

VAT Invoice in Dubai Trade Portal

Log on to Dubai Trade portal and access **'Reports'** option under **'Summary Information'** option > below screen appears > Click **'Request Refresh'** button against **'Invoice'** option

This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request.

Description	Last Generated On	View Status	Request Refresh
Medical Appointment Reschedule Report To Customer	30-OCT-2016 15:37:14	View Status	Request Refresh
e-License Certificate	30-OCT-2016 15:37:14	View Status	Request Refresh
Statement of Account (Non Portal)	04-MAY-2015 11:37:23	View Status	Request Refresh
Certificate Of Payment For Free Zone Employees	15-JUN-2017 12:37:29	View Status	Request Refresh
Document Expiry Report	05-JUN-2017 08:37:19	View Status	Request Refresh
Employment Contract Agreement for Employment Visa (EC)	15-JUN-2017 07:37:14	View Status	Request Refresh
Employment Contract Agreement for RP Renewal	18-DEC-2016 09:07:17	View Status	Request Refresh
Lease Amendment for Renewal	18-DEC-2016 09:07:17	View Status	Request Refresh
Lease Invoice	16-OCT-2016 11:07:15	View Status	Request Refresh
Medical Appointment Schedule Report For Employee	16-OCT-2016 11:07:15	View Status	Request Refresh
Invoice	30-SEP-2009 12:00:03	View Status	Request Refresh
Services Available Against Portal Deposit	02-JUL-2017 14:07:26	View Status	Request Refresh

Report parameters page appears > Select the month for which invoices are to be generated. Last 3 closed periods would only be visible in the List of Values > Click **"Refresh Report"** button

This page list the parameters required for running this report. Enter appropriate values and click on Refresh Report to place a request for generating a new report. Fields marked with * are mandatory.

[Refresh Report](#) [Home](#)

Client ID: 36948
Name of Company: Mandarino Crane Group M. E. FZE
Period: JAN-18
Prepared By: sp@dhuftrade.ae

Confirmation message appears

Confirmation Page

[Home](#)

Confirmation

Request for refreshing the selected report has been submitted. The request ID is 1,125,556. Note this down for future reference. The new report will typically be available 24 hours after placing a refresh request.

[Home](#)

To download the report click on 'View Status' button

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Click on the **"Download"** button

Invoice

Report Request ID	Requestor Login	Requestor Email ID	Generated On	Download
1125554	amr	amr_arad@dhuftrade.ae	28-MAR-2018 09:25:57	Download