



Trakhees

Online Services

Container Inspection Service

User Manual

Document Details

Document Information

DOCUMENT NAME	Trakhees Online Services Container Inspection - User Manual
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Container Inspection Service User Manual

1.1 Container Inspection - New Request

Container Inspection is a service that comes under the EHS Online Services.

To access this service follow the below given steps:

- Login to the application - Trakhees Online - <https://online.trakhees.ae/oaservices/login/form.htm>
 - To login to Trakhees Online, You will need to register your company to get the unique Trakhees ID and PIN.
 - After you get the Trakhees ID and PIN, you will have to register yourself as the Online Company Admin User.

For more details on the registration process, please refer the Online User Manual and FAQs document available at the below links.

<http://trakhees.ae/en/Pages/Online-Help.aspx>

http://trakhees.ae/en/Documents/FAQ_Online_Customer_updated.pdf

- From the home screen click on “EHS Customer Service” in the left side menu.
- And then click on “Container Inspection” in the new left side menu.

The screenshot shows the Trakhees Online Services interface. At the top, there is a header with the Trakhees logo and the text "Environment, Health and Safety". Below the header, there is a navigation bar with "Welcome cld22" and the date "28 Mar 2016". The main content area is divided into two sections. On the left, there is a sidebar menu titled "EHS Service" with various options. The "Container Inspection" option is highlighted with a red box. On the right, there is a search form titled "Search" with fields for "Request ID", "Status", "Company Name (EN)", "Company Name (AR)", "Submission Date", and "Received Date". A "Search" button is located below the form. The text "No Requests exist" is displayed below the search form.

1.2 Submit a New Request

حكومة دبي
GOVERNMENT OF DUBAI

You are in :> Home> EHS> Container Inspection

Welcome : cld22

Your Employment Visa Cancellation with Reference # 39751 has been Rejected
Your Joint License Amendment and Renewal with Reference # 14962 has been Rejected
Your Joint License Amendment and Renewal with Reference # 14961 has been Rejected

Logout

My Services@Trakhees

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Finance Online Services

CLD Services

EHS Customer Service

CED Online Services

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PORTS, CUSTOMS & FREE ZONE CORPORATION

Help العربية

Container Inspection

Shipping Agent Details

Trakhees ID* C-B-000875 Company Name(Eng)* Mina Beauty Saloon FZCO

Company Name(Ar)* صالون مينا للتجميل ش م ح License Number* 170

Email Address* Gifs.Jone@trk.pcfz.ae Office Tel No 04-4220368

Container / Cargo Details

Container Number* CNT3423 Port* Port Rashid

Terminal* CT 2 Yard * Y35

Container Code* G27012088 Container Designation* Import

Type of Cargo* Non-Hazardous Cargo as per Manifest* H/W Machinery

IMCO Class 2 IMCO Sub Class 4.1

IMCO UN No 52362

Agent's Representative Details

Company Name(Eng)* Topaz Admin Company Name(Ar) توباز ادمين

Person Attending Inspection* Abdulrahim Mydeen Mobile Number* 0536254564

- Once you click on the menu link in the EHS page, A screen will be opened containing all the fields needed for new container inspection and an action button to submit. In the screen fill in all the details.



Inspection Request Details

Requested Date for Inspection: 14/04/2016
Inspection Time: 10 : 30 : AM

Documents

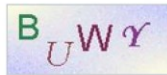
Note: The request submission will include the uploaded documents

Attachments (Supported file formats -)		
Document Type	Upload File	Status
Cargo Manifest *	<input type="button" value="Browse..."/>	Uploaded
IMDG Declaration Form	<input type="button" value="Browse..."/>	
MSDS	<input type="button" value="Browse..."/>	
Document Type	Uploaded File	Deselect
Cargo Manifest	Cargo_Manifest.jpg	<input type="button" value="Deselect"/>
<input type="button" value="Deselect All"/>		

Remarks / Comments

Remarks / Comments

Comments



*Enter Text Shown Above

BUWY

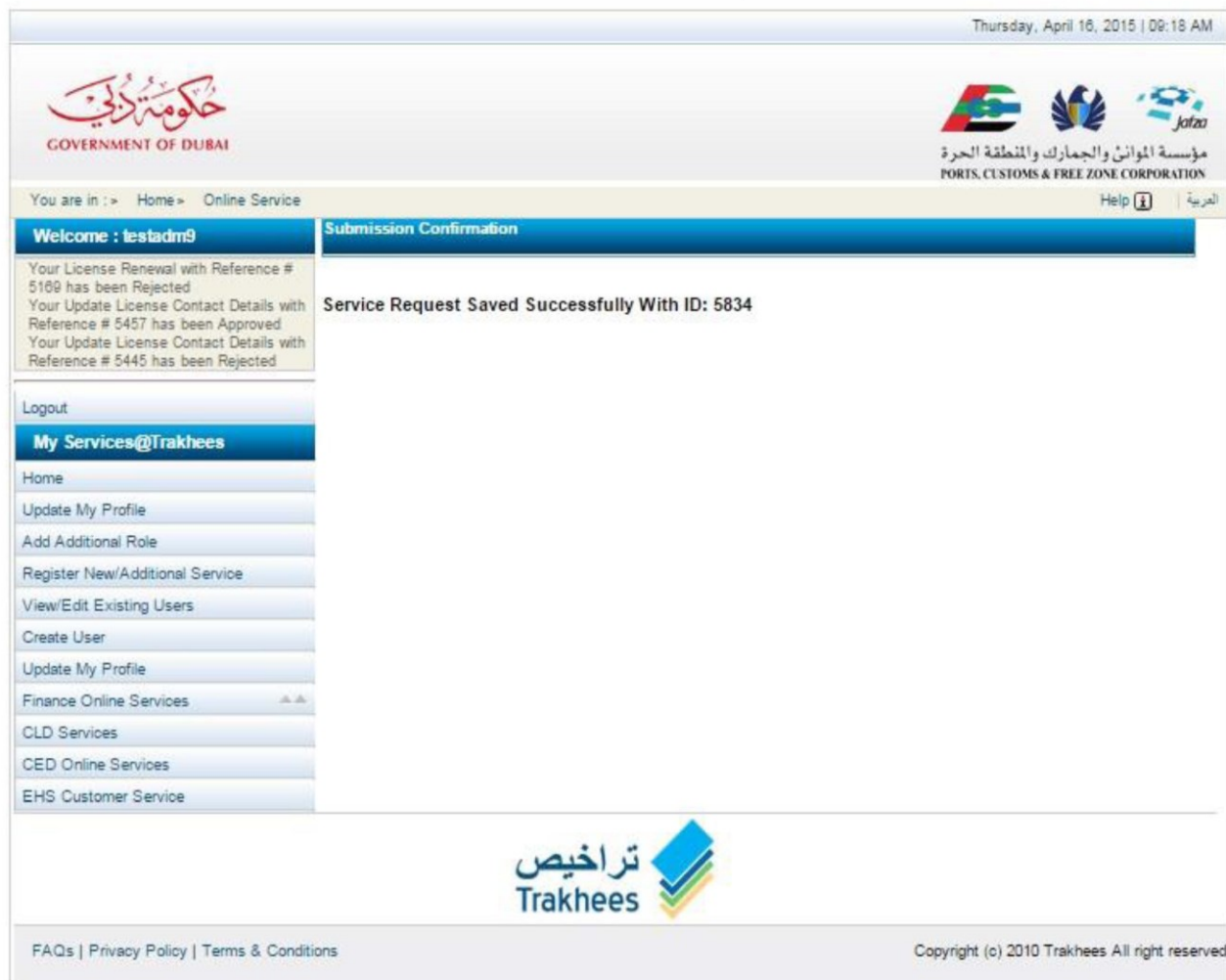
Your available Prepaid Account Balance is: 7,830,953.00 AED

2. Provide following inputs and Verify the information provided

- Provide all mandatory fields. (If not provided will show an alert on submit button click).
- Write Comments.
- Upload the Documents needed. (Cargo Manifest is a mandatory document)

Please make sure that you have enough balance in your prepaid account balance as this service is chargeable with a fee of 520/- AED. If you do not have sufficient balance in your pre-paid account, then you can still submit the request but you will have to settle the payment advice for this request to proceed to the review stage.

- After providing the above inputs, click on the "Submit" button.
You will be asked for confirmation. Click Ok. You will get the result screen as follows



The screenshot displays the Trakhees online services portal. At the top, the Government of Dubai logo is on the left, and the Ports, Customs and Free Zone Corporation logo is on the right. The date and time are shown as Thursday, April 16, 2015 | 09:18 AM. Below the header, there is a navigation bar with links to Home, Online Service, and Help. The main content area shows a "Submission Confirmation" message: "Service Request Saved Successfully With ID: 5834". On the left side, there is a sidebar menu with options like Logout, My Services@Trakhees, Home, Update My Profile, Add Additional Role, Register New/Additional Service, View/Edit Existing Users, Create User, Update My Profile, Finance Online Services, CLD Services, CED Online Services, and EHS Customer Service. The footer contains the Trakhees logo, a list of links (FAQs, Privacy Policy, Terms & Conditions), and a copyright notice: Copyright (c) 2010 Trakhees All right reserved.

1.3 Track the submitted request

You can track the status of the service request from the inbox page. To access the inbox page, click on the “Home” link in the left side menu.

You will see a page as below.

The screenshot shows the Trakhees online services interface. The top header includes the Government of Dubai logo and the Ports, Customs and Free Zone Corporation logo. The main content area is divided into a left sidebar with navigation links and a main panel with a 'Requests' table. The table has columns for Date, Ref #, Description, Status, and Action. The first row is highlighted with a red box.

Date	Ref #	Description	Status	Action
28/03/2016 15:40	7673	Container Inspection	Request Submitted	View
27/03/2016 14:01	CEDPR-21134	Pole-Revision	Request Submitted	View
24/03/2016 14:20	6241107	Visa Amendment	Request Submitted	View
24/03/2016 11:16	3795	Modification Structural Inspection	Inspection Completed	View
24/03/2016 10:58	3794	Modification Permit Revision	Under Drawing Review	View
22/03/2016 13:01	3789	Modification Permit Cancellation	Application Verification	View
22/03/2016 12:51	3788	Modification Permit Amendment	Application Verification	View
22/03/2016 12:40	3787	Modification Permit Revalidation	Application Verification	View
22/03/2016 11:46	3786	Modification Permit Revalidation	Application Verification	View
22/03/2016 08:58	7611	Minor Work Permit	Request Submitted	View

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The service request goes to the EHS Container Inspector officer for review. The officer can ask for More Info on the service request in which case the Online User who submitted the request has to provide additional information as stated in the comments provided by the reviewing officer.

1.4 Resubmit the request

To resubmit the service request that has status as “More Info Required”, click on the View link in the requests list table as shown below.

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PORTS, CUSTOMS & FREE ZONE CORPORATION

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Register New/Additional Service

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Create User

Finance Online Services

CLD Services

EHS Customer Service

CED Online Services

License Remarks Details

Date	Ref #	Description	Status	Action
28/03/2016 16:27	7673	Container Inspection	More Info Required	View
27/03/2016 14:01	CEDPR-21134	Pole-Revision	Request Submitted	View
24/03/2016 14:20	6241107	Visa Amendment	Request Submitted	View
24/03/2016 11:16	3795	Modification Structural Inspection	Inspection Completed	View
24/03/2016 10:58	3794	Modification Permit Revision	Under Drawing Review	View
22/03/2016 13:01	3789	Modification Permit Cancellation	Application Verification	View
22/03/2016 12:51	3788	Modification Permit Amendment	Application Verification	View
22/03/2016 12:40	3787	Modification Permit Revalidation	Application Verification	View
22/03/2016 11:46	3786	Modification Permit Revalidation	Application Verification	View
22/03/2016 08:58	7611	Minor Work Permit	Request Submitted	View

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A form will open similar to the one in the new service request. Follow the same steps as in the new request submission stage and also provide the additional details as requested by the reviewing officer and click on submit.

Documents

Attachments

Document Type	Uploaded File	
Cargo Manifest	Cargo_Manifest_2803161539590.jpg	

Note: The request submission will include the uploaded documents

Attachments (Supported file formats -)

Document Type	Upload File	Status
Cargo Manifest *	<input type="button" value="Browse..."/>	
IMDG Declaration Form	<input type="button" value="Browse..."/>	
MSDS	<input type="button" value="Browse..."/>	
Document Type	Uploaded File	Deselect

Deselect All

Review Comments

Remarks / Comments	Date	Comment By
Please attach IMDG Declaration form.	28/03/2016	Sagaya Egnitius
Comments	28/03/2016	cld22

Remarks / Comments

Remarks / Comments

Submit

1.5 View the Inspection Report

In the review stage, the officer will attach an “Inspection Report and Penalty” document to the request and then approve the request. You can download this “Inspection Report and Penalty” document by opening the request through the inbox page and downloading the document from the request preview page as shown below.

This “Inspection Report and Penalty” document will contain the details of the Container Inspection results and Penalty if any.

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Help | العربية

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Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Finance Online Services

CLD Services

EHS Customer Service

CED Online Services

License Remarks Details

No remarks on license

Requests

Date	Ref #	Description	Status	Action
30/03/2016 11:40	CEDPR-21135	Grading / Paving and Leveling- Amendment	Resubmission Required	View
29/03/2016 08:44	7673	Container Inspection	Completed	View
27/03/2016 14:01	CEDPR-21134	Pole-Revision	Under Technical Review	View
24/03/2016 14:20	6241107	Visa Amendment	Request Submitted	View
24/03/2016 11:16	3795	Modification Structural Inspection	Inspection Completed	View
24/03/2016 10:58	3794	Modification Permit Revision	Under Drawing Review	View
22/03/2016 13:01	3789	Modification Permit Cancellation	Application Verification	View
22/03/2016 12:51	3788	Modification Permit Amendment	Application Verification	View
22/03/2016 12:40	3787	Modification Permit Revalidation	Application Verification	View
22/03/2016 11:46	3786	Modification Permit Revalidation	Application Verification	View

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تراخيص
Trakhees

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Agent's Representative Details

Company Name(Eng)*	Topaz Admin	Company Name(Ar)	توباز إدمين
Person Attending Inspection*	Abdulrahim Mydeen	Mobile Number*	0536254564

Inspection Request Details

Requested Date for Inspection	14/04/2016	Inspection Time	10 : 30 : AM
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Attachments

Document Type	Uploaded File
Cargo Manifest	Cargo_Manfiest_2803161539590.jpg
IMDG Declaration Form	IMDG_Declin_Form_2803161715550.pdf
Inspection Report and Penalty	Chrysanthemum_2903160844130.jpg

Previous Reviews / Comments

Remarks / Comments	Date	Comment By
fsdfd	29/03/2016	Sagaya Egnitius
fgfdg	28/03/2016	cld22
Please attach IMDG Declaration form.	28/03/2016	Sagaya Egnitius
Comments	28/03/2016	cld22

