



دبي التجارية
DUBAI TRADE

JAFZA

Request and Download

Invoice

User's Manual

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Request and Download Invoice

Table Designs

DOCUMENT DETAILS

Document Name	Request and Download Invoice
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	3 rd December 2025
Current Version	1.0

This service allows customers to download and print Tax or Lease invoices.

Process:

1. The below screen will be displayed. The company information will be auto fetched.

Click on "**Create New Request**" to begin.

The screenshot shows two sections of a web application. The top section, titled 'Invoice Search', contains several input fields: 'Business Unit Name', '** Customer Account Number', '** Company Name', 'Status', 'Type', 'From Submission Date', and 'To Submission Date'. A green box highlights the first three fields. Below these fields are 'Search' and 'Reset' buttons. The bottom section, titled 'Invoice Details', features a table with columns: 'Request Number', 'Request Date', 'Request Status', 'Output', 'Created By', 'Last Update Date', 'Account Number', 'Company Name', 'Business Unit', and 'Invoice Type'. The table currently displays 'No data to display.' To the right of the table are 'Refresh' and 'Create New Request' buttons. The 'Create New Request' button is highlighted with a red box.

2. On the pop-up screen, choose the **business unit**, **customer account number**, **company name** and the required **Invoice type**.

The screenshot shows a 'New Invoice Request' form. At the top, a note states: 'Note: Either Period or From Transaction Date and To Transaction Date is mandatory'. The form contains four input fields: '* Business Unit Name', '* Customer Account Number', '* Company Name', and '* Invoice Type'. The '* Invoice Type' field is highlighted with a red box, and its dropdown menu is open, showing two options: 'Lease Invoice' and 'Tax Invoice'.

3. Enter required information then click on **"Submit"** to proceed.

New Invoice Request

Note: Either Period or From Transaction Date and To Transaction Date is mandatory

* Business Unit Name * Customer Account Number

* Company Name * Invoice Type

* From Transaction Date * To Transaction Date

* Lease Number

Submit **Cancel**

New Invoice Request

Note: Either Period or From Transaction Date and To Transaction Date is mandatory

* Business Unit Name * Customer Account Number

* Company Name * Invoice Type

From Invoice Number To Invoice Number

** Period

** From Transaction Date ** To Transaction Date

Lease Number

SR Number

Submit **Cancel**

4. System will take you back to the landing page with all the requests you have submitted.


When the request status shows **"Success"**, click on the **"download"** icon to view the requested invoice.

Invoice Details											Refresh	Create New Request
Request Number	Request Date	Request Status	Output	Created By	Last Update Date	Account Number	Company Name	Business Unit	Invoice Type			
3101	25-09-2025	Success	Download		25-09-2025				TAX_INVOICE			


Tax Invoice download:

Transaction Details


Invoice Details

S No	File Name ↕	
1	Invoice_Attachment_78420279.pdf	

Credit Memo Details

S No	File Name ↕	
1	CreditMemo_Attachment_78420279.pdf	

Debit Memo Details

S No	File Name ↕	
1	DebitMemo_Attachment_78420279.pdf	

Close

Lease invoice download:

Transaction Details

Invoice Details

S No	File Name ↕	
1	Lease_Invoice_Attachment_66802301.pdf	

Close

