DMA
Publication of Charges - View Proof of Published Charges
User's Manual

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DOCUMENT DETAILS

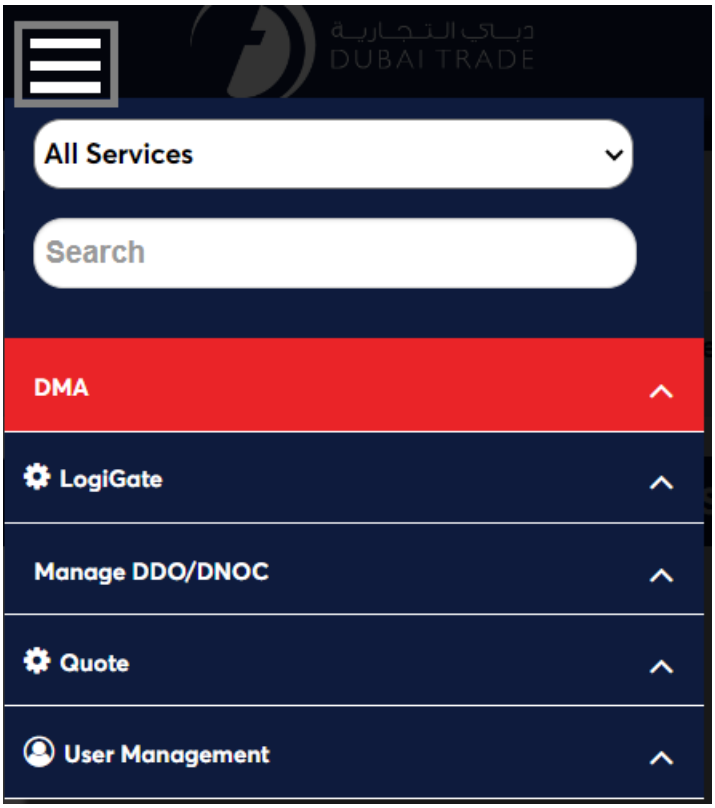
Document Name	Publication of Charges - View Proof of Published Charges
Project Name	DMA
Business Unit	DMA
Author(s)	DT Training Dept.
Last Updated Date	12th October, 2023
Current Version	V 1.1

Introduction:

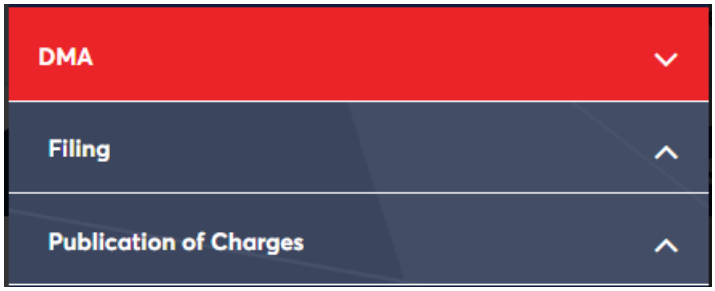
This service enables service providers to view submitted Proof of Published Charges on Dubai Trade portal.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **DMA**

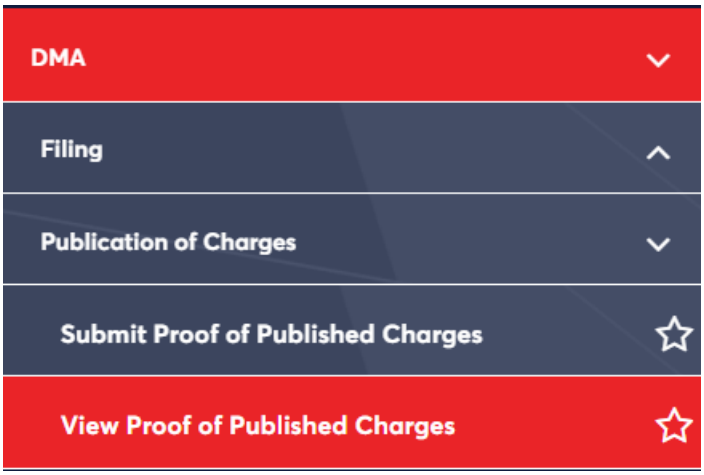


4. The below e-Services will be available

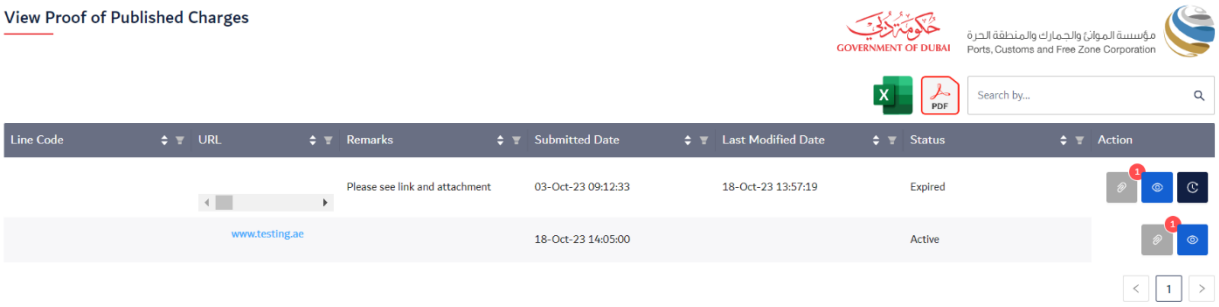


Procedure:

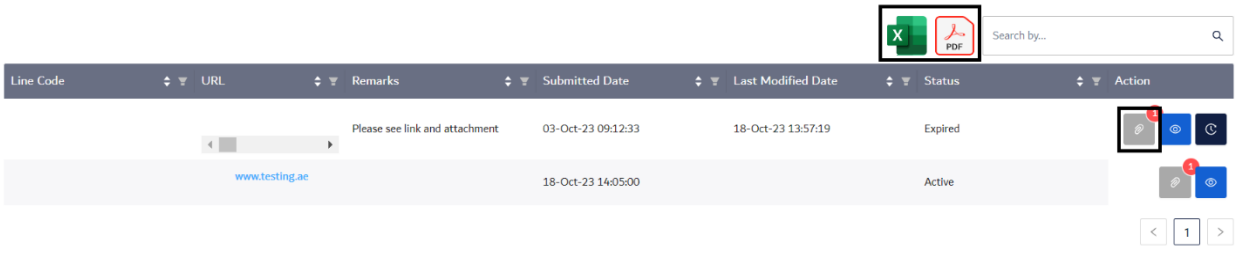
1. **Click** on "Publication of Charges" *then* **click** on "View Proof of Published Charges":



The below screen will be displayed

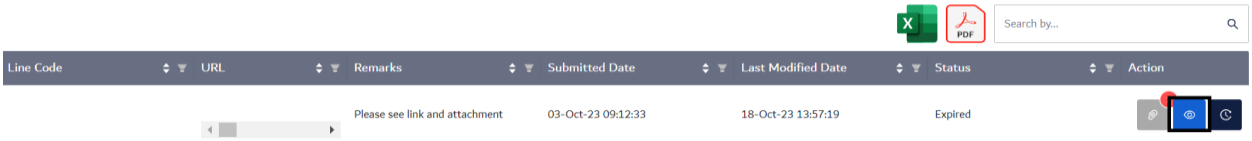


2. **Click** on the " " Icon to view the attachment/s

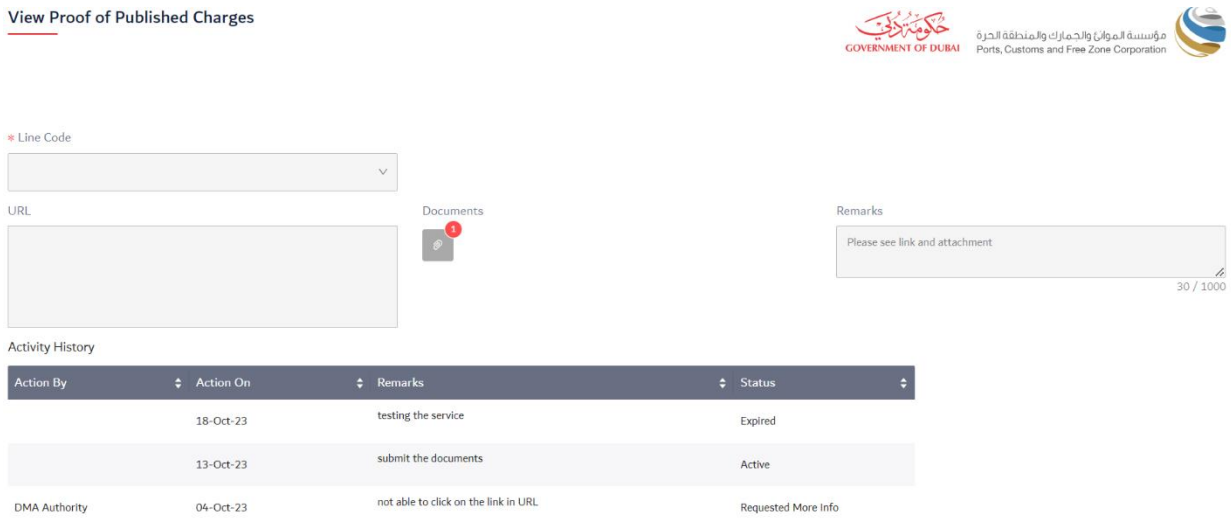


Reports can be downloaded as Excel or PDF by clicking on their respective icons

3. **Click** on the " " Icon to view the Proof of Published Charges submission detail

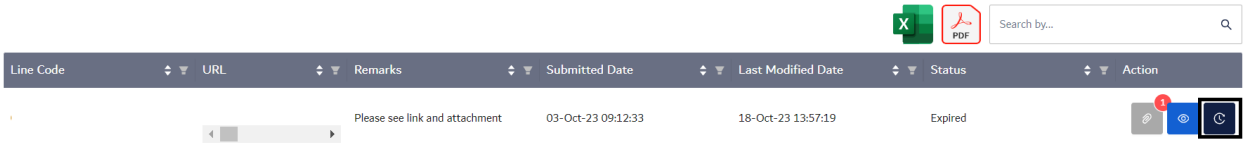


The below screen will be displayed



The details on this screen is view <u>ONLY</u>.

4. **Click** on the " " icon to view the activity history of the submission



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