

# DP World Reports – OB Carrier Change Report User's Manual

#### **Copyright Information**

Copyright © 2009 by Dubai Trade. All rights reserved This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

#### **Control Document Notification**

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



# Reports – OB Carrier Change Report

## **DOCUMENT DETAILS**

## **Document Information**

Document Name	Reports – OB Carrier Change Report	
Project Name	Reports – OB Carrier Change Report	
Business Unit DP World		
Author(s)	DT Training Dept.	
Last Updated Date	14 <sup>th</sup> Nov, 2018	
Current Version	1.0	

# **Revision History**

Version	Date	Author	Designation	Description of change

# **Approval History**

Version	Date	Name	Designation	Comments

## Distribution

Version	Location

## Reports - 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 **OB Carrier Change Report**



The below screen will be displayed



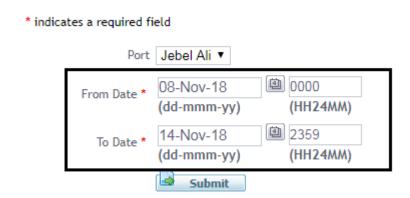
#### **Procedure:**

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.*



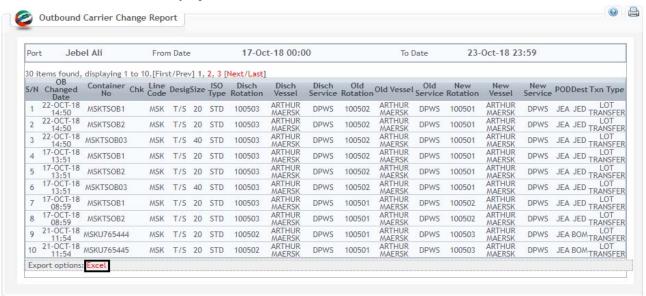


## Reports - OB Carrier Change Report

#### 3. Click on **Submit**



### The below screen will be displayed



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

