



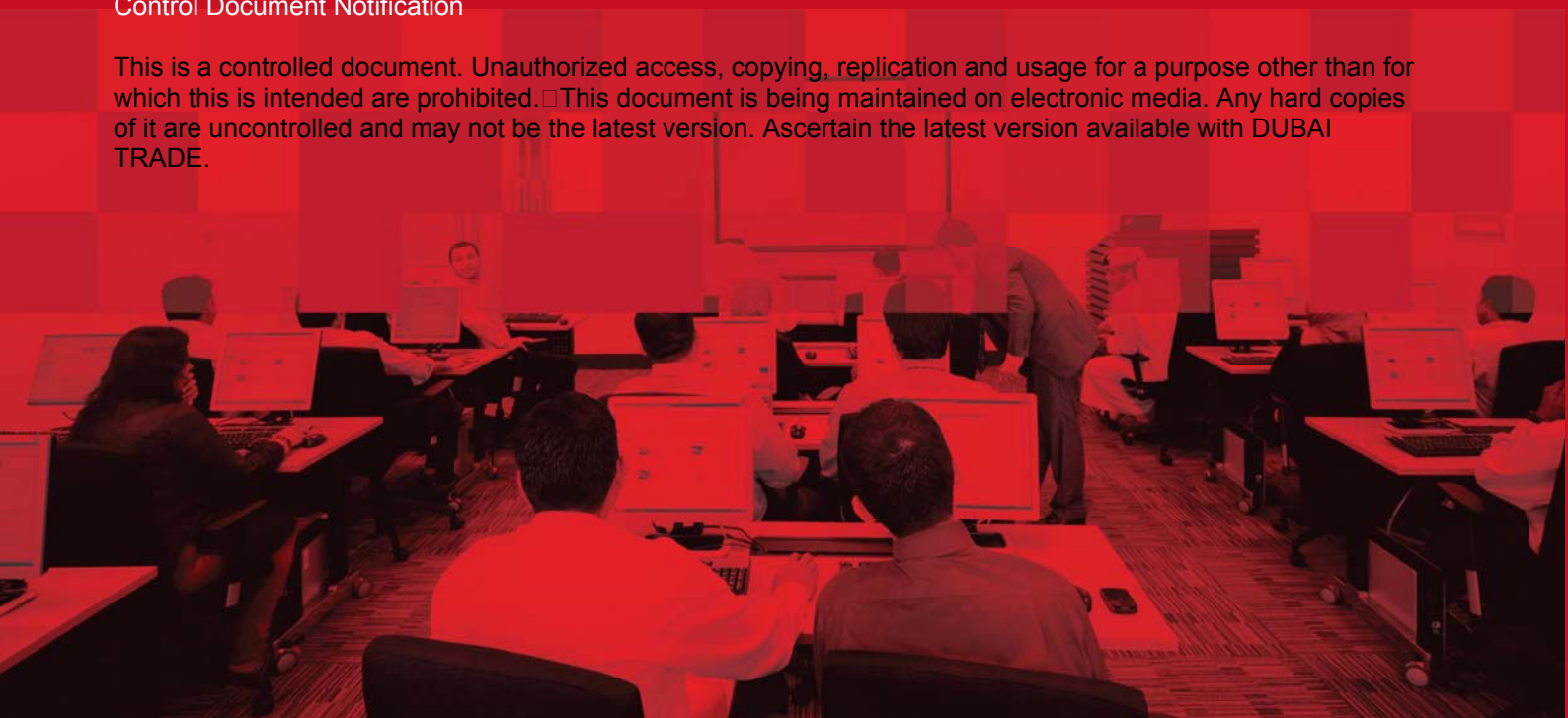
DP World Delivery Order Report User's Manual

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Delivery Order Report

DOCUMENT DETAILS

Document Information

Document Name	Delivery Order Report
Project Name	Delivery Order Report
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	11 th Jan, 2019
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

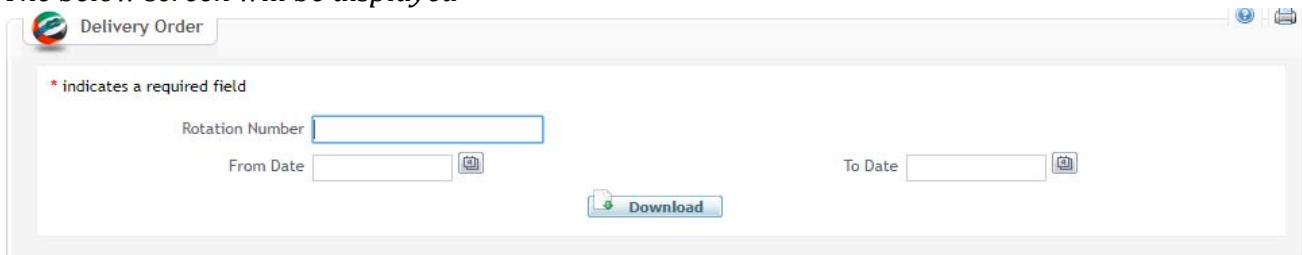
Delivery Order Report

This service enables User to generate a report for their Delivery Orders Created.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Reports** from the menu on the left
3. Then Go to **Delivery Order Report**

The below screen will be displayed



* indicates a required field

Rotation Number

From Date

To Date

Download

4. Enter the **Rotation Number** *OR* Select the **From Date/Time** and **To Date/Time** from the Calendar



* indicates a required field

Rotation Number

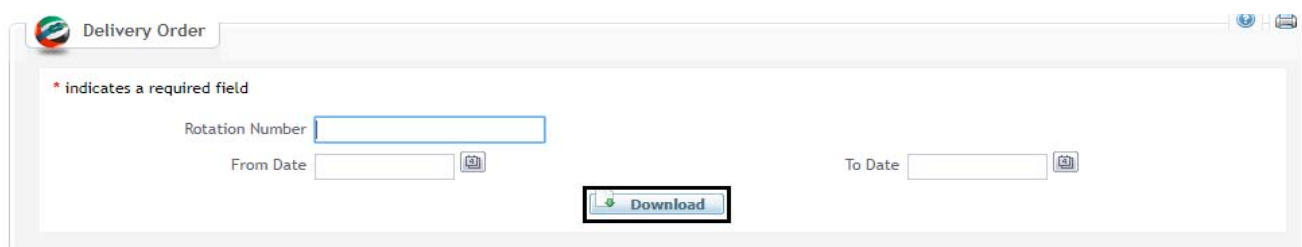
From Date

To Date

Download

NOTE: *Date Range should not exceed 30 days.*

5. Click on **Download**



* indicates a required field

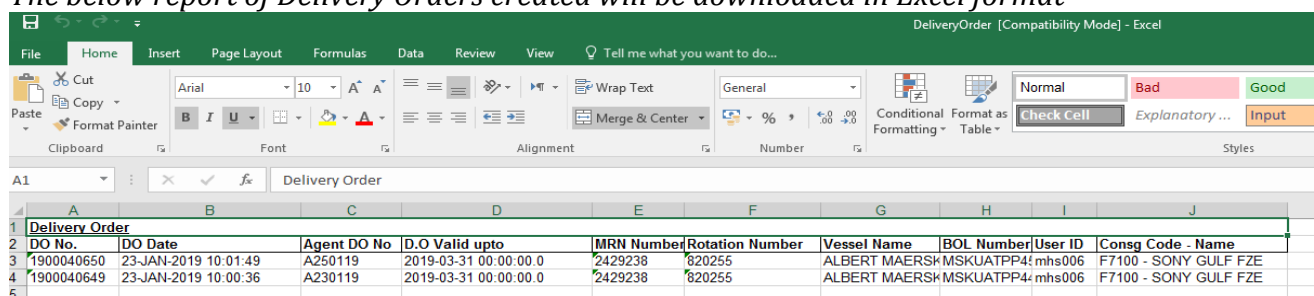
Rotation Number

From Date

To Date

Download

The below report of Delivery Orders created will be downloaded in Excel format



DO No.	DO Date	Agent DO No	D.O Valid upto	MRN Number	Rotation Number	Vessel Name	BOL Number	User ID	Consig Code - Name
1900040650	23-JAN-2019 10:01:49	A250119	2019-03-31 00:00:00.0	2429238	820255	ALBERT MAERSK	MSKUATPP4	mhs006	F7100 - SONY GULF FZE
1900040649	23-JAN-2019 10:00:36	A230119	2019-03-31 00:00:00.0	2429238	820255	ALBERT MAERSK	MSKUATPP4	mhs006	F7100 - SONY GULF FZE

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