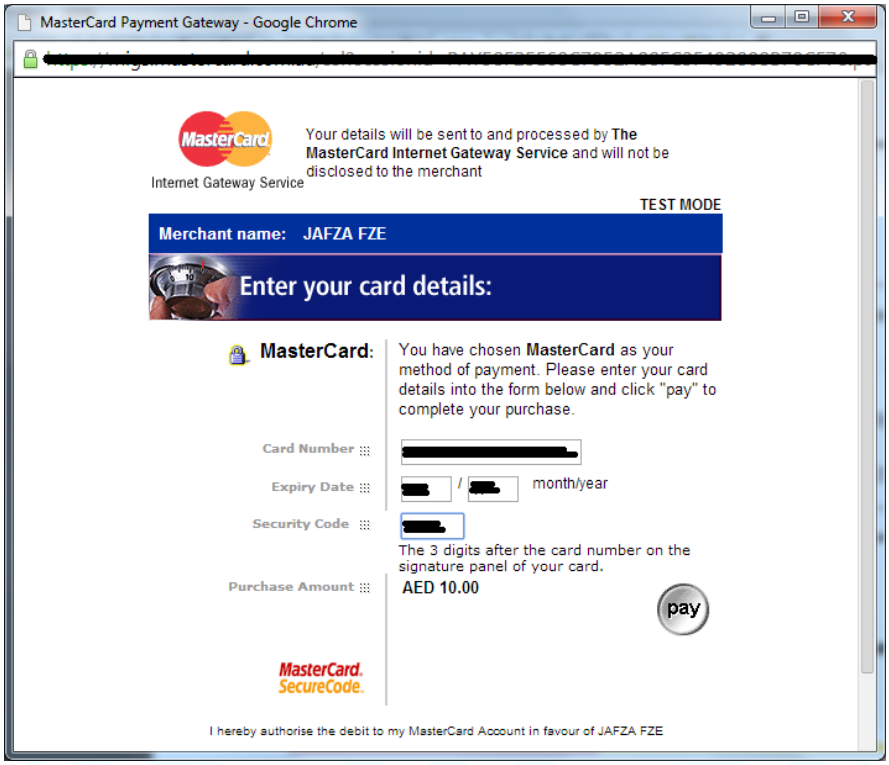

The system will then bring you back to the “DWC Free Zone Local Gate Pass System” and show you the gate pass summary page. Here you can print the gate pass.

The procedure described in this section remains for creating new entry gate pass for local market & creating new exit gate pass for local market. Although the new exit gate pass for rest of the world is exempted from the fee.

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4. CREATE NEW ENTRY GATE PASS FOR BILL OF ENTRY

4.1 STEP 1

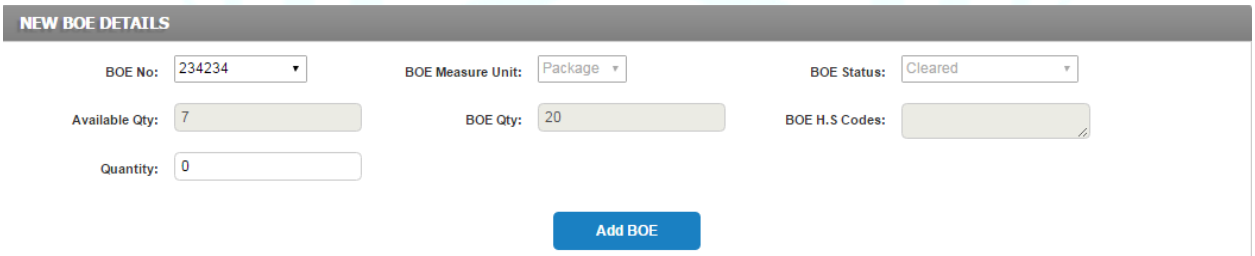
The first step is to click on the “New BOE GP” link which is available under the heading “Entry Gate Passes”

This will load the page where you can start creating a new entry gate pass for bill of entry. The next step is to start filling in the information which includes;

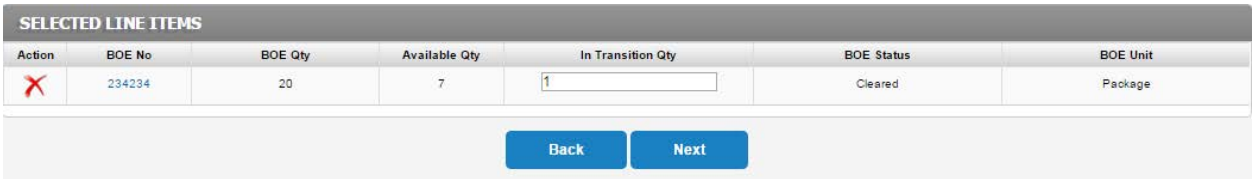
- Vehicle Number (The truck to carry the goods)
- Description (This field can be used for your reference to put any description about the gate pass)

4.2 STEP 2

The next step is to start adding BOE to the new entry gate pass. This begins by selecting BOE from the list of available BOE. Select the relevant BOE and quantity. Click on button “Add BOE”



When you click on “Add BOE”, the page will reload and you will find BOE will be added to selected line items. You can view and un-select the item. You can also modify in transition quantity.



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4.3 STEP 3

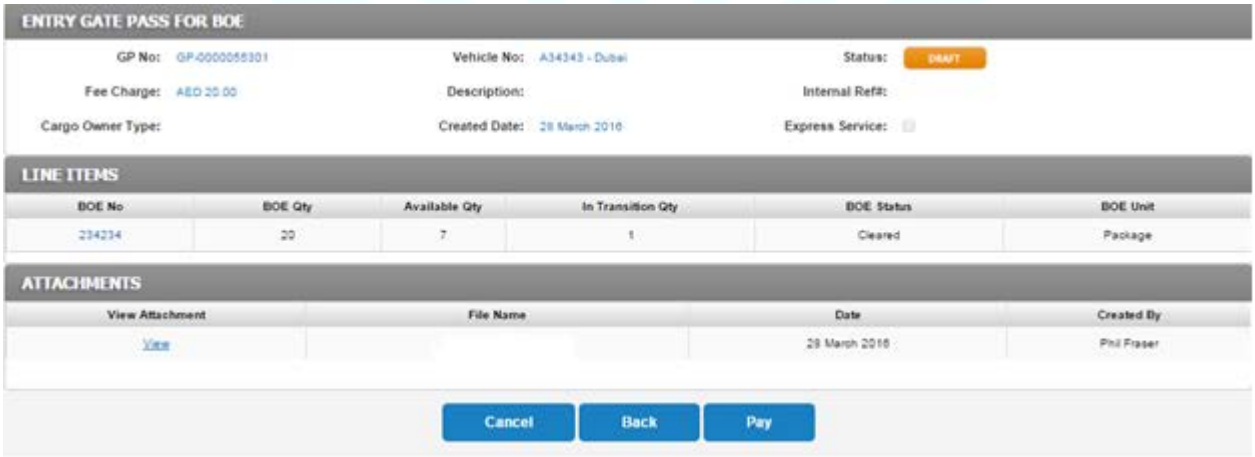
The next step begins by clicking on the Next button. This will take you to the page where you can upload the BOE you have just added in the previous step.

You can choose to upload multiple attachments but the allowed file extensions are (PNG, JPG, JPEG, JPE, GIF, BMP, TIF, TIFF, JFIF, PDF) only and the allowed file size is 1MB only. The screen will look like the figure given below.

You can choose to remove any of the uploaded attachments and upload again. You can also go back to the previous step by clicking the “Back” button.

4.4 STEP 4

The next step begins by clicking on the Next button. This will take you to the page where you can see a summary of your new entry gate pass for bill of entry before you “Proceed for Payment”. The summary page will look like the figure given below.



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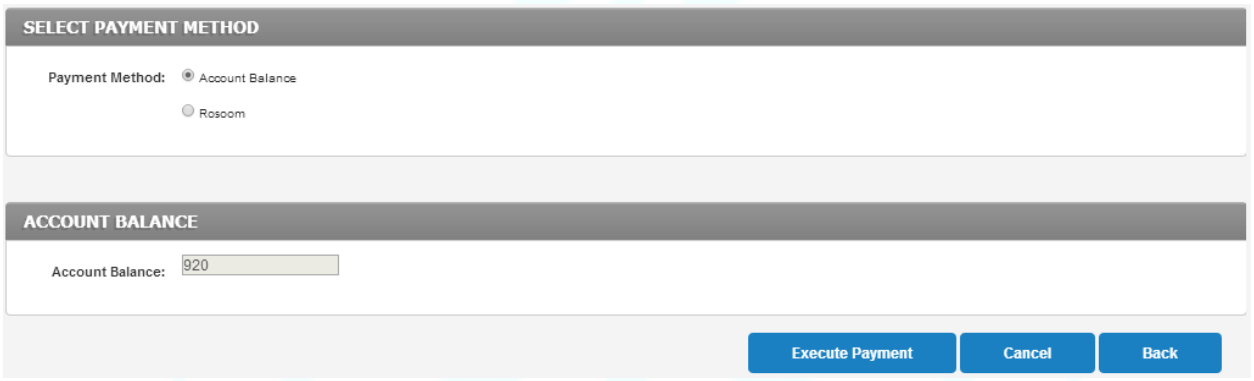
You can also go back to any of the previous steps by consecutively clicking the “Back” button. When you click “Proceed for Payment” button, it will take you to the payment page.

4.5 STEP 5

This step begins with the selection of payment method. “DWC Free Zone Gate Pass System” has provided its esteemed customers with two different options to make payments for their gate pass fee. “Account Balance” OR “Rosoom”

If you choose “Account Balance”, the gate pass fee will be deducted from your pre-paid account which you have with DWC. If you choose “Rosoom”, the system will take you to the website of “Rosoom Payment Gateway”, where you can provide details of your credit card and make payment for your gate pass fee. Here you will also see your current account balance before the execution of this current transaction.



You can also go back to any of the previous steps by consecutively clicking the “Back” button. Once you click “Execute Payment”, the system will take you back to the gate pass summary page where you will find all the information related to your new entry gate pass.

This summary page for your new entry gate pass will provide you with information about your gate pass. This information will include;

- The gate pass details (including “Status” & “Fee Status”)
- Selected BOE
- Related Payments
- Related Receipts
- Related Attachments

Here you can see that the “Status” of your new entry gate pass is

and the “Fee Status” of your new entry gate pass is

You can print the gate pass from this screen by clicking on the “Print Gate Pass” button. The gate pass will look like the figure given below. This gate pass will include all the important information which will enable your vehicle & the goods to pass through the security clearance after verification.

A “Cancel” button will be available on this summary page. You can click this button to cancel your new entry gate pass.

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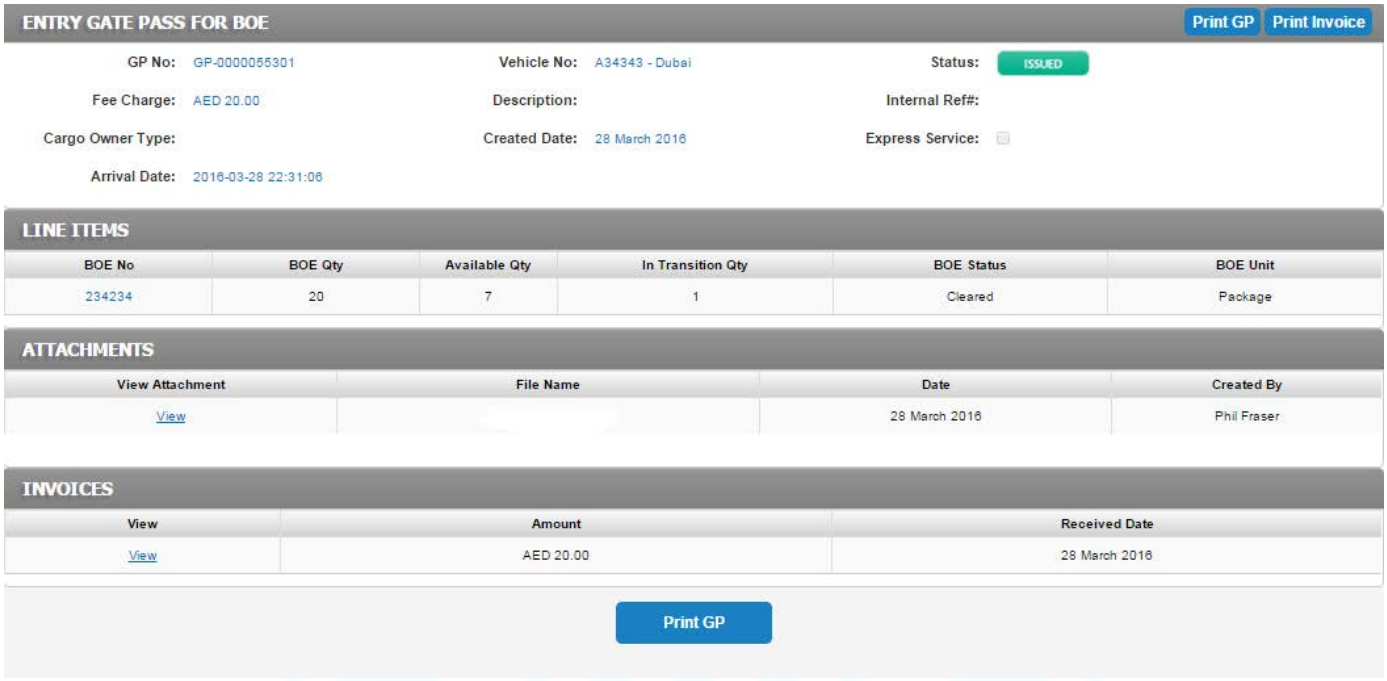
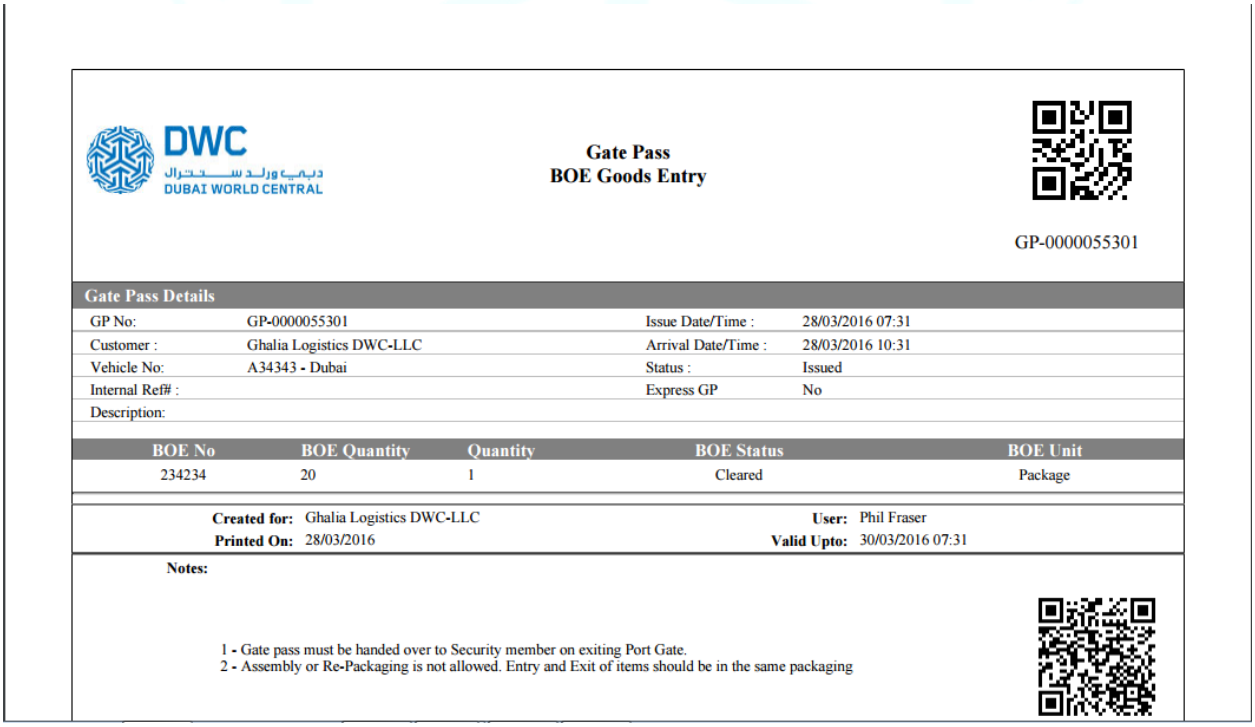
The gate pass summary page will look like the figure shown below.



The gate pass will look like the figure shown below.



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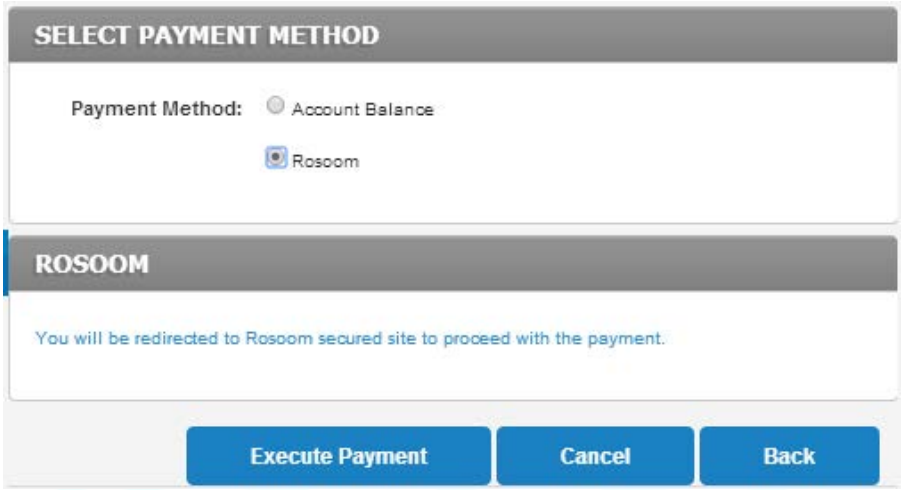
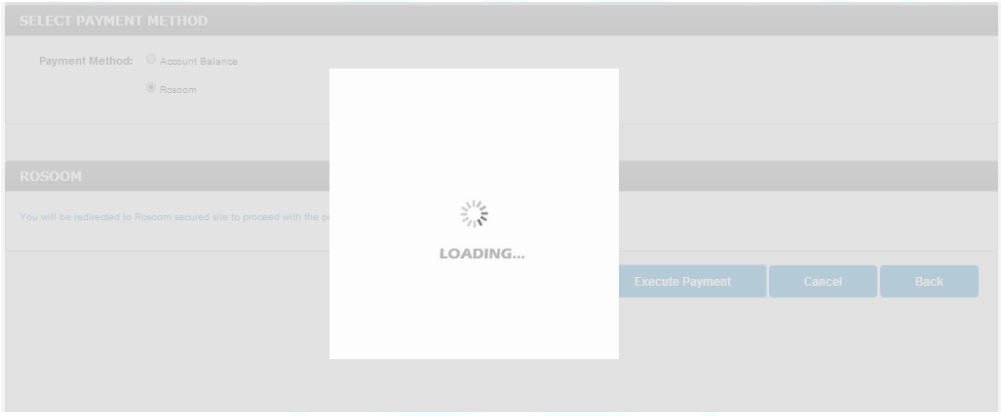
4.6 PAYMENT VIA ROSOOM

If you choose to pay for the gate pass through Rosoom in the Step-5, the page will show you a message.



Clicking on “Execute Payment” will show a progress dialog and then the page will show to you “Rosoom Payment Page”.



Here you put the payment details including;

- “Pay using”. You will select “Credit Card”
- “From”. Here you choose from MasterCard or Visa as card type.

You might receive a message which will say “Detecting Popup Blocker”. The screen will look like this;

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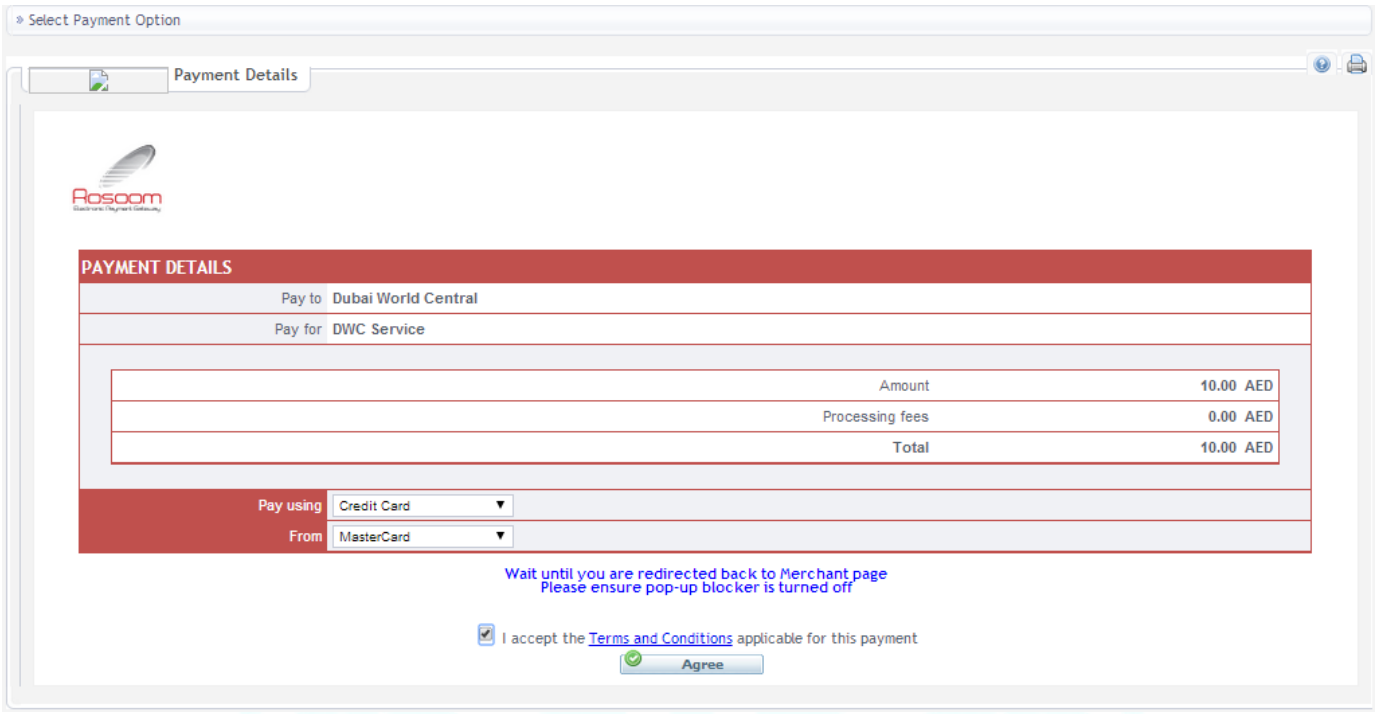
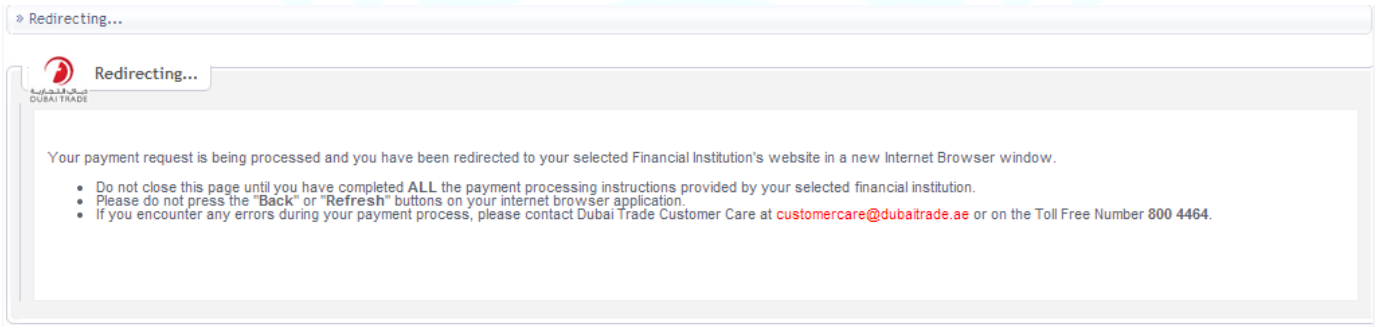
If you receive the message shown above, this means that your web browser has restricted websites from opening popups. You will have to change the web browser settings and then try again. However, if your web browser has not blocked any popups, you will see a page similar to the one given below.



Then you click button to proceed with the payment and the page will show you a message which says “Redirecting...”



The system will then open a popup for you. In this popup, you will provide all the credit card details including, credit card number, card expiry date, and security code. After providing the card details, you will click on the button.

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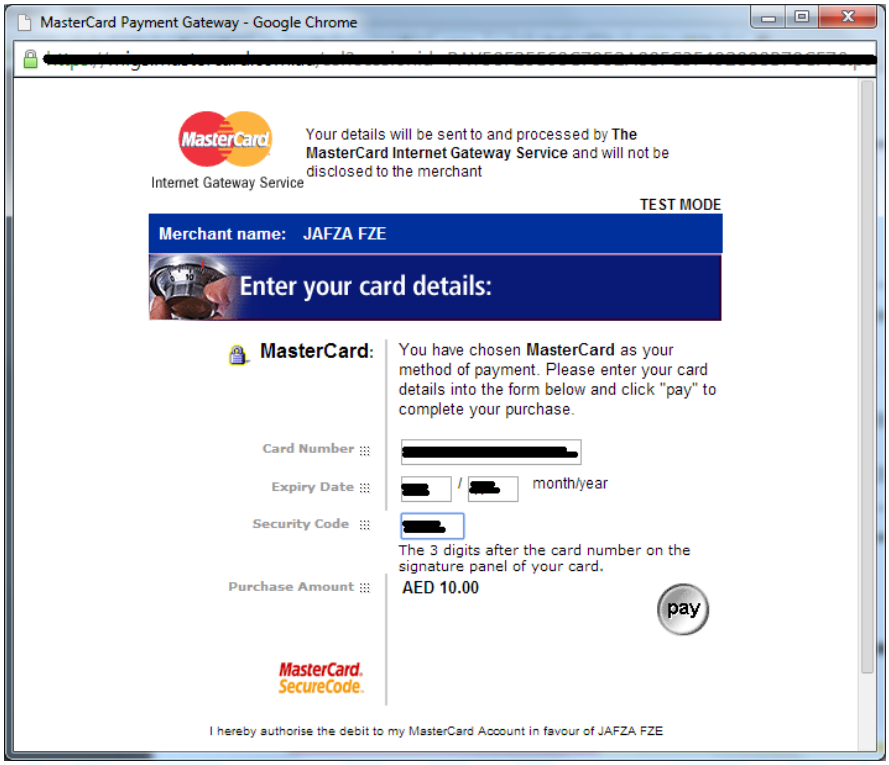

The system will then bring you back to the “DWC Free Zone Gate Pass System” and show you the gate pass summary page. Here you can print the gate pass.

The procedure described in this section remains for creating new entry gate pass & creating new exit gate pass. Although the new exit gate pass for rest of the world is exempted from the fee.

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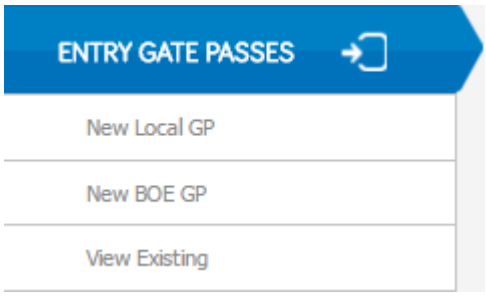
5. VIEW EXISTING ENTRY GATE PASS

The first step is to click on the “View Existing” link which is available under the heading “ENTRY GATE PASSES”

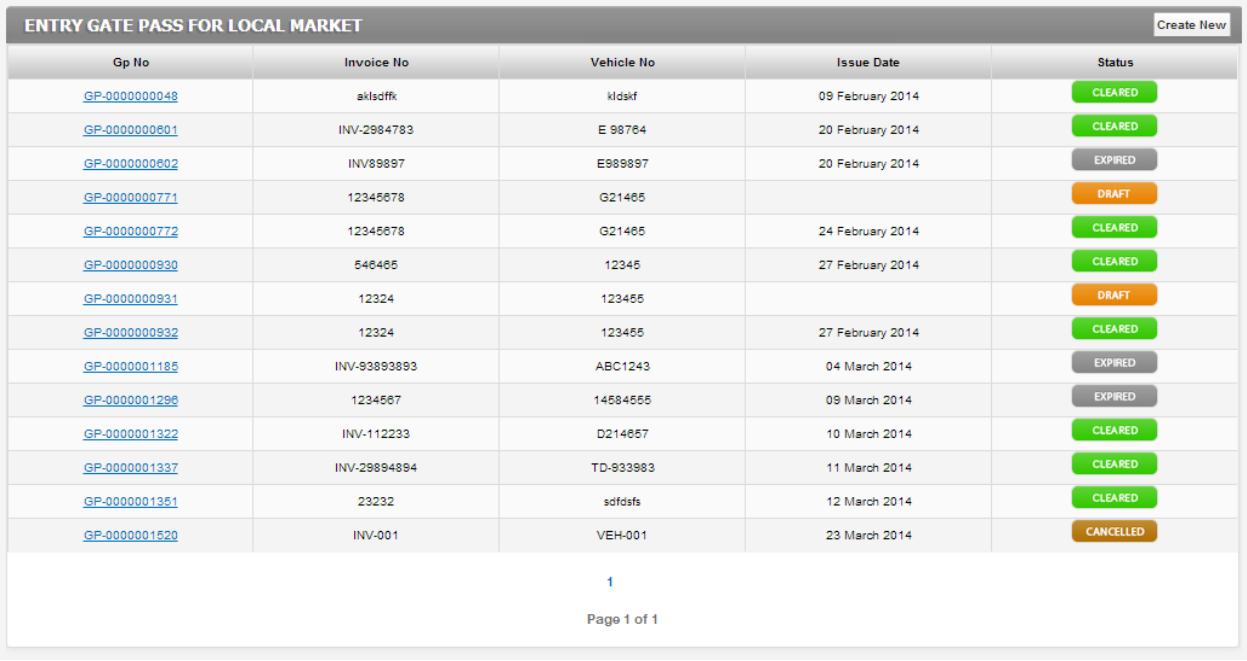


This will load the page where you can view your existing entry gate passes. This table will include all the important information which includes;

- Gate Pass Number
- Invoice Number (Invoice from the supplier)
- Vehicle Number (The truck to carry the goods)
- Issue Date
- Status (DRAFT/PENDING/ISSUED/OK TO MOVE/ARRIVED AT GATE/CANCELLED/CLEARED/REJECTED/EXPIRED/ON HOLD)

For ease of usability;

- You can click on GP-XXXXXXXXXX to view the details of the associated gate pass.
- You can click on next page icon “>” or you can click on the page number to move to the next page.
- You can click “Create New” to start creating a new entry gate pass for local market.



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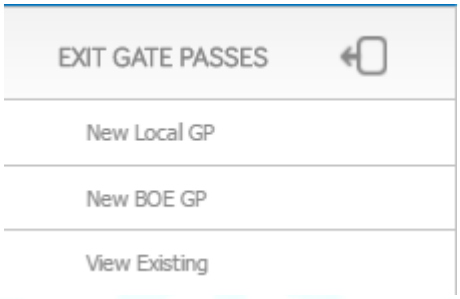
6. CREATE NEW EXIT GATE PASS FOR LOCAL MARKET

6.1 STEP 1

The first step is to click on the “New Local GP” link which is available under the heading “EXIT GATE PASSES”



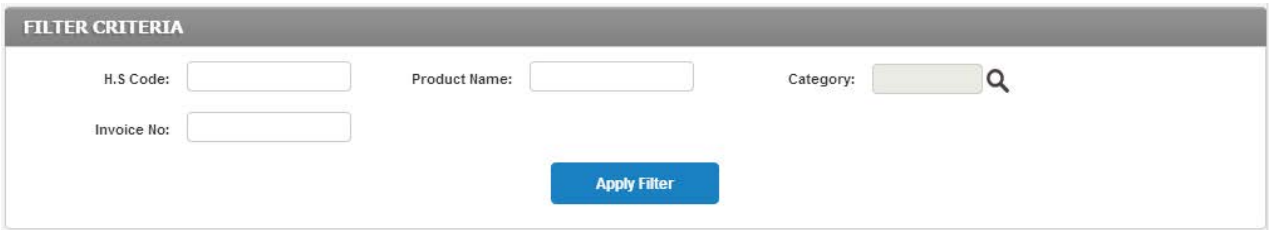
This will load the page where you can start creating a new exit gate pass for local market. The next step is to start filling in the information which includes;

- Vehicle Number (The truck to carry the local goods)
- Description (This field can be used for your reference to put any description about the gate pass)

6.2 STEP 2

The next step is to start adding products to the new exit gate pass. This begins by clicking on the button “Add Line Item”

When you click on “Add Line Item”, the page will reload and you will find option to apply “FILTER CRITERIA” and then select products from the “AVAILABLE PRODUCTS” table. You can search for a product using its “H.S. Code”, “Product Name in the H.S. Code”, “Category of the H.S. Code” or “Invoice No.” which was used previously when products were entered.



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AVAILABLE PRODUCTS

	Qty	Package	Product Name	H.S Code	Invoice No	Available Qty	Category	Office Use
+	1	1	I sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163210	546465	1	ANGLES SHAPES AND SECTIONS OF IRON	NOT OFFICE USE
+	1	1	T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72162200	12324	9	ANGLES SHAPES AND SECTIONS OF IRON	NOT OFFICE USE
+	1	1	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163100	12324	1	ANGLES SHAPES AND SECTIONS OF IRON	NOT OFFICE USE
+	1	1	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163100	INV-29894894	5	ANGLES SHAPES AND SECTIONS OF IRON	NOT OFFICE USE
+	1	1	Fuel oils for ships	27101241	INV-29894894	4	Manufacturer of basic iron and steel and of ferro-alloys (EC	NOT OFFICE USE

- You can go to the “AVAILABLE PRODUCTS” section, change the quantity in the “Qty.” column and change the package in the “Package” column and then click + sign to add the selected product to your new exit gate pass for local market. The quantity cannot be more than the available quantity.
- The selected product can be seen under the “SELECTED PRODUCTS” section along with the “PRODUCT COUNT”.
- You can change the quantity after adding it to your line items as well but the quantity cannot be more than the available quantity.

You can repeat all the steps mentioned above to add another product to your new exit gate pass for local market.

6.3 STEP 3

The next step begins by clicking on the Next button. This will take you to the page where you can upload the invoice of the products you have just added in the previous step.

You can choose to upload multiple attachments but the allowed file extensions are (PNG, JPG, JPEG, JPE, GIF, BMP, TIF, TIFF, JFIF, PDF) only and the allowed file size is 1MB only. The screen will look like the figure given below.

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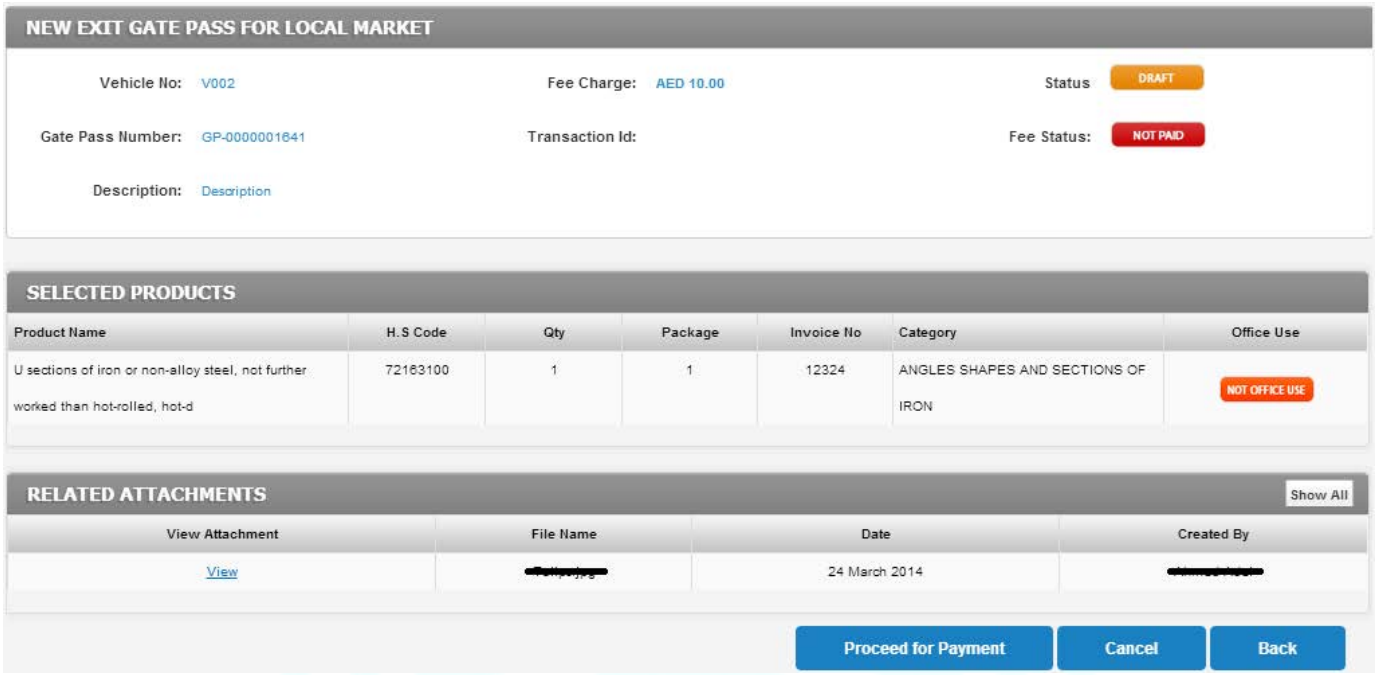
You can choose to remove any of the uploaded attachments and upload again. You can also go back to the previous step by clicking the “Back” button.

6.4 STEP 4

The next step begins by clicking on the Next button. This will take you to the page where you can see a summary of your new exit gate pass for local market before you “Proceed for Payment”. The summary page will look like the figure given below.



You can also go back to any of the previous steps by consecutively clicking the “Back” button. When you click “Proceed for Payment” button, it will take you to the payment page.

6.5 STEP 5

This step begins with the selection of payment method. “DWC Free Zone Local Gate Pass System” has provided its esteemed customers with two different options to make payments for their gate pass fee. “Account Balance” OR “Rosoom”

If you choose “Account Balance”, the gate pass fee will be deducted from your pre-paid account which you have with DWC. If you choose “Rosoom”, the system will take you to the website of “Rosoom Payment Gateway”, where you can provide details of your credit card and make payment for your gate pass fee. Here you will also see your current account balance before the execution of this current transaction.

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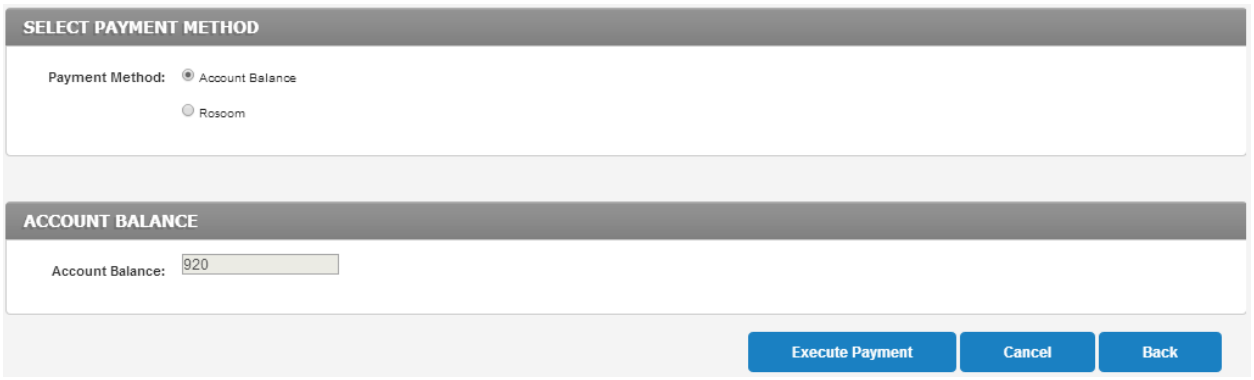

You can also go back to any of the previous steps by consecutively clicking the “Back” button. Once you click “Execute Payment”, the system will take you back to the gate pass summary page where you will find all the information related to your new exit gate pass for local market.

This summary page for your new exit gate pass for local market will provide you with information about your gate pass. This information will include;

- The gate pass details (including “Status” & “Fee Status”)
- Selected Products
- Related Payments
- Related Receipts
- Related Attachments

Here you can see that the “Status” of your new entry gate pass for local market is ISSUED and the “Fee Status” of your new entry gate pass for local market is PAID

You can print the gate pass from this screen by clicking on the “Print Gate Pass” button. The gate pass will look like the figure given below. This gate pass will include all the important information which will enable your vehicle & the goods to pass through the security clearance after verification.

A “Cancel” button will be available on this summary page. You can click this button to cancel your new exit gate pass.

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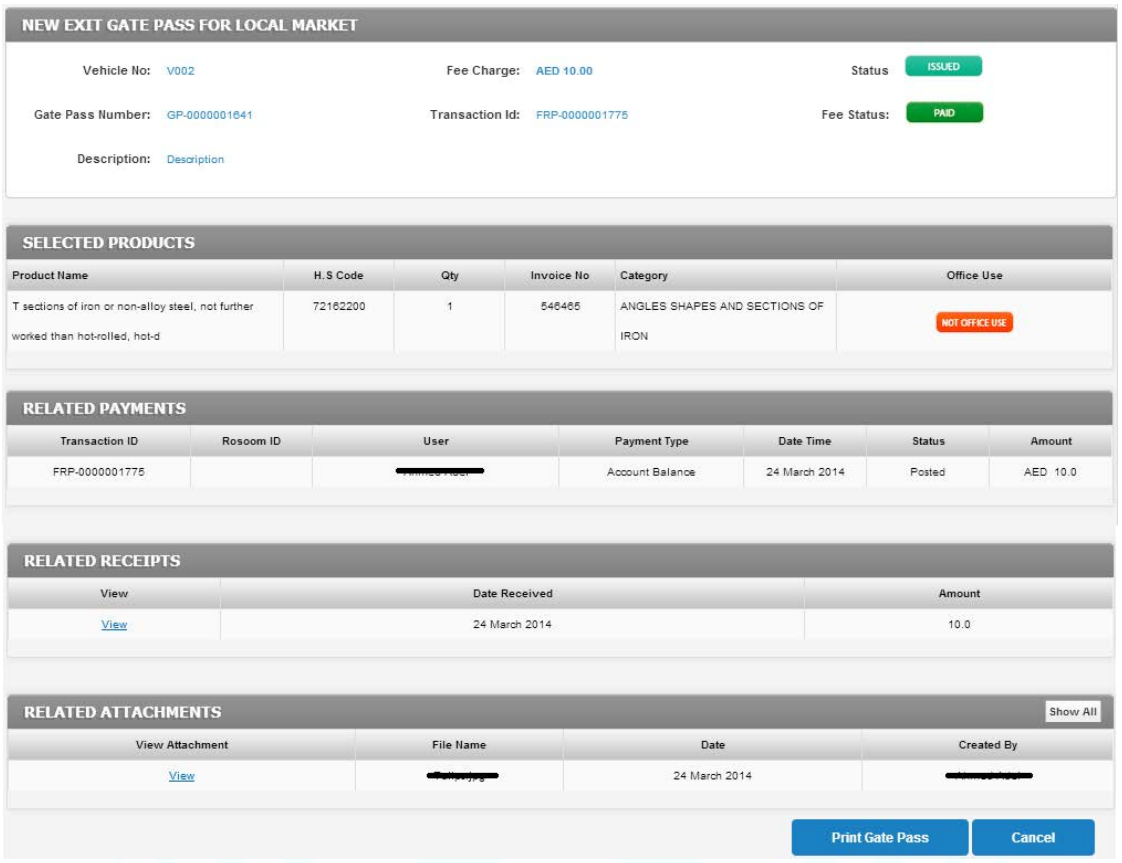
The gate pass summary page will look like the figure shown below.



The gate pass will look like the figure shown below.

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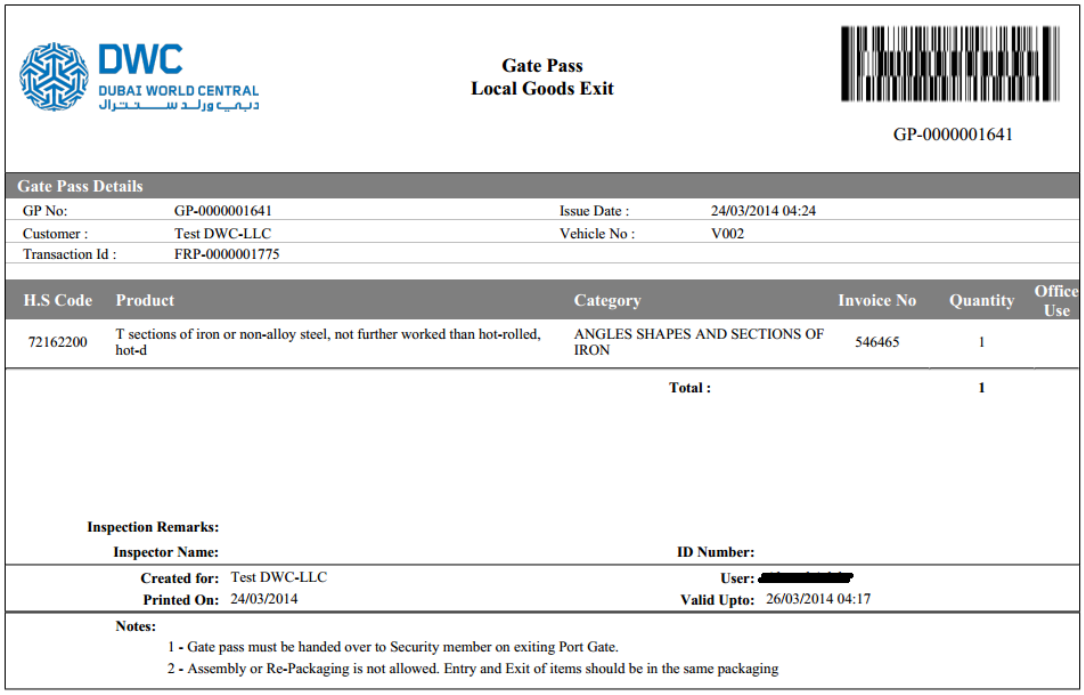

DWC
DUBAI WORLD CENTRAL
دبي ورلد سنترال

Gate Pass
Local Goods Exit

GP-0000001641

Gate Pass Details

GP No:	GP-0000001641	Issue Date :	24/03/2014 04:24
Customer :	Test DWC-LLC	Vehicle No :	V002
Transaction Id :	FRP-0000001775		

H.S Code	Product	Category	Invoice No	Quantity	Office Use
72162200	T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	ANGLES SHAPES AND SECTIONS OF IRON	546465	1	
		Total :		**1**	

Inspection Remarks:

Inspector Name: **ID Number:**

Created for: Test DWC-LLC **User:** [redacted]

Printed On: 24/03/2014 **Valid Upto:** 26/03/2014 04:17

Notes:

1 - Gate pass must be handed over to Security member on exiting Port Gate.

2 - Assembly or Re-Packaging is not allowed. Entry and Exit of items should be in the same packaging

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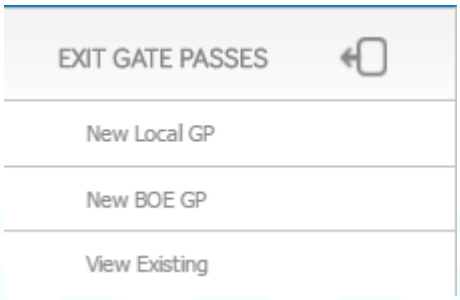
7. CREATE NEW EXIT GATE PASS FOR BILL OF ENTRY

7.1 STEP 1

The first step is to click on the “New BOE GP” link which is available under the heading “Entry Gate Passes”

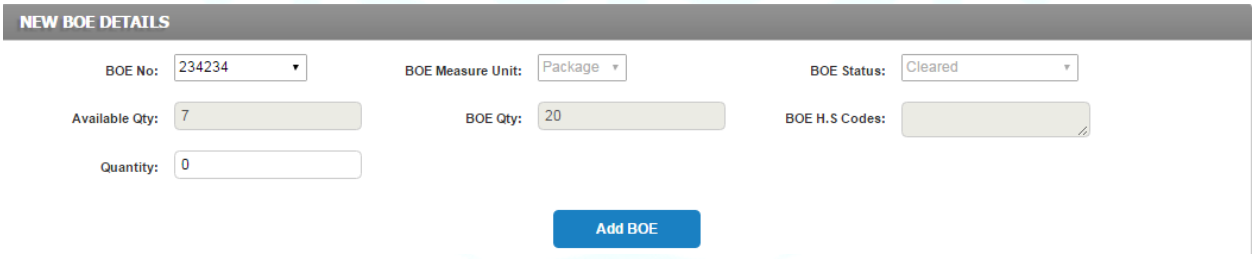


This will load the page where you can start creating a new exit gate pass for bill of entry. The next step is to start filling in the information which includes;

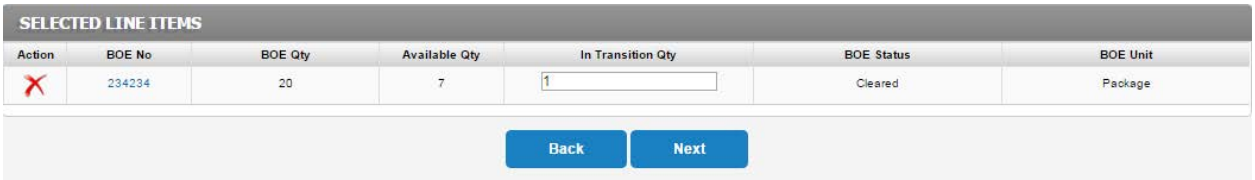
- Vehicle Number (The truck to carry the goods)
- Description (This field can be used for your reference to put any description about the gate pass)

7.2 STEP 2

The next step is to start adding BOE to the new exit gate pass. This begins by selecting BOE from the list of available BOE. Select the relevant BOE and quantity. Click on button “Add BOE”



When you click on “Add BOE”, the page will reload and you will find BOE will be added to selected line items. You can view and un-select the item. You can also modify in transition quantity.



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7.3 STEP 3

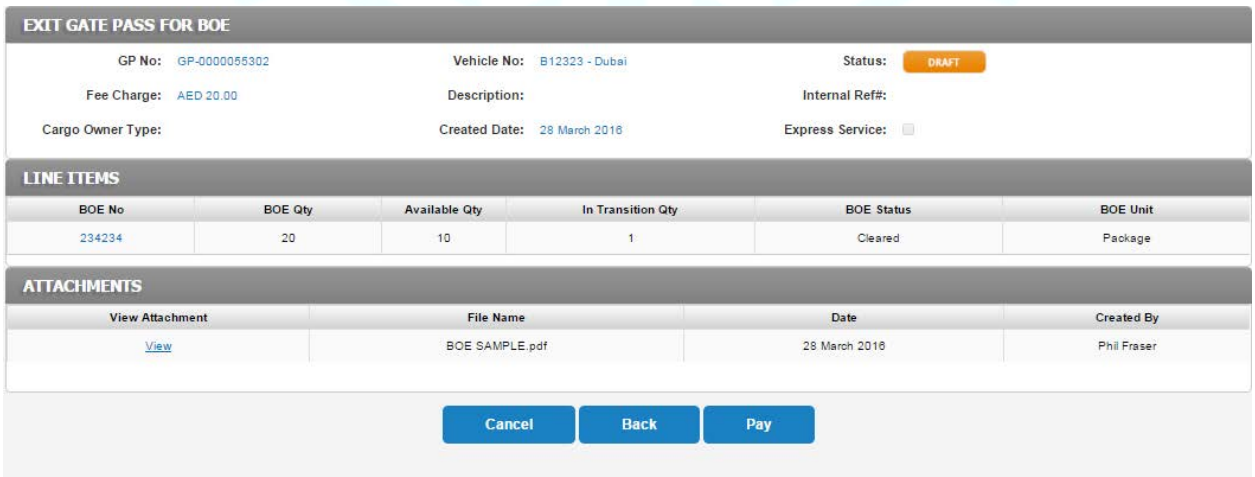
The next step begins by clicking on the Next button. This will take you to the page where you can upload the BOE you have just added in the previous step.

You can choose to upload multiple attachments but the allowed file extensions is PDF only and the allowed file size is 1MB only. The screen will look like the figure given below.

You can choose to remove any of the uploaded attachments and upload again. You can also go back to the previous step by clicking the “Back” button.

7.4 STEP 4

The next step begins by clicking on the Next button. This will take you to the page where you can see a summary of your new exit gate pass for bill of entry before you “Proceed for Payment”. The summary page will look like the figure given below.



You can also go back to any of the previous steps by consecutively clicking the “Back” button. When you click “Proceed for Payment” button, it will take you to the payment page.

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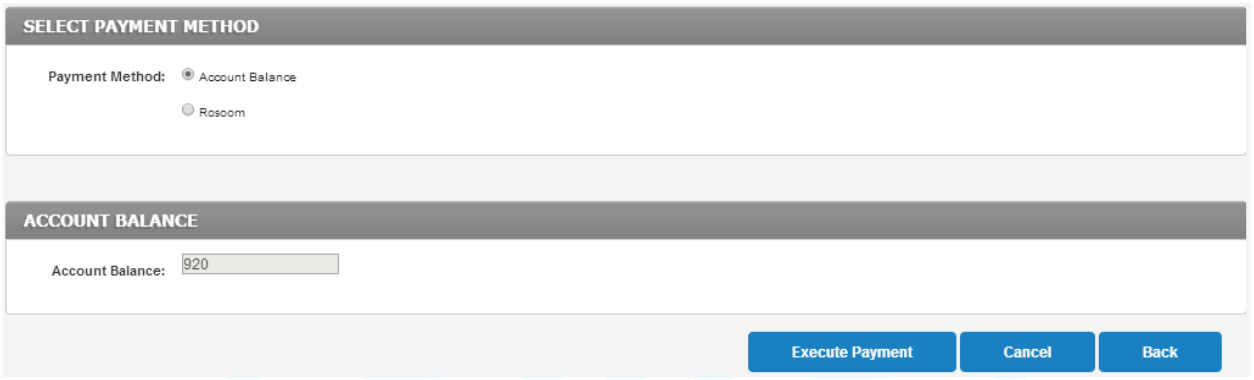
7.5 STEP 5

This step begins with the selection of payment method. “DWC Free Zone Gate Pass System” has provided its esteemed customers with two different options to make payments for their gate pass fee. “Account Balance” OR “Rosoom”

If you choose “Account Balance”, the gate pass fee will be deducted from your pre-paid account which you have with DWC. If you choose “Rosoom”, the system will take you to the website of “Rosoom Payment Gateway”, where you can provide details of your credit card and make payment for your gate pass fee. Here you will also see your current account balance before the execution of this current transaction.



You can also go back to any of the previous steps by consecutively clicking the “Back” button. Once you click “Execute Payment”, the system will take you back to the gate pass summary page where you will find all the information related to your new entry gate pass.

This summary page for your new entry gate pass will provide you with information about your gate pass. This information will include;

- The gate pass details (including “Status” & “Fee Status”)
- Selected BOE
- Related Payments
- Related Receipts
- Related Attachments

Here you can see that the “Status” of your new exit gate pass is ISSUED and the “Fee Status” of your new exit gate pass is PAID

You can print the gate pass from this screen by clicking on the “Print Gate Pass” button. The gate pass will look like the figure given below. This gate pass will include all the important information which will enable your vehicle & the goods to pass through the security clearance after verification.

A “Cancel” button will be available on this summary page. You can click this button to cancel your new entry gate pass.

The gate pass summary page will look like the figure shown below.

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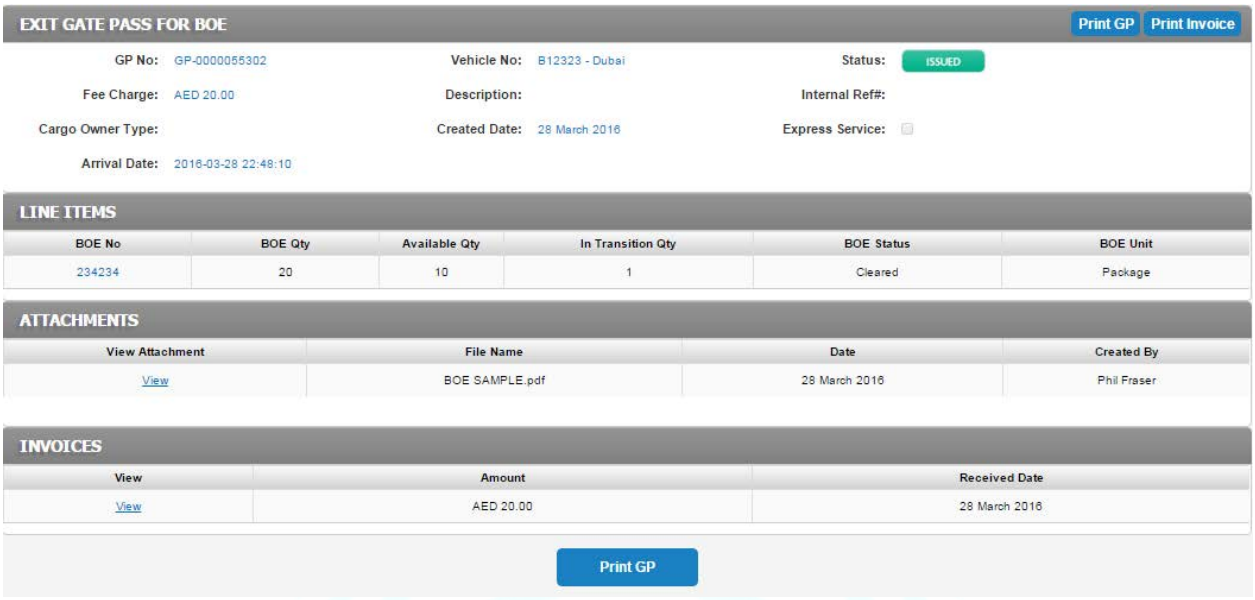
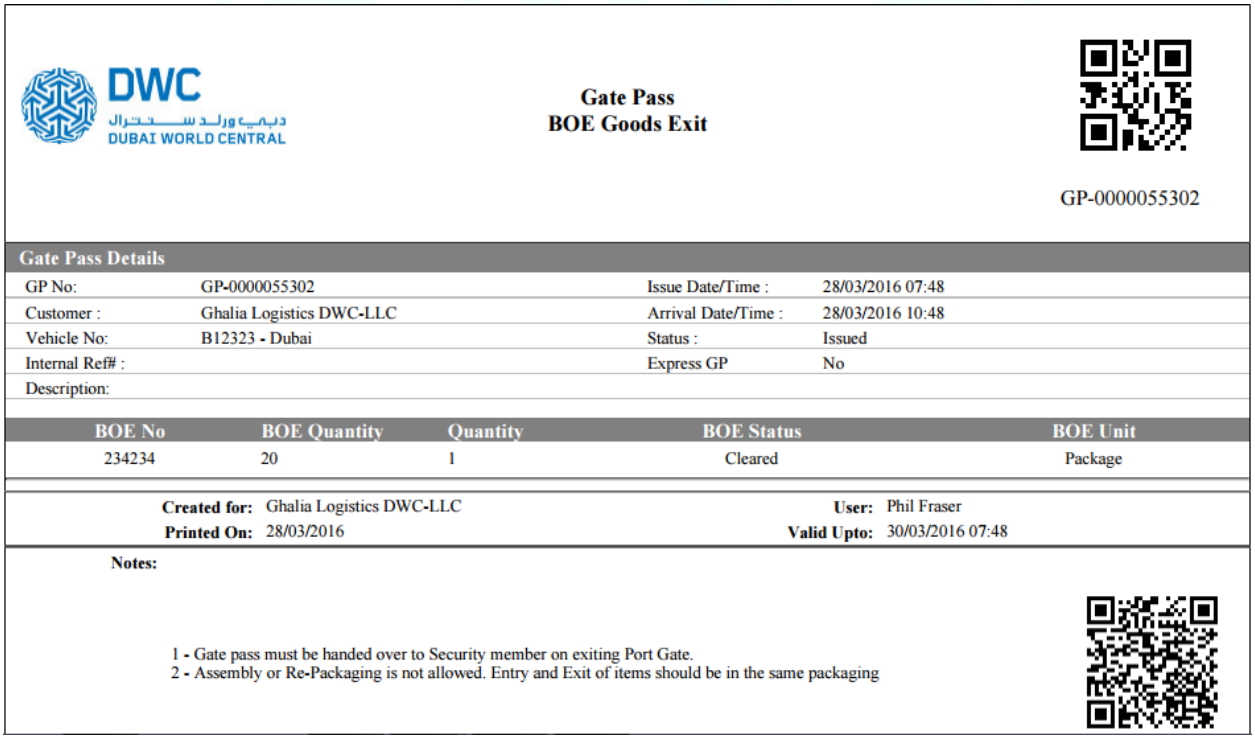


The gate pass will look like the figure shown below.



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8. VIEW EXISITNG EXIT GATE PASS

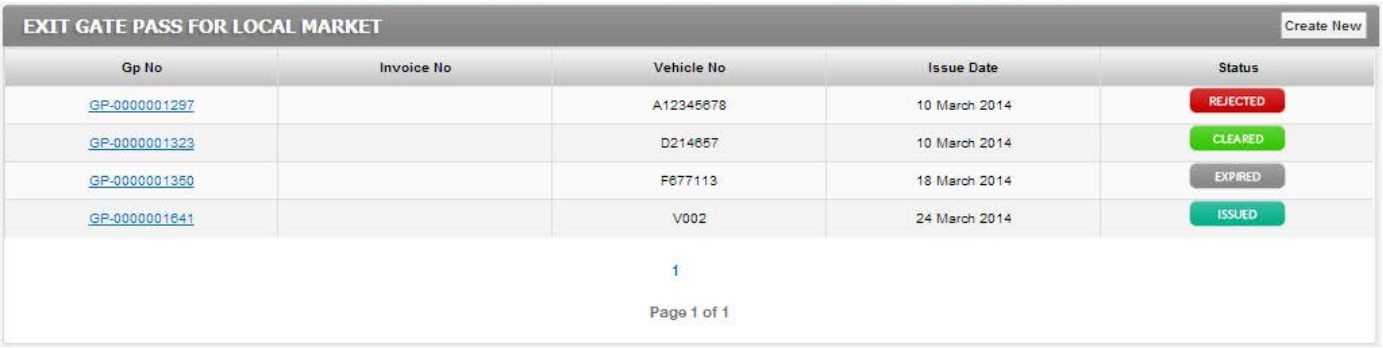
The first step is to click on the “View Existing” link which is available under the heading “EXIT GATE PASSES”

This will load the page where you can view your existing exit gate passes. This table will include all the important information which includes;

- Gate Pass Number
- Invoice Number (Invoice from the supplier)
- Vehicle Number (The truck to carry the goods)
- Issue Date
- Status (DRAFT/PENDING/ISSUED/OK TO MOVE/ARRIVED AT GATE/CANCELLED/CLEARED/REJECTED/EXPIRED/ON HOLD)

For ease of usability;

- You can click on GP-XXXXXXXXXX to view the details of the associated gate pass.
- You can click on next page icon “>” or you can click on the page number to move to the next page.
- You can click “Create New” to start creating a new exit gate pass.



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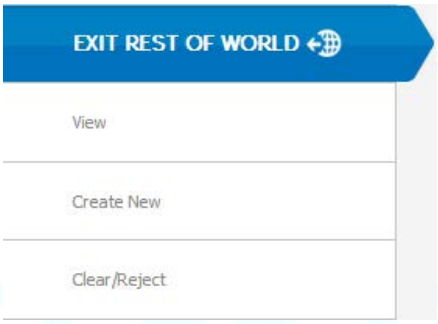
9. CREATE NEW EXIT GATE PASS FOR REST OF THE WORLD

9.1 STEP 1

The first step is to click on the “Create New” link which is available under the heading “EXIT REST OF WORLD”



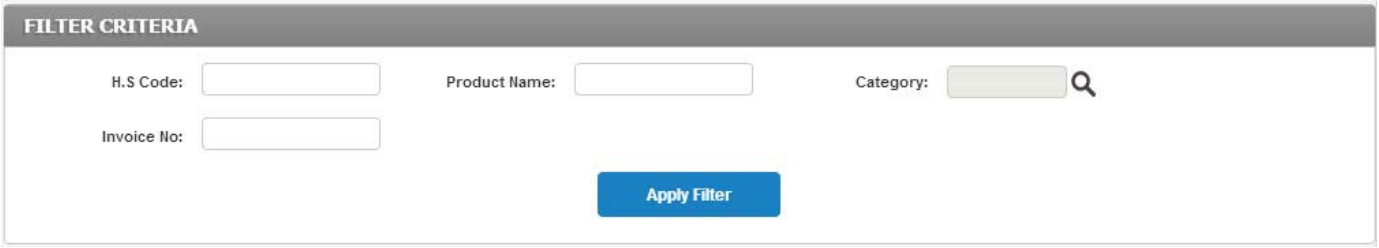
This will load the page where you can start creating a new exit gate pass for rest of the world. The next step is to start filling in the information which includes;

- Vehicle Number (The truck to carry the local goods)
- Exit Through (Land/Air/Sea)
- Description (This field can be used for your reference to put any description about the gate pass)

9.2 STEP 2

The next step is to start adding products to the new exit gate pass. This begins by clicking on the button “Add Line Item”

When you click on “Add Line Item”, the page will reload and you will find option to apply “FILTER CRITERIA” and then select products from the “AVAILABLE PRODUCTS” table (excluding those marked as ‘Office Use’). You can search for a product using its “H.S. Code”, “Product Name in the H.S. Code”, “Category of the H.S. Code” or “Invoice No.” which was used previously when products were entered.



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AVAILABLE PRODUCTS

	Qty	Package	Product Name	H.S Code	Invoice No	Available Qty	Category
+	1	1	I sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163210	546465	1	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72162200	12324	9	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163100	12324	1	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72163100	INV-29894894	5	ANGLES SHAPES AND SECTIONS OF IRON
+	1	1	Fuel oils for ships	27101241	INV-29894894	4	Manufacturer of basic iron and steel and of ferro-alloys (EC
+	1	1	T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72162200	23232	1	ANGLES SHAPES AND SECTIONS OF IRON

- You can go to the “AVAILABLE PRODUCTS” section, change the quantity in the “Qty.” column and change the package in the “Package” column and then click + sign to add the selected product to your new exit gate pass for rest of the world. The quantity cannot be more than the available quantity.
- The selected product can be seen under the “SELECTED PRODUCTS” section along with the “PRODUCT COUNT”.
- You can change the quantity after adding it to your line items as well but the quantity cannot be more than the available quantity.

You can repeat all the steps mentioned above to add another product to your new exit gate pass for rest of the world.

9.3 STEP 3

The next step begins by clicking on the Next button. This will take you to the page where you can upload the invoice of the products you have just added in the previous step.

You can choose to upload multiple attachments but the allowed file extensions are (PNG, JPG, JPEG, JPE, GIF, BMP, TIF, TIFF, JFIF, PDF) only and the allowed file size is 1MB only. The screen will look like the figure given below.

ADD ATTACHMENT

Select File to Upload Choose File No file chosen Max file size is 1MB and Allowed formats (PNG , JPG , JPEG , JPE , GIF , BMP , TIF , TIFF , JFIF, PDF)

Add Attachment Next Back Cancel

RELATED ATTACHMENTS Show All

View Attachment	File Name	Date	Created By	Delete
View	[redacted]	22 March 2014	[redacted]	✕

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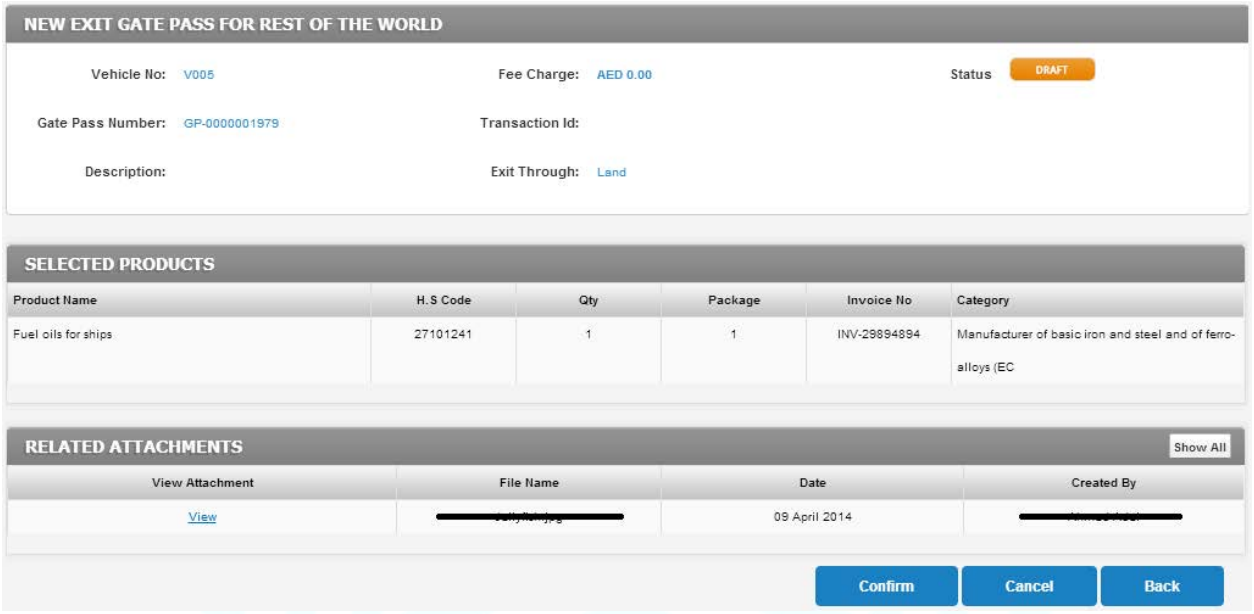
You can choose to remove any of the uploaded attachments and upload again. You can also go back to the previous step by clicking the “Back” button.

9.4 STEP 4

The next step begins by clicking on the Next button. This will take you to the page where you can see a summary of your new exit gate pass for rest of the world before you can “Confirm”. The summary page will look like the figure given below.



You can also go back to any of the previous steps by consecutively clicking the “Back” button.

Once you click “Confirm”, the system will take you back to the gate pass summary page where you will find all the information related to your new exit gate pass for rest of the world.

This summary page for your new exit gate pass for rest of the world will provide you with information about your gate pass. This information will include;

- The gate pass details (including “Status”)
- Selected Products
- Related Attachments

Here you can see that the “Status” of your new entry gate pass for rest of the world is ISSUED

You can print the gate pass from this screen by clicking on the “Print Gate Pass” button. The gate pass will look like the figure given below. This gate pass will include all the important information which will enable your vehicle & the goods to pass through the security clearance after verification.

A “Cancel” button will be available on this summary page. You can click this button to cancel your new exit gate pass.

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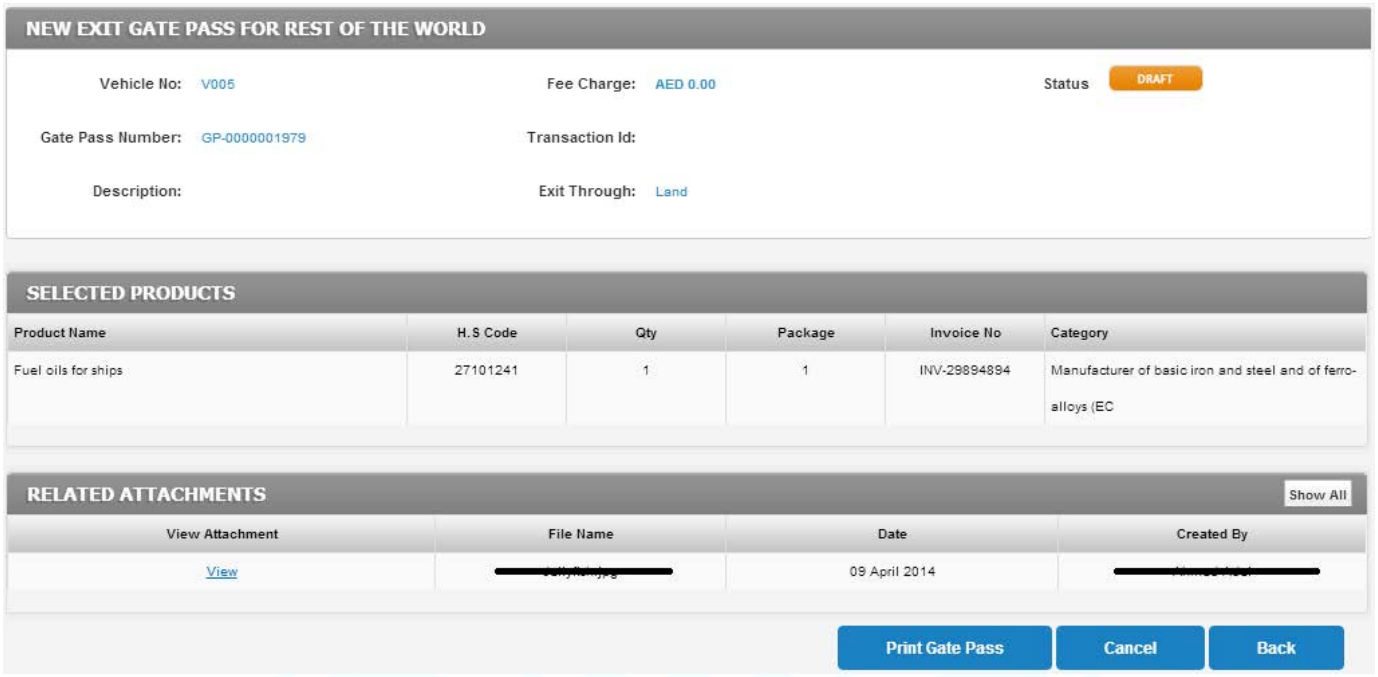
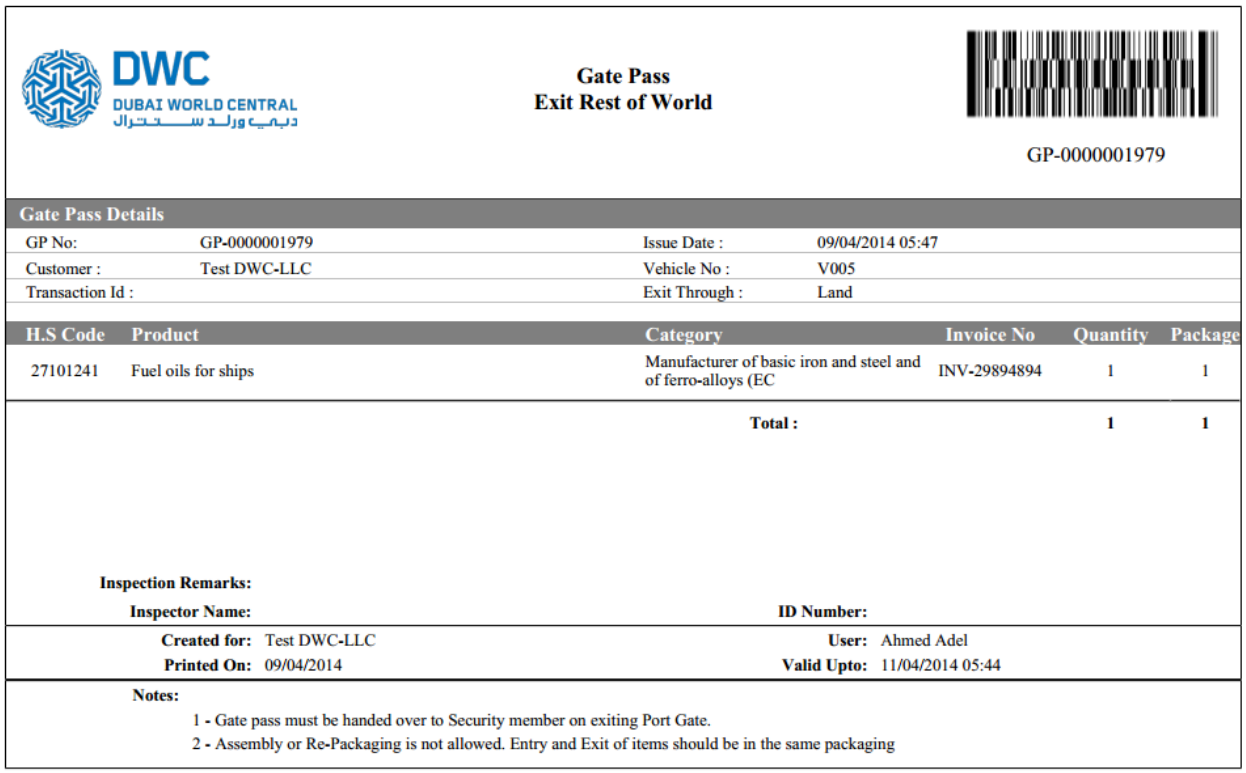
The gate pass summary page will look like the figure shown below.



The gate pass will look like the figure shown below.



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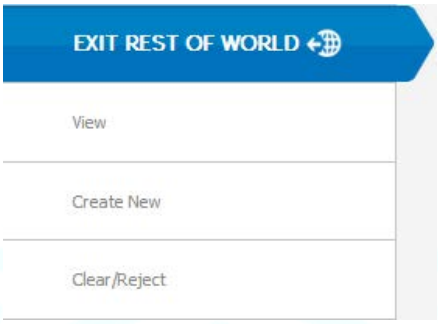
10. CLEAR/REJECT EXIT GATE PASS FOR REST OF THE WORLD

10.1 STEP 1

The first step is to click on the “Clear/Reject” link which is available under the heading “EXIT REST OF THE WORLD”



This will load the page where you can view your existing exit gate passes for rest of the world. This table will include all the important information which includes;

- Gate Pass Number
- Invoice Number (Invoice from the supplier of the local goods)
- Vehicle Number (The truck to carry the local goods)
- Issue Date
- Exit Through (Land/Air/Sea)
- Status (DRAFT/PENDING/ISSUED/CANCELLED/CLEARED/REJECTED/EXPIRED/ON HOLD)
- Action (Clear/Reject)

For ease of usability;

- You can click on GP-XXXXXXXXXX to view the details of the associated gate pass.
- You can click on next page icon “>” or you can click on the page number to move to the next page.
- You can click “Clear/Reject” against any of the existing exit gate pass for rest of the world to clear or reject it.

10.2 STEP 2

When you click Clear/Reject the system will take you to the gate pass details page. Here you will have to upload the stamped gate pass copy before you can clear or reject the gate pass.

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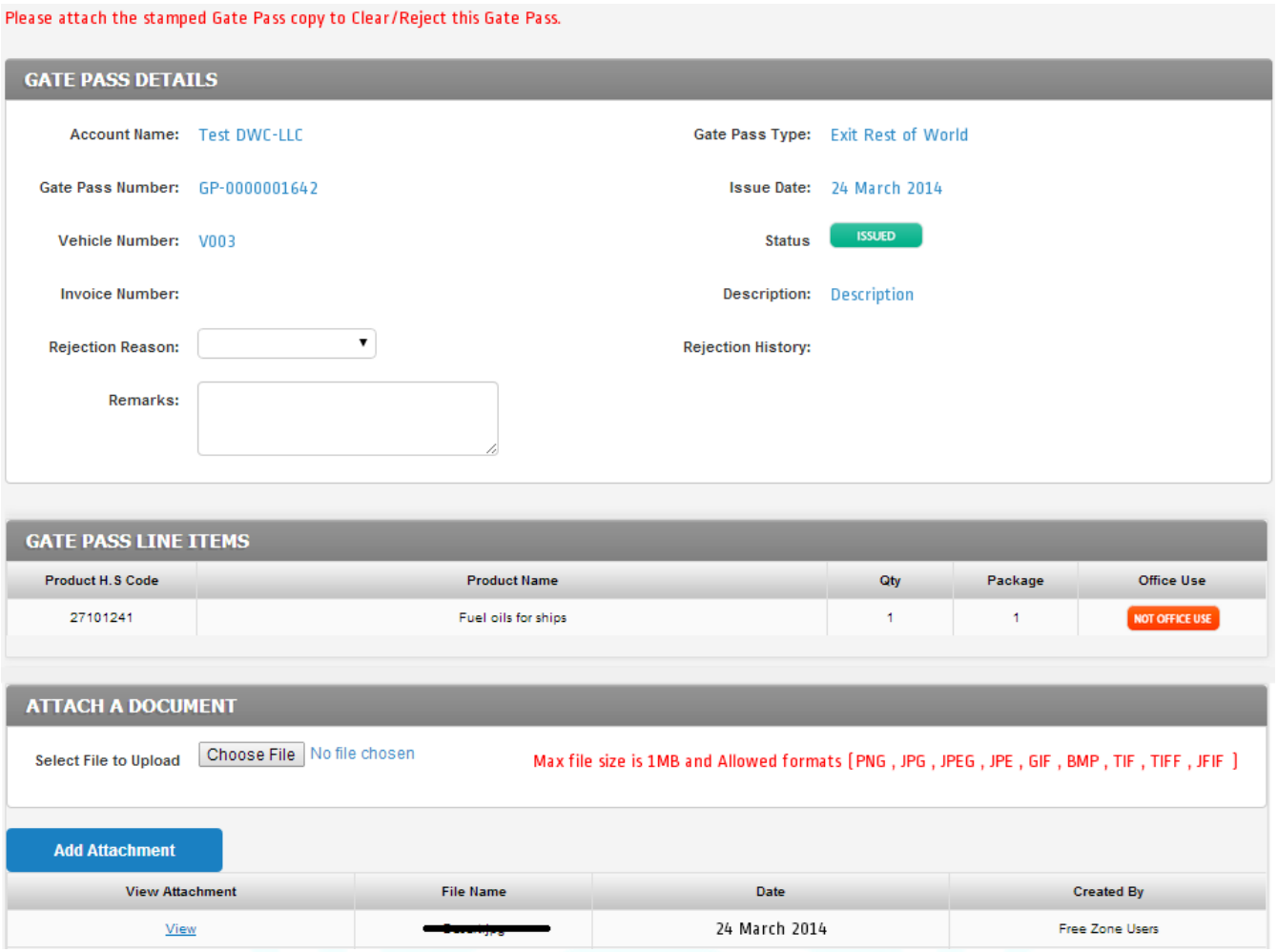
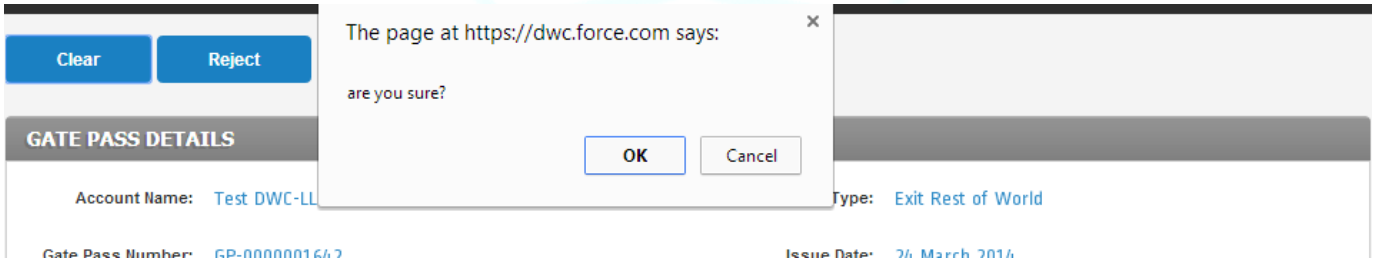


You must upload the clearance/rejection evidence in the “ATTACH A DOCUMENT” section. The options to clear or reject will appear after you upload the attachment. The options will appear on the top of the page. A confirmation dialog will also appear when you click on clear or reject button.



This will refresh the page and the system will show you the details of your selected exit gate pass for the rest of the world with the updated status.

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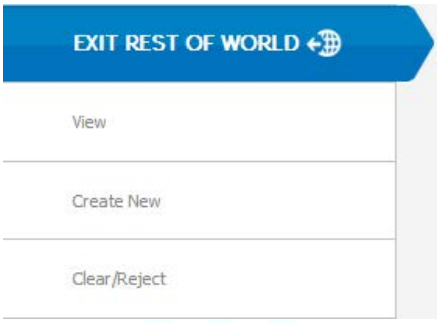
11. VIEW EXIT GATE PASS FOR REST OF THE WORLD

The first step is to click on the “View” link which is available under the heading “EXIT REST OF WORLD”

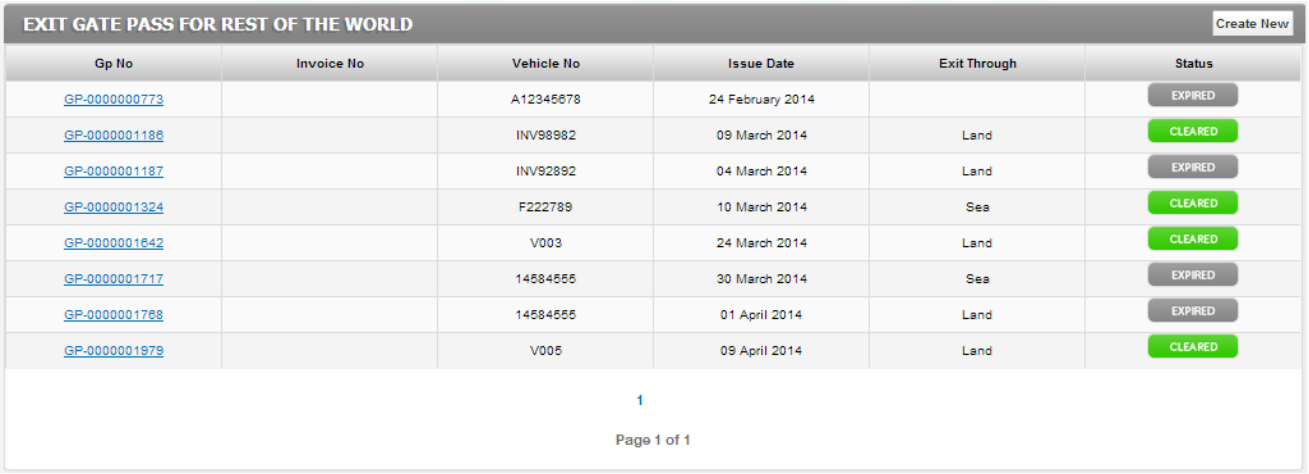


This will load the page where you can view your existing exit gate passes for rest of world. This table will include all the important information which includes;

- Gate Pass Number
- Invoice Number (Invoice from the supplier of the local goods)
- Vehicle Number (The truck to carry the local goods)
- Issue Date
- Exit Through
- Status (CLEARED/REJECTED/EXPIRED)

For ease of usability;

- You can click on GP-XXXXXXXXXX to view the details of the associated gate pass.
- You can click on next page icon “>” or you can click on the page number to move to the next page.
- You can click “Create New” to start creating a new exit gate pass for local market.



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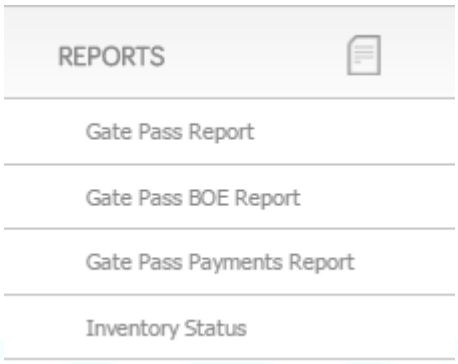
12. INVENTORY STATUS

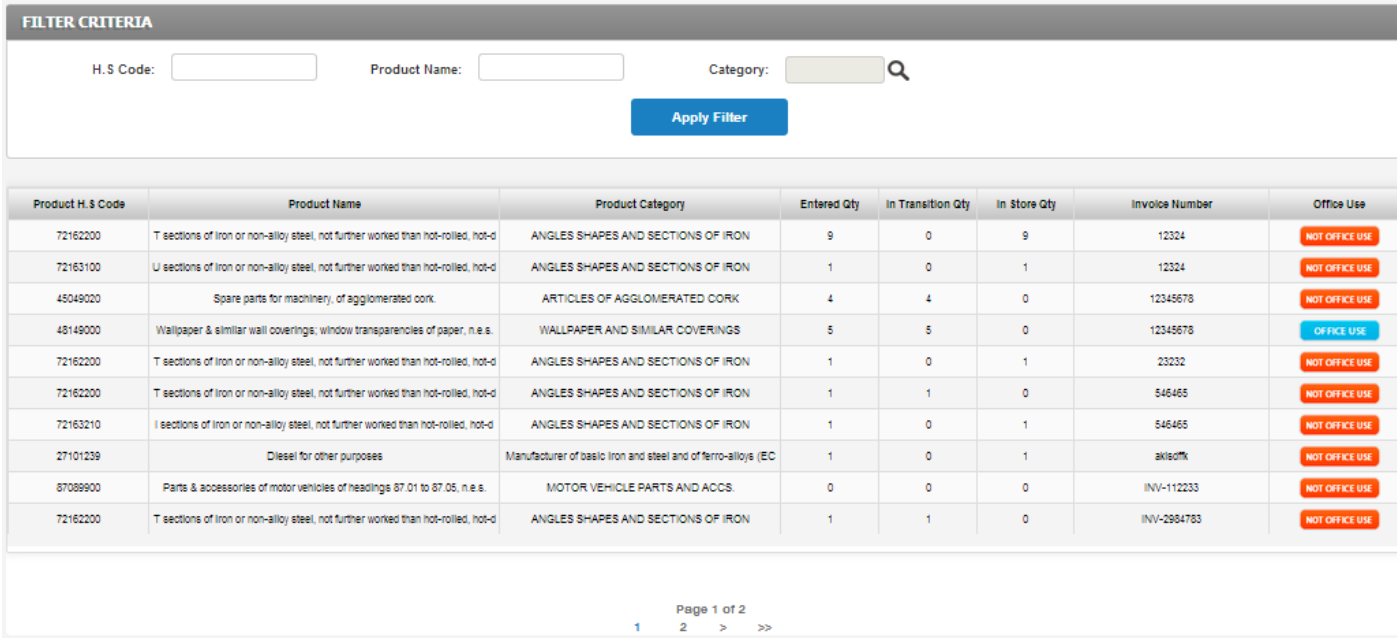
The first step is to click on the “Reports” link which is available on the home page navigation section and then select “Inventory Status”



This will load the page where you can search & view your entire inventory status. This table will include all the important information which includes;

- Product H.S. Code
- Product Name
- Product Category
- Entered Quantity
- In Transition Quantity (Quantity as per the “Issued” gate passes)
- In Store Quantity (Remaining in the store)
- Invoice Number (Invoice from the supplier of the local goods)
- Office Use

You will also have “FILTER CRITERIA” available where you can apply filters on “Product H.S. Code”, “Product Name”, or “Product Category”.



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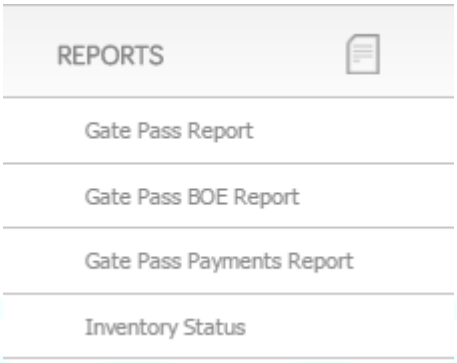
13. REPORTS

13.1 Gate Pass Report

The first step is to click on the “Gate Pass Report” link which is available under the heading “REPORTS”



This will load the page where you can search, export & print the gate pass report. This table includes all the important information;

- Gate Pass Number
- Invoice Number
- Vehicle Number
- Transaction Id (from the payment transaction)
- Issue Date
- Fee Status (PAID/NOT PAID)
- User
- Gate Pass Status (DRAFT/PENDING/ISSUED/OK TO MOVE/ARRIVED AT GATE/CANCELLED/CLEARED/REJECTED/EXPIRED/ON HOLD)

You will also have “GATE PASS REPORT SEARCH CRITERIA” available where you can apply filters on;

- Gate Pass Status (DRAFT/PENDING/ISSUED/OK TO MOVE/ARRIVED AT GATE/CANCELLED/CLEARED/REJECTED/EXPIRED/ON HOLD)
- Gate Pass Type (Entry Local / Entry BOE/ Exit Local / Exist BOE/ Exit Rest of the World)
- Date Operation

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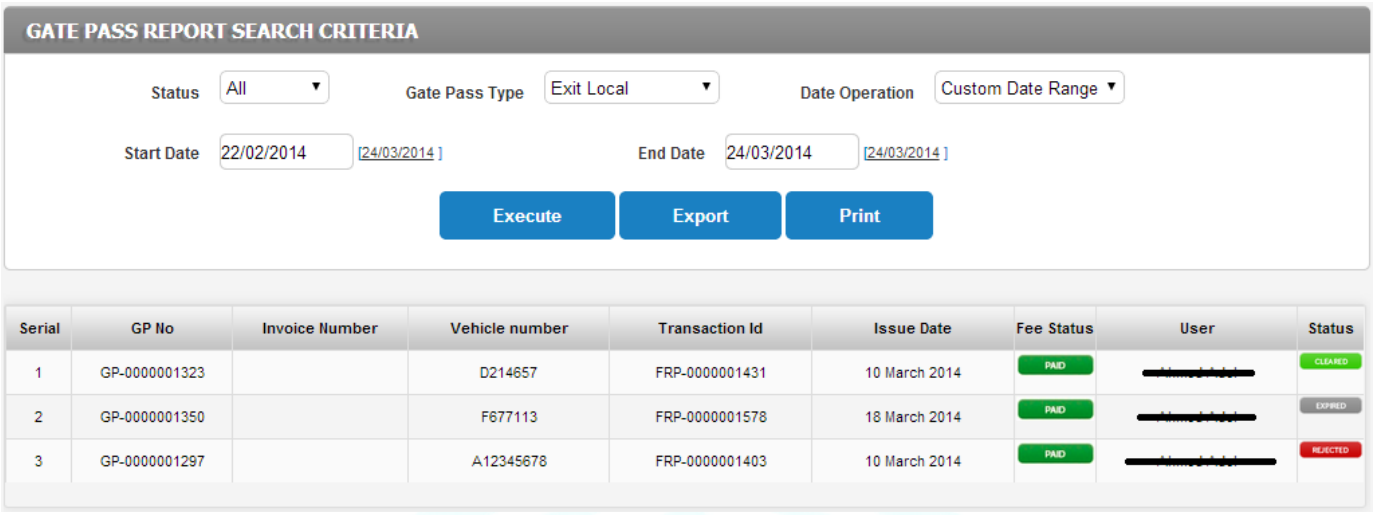
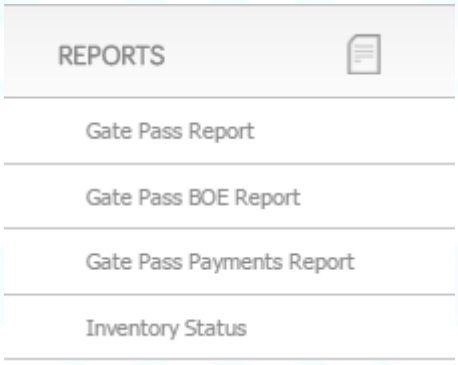


13.2 Gate Pass Payments Report

The first step is to click on the “Gate Payments Pass Report” link which is available under the heading “REPORTS”



This will load the page where you can search, export & print the gate pass payment report. This table includes all the important information;

- Payment ID
- Gate Pass Number
- Payment Mode (Account Balance/Rosoom)
- Transaction Date
- Transaction Amount
- Transaction Status (Posted/Not Posted)
- Rosoom Id (Transaction Id)

You will also have “GATE PASS PAYMENTS REPORT SEARCH CRITERIA” available where you can apply filters on;

- Payment Mode (Account Balance/Rosoom)
- Transaction Status (Posted/Not Posted)
- Date Operation

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GATE PASS PAYMENTS REPORT SEARCH CRITERIA

Payment Mode: All | Status: All | Date Operation: Custom Date Range

Start Date: 23/02/2014 [25/03/2014] End Date: 25/03/2014 [25/03/2014]

Execute | Export | Print

Serial	Payment ID	GP No	Payment Mode	Transaction Date	Transaction Amount	Transaction Status	Rossom Id
1	FRP-0000000836	GP-0000000772	Account Balance	24 February 2014	AED 10.00	Posted	
2	FRP-0000000837	GP-0000000773	Account Balance	24 February 2014	AED 10.00	Posted	
3	FRP-0000001007	GP-0000000930	Account Balance	27 February 2014	AED 10.00	Posted	
4	FRP-0000001008	GP-0000000932	Account Balance	27 February 2014	AED 10.00	Posted	
5	FRP-0000001282	GP-0000001185	Account Balance	04 March 2014	AED 10.00	Posted	
6	FRP-0000001283	GP-0000001187	Account Balance	04 March 2014	AED 10.00	Posted	
7	FRP-0000001401	GP-0000001186	Account Balance	09 March 2014	AED 10.00	Posted	
8	FRP-0000001402	GP-0000001296	Account Balance	09 March 2014	AED 10.00	Posted	
9	FRP-0000001403	GP-0000001297	Account Balance	09 March 2014	AED 10.00	Posted	
10	FRP-0000001430	GP-0000001322	Account Balance	10 March 2014	AED 10.00	Posted	
11	FRP-0000001431	GP-0000001323	Account Balance	10 March 2014	AED 10.00	Posted	
12	FRP-0000001432	GP-0000001324	Account Balance	10 March 2014	AED 10.00	Posted	

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