



دبي التجارية
DUBAI TRADE

DP World Trade+ Digital Delivery Order – Report User's Manual

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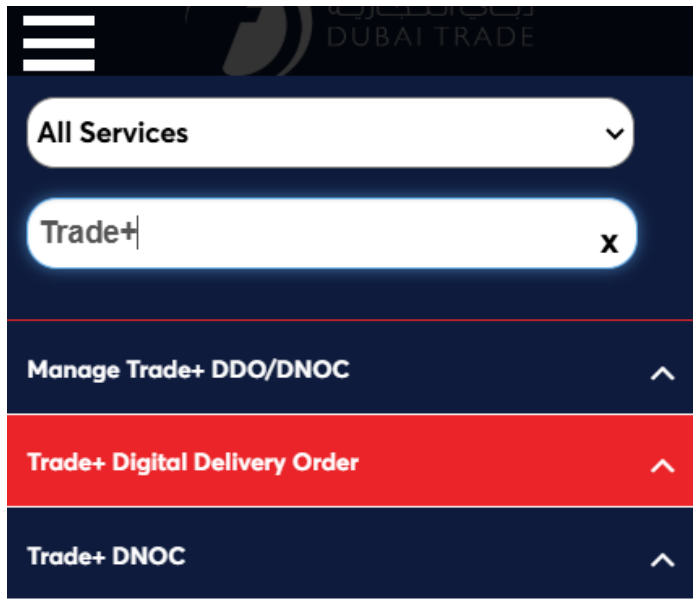
DOCUMENT DETAILS

Document Name	Trade+ Digital Delivery Order – Report
Project Name	Digital Delivery Order
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
Last Updated Date	4 th Feb, 2025
Current Version	1.0

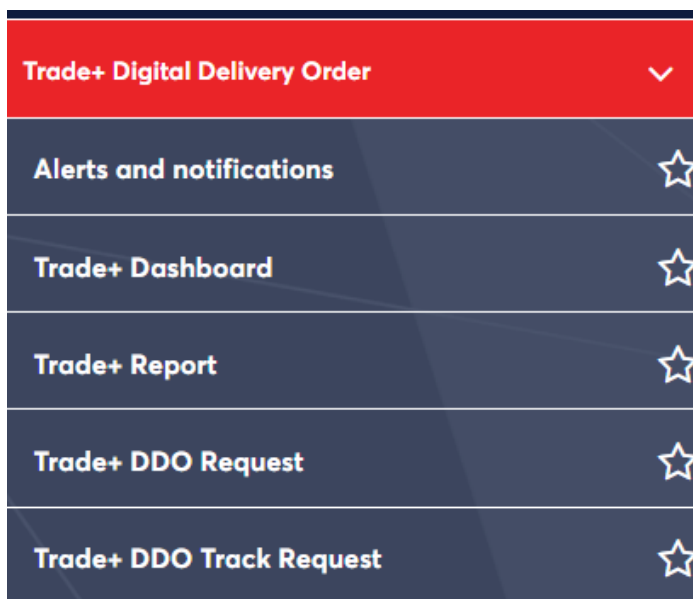
This Service enables Importers and Clearing Agents to generate reports related to Delivery Order and Payment transactions conducted digitally on Dubai Trade portal.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **Trade+ Digital Delivery Order**



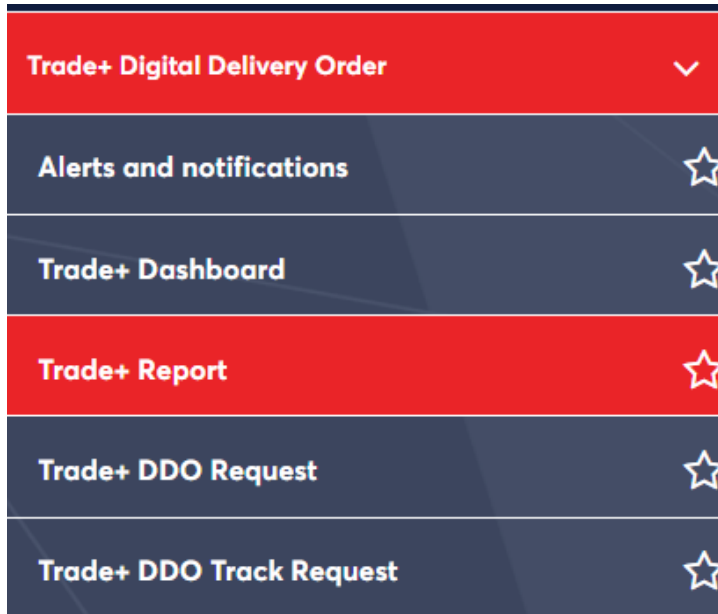
The below e-Services will be available



Trade+ Digital Delivery Order - Report

Procedure:

1. Click on **Trade+ Report** under **Trade+ Digital Delivery Order**



The below screen will be displayed

A form titled "Report" with a red header. It contains a "Report Type" dropdown menu set to "Transaction Report". Below the dropdown is a radio button labeled "DO". At the bottom right, there are two buttons: "Reset" and "Generate Report".

2. Select the **Report Type** (Transaction Report OR Payment Report)

A form titled "Report" with a red header. The "Report Type" dropdown menu is open, showing two options: "Transaction Report" and "Payment Report". Below the dropdown is a radio button labeled "DO". At the bottom right, there are two buttons: "Reset" and "Generate Report".

You can generate Transaction Report OR Payment Report

Trade+ Digital Delivery Order - Report

3. Select the parameter for the Report

a. Transaction Report

Report

Report Type

Transaction Report

DO

Search Parameters

Status

Reset

Generate Report

b. Payment Report

Report

Report Type

Payment Report

Importer

FREIGHT BROKER L.L.C

Shipping Agent

PaymentType

Start Date

28/1/2025

End Date

4/2/2025

Request Type


DO

Reset

Generate Report


4. Click **Generate Report** to download the report in Excel Format

Report


 Report Type
Payment Report


Importer


FREIGHT BROKER L.L.C

 Shipping Agent

 PaymentType

 Start Date
28/1/2025

 End Date
4/2/2025

 Request Type
DO

Reset

Generate Report

