

Invoice Print Use<u>r's Manual</u>

Copyright Information

Copyright © 2025 by Dubai Trade. All rights reserved This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Table Designs

DOCUMENT DETAILS

Document Name	Invoice Print
Project Name	
Business Unit	Dubai Auto Zone (DAZ)
Author(s)	DT Training Dept.
Last Updated Date	1 st October 2025
Current Version	1.0

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

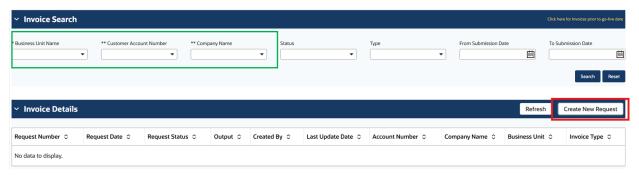
Navigation:

- 1. Login to your Dubai Trade account
- 2. Navigate to the menu and go to Fusion Reports
- 3. Then go to Invoice Print

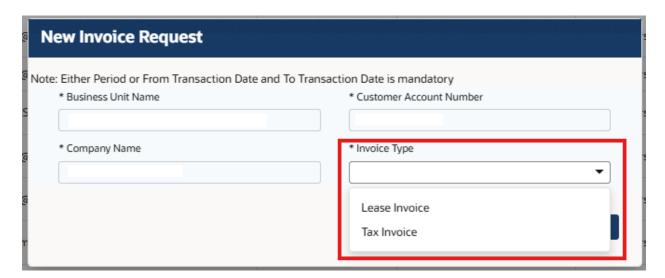
Process:

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

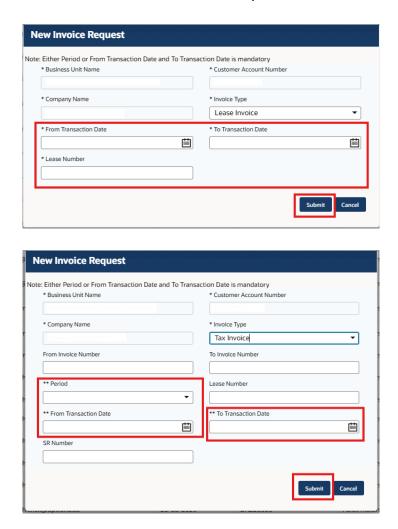
Click on "Create New Request" to begin.



2. On the pop-up screen, choose the **business unit**, **customer account number**, **company name** and the required **Invoice type**.



3. Enter required information then click on "Submit" to proceed.

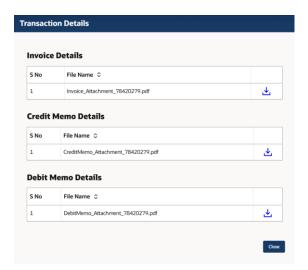


4. System will take you back to the landing page with all the requests you have submitted.

When the request status shows "**Success**", click on the "**download**" icon to view the requested invoice.



Tax Invoice download:



Lease invoice download:

