



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES eInvoice Lease Invoice Payment User's Manual

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DOCUMENT DETAILS

Document Information

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|-------------------|--------------------------------|
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| Business Unit | JAFZA |
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Revision History

| Version | Date | Author | Designation | Description of change |
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Approval History

| Version | Date | Name | Designation | Comments |
|---------|------|------|-------------|----------|
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Distribution

| Version | Location |
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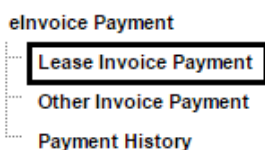
eInvoice Lease Invoice Payment

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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

A screenshot of the 'Lease Invoice Payment' page. The page has a header with the JAFZA logo and the title 'Lease Invoice Payment'. Below the header, there is a message: 'Invoices pending for payment are listed below, please select one or more invoices and click on proceed to pay button.' Below this message, there is a section titled 'Lease Details' which contains a form with 'Client Id' set to '2' and 'Name Of Company' set to 'Ltd.'. At the bottom of the section, it says 'No Invoices Found.'

Procedure:

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

A screenshot of a table displaying a list of invoices. The table has columns for Invoice Number, Invoice Date, Invoice Amount, Due Amount, Due Date, and Description. The first row is selected, indicated by a black box around the checkbox and the first row. Below the table, there is a button labeled 'Proceed to pay' which is also highlighted with a black box.


| Invoice Number | Invoice Date | Invoice Amount | Due Amount | Due Date | Description |
|--|--------------|----------------|------------|-------------|-------------------------------------|
| <input checked="" type="checkbox"/> 136534 | 23-Sep-2010 | 1,000.00 | 1,000.00 | 23-Oct-2010 | EHS : Construction Safety Penalties |
| <input type="checkbox"/> 136464 | 27-Apr-2010 | 17,856.00 | 17,356.00 | 27-May-2010 | SEC-GUARD SERVICES-(12)-JA. |

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



| PAYMENT DETAILS | | | | | | | |
|--|--------------------------|--------|--------------|-----------------|----------|-------|--------------|
| Pay to | JAFZA FZE | | | | | | |
| Pay for | Top up portal deposit | | | | | | |
| <table border="1"> <tr> <td>Amount</td> <td>10000.00 AED</td> </tr> <tr> <td>Processing fees</td> <td>0.00 AED</td> </tr> <tr> <td>Total</td> <td>10000.00 AED</td> </tr> </table> | | Amount | 10000.00 AED | Processing fees | 0.00 AED | Total | 10000.00 AED |
| Amount | 10000.00 AED | | | | | | |
| Processing fees | 0.00 AED | | | | | | |
| Total | 10000.00 AED | | | | | | |
| Pay using | ----- Select One ----- ▼ | | | | | | |
| From | ----- Select One ----- ▼ | | | | | | |

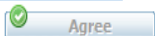
☐ I accept the [Terms and Conditions](#) applicable for this payment

☒ 

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

| | |
|-----------|--|
| Pay using | ----- Select One ----- ▼ |
| From | <div> <div>----- Select One -----</div> <div> Credit Card Direct Debit </div> </div> |

☐ I accept the [Terms and Conditions](#) applicable for this payment

☒ 

I – Credit Card



| PAYMENT DETAILS | |
|-----------------|------------------------|
| Pay to | JAFZA FZE |
| Pay for | Top up portal deposit |
| Amount | 10000.00 AED |
| Processing fees | 0.00 AED |
| Total | 10000.00 AED |
| Pay using | Credit Card |
| From | ----- Select One ----- |

☐ I accept the [Terms and Conditions](#) applicable for this payment

☒ Agree

From

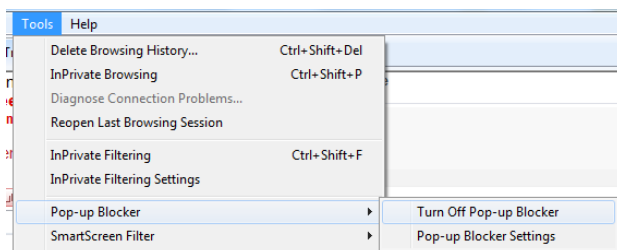
----- Select One -----

----- Select One -----

MasterCard

Visa

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



System will redirect you to the payment page



| Payment | Review | Receipt |
|--|--|---------|
| <p>Payment Details</p> <p>* Required field</p> <p>Card Type *</p> <p><input type="radio"/> VISA Visa <input checked="" type="radio"/> MasterCard</p> <p>Card Number *</p> <p>CVN *</p> <p>This code is a three or four digit number printed on the back or front of credit cards.</p> <p>Expiration Date *</p> <p>01 2014</p> <p>Next</p> | <p>Your Order</p> <p>Cancel Order</p> <p>Total amount 10.00</p> | |

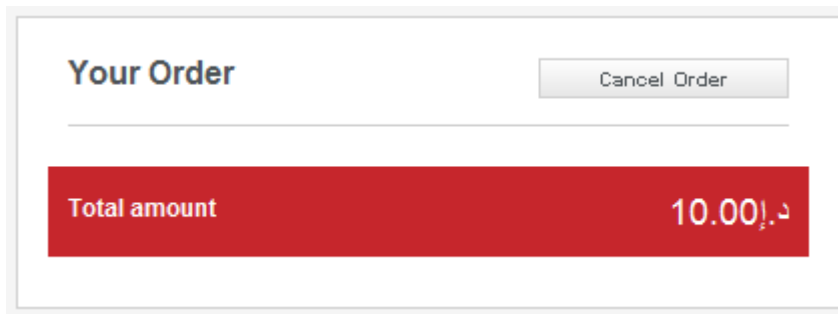
eInvoice Lease Invoice Payment

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

YOU CAN:

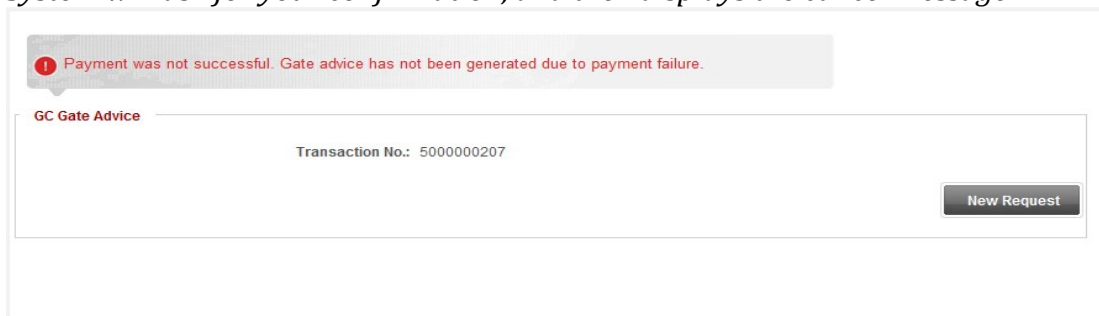
1. **Cancel Order:** (cancel the payment and revert back to DT)



Your Order Cancel Order

Total amount 10.00 إ.د.

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



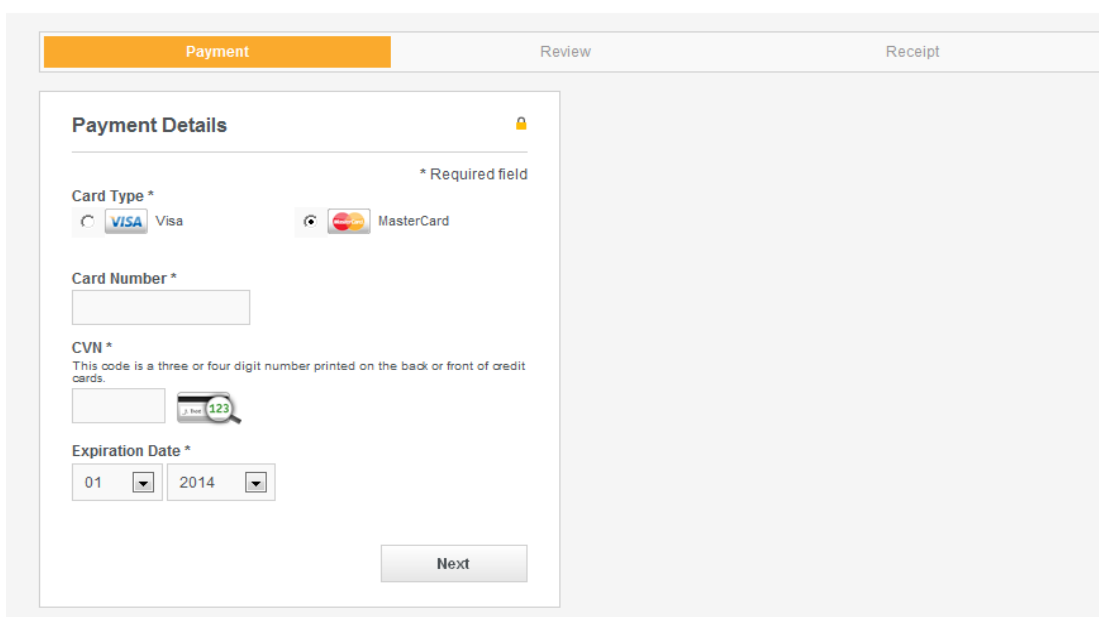
Payment was not successful. Gate advice has not been generated due to payment failure.

GC Gate Advice

Transaction No.: 5000000207

New Request

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





Payment Review Receipt

Payment Details 🔒

* Required field


Card Type *

☐  Visa ☐  MasterCard

Card Number *

CVN *

This code is a three or four digit number printed on the back or front of credit cards.



Expiration Date *

01 2014

Next

- b. Review your card details

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Payment

Review

Receipt

Review your Order

Payment Details

Edit Details

Card TypeMasterCard

Card Numberxxxxxxxxxxxx2346

Expiration Date05-2017

Back

Your Order

Cancel Order

Total amountد.إ. 10.00

Pay

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

PAYMENT DETAILS

Pay toJAFZA FZE

Pay forTop up portal deposit

| | |
|-----------------|-------------|
| Amount | 1000.00 AED |
| Processing fees | 0.00 AED |
| Total | 1000.00 AED |

Pay usingDirect Debit

From----- Select One -----

☐ I accept the [Terms and Conditions](#) applicable for this payment

Agree

From

----- Select One -----

----- Select One -----


CBD Attijari

Emirates NBD e-Wallet

HSBC

Std. Chartered iBanking

a. Direct Debit (CBD > e-Debit)

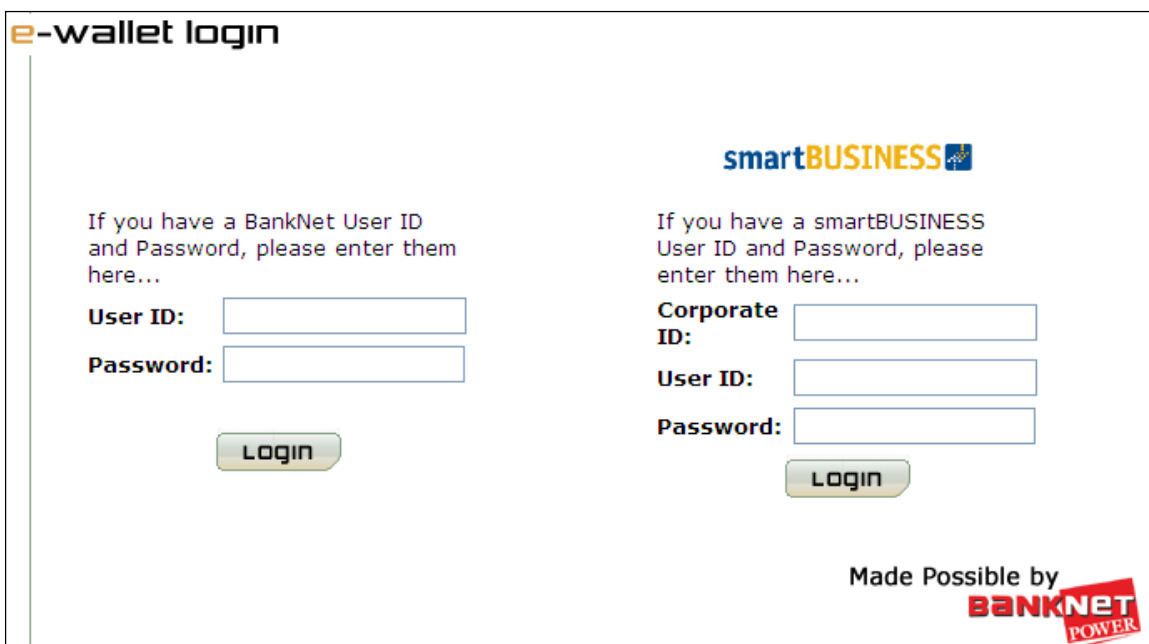


- Enter the User ID and Password then login

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.

