



Free Zone Gate Pass System User Guide

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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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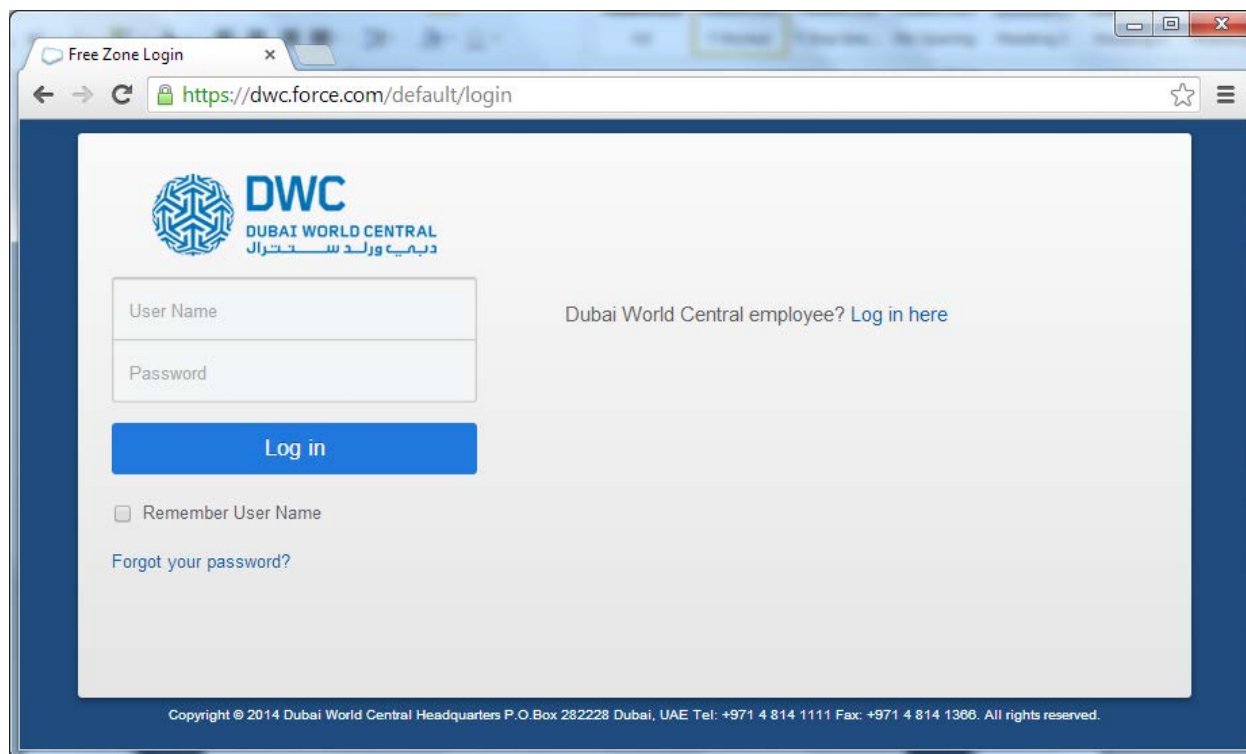
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1. USER ACCESS

1.1 LOGIN PAGE

The website link to access the “DWC Free Zone Local Gate Pass System” is <https://dwc.force.com/default>

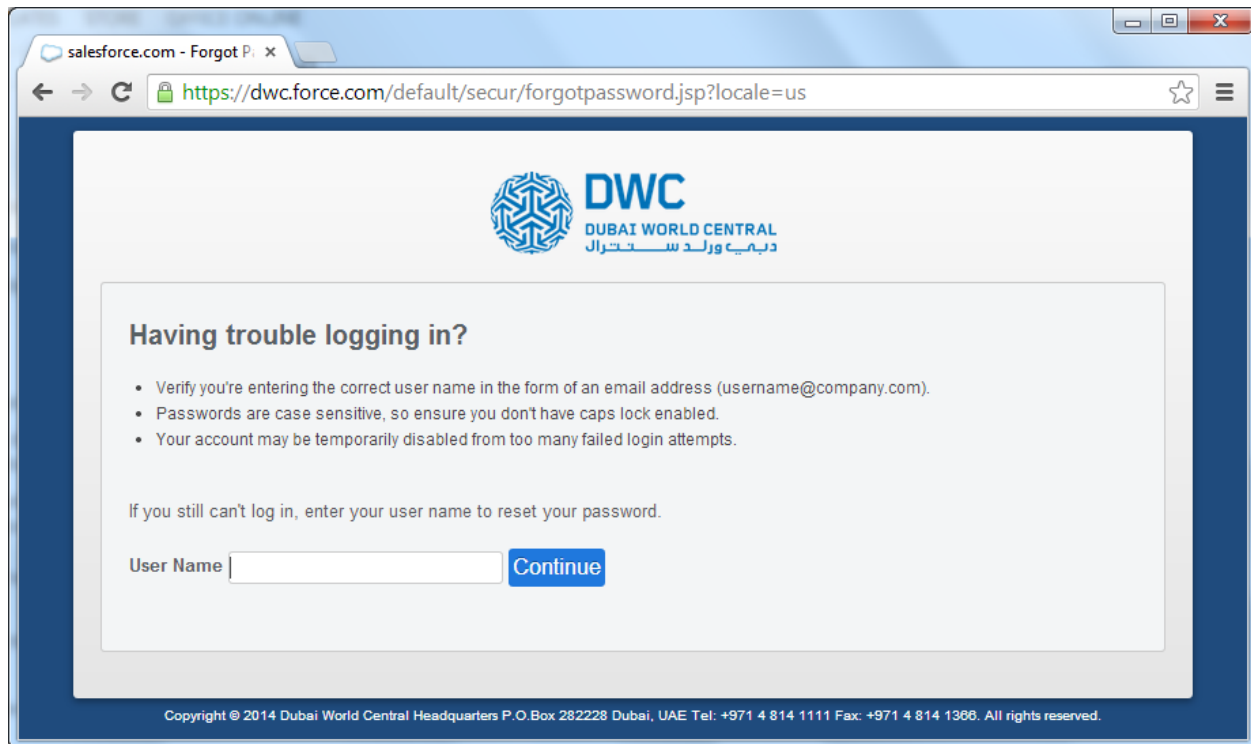
The provided link will take you to the login page. You will have to provide “User Name” and “Password” to log into the system. The login details can be obtained from DWC customer service desk or DWC Free Zone Administration Officers.



The screenshot shows a web browser window with the title "Free Zone Login". The address bar displays the URL "https://dwc.force.com/default/login". The page features the DWC logo (Dubai World Central) and the text "DUBAI WORLD CENTRAL" and "دبي ورلد سنترال". Below the logo, there are input fields for "User Name" and "Password", followed by a blue "Log in" button. To the right of the input fields, there is a link that says "Dubai World Central employee? Log in here". Below the "Log in" button, there is a checkbox labeled "Remember User Name" and a link that says "Forgot your password?". At the bottom of the page, there is a copyright notice: "Copyright © 2014 Dubai World Central Headquarters P.O.Box 282228 Dubai, UAE Tel: +971 4 814 1111 Fax: +971 4 814 1366. All rights reserved."

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.

A screenshot of a web browser window showing the password reset page for Dubai World Central (DWC). The browser's address bar displays the URL: https://dwc.force.com/default/secur/forgotpassword.jsp?locale=us. The page features the DWC logo at the top, which includes a stylized geometric emblem and the text "DWC DUBAI WORLD CENTRAL" in English and Arabic. Below the logo, the heading "Having trouble logging in?" is followed by a list of three bullet points: "Verify you're entering the correct user name in the form of an email address (username@company.com).", "Passwords are case sensitive, so ensure you don't have caps lock enabled.", and "Your account may be temporarily disabled from too many failed login attempts." A message states, "If you still can't log in, enter your user name to reset your password." Below this, there is a text input field labeled "User Name" and a blue "Continue" button. At the bottom of the page, a copyright notice reads: "Copyright © 2014 Dubai World Central Headquarters P.O.Box 282228 Dubai, UAE Tel: +971 4 814 1111 Fax: +971 4 814 1386. All rights reserved."

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.

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

ENTRY GATE PASSES	➡
EXIT GATE PASSES	⬅
EXIT REST OF WORLD	⬅🌐
EMPTY TRUCK	➡
BILL OF ENTRIES	➡
REPORTS	📄

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.

ENTRY GATE PASSES

New Local GP

New BOE GP

View Existing

EXIT GATE PASSES

New Local GP

New BOE GP

View Existing

EXIT REST OF WORLD

New Gate Pass

View Existing

Clear/Reject

EMPTY TRUCK

New Gate Pass

View Existing

BILL OF ENTRIES

New BOE

View Existing

REPORTS

Gate Pass Report

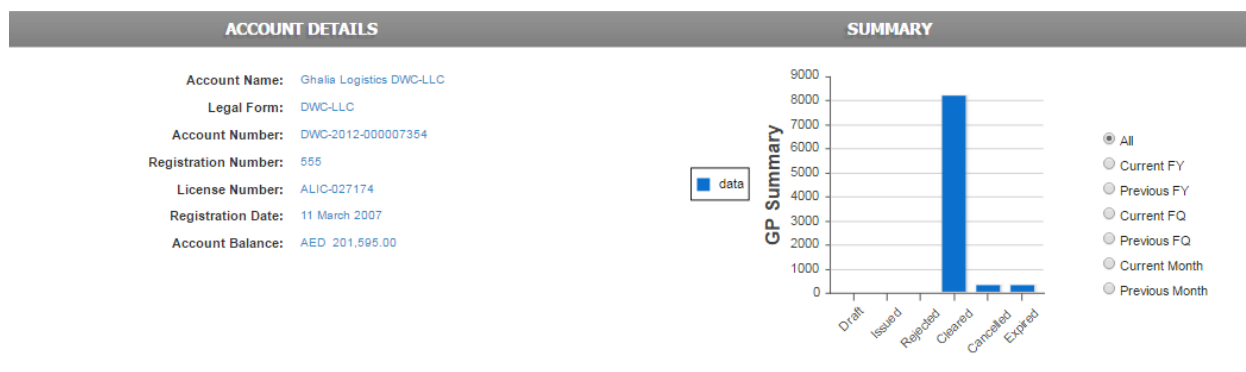
Gate Pass BOE Report

Gate Pass Payments Report

Inventory Status

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 PASS SUMMARY	
Gate Passes Created: 20	Gate Passes Cleared: 11
Gate Passes Issued: 0	Gate Passes Rejected: 1
Gate Passes Expired: 8	Gate Passes Cancelled: 0

- **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.

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-000000048” 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.

RECENT GATE PASS HISTORY						
Gp No	GP Type	Invoice Number	Vehicle Number	Issued Date	Cleared , Rejected , Cancelled Date	Status
GP-0000001351	Entry Local	23232	sdfdfs	12 March 2014	12 March 2014	CLEARED
GP-0000001350	Exit Local		F877113	18 March 2014		EXPIRED
GP-0000001337	Entry Local	INV-29894894	TD-933983	11 March 2014	11 March 2014	CLEARED
GP-0000001324	Exit Rest of World		F222789	10 March 2014	10 March 2014	CLEARED
GP-0000001323	Exit Local		D214657	10 March 2014	10 March 2014	CLEARED
GP-0000001322	Entry Local	INV-112233	D214657	10 March 2014	10 March 2014	CLEARED
GP-0000001297	Exit Local		A12345678	10 March 2014	10 March 2014	REJECTED
GP-0000001296	Entry Local	1234567	14584555	09 March 2014		EXPIRED

1 2 3 > >>

Page 1 of 3

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

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.

RECENT ATTACHMENTS			
View Attachment	GP No	File Name	Created Date
View	GP-0000001350	XXXXXXXXXX	18 March 2014
View	GP-0000001351	XXXXXXXXXX	12 March 2014
View	GP-0000001350	XXXXXXXXXX	12 March 2014
View	GP-0000001337	XXXXXXXXXX	11 March 2014
View	GP-0000001324	XXXXXXXXXX	10 March 2014
View	GP-0000001324	XXXXXXXXXX	10 March 2014
View	GP-0000001324	XXXXXXXXXX	10 March 2014
View	GP-0000001322	XXXXXXXXXX	10 March 2014

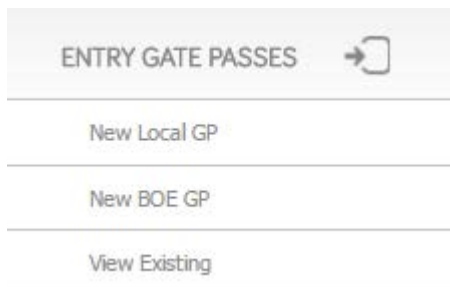
1 2 3 > >>


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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”



ENTRY GATE PASSES 

New Local GP

New BOE GP

View Existing

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)

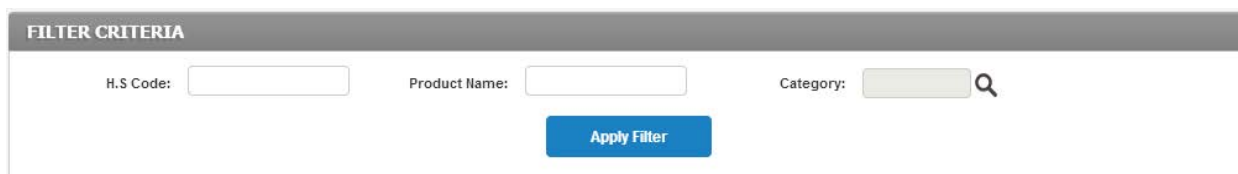
3.2 STEP 2

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




SELECTED PRODUCTS (PRODUCT COUNTS: 0)						Add Line Item
	Qty	Package	Product Name	H.S Code	Category	Office Use




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”.



FILTER CRITERIA

H.S Code: Product Name: Category: 

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  icon. This will convert it in to .

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

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.

SELECT CATEGORY

Name:

Go

Category Name	Category Code
TAILORS' DUMMIES & OTHER LAY FIGURES	9818
Sanitary towels (padis and tampons, napkins and napkin)	9819
PAINTINGS, DRAWINGS AND PASTELS	9701
ORIGINAL ENGRAVINGS, PRINTS	9702
ORIGINAL SCULPTURES AND STATUARY	9703
POSTAGE OR REVENUE STAMPS	9704
COLLECTIONS AND COLLECTORS' PIECES	9705
ANTIQUES	9706
Personal and Household Goods	9801
Diplomatic correspondence	9802

3.4 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	<div></div>	22 March 2014	<div></div>	<div></div>

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

Next

 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.

NEW ENTRY GATE PASS FOR LOCAL MARKET

Vehicle No: **V003**

Fee Charge: **AED 10.00**

Status: **DRAFT**

Gate Pass Number: **GP-0000001976**

Transaction Id:

Fee Status: **NOT 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 ATTACHMENTS

Show All

View Attachment	File Name	Date	Created By
View	Attachment	09 April 2014	Attachment

Proceed for Payment

Cancel

Back

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.

The screenshot shows a web form with two main sections. The first section, titled 'SELECT PAYMENT METHOD', contains a 'Payment Method:' label followed by two radio button options: 'Account Balance' (which is selected) and 'Rosoom'. The second section, titled 'ACCOUNT BALANCE', contains an 'Account Balance:' label followed by a text input field containing the value '920'. At the bottom right of the form, there are three blue buttons: 'Execute Payment', 'Cancel', and 'Back'.

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.

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

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


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

View	Date Received	Amount
View	09 April 2014	10.0


View Attachment	File Name	Date	Created By
View		09 April 2014	

Print Gate Pass
Cancel

The gate pass will look like the figure shown below.


DWC
DUBAI WORLD CENTRAL
دبي عول دسكترال

Gate Pass
Local Goods Entry


GP-0000001976

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:**
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

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;

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.

Select Payment Option

Payment Details



PAYMENT DETAILS

Pay to: Dubai World Central

Pay for: DWC Service

Amount	10.00 AED
Processing fees	0.00 AED
Total	10.00 AED


Pay using: Credit Card

From: MasterCard


Wait until you are redirected back to Merchant page
Please ensure pop-up blocker is turned off

☒ I accept the [Terms and Conditions](#) applicable for this payment

Agree

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


Redirecting...



Redirecting...

Your payment request is being processed and you have been redirected to your selected Financial Institution's website in a new Internet Browser window.

- Do not close this page until you have completed ALL the payment processing instructions provided by your selected financial institution.
- Please do not press the "Back" or "Refresh" buttons on your internet browser application.
- If you encounter any errors during your payment process, please contact Dubai Trade Customer Care at customer@DubaiTrade.ae or on the Toll Free Number 800 4464.

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.

MasterCard Payment Gateway - Google Chrome

MasterCard

Your details will be sent to and processed by The MasterCard Internet Gateway Service and will not be disclosed to the merchant

Internet Gateway Service

TEST MODE

Merchant name: JAFZA FZE

Enter your card details:

MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :: [Redacted]

Expiry Date :: [Redacted] / [Redacted] month/year

Security Code :: [Redacted]

Purchase Amount :: AED 10.00

pay

MasterCard SecureCode

I hereby authorise the debit to my MasterCard Account in favour of JAFZA FZE

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.

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”

ENTRY GATE PASSES

New Local GP

New BOE GP

View Existing

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”

NEW BOE DETAILS

BOE No:234234

BOE Measure Unit:Package

BOE Status:Cleared

Available Qty:7

BOE Qty:20

BOE H.S Codes:

Quantity:0

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.

SELECTED LINE ITEMS						
Action	BOE No	BOE Qty	Available Qty	In Transition Qty	BOE Status	BOE Unit
	234234	20	7	<input type="text" value="1"/>	Cleared	Package
<div><div>Back</div><div>Next</div></div>						

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.

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	████████████████████	22 March 2014	██████████	

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.

ENTRY GATE PASS FOR BOE

GP No: GP-0000056301

Vehicle No: A34343 - Dubai

Status: DRAFT

Fee Charge: AED 20.00

Description:

Internal Ref#:

Cargo Owner Type:

Created Date: 28 March 2016

Express Service: ☐

LINE ITEMS

BOE No	BOE Qty	Available Qty	In Transition Qty	BOE Status	BOE Unit
234234	20	7	1	Cleared	Package

ATTACHMENTS

View Attachment	File Name	Date	Created By
View		28 March 2016	Phil Fraser

Cancel

Back

Pay

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.

The screenshot shows a web interface for selecting a payment method. The top section, titled "SELECT PAYMENT METHOD", contains two radio button options: "Account Balance" (which is selected) and "Rosoom". Below this is a section titled "ACCOUNT BALANCE" which displays "Account Balance: 920" next to a text input field. At the bottom right of the interface are three buttons: "Execute Payment", "Cancel", and "Back".

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 **ISSUED** and the “Fee Status” of your new entry 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.

ENTRY GATE PASS FOR BOE				Print GP	Print Invoice
GP No: GP-0000055301	Vehicle No: A34343 - Dubai	Status: ISSUED			
Fee Charge: AED 20.00	Description:	Internal Ref#:			
Cargo Owner Type:	Created Date: 28 March 2016	Express Service: <input type="checkbox"/>			
Arrival Date: 2016-03-28 22:31:06					




LINE ITEMS					
BOE No	BOE Qty	Available Qty	In Transition Qty	BOE Status	BOE Unit
234234	20	7	1	Cleared	Package

ATTACHMENTS			
View Attachment	File Name	Date	Created By
View		28 March 2016	Phil Fraser

INVOICES		
View	Amount	Received Date
View	AED 20.00	28 March 2016

[Print GP](#)

The gate pass will look like the figure shown below.

 DWC دبي ورلد سنترال DUBAI WORLD CENTRAL	Gate Pass BOE Goods Entry		 GP-0000055301
Gate Pass Details			
GP No:	GP-0000055301	Issue Date/Time :	28/03/2016 07:31
Customer :	Ghalia Logistics DWC-LLC	Arrival Date/Time :	28/03/2016 10:31
Vehicle No:	A34343 - Dubai	Status :	Issued
Internal Ref# :		Express GP	No
Description:			
BOE No	BOE Quantity	Quantity	BOE Status
234234	20	1	Cleared
			BOE Unit
			Package
Created for: Ghalia Logistics DWC-LLC		User: Phil Fraser	
Printed On: 28/03/2016		Valid Upto: 30/03/2016 07:31	
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			
			

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;

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.

Select Payment Option

Payment Details



PAYMENT DETAILS

Pay to: Dubai World Central

Pay for: DWC Service

Amount	10.00 AED
Processing fees	0.00 AED
Total	10.00 AED


Pay using: Credit Card

From: MasterCard


Wait until you are redirected back to Merchant page
Please ensure pop-up blocker is turned off

☒ I accept the [Terms and Conditions](#) applicable for this payment

Agree

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


Redirecting...



Redirecting...

Your payment request is being processed and you have been redirected to your selected Financial Institution's website in a new Internet Browser window.

- Do not close this page until you have completed ALL the payment processing instructions provided by your selected financial institution.
- Please do not press the "Back" or "Refresh" buttons on your internet browser application.
- If you encounter any errors during your payment process, please contact Dubai Trade Customer Care at customer@dubatrade.ae or on the Toll Free Number 800 4464.

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.

MasterCard Payment Gateway - Google Chrome

MasterCard

Your details will be sent to and processed by The MasterCard Internet Gateway Service and will not be disclosed to the merchant

Internet Gateway Service

TEST MODE

Merchant name: JAFZA FZE

Enter your card details:

MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date :: / month/year

Security Code ::

Purchase Amount :: AED 10.00

pay

MasterCard SecureCode

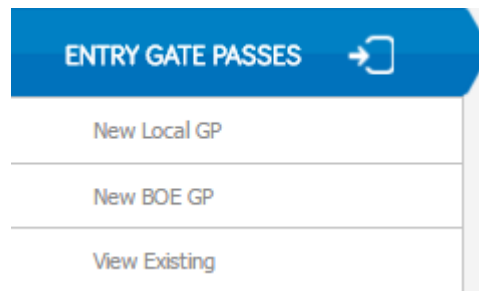
I hereby authorise the debit to my MasterCard Account in favour of JAFZA FZE

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.

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.

ENTRY GATE PASS FOR LOCAL MARKET					Create New
Gp No	Invoice No	Vehicle No	Issue Date	Status	
GP-000000048	aklsdffk	kldskf	09 February 2014	CLEARED	
GP-0000000601	INV-2984783	E 98764	20 February 2014	CLEARED	
GP-0000000602	INV89897	E889897	20 February 2014	EXPIRED	
GP-0000000771	12345678	G21465		DRAFT	
GP-0000000772	12345678	G21465	24 February 2014	CLEARED	
GP-0000000930	548465	12345	27 February 2014	CLEARED	
GP-0000000931	12324	123455		DRAFT	
GP-0000000932	12324	123455	27 February 2014	CLEARED	
GP-0000001185	INV-93893893	ABC1243	04 March 2014	EXPIRED	
GP-0000001296	1234567	14584555	09 March 2014	EXPIRED	
GP-0000001322	INV-112233	D214657	10 March 2014	CLEARED	
GP-0000001337	INV-29894894	TD-933983	11 March 2014	CLEARED	
GP-0000001351	23232	sdfdsfs	12 March 2014	CLEARED	
GP-0000001520	INV-001	VEH-001	23 March 2014	CANCELLED	
1					
Page 1 of 1					

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”

EXIT GATE PASSES 
New Local GP
New BOE GP
View Existing

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”

SELECTED PRODUCTS (PRODUCT COUNTS: 0)								Add Line Item
	Qty	Package	Product Name	H. S Code	Invoice No	Available Qty	Category	Office Use

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.

FILTER CRITERIA			
H.S Code:	<input type="text"/>	Product Name:	<input type="text"/>
Invoice No:	<input type="text"/>	Category:	<input type="text"/> 
<input type="button" value="Apply Filter"/>			

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	
	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	

- 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 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
No file chosen

Max file size is 1MB and Allowed formats (PNG , JPG , JPEG , JPE , GIF , BMP , TIF , TIFF , JFIF , PDF)

RELATED ATTACHMENTS

Show All

View Attachment	File Name	Date	Created By	Delete
View		22 March 2014		

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.

NEW EXIT GATE PASS FOR LOCAL MARKET

Vehicle No: V002

Fee Charge: AED 10.00

Status: DRAFT

Gate Pass Number: GP-0000001641

Transaction Id:

Fee Status: NOT PAID

Description: Description

SELECTED PRODUCTS

Product Name	H.S Code	Qty	Package	Invoice No	Category	Office Use
U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72183100	1	1	12324	ANGLES SHAPES AND SECTIONS OF IRON	NOT OFFICE USE

RELATED ATTACHMENTS

Show All

View Attachment	File Name	Date	Created By
View		24 March 2014	

Proceed for Payment
Cancel
Back

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.

The screenshot shows a web form with two main sections. The first section, titled 'SELECT PAYMENT METHOD', contains a 'Payment Method:' label and two radio button options: 'Account Balance' (which is selected) and 'Rosoom'. The second section, titled 'ACCOUNT BALANCE', contains an 'Account Balance:' label and a text input field with the value '920'. At the bottom right of the form, there are three blue buttons: 'Execute Payment', 'Cancel', and 'Back'.

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.

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

NEW EXIT GATE PASS FOR LOCAL MARKET

Vehicle No: V002

Fee Charge: AED 10.00

Status: ISSUED

Gate Pass Number: GP-0000001641

Transaction Id: FRP-0000001775

Fee Status: PAID

Description: Description

SELECTED PRODUCTS

Product Name	H.S Code	Qty	Invoice No	Category	Office Use
T sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	72162200	1	548486	ANGLES SHAPES AND SECTIONS OF IRON	NOT OFFICE USE

RELATED PAYMENTS

Transaction ID	Rosoom ID	User	Payment Type	Date Time	Status	Amount
FRP-0000001775			Account Balance	24 March 2014	Posted	AED 10.0

RELATED RECEIPTS

View	Date Received	Amount
View	24 March 2014	10.0

RELATED ATTACHMENTS



Show All

View Attachment	File Name	Date	Created By
View		24 March 2014	

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 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: ██████████		
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					

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”

EXIT GATE PASSES

New Local GP

New BOE GP

View Existing

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”

NEW BOE DETAILS

BOE No: 234234

BOE Measure Unit: Package

BOE Status: Cleared

Available Qty: 7

BOE Qty: 20

BOE H.S Codes:

Quantity: 0

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.

SELECTED LINE ITEMS

Action	BOE No	BOE Qty	Available Qty	In Transition Qty	BOE Status	BOE Unit
	234234	20	7	1	Cleared	Package

Back

Next

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.

ADD ATTACHMENT

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

RELATED ATTACHMENTS Show All

View Attachment	File Name	Date	Created By	Delete
View	XXXXXXXXXX.pdf	22 March 2014	XXXXXXXXXX	<input type="button" value="X"/>

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.

EXIT GATE PASS FOR BOE

GP No: GP-0000055302

Vehicle No: B12323 - Dubai

Status:

Fee Charge: AED 20.00

Description:

Internal Ref#:

Cargo Owner Type:

Created Date: 28 March 2016

Express Service: ☐

LINE ITEMS

BOE No	BOE Qty	Available Qty	In Transition Qty	BOE Status	BOE Unit
234234	20	10	1	Cleared	Package

ATTACHMENTS

View Attachment	File Name	Date	Created By
View	BOE SAMPLE.pdf	28 March 2016	Phil Fraser

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.

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.

The screenshot shows a web interface with two main sections. The top section, titled 'SELECT PAYMENT METHOD', contains a 'Payment Method:' label and two radio button options: 'Account Balance' (which is selected) and 'Rosoom'. The bottom section, titled 'ACCOUNT BALANCE', displays 'Account Balance:' followed by a text input field containing the value '920'. At the bottom right of the interface are three blue buttons: 'Execute Payment', 'Cancel', and 'Back'.

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.

EXIT GATE PASS FOR BOE				Print GP	Print Invoice
GP No:	GP-0000055302	Vehicle No:	B12323 - Dubai	Status:	ISSUED
Fee Charge:	AED 20.00	Description:		Internal Ref#:	
Cargo Owner Type:		Created Date:	28 March 2016	Express Service:	<input type="checkbox"/>
Arrival Date:	2016-03-28 22:48:10				




LINE ITEMS					
BOE No	BOE Qty	Available Qty	In Transition Qty	BOE Status	BOE Unit
234234	20	10	1	Cleared	Package

ATTACHMENTS			
View Attachment	File Name	Date	Created By
View	BOE SAMPLE.pdf	28 March 2016	Phil Fraser

INVOICES		
View	Amount	Received Date
View	AED 20.00	28 March 2016

[Print GP](#)

The gate pass will look like the figure shown below.

 DWC دبي ورلد سنترال DUBAI WORLD CENTRAL		Gate Pass BOE Goods Exit		
				GP-0000055302
Gate Pass Details				
GP No:	GP-0000055302	Issue Date/Time :	28/03/2016 07:48	
Customer :	Ghaliya Logistics DWC-LLC	Arrival Date/Time :	28/03/2016 10:48	
Vehicle No:	B12323 - Dubai	Status :	Issued	
Internal Ref# :		Express GP	No	
Description:				
BOE No	BOE Quantity	Quantity	BOE Status	BOE Unit
234234	20	1	Cleared	Package
Created for: Ghaliya Logistics DWC-LLC Printed On: 28/03/2016		User: Phil Fraser Valid Upto: 30/03/2016 07:48		
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				
				

8. VIEW EXISTING 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.

EXIT GATE PASS FOR LOCAL MARKET					Create New
Gp No	Invoice No	Vehicle No	Issue Date	Status	
GP-0000001297		A12345678	10 March 2014	REJECTED	
GP-0000001323		D214657	10 March 2014	CLEARED	
GP-0000001350		F677113	18 March 2014	EXPIRED	
GP-0000001641		V002	24 March 2014	ISSUED	
1					
Page 1 of 1					

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”



The screenshot shows a blue header bar with the text "EXIT REST OF WORLD" and a globe icon. Below the header is a white box containing three buttons: "View", "Create New", and "Clear/Reject".

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)

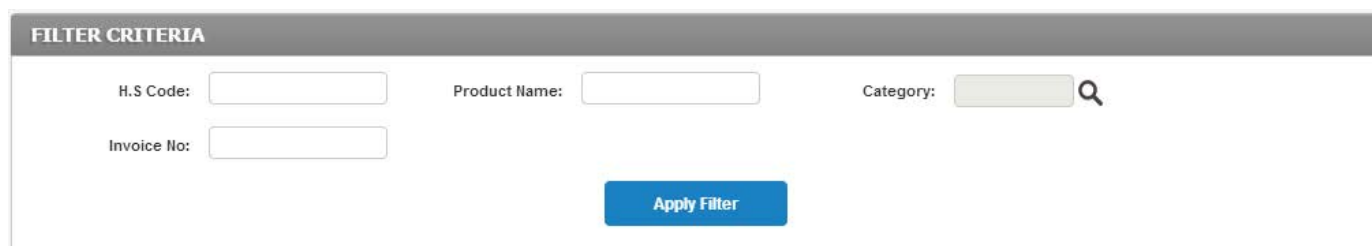
9.2 STEP 2

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



The screenshot shows a table titled "SELECTED PRODUCTS (PRODUCT COUNTS: 0)". The table has columns: Qty, Package, Product Name, H.S Code, Invoice No, Available Qty, and Category. There is a red 'X' icon in the first row. To the right of the table is a button labeled "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.



The screenshot shows a form titled "FILTER CRITERIA". It has four input fields: "H.S Code:", "Product Name:", "Invoice No:", and "Category:". The "Category:" field has a magnifying glass icon next to it. Below the input fields is a blue button labeled "Apply Filter".

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

RELATED ATTACHMENTS

View Attachment	File Name	Date	Created By	Delete
View	████████████████████	22 March 2014	██████████	

9.4 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 exit gate pass for rest of the world before you can “Confirm”. The summary page will look like the figure given below.

NEW EXIT GATE PASS FOR REST OF THE WORLD

Vehicle No: V005

Gate Pass Number: GP-0000001979

Description:

Fee Charge: AED 0.00

Transaction Id:

Exit Through: Land

Status

DRAFT

SELECTED PRODUCTS

Product Name	H. S Code	Qty	Package	Invoice No	Category
Fuel oils for ships	27101241	1	1	INV-29894894	Manufacturer of basic iron and steel and of ferro-alloys (EC

RELATED ATTACHMENTS

Show All

View Attachment	File Name	Date	Created By
View	<div></div>	09 April 2014	<div></div>

Confirm

Cancel

Back

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.

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

NEW EXIT GATE PASS FOR REST OF THE WORLD

Vehicle No: V005
Fee Charge: AED 0.00
Status: DRAFT

Gate Pass Number: GP-0000001979
Transaction Id:

Description:
Exit Through: Land

Product Name	H. S Code	Qty	Package	Invoice No	Category
Fuel oils for ships	27101241	1	1	INV-29894894	Manufacturer of basic iron and steel and of ferro-alloys (EC


RELATED ATTACHMENTS

[Show All](#)

View Attachment	File Name	Date	Created By
View	Attachment	09 April 2014	Ahmed Adel


Print Gate Pass
Cancel
Back

The gate pass will look like the figure shown below.


DWC
DUBAI WORLD CENTRAL
دبي ورلد سنترال

Gate Pass

Exit Rest of World



GP-0000001979

Gate Pass Details					
GP No:	GP-0000001979	Issue Date :	09/04/2014 05:47		
Customer :	Test DWC-LLC	Vehicle No :	V005		
Transaction Id :		Exit Through :	Land		
H.S Code	Product	Category	Invoice No	Quantity	Package
27101241	Fuel oils for ships	Manufacturer of basic iron and steel and of ferro-alloys (EC	INV-29894894	1	1
Total :				1	1
Inspection Remarks: Inspector Name: ID Number:					
Created for: Test DWC-LLC			User: Ahmed Adel		
Printed On: 09/04/2014			Valid Upto: 11/04/2014 05:44		
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					

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.

EXIT GATE PASS FOR REST OF THE WORLD						
Gp No	Invoice No	Vehicle No	Issue Date	Exit Through	Status	Action
GP-0000001642		V003	24 March 2014	Land	ISSUED	Clear/Reject
1						
Page 1 of 1						

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.

Please attach the stamped Gate Pass copy to Clear/Reject this Gate Pass.

GATE PASS DETAILS				
Account Name:	Test DWC-LLC		Gate Pass Type:	Exit Rest of World
Gate Pass Number:	GP-0000001642		Issue Date:	24 March 2014
Vehicle Number:	V003		Status:	ISSUED
Invoice Number:			Description:	Description
Rejection Reason:	<input type="text"/>		Rejection History:	
Remarks:	<input type="text"/>			

GATE PASS LINE ITEMS				
Product H.S Code	Product Name	Qty	Package	Office Use
27101241	Fuel oils for ships	1	1	NOT OFFICE USE

ATTACH A DOCUMENT			
Select File to Upload	<input type="button" value="Choose File"/>	No file chosen	Max file size is 1MB and Allowed formats [PNG , JPG , JPEG , JPE , GIF , BMP , TIF , TIFF , JFIF]
<input type="button" value="Add Attachment"/>			
View Attachment	File Name	Date	Created By
View	0000.jpg	24 March 2014	Free Zone Users

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.

GATE PASS DETAILS	
Account Name:	Test DWC-LLC
Gate Pass Number:	GP-0000001642
Gate Pass Type:	Exit Rest of World
Issue Date:	24 March 2014

The page at https://dwc.force.com says:

are you sure?

×

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.

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.

EXIT GATE PASS FOR REST OF THE WORLD						Create New
Gp No	Invoice No	Vehicle No	Issue Date	Exit Through	Status	
GP-0000000773		A12345678	24 February 2014		EXPIRED	
GP-0000001186		INV98982	09 March 2014	Land	CLEARED	
GP-0000001187		INV92892	04 March 2014	Land	EXPIRED	
GP-0000001324		F222789	10 March 2014	Sea	CLEARED	
GP-0000001642		V003	24 March 2014	Land	CLEARED	
GP-0000001717		14584555	30 March 2014	Sea	EXPIRED	
GP-0000001768		14584555	01 April 2014	Land	EXPIRED	
GP-0000001979		V005	09 April 2014	Land	CLEARED	
1						
Page 1 of 1						

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”

REPORTS
Gate Pass Report
Gate Pass BOE Report
Gate Pass Payments Report
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”.

FILTER CRITERIA							
H.S Code:	<input type="text"/>	Product Name:	<input type="text"/>	Category:	<input type="text"/>	<input type="button" value="Q"/>	
<input type="button" value="Apply Filter"/>							
Product H.S Code	Product Name	Product Category	Entered Qty	In Transition Qty	In Store Qty	Invoice Number	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	9	0	9	12324	NOT OFFICE USE
72163100	U sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	ANGLES SHAPES AND SECTIONS OF IRON	1	0	1	12324	NOT OFFICE USE
45049020	Spare parts for machinery, of agglomerated cork.	ARTICLES OF AGGLOMERATED CORK	4	4	0	12345678	NOT OFFICE USE
48149000	Wallpaper & similar wall coverings; window transparencies of paper, n.e.s.	WALLPAPER AND SIMILAR COVERINGS	5	5	0	12345678	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	1	0	1	23232	NOT 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	1	1	0	546465	NOT OFFICE USE
72163210	I sections of iron or non-alloy steel, not further worked than hot-rolled, hot-d	ANGLES SHAPES AND SECTIONS OF IRON	1	0	1	546465	NOT OFFICE USE
27101239	Diesel for other purposes	Manufacturer of basic Iron and steel and of ferro-alloys (EC	1	0	1	2K1807K	NOT OFFICE USE
87089900	Parts & accessories of motor vehicles of headings 87.01 to 87.05, n.e.s.	MOTOR VEHICLE PARTS AND ACCS.	0	0	0	INV-112233	NOT 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	1	1	0	INV-2984783	NOT OFFICE USE

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”

REPORTS	
Gate Pass Report	
Gate Pass BOE Report	
Gate Pass Payments Report	
Inventory Status	

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

GATE PASS REPORT SEARCH CRITERIA								
Status	All	Gate Pass Type	Exit Local	Date Operation	Custom Date Range			
Start Date	22/02/2014		End Date	24/03/2014				
Execute			Export			Print		

Serial	GP No	Invoice Number	Vehicle number	Transaction Id	Issue Date	Fee Status	User	Status
1	GP-0000001323		D214657	FRP-0000001431	10 March 2014	PAID		CLEARED
2	GP-0000001350		F677113	FRP-0000001578	18 March 2014	PAID		EXPIRED
3	GP-0000001297		A12345678	FRP-0000001403	10 March 2014	PAID		REJECTED

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”

REPORTS
Gate Pass Report
Gate Pass BOE Report
Gate Pass Payments Report
Inventory Status

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

GATE PASS PAYMENTS REPORT SEARCH CRITERIA

Payment Mode Status Date Operation Start Date End Date

Execute

Export

Print

Serial	Payment ID	GP No	Payment Mode	Transaction Date	Transaction Amount	Transaction Status	Rossum 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	