

# JAFZA eSERVICES Reports User's Manual

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## **Summary Information - Reports**

This page displays the available reports that can be requested from Dubai Trade. This guide details all the reports found in Dubai Trade and the navigation steps to generate these reports.

This Manual comes in 2 parts. The first is how to request refresh or generate a specific report, the second is how to download these reports.

#### Go to **Summary Information>Reports**

This screen appears:

Description	Last Generated On	View Status	Request Refresh
e-License Certificate	11-AUG-2010 15:00:12	View status	Request Refresh
Certificate Of Payment For Free Zone Employees	29-JUL-2010 14:00:17	View status	Request Refresh
Document Expiry Report	28-JUN-2010 09:00:27	View status	Request Refresh
Employment Contract Agreement	10-JUN-2010 11:30:03	View status	Request Refresh
statement of Account (Non Portal)	08-NOV-2009 15:30:12	View status	Request Refresh
nvoice	28-JUN-2010 09:00:27	View status	Request Refresh
Services Availed Against Portal Deposit	28-JUN-2010 09:00:27	View status	Request Refresh

As you can see there are four different columns on the Available Reports.

**Description** lists the names/types of the reports that can be generated.

**Last Generated On** is the date of the last request or report generated from the report type. **View Status** is used to view the status of a requested report. It usually takes a period of not more than 24 hours for the report to be generated after a request refresh. **Request Refresh** is used to generate a desired report from the list.

### I. Generating and Requesting the Reports

There are five different reports that can be generated. These documents are in pdf Format. These are:

#### **E-License Certificate**

This report allows the user to download a pdf copy of their company's trade license from Dubai Trade.

- 1. In the e-License Certificate Row, click on Request Refresh
- 2. On the next page, enter your trade license number in the specified field.

Client Id	
Name Of Company	
License Number *	[
Prepared By	

3. Click on Refresh Report



4. The requested copy of the pdf license will be available for download within the next 24 hours.

#### **Certificate of Payment for Free Zone Employees**

All companies under JAFZA are required to submit this report to JAFZA before the 15<sup>th</sup> of every month. This document contains a list of all your company's employees who must sign as a guarantee that they have received their emoluments for the specified month on the certificate.

#### Navigation:

1. In the Certificate of Payment for Free Zone Employees row, Click on *Request Refresh* in the Available Reports page.

1 10			
Certificate Of Payment For Free Zone Employees	11-NOV-2008 15:15:09	View status	Request Refresh

2. Certificate of Payments for Free Zone Employees page appears

🕤 Refresh Report	🚮 Home		
		(lient ld	
		Name Of Company Sha	llery FZCO
		Month Of Payment * Select 💌	,
		Year Of Payment *	
		Prepared By	
🕤 Refresh Report	🚮 Home		

3. Select the desired **Month of Payment** from the Drop Down menu.

Month Of Payment *	Select 🐱
--------------------	----------

4. Enter the **Year of Payment** in the Field below.

```
Year Of Payment *
5. Click on Refresh Report to generate the report. The report will be available for download within 24 hours after placing a request refresh.
```

6. Click on Home to go back to the Available Reports page.

#### **Document Expiry Report**

This Document is used to view the expiry date of your employees' **Company Employment Card, Health Card, Passport or Residence Permit**.

#### Navigation:

1. In the Document Expiry Report row, Click on *Request Refresh* 

Document Expiry Report	View status Request Refresh
2. Document Expiry Report Page app	ears
<ul> <li>This page list the parameters required for running this report. Egenerating a new report. Fields marked with * are mandatory.</li> <li>Refresh Report</li> <li>Home</li> </ul>	ter appropriate values and dick on Refresh Report to place a request for
Name Of C Expire Docume Prep	ient ld 3 72 mpany Date * @ t Type Select  v ared By

3. Click on the calendar icon next to **Expiry Date** and choose the document expiration date in the pop-up calendar.

<b>@</b>	🗿 Pick a Date - Mi 🔳 🗖 🔀							
	N	over	iber	~	20	08	~	
	~	< N	over	nber	200	8 >	*	
	s	М	т	W	т	F	s	
							1	
	2	з	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
	[close]							

4. Select the document, whose expiry date you want to view from the drop down box.

Document Type Health Card 🗸

- 5. Click on Refresh Report to generate the report. The report will be available for download within 24 hours after placing a **Request Refresh**.
- 6. Click on Home to go back to the Available Reports page.

#### **Statement of Account Non-Portal**

This report lists all your company's manual or over-the-counter transactions with JAFZA.

1. In the Statement of Account (Non-Portal) row, click on Request Refresh

Statement of Account (Non Portal)	05-NOV-2008 10:31:00	View status	Request Refresh

#### 2. Statement of Account (Non-Portal) Page appears

Jafza Statement of Account (Non Portal)	
This page list the parameters required for running this report. Enter appropriate values generating a new report. Fields marked with * are mandatory.	s and click on Refresh Report to place a request for
😵 Refresh Report 🛛 🚺 Home	
Client Id	
Name Of Company	
Statement Date	(i)
Prepared By .	
😵 Refresh Report 🛛 🏹 Home	

3. Click on the *calendar icon* next to the Statement date field



then pick a date from the pop up

calendar that appears

🚰 Pick a Date - Mi 🔳 🗖 🗙							
November 💙 2008 💙							
S M T W T F S							
1							
2 3 4 5 6 7 8							
9 10 11 12 13 14 15							
16 17 18 19 20 21 22							
23 24 25 26 27 28 29							
30							
[close]							

- 4. Click on Refresh Report to generate the report. The report will be available for download within 24 hours after placing a **Request Refresh**.
- 5. Click on Home to go back to the Available Reports page.

#### **Employment Contract Agreement**

This service will allow the user to download a copy of an employee's employment contract. The information contained in this contract is based on the information entered in Employment Visa Entry Permit application.

- 1. Click on Request Refresh to go to the online request form.
- 2. Enter the Service **Request Number of the Employment Visa** request of the employee in the indicated field.

3.	Click on	🚳 Refr	esh Report	to genera	te the contract a	igreement.
		Prepared By				
	1	SR Number *				
	Name	Of Company				
		Client Id				

4. A pdf copy of the contract will be available for download within 24 hours after placing the request online.

#### Invoice

Previously, JAFZA would fax or deliver their invoices to customers. Now, Invoices from JAFZA could be obtained online through Dubai Trade. JAFZA would just email the invoice number and customers can request the document online.

Navigation

nice		A Moun status	Baguast Bafrach
The <b>Invoice Page</b> w	vill appear		
Jafza     Invoice     Jafza     This page list the parameters requir     generating a new report. Fields mar	ed for running this report. Enter appropriate va	lues and click on Refresh Report to plac	e a request for
😵 Refresh Report 🛛 🔀 Home			
	Client Id 34972		
	Name Of Company Sharks Jew	wellery FZCO	
	÷ 7		
	Invoice Number		

3. Enter the Invoice Number in the required field.

Invoice Number\*

- 4. Click on Refresh Report to generate the report. The report will be available for download within 24 hours after placing a **Request Refresh**.
- 5. Click on Home to go back to the Available Reports page.

#### Service Availed Against Portal Deposit

This report lists all transaction for requests that have been made in Dubai Trade and their corresponding charges.

#### Navigation

1. On the Service Availed Against Portal Deposit, click on Request Refresh

afza Services Availed	Against Portal Deposit	cuis			
This page list the para generating a new report	neters required for running th t. <b>Fields marked with * are m</b>	nis report. Enter app nandatory.	propriate values and	d click on Refresh Report to place	a request for
S Refresh Report	🚮 Home				
		Client Id			
		Name Of Company			
		From Month	Select 😽		
		From Year			
		To Month	Select ¥		
		To Year			
		Prepared By			

4. Specify the start of the statement period by selecting the month from the **From Month** drop down menu

From Month Select 💌

- Specify the start year by entering the value on the From Year field.
   From Year
- Specify the end of the statement period by selecting the month from the **To Month** drop down menu
- 7. Specify the end year by entering the value on the To Year field.

To Year

- 8. Click on Refresh Report to generate the report. The report will be available for download within 24 hours after placing a **Request Refresh**.
- 9. Click on Home to go back to the Available Reports page.

# II. Downloading the Reports

These steps will detail the steps on how to download the requested reports

1. On the corresponding row of the desired report, click on *View Status* to check if the report is ready for download.

Description	Last Generated On	View Status	Request Refresh
Certificate Of Payment For Free Zone Employees	11-NOV-2008 15:15:09	View status	Request Refresh
Document Expiry Report		View status	Request Refresh
Statement of Account (Non Portal)	05-NOV-2008 10:31:00	View status	Request Refresh
Invoice		View status	Request Refresh
Services Availed Against Portal Deposit		View status	Request Refresh

2. The **Request Status** page appears.

<u>Certificate Of Payment For Free Zone Employees</u>					
Report Request ID	Requestor Login	Requestor Email Id	Generated On	Download	
<u>137829</u>		<u> </u>	23-NOV-2008 15:15:58	Download	

- 3. On the Download column, this will show either<?>, if the requested reports is still in process or **Download**, if the report is ready to be downloaded.
- 4. If the report is ready, click on **Download**, system will then prompt if you want to **Open**, **Save** or **Cancel**.

File Download	×
Do you want to open or save this file?	
Name: 494188_11334820.pdf Type: Adobe Acrobat 7.0 Document From: pilot.dubaitrade.ae	
Open         Save         Cancel           While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?	

5. Click on **Open** to view the **pdf** file or **Save** to save the report to your computer.



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