# DP World
# DP World Payment Report
# User's Manual

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DP World Payment Report

# DOCUMENT DETAILS

## Document Information

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|---|---|
| Document Name | DP World Payment Report |
| Project Name | DP World Payment Report |
| Business Unit | DP World |
| Author(s) | DT Training Dept. |
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| Current Version | 1.0 |

## Revision History

| Version | Date | Author | Designation | Description of change |
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## Approval History

| Version | Date | Name | Designation | Comments |
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## Distribution

| Version | Location |
|---|---|
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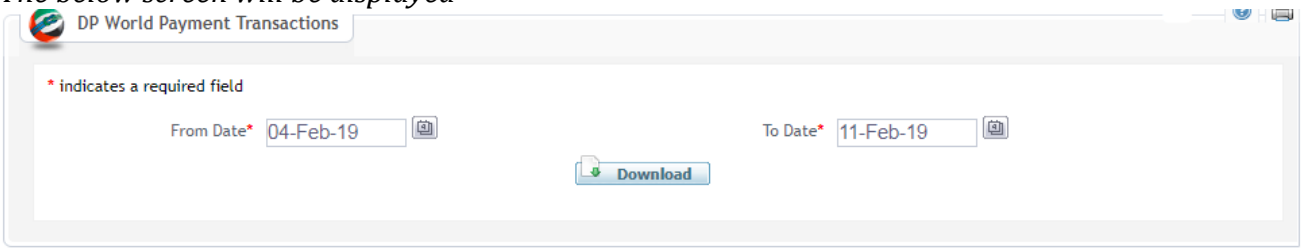
# DP World Payment Report

*This service enables User to generate a report for their DP World Transaction.*

**Navigation:**

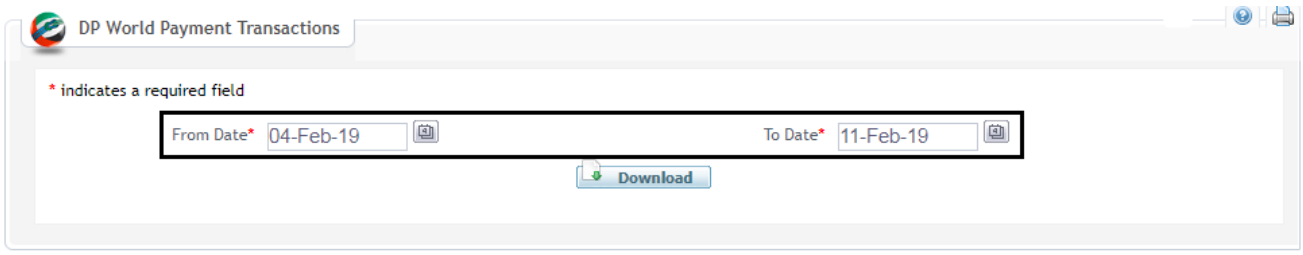
1. Login to **Dubai Trade**
2. Go to **Reports** from the menu on the left
3. Then Go to **DP World Payment Report**

*The below screen will be displayed*

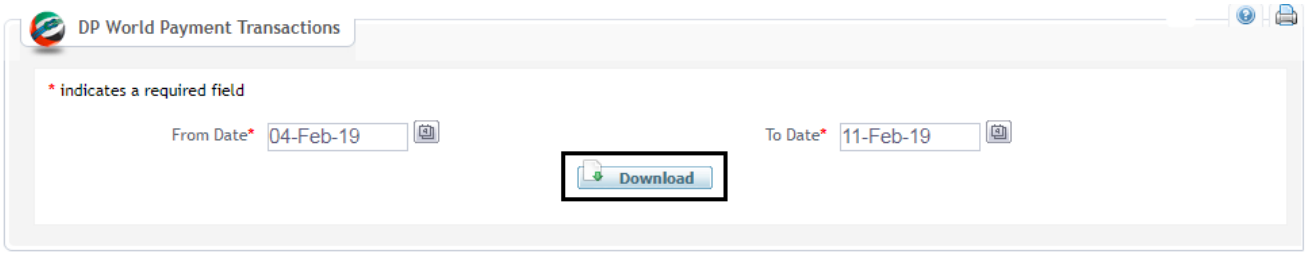



4. Select the **From Date/Time** and **To Date/Time** from the Calendar

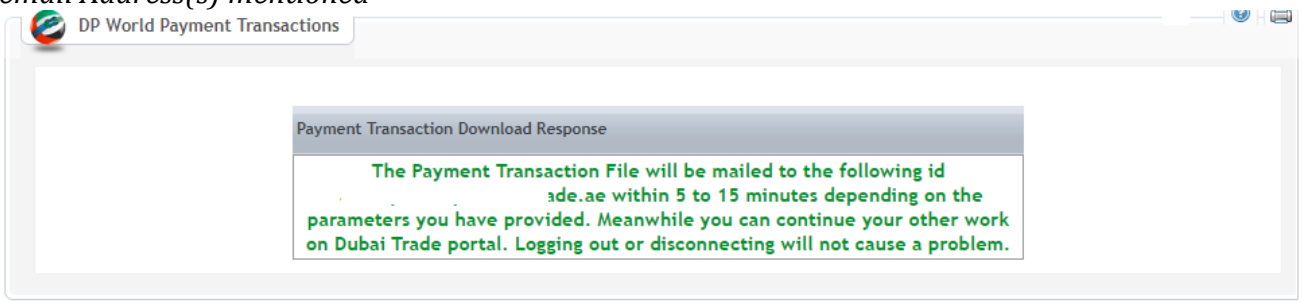
***NOTE: Date Range should not exceed 7 days.***




5. Click on **Download**




*The below confirmation page will be displayed and the Payment Transaction will be emailed to email Address(s) mentioned*



# DP World Payment Report

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