



دبي التجارية
DUBAI TRADE

JAFZA

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

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Pay Other (Non-Lease) Invoices

Table Designs

DOCUMENT DETAILS

Document Name	Pay Other (Non-Lease) Invoices
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	3 rd December 2025
Current Version	1.0

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.

Search

Business Unit Name* Customer Account Number Company Name From Date To Date Status

Other Payment Request Create New Request

	Request Number	Account No	Status	Payment Method	Transaction Date
	2362		Paid	PORTAL	18-09-2025
	2360		Not Paid	ROSOOM	18-09-2025
	2340		Paid	NON-PORTAL	17-09-2025

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

Other Payment Details Go Back

Company Details

Business Unit* Account Number* Company Name Portal Deposit Amount Portal Balance Amount

Non Portal Balance Amount Request Status Request No Payment Method

Invoice Details

From Date To Date

Search Clear

	Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
<input type="checkbox"/>	131	01-07-2025	31-07-2025	500	500	500
<input type="checkbox"/>	131	01-06-2025	01-07-2025	1000	1000	1000
<input type="checkbox"/>	131	10-09-2025	10-09-2025	100	50	50
<input type="checkbox"/>	131	07-08-2025	06-09-2025	100000	66500	66500

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

Other Payment Details Proceed to Pay Go Back

Company Details

Business Unit* Account Number* Company Name Portal Deposit Amount Portal Balance Amount

Non Portal Balance Amount Request Status Request No Payment Method

Invoice Details

From Date To Date

Search Clear

	Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
<input checked="" type="checkbox"/>	131	01-07-2025	31-07-2025	500	500	500
<input type="checkbox"/>	131	01-06-2025	01-07-2025	1000	1000	1000
<input type="checkbox"/>	131	10-09-2025	10-09-2025	100	50	50
<input type="checkbox"/>	131	07-08-2025	06-09-2025	100000	66500	66500

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

Kindly Select Payment Method for Processing the Payment?

Selected Invoices

Invoice Number	Lease Number	Original Amount	Amount To Pay
1310100002956		500	500

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.

How would you like to pay?

☒ Debit/Credit ☐ Direct Debit

Select the Card Type

☐ Mastercard ☒ VISA

☒ Notify me with the payment status.

☒ I accept the [Terms and Conditions](#) for this payment.

ORDER DETAILS

Merchant

Pay To

Pay For

Total **1,000 AED**

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.

Search

Business Unit Name*

Customer Account Number

Company Name

From Date

To Date

Status

Search

Reset

Other Payment Request

Create New Request

	Request Number	Account No	Status	Payment Method	Transaction Date
👁	2420		Paid	ROSDOM	21-09-2025
👁	2381		Paid	ROSDOM	18-09-2025
👁	2380		Not Paid	ROSDOM	18-09-2025
👁	2371		Paid	NON-PORTAL	18-09-2025

Other Payment Details

Go Back

Download Receipt

Company Details

Business Unit*

Account Number*

Company Name

Portal Deposit Amount

Portal Balance Amount

Non Portal Balance Amount

Request Status

Request No

Payment Method

Interface Details

Receipt Number

Receipt Status

Invoice Details

Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
131	11-06-2025	11-07-2025	1000	1000	1000

For Portal Balance payment:

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

DP WORLD Other Payment

Search

Business Unit Name*

Customer Account Number

Company Name

From Date

To Date

Status

Search

Reset

Other Payment Request

Create New Request

	Request Number	Account No	Status	Payment Method	Transaction Date
👁	2370		Paid	PORTAL	18-09-2025

- Click on the "👁" icon to view the debit and credit memo.

Other Payment Details
Go Back

Company Details

Business Unit*
Account Number*
Company Name
Portal Deposit Amount
Portal Balance Amount
Non Portal Balance Amount
Request Status
Request No
Payment Method

Invoice Details

Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
👁 131	01-06-2025	01-07-2025	1000	1000	1000

Interface Details for Invoice: 131

Credit Memo Number 84	Credit Memo Status Success
Debit Memo Number 131	Debit Memo Status Success

Total 1000

For Non-Portal balance payment:

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

Search

Business Unit Name*
Customer Account Number
Company Name
From Date
To Date
Status

Lease Payment Request
Create New Request

	Request Number	Account No	Status	Payment Method	Transaction Date
👁	2366		Paid	NON-PORTAL	18-09-2025

