دبــــي التجــاريــة
DUBAI TRADE

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

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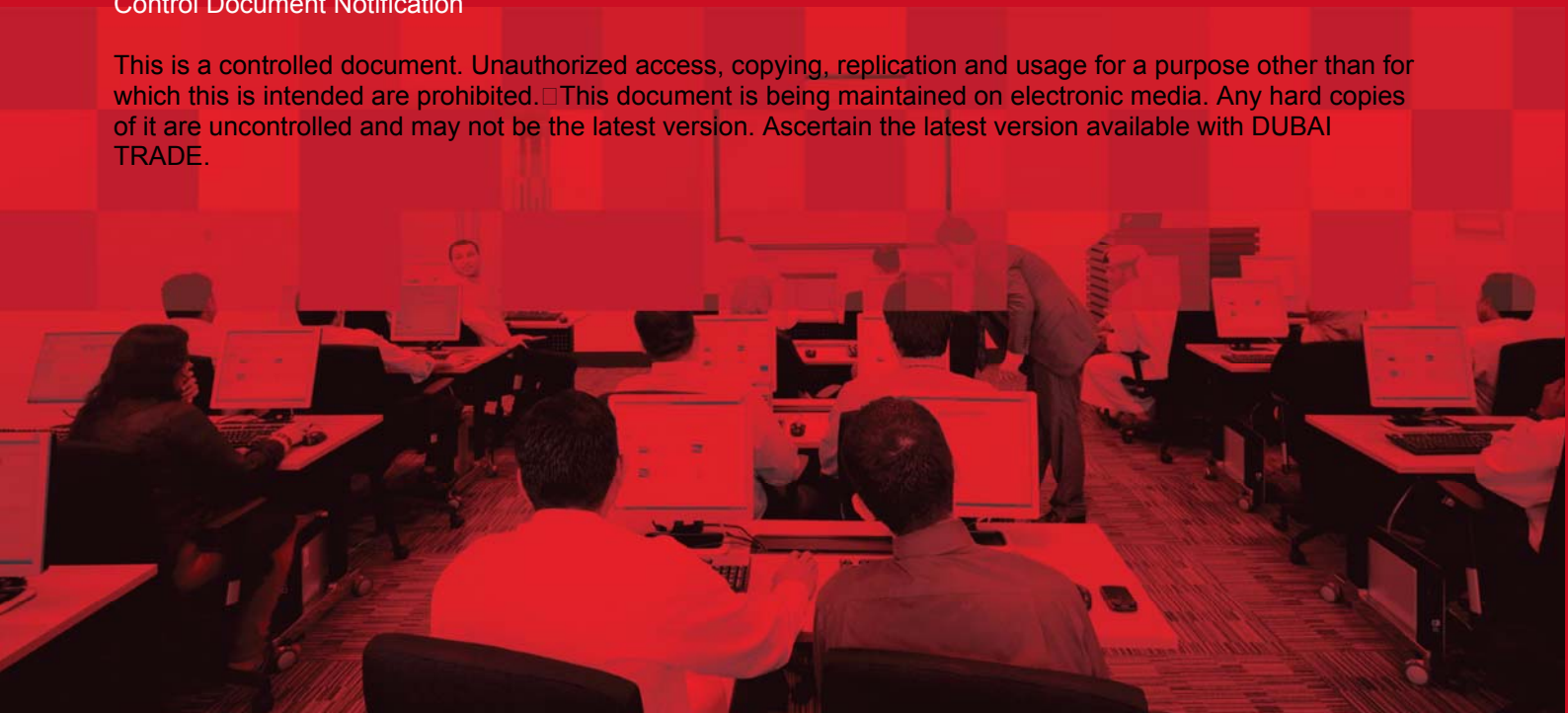
Reports – OB Carrier Change Report

DOCUMENT DETAILS

Document Information

Document Name	Reports – OB Carrier Change Report
Project Name	Reports – OB Carrier Change Report
Business Unit	DP World
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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution
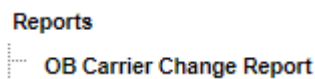
Version	Location

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:
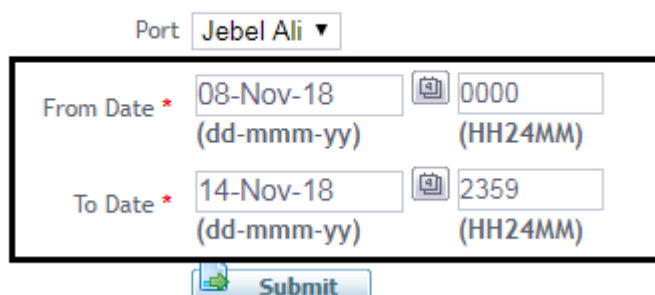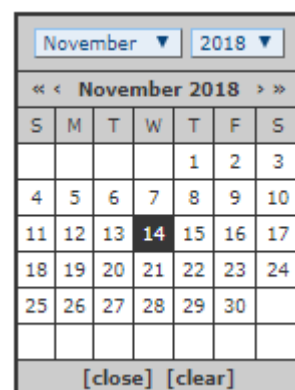
1. Select the Port from the drop down list

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

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