



دبي التجارية
DUBAI TRADE

Lease Payment User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Lease 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 lease invoices using Non-Portal account, Portal deposit and 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 Lease Invoice Payment**

Procedure:

1. The below screen will be displayed. You may view for any transactions already made on this page by clicking "**Search**".

Click on "**Create New Request**" to begin a new transaction.

The screenshot shows a web interface with a dark blue header bar containing a 'Search' dropdown. Below the header, there are several input fields: 'Business Unit Name*' (dropdown), 'Customer Account Number' (dropdown), 'Company Name' (text), 'From Date' (calendar icon), 'To Date' (calendar icon), and 'Status' (dropdown). To the right of these fields are 'Search' and 'Reset' buttons. Below this is a 'Lease Payment Request' section with a 'Create New Request' button highlighted by a red rectangle. Underneath is a table with columns: 'Request Number', 'Account No', 'Status', 'Payment Method', and 'Transaction Date'.

2. View invoices by date range, lease number or simply a generic search by clicking on "Search".

The screenshot shows a web interface with a dark blue header bar containing a 'Lease Payment Details' dropdown and a 'Go Back' button. Below the header, there are several input fields: 'Business Unit*' (dropdown), 'Account Number*' (dropdown), 'Company Name' (text), 'Portal Deposit Amount' (text with value 3027914.84), 'Portal Balance Amount' (text with value 3026479.34), 'Non Portal Balance Amount' (text with value 96309.00), 'Request Status' (text), 'Request No' (text), and 'Payment Method' (text). Below this is an 'Invoice Details' section with a red rectangle around the 'From Date' (calendar icon), 'To Date' (calendar icon), and 'Lease Number' (dropdown) fields. To the right of these fields is a 'Search' button highlighted by a red rectangle and a 'Clear' button. Below this is a table with columns: 'Invoice Number', 'Lease Number', 'Invoice Date', 'Due Date', 'Total Invoice Amount', 'Total Balance Amount', and 'Amount To Pay'. The table is currently empty, showing 'No data to display.'

3. Choose the invoice/s required to be paid:

Invoice Details

From Date

To Date

Lease Number

Search

Clear

	Invoice Number	Lease Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
<input type="checkbox"/>	131f		30-09-2025	30-09-2025	10	10	10
<input type="checkbox"/>	131f		01-10-2025	01-10-2025	10	10	10
<input checked="" type="checkbox"/>	131f		22-09-2025	22-10-2025	3200	3200	3200
<input type="checkbox"/>	131f		22-09-2025	22-10-2025	8569	8569	8569
<input type="checkbox"/>	131f		22-09-2025	22-10-2025	3300	3300	3300
<input type="checkbox"/>	131f		22-09-2025	22-09-2025	10	10	10
<input type="checkbox"/>	131f		26-09-2025	26-09-2025	10	10	10
<input type="checkbox"/>	131f		30-09-2025	30-09-2025	10	10	10

Total 3200

4. Click "Proceed to Pay" to continue to the payment process.

Lease Payment Details

Proceed to PayGo Back

Company Details

Business Unit*

Account Number*

Company Name

Portal Deposit Amount

Portal Balance Amount

AL AWEER FREE ZONE DUCAMZ

3027914.84

3026479.34

Non Portal Balance Amount

Request Status

Request No

Payment Method

96309.00

Invoice Details

From Date

To Date

Lease Number

Search

Clear

5. Choose the payment method to proceed:

Invoice Date

Due Date

Total Invoice Amount

Total Balance Amount

Amount

Kindly Select Payment Method for Processing the Payment?

X

Selected Invoices

Invoice Number

Lease Number

Original Amount

Amount To Pay

131

34

3200

3200

Rosoom Payment

Portal Deposit

Non-Portal Deposit

For payment using 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 a payment interface with the following elements:

- How would you like to pay?**: Two options, **Debit/Credit** (selected with a blue checkmark) and **Direct Debit**.
- Select the Card Type**: Two options, **mastercard** and **VISA** (selected with a blue checkmark).
- ORDER DETAILS**: A sidebar showing fields for Merchant, Pay To, Pay For, and Total. The Total is **2,000 AED**.
- Agreement section**: Two checkboxes. The first is **Notify me with the payment status.** (checked). The second is **I accept the Terms and Conditions for this payment.** (checked). Below the second checkbox is a blue button.
- 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 you can view the status of latest request.

The screenshot shows the main page with the following sections:

- Search**: A section with filters for Business Unit Name* (AL AWEER FREE Z), Customer Account Number, Company Name, From Date, To Date, and Status. There are **Search** and **Reset** buttons.
- Lease Payment Request**: A section with a **Create New Request** button and a table of requests.
- Lease Payment Details**: A section with a **Download Receipt** button (highlighted with a red box) and a **Go Back** button.
- Company Details**: A section with fields for Business Unit*, Account Number*, Company Name, Portal Deposit Amount (3129564.84), Portal Balance Amount (2904447.34), Non Portal Balance Amount (17545.00), Request Status (Paid), Request No (2422), and Payment Method (ROSOOM).
- Invoice Details**: A table with columns: Invoice Number, Lease Number, Invoice Date, Due Date, Total Invoice Amount, Total Balance Amount, and Amount To Pay.

Request Number	Account No	Status	Payment Method	Transaction Date
2422		Paid	ROSOOM	21-09-2025
2245		Paid	NON-PORTAL	06-08-2025
2400		Paid	PORTAL	19-09-2025

Invoice Number	Lease Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
131		01-06-2025	01-07-2025	2000	2000	2000

For payment using Portal deposit:

Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.

Search

Business Unit Name*

Customer Account Number

Company Name

From Date

To Date

Status

SearchReset

Lease Payment Request

Create New Request

	Request Number	Account No	Status	Payment Method	Transaction Date
	2422		Paid	ROSOOM	21-09-2025
	2245		Paid	NON-PORTAL	06-08-2025
	2400		Paid	PORTAL	19-09-2025

You can further view the Debit and Credit memo status by clicking the "" icon.

Lease 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	Lease Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
	1311	01-06-2025	01-06-2025	10	10	5

Interface Details for Invoice: 1311

Credit Memo Number
36

Debit Memo Number
131

Credit Memo Status
Success

Debit Memo Status
Success

Total 5

For payment using Non-Portal account:

Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.

Click on the "🔍" icon to view the transaction details.

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 ↕
🔍	2422		Paid	ROSODM	21-09-2025
🔍	2245		Paid	NON-PORTAL	06-08-2025
🔍	2400		Paid	PORTAL	19-09-2025

Lease 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 ↕	Lease Number ↕	Invoice Date ↕	Due Date ↕	Total Invoice Amount ↕	Total Balance Amount ↕	Amount To Pay ↕
131		06-08-2025	05-09-2025	1000	900	90

