



دبي التجارية
DUBAI TRADE

JAFZA Request and Download Invoice User's Manual

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Request and Download Invoice

Table Designs

DOCUMENT DETAILS

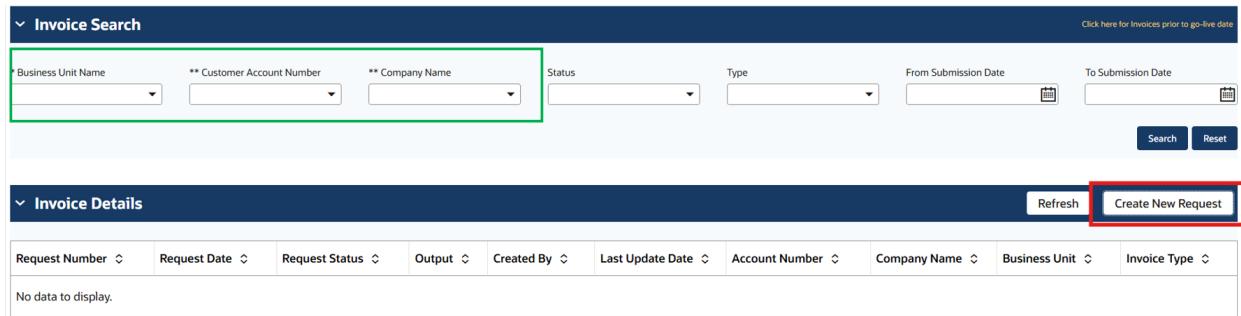
Document Name	Request and Download Invoice
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
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Current Version	1.0

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

Process:

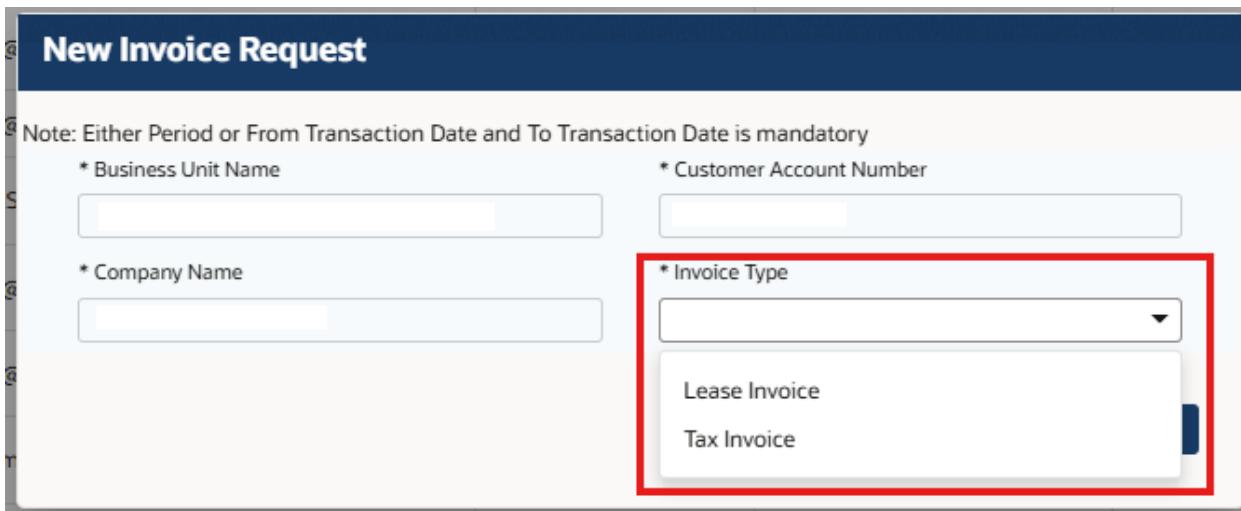
1. The below screen will be displayed. The company information will be auto fetched.

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



The screenshot shows a web-based application for managing invoices. At the top, there is a search bar with fields for Business Unit Name, Customer Account Number, Company Name, Status, Type, and date ranges. Below the search bar is a section titled 'Invoice Details' with a table header. A red box highlights the 'Create New Request' button in the top right corner of this section. The table below shows no data.

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' dialog box. It includes fields for Business Unit Name, Customer Account Number, Company Name, and a dropdown for Invoice Type. The 'Invoice Type' dropdown is highlighted with a red box, 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
<input type="text"/>	<input type="text"/>
* Company Name	* Invoice Type
<input type="text"/>	Lease Invoice
* From Transaction Date	* To Transaction Date
<input type="text"/>	<input type="text"/>
* Lease Number	
<input type="text"/>	
Submit Cancel	

New Invoice Request

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

* Business Unit Name	* Customer Account Number
<input type="text"/>	<input type="text"/>
* Company Name	* Invoice Type
<input type="text"/>	Tax Invoice
From Invoice Number	To Invoice Number
<input type="text"/>	<input type="text"/>
** Period	
<input type="text"/>	<input type="text"/>
** From Transaction Date	** To Transaction Date
<input type="text"/>	<input type="text"/>
SR Number	
<input type="text"/>	
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

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	Download
1	Invoice_Attachment_78420279.pdf	

Credit Memo Details

S No	File Name	Download
1	CreditMemo_Attachment_78420279.pdf	

Debit Memo Details

S No	File Name	Download
1	DebitMemo_Attachment_78420279.pdf	

Close

Lease invoice download:

Transaction Details

Invoice Details

S No	File Name	Download
1	Lease_Invoice_Attachment_66802301.pdf	

Close

