



دبي التجارية
DUBAI TRADE

JAFZA

Cancel Submitted SR

Approval

User's Manual

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Cancel Submitted SR Approval

Table Designs

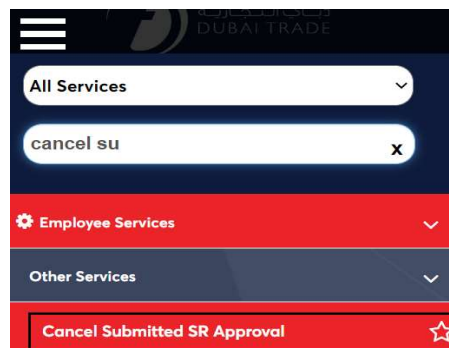
DOCUMENT DETAILS

Document Name	Cancel Submitted SR Approval
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	30 th September 2022
Current Version	2.0

This service is to request for cancellation of any Service Request (SR) created by the JAFZA Company.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Other Services** go to **Cancel Submitted SR Approval**




4. The below screen will be displayed where you can **View** or **Search for SR**.

A screenshot of the 'Jafza Cancel Submitted SR' screen. The top bar is blue with the title 'Jafza Cancel Submitted SR' and a 'Create New Request' button. Below the title bar, there's a list of actions: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. A search bar is present with 'SR Number' and 'Select Status' dropdown. Below the search bar, there's a table header with columns: 'SR Number', 'SR Type', 'Employee Name', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

5. Click **Create New Request**

A screenshot of the 'Jafza Cancel Submitted SR' screen, identical to the previous one. It shows the same search bar and table header.

6. Search the SR details, Enter Cancel Reason, Courier details and click **Save and Continue**

Jafza Cancel Submitted SRBack

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Service RequestSummary

Use this page to create/modify a request for a Cancel Submitted SR. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name: Dubai

Company Id 1673

SR Number *

Cancel Reason *

Jafza Comments

Courier Details

Courier Required * Within FreeZone

Courier Location Select

Address Line 1 * 2-220/1,MANAUYD

Address Line 2 2-220/1,MANAUYD


Contact Name *

Contact Phone * 05XXXXXXXX

Time * Select

Save and Continue

7. Review the details and click **Submit to FreeZone**

Jafza Cancel Submitted SRBack

✓

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Service RequestSummary

Details of the selected request are given below.

Company Name: DubaiSR Number: 20088140

SR Number SR00024914Cancel Reason TEST

Courier Details

Courier Required Within FreeZone

Courier Location

Address Line 1 2-220/1,MANAUYD

Address Line 2 2-220/1,MANAUYD

Contact Name TEST

Contact Phone 0560000000


Time 11 AM - 1 PM

Edit

Submit to FreeZone

The below confirmation will be displayed

Jafza Cancel Submitted SR



Back

✓

Service Request

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Summary

✓

Your request has been forwarded to the Free Zone for processing.

SR Number	Employee	Customer	Status
20088140	A	Dubai	Submitted to Free Zone

