



دبي التجارية
DUBAI TRADE

DP World Advance Deposit Request User's Manual

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Advance Deposit Request

Table Designs

DOCUMENT DETAILS

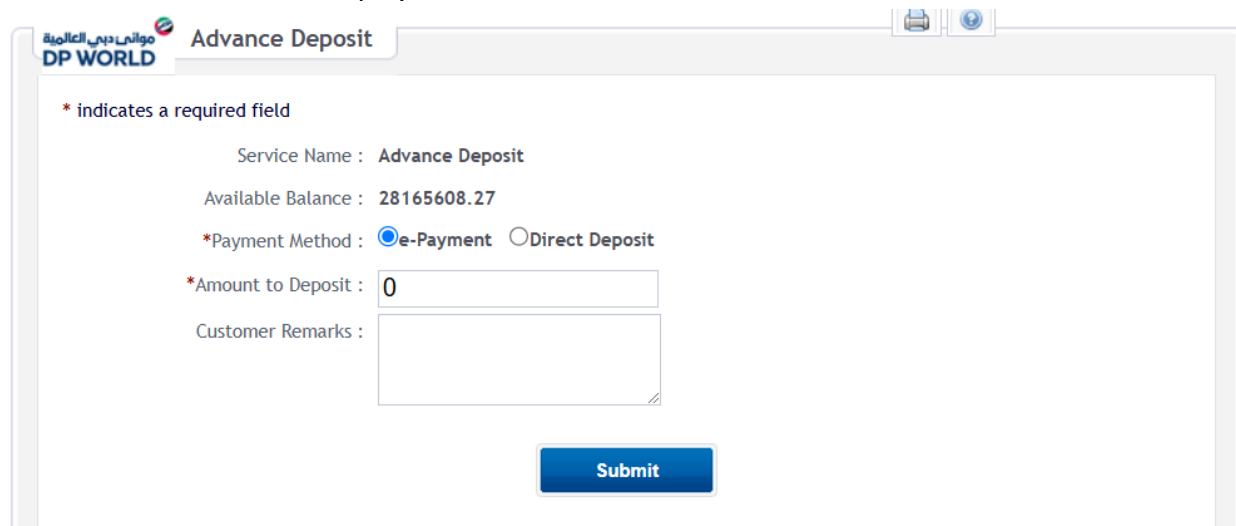
Document Name	Advance Deposit Request
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	17 th September, 2025
Current Version	3.0

This service enables users to top up their advance deposit account using e-Payment (Credit/Debit Card, Direct Debit, Pre-funded Cards) or Direct Deposit (Cheque, Cash, Wire transfer) method and uploading the proof.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Request**
3. Then Go to **DP World Advance Deposit**

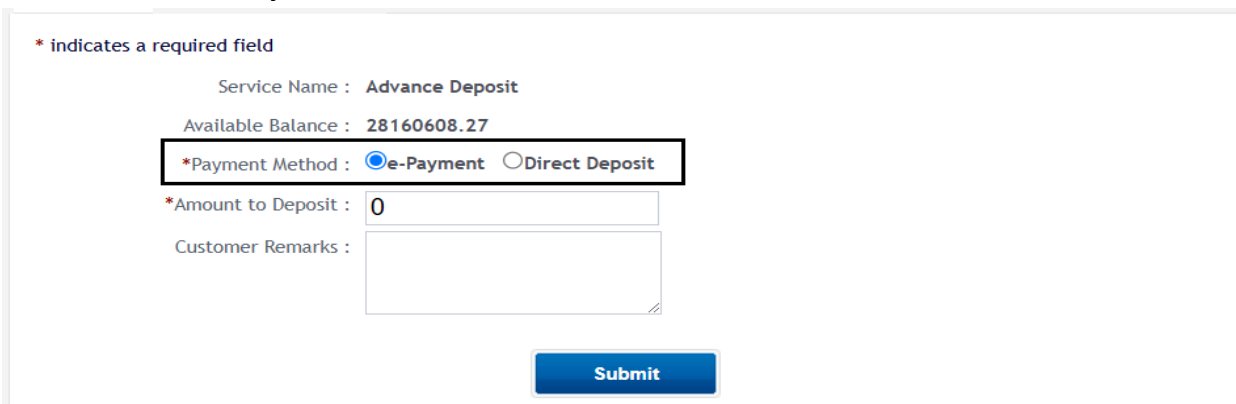
The below screen will be displayed



The screenshot shows a web browser window with the DP World logo and the title "Advance Deposit". The form includes a legend: "* indicates a required field". The fields are: "Service Name : Advance Deposit", "Available Balance : 28165608.27", "*Payment Method : ☒ e-Payment ☐ Direct Deposit", "*Amount to Deposit : 0", and "Customer Remarks :". A blue "Submit" button is at the bottom right.

Procedure:

1. Select the **Payment Method**



This screenshot is identical to the previous one, but a black rectangular box highlights the "*Payment Method : ☒ e-Payment ☐ Direct Deposit" field, indicating the selection step in the procedure.

I. E-Payment

1. Enter the Amount to Deposit and Remarks then click **Submit**

DP WORLD موانئ دبي العالمية

Advance Deposit

* indicates a required field

Service Name : Advance Deposit

Available Balance : 28160608.27

*Payment Method : ☒ e-Payment ☐ Direct Deposit

*Amount to Deposit : 5000

Customer Remarks : Enter Remarks

Submit

2. Select the **Payment Method** and **Card Type**

How would you like to pay?

☒ Debit/Credit ☐ Direct Debit ☐ Pre-funded

Select the Card Type

☒ mastercard ☐ VISA

ORDER DETAILS

Merchant: DP WORLD

Pay To: Jebel Ali Terminals

Pay For: Advance Cash Deposit

Total: 5,000 AED

☒ Notify me with the payment status.

test@test.ae

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

CANCEL ORDER AGREE AND PAY

3. Enter **notify email**, accept the **Terms and Conditions** then click **Agree and Pay**

How would you like to pay?

☒ Debit/Credit ☐ Direct Debit ☐ Pre-funded

Select the Card Type

☒ mastercard ☐ VISA

ORDER DETAILS

Merchant: DP WORLD

Pay To: Jebel Ali Terminals

Pay For: Advance Cash Deposit

Total: 5,000 AED

☒ Notify me with the payment status.

test@test.ae

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

CANCEL ORDER AGREE AND PAY

4. Enter the Card details then click **Next**

Payment

Review

Receipt

Payment Details

* Required field

Card Type *

☐  Visa

☒  Mastercard

Card Number *

Expiration Month *

Expiration Year *

CVN *

This code is a three or four digit number printed on the back or front of credit cards.



Next

[Cancel Order](#)

Your Order

Total amount

5,000.00 AED

5. Review the details then click **Pay**

Payment

Review

Receipt

Review your Order

Payment Details

Card Type

Mastercard

Card Number

xxxxxxxxxxxx4444

Expiration Date

12-2025

Back

Your Order

Total amount

5,000.00 AED

Pay

[Cancel Order](#)

The below confirmation page will be displayed



Advance Cash Deposit Confirmation


Confirmation
 Advance cash deposited successfully.

Transaction ID : 8100007028
 Receipt No : 81002738

Print Receipt

II. Direct Deposit



Advance Deposit

* indicates a required field

Service Name : Advance Deposit

Available Balance : 28165608.27

*Payment Method : ☐ e-Payment ☒ Direct Deposit

*JAT Account Number : 1012323351602 EMIRATES NBD IBAN No.: AE520260001012323351602

*Deposit Method : Cash

*Amount to Deposit : 5000

*Payment Reference : TEST123

*Payment Reference Document : declaratoin t...y - Copy.pdf

* Upload Document only of File Type (jpeg,pdf,doc,jpg,docx,bmp)
 * Maximum allowed file size is 500KB.

Customer Remarks : Enter Remarks

Note:

- * Transactions will be processed within 2 working days. Customer needs to retain original copy as a proof of remittance and present to DP World upon request
- * In case of Cheque deposit, kindly upload deposited cheque deposit slip copy
- * In case of Cash deposit, kindly upload cash deposit receipt
- * In case of Wire transfer, kindly upload screen shot of the wire transfer confirmation message.

Submit

1. Select the Deposit Method

* indicates a required field

Service Name : **Advance Deposit**

Available Balance : **28165608.27**

*Payment Method : ☐ e-Payment ☒ **Direct Deposit**

*JAT Account Number : EMIRATES NBD IBAN No.: **AE520260001012323351602**

*Deposit Method :

*Amount to Deposit :

*Payment Reference :

*Payment Reference Document :

*Payment Reference Document : declaratoin t...y - Copy.pdf

* Upload Document only of File Type (jpeg,pdf,doc,jpg,docx,bmp)

* Maximum allowed file size is 500KB.

Customer Remarks :

Note:

- * Transactions will be processed within 2 working days. Customer needs to retain original copy as a proof of remittance and present to DP World upon request
- * In case of Cheque deposit, kindly upload deposited cheque deposit slip copy
- * In case of Cash deposit, kindly upload cash deposit receipt
- * In case of Wire transfer, kindly upload screen shot of the wire transfer confirmation message.

2. Enter the Amount to Deposit, Payment Reference and upload Payment Reference

* indicates a required field

Service Name : **Advance Deposit**

Available Balance : **28165608.27**

*Payment Method : ☐ e-Payment ☒ **Direct Deposit**

*JAT Account Number : EMIRATES NBD IBAN No.: **AE520260001012323351602**

*Deposit Method :

*Amount to Deposit :

*Payment Reference :

*Payment Reference Document : declaratoin t...y - Copy.pdf

* Upload Document only of File Type (jpeg,pdf,doc,jpg,docx,bmp)

* Maximum allowed file size is 500KB.

Customer Remarks :

Note:

- * Transactions will be processed within 2 working days. Customer needs to retain original copy as a proof of remittance and present to DP World upon request
- * In case of Cheque deposit, kindly upload deposited cheque deposit slip copy
- * In case of Cash deposit, kindly upload cash deposit receipt
- * In case of Wire transfer, kindly upload screen shot of the wire transfer confirmation message.

3. Enter the **Remarks** then click **Submit**

DP WORLD **Advance Deposit**

* indicates a required field

Service Name : **Advance Deposit**

Available Balance : **28165608.27**

*Payment Method : ☐ e-Payment ☒ **Direct Deposit**

*JAT Account Number : **1012323351602** EMIRATES NBD IBAN No.: **AE520260001012323351602**

*Deposit Method : **Cash**

*Amount to Deposit : **5000**

*Payment Reference : **TEST123**

*Payment Reference Document : **Choose File** declaratoin t...y - Copy.pdf

* Upload Document only of File Type (jpeg,pdf,doc,jpg,docx,bmp)
* Maximum allowed file size is 500KB.

Customer Remarks : **Enter Remarks**

Note:

- * Transactions will be processed within 2 working days. Customer needs to retain original copy as a proof of remittance and present to DP World upon request
- * In case of Cheque deposit, kindly upload deposited cheque deposit slip copy
- * In case of Cash deposit, kindly upload cash deposit receipt
- * In case of Wire transfer, kindly upload screen shot of the wire transfer confirmation message.

Submit

The confirmation page will be displayed and Advance Deposit Account will be topped up once payment is received and verified by DP World.

