DP World
Missing OB Carrier Change Report
User's Manual

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Missing OB Carrier Change Report

DOCUMENT DETAILS

Document Information

Document Name	Missing OB Carrier Change Report
Project Name	Missing OB Carrier Change Report
Business Unit	DP World
Author(s)	DT Training Dept.
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Missing OB Carrier Change Report

This service enables Shipping Agents to generate a report for outbound carrier change.

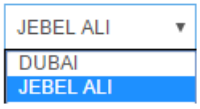
Navigation:

1. Login to **Dubai Trade**
2. Go to **Reports** from the menu on the left
3. Then Go to **Missing OB Carrier Change Report**

The below screen will be displayed

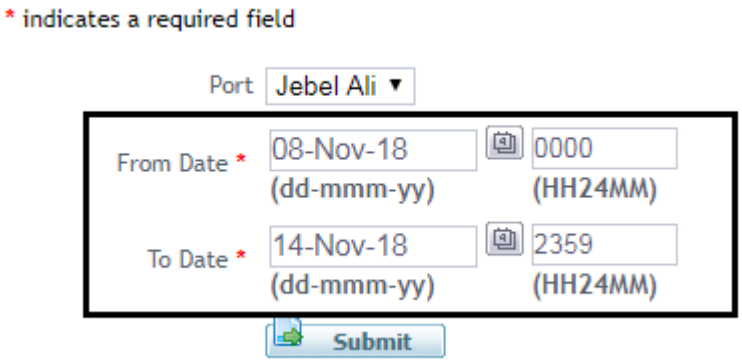
Procedure:

1. Select the Port from the drop down list



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

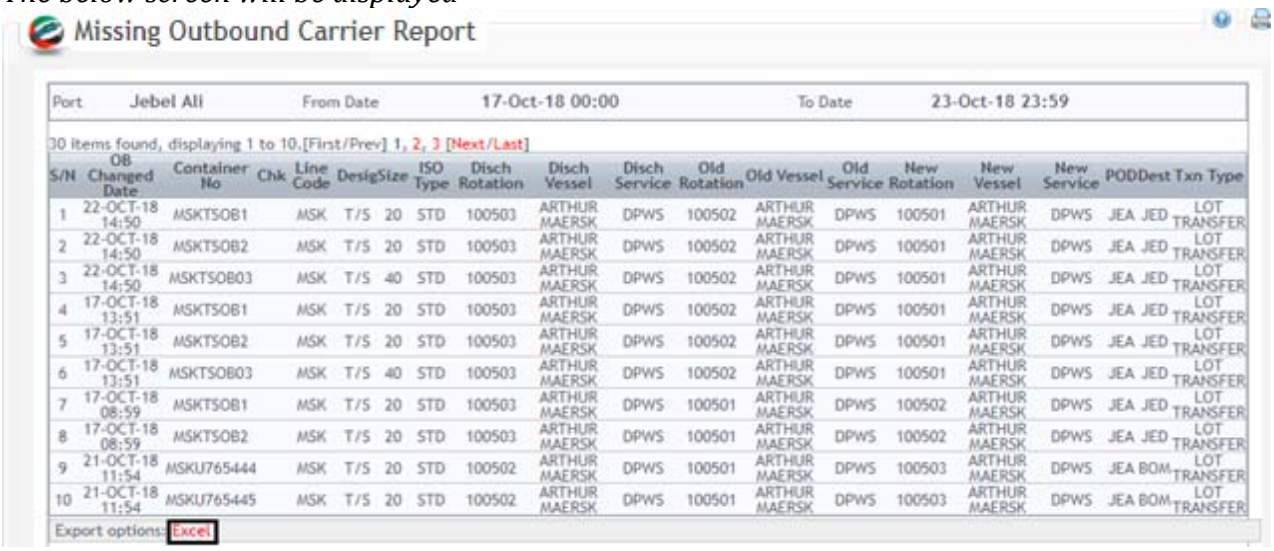
NOTE: Date Range should not exceed 7 days and you cannot retrieve details for vessels sailed more than 30 days ago



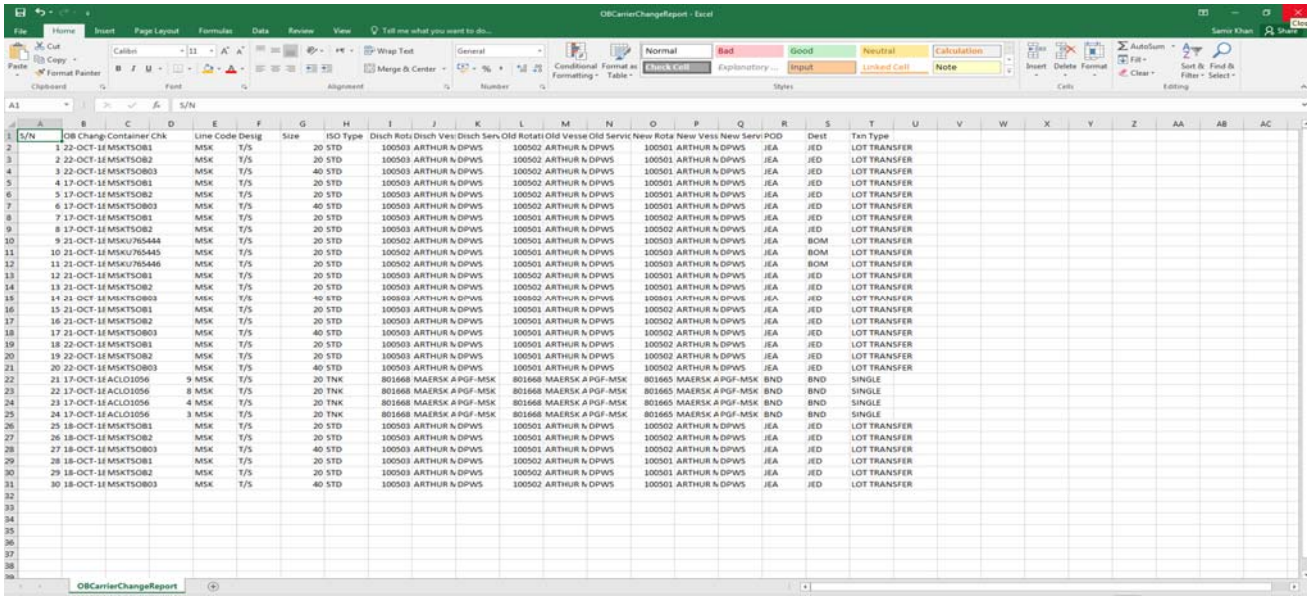
Missing OB Carrier Change Report

3. Click on **Submit**

The below screen will be displayed



4. Click on **Excel** to export the file in Excel Format



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