



دبي التجارية
DUBAI TRADE

JAFZA

Make Deposit & View Payment History User's Manual

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Make Deposit & View Payment History

Table Designs

DOCUMENT DETAILS

Document Name	Make Deposit & View Payment History
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
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Current Version	1.0

This service enables customers to top up or recharge their Portal Deposit, Non-Portal Account, Bank Guarantee and make Booking Deposits payment.

This manual also covers the access to transaction history for all payments.

Process:

1. The below screen will be displayed.

The screenshot shows a web form titled "Balance TopUp". It contains several input fields arranged in a grid. The first row includes "Business Unit Name", "Customer Account Number", and "Company Name". The second row shows "Portal Deposit Amount" (3,026,479.34), "Portal In-Process Amount" (0), and "Portal Balance Amount" (5,026,479.34). The third row includes "Non-Portal Balance Amount" (96,309), "Bank Guarantee Required" (0), and "Total Bank Guarantee Submitted" (0). The fourth row shows "Bank Guarantee Balance" (93,326.51), a dropdown for "Service you want to avail", and an "Amount to pay" field. There is also a "Remarks" field with a plus icon. At the bottom, there are two buttons: "Click to confirm Payment using Rosoom" and "Clear". Below the buttons, a note states: "Once clicked on payment button, do not close window and do not click on browser back button".

2. Choose the account you wish to top-up or pay, the amount and remarks.

This screenshot is similar to the previous one, but the "Service you want to avail" dropdown menu is open, displaying four options: "Bank Guarantee", "Booking Deposit", "Non-Portal Deposit", and "Portal Deposit". The "Remarks" field and the "Amount to pay" field are also highlighted with red boxes. The rest of the form and the note at the bottom remain the same.

If "**Booking Deposit**" is selected, the **booking deposit** type is required to be selected:

The screenshot shows the 'Balance TopUp' form. The 'Service you want to avail' dropdown is set to 'Booking Deposit'. The 'Booking Deposit Type' dropdown is also set to 'Booking Deposit'. The 'Remarks' field contains 'Portal Deposit recharge'. The 'Amount to pay' is 10,000. The 'Click to confirm Payment using Rosoom' button is highlighted.

Balance TopUp		
Business Unit Name	Customer Account Number	Company Name
Portal Deposit Amount 3,026,479.34	Portal In-Process Amount 0	Portal Balance Amount 3,026,479.34
Non-Portal Balance Amount 96,309	Bank Guarantee Required 0	Total Bank Guarantee Submitted 0
Bank Guarantee Balance 93,326.51	Service you want to avail Booking Deposit	Booking Deposit Type Jafza One OSR Office Others Plot Warehouse
Amount to pay 10,000	Remarks Portal Deposit recharge	

Click to confirm Payment using Rosoom Clear

Once clicked on payment button, do not close window and do not click on browser back button

3. Click on "**Confirm Payment**" to proceed with online payment.

The screenshot shows the 'Balance TopUp' form. The 'Service you want to avail' dropdown is set to 'Portal Deposit'. The 'Click to confirm Payment using Rosoom' button is highlighted.

Balance TopUp		
Business Unit Name	Customer Account Number	Company Name
Portal Deposit Amount 3,026,479.34	Portal In-Process Amount 0	Portal Balance Amount 3,026,479.34
Non-Portal Balance Amount 96,309	Bank Guarantee Required 0	Total Bank Guarantee Submitted 0
Bank Guarantee Balance 93,326.51	Service you want to avail Portal Deposit	Amount to pay 10,000
Remarks Portal Deposit recharge		

Click to confirm Payment using Rosoom Clear

Once clicked on payment button, do not close window and do not click on browser back button

4. System will take you to the payment gateway:

- Choose the payment method and select the card type / bank name.
- Enter an email address if necessary then accept the terms and conditions
- Click "**Agree and Pay**"
- Complete the payment transaction by entering your card information or bank details.

The screenshot shows the payment gateway interface. The 'How would you like to pay?' section has 'Debit/Credit' selected. The 'Select the Card Type' section has 'VISA' selected. The 'ORDER DETAILS' section shows the total amount as 2,000 AED. The 'AGREE AND PAY' button is highlighted.

How would you like to pay?

Debit/Credit Direct Debit

Select the Card Type

mastercard VISA

ORDER DETAILS

Merchant

Pay To

Pay For

Total 2,000 AED

Notify me with the payment status.

I accept the Terms and Conditions for this payment.

CANCEL ORDER AGREE AND PAY

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5. Once the payment is successful, a payment confirmation will be displayed with the option to download and print the receipt or go back to the payment landing page.

Success

Business Unit Name

Portal In-process Amount
0

Total Bank Gurantee Submitted
0

Remarks
Portal Recharge 2000

CEPG Reference Number
T141

FI Date
29-Sep-2025 12:48:59 AM

Customer Name

Portal Balance Amount
3,030,495.34

Bank Gurantee Balance
93,326.51

FI Reference Number
7590

Status
Receipt created

Customer Number

Non-Portal Balance Amount
99,650

Service you want to Avail
PORTALDEPOSIT

Receipt Number
7590

Poratl Deposit Amount
3,030,495.34

Bank Gurantee Required
0

Amount
2,000

Payment Instrument
WEB

Back to Payment Page

Download Receipt

Payment History

You may also view the history of all top-ups and recharge through the option **Invoice Payment > View Payment History**.

Use the search parameters to retrieve record. Click the "**download**" icon to view available receipts.

Payment Search

Business Unit Name

Customer Account Number

Company Name

Payment Status

CePG Ref No

Bank Ref Number


From Date

To Date

Search

Reset

Payment Details

Payment Purpose	Request Number	Payment Date	Payment Status	Amount	Receipt	CePG Ref No	Bank Ref No	Customer Number	Bu Name	Document Number	Last Updated By
BOOKING DEPOSITS	4018		New				80		300000011128597		
	4087								AL AIWEER FREE ZONE DUCAMZ		
LEASE	4072	14-Aug-2025 12:00:00 AM	Receipt created	100.00			11		AL AIWEER FREE ZONE DUCAMZ		

