



دبي التجارية
DUBAI TRADE

Dubai Trade DT Subscription - Third Party Payment Manual

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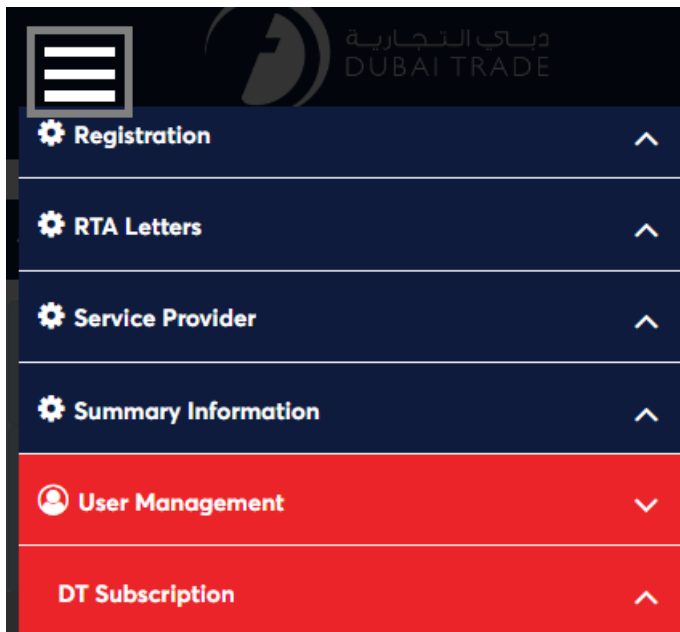
DOCUMENT DETAILS

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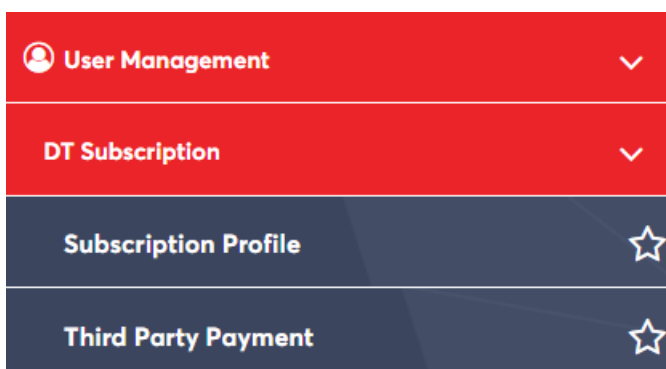
This service enables Dubai Trade third party users to pay for Dubai Trade subscriptions through Dubai Trade's portal. The subscription fees are Time-based which grants permission to authorized users to access paid e-Services of multiple service providers rendered through Dubai Trade portal.

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 - Third Party Payment

Procedure:

1. Click on "Subscription Profile"



The below screen will be displayed

Third Party Subscription Payment

Customer Search

Paid By*
Select

Agent Code
Agent Code

↑OR↓

Trade License No
Trade License

Issuing Authority
Issuing Authority

Search Reset

2. **Select** your company code from the "Paid By" drop-down menu *then enter* the "Agent Code" or "Trade License" and "Issuing Authority" of the company you will pay for

Third Party Subscription Payment

Customer Search

Paid By*
Select

Agent Code
Agent Code

↑OR↓

Trade License No
Trade License

Issuing Authority
Issuing Authority

Search Reset

DT Subscription - Third Party Payment

3. **Click** on "Search" to display the company details related to the entered "Agent Code" or "Trade License No."

Customer Search

Paid By*

Agent Code

↑OR↓

Trade License No

Issuing Authority

Search

Reset

The below screen will be displayed

SearchReset

Customers List

Agent Code	Business Name	Trade License No	Issuing Authority	Action
			DED - Dubai	


4. **Click** on the " " icon to pay the subscription charges for the selected company account

Customers List

Agent Code	Business Name	Trade License No	Issuing Authority	Action
			DED - Dubai	

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

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Confirm



For third party payments, only E-Payment is accepted as a method of payment.

5. **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

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Confirm



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

