



دبي التجارية  
DUBAI TRADE

# ***JAFZA Pay Lease Invoices User's Manual***

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**Pay Lease Invoices**

# Table Designs

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## DOCUMENT DETAILS

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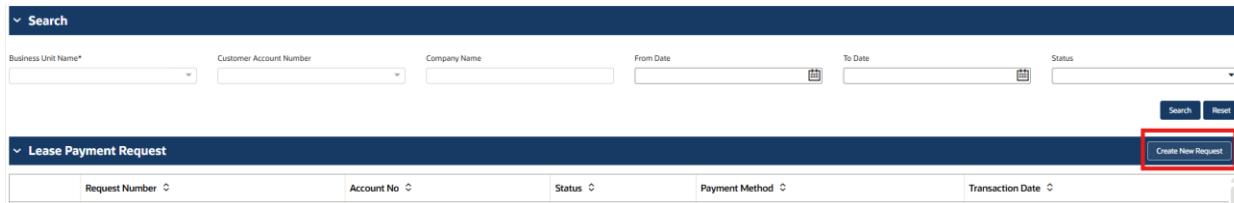
Document Name	Pay Lease Invoices
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	3 <sup>rd</sup> December 2025
Current Version	1.0

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

### **Procedure:**

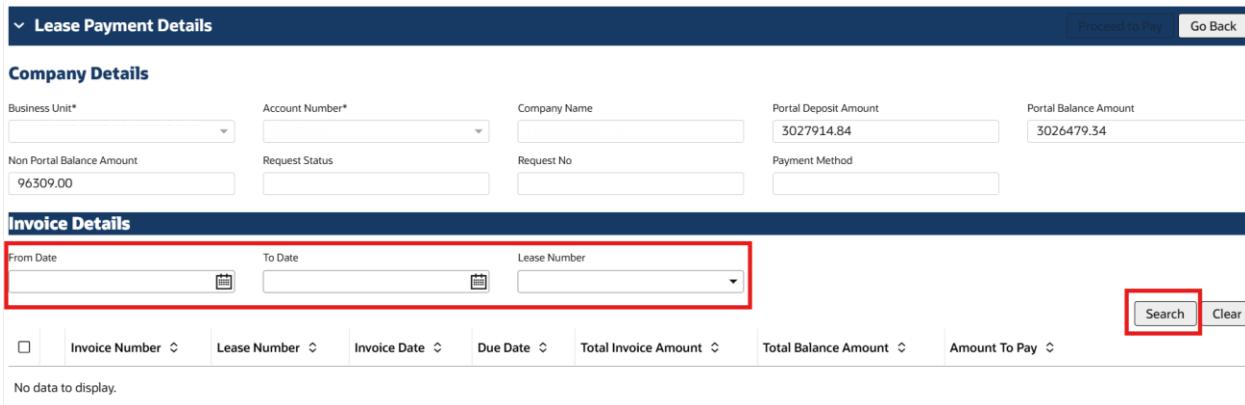
1. The below screen will be displayed. You may view for any transactions already made on this page by clicking "Search".

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



The screenshot shows a search interface for lease payment requests. At the top, there are fields for Business Unit Name\*, Customer Account Number, Company Name, From Date, To Date, and Status, each with a dropdown arrow. Below these are 'Search' and 'Reset' buttons. The main section is titled 'Lease Payment Request' and contains a table with columns for Request Number, Account No, Status, Payment Method, and Transaction Date. A 'Create New Request' button is located in the top right corner of this section, also highlighted with a red box.

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



The screenshot shows a detailed search interface for lease payment details. It is divided into 'Company Details' and 'Invoice Details' sections. In the 'Company Details' section, there are fields for Business Unit\*, Account Number\*, Company Name, Portal Deposit Amount (3027914.84), and Portal Balance Amount (3026479.34). In the 'Invoice Details' section, there are fields for Non Portal Balance Amount (96309.00), Request Status, Request No, and Payment Method. The 'Invoice Details' section also includes a date range for 'From Date' and 'To Date' (both with calendar icons) and a 'Lease Number' dropdown. Below these are search filters for Invoice Number, Lease Number, Invoice Date, Due Date, Total Invoice Amount, Total Balance Amount, and Amount To Pay, each with a dropdown arrow. A 'Search' button is located in the bottom right corner of the 'Invoice Details' section, highlighted with a red box. A message at the bottom states 'No data to display.'

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

Invoice Details							
From Date		To Date		Lease Number			
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Clear"/>
	Invoice Number	Lease Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
<input type="checkbox"/>	131		30-09-2025	30-09-2025	10	10	10
<input type="checkbox"/>	131		01-10-2025	01-10-2025	10	10	10
<input checked="" type="checkbox"/>	131		22-09-2025	22-10-2025	3200	3200	3200
<input type="checkbox"/>	131		22-09-2025	22-10-2025	8569	8569	8569
<input type="checkbox"/>	131		22-09-2025	22-10-2025	3300	3300	3300
<input type="checkbox"/>	131		22-09-2025	22-09-2025	10	10	10
<input type="checkbox"/>	131		26-09-2025	26-09-2025	10	10	10
<input type="checkbox"/>	131		30-09-2025	30-09-2025	10	10	10
<b>Total</b> 3200							

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

Lease Payment Details

**Proceed to Pay** **Go Back**

Company Details

Business Unit*	Account Number*	Company Name	Portal Deposit Amount	Portal Balance Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	3027914.84	3026479.34
Non Portal Balance Amount	Request Status	Request No	Payment Method	
96309.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Invoice Details

From Date	To Date	Lease Number	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
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5. Choose the payment method to proceed:

Kindly Select Payment Method for Processing the Payment?

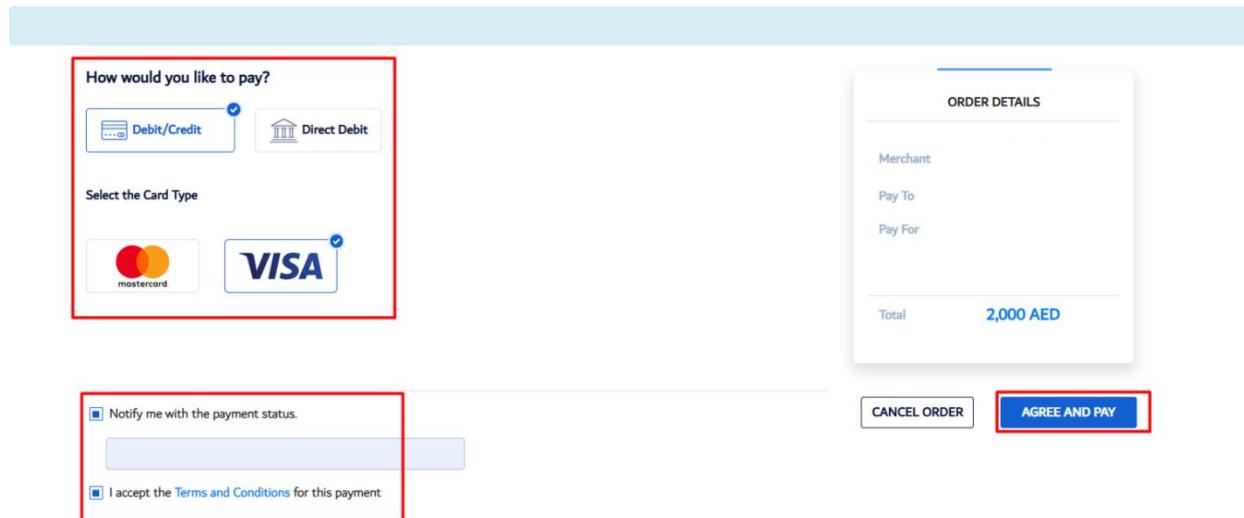
**Selected Invoices**

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

**Rosoom Payment** **Portal Deposit** **Non-Portal Deposit**

### For payment using Online:

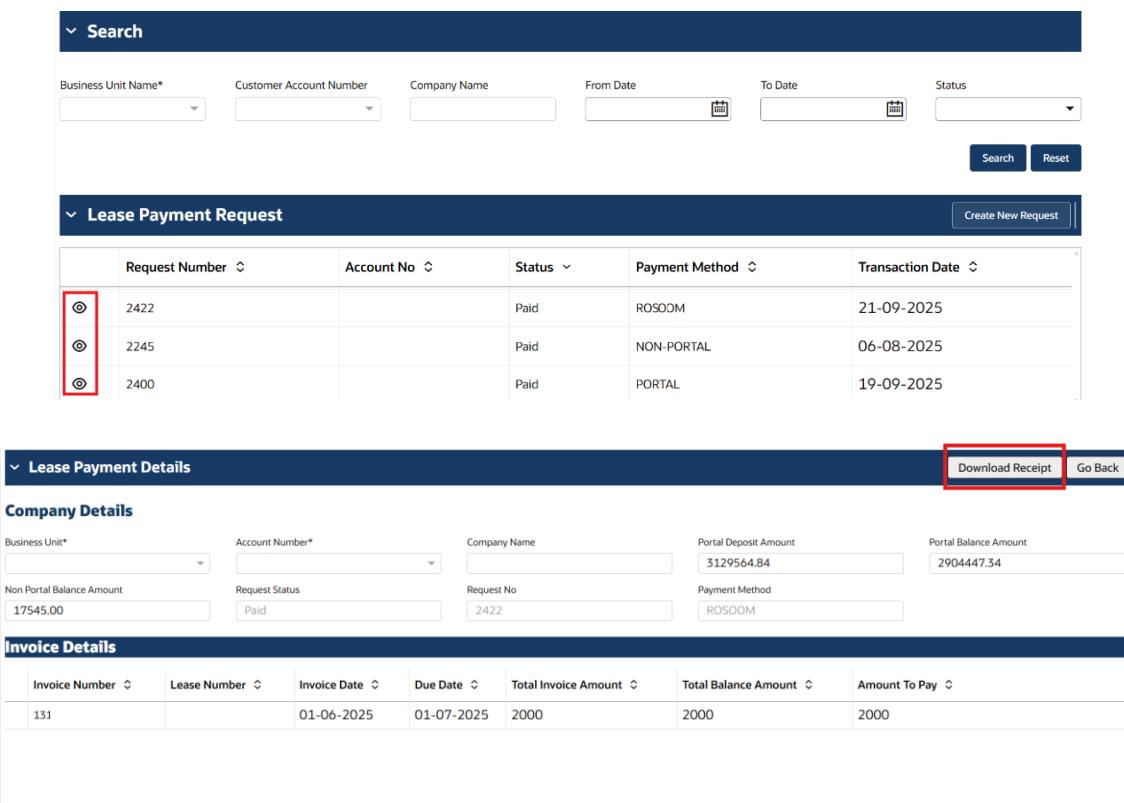
- Choose the payment method and select the card type / bank name.
- Enter an email address if necessary then accept the terms and conditions
- Click "Agree and Pay"
- Complete the payment transaction by entering your card information or bank details.



The screenshot shows a payment interface with the following elements:

- How would you like to pay?** (checkboxes for Debit/Credit and Direct Debit, with Debit/Credit selected)
- Select the Card Type** (checkboxes for Mastercard and VISA, with VISA selected)
- ORDER DETAILS** (Merchant, Pay To, Pay For, Total: 2,000 AED)
- Notify me with the payment status.** (checkbox checked)
- I accept the Terms and Conditions for this payment** (checkbox checked)
- CANCEL ORDER** and **AGREE AND PAY** buttons (the **AGREE AND PAY** button is 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 application interface with the following sections:

- Search** (Business Unit Name\*, Customer Account Number, Company Name, From Date, To Date, Status, Search, Reset buttons)
- Lease Payment Request** (table with columns: Request Number, Account No, Status, Payment Method, Transaction Date)
 

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
- Lease Payment Details** (table with columns: Request Number, Account No, Status, Payment Method, Transaction Date)
 

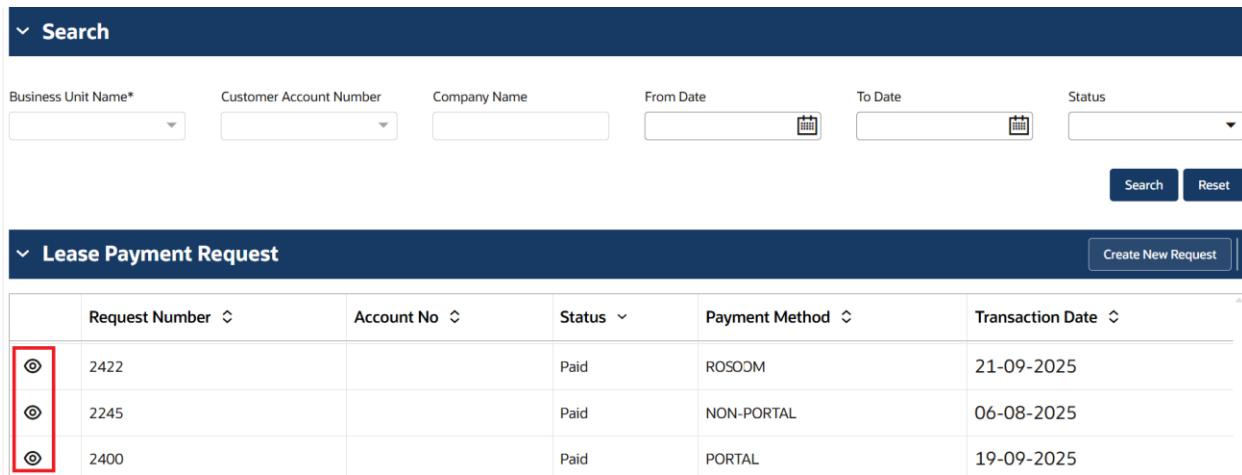
Request Number	Account No	Status	Payment Method	Transaction Date
2422		Paid	ROSOOM	21-09-2025
2245		Paid	NON-PORTAL	06-08-2025
2400		Paid	PORTAL	19-09-2025
- Company Details** (Business Unit\*, Account Number\*, Company Name, Portal Deposit Amount, Portal Balance Amount, Non Portal Balance Amount, Request Status, Request No, Payment Method)
 

Business Unit*	Account Number*	Company Name	Portal Deposit Amount	Portal Balance Amount
17545.00	Paid	2422	3129564.84	2904447.34
- Invoice Details** (table with columns: Invoice Number, Lease Number, Invoice Date, Due Date, Total Invoice Amount, Total Balance Amount, Amount To Pay)
 

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

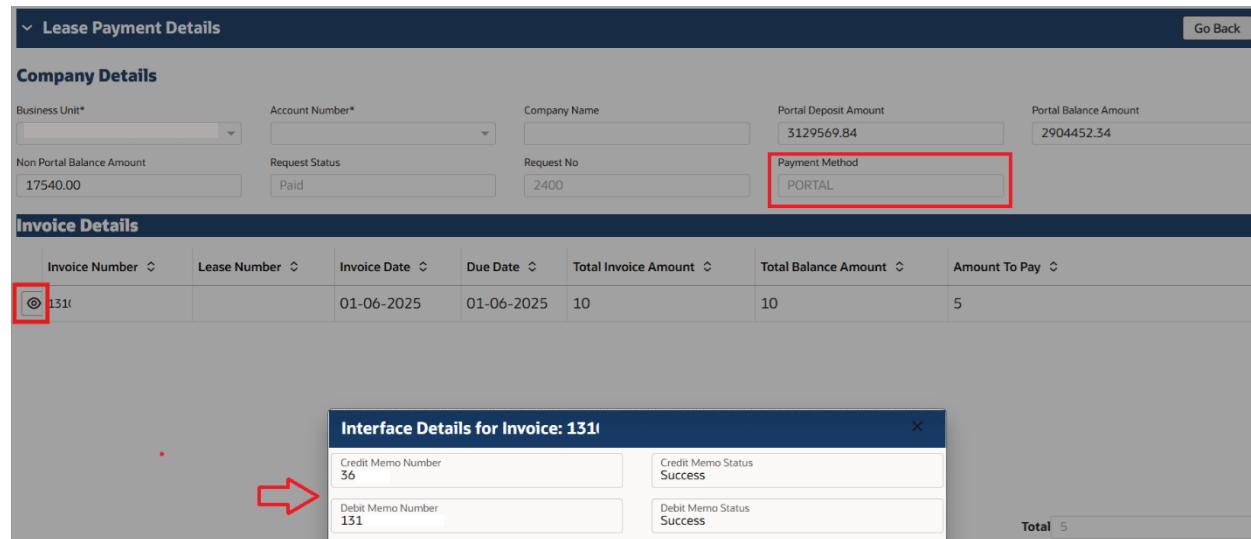
## For payment using Portal deposit:

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



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.



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 56	Credit Memo Status Success
Debit Memo Number 131	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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<span style="float: right;">Search Reset</span>					

**Lease Payment 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

**Lease Payment Details**

Business Unit*	Account Number*	Company Name	Portal Deposit Amount	Portal Balance Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="13671.00"/>	<input type="text" value="10257.00"/>
Non Portal Balance Amount	Request Status	Request No	Payment Method	
<input type="text" value="192798.00"/>	<input type="text" value="Paid"/>	<input type="text" value="2245"/>	<input type="text" value="NON-PORTAL"/>	

**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

