National Industries Park Request and Download Invoice
User's Manual

DUBAI TRADE

Request and Download Invoice

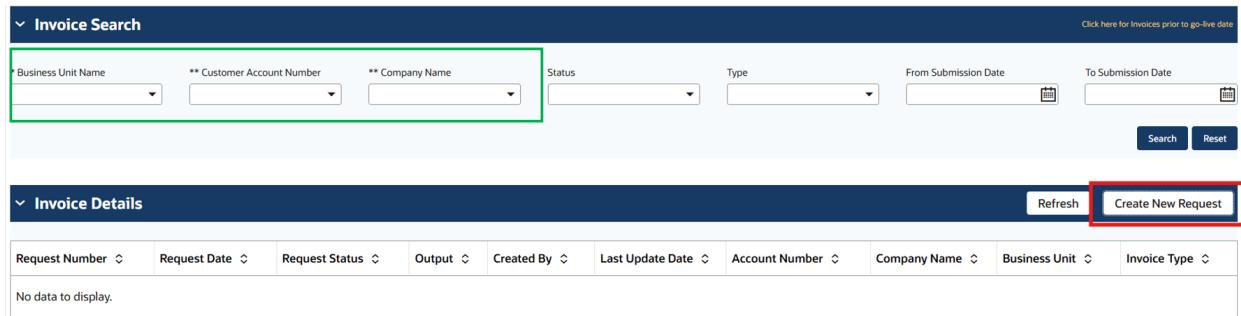## DOCUMENT DETAILS

Document Name	Request and Download Invoice
Project Name	
Business Unit	National Industries Park (NIP)
Author(s)	DT Training Dept.
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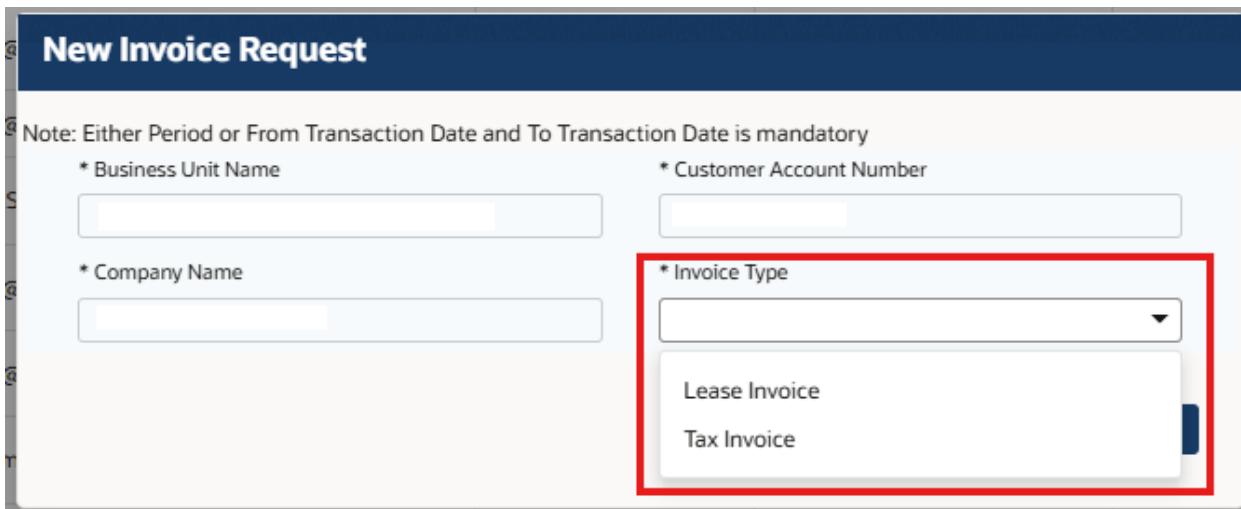*This service allows customers to download and print Tax or Lease invoices.*

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**.

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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.

Request and Download Invoice

Tax Invoice download:

S No	File Name ⌄	
1	Invoice_Attachment_78420279.pdf	⬇

Credit Memo Details

S No	File Name ⌄	
1	CreditMemo_Attachment_78420279.pdf	⬇

Debit Memo Details

S No	File Name ⌄	
1	DebitMemo_Attachment_78420279.pdf	⬇

Lease invoice download:

S No	File Name ⌄	
1	Lease_Invoice_Attachment_66802301.pdf	⬇

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