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

Logout	This page list the reports available in this service. You	can either:		
Access and Identity Cards	Click on the View Status button to view the stat Click on Request Refresh to place a request to t	tus of a previously requeste the Free Zone for re-penera	d report or to view / ting a report. The ne	download the output of a prev w report will typically be avail
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Cancel	Available Reports			
Customer Service	Description	Last Generated On	View Status	Request Refresh
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EHS Operations Fitness Certificate	Medical Appointment Reschedule Report To Customer		View status	Request Refresh
Elox	e-License Certificate	30-OCT-2016 15:37:14	View status	Request Refresh
Employee Services	Statement of Account (Non Portal)	04-MAY-2015 11:37:23	View status	Request Refresh
· Enguine	Certificate Of Payment For Free Zone Employees	15-JUN-2017 12:37:29	View status	Request Refresh
8 Facility Maintenance	Document Expiry Report	05-JUN-2017 08:37:19	View status	Request Refresh
Labour Services	Employment Contract Agreement for Employment Visa	15-JUN-2017 07:37:14	Wiene status	Request Refeech
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Registration	Medical Appointment Schedule Reprint For Employee		View status	Request Refresh
Reports	Invoice	30-SEP-2009 12:00:03	View status	Request Refresh
8 Request	Services Availed 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

View By Service	O This page list the parameters required for naming this report. Enter appropriate values and click on Refresh Report to place a request for generating a new report. Fields marked with • are mandatory.
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Confirmation message appears

View By Service	Contribution Page	
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To download the report click on 'View Status' button

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Click on the "Download" button

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