



**National Industries Park**

**Request and Download**

**Invoice**

**User's Manual**

دبي التجارية  
DUBAI TRADE

#### 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.



**Request and Download Invoice**

# Table Designs

---

## DOCUMENT DETAILS

---

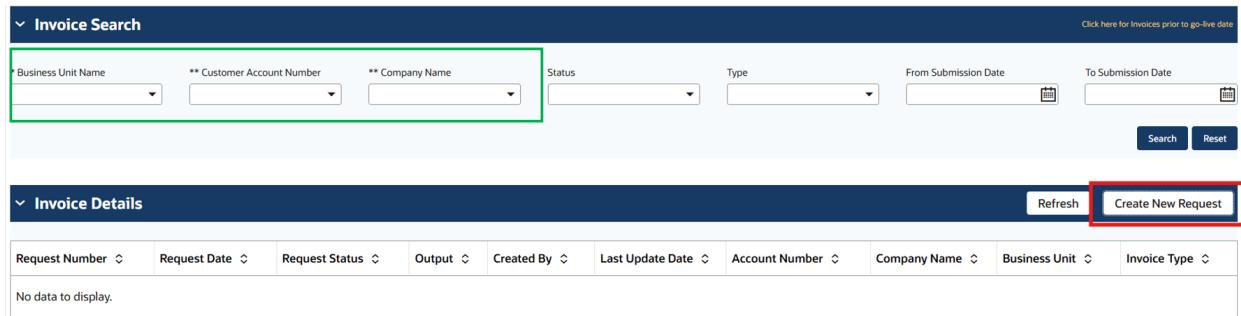
Document Name	Request and Download Invoice
Project Name	
Business Unit	National Industries Park (NIP)
Author(s)	DT Training Dept.
Last Updated Date	3 <sup>rd</sup> December 2025
Current Version	1.0

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

**Process:**

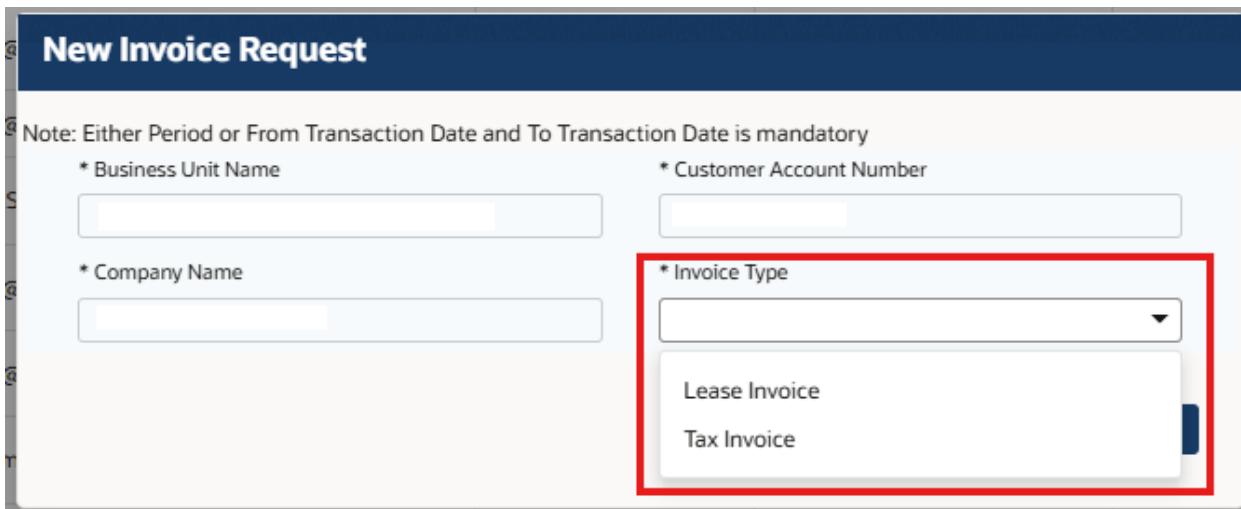
1. The below screen will be displayed. The company information will be auto fetched.

Click on "**Create New Request**" to begin.



The screenshot shows a web-based application for managing invoices. At the top, there is a search bar with fields for Business Unit Name, Customer Account Number, Company Name, Status, Type, and date ranges. Below the search bar is a section titled "Invoice Details" with a table header. A red box highlights the "Create New Request" button in the top right corner of this section. The table below shows no data.

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



The screenshot shows a "New Invoice Request" dialog box. It includes fields for Business Unit Name, Customer Account Number, Company Name, and a dropdown for Invoice Type. The "Invoice Type" dropdown is highlighted with a red box, showing two options: "Lease Invoice" and "Tax Invoice". A note at the top states: "Note: Either Period or From Transaction Date and To Transaction Date is mandatory".

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

**New Invoice Request**

Note: Either Period or From Transaction Date and To Transaction Date is mandatory

* Business Unit Name	* Customer Account Number
<input type="text"/>	<input type="text"/>
* Company Name	* Invoice Type
<input type="text"/>	Lease Invoice
* From Transaction Date	* To Transaction Date
<input type="text"/>	<input type="text"/>
* Lease Number	
<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

**New Invoice Request**

Note: Either Period or From Transaction Date and To Transaction Date is mandatory

* Business Unit Name	* Customer Account Number
<input type="text"/>	<input type="text"/>
* Company Name	* Invoice Type
<input type="text"/>	Tax Invoice
From Invoice Number	To Invoice Number
<input type="text"/>	<input type="text"/>
** Period	
<input type="text"/>	<input type="text"/>
** From Transaction Date	** To Transaction Date
<input type="text"/>	<input type="text"/>
SR Number	
<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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.

**Invoice Details**

Invoice Details										<input type="button" value="Refresh"/>	<input type="button" value="Create New Request"/>
Request Number	Request Date	Request Status	Output	Created By	Last Update Date	Account Number	Company Name	Business Unit	Invoice Type		
3101	25-09-2025	Success	<input type="button" value="Download"/>		25-09-2025				TAX_INVOICE		

Tax Invoice download:

**Transaction Details**

**Invoice Details**

S No	File Name	Download
1	Invoice_Attachment_78420279.pdf	

**Credit Memo Details**

S No	File Name	Download
1	CreditMemo_Attachment_78420279.pdf	

**Debit Memo Details**

S No	File Name	Download
1	DebitMemo_Attachment_78420279.pdf	

**Close**

Lease invoice download:

**Transaction Details**

**Invoice Details**

S No	File Name	Download
1	Lease_Invoice_Attachment_66802301.pdf	

**Close**

