



دبي التجارية
DUBAI TRADE

Dubai Trade DT Subscription - Subscription Profile User's Manual

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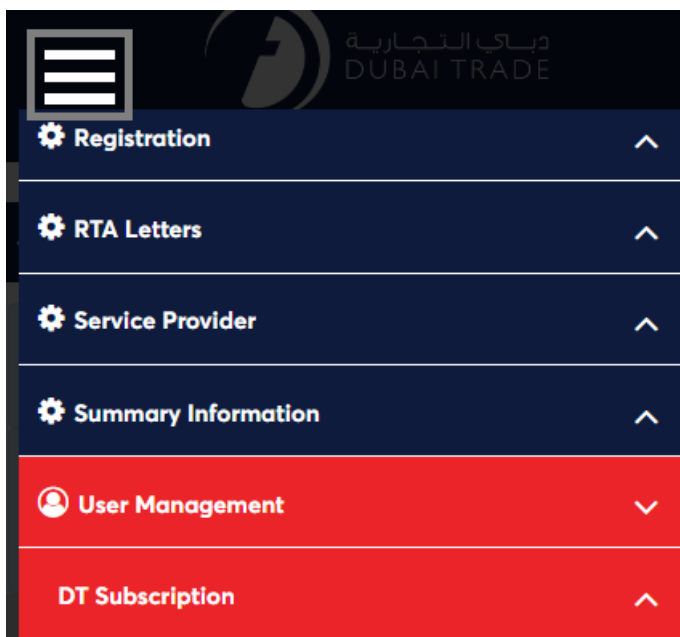
DOCUMENT DETAILS

Document Name	DT Subscription – Subscription Profile
Project Name	
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
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Current Version	2.0

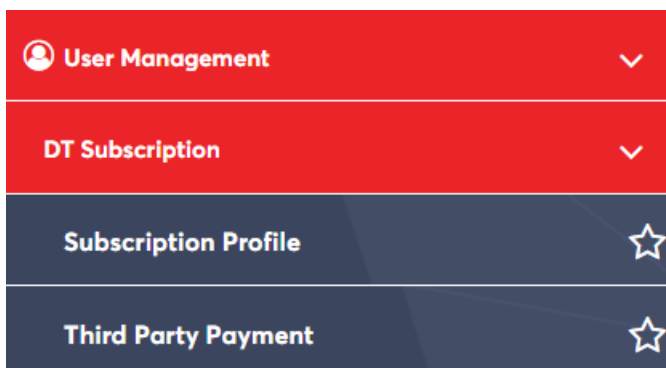
This service enables Dubai Trade users to subscribe/renew subscription and pay for the Dubai Trade subscription through Dubai Trade's portal. The subscription fees are Time-based which grants permission to authorized users to access paid e-Services of multiple service providers rendered through Dubai Trade portal.

Navigation:

1. Login to **Dubai Trade**
2. Go to the **Services Menu**
3. Click on **User Management**
4. Click on **DT Subscription**



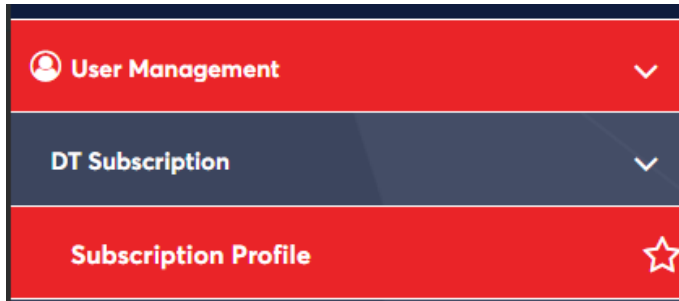
5. The below e-Services will be available



DT Subscription - Subscription Profile

Procedure:

1. Click on "Subscription Profile"



The below screen will be displayed

Subscription Profile

Customer Details

DT Customer Id:

Company Name:

Associated Customers

Agent Code	Agent Type	Business Name	Subscription	Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Remarks
	Cargo Owner		Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Insurance Company Agent Type		Exempted		Municipality & planning department - Ajman	INACTIVE	N/A	
	Jafza		Exempted		Ministry of Trade and Industry - Oman	EXPIRED	14-Apr-2015	

Cash/Cheque Payment

E-Payment

Print Profile

Payment History

2. Select the mode of payment

Associated Customers

Agent Code	Agent Type	Business Name	Subscription	Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Remarks
	Cargo Owner		Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Insurance Company Agent Type		Exempted		Municipality & planning department - Ajman	INACTIVE	N/A	
	Jafza		Exempted		Ministry of Trade and Industry - Oman	EXPIRED	14-Apr-2015	

Cash/Cheque Payment

E-Payment

Print Profile

Payment History

DT Subscription - Subscription Profile

3. Click on "Cash/Cheque Payment" to pay by cash, wire transfer or cheque

Associated Customers

Agent Code	Agent Type	Business Name	Subscription	Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Remarks
	Cargo Owner		Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Insurance Company Agent Type		Exempted		Municipality & planning department - Ajman	INACTIVE	N/A	
	Jafza		Exempted		Ministry of Trade and Industry - Oman	EXPIRED	14-Apr-2015	

Cash/Cheque Payment E-Payment Print Profile Payment History

The below screen will be displayed

Confirm Payment

- Verify Trade License details, in case of amendment contact Dubai Trade Contact Centre on 600 55 55 54.
- Only Trade License(s) that are applicable for subscription are displayed.
- Select the Trade License(s) that you would like to subscribe with Dubai Trade Portal.

Customer Details

DT Customer Id: Company Name:

Charge Details

Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Subscription Plan	Net Amount	VAT Amount (5%)	Gross Amount
Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	Select			
Total Amount:							

Payment Details

Payment Mode* Amount

Select

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

Back Confirm

a. Select the "Subscription Plan" and "Payment Mode"

Charge Details

Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Subscription Plan	Net Amount	VAT Amount (5%)	Gross Amount
Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	Select			
Total Amount:							

Payment Details

Payment Mode* Amount

Select

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

Back Confirm

DT Subscription - Subscription Profile

b. Click on "Confirm" after completing all the required details

Charge Details

Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Subscription Plan	Net Amount	VAT Amount (5%)	Gross Amount
Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	ANNUAL - 365 Days	9000	450	9450
Total Amount:							9450

Payment Details

Payment Mode*
Cash/Wire Transfer

Reference No*
Test12345

Amount
9450

Payment Date*
02-12-2023

Upload Reference Document(Cheque Deposit Slip / ATM Slip Copy / Online Transfer) *
Accepted File types(jpg/jpeg/png/pdf) and max upload size is 500KB
Choose File TSTU823012-INVNO330142.pdf

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

BackConfirm



Check the box of the "Terms and Conditions" after reading to proceed. The Bank Account details are as follows:

Bank Name: Emirates NBD

Account Name: Dubai Trade FZE

Bank Account: 101-45133336-01

IBAN No: AE090260001014513333601

SWIFT Code: EBILAEAD

TRN Number: 100391235700003

The below Confirmation screen will be displayed

Cash – Cheque Subscription Request Confirmation

✓ Cash – Cheque Subscription Request Reference Number SMREF00000019 is sent for Approval. Request will be actioned within 5 Working Days. Approval / Rejection details will be communicated on email amar.pradeep@dubaitrade.ae. You can also check the status of your request from Service: Cash-Cheque Request Enquiry under DT Subscription.

4. Click on "E-Payment" to pay by Credit/Debit card


Associated Customers

Agent Code	Agent Type	Business Name	Subscription	Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Remarks
	Cargo Owner		Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Insurance Company Agent Type		Exempted		Municipality & planning department - Ajman	INACTIVE	N/A	
	Jafza		Exempted		Ministry of Trade and Industry - Oman	EXPIRED	14-Apr-2015	

Cash/Cheque Payment **E-Payment** Print Profile Payment History

The below screen will be displayed

Confirm Payment

 - Verify Trade License details, in case of amendment contact Dubai Trade Contact Centre on 600 55 55 54.
- Only Trade License(s) that are applicable for subscription are displayed.
- Select the Trade License(s) that you would like to subscribe with Dubai Trade Portal.

Customer Details

DT Customer Id: Company Name:

Charge Details

Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Subscription Plan	Net Amount	VAT Amount (5%)	Gross Amount
Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	Select			
Total Amount:							0

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

Back Confirm

- a. **Select** the "Subscription Plan" and **click** on "Confirm" to proceed to the payment page

Charge Details

Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Subscription Plan	Net Amount	VAT Amount (5%)	Gross Amount
Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	ANNUAL - 365 Days	9000	450	9450
Total Amount:							9450

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

Back Confirm



Check the box of the "Terms and Conditions" after reading to proceed. Make sure the pop-up blocker is off.

DT Subscription - Subscription Profile

5. Click on "Print Profile" to view, download, or print the subscription profile

Associated Customers

Agent Code	Agent Type	Business Name	Subscription	Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Remarks
	Cargo Owner		Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Insurance Company Agent Type		Exempted		Municipality & planning department - Ajman	INACTIVE	N/A	
	Jafza		Exempted		Ministry of Trade and Industry - Oman	EXPIRED	14-Apr-2015	

Cash/Cheque PaymentE-PaymentPrint ProfilePayment History

6. Click on "Payment History" to view subscription payment details

Associated Customers

Agent Code	Agent Type	Business Name	Subscription	Trade License No	Issuing Authority	Subscription Status	Subscription Expiry Date	Remarks
	Cargo Owner		Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Cargo Owner for FTMS	skvarma	Applicable	Sharjah	Ded - Sharjah	EXPIRED	23-Feb-2020	
	Cargo Owner for FTMS	pmark	Applicable			INACTIVE	N/A	
	Insurance Company Agent Type		Exempted		Municipality & planning department - Ajman	INACTIVE	N/A	
	Jafza		Exempted		Ministry of Trade and Industry - Oman	EXPIRED	14-Apr-2015	

Cash/Cheque PaymentE-PaymentPrint ProfilePayment History

The below screen will be displayed

Subscription Payment History

Search Payments

Payment Status
All

Trade License No
Type to search

From Date*
07-12-2022

To Date*
06-12-2023

SearchReset

Payment Details

Transaction Id	Trade License No	Payment Date	Paid By	Amount	Status:	Action
No data available in table						

Showing 0 to 0 of 0 entries

PreviousNext

Back

- a. Click on "Search" after completing the search fields

Search Payments

Payment Status

All

Trade License No

Type to search

From Date*

07-12-2022

To Date*


06-12-2023

Search

Reset

- b. Click on the "  " icon to view, download, or print the receipt

Payment Details							
Transaction Id	Trade License No	Payment Date	↕	Paid By	↕	Amount	Status: Action
SREF0000001243	Sharjah	12-Feb-2020		pmark		210.0	SUCCESS 

- c. Click on the "  " icon to view, download, or print the invoice

Payment Details							
Transaction Id	Trade License No	Payment Date	↕	Paid By	↕	Amount	Status: Action
SREF0000001243	Sharjah	12-Feb-2020		pmark		210.0	SUCCESS 