



دبي التجارية
DUBAI TRADE

DP World Manage Trade+ DDO/DNOC – Report User's Manual

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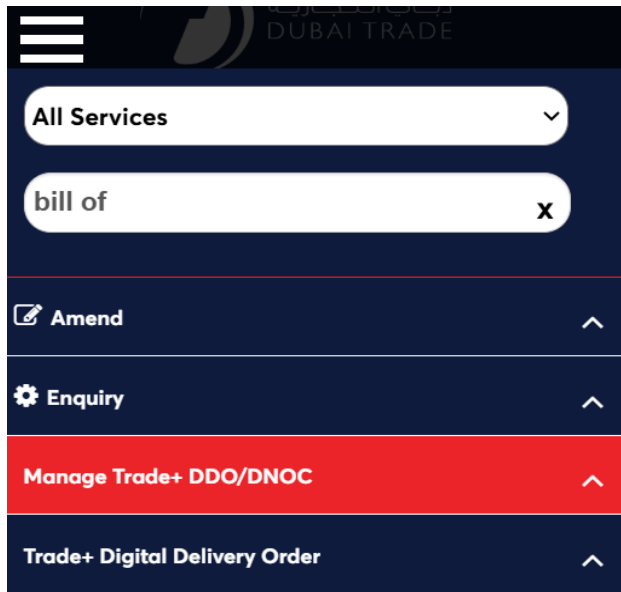
DOCUMENT DETAILS

Document Name	Manage Trade+ DDO/DNOC – Report
Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
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This service enables Shipping Agents to generate reports related to their DDO/DNOC and Payment transactions conducted digitally on Dubai Trade portal.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **Manage Trade+ DDO/DNOC**



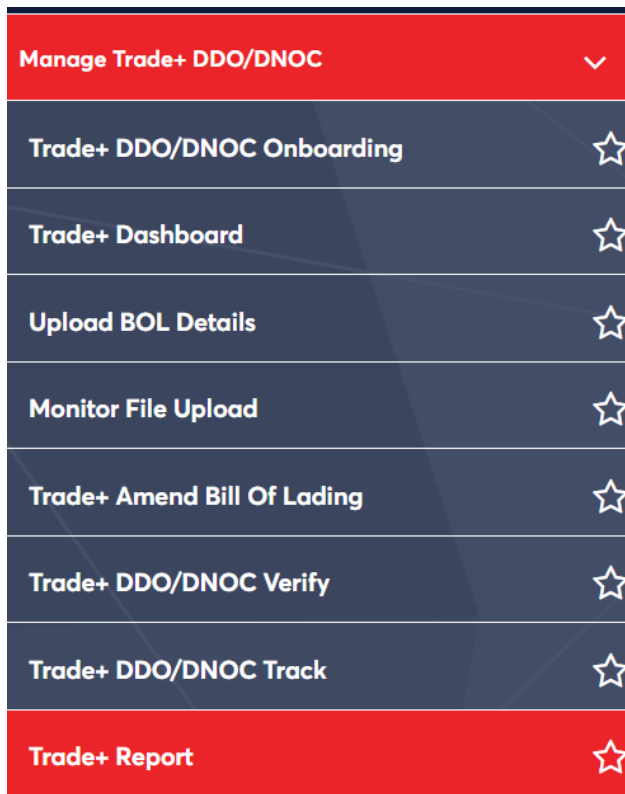
The below e-Services will be available

Manage Trade+ DDO/DNOC	▼
Trade+ DDO/DNOC Onboarding	☆
Trade+ Dashboard	☆
Upload BOL Details	☆
Monitor File Upload	☆
Trade+ Amend Bill Of Lading	☆
Trade+ DDO/DNOC Verify	☆
Trade+ DDO/DNOC Track	☆
Trade+ Report	☆

Manage Trade+ DDO/DNOC - Report

Procedure:

1. Click **Trade+ Report**



The below screen will be displayed

Report

Report Type

Transaction Report

☐ BOL ☐ DO ☐ NOC

Reset

Generate Report

Manage Trade+ DDO/DNOC - Report

2. Select the **Report Type** from the drop-down menu

Report

Report Type

Transaction Report

☐ BOL ☐ DO ☐ NOC

Reset

Generate Report

3. If **Transaction Report** is selected, then **select** the desired report (*BOL/DO/ NOC*)

Report

Report Type

Transaction Report

☐ BOL ☐ DO ☐ NOC

Reset

Generate Report

a. Enter the report parameters and click **Generate Report** to download the report

Report

Report Type

Transaction Report

☒ BOL ☐ DO ☐ NOC

Search Parameters

Status

Reset

Generate Report

4. If **Payment Report** is selected, then enter the required report parameters

Report

Report Type
Payment Report

Shipping Agent
A180-MAERSK KANOO UAE LLC

Importer

PaymentType

Start Date
20/7/2023

End Date
27/7/2023

Request Type
DO

Reset

Generate Report

b. Click **Generate Report** to download the report

Report

Report Type
Payment Report

Shipping Agent
A180-MAERSK KANOO UAE LLC

Importer

PaymentType
UPLOAD PAYMENT PROOF

Start Date
20/7/2023

End Date
27/7/2023

Request Type
DO

Reset

Generate Report



The "File Log Details" option may be used to know the reason incase some or all records fail to be processed.

