دبـــي الـتـجـاريـــة
DUBAI TRADE

JAFZA eSERVICES
eInvoice Lease Invoice Payment User's Manual

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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

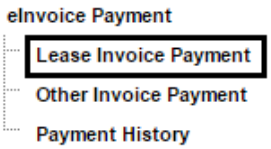
Version	Location

eInvoice Lease Invoice Payment

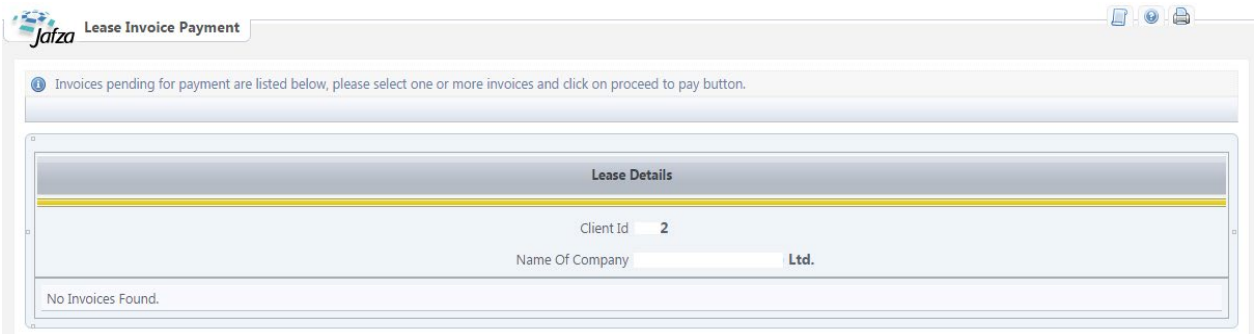
This service is to pay for invoices that are issued by JAFZA for charges/fees incurred by the customer. These invoices involve Penalties/Fines and Security Services.

Navigation:

1. Login to **Dubai Trade**
2. Go to **eInvoice Payment** from the menu on the left
3. Then Go to **Lease Invoice Payment**

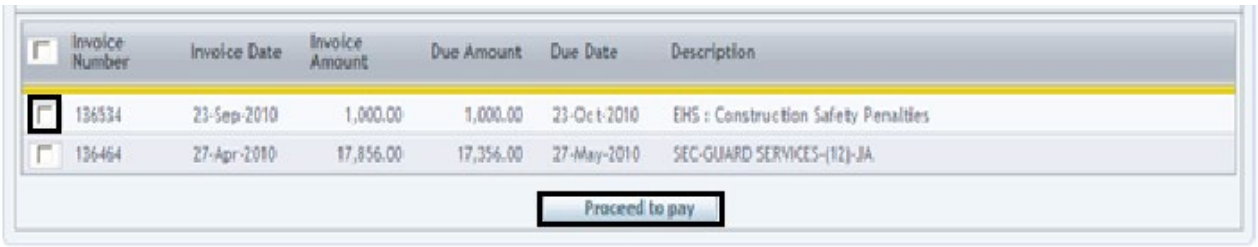


4. The system will display the pending invoices

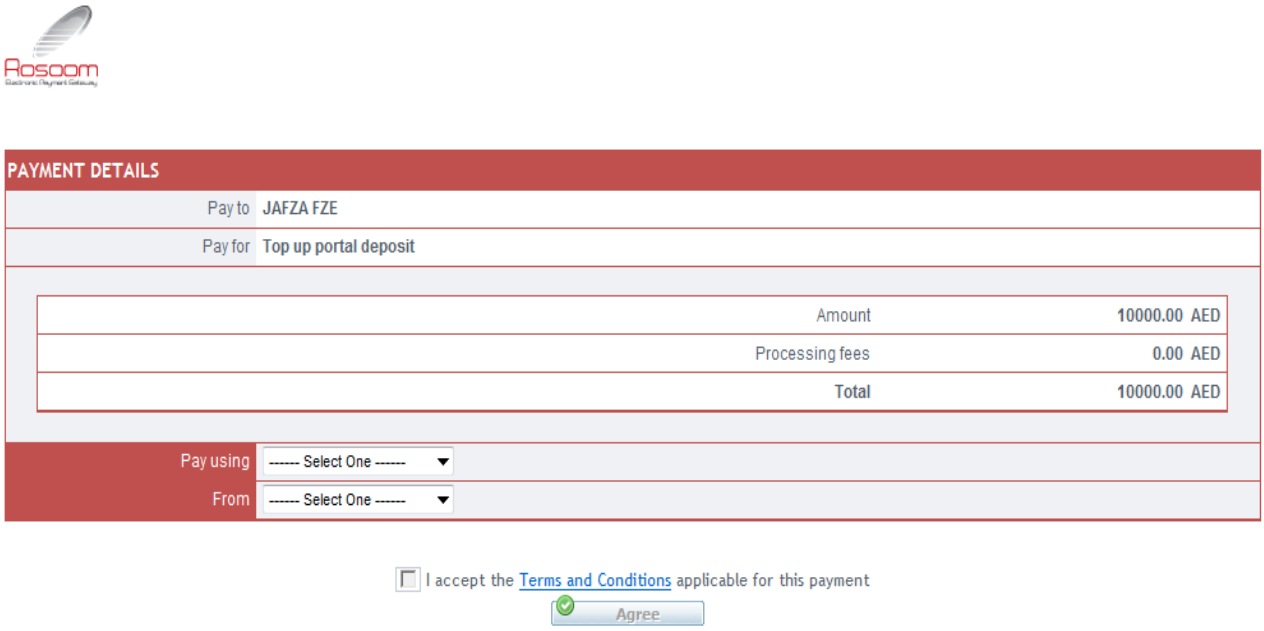


Procedure:

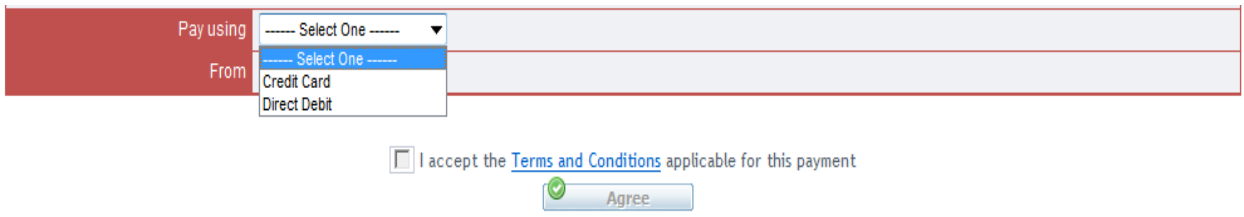
1. Select the Invoice you like to pay (***multiple invoices can be selected***)
2. Click on Proceed to Pay



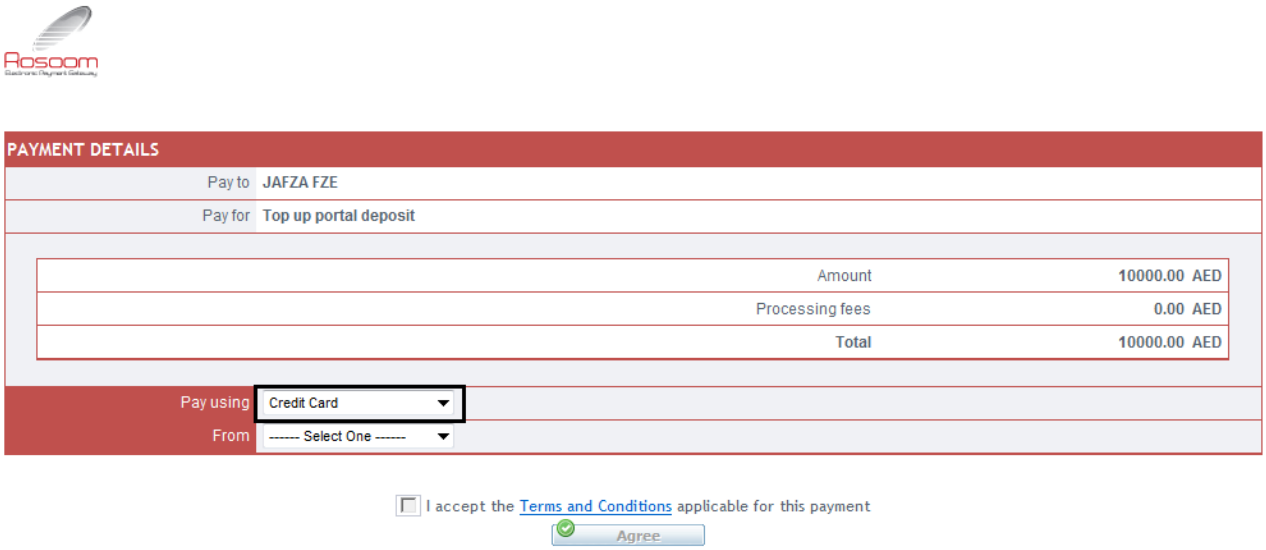
3. System will divert you to Rosoom (Dubai Trade ePayment Gateway)

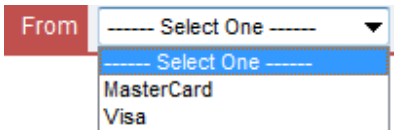


4. Select the Payment method, accept the Terms and Conditions by checking and then click Agree

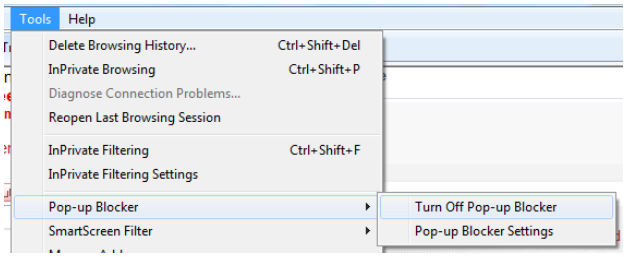


I – Credit Card

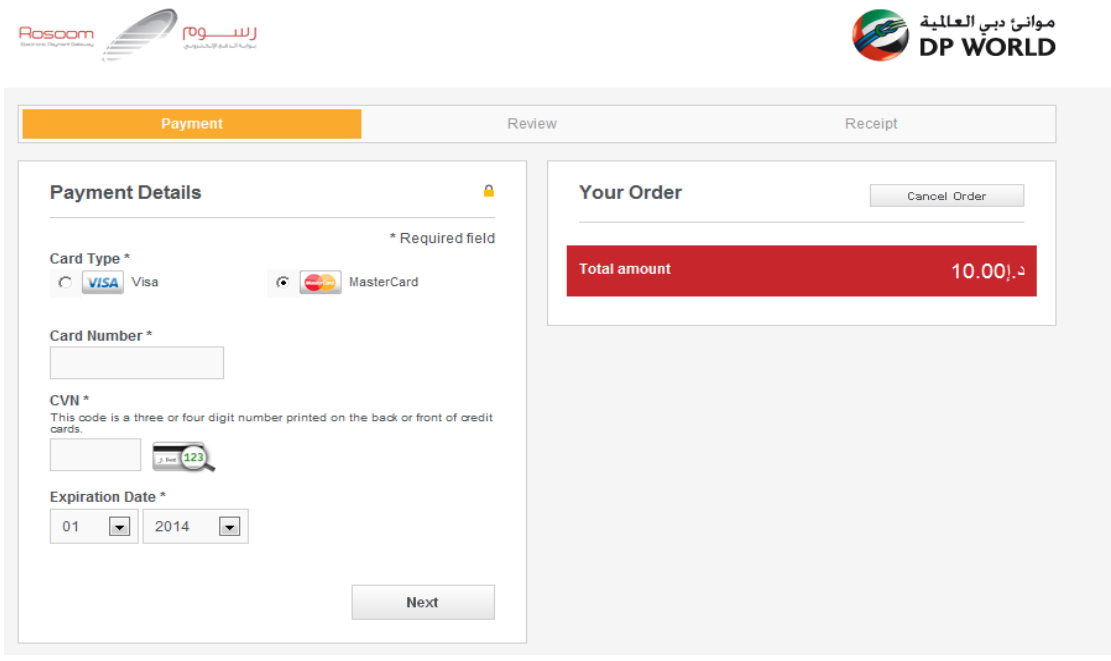




Note: please disable pop-up blocker to be able to continue



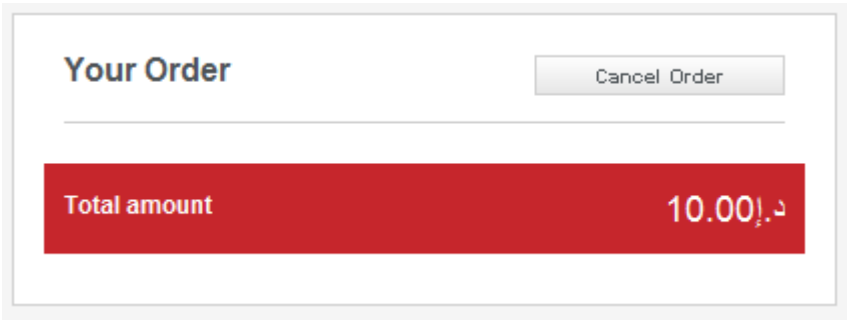
System will redirect you to the payment page



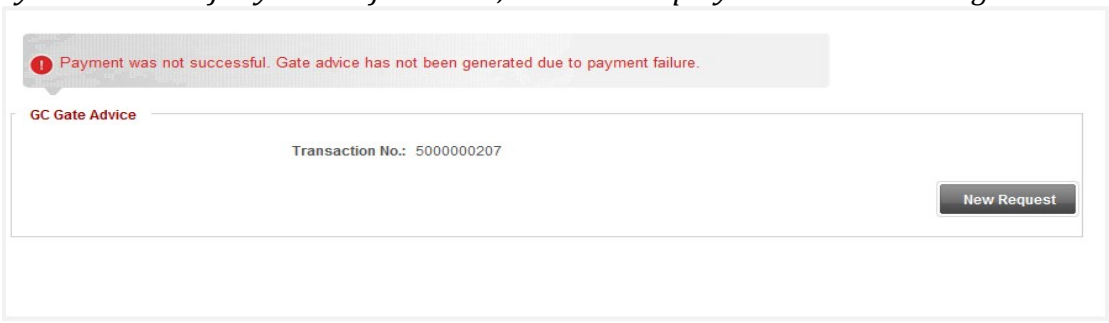
Note: system remembers your selection before landing to this page i.e. Master or Visa card. However, you can still change it

YOU CAN:

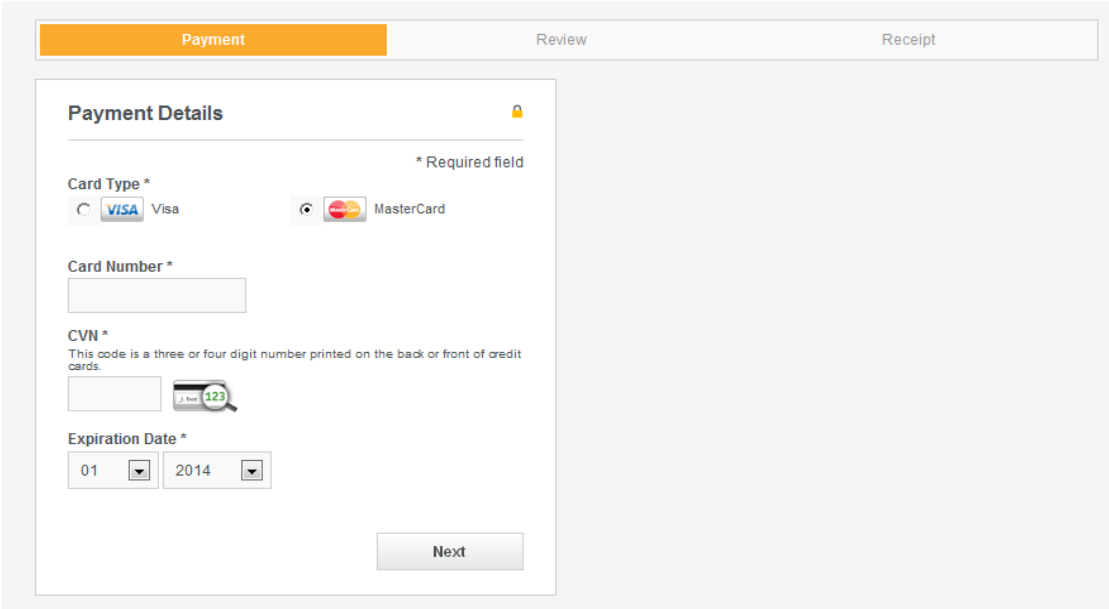
1. **Cancel Order:** (cancel the payment and revert back to DT)



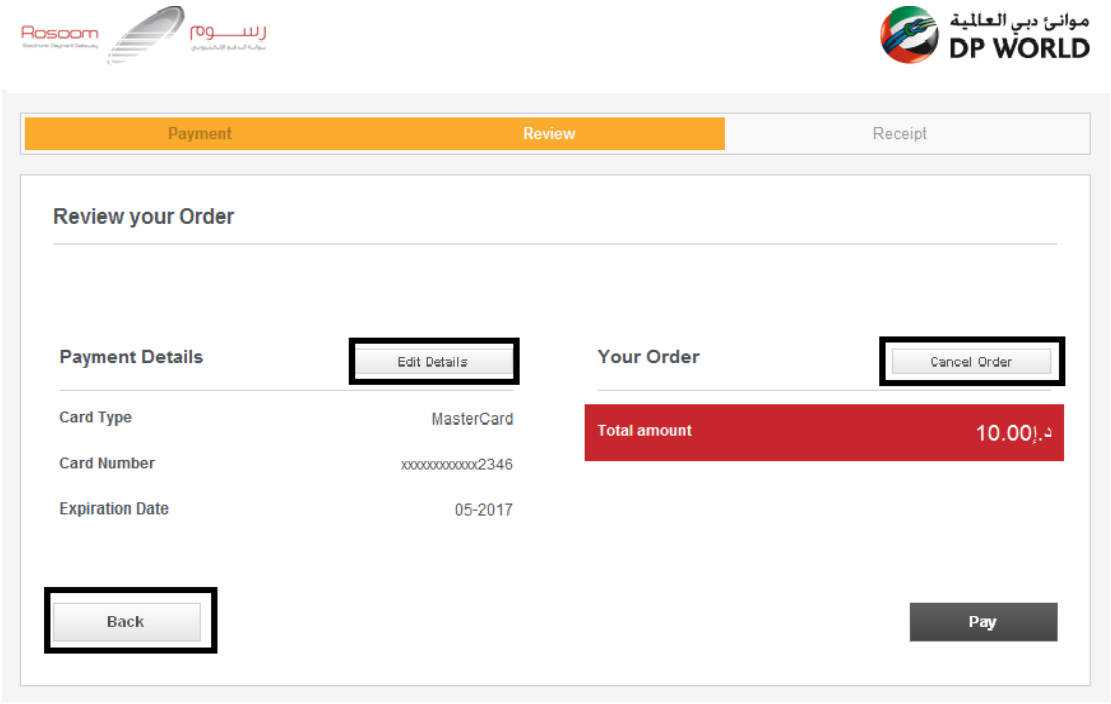
System will ask for your confirmation, and then displays the cancel message



2. Complete Payment:
   a. Fill out your card details and click Next



   b. Review your card details

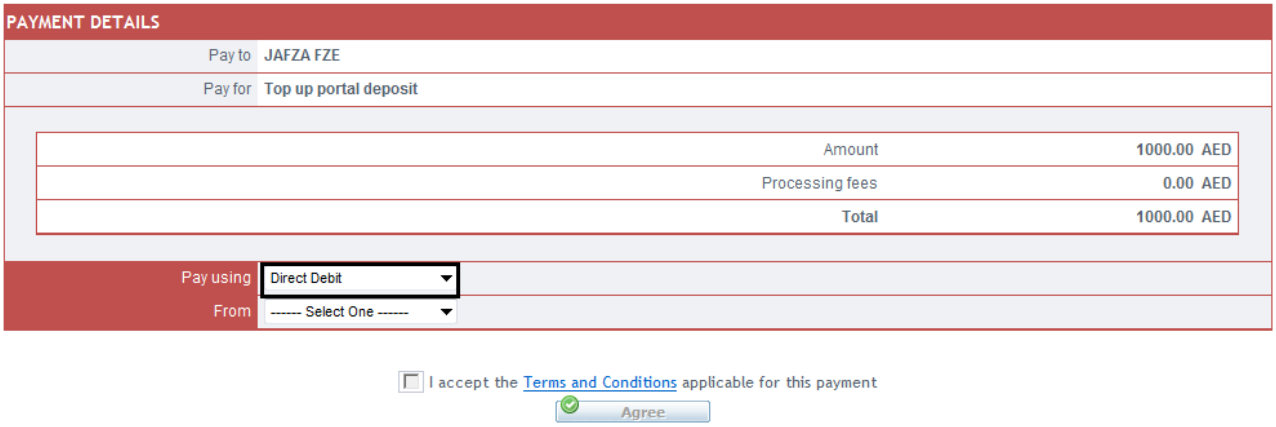


Note: you can still, edit card details, cancel this transaction or go back to the previous step.

c. Click Pay button

System will ask to redirect you to DT page, click Yes
Then DT page will show your transaction details confirmation if successful.

II – Direct Debit



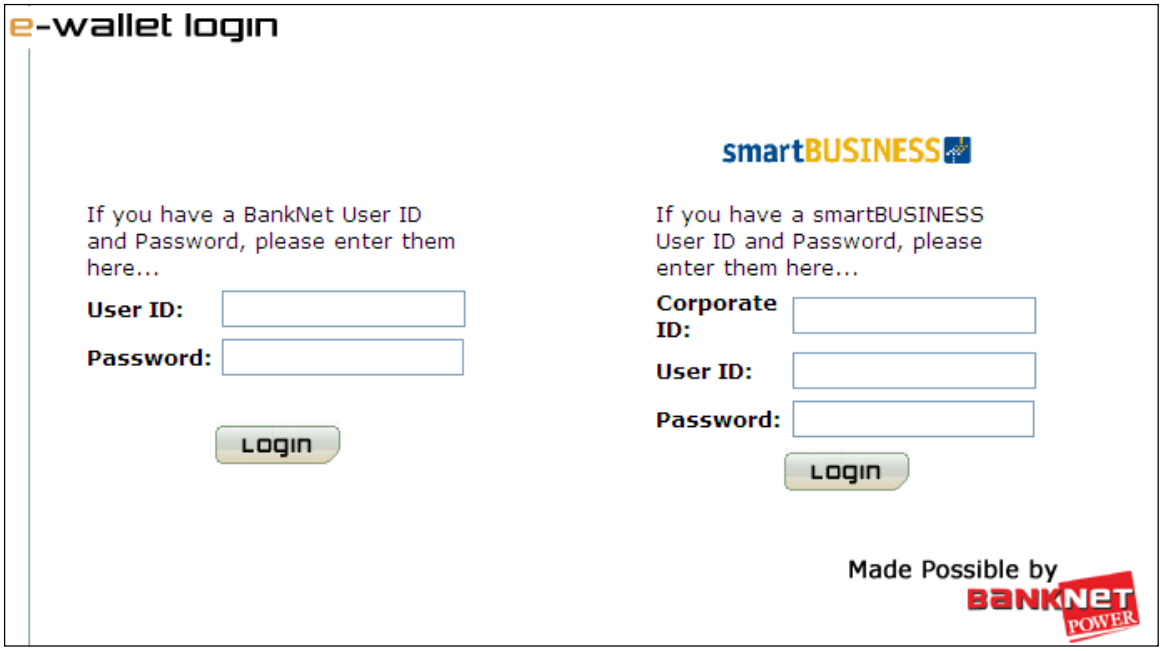
a. Direct Debit (CBD > e-Debit)

- Enter the User ID and Password then login

***Note**: Do not forget to press the Return to Dubai World link on the confirmation page of the Bank.*

- System confirms that transaction was completed successfully and gives the e-Receipt number.

b. Direct Debit (EBI > e-Wallet)



- Enter the User ID and Password then login

***Note**: after clicking on Pay; wait until you are redirected back to Dubai Trade.*

- System confirms that transaction was completed successfully and gives the e-Receipt number.