

## **Dubai Trade Service**

### **Request Trade Statistics Report**

### **User Guide**

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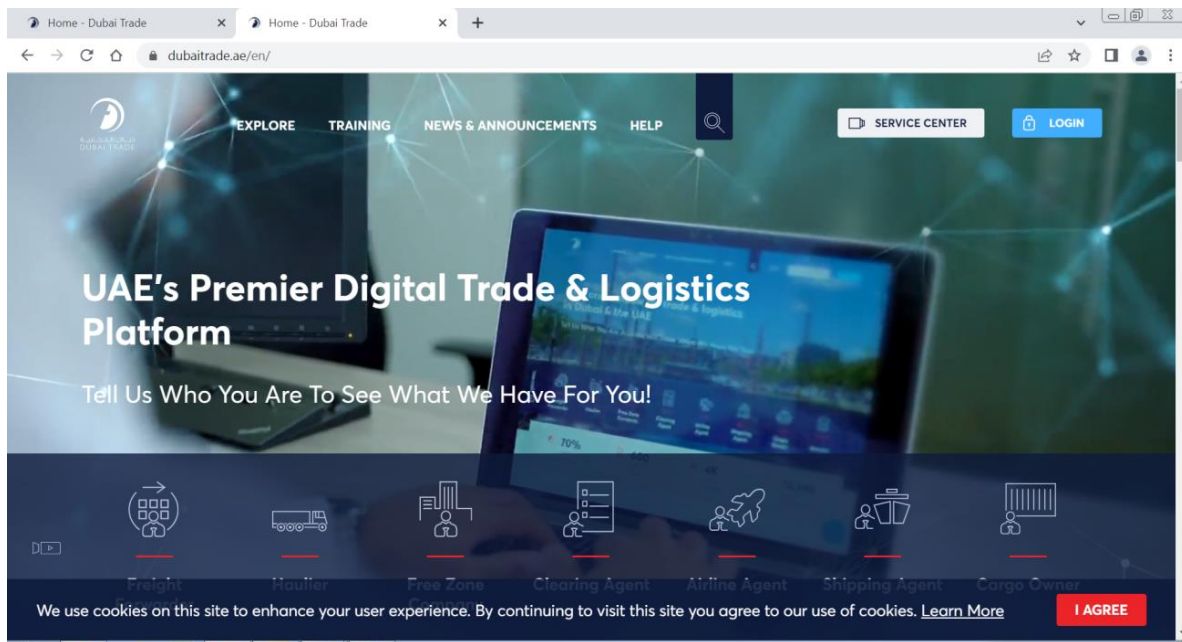
## **Request Dubai Foreign Trade Statistics Report**

This service allows customers to request a trade statistics report based on HS Codes, Country. Customers can download the report after getting through the approval and payment process.

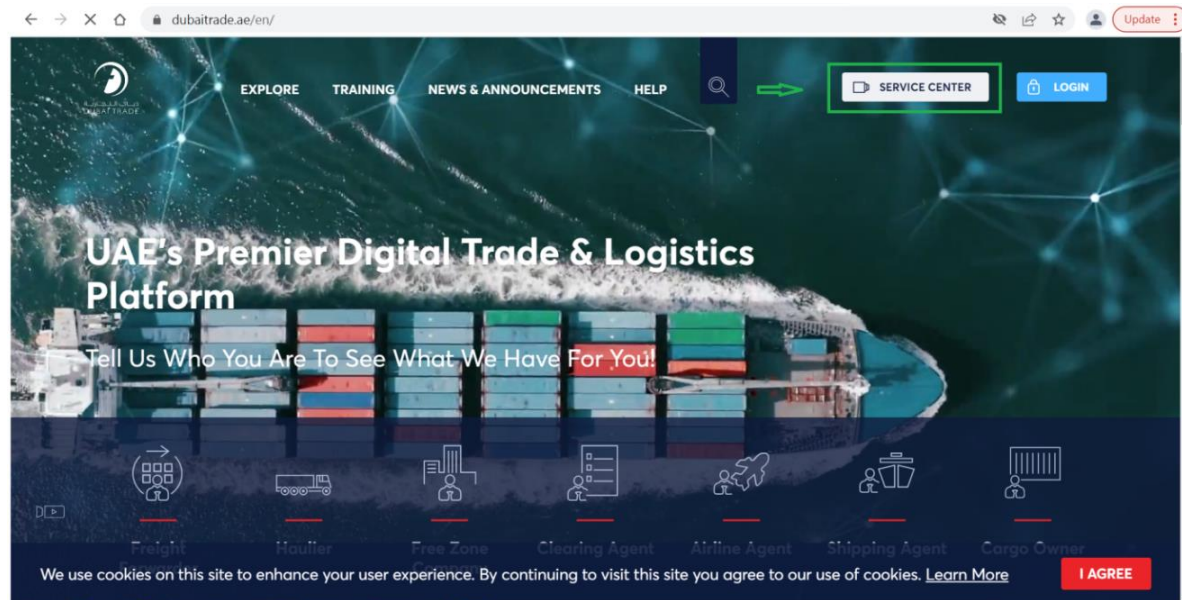
### **Create a new request for Dubai Foreign Trade Statistics Report**

Open Dubai Trade Portal through following URL:

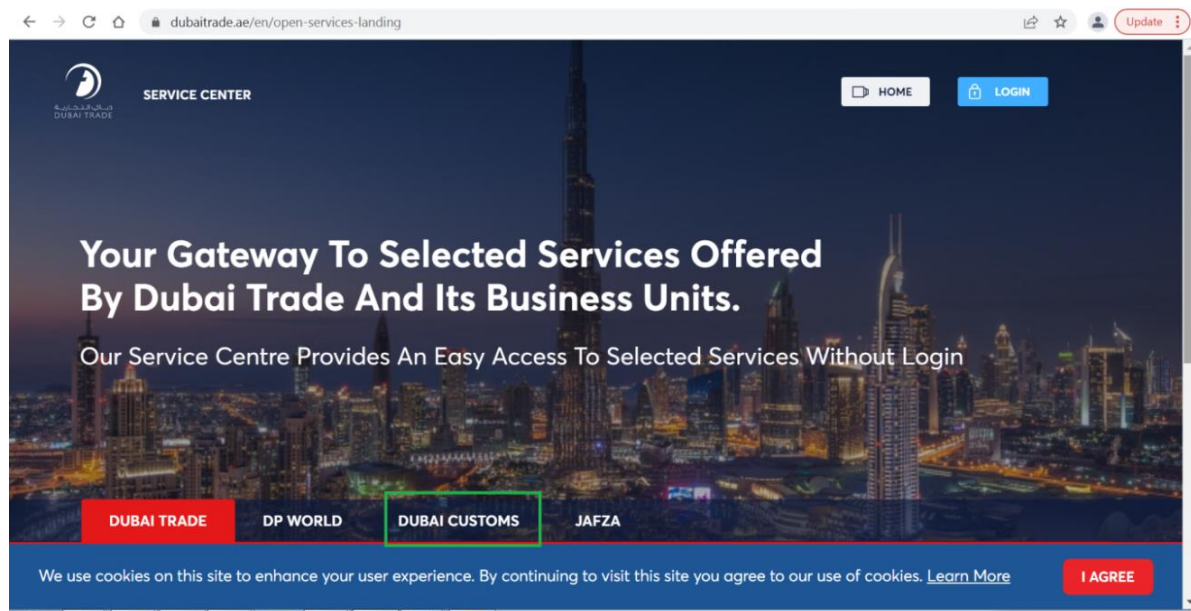
<https://www.dubaitrade.ae>



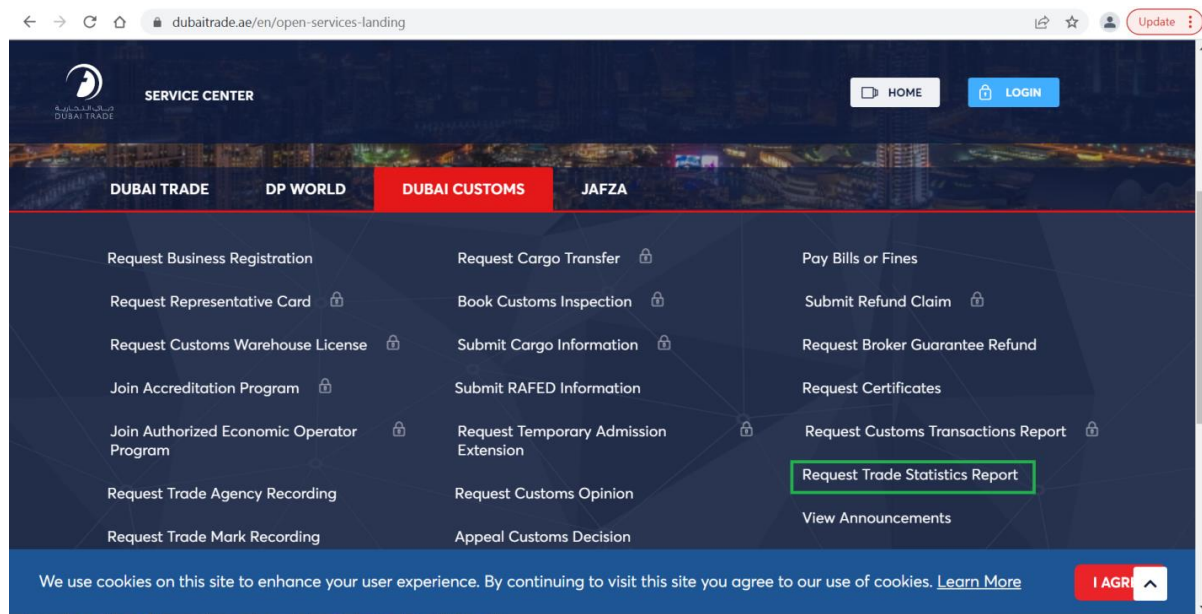
Click on Service Center button on Home Page



Click on Dubai Customs Tab



Click on Request Trade Statistics Report link





Following Introduction Page will be opened contains “New” and “Inquiry” Tabs

Introduction

New

Enquiry

Request Trade Statistics Report

Description

This service offered by Dubai Customs provides specific statistical reports on different articles of Dubai's non-oil foreign trade including details of imports, exports and re-exports figures. The service is available online through Dubai Customs website. The service request should specify the HS Code of the commodity or the country for which the report is required, as well as the report's time period (Yearly, Half-Yearly, Quarterly, or Monthly). Service fees apply for each period of the report requested. Please see the User Manual for further details:

[User Manual](#)

Following are the Sample Reports to realize the format:

[ONE\\_HS\\_CODE\\_BY\\_COUNTRY](#)

[ONE\\_COUNTRY\\_BY\\_HS\\_CODE](#)

Service Delivery Procedure

1

Submit the application through all available channels

2

Pay service fees

3

Receive the report.

Service Fees

New

-

One HS Code by Country per period - AED 200  
One Country by HS Code per period - AED 200  
For more details, refer to **Services Guide – Appendix (B)**  
AED 20 Knowledge and Innovation fees will be added on top of each report

One HS Code by Country per period - AED 200  
One Country by HS Code per period - AED 200  
For more details, refer to **Services Guide – Appendix (B)**  
AED 20 Knowledge and Innovation fees will be added on top of each report

Required Documents

New

-

None

START SERVICE

Service Delivery Channel:

- Website
- Mobile Web

Service Completion Time:

- 2 Working Days

Relationship Type:

- From Government to Business

Target Category:

- Companies

Service Type:

- Transactional

Service Hierarchy:

- Sub Service

Service Urgency:

- N/A

Service Interconnection:

- N/A

Service Limitation:

- N/A

Service Delivery Time:

- Available around the clock(Online and Mobile Web)
- N/A

Service Delivery Time:

- Available around the clock(Online and Mobile Web)

Bundle:

- N/A

Page 5

Click on “New” Tab

The screenshot shows a web browser window with the URL [sitcms.dubaitrade.ae/en/dc-foreign-trade-statistics-report](http://sitcms.dubaitrade.ae/en/dc-foreign-trade-statistics-report). The page header includes the Dubai Trade logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. Below the header, there are three tabs: 'Introduction' (red), 'New' (green border), and 'Enquiry'. The main content area is titled 'Request Trade Statistics Report'. It features a 'Description' section with an information icon, a 'Service Delivery Procedure' section with a three-step timeline, and a 'START SERVICE' button. The timeline steps are: 1. Submit the application through all available channels, 2. Pay service fees, and 3. Receive the report. The 'START SERVICE' button is located in the top right of the main content area. To the right of the button, there are details about the service: Service Delivery Channel (Website, Mobile Web), Service Completion Time (2 Working Days), Relationship Type (From Government to Business), and Target Category (Companies).

OR

Click on Start Service button

This screenshot is identical to the one above, showing the 'Request Trade Statistics Report' page. However, in this version, the 'START SERVICE' button is highlighted with a green border. The 'New' tab is still highlighted with a green border. The rest of the page content, including the description, procedure timeline, and service details, remains the same.

Following Form will be opened:

The screenshot shows a web browser window with the URL [sitcms.dubaitrade.ae/en/dc-new-request](http://sitcms.dubaitrade.ae/en/dc-new-request). The page features a dark blue header with the 'Dubai Free Zone' logo, 'SERVICE CENTER', and navigation links for 'SELECT A SERVICE', 'EN', 'HOME', and 'LOGIN'. Below the header, there are tabs for 'Introduction', 'New' (highlighted in red), and 'Enquiry'. The main content area is titled 'Request Dubai Foreign Trade Statistics Report' and contains several sections:

- Report Request Information:** Includes a 'Report Type' dropdown menu (currently showing '[Please Select Report]'), a 'Report Format' dropdown (set to 'Excel'), a 'Report Purpose' text field, a 'Report Category' dropdown (set to 'General Trade All Movements'), a 'Currency Unit' dropdown (set to 'Value (AED)'), and a 'Report Comments' text field.
- User Information:** Includes fields for 'Name', 'Contact Number', 'Company Name', 'Country' (dropdown), 'Email Address' (pre-filled with 'UserName@dubai-customs.ae'), 'Designation', and a 'Captcha' field with a 'WSY3' image. There is also a 'Report Charges' field set to '0' and a 'Charges Confirmation' checkbox.
- Statistical Report Parameters:** This section is partially visible at the bottom of the form.

## Create Request for Report Type “One HS Code by Country per Period”

Click on Report Type List Box, following two options will be displayed “One HS Code by Country per Period” and “One Country by HS Code per Period”

This screenshot shows the same 'Request Dubai Foreign Trade Statistics Report' form, but with the 'Report Type' dropdown menu open. The dropdown list displays two options: 'One HS Code by Country per Period' and 'One Country By HS Code per Period'. The 'One HS Code by Country per Period' option is highlighted with a green border. The rest of the form, including the 'User Information' and 'Statistical Report Parameters' sections, remains the same as in the previous screenshot.

Select one option like “One HS Code by Country per Period”

Request Dubai Foreign Trade Statistics Report

**Report Request Information**

Report Type \* : One HS Code by Country per Period  
Report Format \* : Excel  
Report Purpose \* : Type your report purpose here  
Report Category \* : General Trade All Movements  
Currency Unit \* : Value (AED)  
Report Comments \* : Type your Comments here

**User Information**

Name \* : Type your User Name here  
Contact Number \* : Please enter digits only  
Company Name \* : Type your company name here  
Country \* : [Please Select]  
Email Address \* : UserName@dubaicustoms.ae  
Designation \* : Type your designation here  
Report Charges \* : 0  
Charges Confirmation \* : ☐ I confirmed the calculated charges for report.

**Statistical Report Parameters**

Enter / Select required information for “Report Request Information” and “User Information” sections. Following is the example:

Request Dubai Foreign Trade Statistics Report

**Report Request Information**

Report Type \* : One HS Code by Country per Period  
Report Format \* : Excel  
Report Purpose \* : Required for comparative analyses to update list of our import products  
Report Category \* : General Trade All Movements  
Currency Unit \* : Value (AED)  
Report Comments \* : Look forward to receiving the countries trade detail against mentioned HS Code

**User Information**

Name \* : Shahzad Rafique  
Contact Number \* : 00923008976543  
Company Name \* : Infotech ME  
Country \* : PAKISTAN  
Email Address \* : info@tech.shahzad@dubaicustoms.ae  
Designation \* : System Analyst  
Report Charges \* : 0  
Charges Confirmation \* : ☐ I confirmed the calculated charges for report.

**Statistical Report Parameters**

Commodity Code

Add

Click on “ADD” button under Statistics Report Parameters Tab

The screenshot shows the SITCMS Dubai Trade portal interface. The top navigation bar includes the logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and user options like 'EN', 'HOME', and 'LOGIN'. The main content area is titled 'Statistics Report Parameters'. It contains several input fields for user information: Name (Shahzad Rattque), Contact Number (00923008976543), Company Name (Infotech ME), Captcha (3PEB), Country (PAKISTAN), Email Address (infotech.shahzad@dubaicustoms.ae), Designation (System Analyst), Report Charges (0), and a Charges Confirmation checkbox. Below these is the 'Commodity Code' section, which has an 'Add' button highlighted with a green box. Underneath is a table with columns 'Hs Code', 'Description', and 'Action'. The 'Reporting Period' section follows, with a 'Select Period Type' dropdown and an 'Add' button. Below this is another table with columns 'Period Type', 'Year', 'Period', 'Report Charges', 'Knowledge & Innovation Dirham', 'Total', and 'Action'. At the bottom are 'Submit Request' and 'Reset' buttons.

Select you required commodity code/s. Codes can be filter by selecting Section, Chapter and Heading or it can be filter based on entered keyword in description text box.

Following is the example:

Select the options

This screenshot shows the 'Add Commodity Code' modal window. It has a 'Search Commodity Code' section with three dropdown menus: 'Section' (Wood Pulp, Cork, cellulose Mats), 'Chapter' (PULP OF WOOD OR OF OTHE), and 'Heading' (CHEMICAL WOOD PULP). Below these is an 'OR' section with a 'Description' field and a 'Search' button. The 'Select Commodity Code' section contains a table with columns 'Action', 'Hs Code', and 'Description'. At the bottom are 'Save' and 'Cancel' buttons. The background shows the same portal interface as the first screenshot, but it is dimmed.

Click on Search Button

The screenshot shows a web application interface for 'sitcms.dubaitrade.ae/en/dc-new-request'. A modal window titled 'Add Commodity Code' is open. It has two sections: 'Search Commodity Code' and 'Select Commodity Code'. In the 'Search' section, there are dropdown menus for 'Section' (Wood Pulp, Cork, cellulose Mats), 'Chapter' (PULP OF WOOD OR OF OTHE), and 'Heading' (CHEMICAL WOOD PULP). Below these is a text input field for 'Description' with the placeholder 'HSCode Description'. A green box highlights the 'Search' button. The 'Select' section shows a table with columns 'Action', 'Hs Code', and 'Description'. Below the table, it says 'You have 0 HSCode Selected'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

List of codes will be displayed, please not based on number of codes filtered information can be spitted in more than one page that can be navigated through provided pagination options.

This screenshot shows the same 'Add Commodity Code' modal window, but now it displays a list of commodity codes in the 'Select Commodity Code' section. The table has columns 'Action', 'Hs Code', and 'Description'. There are four rows of data, each with an unchecked checkbox in the 'Action' column. The 'Hs Code' values are 47031100, 47031900, 47032100, and 47032900. The descriptions are variations of 'Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, confif'. A green box highlights the pagination controls at the bottom right of the table, which show a page number '1' and navigation arrows. The 'Search' button in the top section is no longer highlighted.



Select your desired code/s

The screenshot shows a web browser window with the URL [sitcms.dubaitrade.ae/en/dc-new-request](http://sitcms.dubaitrade.ae/en/dc-new-request). The page features a dark blue header with the 'SERVICE CENTER' logo and navigation links. A modal dialog titled 'Add Commodity Code' is open, displaying a search interface. The search criteria are set to Section: 'Wood Pulp, Cork, cellulose Mats', Chapter: 'PULP OF WOOD OR OF OTHER', and Heading: 'CHEMICAL WOOD PULP'. Below the search bar, a table lists four commodity codes with their descriptions. The first two codes, 47031900 and 47032900, are selected with checkboxes. The dialog includes 'Save' and 'Cancel' buttons at the bottom.

**Add Commodity Code**

**Search Commodity Code**

Section : Wood Pulp, Cork, cellulose Mats  
Chapter : PULP OF WOOD OR OF OTHER  
Heading : CHEMICAL WOOD PULP

OR

Description : HSCode Description

Search

**Select Commodity Code**

Action	Hs Code	Description
<input type="checkbox"/>	47031100	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, coniferous.
<input checked="" type="checkbox"/>	47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.
<input type="checkbox"/>	47032100	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, coniferous.
<input checked="" type="checkbox"/>	47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-coniferous.

You have 2 HSCode Selected

Save Cancel

Click on "Save" button

The screenshot shows the same web browser window, now displaying the 'Statistical Report Parameters' form. The form includes a 'Commodity Code' section with a table of selected codes (47031900 and 47032900) and a 'Reporting Period' section with a table for selecting the period type, year, and period. The form also includes a 'Charges Confirmation' checkbox and a 'Submit Request' button.

**Statistical Report Parameters**

**Commodity Code**

Add

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	<input checked="" type="checkbox"/>
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-coniferous.	<input checked="" type="checkbox"/>

You have 2 Commodity Code Selected.

**Reporting Period**

Select Period Type:  Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

More codes can be added by clicking on “Add” and already selected codes can also be removed from list by clicking on “x” icon against listed record.

Statistical Report Parameters

Commodity Code

Add

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	x
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	x

You have 2 Commodity Code Selected.

Reporting Period

Select Period Type Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Click on Period Type List box under “Reporting Period” section, following options will be displayed:

Statistical Report Parameters

Commodity Code

Add

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	x
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	x

You have 2 Commodity Code Selected.

Reporting Period

Select Period Type Add

- Select Period Type
- Yearly
- Half Yearly
- Quarterly
- Monthly

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Select your desired period type let say quarterly

The screenshot shows the SITCMS Dubai Trade portal interface. The top navigation bar includes the logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. The main content area is titled 'Statistical Report Parameters'. It features a 'Commodity Code' section with a table listing two codes: 47031900 and 47032900, both for 'Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous'. Below this, the 'Reporting Period' section has a dropdown menu set to 'Quarterly', a 'Select Year' dropdown, and a 'Select Quarter' dropdown. A table below these dropdowns shows columns for 'Period Type', 'Year', 'Period', 'Report Charges', 'Knowledge & Innovation Dirham', and 'Total'. The status indicates 'You have 0 Period Selected. With total Charges 0'. At the bottom, there are 'Submit Request' and 'Reset' buttons.

Click on “Select Year” List box, list of years will be displayed:

This screenshot shows the same portal interface as the previous one, but with the 'Select Year' dropdown menu open. The dropdown displays a list of years from 2000 to 2018. The 'Reporting Period' dropdown remains set to 'Quarterly'. The rest of the interface, including the commodity code table and the bottom buttons, remains the same.

Select your desired year let say 2020

Statistical Report Parameters

Commodity Code

Add

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	X
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	X

You have 2 Commodity Code Selected.

Reporting Period

Quarterly 2020 Select Quarter Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Click on "Select Quarter" List box, following options will be displayed:

Statistical Report Parameters

Commodity Code

Add

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	X
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	X

You have 2 Commodity Code Selected.

Reporting Period

Quarterly 2020 Select Quarter Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Select one option let say “First Quarter”

Statistical Report Parameters

Commodity Code

Add

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	X
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	X

You have 2 Commodity Code Selected.

Reporting Period

Quarterly 2020 First Quarter Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Click on “Add” button

Statistical Report Parameters

Commodity Code

Add

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	X
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	X

You have 2 Commodity Code Selected.

Reporting Period

Quarterly 2020 First Quarter Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Selected record will be displayed, more records can be added (Yearly, Half Yearly, Quarterly or Monthly) by following the same process or selected records can be removed from the list by clicking on “x” button in front of any listed record.

**Note:** Yearly, Half Yearly, or Quarterly records can be added one by one while monthly record can be added for one month or multiple months in range

The screenshot shows the 'Statistical Report Parameters' form in the SITCMS Dubai Trade portal. The form is divided into two main sections: 'Commodity Code' and 'Reporting Period'.

**Commodity Code Section:**

- Buttons: Add, Remove (x)
- Table:
 

Hs Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	Remove (x)
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	Remove (x)
- Text: You have 2 Commodity Code Selected.

**Reporting Period Section:**

- Dropdowns: Quarterly, 2020, First Quarter
- Buttons: Add, Remove (x)
- Table:
 

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
Quarterly	2020	Year : [ 2020 ] - Quarter : [ First Quarter ]	200	20	220	Remove (x)
- Text: You have 1 Period Selected. With total Charges 220

Buttons at the bottom: Submit Request, Reset.

Click on “Submit Request” button

This screenshot is identical to the one above, but with a green rectangular box highlighting the 'Submit Request' button at the bottom of the form.



System displayed a message to select the Charges Confirmation checkbox.

Note: In case of any change under “Statistical Report Parameters” or “Reporting Period” sessions, Charges Confirmation Checkbox will automatically be unchecked which will be required to be checked at the time of request submission.

Request Dubai Foreign Trade Statistics Report

Following error(s) occurred:  
• Please Select the Charges Confirmation.

**Report Request Information**

Report Type \* : One HS Code by Country per Period  
Report Format \* : Excel  
Report Purpose \* : Required for comparative analyses to update list of our import products  
Report Category \* : General Trade All Movements  
Currency Unit \* : Value (AED)  
Report Comments : Look forward to receiving the countries trade detail against mentioned HS Code

**User Information**

Name \* : Shahzad Rafique  
Contact Number \* : 00923008976543  
Company Name : Infotech ME  
Country \* : PAKISTAN  
Email Address \* : info@shahzad@dubai.ae  
Designation : System Analyst  
Report Charges : 440  
Charges Confirmation \* : ☐ I confirmed the calculated charges for report.

Checked the Charges Confirmation Checkbox

Request Dubai Foreign Trade Statistics Report

Following error(s) occurred:  
• Please Select the Charges Confirmation.

**Report Request Information**

Report Type \* : One HS Code by Country per Period  
Report Format \* : Excel  
Report Purpose \* : Required for comparative analyses to update list of our import products  
Report Category \* : General Trade All Movements  
Currency Unit \* : Value (AED)  
Report Comments : Look forward to receiving the countries trade detail against mentioned HS Code

**User Information**

Name \* : Shahzad Rafique  
Contact Number \* : 00923008976543  
Company Name : Infotech ME  
Country \* : PAKISTAN  
Email Address \* : info@shahzad@dubai.ae  
Designation : System Analyst  
Report Charges : 440  
Charges Confirmation \* : ☒ I confirmed the calculated charges for report.

**Statistical Report Parameters**

**Commodity Code**

HS Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	<input type="checkbox"/>
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	<input type="checkbox"/>

Click on “Submit Request” Button

Service Center

SELECT A SERVICE

EN HOME LOGIN

47031900 Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.

47032900 Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c

You have 2 Commodity Code Selected.

Reporting Period

Quarterly 2020 First Quarter Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
Quarterly	2020	Year : [ 2020 ] - Quarter : [ First Quarter ]	200	20	220	

You have 1 Period Selected. With total Charges 220

Submit Request Reset

WANT TO ACCESS MORE UNIQUE SERVICES?

Create an Account and Access a Universal Portal of More Services!

STAY CONNECTED

System displayed a message to reenter Captcha Code as form is resubmitted

Service Center

SELECT A SERVICE

EN HOME LOGIN

Introduction New Enquiry

Request Dubai Foreign Trade Statistics Report

Following error(s) occurred:

- Captcha is Not Valid, Please Re Enter Captchal

Report Request Information

Report Type \* : One HS Code by Country per Period

Report Format \* : Excel

Report Purpose \* : Required for comparative analyses to update list of our import products

Report Category \* : General Trade All Movements

Currency Unit \* : Value (AED)

Report Comments \* : Look forward to receiving the countries trade detail against mentioned HS Code

User Information

Name \* : Shahzad Rafique

Contact Number \* : 00920008976543

Company Name \* : Infotech ME

Captcha \* : 3FEB

Country \* : PAKISTAN

Email Address \* : info@shahzad@dubai.ae

Designation \* : System Analyst

Report Charges \* : 440

Charges Confirmation \* : ☒ I confirmed the calculated charges for report.

Click on refresh icon against Captcha Code

← → ↻ 🏠 sitcms.dubaitrade.ae/en/dc-new-request 🔍 📄 ☆ 👤 Update

**SERVICE CENTER** SELECT A SERVICE EN HOME LOGIN

Introduction **New** Enquiry

Report Purpose \* Required for comparative analyses to update list of our import products


Report Comments \* Look forward to receiving the countries trade detail against mentioned HS Code

**User Information**

Name \* Shahzad Rafique Country \* PAKISTAN

Contact Number \* 00923008976543 Email Address \* info@tech.shahzad@dubaicustoms.ae

Company Name \* Infotech ME Designation \* System Analyst



Captcha \*  Report Charges \* 440

Charges Confirmation \* ☒ I confirmed the calculated charges for report.

**Statistical Report Parameters**

**Commodity Code**

Add

HS Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	

Enter the Captcha Code

← → ↻ 🏠 sitcms.dubaitrade.ae/en/dc-new-request 🔍 📄 ☆ 👤 Update

**SERVICE CENTER** SELECT A SERVICE EN HOME LOGIN

Introduction **New** Enquiry

Report Purpose \* Required for comparative analyses to update list of our import products


Report Comments \* Look forward to receiving the countries trade detail against mentioned HS Code

**User Information**

Name \* Shahzad Rafique Country \* PAKISTAN

Contact Number \* 009230089765432 Email Address \* info@tech.shahzad@dubaicustoms.ae

Company Name \* Infotech ME Designation \* System Analyst



Captcha \*  Report Charges \* 440

Charges Confirmation \* ☒ I confirmed the calculated charges for report.

**Statistical Report Parameters**

**Commodity Code**

Add

HS Code	Description	Action
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.	
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c	

Click on “Submit Request” Button, system displayed a successful submission message contains the Request ID

The screenshot shows the 'Request Dubai Foreign Trade Statistics Report' page. A green success banner at the top states: 'Success! Request submitted successfully. Request NO [TSR0000156]'. Below this, the 'Report Request Information' section contains the following details:

- Report Type: One HS Code by Country per Period
- Report Format: Excel
- Report Purpose: Required for comparative analyses to update list of our import products
- Report Category: General Trade All Movements
- Currency Unit: Value (AED)
- Report Comments: Look forward to receiving the countries trade detail against mentioned HS Code

The 'User Information' section includes:

- Name: Shahzad Rafique
- Contact Number: 00923008765432
- Company Name: Infotech ME
- Country: PAKISTAN
- Email Address: infotech.shahzad@dubaicustoms.ae
- Designation: System Analyst
- Report Charges: 440

A 'Charges Confirmation' checkbox is checked, with the text: 'I confirmed the calculated charges for report.'

On successful submission of a request, customer will get an email notification on provided email containing the Request Number.

### Trade Statistics Report Request [No=TSR0000156] Creation Notification

estat.scc@dubaicustoms.ae

Sent: Wed 16/03/2022 20:43

To: Infotech Shahzad Rafique

#### Notification

Your Request [No=TSR0000156] for Trade Statistics Report has been created successfully and submitted for review.

Please do not reply directly to this system-generated email !!!

Note: On successful submission of a request it will be routed to Dubai Customs Officers for review, after review it can be either Approved or Rejected and customer will receive a relevant email notification also. In case of Approval customer can proceed for the Payment through Dubai Trade Portal or In case of Rejection customer can view the reason of rejection through Dubai Trade Portal.

## Create Request for Report Type “One Country by HS Code by per Period”

Click on “Report Type” list box, following options will be displayed:

The screenshot shows the 'Request Dubai Foreign Trade Statistics Report' form. The 'Report Request Information' section has the 'Report Type' dropdown menu open, displaying three options: '[Please Select Report]', 'One HS Code by Country per Period', and 'One Country By HS Code per Period'. The 'Report Category' is set to 'General Trade All Movements' and the 'Currency Unit' is 'Value (AED)'. The 'User Information' section includes fields for Name, Contact Number, Company Name, Country, Email Address, Designation, and Report Charges. A CAPTCHA image is also present. At the bottom, there are two tabs labeled 'One HS Code by C...xls' and a 'Show all' button.

Select option as “One Country by HS Code per Period”

The screenshot shows the same 'Request Dubai Foreign Trade Statistics Report' form, but now the 'Report Type' dropdown menu is closed and 'One Country by HS Code per Period' is selected. The 'Report Format' is set to 'Excel'. The 'User Information' section remains the same. At the bottom, there are two tabs labeled 'One HS Code by C...xls' and a 'Show all' button.

Enter / Select information for “Report Request Information” and “User Information” sections.  
Following is the example:

The screenshot shows the 'New Request' form in the SITCMS Dubai Trade portal. The form is divided into several sections:

- Report Type:** One Country By HS Code per Period
- Report Format:** Excel
- Report Purpose:** Required for Comparative Analyses of import and Export of mentioned country.
- Report Category:** General Trade All Movements
- Currency Unit:** Value (AED)
- Report Comments:** Type your Comments here
- User Information:** This section is highlighted with a red box. It includes fields for Name (Shahzad Rafique), Contact Number (00923005656432), Company Name (Infotech ME), Country (PAKISTAN), Email Address (infotech.shahzad@dubaicustoms.ae), Designation (System Analyst), Report Charges (0), and Charges Confirmation (checked). A Captcha image is also present.
- Statistical Report Parameters:** This section is currently empty.

At the bottom of the form, there are two tabs labeled 'One HS Code by C....xls' and a 'Show all' button.

Click on Country list box under “Statistical Report Parameters” section

The screenshot shows the 'Statistical Report Parameters' section of the 'New Request' form. The 'Country' list box is highlighted with a green box. The list box contains a dropdown menu labeled 'Select Country' and an 'Add' button. Below the list box, there is a table with columns 'Country', 'Description', and 'Action'. The table is currently empty, and a message below it states 'You have 0 Country Selected.'.

Below the 'Country' list box, there is a 'Reporting Period' section with a dropdown menu labeled 'Select Period Type' and an 'Add' button.



List of countries will be displayed

The screenshot shows the SITCMS Dubai Trade web application interface. The top navigation bar includes the logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. The main content area displays a form with a 'mentioned country' field. A dropdown menu is open, showing a list of countries including Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, and Bahrain. The 'Country' field is set to 'PAKISTAN'. Other fields include 'Email Address' (infotech.shahzad@dubaicustoms.ae), 'Designation' (System Analyst), 'Report Charges' (0), and 'Charges Confirmation' (checked). A table below the dropdown shows 'Country' and 'Description' columns, with a message 'You have 0 Country Selected.' The bottom of the page shows a 'Reporting Period' section and a 'Show all' button.

Select your desired country

The screenshot shows the SITCMS Dubai Trade web application interface. The top navigation bar includes the logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. The main content area displays a form with a 'mentioned country' field. The 'User Information' section is visible, showing fields for 'Name' (Shahzad Rattique), 'Contact Number' (00923005656432), 'Company Name' (Infotech ME), and 'Captcha'. The 'Country' field is set to 'PAKISTAN'. Other fields include 'Email Address' (infotech.shahzad@dubaicustoms.ae), 'Designation' (System Analyst), 'Report Charges' (0), and 'Charges Confirmation' (checked). A table below the dropdown shows 'Country' and 'Description' columns, with a message 'You have 0 Country Selected.' The bottom of the page shows a 'Reporting Period' section and a 'Show all' button.

Click on “Add” button

The screenshot shows the SITCMS Dubai Trade portal. The top navigation bar includes the logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, language options (EN), and links for 'HOME' and 'LOGIN'. The main content area is divided into two sections: 'User Information' and 'Statistical Report Parameters'. In the 'User Information' section, fields for Name, Contact Number, Company Name, Captcha, Country, Email Address, Designation, Report Charges, and Charges Confirmation are visible. The 'Statistical Report Parameters' section contains a 'Country' dropdown menu with 'AUSTRIA' selected, and an 'Add' button highlighted with a green box. Below the dropdown is a table with columns 'Country', 'Description', and 'Action'. The table currently shows no data, with the message 'You have 0 Country Selected.' at the bottom. The 'Reporting Period' section below it has a 'Select Period Type' dropdown and an 'Add' button. The bottom of the page shows a taskbar with two open Excel files and a 'Show all' button.

Selected country record will be displayed

The screenshot shows the same SITCMS Dubai Trade portal, but now the 'Country' dropdown in the 'Statistical Report Parameters' section displays 'AUSTRIA' with its description 'AUSTRIA' and an 'Add' button. The table below the dropdown now shows one record: 'AUSTRIA' with an 'Action' button. The message 'You have 1 Country Selected.' is displayed below the table. The 'Reporting Period' section remains unchanged. The bottom of the page shows a taskbar with two open Excel files and a 'Show all' button. The 'Submit Request' and 'Reset' buttons are visible at the bottom of the main content area.

Note: More countries can be added by following same steps or any listed country record can be removed from the list by clicking “x” icon against the record.

The screenshot shows the 'Statistical Report Parameters' form. In the 'Country' section, 'AUSTRIA' is selected in the dropdown, and an 'Add' button is next to it. Below, a table lists the selected country:

Country	Description	Action
AT	AUSTRIA	

Below the table, it says 'You have 1 Country Selected.' In the 'Reporting Period' section, the 'Select Period Type' dropdown is set to 'Yearly'. Below it, a table is empty:

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

Below the table, it says 'You have 0 Period Selected. With total Charges 0'. At the bottom are 'Submit Request' and 'Reset' buttons.

Click on Period Type List box under “Reporting Period” section, following options will be displayed:

The screenshot shows the 'Statistical Report Parameters' form with the 'Reporting Period' dropdown menu open. The menu options are: 'Select Period Type', 'Yearly', 'Half Yearly', 'Quarterly', and 'Monthly'. The 'Yearly' option is highlighted. The rest of the form is the same as in the previous screenshot.

Select your desired period type let say Monthly

The screenshot shows the 'Statistical Report Parameters' form in the SITCMS system. The form is divided into two main sections: 'Country' and 'Reporting Period'. In the 'Country' section, 'AUSTRIA' is selected from a dropdown menu, and an 'Add' button is visible. Below this, a table lists the selected country with columns for 'Country', 'Description', and 'Action'. The 'Reporting Period' section has a 'Monthly' dropdown selected, with 'Select Year', 'Select From Month', and 'Select To Month' dropdowns. An 'Add' button is also present. Below these, a table shows the selected period with columns for 'Period Type', 'Year', 'Period', 'Report Charges', 'Knowledge & Innovation Dirham', 'Total', and 'Action'. The form includes 'Submit Request' and 'Reset' buttons at the bottom.

Country	Description	Action
AT	AUSTRIA	

You have 1 Country Selected.

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Click on "Select Year" List box, list of years will be displayed:

This screenshot shows the same 'Statistical Report Parameters' form, but with the 'Select Year' dropdown menu open. The dropdown displays a list of years from 2000 to 2018. The 'Monthly' dropdown is still selected, and the 'Add' button is visible. The rest of the form, including the 'Country' section and the 'Submit Request' and 'Reset' buttons, remains the same.

Country	Description	Action
AT	AUSTRIA	

You have 1 Country Selected.

Reporting Period

Monthly Select Year Select From Month Select To Month Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Select your desired year let say 2019

The screenshot shows the 'dc-new-request' page in the SITCMS Dubai Trade portal. The 'Reporting Period' section has '2019' selected in the year dropdown. The 'Country' section shows 'AUSTRIA' selected. The 'Submit Request' button is visible.

Country	Description	Action
AT	AUSTRIA	

You have 1 Country Selected.

**Reporting Period**

Monthly | 2019 | Select From Month | Select To Month | Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

[Submit Request](#) [Reset](#)

Click on “From Month” List box, following options will be displayed:

The screenshot shows the 'dc-new-request' page in the SITCMS Dubai Trade portal. The 'From Month' dropdown is open, displaying a list of months from January to December. The 'Country' section shows 'AUSTRIA' selected.

Charges Confirmation - confirmed the calculated charges for report.

**Statistical Report Parameters**

**Country**

AUSTRIA | Add

Country	Description	Action
AT	AUSTRIA	

You have 1 Country Selected.

**Reporting Period**

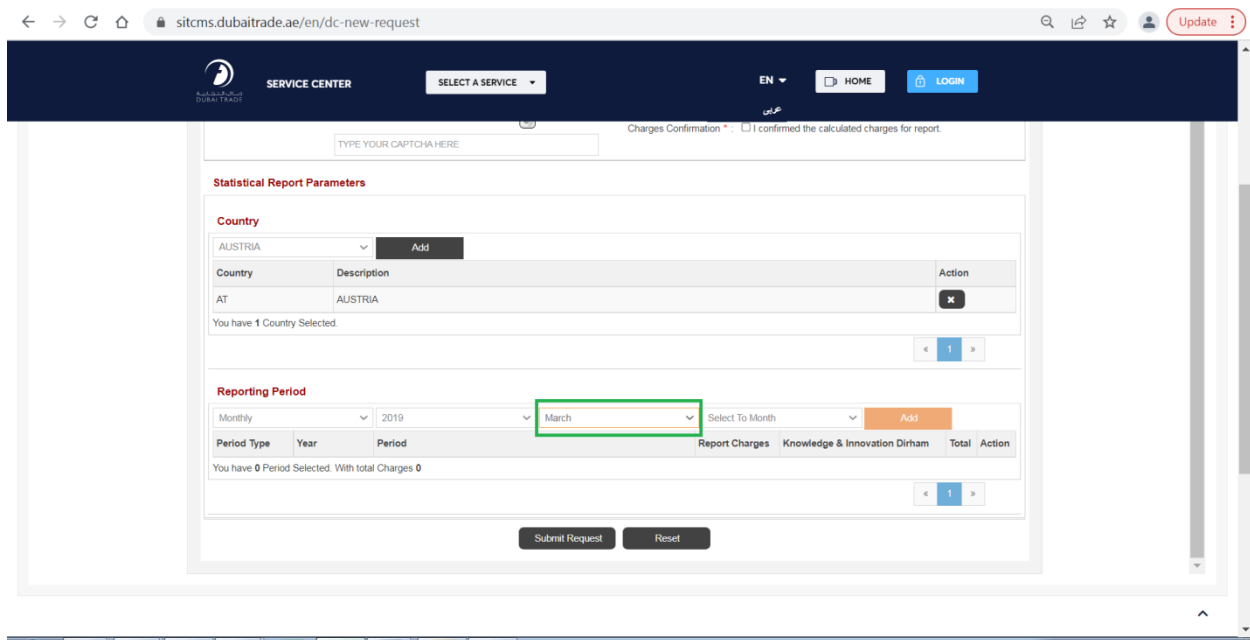
Monthly | 2019 | Select From Month | Select To Month | Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

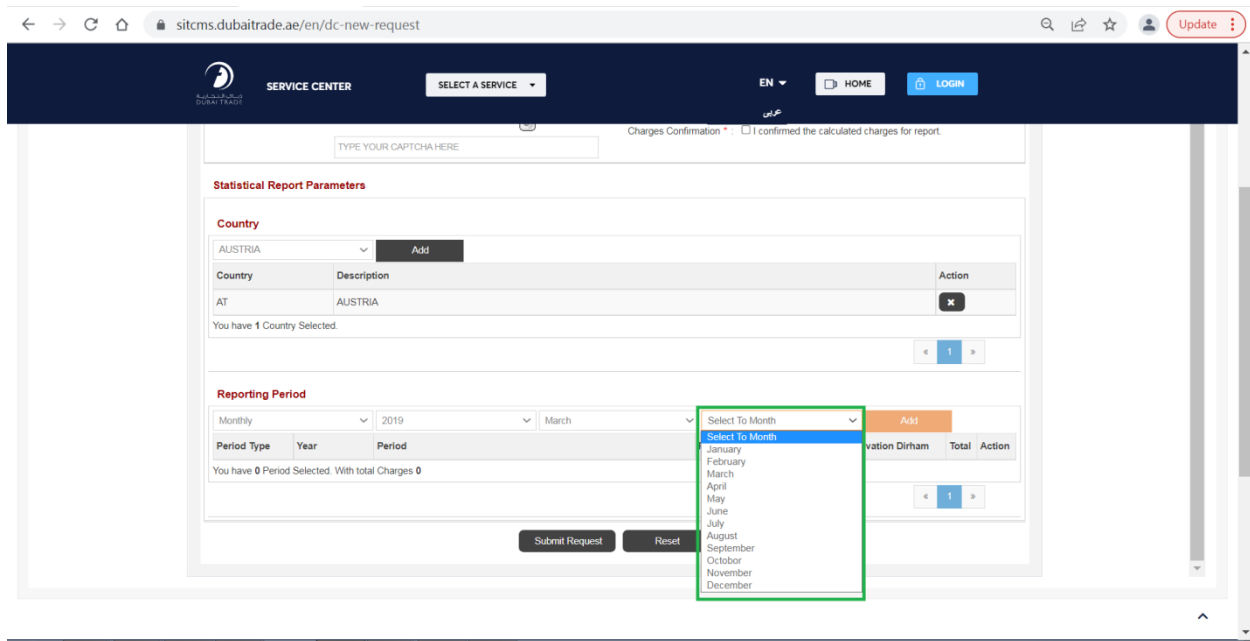
January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

Select one option let say “March”



The screenshot shows the SITCMS Dubaitrade application interface. The top navigation bar includes the logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. The main content area is titled 'Statistical Report Parameters' and contains two sections: 'Country' and 'Reporting Period'. The 'Country' section has a dropdown menu set to 'AUSTRIA' and an 'Add' button. Below it is a table with columns 'Country', 'Description', and 'Action', containing one row for 'AUSTRIA'. The 'Reporting Period' section has a dropdown menu set to 'March' and an 'Add' button. Below it is a table with columns 'Period Type', 'Year', 'Period', 'Report Charges', 'Knowledge & Innovation Dirham', 'Total', and 'Action', containing one row for 'March'. The 'To Month' list box is open, showing the month 'March' selected. The bottom of the form has 'Submit Request' and 'Reset' buttons.

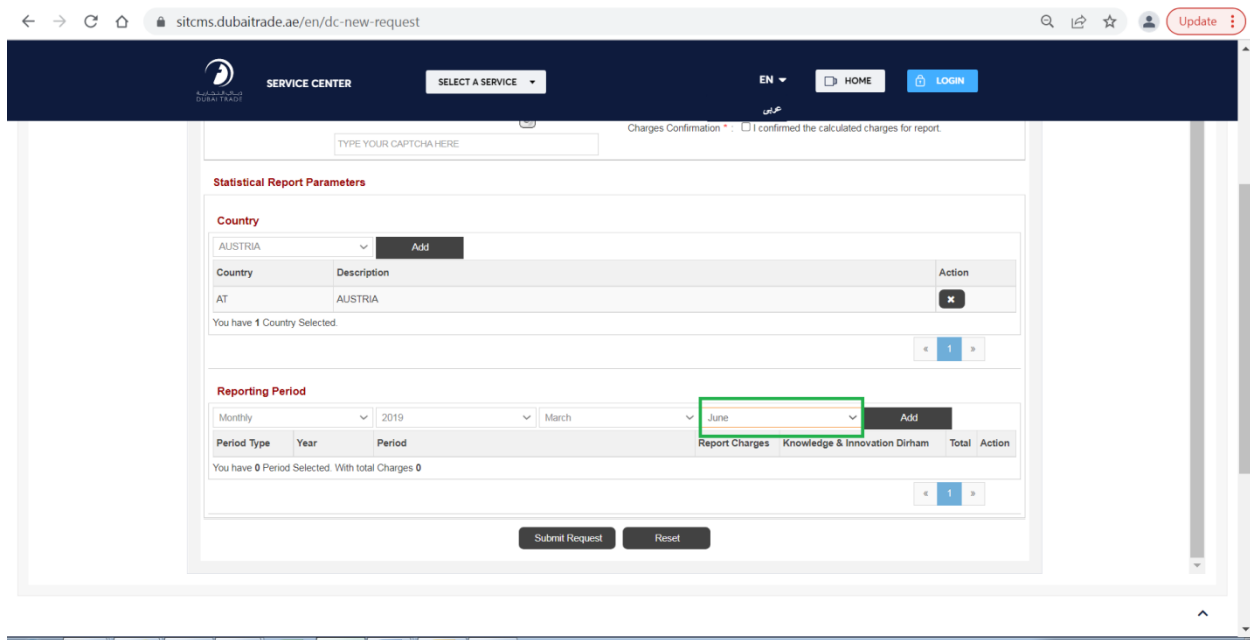
Click on “To Month” List box, following options will be displayed:



The screenshot shows the SITCMS Dubaitrade application interface. The top navigation bar includes the logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. The main content area is titled 'Statistical Report Parameters' and contains two sections: 'Country' and 'Reporting Period'. The 'Country' section has a dropdown menu set to 'AUSTRIA' and an 'Add' button. Below it is a table with columns 'Country', 'Description', and 'Action', containing one row for 'AUSTRIA'. The 'Reporting Period' section has a dropdown menu set to 'March' and an 'Add' button. Below it is a table with columns 'Period Type', 'Year', 'Period', 'Report Charges', 'Knowledge & Innovation Dirham', 'Total', and 'Action', containing one row for 'March'. The 'To Month' list box is open, showing a list of months from January to December. The bottom of the form has 'Submit Request' and 'Reset' buttons.



Select one option let say "June"



The screenshot shows the 'Statistical Report Parameters' section of the SITCMS Dubai Trade portal. The 'Country' dropdown is set to 'AUSTRIA' and the 'Reporting Period' dropdown is set to 'June'. The 'Add' button is highlighted with a green box. The 'Charges Confirmation' section shows a checkbox for 'I confirmed the calculated charges for report'.

Statistical Report Parameters

Country

AUSTRIA Add

Country	Description	Action
AT	AUSTRIA	X

You have 1 Country Selected.

Reporting Period

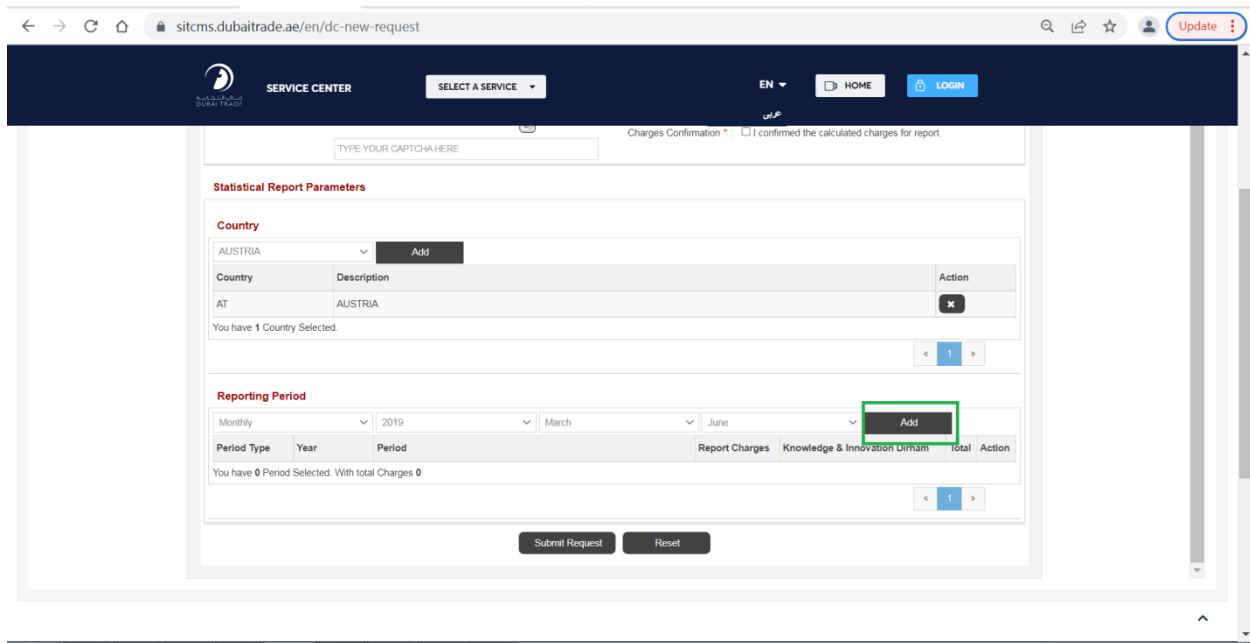
Monthly 2019 March June Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Click on "Add" button



The screenshot shows the 'Statistical Report Parameters' section of the SITCMS Dubai Trade portal. The 'Country' dropdown is set to 'AUSTRIA' and the 'Reporting Period' dropdown is set to 'June'. The 'Add' button is highlighted with a green box. The 'Charges Confirmation' section shows a checkbox for 'I confirmed the calculated charges for report'.

Statistical Report Parameters

Country

AUSTRIA Add

Country	Description	Action
AT	AUSTRIA	X

You have 1 Country Selected.

Reporting Period

Monthly 2019 March June Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
-------------	------	--------	----------------	-------------------------------	-------	--------

You have 0 Period Selected. With total Charges 0

Submit Request Reset

Selected record will be displayed, more records can be added (Yearly, Half Yearly, Quarterly or Monthly) by following the same process or selected records can be removed from the list by clicking on “x” button in front of any listed record.

**Note:** Yearly, Half Yearly, or Quarterly records can be added one by one while monthly record can be added for one month or multiple months in range

Selected record will be displayed, more records can be added (Yearly, Half Yearly, Quarterly or Monthly) by following the same process or selected records can be removed from the list by clicking on “x” button in front of any listed record.

**Note:** Yearly, Half Yearly, or Quarterly records can be added one by one while monthly record can be added for one month or multiple months in range


Checked the Charges Confirmation Checkbox

Checked the Charges Confirmation Checkbox

Click on “Submit Request” Button

← → ↻ 🏠 sitcms.dubaitrade.ae/en/dc-new-request 🔍 ⚙️ ☆ 👤 Update


**SERVICE CENTER** SELECT A SERVICE EN HOME LOGIN

Capcha:  C53BCP Report Charges: 880  
Charges Confirmation: ☒ I confirmed the calculated charges for report.

**Statistical Report Parameters**

**Country**


AUSTRIA Add

Country	Description	Action
AT	AUSTRIA	

You have 1 Country Selected.

Reporting Period

Monthly 2019 March June Add

Period Type	Year	Period	Report Charges	Knowledge & Innovation Dirham	Total	Action
Monthly	2019	Year : [ 2019 ] - Month From : [ March ] - To : [ June ]	800	80	880	

You have 1 Period Selected. With total Charges 880

**Submit Request** **Reset**

System displayed a successful Submission message containing the Request Number also for further tracking

← → ↻ 🏠 sitcms.dubaitrade.ae/en/dc-new-request 🔍 ⚙️ ☆ 👤 Update

**SERVICE CENTER** SELECT A SERVICE EN HOME LOGIN


**Request Dubai Foreign Trade Statistics Report**

**Success!**  
Request submitted successfully. Request NO [TSR0000159]

**Report Request Information**

Report Type: One Country By HS Code per Period Report Category: General Trade All Movements  
Report Format: Excel Currency Unit: Value (AED)  
Report Purpose: Required for Comparative Analyses of import and Export of mentioned country Report Comments: Type your Comments here

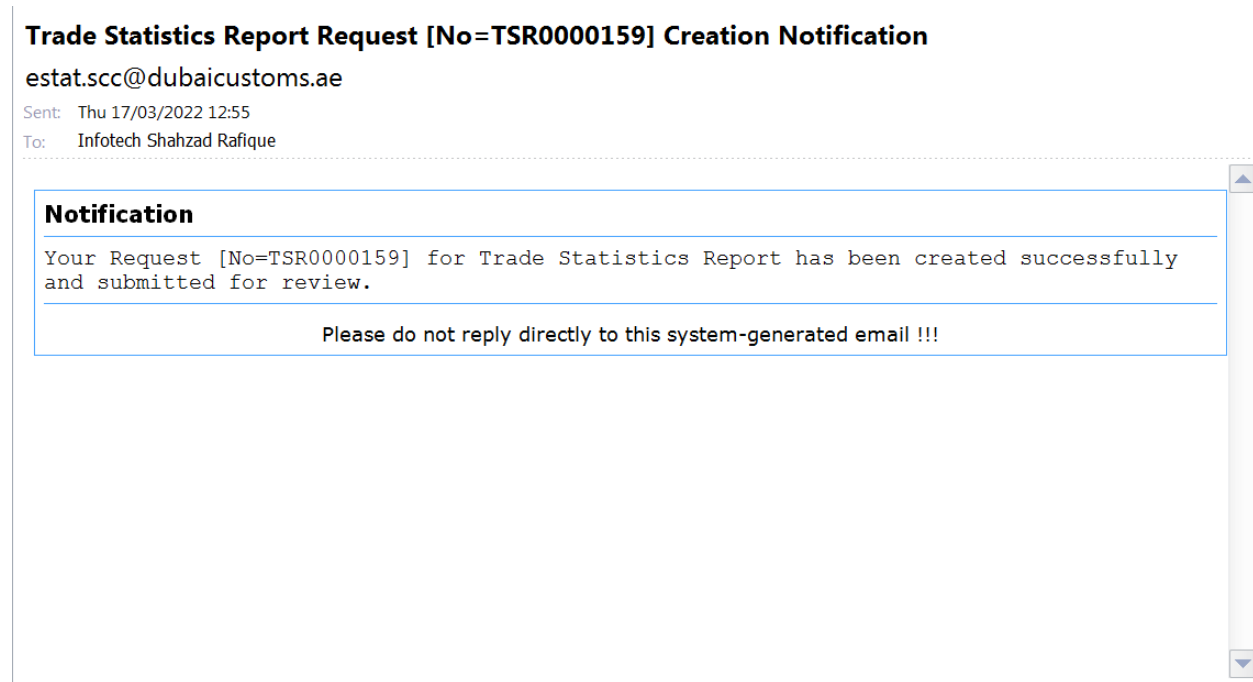
**User Information**

Name: Shahzad Rafique Country: PAKISTAN  
Contact Number: 00923008787654 Email Address: info@shahzad@dubai.ae  
Company Name: Infotech ME Designation: System Analyst  
Capcha:  C53BCP Report Charges: 880  
Charges Confirmation: ☒ I confirmed the calculated charges for report.

**Statistical Report Parameters**

**Country**

On successful submission of a request, customer will get an email notification on provided email containing the Request Number.

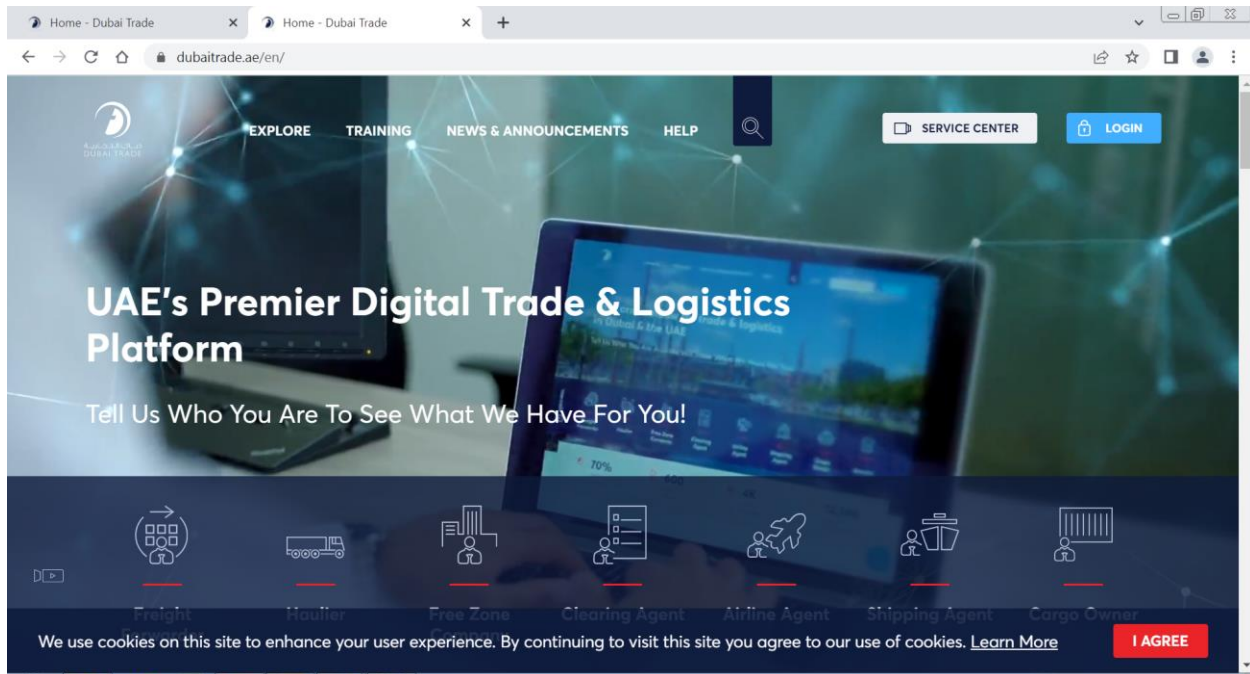


Note: On successful submission of a request it will be routed to Dubai Customs Officers for review, after review it can be either Approved or Rejected and customer will receive a relevant email notification also. In case of Approval customer can proceed for the Payment through Dubai Trade Portal or In case of Rejection customer can view the reason of rejection through Dubai Trade Portal.

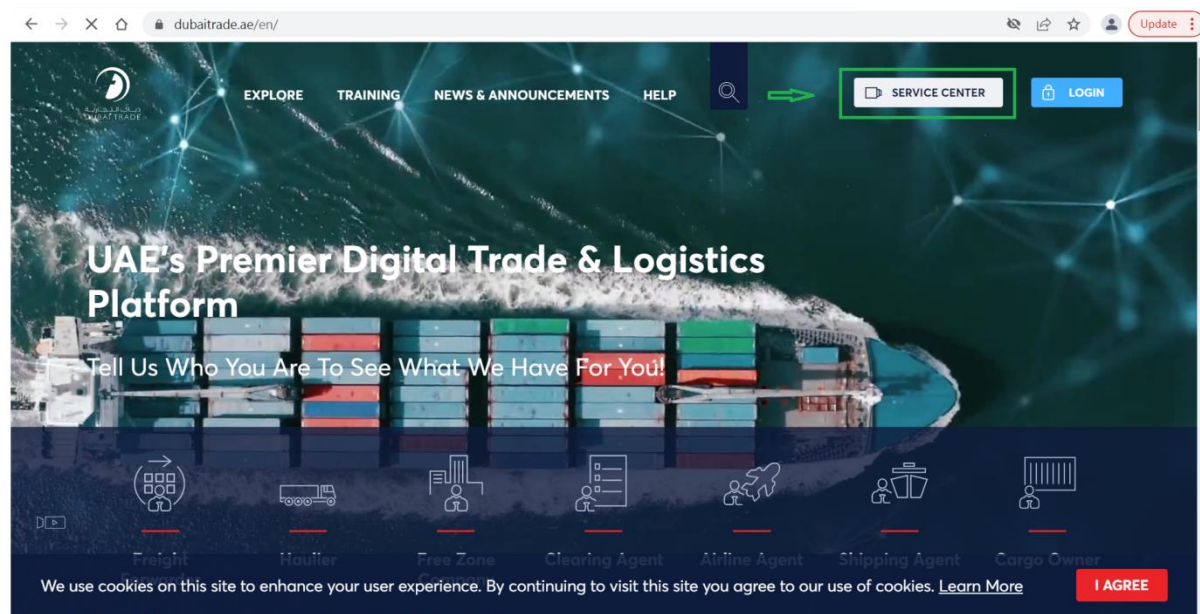
## View or check status of an already submitted Trade Statists Report Request

Open Dubai Trade Portal through following URL:

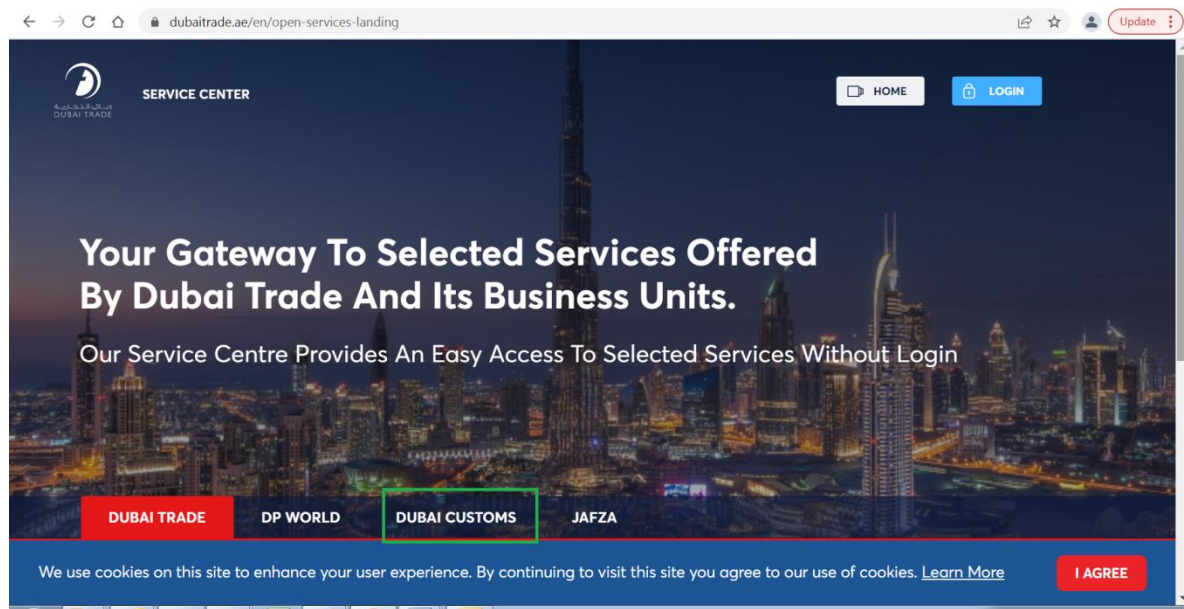
<https://www.dubaitrade.ae>



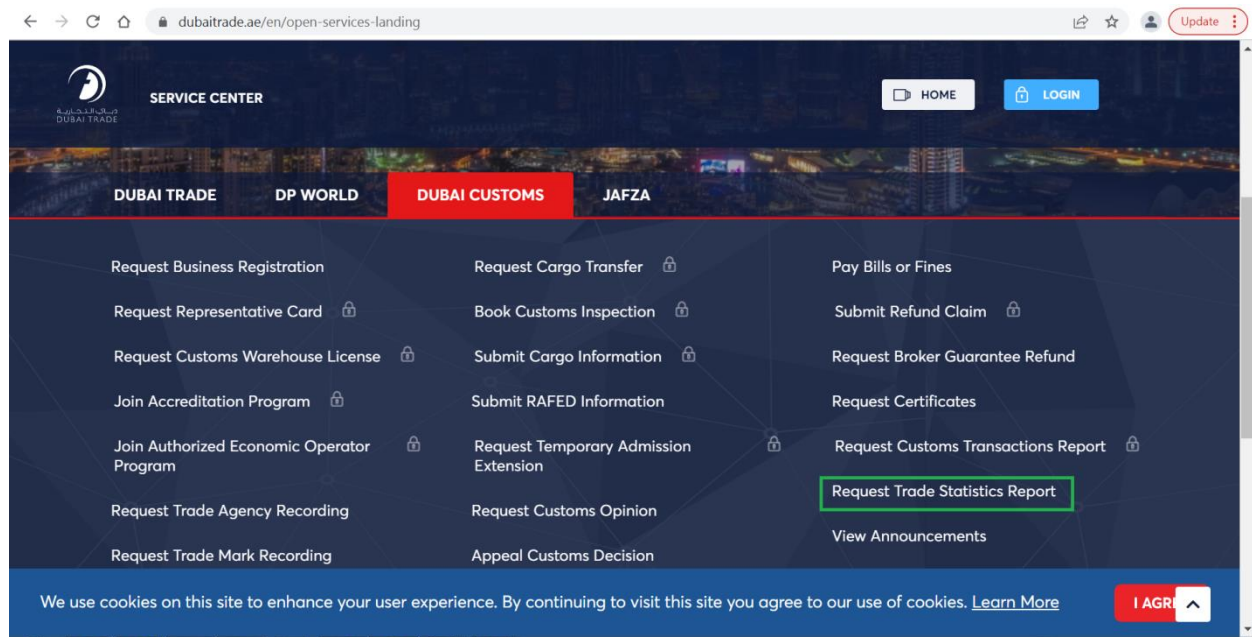
Click on Service Center button on Home Page



Click on Dubai Customs Tab



Click on Request Trade Statistics Report link



Following Introduction Page will be opened contains “New” and “Inquiry” Tabs

Introduction

New

Enquiry

Request Trade Statistics Report

Description

This service offered by Dubai Customs provides specific statistical reports on different articles of Dubai's non-oil foreign trade including details of imports, exports and re-exports figures. The service is available online through Dubai Customs website. The service request should specify the HS Code of the commodity or the country for which the report is required, as well as the report's time period (Yearly, Half-Yearly, Quarterly, or Monthly). Service fees apply for each period of the report requested. Please see the User Manual for further details:

[User Manual](#)

Following are the Sample Reports to realize the format:

[ONE\\_HS\\_CODE\\_BY\\_COUNTRY](#)

[ONE\\_COUNTRY\\_BY\\_HS\\_CODE](#)

Service Delivery Procedure

1

Submit the application through all available channels

2

Pay service fees

3

Receive the report.

Service Fees

New

-

One HS Code by Country per period - AED 200

One Country by HS Code per period - AED 200

For more details, refer to **Services Guide – Appendix (B)**

AED 20 Knowledge and Innovation fees will be added on top of each report

One HS Code by Country per period - AED 200

One Country by HS Code per period - AED 200

For more details, refer to **Services Guide – Appendix (B)**

AED 20 Knowledge and Innovation fees will be added on top of each report

Required Documents

New

-

None

START SERVICE

Service Delivery Channel:

- Website
- Mobile Web

Service Completion Time:

- 2 Working Days

Relationship Type:

- From Government to Business

Target Category:

- Companies

Service Type:

- Transactional

Service Hierarchy:

- Sub Service

Service Urgency:

- N/A

Service Interconnection:

- N/A

Service Limitation:

- N/A

Service Delivery Time:

- Available around the clock(Online and Mobile Web)
- N/A

Service Delivery Time:

- Available around the clock(Online and Mobile Web)

Bundle:

- N/A

Page 35



Click on “Enquiry” Tab

The screenshot shows a web browser at the URL `sitcms.dubaitrade.ae/en/dc-for-enquiry`. The page has a dark blue header with the 'Dubai Trade' logo, 'SERVICE CENTER', a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. Below the header, there are three tabs: 'Introduction', 'New', and 'Enquiry' (which is highlighted in red). The main content area is titled 'Request Dubai Foreign Trade Statistics Report'. Under the sub-header 'Customer Report Request Status', there are two input fields: 'Request Number' with the placeholder text 'Type your request number here' and 'Email Address' with the placeholder text 'Type your email here'. Below these fields are two buttons: 'Search Request' and 'Retrieve Request Number'. A table with the following columns is shown: 'Sr. Number', 'Request Number', 'Report Type', 'Submitted Date', 'Status', and 'Action'. The table contains a single row with the text 'No records found'.

Enter Request Number which displayed as part of successful message on submission of request and the same also sent to customer on provided email e.g *TSR0000067*

Enter email which provided at the time of request submission

Fowling is the example

This screenshot shows the same web page as the first one, but with the input fields pre-filled. The 'Request Number' field contains the value 'TSR0000156' and the 'Email Address' field contains the value 'info@tech.shahzad@dubai-customs.ae'. The 'Search Request' and 'Retrieve Request Number' buttons remain below the fields. The table below still shows 'No records found'.



Click on “Search Request” button

The screenshot shows a web application interface for requesting a Dubai Foreign Trade Statistics Report. The page has a dark blue header with the 'Dubai Free Zone' logo, 'SERVICE CENTER', and navigation links. Below the header, there are tabs for 'Introduction', 'New', and 'Enquiry'. The main content area is titled 'Request Dubai Foreign Trade Statistics Report' and contains a 'Customer Report Request Status' section. This section has two input fields: 'Request Number' (containing 'TSR0000156') and 'Email Address' (containing 'infotech.shahzad@dubaicustoms.ae'). Below these fields are two buttons: 'Search Request' (highlighted with a green box) and 'Retrieve Request Number'. A table below the buttons shows 'No records found.' with columns for 'Sr. Number', 'Request Number', 'Report Type', 'Submitted Date', 'Status', and 'Action'. A 'Show desktop' button is visible in the bottom right corner.

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
No records found.					


System displays a relevant record

The screenshot shows the same web application interface, but now a relevant record is displayed in the table. The 'Request Number' field still contains 'TSR0000156'. The 'Search Request' button is no longer highlighted. The table now contains one record with the following details:

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000156	One HS Code by Country per Period	16-03-2022	IN-PROGRESS	<a href="#">Cancel Request</a>

Click on Request number Hyperlink

← → ↻ 🏠 sitcms.dubaitrade.ae/en/dc-for-enquiry 🔍 📄 ☆ 👤 Update

 SERVICE CENTER SELECT A SERVICE EN HOME LOGIN

Introduction New **Enquiry**

### Request Dubai Foreign Trade Statistics Report

**Customer Report Request Status**


Request Number \* : TSR0000156 Email Address \* : infotech.shahzad@dubai-customs.ae

Search Request Retrieve Request Number

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	<a href="#">TSR0000156</a>	One HS Code by Country per Period	16-03-2022	IN-PROGRESS	<a href="#">Cancel Request</a>

System opens a new page contains the details regarding submitted request

← → ↻ 🏠 sitcms.dubaitrade.ae/en/dc-for-enquiry 🔍 📄 ☆ 👤 Update

 SERVICE CENTER SELECT A SERVICE EN HOME LOGIN

Introduction New **Enquiry**

### Request Dubai Foreign Trade Statistics Report

**Report Request Information**

Request Number: TSR0000156 Submitted Date: 16-03-2022  
Report Type: One HS Code by Country per Period Report Category: General Trade All Movements  
Report Format: Excel Currency Unit: Value (AED)  
Report Purpose: Required for comparative analyses to update list of our import products Report Comments: Look forward to receiving the countries trade detail against mentioned HS Code  
Status: IN-PROGRESS

**User Information**

Name: Shahzad Rafique Country: PAKISTAN  
Contact Number: 00923008766432 Email Address: infotech.shahzad@dubai-customs.ae  
Company Name: Infotech ME Designation: System Analyst

**Parameter**

Code	Description
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c

**Reporting Period**

Period Type	Year	Period	Total
Quarterly	2020	Year : [ 2020 ] - Quarter : [ First Quarter ]	220

Report Charges	Knowledge & Innovation Dirham	Total
400	40	440

Back

Click on “Back” button

Company Name: Infotech ME Designation: System Analyst

**Statistical Report Parameters**

**Parameter**

Code	Description
47031900	Chemical wood pulp, soda or sulphate, other than dissolving grades, unbleached, non-coniferous.
47032900	Chemical wood pulp, soda or sulphate, other than dissolving grades, semi-bleached or bleached, non-c

**Reporting Period**

Period Type	Year	Period	Total
Quarterly	2020	Year : [ 2020 ] - Quarter : [ First Quarter ]	220

**Report Charges**

Report Charges	Knowledge & Innovation Dirham	Total
400	40	440

[Back](#)

WANT TO ACCESS MORE UNIQUE SERVICES? [Show desktop](#)

System navigates back to previous state

Introduction New **Enquiry**

**Request Dubai Foreign Trade Statistics Report**

**Customer Report Request Status**

Request Number \* : TSR0000156 Email Address \* : infotech.shahzad@dubaicustoms.ae

[Search Request](#) [Retrieve Request Number](#)

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000156	One HS Code by Country per Period	16-03-2022	IN-PROGRESS	<a href="#">Cancel Request</a>

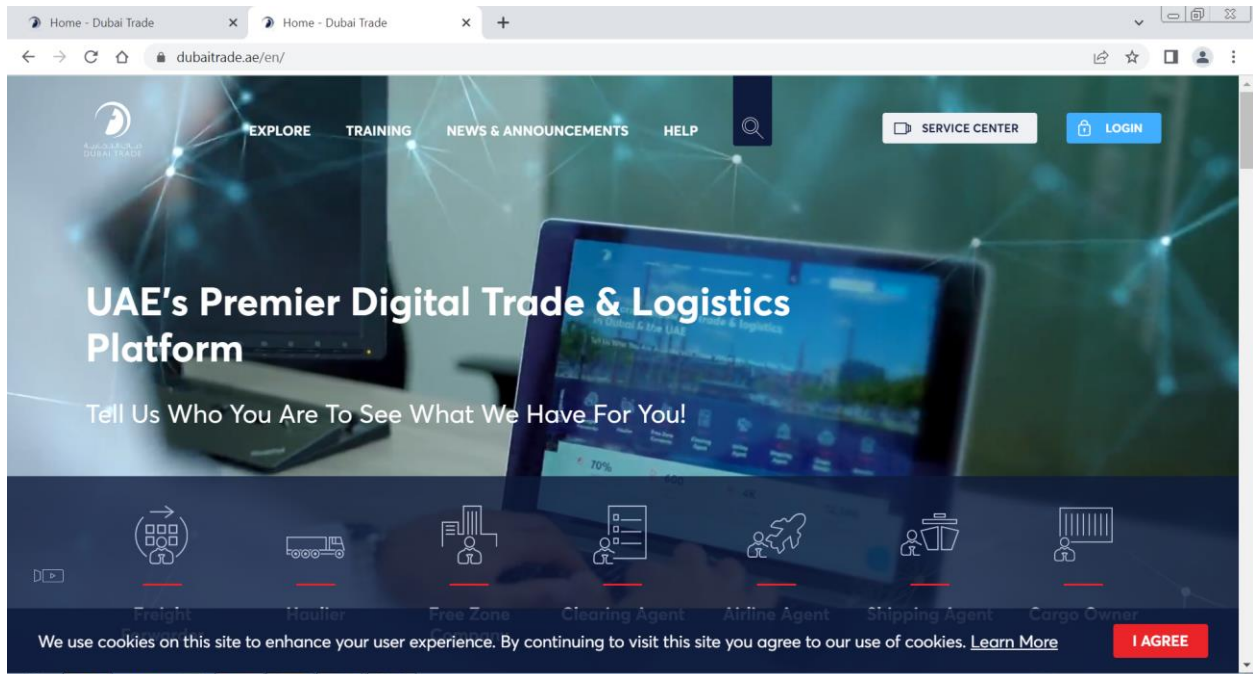
[Show desktop](#)

Note: A request can be cancelled by the customer until its getting approved. Once a request approved then customer can proceed for the payment, a request will be expired in case of non-payment within 15 days after approval.

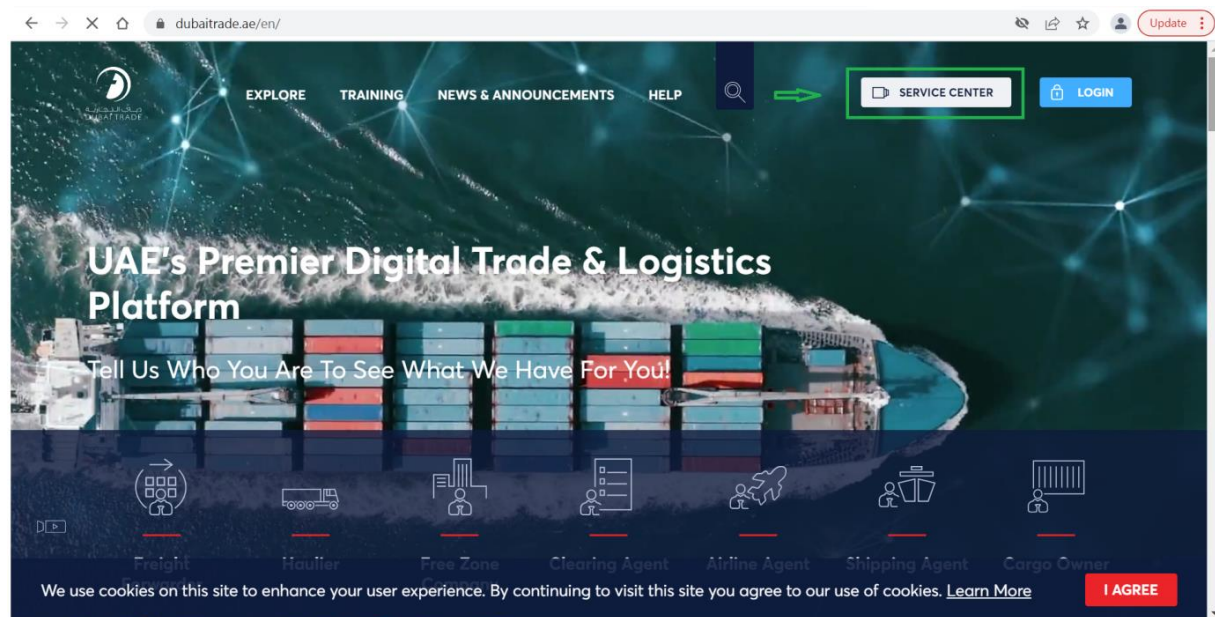
## Cancel an already Submitted Trade Statistics Report Request

Open Dubai Trade Portal through following URL:

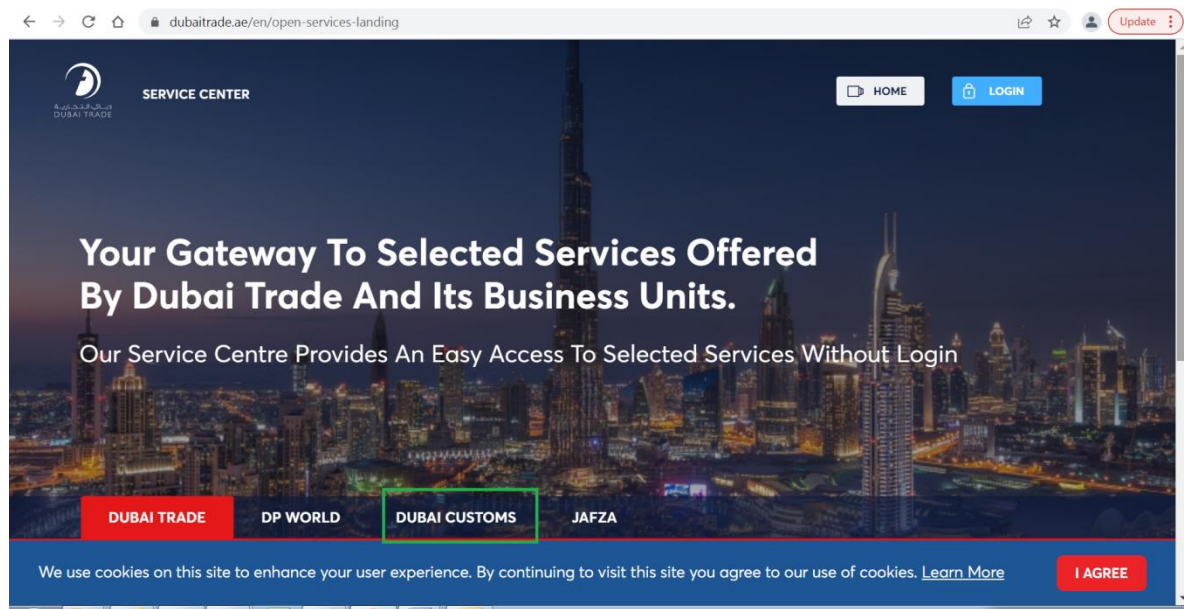
<https://www.dubaitrade.ae>



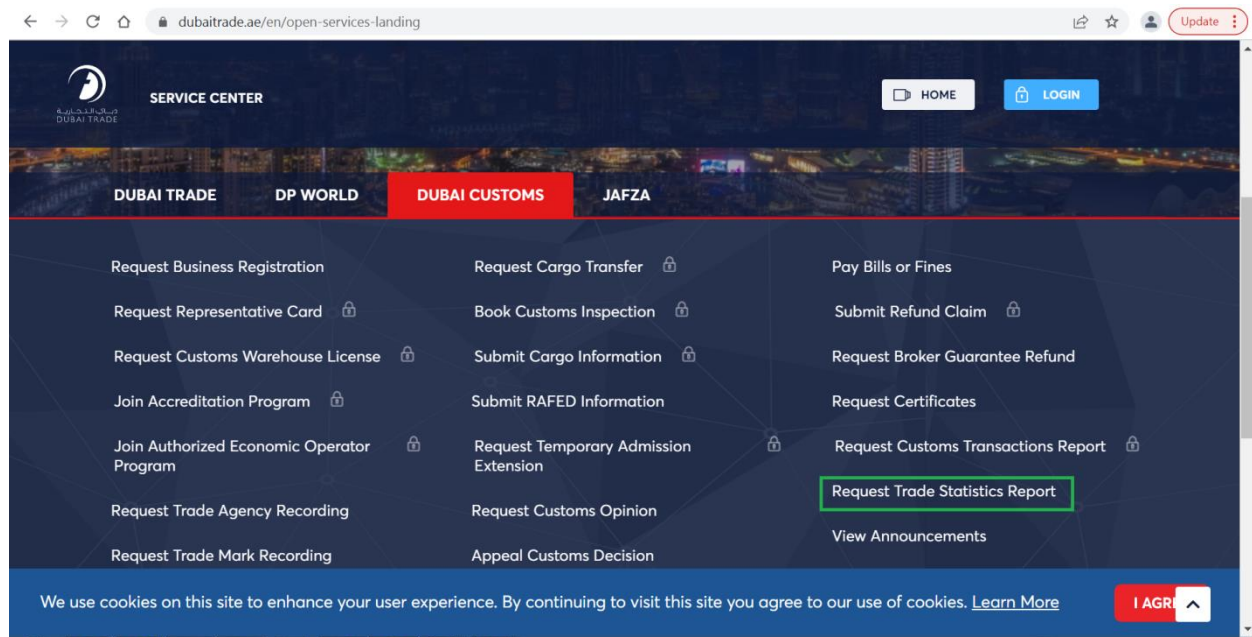
Click on Service Center button on Home Page



Click on Dubai Customs Tab



Click on Request Trade Statistics Report link



Following Introduction Page will be opened contains “New” and “Inquiry” Tabs

Introduction
+
sitrms.dubaitrade.ae/en/dc-foreign-trade-statistics-report
EN
HOME
LOGIN

Introduction
New
Enquiry

## Request Trade Statistics Report

*i*
**Description**

This service offered by Dubai Customs provides specific statistical reports on different articles of Dubai's non-oil foreign trade including details of imports, exports and re-exports figures. The service is available online through Dubai Customs website. The service request should specify the HS Code of the commodity or the country for which the report is required, as well as the report's time period (Yearly, Half-Yearly, Quarterly, or Monthly). Service fees apply for each period of the report requested. Please see the User Manual for further details:

[User Manual](#)

Following are the Sample Reports to realize the format:

[ONE\\_HS\\_CODE\\_BY\\_COUNTRY](#)

[ONE\\_COUNTRY\\_BY\\_HS\\_CODE](#)

**Service Delivery Procedure**

*₪*
**Service Fees**

New	
One HS Code by Country per period - AED 200	
One Country by HS Code per period - AED 200	
For more details, refer to <b>Services Guide – Appendix (B)</b>	
AED 20 Knowledge and Innovation fees will be added on top of each report	
One HS Code by Country per period - AED 200	
One Country by HS Code per period - AED 200	
For more details, refer to <b>Services Guide – Appendix (B)</b>	
AED 20 Knowledge and Innovation fees will be added on top of each report	

**Required Documents**

New	
None	

**START SERVICE**

**Service Delivery Channel:**

- Website
- Mobile Web

**Service Completion Time:**

- 2 Working Days

**Relationship Type:**

- From Government to Business

**Target Category:**

- Companies

**Service Type:**

- Transactional

**Service Hierarchy:**

- Sub Service

**Service Urgency:**

- N/A

**Service Interconnection:**

- N/A

**Service Limitation:**

- N/A

**Service Delivery Time:**

- Available around the clock(Online and Mobile Web)
- N/A

**Service Delivery Time:**

- Available around the clock(Online and Mobile Web)

**Bundle:**

- N/A



Click on “Enquiry” Tab

Request Dubai Foreign Trade Statistics Report

Customer Report Request Status

Request Number \* : Type your request number here

Email Address \* : Type your email here

Search Request Retrieve Request Number

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
No records found.					

Enter Request Number which displayed as part of successful message on submission of request and the same also sent to customer on provided email e.g *TSR0000067*

Enter email which provided at the time of request submission

Fowling is the example

Request Dubai Foreign Trade Statistics Report

Customer Report Request Status

Request Number \* : TSR0000156

Email Address \* : infotech.shahzad@dubaiCustoms.ae

Search Request Retrieve Request Number

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
No records found.					

Click on “Search Request” button

The screenshot shows a web application interface for requesting a Dubai Foreign Trade Statistics Report. The page has a dark blue header with the 'SERVICE CENTER' logo and navigation links. Below the header, there are tabs for 'Introduction', 'New', and 'Enquiry'. The main content area is titled 'Request Dubai Foreign Trade Statistics Report' and contains a 'Customer Report Request Status' section. This section includes input fields for 'Request Number' (containing 'TSR0000156') and 'Email Address' (containing 'infotech.shahzad@dubaicustoms.ae'). Below these fields are two buttons: 'Search Request' (highlighted with a green box) and 'Retrieve Request Number'. A table below the buttons shows 'No records found.' with columns for 'Sr. Number', 'Request Number', 'Report Type', 'Submitted Date', 'Status', and 'Action'. A 'Show desktop' link is visible in the bottom right corner.

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
No records found.					

System displays a relevant record

The screenshot shows the same web application interface, but now a relevant record is displayed in the table. The 'Request Number' field still contains 'TSR0000156' and the 'Email Address' field still contains 'infotech.shahzad@dubaicustoms.ae'. The 'Search Request' button is still present. The table now contains one record with the following data:

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000156	One HS Code by Country per Period	16-03-2022	IN-PROGRESS	<a href="#">Cancel Request</a>



Click on “Cancel Request” link under Action Column

Request Dubai Foreign Trade Statistics Report

Customer Report Request Status

Request Number \* : TSR0000156 Email Address \* : info@tech.shahzad@dubai-customs.ae

Search Request Retrieve Request Number

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000156	One HS Code by Country per Period	16-03-2022	IN-PROGRESS	<a href="#">Cancel Request</a>

Enter Comments for Cancellation

Report Request Comments

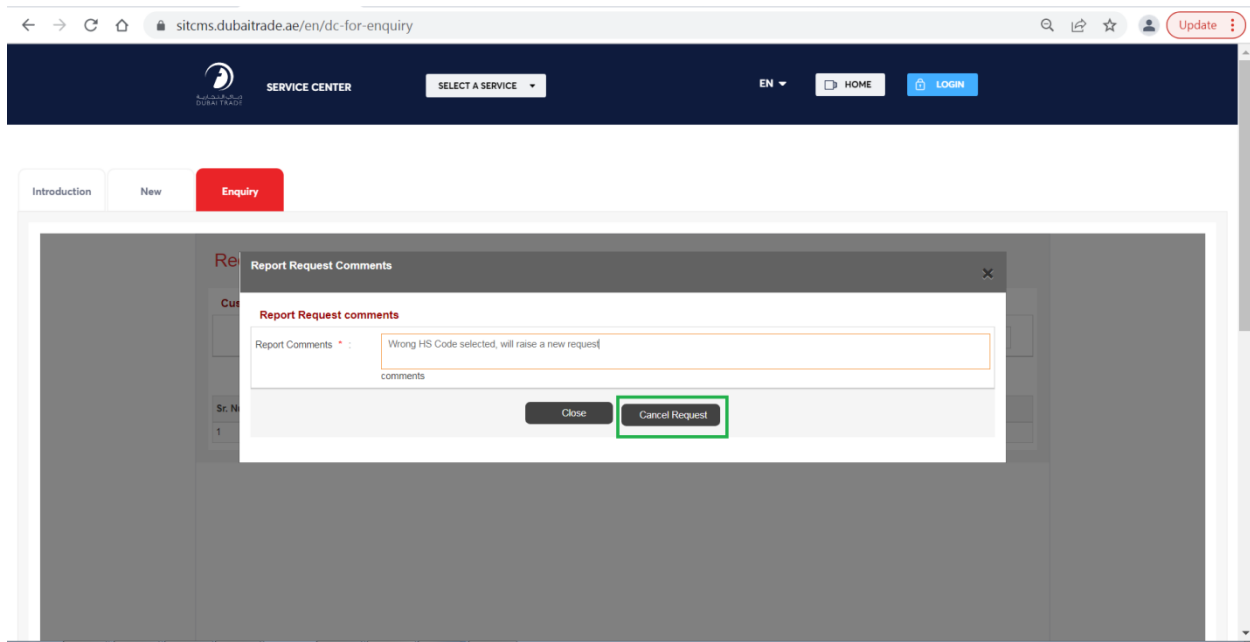
Report Request comments

Report Comments \* : Wrong HS Code selected, will raise a new request

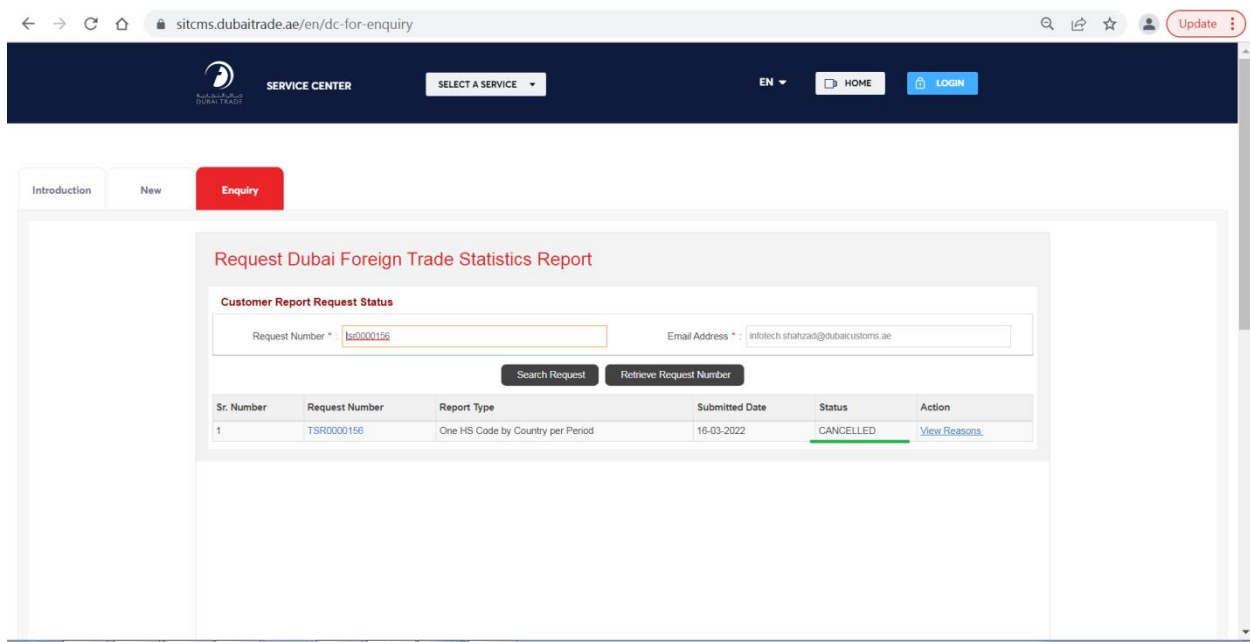
comments

Close Cancel Request

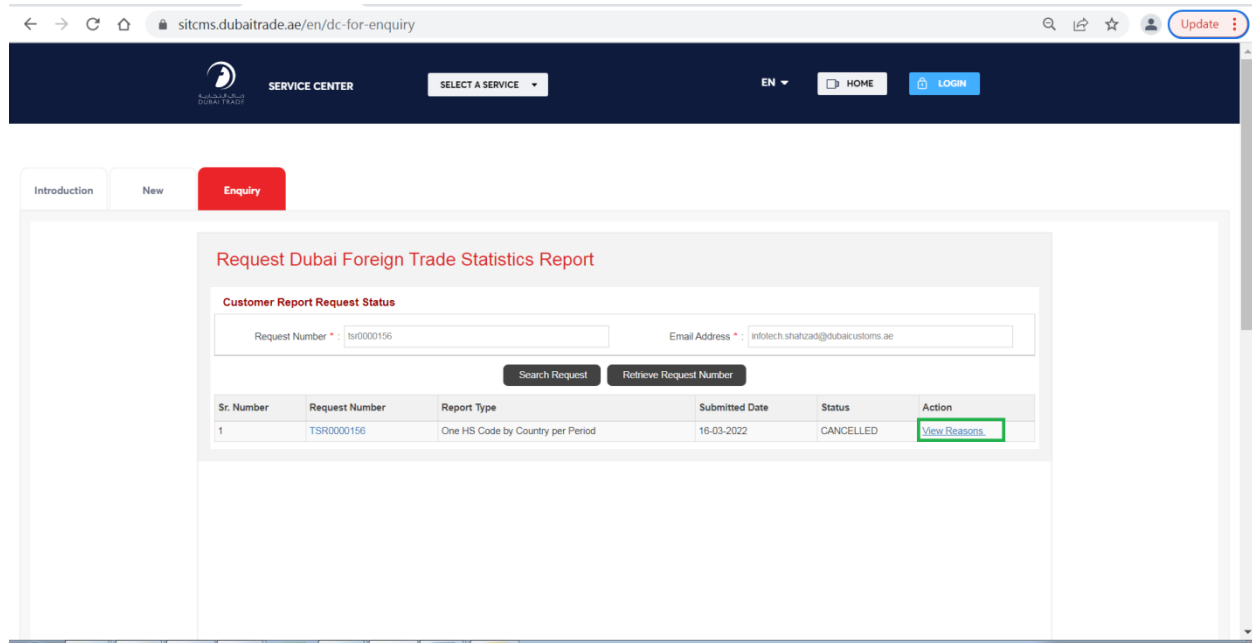
Click on “Cancel Request” button



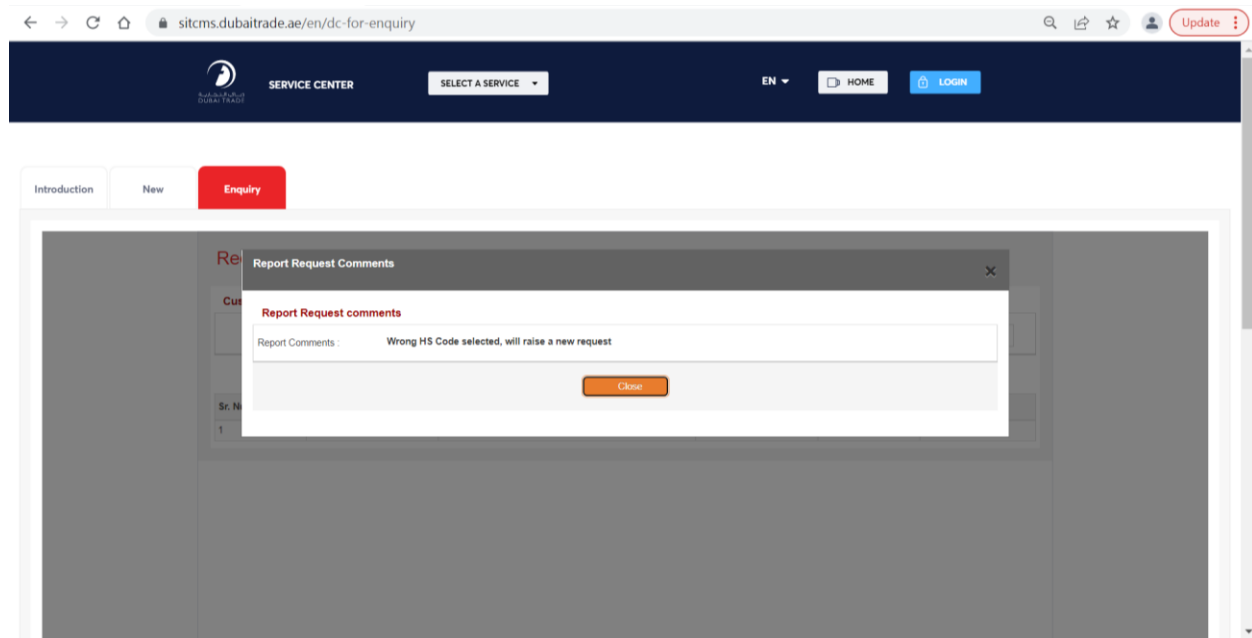
Request will be cancelled



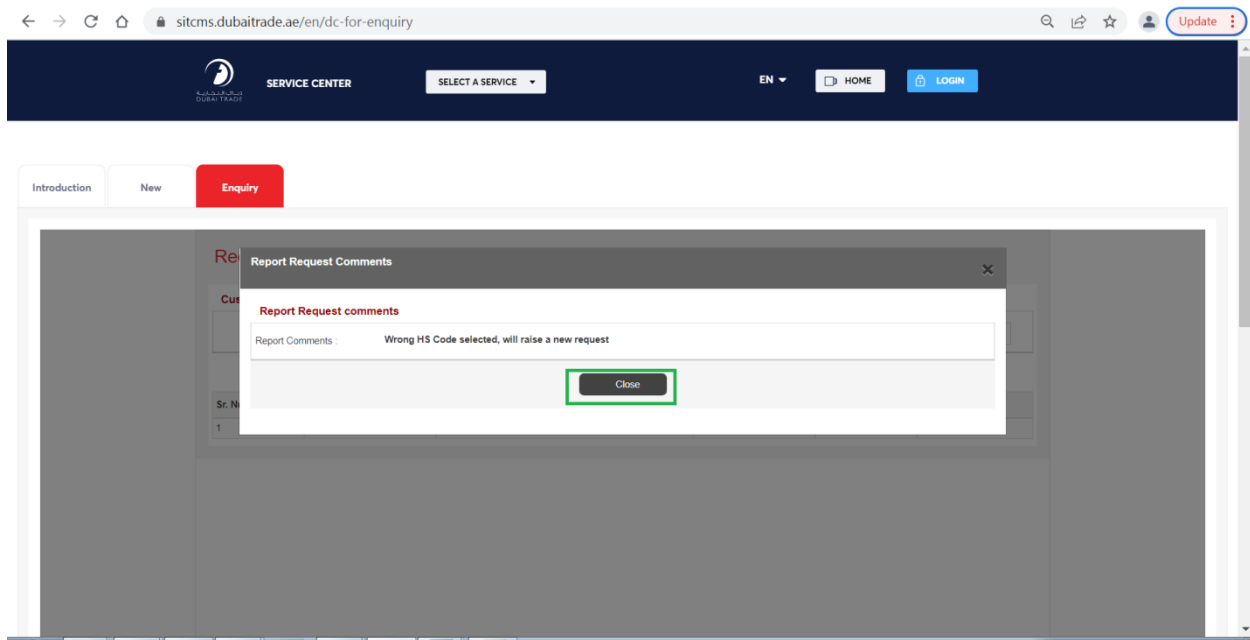
Customer can also view the reason (Cancellation Comments) by clicking on “View Reasons” link under action column



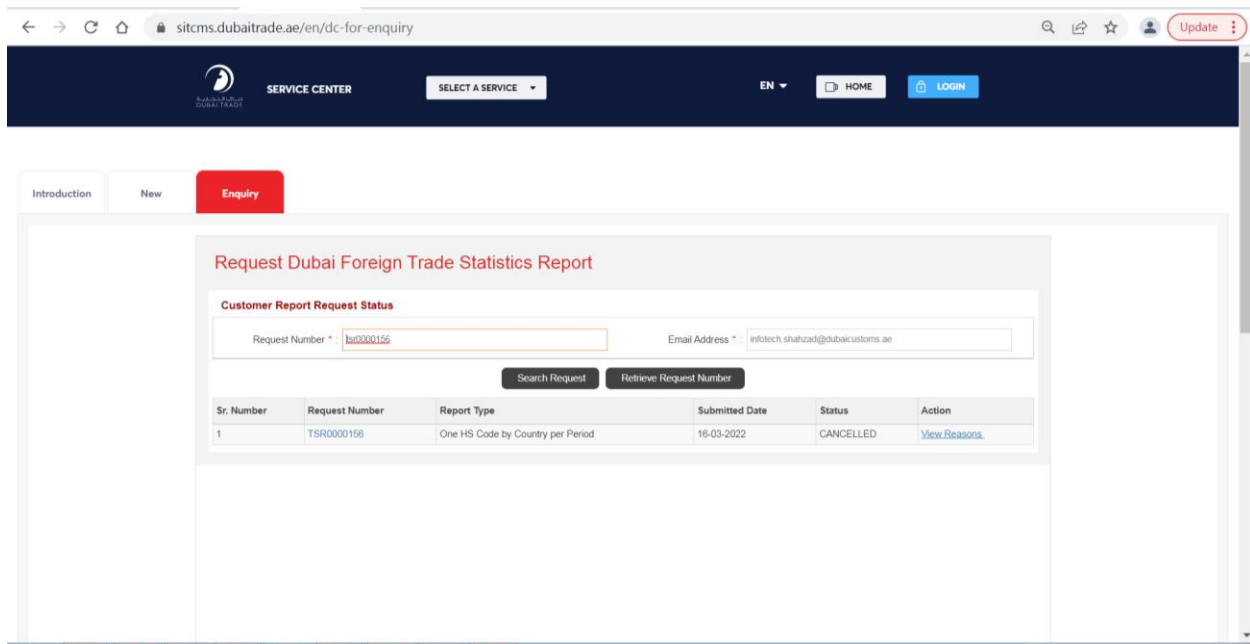
System will display Cancellation Comments



Click “Close” button



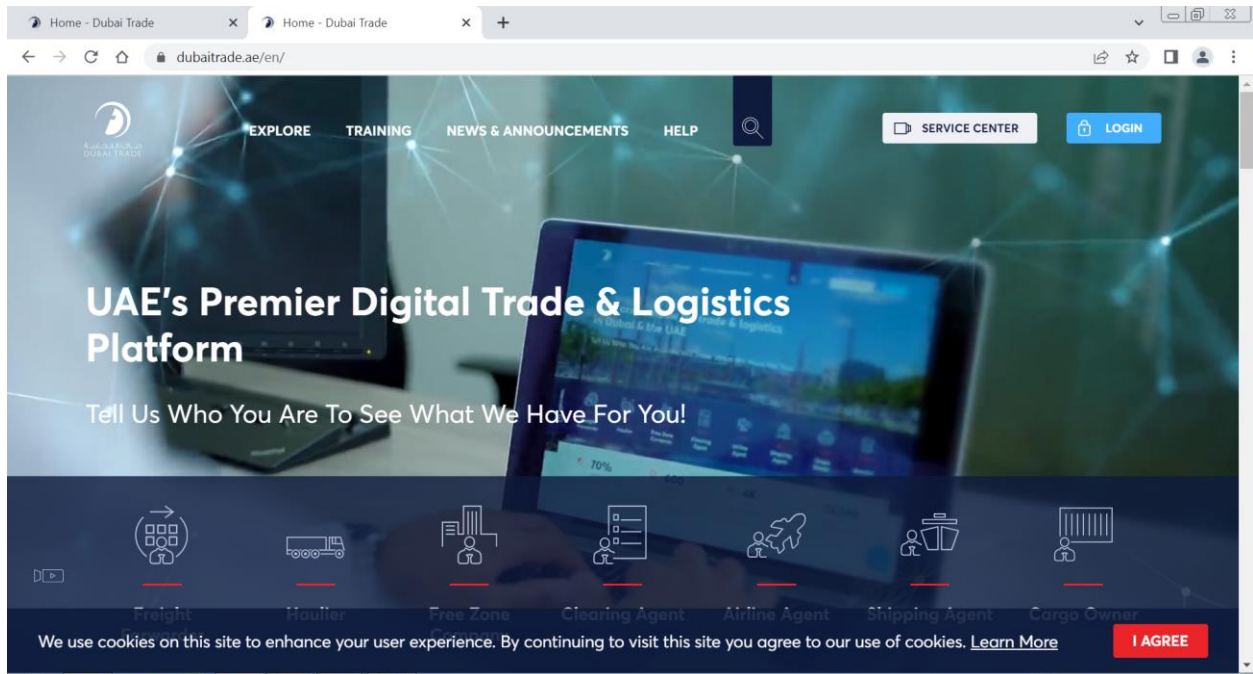
System navigates back to previous state



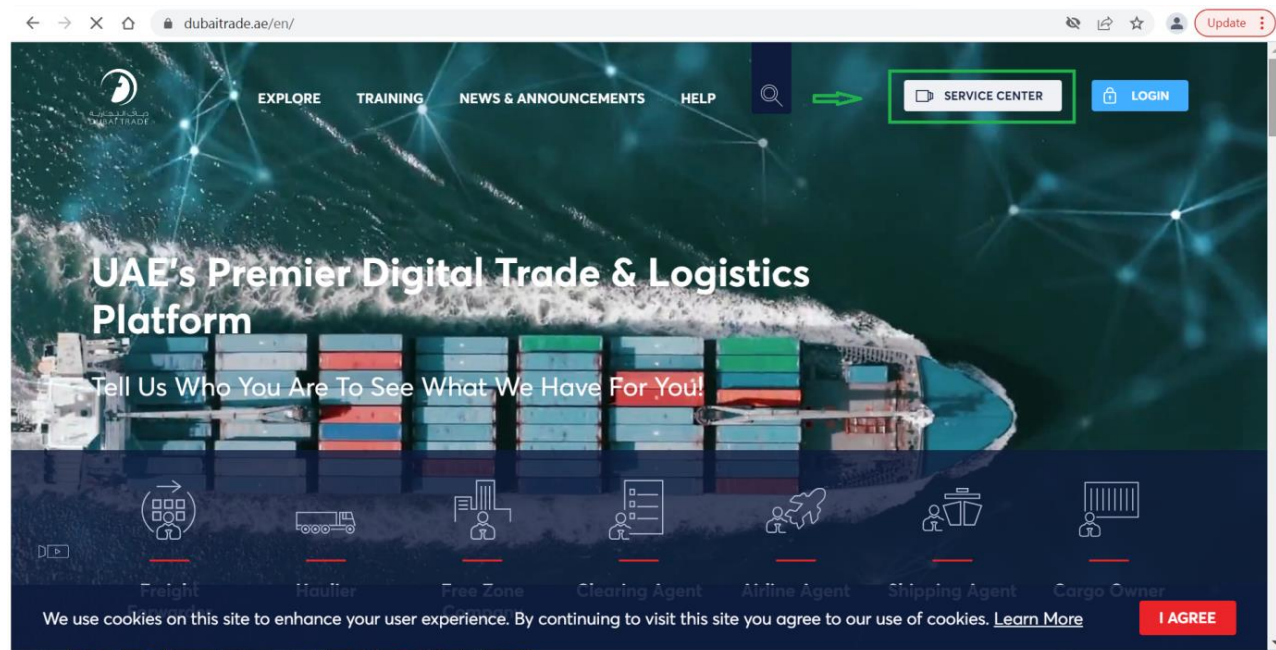
## View Reason for a Rejected Trade Statistics Report Request

Open Dubai Trade Portal through following URL:

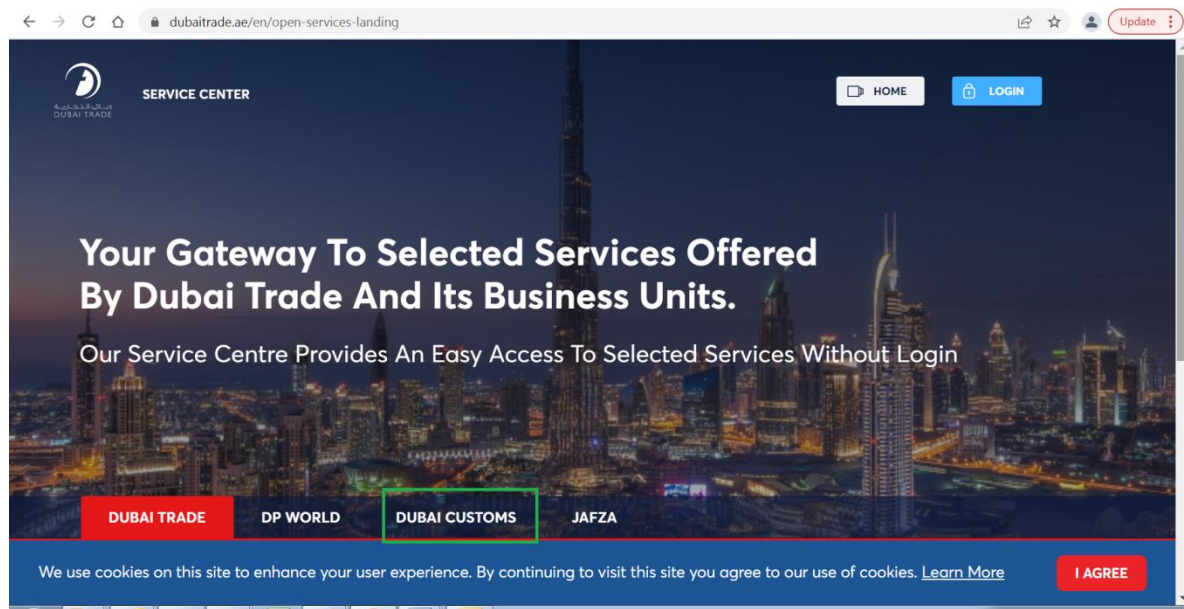
<https://www.dubaitrade.ae>



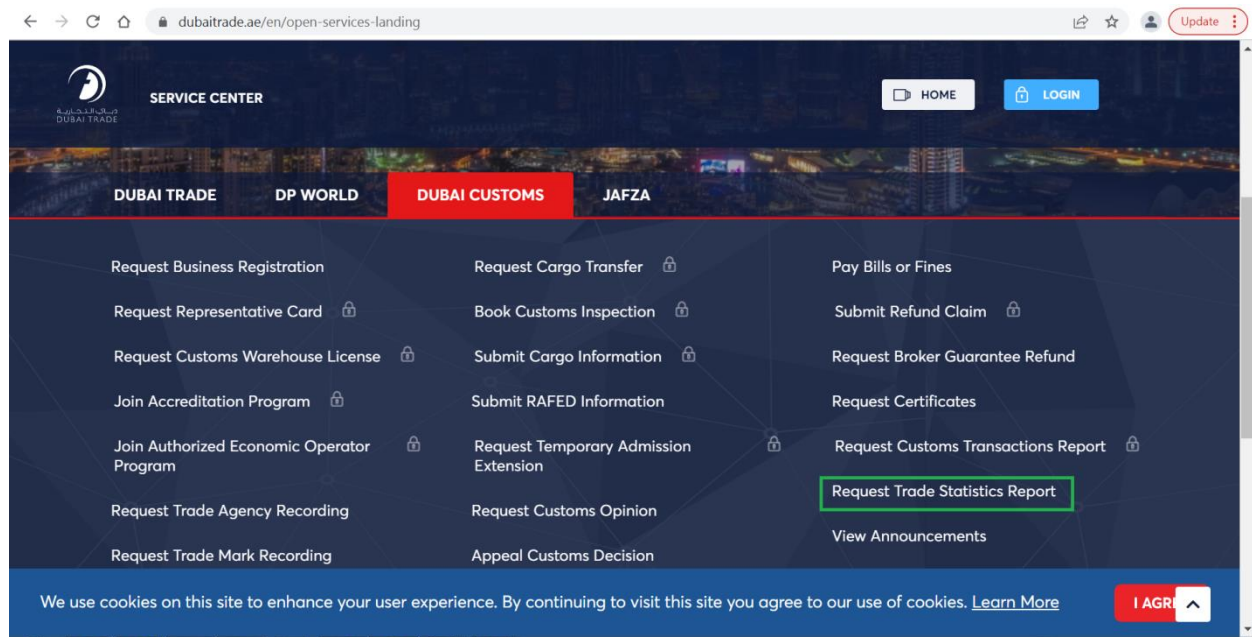
Click on Service Center button on Home Page



Click on Dubai Customs Tab



Click on Request Trade Statistics Report link



Introduction

sitcms.dubaitrade.ae/en/dc-foreign-trade-statistics-report

SERVICE CENTER

SELECT A SERVICE ▾

EN ▾

HOME

LOGIN

Introduction

New

Enquiry

## Request Trade Statistics Report

Description

This service offered by Dubai Customs provides specific statistical reports on different articles of Dubai's non-oil foreign trade including details of imports, exports and re-exports figures. The service is available online through Dubai Customs website. The service request should specify the HS Code of the commodity or the country for which the report is required, as well as the report's time period (Yearly, Half-Yearly, Quarterly, or Monthly). Service fees apply for each period of the report requested. Please see the User Manual for further details:

[User Manual](#)

Following are the Sample Reports to realize the format:

[ONE\\_HS\\_CODE\\_BY\\_COUNTRY](#)

[ONE\\_COUNTRY\\_BY\\_HS\\_CODE](#)

Service Delivery Procedure

- Submit the application through all available channels
- Pay service fees
- Receive the report.

Service Fees

	New
One HS Code by Country per period - AED 200 One Country by HS Code per period - AED 200 For more details, refer to <a href="#">Services Guide – Appendix (B)</a> AED 20 Knowledge and Innovation fees will be added on top of each report	-
One HS Code by Country per period - AED 200 One Country by HS Code per period - AED 200 For more details, refer to <a href="#">Services Guide – Appendix (B)</a> AED 20 Knowledge and Innovation fees will be added on top of each report	-

Required Documents

	New
	None

START SERVICE

- Service Delivery Channel:**
  - Website
  - Mobile Web
- Service Completion Time:**
  - 2 Working Days
- Relationship Type:**
  - From Government to Business
- Target Category:**
  - Companies
- Service Type:**
  - Transactional
- Service Hierarchy:**
  - Sub Service
- Service Urgency:**
  - N/A
- Service Interconnection:**
  - N/A
- Service Limitation:**
  - N/A
- Service Delivery Time:**
  - Available around the clock(Online and Mobile Web)
  - N/A
- Service Delivery Time:**
  - Available around the clock(Online and Mobile Web)
- Bundle:**
  - N/A



Click on “Enquiry” Tab

Request Dubai Foreign Trade Statistics Report

**Customer Report Request Status**

Request Number \* :  Type your request number here

Email Address \* :  Type your email here

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
No records found.					

Enter Request Number which displayed as part of successful message on submission of request and the same also sent to customer on provided email e.g *TSR0000067*

Enter email which provided at the time of request submission

Fowling is the example

Request Dubai Foreign Trade Statistics Report

**Customer Report Request Status**

Request Number \* :  Email Address \* :

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000150	One Country By HS Code per Period	14-03-2022	REJECTED	<a href="#">View Reasons</a>



Click on “View Reasons” link under action column

Request Dubai Foreign Trade Statistics Report

Customer Report Request Status

Request Number : TSR0000150 Email Address : sha@sha.sha

Search Request Retrieve Request Number

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000150	One Country By HS Code per Period	14-03-2022	REJECTED	<a href="#">View Reasons</a>

System will display Rejection Comments

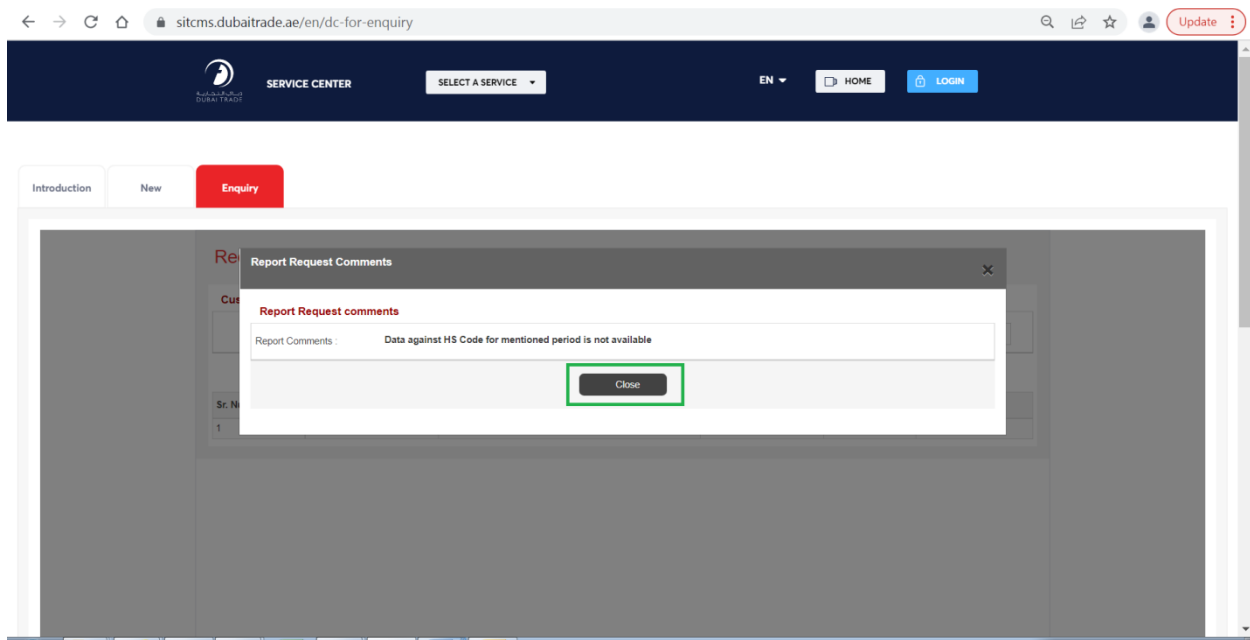
Report Request Comments

Report Request comments

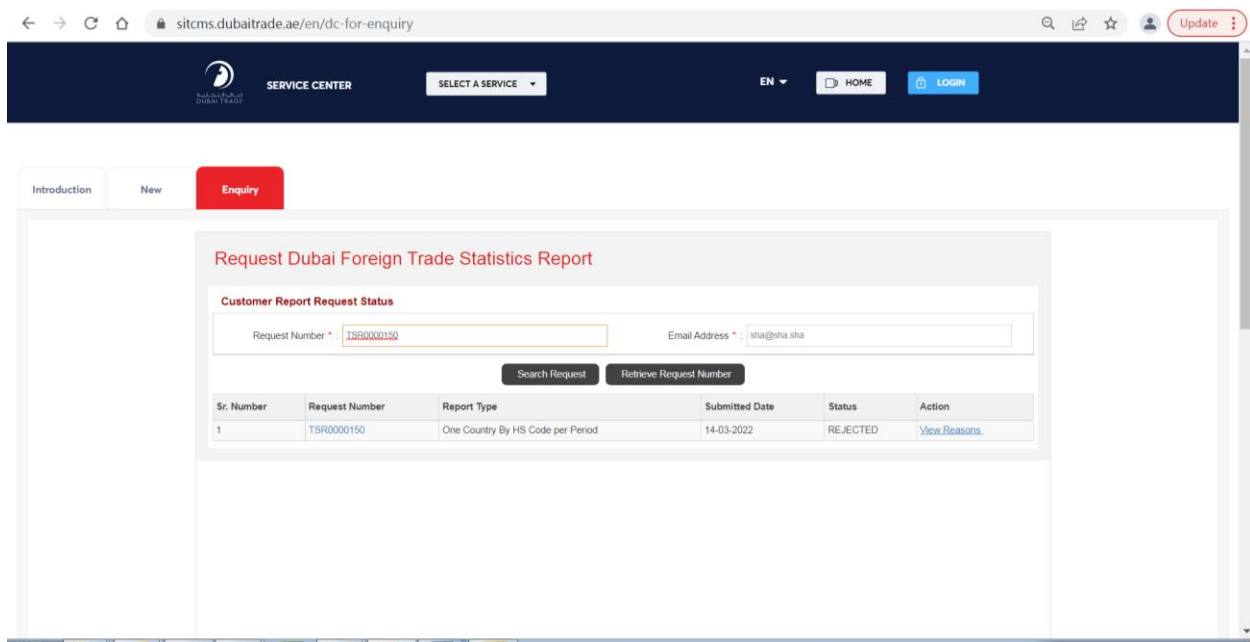
Report Comments : Data against HS Code for mentioned period is not available

Close

Click “Close” button



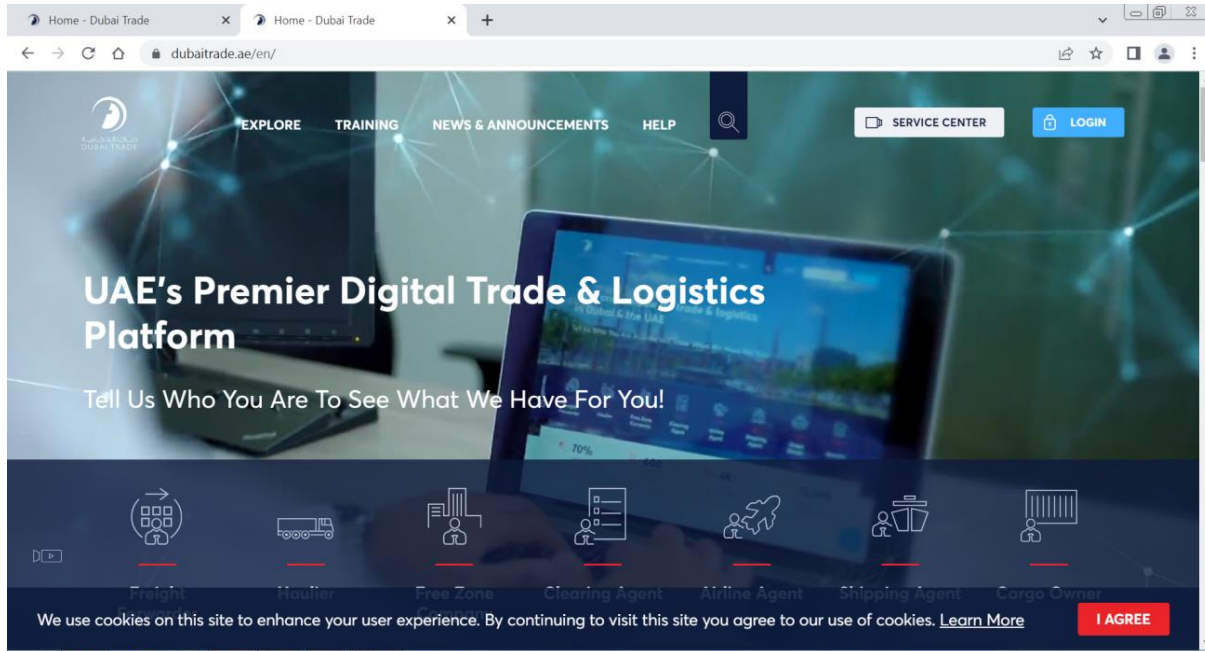
System navigates back to previous state



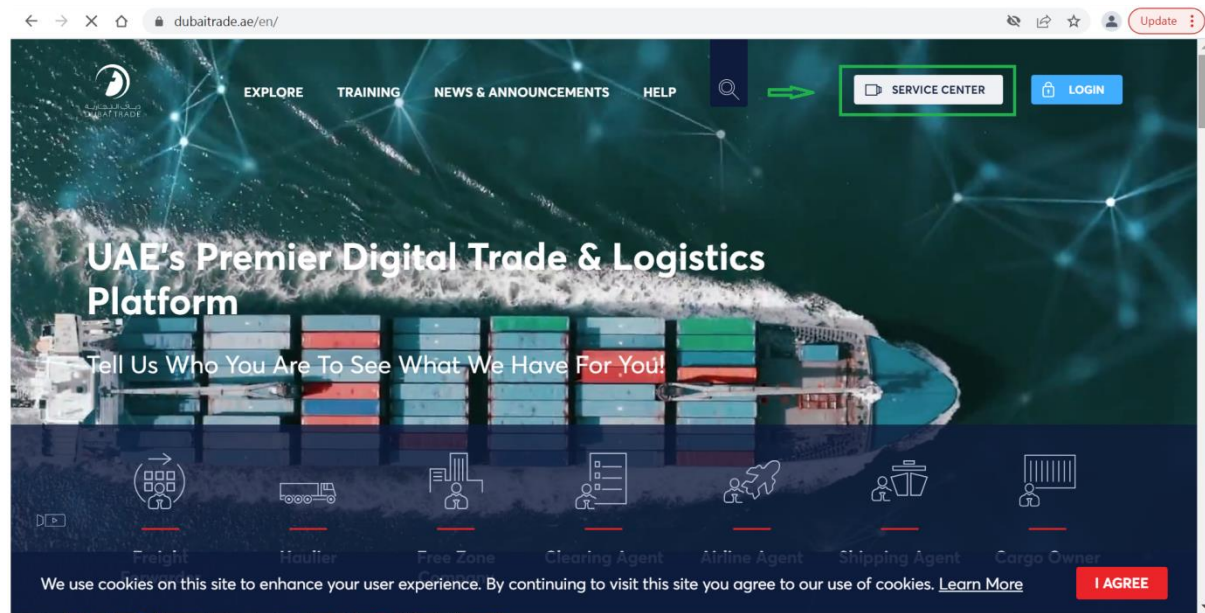
## Payment Process for an Approved Trade Statistics Report Request

Open Dubai Trade Portal through following URL:

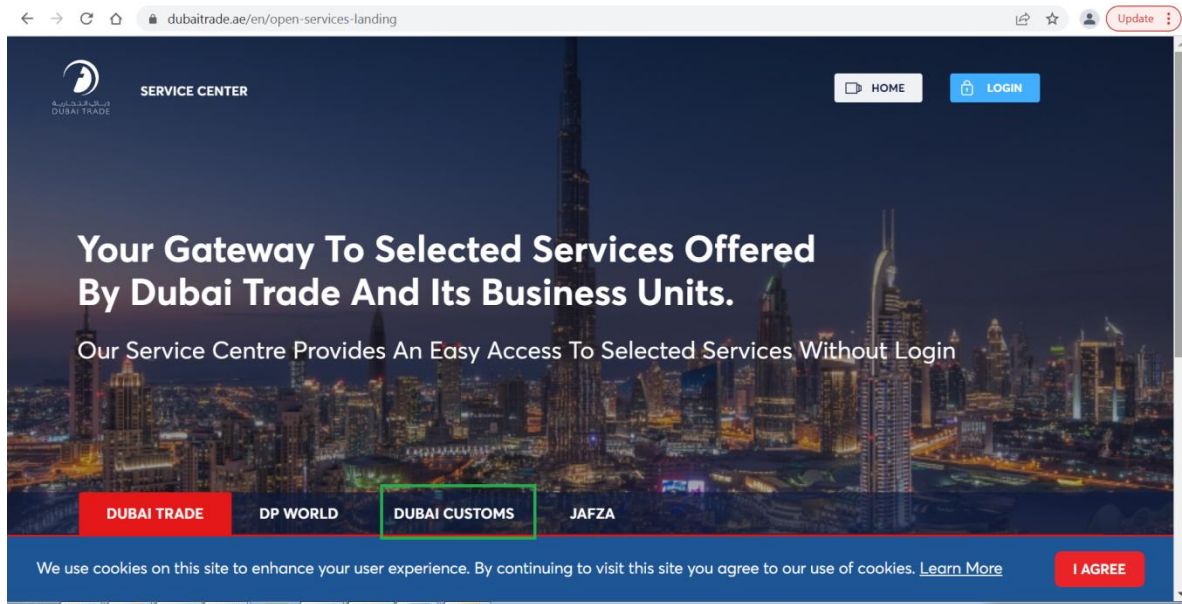
<https://www.dubaitrade.ae>



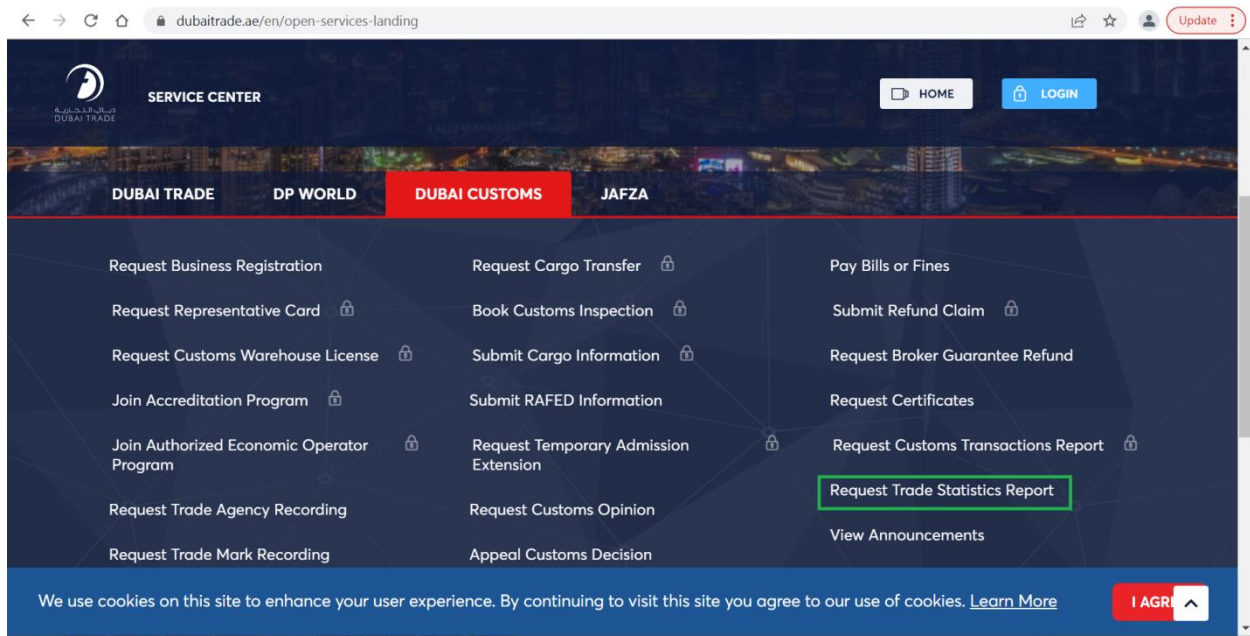
Click on Service Center button on Home Page



Click on Dubai Customs Tab



Click on Request Trade Statistics Report link



Following Introduction Page will be opened contains “New” and “Inquiry” Tabs

Introduction
+
sitcms.dubaitrade.ae/en/dc-foreign-trade-statistics-report

SERVICE CENTER
SELECT A SERVICE
EN
HOME
LOGIN

Introduction
New
Enquiry

## Request Trade Statistics Report

*i*
**Description**

This service offered by Dubai Customs provides specific statistical reports on different articles of Dubai's non-oil foreign trade including details of Imports, exports and re-exports figures. The service is available online through Dubai Customs website. The service request should specify the HS Code of the commodity or the country for which the report is required, as well as the report's time period (Yearly, Half-Yearly, Quarterly, or Monthly). Service fees apply for each period of the report requested. Please see the User Manual for further details:

**User Manual**

Following are the Sample Reports to realize the format:

[ONE HS CODE BY COUNTRY](#)

[ONE COUNTRY BY HS CODE](#)

**Service Delivery Procedure**

- 1 Submit the application through all available channels
- 2 Pay service fees
- 3 Receive the report.

*£*
**Service Fees**

New	
One HS Code by Country per period - AED 200	
One Country by HS Code per period - AED 200	
For more details, refer to <b>Services Guide – Appendix (B)</b>	
AED 20 Knowledge and Innovation fees will be added on top of each report	
One HS Code by Country per period - AED 200	
One Country by HS Code per period - AED 200	
For more details, refer to <b>Services Guide – Appendix (B)</b>	
AED 20 Knowledge and Innovation fees will be added on top of each report	

**Required Documents**

New	
None	

START SERVICE

**Service Delivery Channel:**

- Website
- Mobile Web

**Service Completion Time:**

- 2 Working Days

**Relationship Type:**

- From Government to Business

**Target Category:**

- Companies

**Service Type:**

- Transactional

**Service Hierarchy:**

- Sub Service

**Service Urgency:**

- N/A

**Service Interconnection:**

- N/A

**Service Limitation:**

- N/A

**Service Delivery Time:**

- Available around the clock(Online and Mobile Web)
- N/A

**Service Delivery Time:**

- Available around the clock(Online and Mobile Web)

**Bundle:**

- N/A

Click on “Enquiry” Tab

The screenshot shows the 'Request Dubai Foreign Trade Statistics Report' form. The form has two tabs: 'Introduction' and 'New'. The 'New' tab is selected, and the 'Enquiry' sub-tab is active. The form contains a 'Customer Report Request Status' section with two input fields: 'Request Number' (placeholder: 'Type your request number here') and 'Email Address' (placeholder: 'Type your email here'). Below these fields are two buttons: 'Search Request' and 'Retrieve Request Number'. A table below the buttons shows the following columns: 'Sr. Number', 'Request Number', 'Report Type', 'Submitted Date', 'Status', and 'Action'. The table currently displays 'No records found.'

Enter Request Number which displayed as part of successful message on submission of request and the same also sent to customer on provided email e.g *TSR0000067*

Enter email which provided at the time of request submission

Fowling is the example

The screenshot shows the same 'Request Dubai Foreign Trade Statistics Report' form, but with example data entered. The 'Request Number' field contains 'TSR0000153' and the 'Email Address' field contains 'infotech.shahzad@dubai-customs.ae'. The 'Search Request' and 'Retrieve Request Number' buttons are still present. The table below the buttons shows the following columns: 'Sr. Number', 'Request Number', 'Report Type', 'Submitted Date', 'Status', and 'Action'. The table currently displays 'No records found.'

Click on “Search Request” button

Request Dubai Foreign Trade Statistics Report

**Customer Report Request Status**

Request Number \* : TSR0000153      Email Address \* : infotech.shahzad@dubaicustoms.ae

**Search Request**   **Retrieve Request Number**

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
No records found.					

System will display the relevant record

Request Dubai Foreign Trade Statistics Report

**Customer Report Request Status**

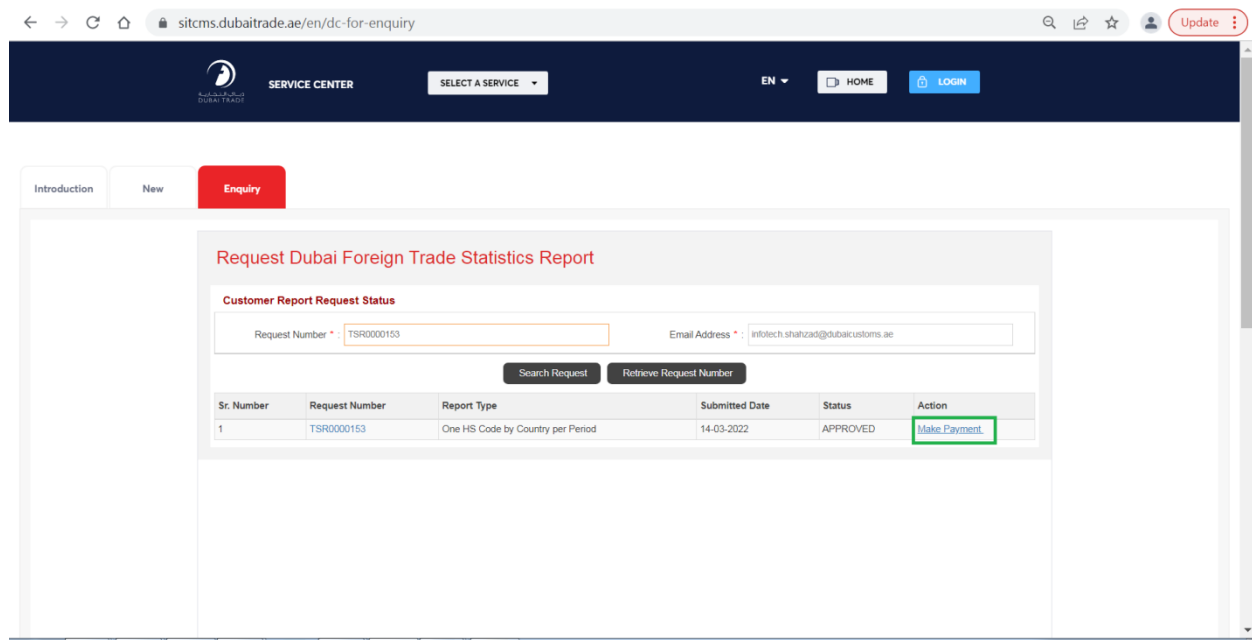
Request Number \* : TSR0000153      Email Address \* : infotech.shahzad@dubaicustoms.ae

**Search Request**   **Retrieve Request Number**

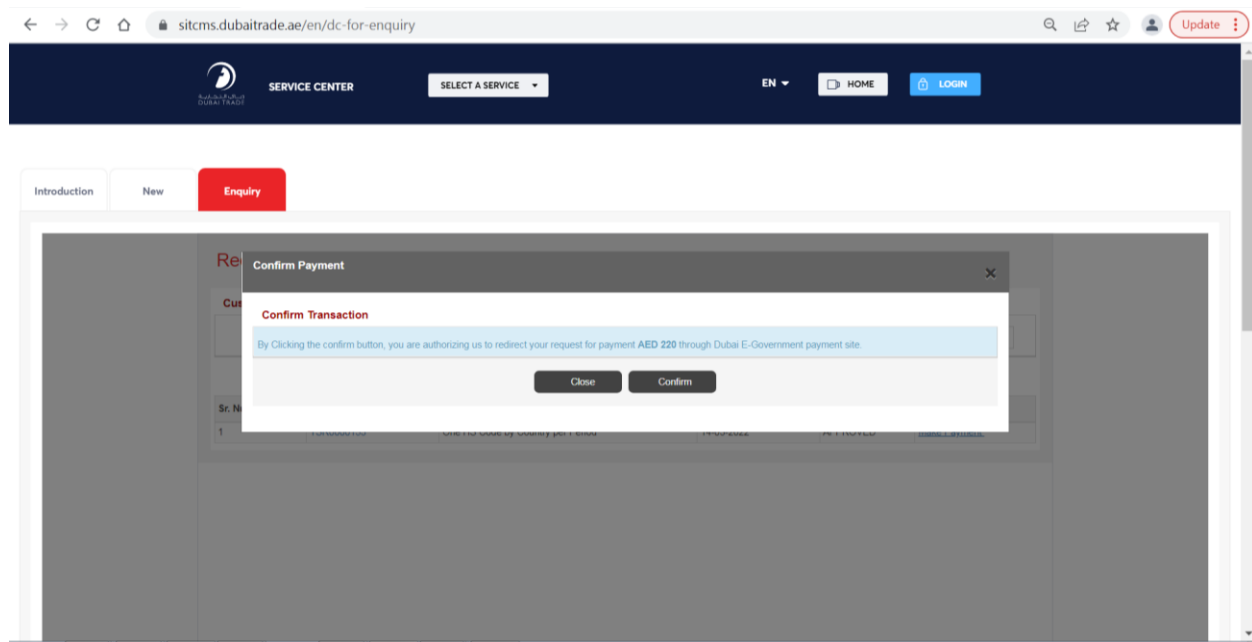
Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000153	One HS Code by Country per Period	14-03-2022	APPROVED	<a href="#">Make Payment</a>



Click on “Make Payment” link under action column

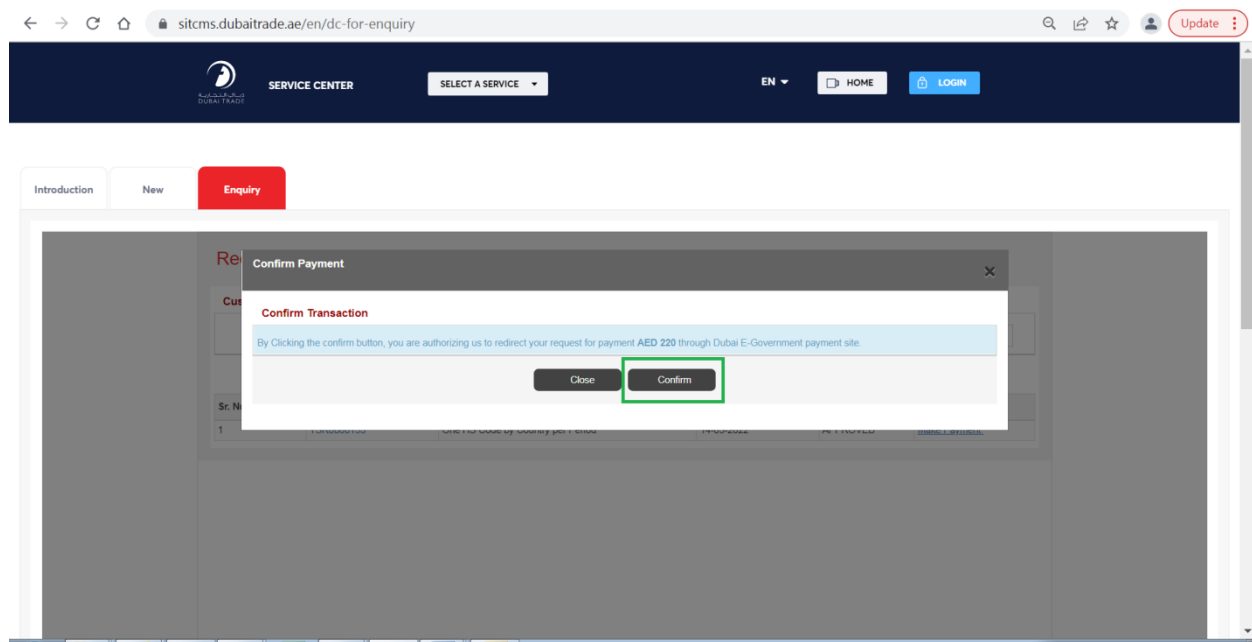


System will display a payment confirmation dialogue box

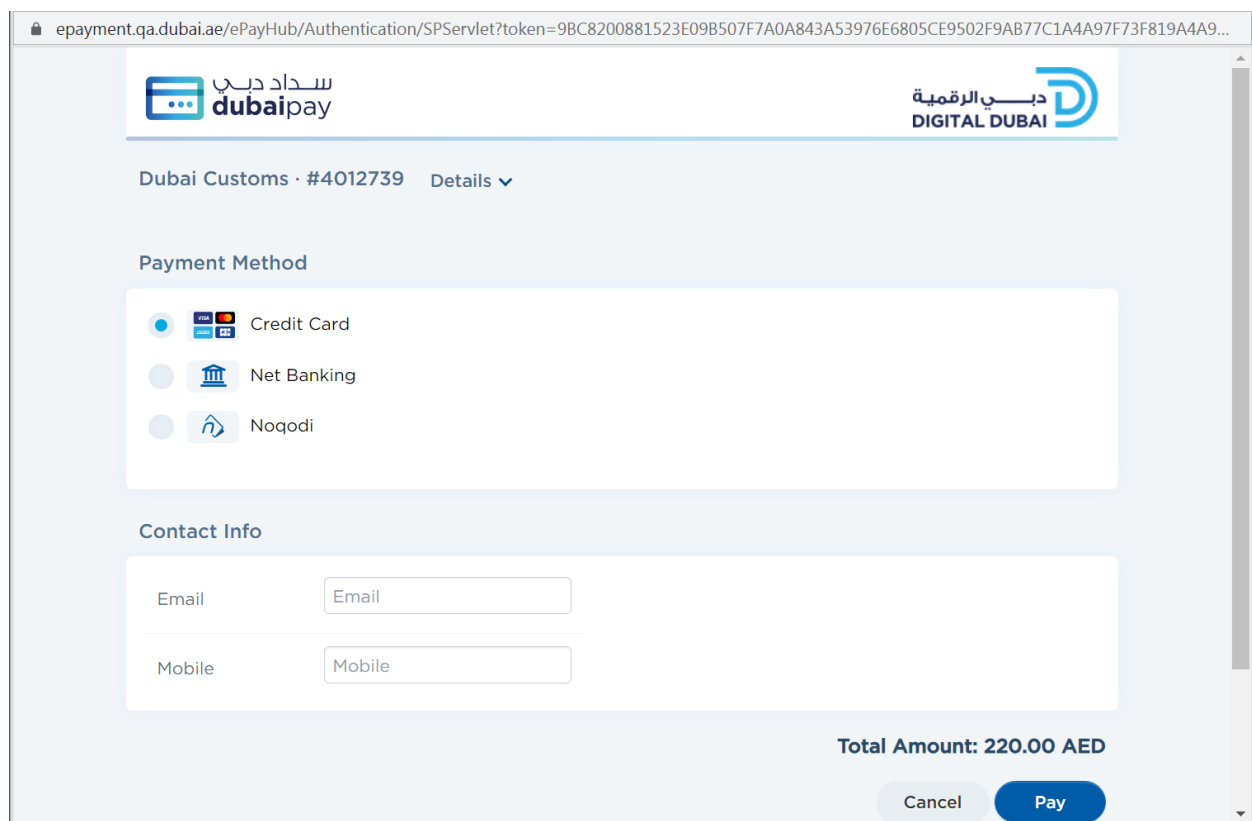




Click on “Confirm” button





System will open a new screen to make payment through payment gateway



Enter Email Address and Mobile number then click on “Pay” button

epayment.qa.dubai.ae/ePayHub/Authentication/SPServlet?token=9BC8200881523E09B507F7A0A843A53976E6805CE9502F9AB77C1A4A97F73F819A4A9...

Dubai Customs · #4012739 Details ▾

Payment Method

☒ Credit Card

☐ Net Banking

☐ Noqodi

Contact Info

Email



Mobile

Total Amount: 220.00 AED





Cancel


Enter Credit Card Information then click on “Pay” button

epayment.qa.dubai.ae/ePayHub/CardProcessor/CardProcessorStart






Dubai Customs · #900000229894346 Details ▾

Enter Card Details    


Credit Card Number  

Expiry Date  /

CVV Number

Donation

☐ Donate for charity "Dirham Alkhair" [Learn more](#) 

This initiative is launched by Dubai Department of Finance. IACAD License No.: 4491

Amount: 220.00 AED

Cancel

System will display a successful payment message



Click on “X” icon as mentioned in the message



System will navigate back to the Enquiry tab contains the previously selected record with updated status as Paid and links will also be displayed under action column for Download Report and Print Receipt

Note: customer will also get an email notification of Successful Payment

Request Dubai Foreign Trade Statistics Report

Customer Report Request Status

Request Number :  Email Address :

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000153	One HS Code by Country per Period	14-03-2022	PAID	<a href="#">Download Report</a> <a href="#">Print Receipt</a>

Click on “Download Report” link under action column

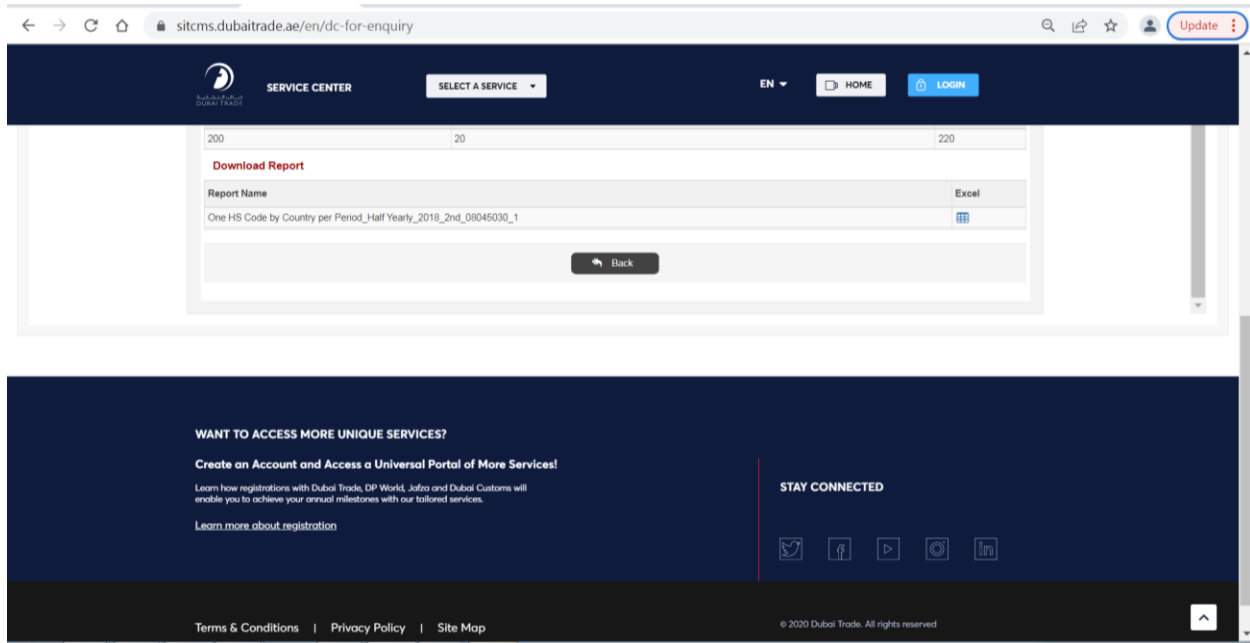
Request Dubai Foreign Trade Statistics Report

Customer Report Request Status

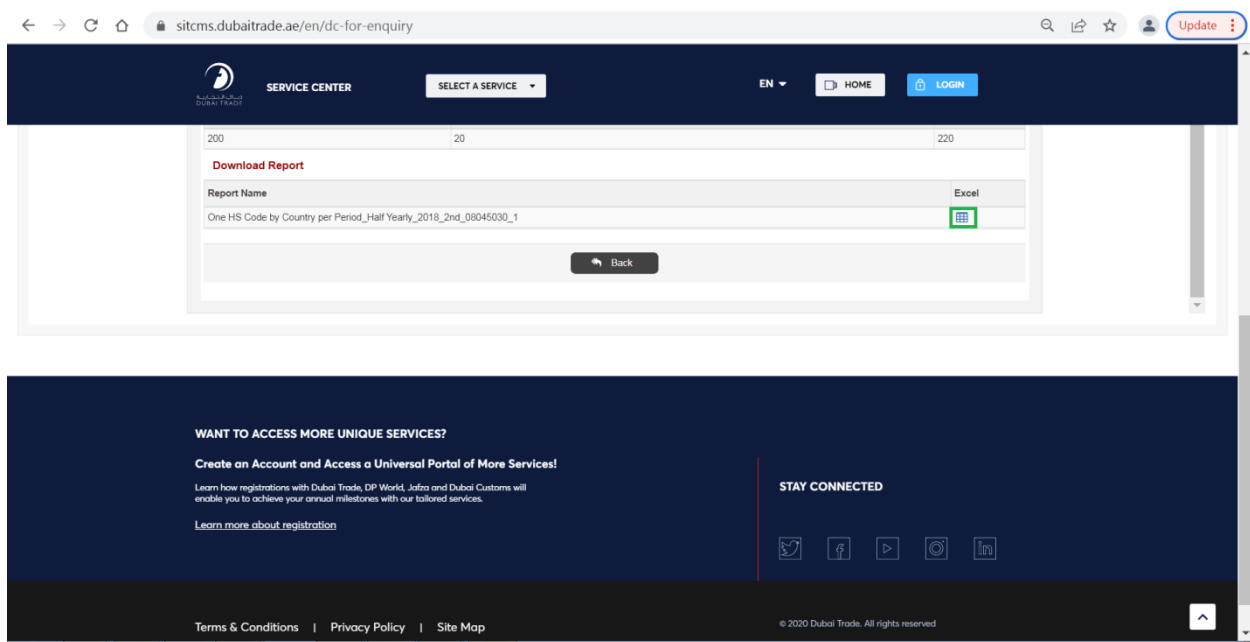
Request Number :  Email Address :

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000153	One HS Code by Country per Period	14-03-2022	PAID	<a href="#">Download Report</a> <a href="#">Print Receipt</a>

System will open a page containing the details of request including list of Report/s based on request under section “Download Report”



Click on icon under Excel column against any listed record to download the report



System will open a dialogue box to save the report on your device.

Note: Report can be download later also for the paid request but within 30 days of successful payment after above mentioned days “Download Report” link will be no not available.

## Print a Receipt

Click on “Print Receipt” link under action column for Paid request

The screenshot shows the 'Request Dubai Foreign Trade Statistics Report' page in the SITCMS Dubai Trade portal. The page includes a header with the SITCMS logo and navigation links. Below the header, there is a section for 'Customer Report Request Status' with input fields for 'Request Number' (TSR0000153) and 'Email Address' (infotech.shahzad@dubaicustoms.ae). A table below this section lists requests, with the first row showing a request for 'One HS Code by Country per Period' submitted on 14-03-2022, with a status of 'PAID'. The 'Print Receipt' link in the 'Action' column is highlighted with a green box.

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000153	One HS Code by Country per Period	14-03-2022	PAID	<a href="#">Download Report</a> <a href="#">Print Receipt</a>

System will open a dialogue box to print the receipt

The screenshot shows the 'Print Receipt' dialog box in Google Chrome. The dialog box is titled 'Print Receipt - Google Chrome' and displays the report details on the left and a print configuration panel on the right. The report details include 'Request Information', 'User Information', and 'Statistical Report Parameters'. The print configuration panel shows settings for 'Destination' (Microsoft Print to PDF), 'Pages' (All), 'Copies' (1), 'Layout' (Portrait), and 'Color' (Color). The 'Print' button is highlighted in blue.

**Print Receipt - Google Chrome**

about:blank

3/17/22, 2:14 AM

**Report Request Information**

Request Number: TSR0000153  
Submitted Date: 14-03-2022  
Report Type: One HS Code by Country per Period  
Report Category: General Trade All Movements  
Report Format: Excel  
Currency Unit: Value (AED)  
Report Purpose: alert 123  
Report Comments: Approved, please proceed for the payment  
Status: PAID

**User Information**

Name: Shahzad Rafique  
Country: PAKISTAN  
Contact Number: 99934567890  
Email Address: infotech.shahzad@dubaicustoms.ae  
Company Name: Infotech ME 34  
Designation: System Analyst

**Statistical Report Parameters**

Parameter	Code	Description
	08045030	Mangosteens, fresh, chilled or dried.

**Reporting Period**

Period Type	Year	Period	Total
Half Yearly	2018	Year : [ 2018 ] - Half : [ Second Half ]	220

**Print**

2 sheets of paper

Destination: Microsoft Print to PDF

Pages: All

Copies: 1

Layout: Portrait

Color: Color

**Print** **Cancel**

On completing the print process, system will navigate back to previous state

The screenshot displays the SITCMS Dubai Trade Service Center interface. The header includes the service center logo, a 'SELECT A SERVICE' dropdown, and navigation links for 'EN', 'HOME', and 'LOGIN'. The sidebar shows tabs for 'Introduction', 'New', and 'Enquiry'. The main content area is titled 'Request Dubai Foreign Trade Statistics Report' and contains a 'Customer Report Request Status' section. This section includes a form with fields for 'Request Number' (TSR0000153) and 'Email Address' (infotech.shahzad@dubaiacustoms.ae), along with 'Search Request' and 'Retrieve Request Number' buttons. Below the form is a table listing the request details.

Sr. Number	Request Number	Report Type	Submitted Date	Status	Action
1	TSR0000153	One HS Code by Country per Period	14-03-2022	PAID	<a href="#">Download Report</a> <a href="#">Print Receipt</a>

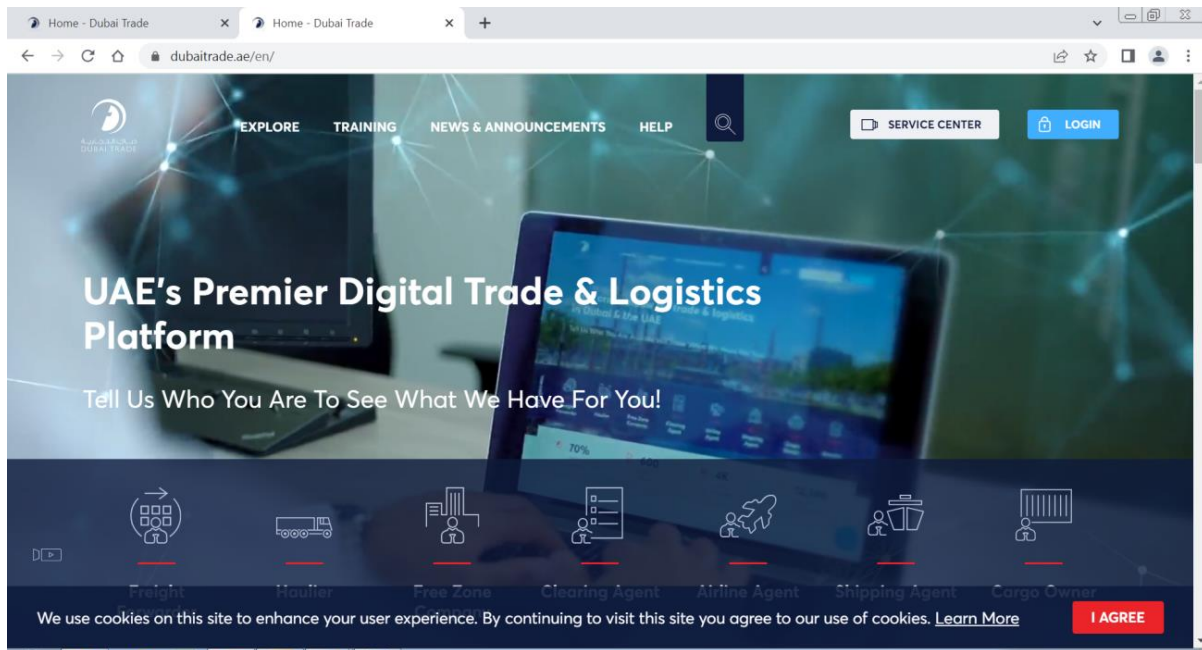
At the bottom of the page, there are two tabs for 'One HS Code by C...xls' and a 'Show all' button.

## Retrieve Request Number/s for submitted Requests

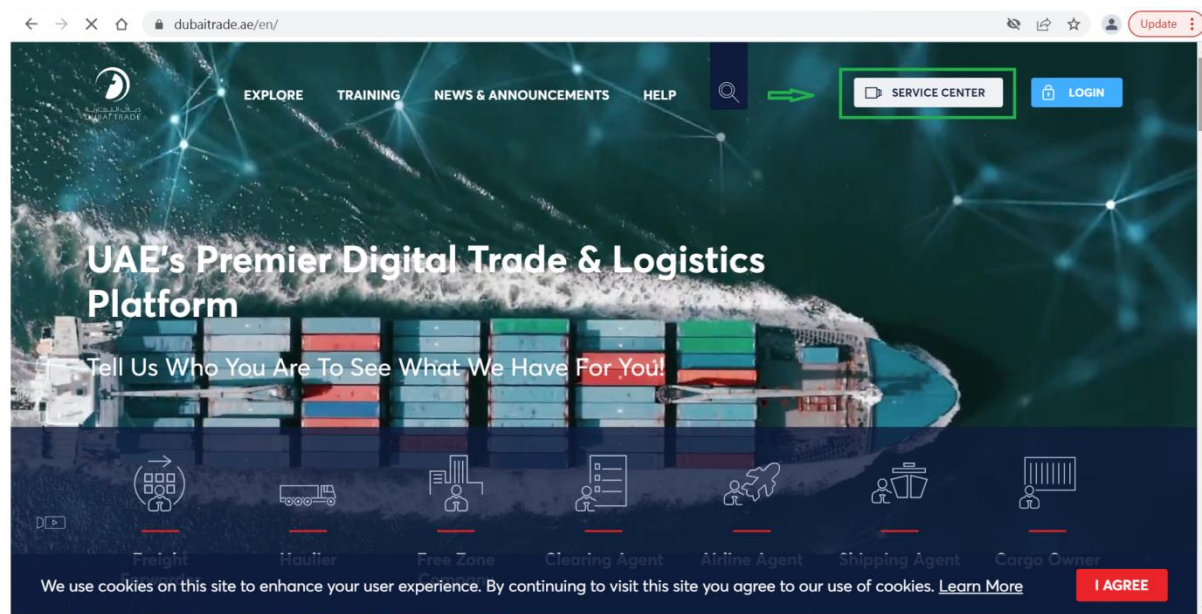
Customer can retrieve Request Number/s based on email address provided while request/s submission.

Open Dubai Trade Portal through following URL:

<https://www.dubaitrade.ae>

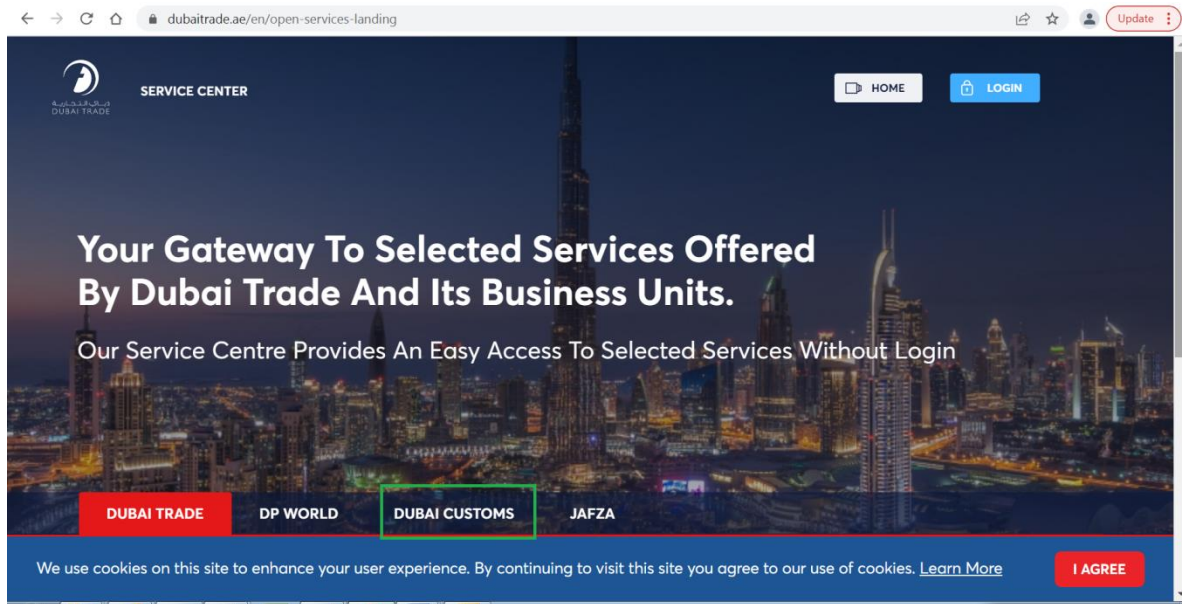


Click on Service Center button on Home Page

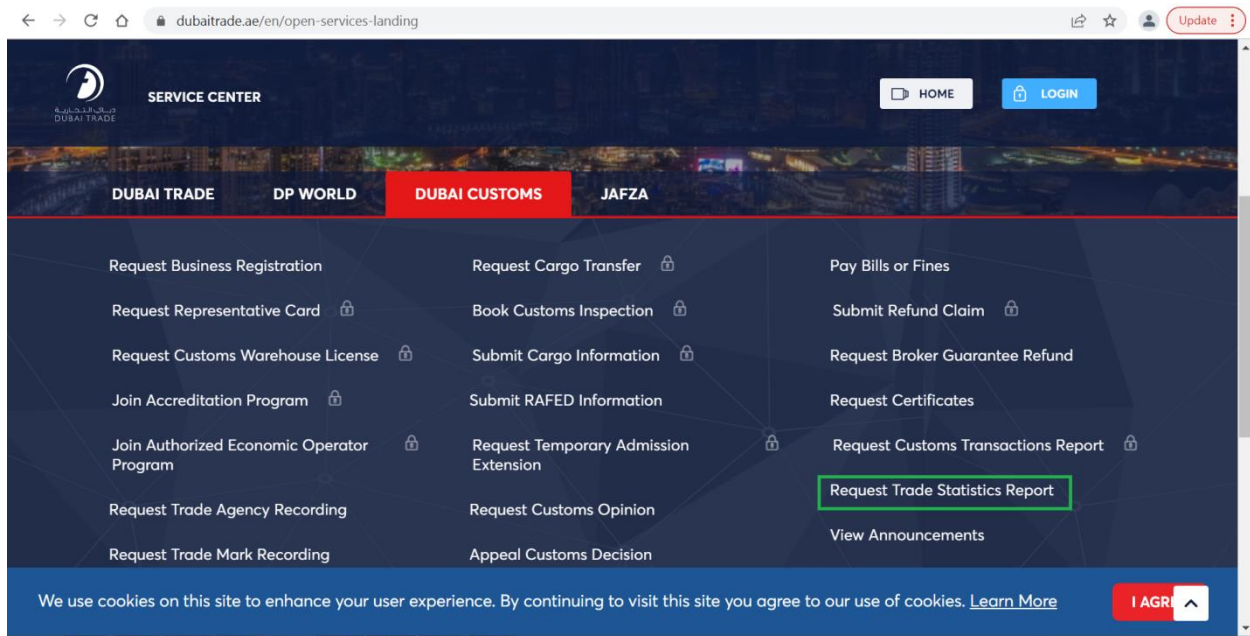




Click on Dubai Customs Tab



Click on Request Trade Statistics Report link



Introduction
+

[sitcms.dubaitrade.ae/en/dc-foreign-trade-statistics-report](#)

SERVICE CENTER
SELECT A SERVICE
EN
HOME
LOGIN

Introduction
New
Enquiry

# Request Trade Statistics Report

*i*
**Description**

This service offered by Dubai Customs provides specific statistical reports on different articles of Dubai's non-oil foreign trade including details of imports, exports and re-exports figures. The service is available online through Dubai Customs website. The service request should specify the HS Code of the commodity or the country for which the report is required, as well as the report's time period (Yearly, Half-Yearly, Quarterly, or Monthly). Service fees apply for each period of the report requested. Please see the User Manual for further details:

[User Manual](#)

Following are the Sample Reports to realize the format:

[ONE\\_HS\\_CODE\\_BY\\_COUNTRY](#)

[ONE\\_COUNTRY\\_BY\\_HS\\_CODE](#)

**Service Delivery Procedure**

- Submit the application through all available channels
- Pay service fees
- Receive the report.

*\$*
**Service Fees**

New
One HS Code by Country per period - AED 200 One Country by HS Code per period - AED 200 For more details, refer to <b>Services Guide – Appendix (B)</b> AED 20 Knowledge and Innovation fees will be added on top of each report
One HS Code by Country per period - AED 200 One Country by HS Code per period - AED 200 For more details, refer to <b>Services Guide – Appendix (B)</b> AED 20 Knowledge and Innovation fees will be added on top of each report

**Required Documents**

New
None

START SERVICE

- Service Delivery Channel:**
  - Website
  - Mobile Web
- Service Completion Time:**
  - 2 Working Days
- Relationship Type:**
  - From Government to Business
- Target Category:**
  - Companies
- Service Type:**
  - Transactional
- Service Hierarchy:**
  - Sub Service
- Service Urgency:**
  - N/A
- Service Interconnection:**
  - N/A
- Service Limitation:**
  - N/A
- Service Delivery Time:**
  - Available around the clock(Online and Mobile Web)
  - N/A
- Service Delivery Time:**
  - Available around the clock(Online and Mobile Web)
- Bundle:**
  - N/A

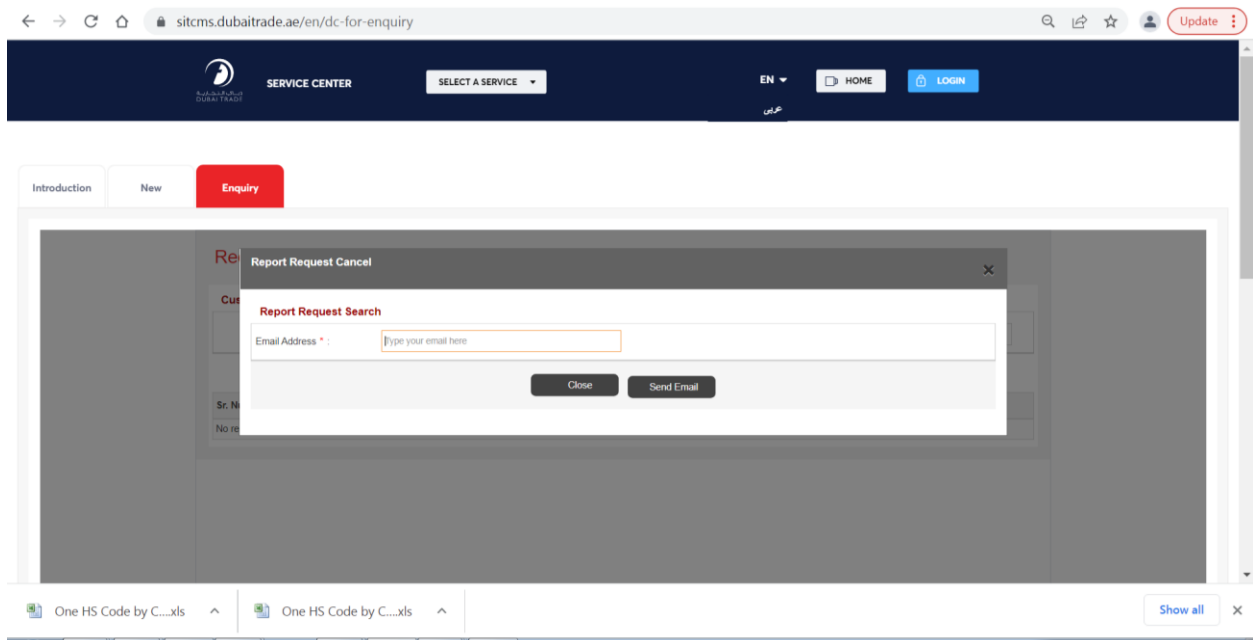
Click on “Enquiry” Tab

The screenshot shows a web application interface for requesting a Dubai Foreign Trade Statistics Report. The browser address bar displays `sitcms.dubaitrade.ae/en/dc-for-enquiry`. The top navigation bar includes the 'SERVICE CENTER' logo, a 'SELECT A SERVICE' dropdown, and links for 'EN', 'HOME', and 'LOGIN'. Below this, a tabbed interface has 'Introduction', 'New', and 'Enquiry' tabs, with 'Enquiry' being the active tab. The main content area is titled 'Request Dubai Foreign Trade Statistics Report' and contains a 'Customer Report Request Status' section. This section features two input fields: 'Request Number' (with placeholder text 'Type your request number here') and 'Email Address' (with placeholder text 'Type your email here'). Below these fields are two buttons: 'Search Request' and 'Retrieve Request Number'. A table below the buttons has columns for 'Sr. Number', 'Request Number', 'Report Type', 'Submitted Date', 'Status', and 'Action'. The table currently shows 'No records found.' At the bottom of the page, there are two file upload sections labeled 'One HS Code by C...xls' and a 'Show all' button.

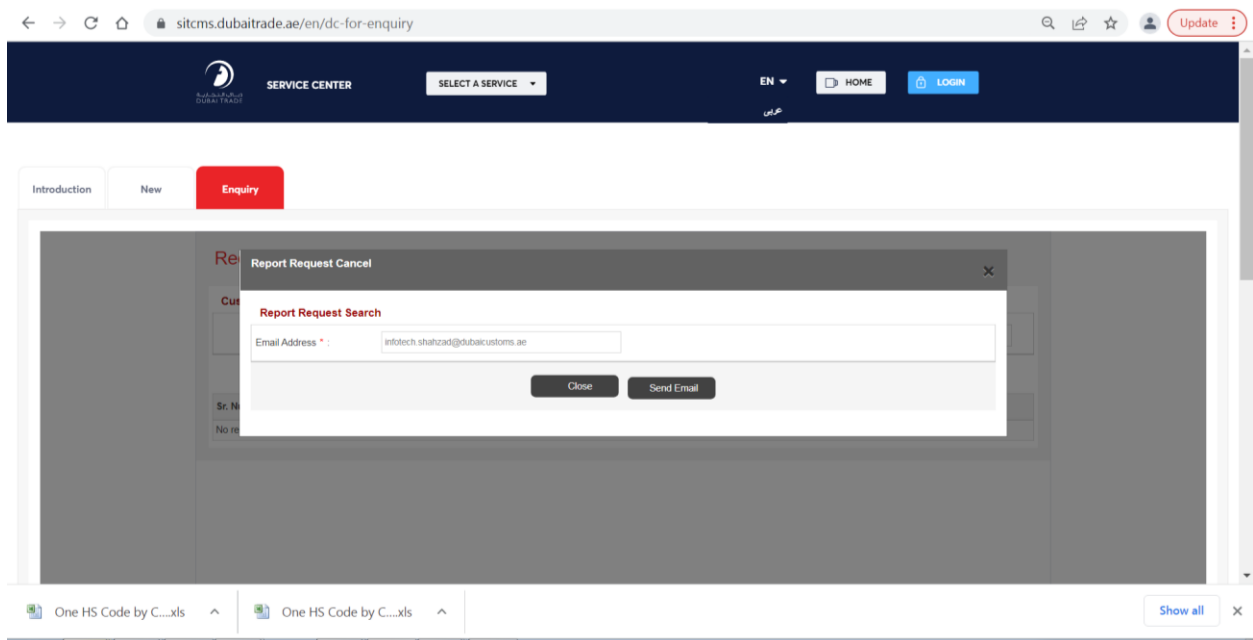
Click on “Retrieve Request Number” button

This screenshot is identical to the one above, showing the same web application interface. However, the 'Retrieve Request Number' button is highlighted with a green rectangular border, indicating the next step in the process. All other elements, including the browser address bar, navigation tabs, and table structure, remain the same.

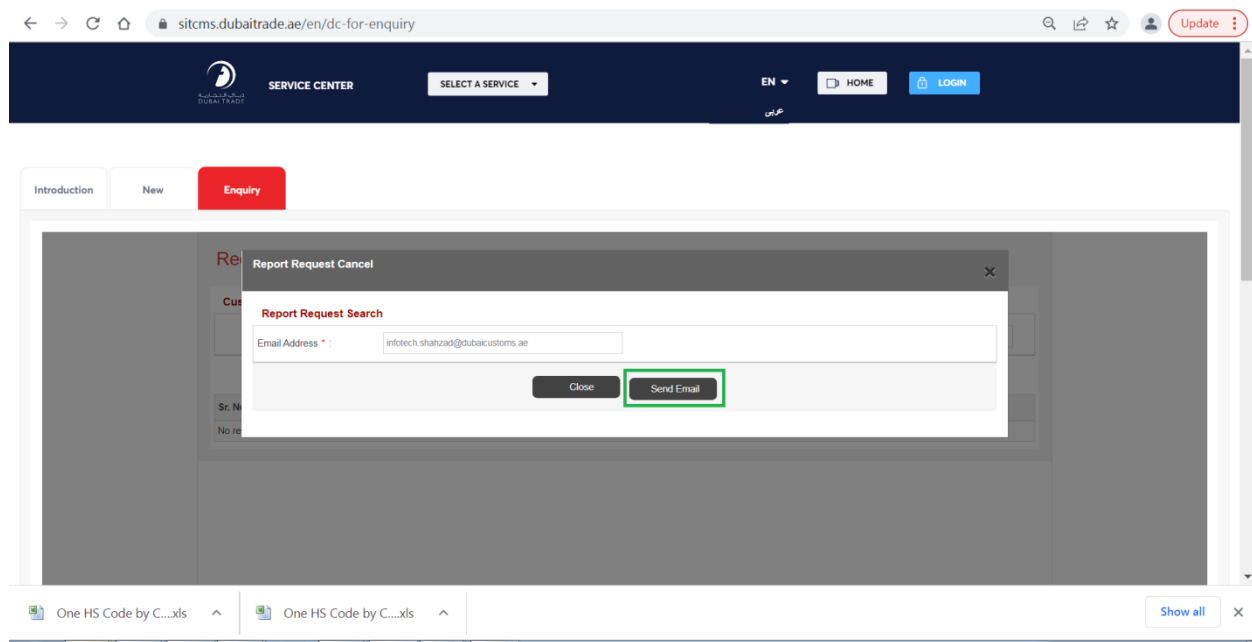
System will display a dialogue box to enter email address



Enter Email Address for which request/s to be retrieved



Click on “Send Email” button



System will send an email to provided email address and close the dialogue box

### [SCC] Customer Report Request Details

estat.scc@dubaicustoms.ae

Sent: Thu 17/03/2022 02:25

To: Infotech Shahzad Rafique

#### Notification

[No = TSR0000148]  
[No = TSR0000154]  
[No = PUR000031]  
[No = TSR0000066]  
[No = TSR0000056]  
[No = TSR0000059]

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