JAFZA
Pay Other (Non-Lease) Invoices
User's Manual

Pay Other (Non-Lease) Invoices

DOCUMENT DETAILS

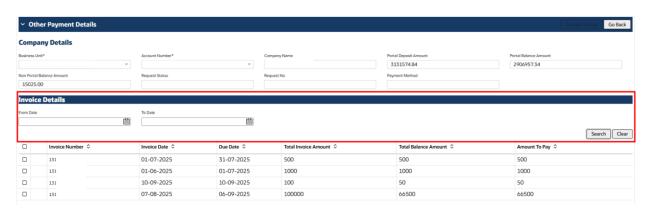|	
Document Name	Pay Other (Non-Lease) Invoices
Project Name	
Business Unit	JAFZA
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This service allows customers to pay other non-lease invoices using their Non-Portal, Portal balance or through online payment.
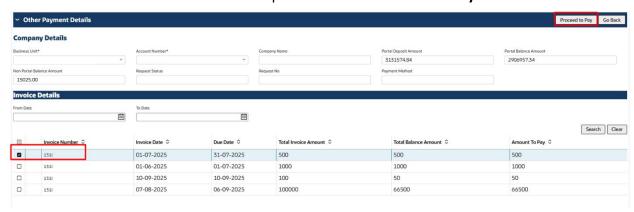
Procedure:

1. The below screen will be displayed. Click on "**Create New Request**" to begin a new transaction.

2. Company details will be fetched automatically. Click "**Search**" to view invoices or search for specific Non-lease related invoices by date range.
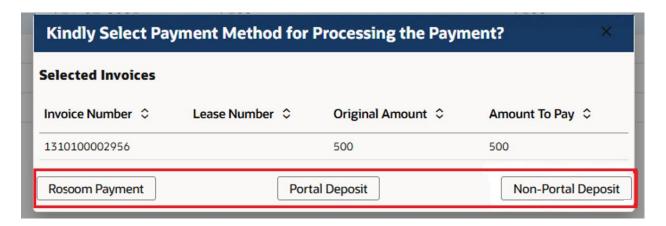

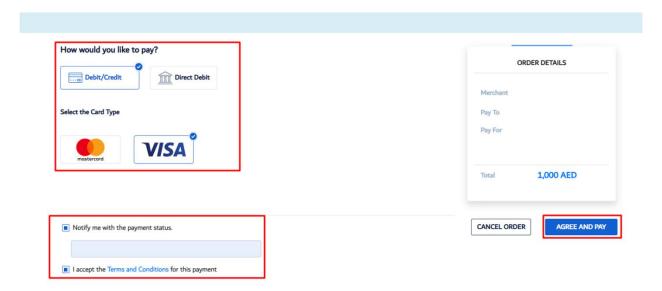3. Choose the invoice which needs to be paid then click "**Proceed to Pay**"

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4. Select your payment method as:

- "**Rosoom Payment**" - online by credit/debit card or direct debit
- "**Portal Deposit**" - using your portal deposit balance
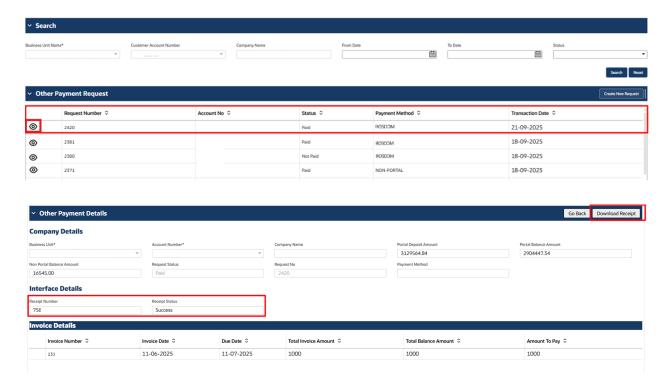- "**Non-Portal Deposit**" - using your non-portal account balance

For Rosoom Payment (online):
➢ 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.

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Once the payment is completed, you will be navigated back to the main page where user can view the status of latest request. Click the "👁" icon to view and download receipts.
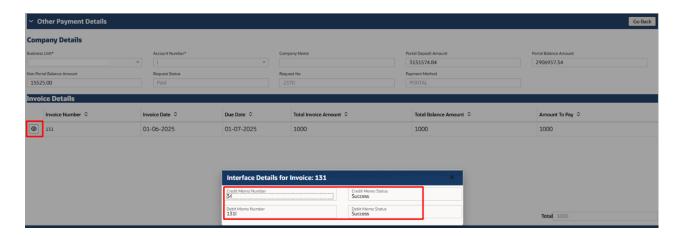

For Portal Balance payment:

➢ Click on the "👁" icon to view transaction history

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➢ Click on the "⊙" icon to view the debit and credit memo.

For Non-Portal balance payment:

➢ Click on the "⊙" icon to view transaction history

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