



دبي التجارية
DUBAI TRADE

Fusion Other Invoice Payment User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Fusion Other Invoice Payment
Project Name	
Business Unit	Dubai Textile City
Author(s)	DT Training Dept.
Last Updated Date	1 st October 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.

Navigation:

1. Login to your Dubai Trade account
2. Navigate to the menu and go to **eInvoice Payment**
3. Then go to **Fusion Other Invoice Payment**

Procedure:

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

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.

Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
131	01-07-2025	31-07-2025	500	500	500
131	01-06-2025	01-07-2025	1000	1000	1000
131	10-09-2025	10-09-2025	100	50	50
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

15025.00

Invoice Details

From Date To Date

<input type="checkbox"/>	Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
<input checked="" type="checkbox"/>	1511	01-07-2025	31-07-2025	500	500	500
<input type="checkbox"/>	1511	01-06-2025	01-07-2025	1000	1000	1000
<input type="checkbox"/>	1511	10-09-2025	10-09-2025	100	50	50
<input type="checkbox"/>	1511	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.

The screenshot shows the Rosoom Payment online interface. On the left, a red box highlights the 'How would you like to pay?' section, which includes 'Debit/Credit' (selected) and 'Direct Debit' options. Below this, another red box highlights the 'Select the Card Type' section, showing 'mastercard' and 'VISA' (selected). To the right, a white box displays 'ORDER DETAILS' with fields for 'Merchant', 'Pay To', and 'Pay For'. At the bottom right, a 'Total' of '1,000 AED' is shown. Below the payment method selection, a red box highlights a checkbox for 'Notify me with the payment status.' and a text input field. Another red box highlights a checkbox for 'I accept the Terms and Conditions for this payment.' At the bottom right, there are two buttons: 'CANCEL ORDER' and 'AGREE AND PAY' (highlighted with a red box).

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.

The screenshot shows the Rosoom Payment online interface. At the top, there is a 'Search' section with fields for 'Business Unit Name*', 'Customer Account Number', 'Company Name', 'From Date', 'To Date', and 'Status'. Below this, a section titled 'Other Payment Request' contains a table with the following data:

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

Below the table, there is a section titled 'Other Payment Details' with a 'Go Back' button and a 'Download Receipt' button (highlighted with a red box). The 'Company Details' section includes fields for 'Business Unit*', 'Account Number*', 'Company Name', 'Portal Deposit Amount' (3129504.84), and 'Portal Balance Amount' (2904447.34). The 'Interface Details' section includes fields for 'Receipt Number' (756) and 'Receipt Status' (Success). The 'Invoice Details' section includes a table with the following data:

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

15525.00 Paid 2370 PORTAL

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	Credit Memo Status
84	SUCCESS
Debit Memo Number	Debit Memo Status
131	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

Search Reset

Lease Payment Request Create New Request

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

