



دبي التجارية  
DUBAI TRADE

# ***JAFZA***

## ***Pay Lease Invoices***

### ***User's Manual***

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# Table Designs

## DOCUMENT DETAILS

Document Name	Pay Lease Invoices
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	3 <sup>rd</sup> December 2025
Current Version	1.0

*This service allows customers to pay lease invoices using Non-Portal account, Portal deposit and through Online 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.

**Search**

Business Unit Name\* Customer Account Number Company Name From Date To Date Status

**Lease Payment Request**

**Create New Request**

Request Number	Account No	Status	Payment Method	Transaction Date
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2. View invoices by date range, lease number or simply a generic search by clicking on "Search".

**Lease Payment Details**

**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**

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
No data to display.						

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

**Invoice Details**

From Date  To Date  Lease Number

<input type="checkbox"/>	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**

**Company Details**

Business Unit\*  Account Number\*  Company Name  Portal Deposit Amount  Portal Balance Amount

Non Portal Balance Amount  Request Status  Request No  Payment Method

96309.00

**Invoice Details**

From Date  To Date  Lease Number

5. Choose the payment method to proceed:

**Kindly Select Payment Method for Processing the Payment?**

**Selected Invoices**

Invoice Number	Lease Number	Original Amount	Amount To Pay
131	34	3200	3200

### 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 displays the online payment 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, followed by 'Select the Card Type' with 'mastercard' and 'VISA' (selected) options. Below this, another red box highlights the checkboxes for 'Notify me with the payment status.' and 'I accept the Terms and Conditions for this payment.' On the right, the 'ORDER DETAILS' panel shows 'Merchant', 'Pay To', 'Pay For', and a 'Total' of '2,000 AED'. At the bottom right, there are 'CANCEL ORDER' and 'AGREE AND PAY' buttons, with the latter highlighted by 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 of the system. At the top is a 'Search' section with filters for Business Unit Name, Customer Account Number, Company Name, From Date, To Date, and Status, along with 'Search' and 'Reset' buttons. Below this is the 'Lease Payment Request' section, which includes a 'Create New Request' button and a table of requests. The table has columns for Request Number, Account No, Status, Payment Method, and Transaction Date. Three requests are listed, with the first one (Request Number 2422) highlighted by a red box. Below the table are two detailed views: 'Lease Payment Details' and 'Invoice Details'. The 'Lease Payment Details' view includes a 'Download Receipt' button (highlighted by a red box) and a 'Go Back' button. The 'Invoice Details' view shows a table with columns for Invoice Number, Lease Number, Invoice Date, Due Date, Total Invoice Amount, Total Balance Amount, and Amount To Pay. The first row of the invoice table is highlighted.

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
🔍 131		01-06-2025	01-06-2025	10	10	5

Interface Details for Invoice: 131

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

