



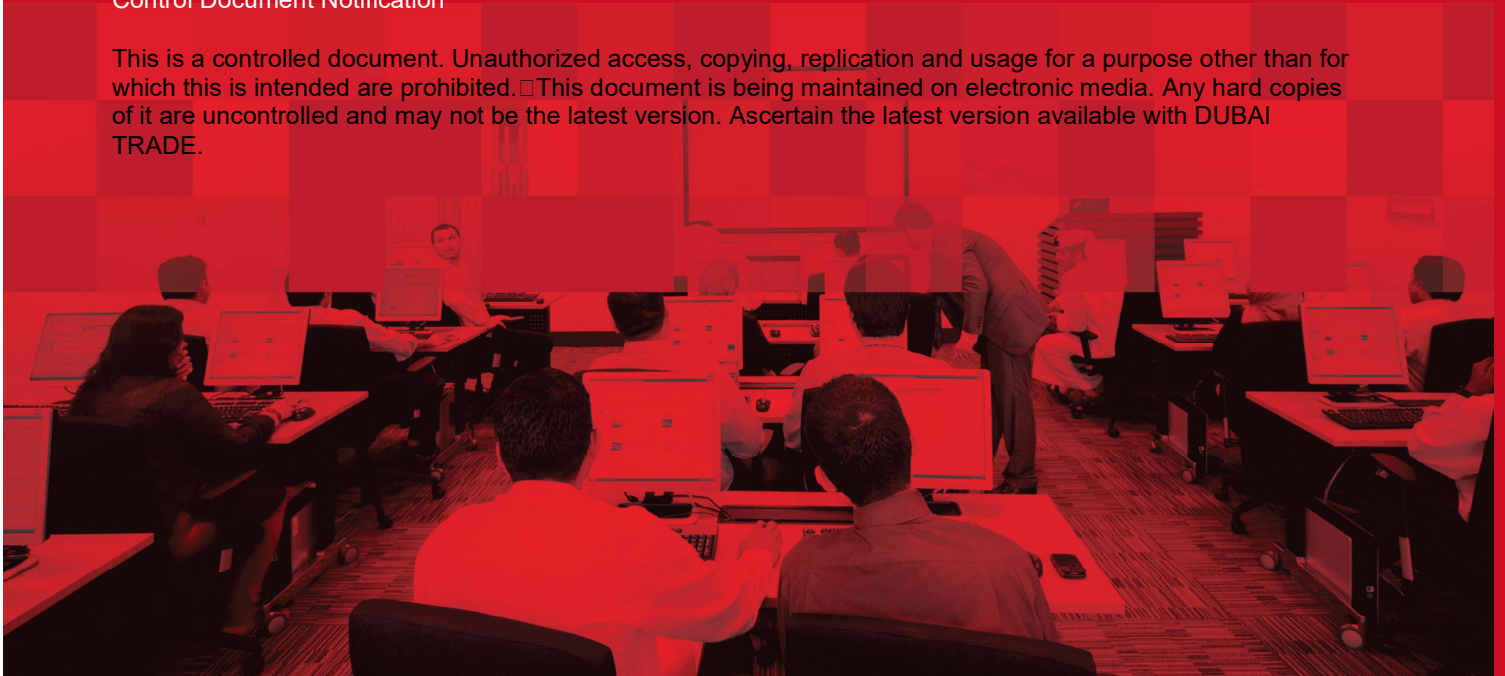
DP World DP World Invoice Payment User's Manual

Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



DP World Invoice Payment

DOCUMENT DETAILS

Document Information

Document Name	DP World Invoice Payment
Project Name	DP World Invoice Payment
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	25 th Dec, 2018
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

DP World Invoice Payment

This service enables Shipping Agents to download the invoice containing details of the Port related operations.

Navigation:

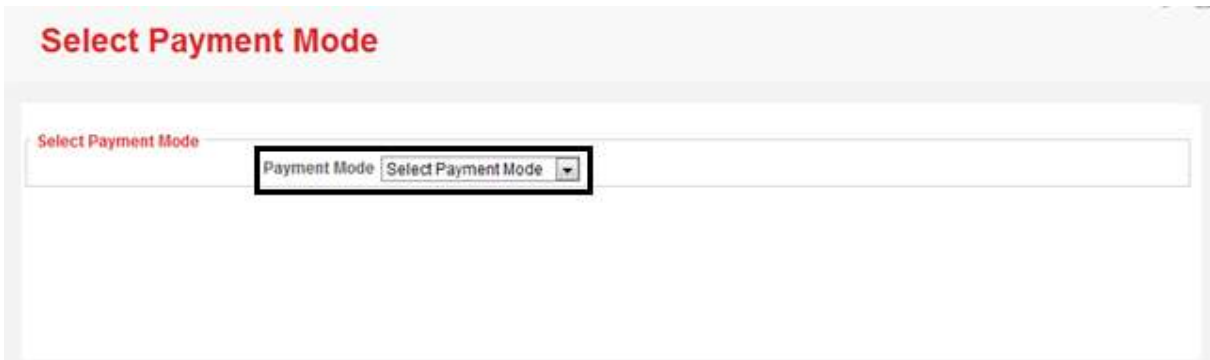
1. Login to **Dubai Trade**
2. Go to **Request**
3. Then Go to **DP World Invoice Payment**

The below screen will be displayed



The screenshot shows a web application window titled "Select Payment Mode". Inside the window, there is a form with the same title. The form contains a label "Payment Mode" followed by a dropdown menu that currently displays "Select Payment Mode".

1. Select Payment Mode



This screenshot is identical to the one above, but with a black rectangular box highlighting the "Payment Mode" label and the dropdown menu.

I – Invoice Selection (Payment Mode)

DP World Invoice Payment

Select Payment Mode

Payment Mode Invoice Selection

* Indicates a required field

Search Criteria

Invoice No.

Invoice Date From

Invoice Amount From

Due Date From

Due Days From

Invoice Date To

Invoice Amount To

Due Date To

Due Days To

Search

Reset

Note: you can search by invoice number or any of the other search criteria.

- Enter you search criteria
- Click on Search

System populates search results ...

Search Result										
<input type="checkbox"/>	Invoice No.	Invoice Date	Due Date	Due Days	Line Code	Vessel Name	Reserved	Invoice Amount	Outstanding Amount	Payment Amount
<input type="checkbox"/>	40187958	01-Jan-2013	15-Feb-2013	151	MSK	MAERSK OHIO	N	455,720.00	455,720.00	
<input type="checkbox"/>	40188341	02-Jan-2013	15-Feb-2013	151	MSK	JUUST TRADER	Trx:10143	319,668.00	319,668.00	
<input type="checkbox"/>	40190268	04-Jan-2013	15-Feb-2013	151	MSK	HS HAYDN	N	534,844.00	534,824.00	
<input type="checkbox"/>	40190272	05-Jan-2013	15-Feb-2013	151	MSK	LEXA MAERSK	N	560,680.00	560,680.00	
<input type="checkbox"/>	40190266	05-Jan-2013	15-Feb-2013	151	MSK	KRETA	N	132,724.00	132,724.00	
<input type="checkbox"/>	40190274	05-Jan-2013	15-Feb-2013	151	MSK	MAERSK ALABAMA	N	169,295.00	169,295.00	
<input type="checkbox"/>	40190265	05-Jan-2013	15-Feb-2013	151	MSK	MAERSK WELLINGT	N	269,134.00	269,134.00	
<input type="checkbox"/>	40190271	06-Jan-2013	15-Feb-2013	151	MSK	NEDLLOYE MERCATOI	N	1,016,352.00	1,016,352.00	
<input type="checkbox"/>	40190273	06-Jan-2013	15-Feb-2013	151	MSK	MAERSK KENTUCKY	N	696,143.00	696,143.00	
<input type="checkbox"/>	40190978	07-Jan-2013	15-Feb-2013	151	MSK	SAGITTA	N	597,960.00	597,960.00	
<input type="checkbox"/>	5130348630	07-Jan-2013	15-Feb-2013	151			N	2,400.00	2,400.00	
<input type="checkbox"/>	40191439	08-Jan-2013	15-Feb-2013	151	MSK	NEDLLOYE	N	656.00	656.00	
Total:									0.00	
View 1 - 517 of 517										

Note: "Reserved" indicates to Offline payment (any transaction with Trx No. is already reserved; the ones with N are not reserved).

- Select Invoice(s)

Note: when you select any invoice system will update the full amount by default, however, it is possible to change.

<input checked="" type="checkbox"/>	40190268	04-Jan-2013	15-Feb-2013	151	MSK	HS HAYDN	N	534,844.00	534,824.00	534824.00
-------------------------------------	----------	-------------	-------------	-----	-----	----------	---	------------	------------	-----------

DP World Invoice Payment

- d. For offline payments you need to enter Drawee Bank and Cheque/Bank Transfer No.

Drawee Bank *	<input type="text"/>	Cheque/Bank Transfer No. *	<input type="text"/>
---------------	----------------------	----------------------------	----------------------

Important: if you have any credit note with DP world, system will highlight it in RED; and you can use it against your invoices. Please check below screen:

Search Result									
Transaction No.	Transaction Date	Due Date	Due Days	Line Code	Vessel Name	Transaction Amount	Outstanding Amount	Reserved	Invoice Type
7000016221	02-Jul-2014	02-Jul-2014	147	MSK	HENRY RICKMERS	-656.00	-656.00	Trx:12351	Credit Note
7000016248	03-Jul-2014	03-Jul-2014	146	MSK	MAERSK COLUMBUS	-132.00	-132.00	Trx:12351	Credit Note
7000016249	03-Jul-2014	03-Jul-2014	146	MSK	MAERSK COLUMBUS	-132.00	-132.00	Trx:12351	Credit Note
7000016250	03-Jul-2014	03-Jul-2014	146	MSK	MAERSK COLUMBUS	-132.00	-132.00	Trx:12351	Credit Note
80000024.1	07-Jul-2014	07-Jul-2014	142	MSK	ALIOTH	-233.90	-233.90	Trx:12351	Credit Note
40004713.1	26-Aug-2014	15-Sep-2014	72	MSK		15.00	15.00	N	Misc - MT Monitoring
40004714.1	26-Aug-2014	15-Sep-2014	72	MSK		15.00	15.00	N	Misc - MT Monitoring

Page 2 of 2 View 11 - 17 of 17

(A) This line in (RED) indicates to a credit note for the customer with DP World

(B) This line in (BLACK) indicates to an invoice amount against services provided by DP World

II – File Selection (Payment Mode)

Select Payment Mode	
Payment Mode	File Selection
* Indicates a required field	
Search Criteria	
File Reference	<input type="text"/>
File Upload Date From	<input type="text"/>
File Upload Date To	<input type="text"/>
File Status	All
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Note: you can search by File Reference number, upload date, or File Status.

- Enter your search criteria
- Click on Search

Note: you can include Credit Notes numbers and Amounts in the Upload file to get them settled against you invoices.

DP World Invoice Payment

System displays search results ...

Search Result									
	File Reference	Upload Date	File Status	Error Message	No. of Invoices	Valid Invoices	Errored Invoices	Payment Amount	Details
<input type="radio"/>	20051	22-Jul-2013	Cancelled	Invalid File Format	2	0	2	0.00	Details
<input type="radio"/>	20050	22-Jul-2013	Cancelled	Invalid File Format	2	0	2	0.00	Details
<input type="radio"/>	20049	22-Jul-2013	Error	Invalid File, there are error records	10	4	6	1,820,358.00	Details
<input type="radio"/>	20048	16-Jul-2013	Cancelled	Invalid File Format	0	0	0	0.00	Details
<input type="radio"/>	20047	16-Jul-2013	Cancelled	Error records deleted	451	451	0	35,201,526.60	Details
<input type="radio"/>	20044	10-Jul-2013	Processed	Error records deleted	3	3	0	27,455.00	Details
<input type="radio"/>	20043	10-Jul-2013	Valid	Error records deleted	32	32	0	2,402,636.00	Details
<input type="radio"/>	20042	10-Jul-2013	Cancelled	Invalid File Format	2	0	2	0.00	Details
<input type="radio"/>	20041	09-Jul-2013	Cancelled	Invalid File Format	2	0	2	0.00	Details
<input checked="" type="radio"/>	20040	09-Jul-2013	Processed		2	2	0	1,207,255.00	Details
Page 1 of 3									
									View 1 - 10 of 22

- c. Select the file you want to pay for

III – Lump Sum (Payment Mode)

System displays the following screen

* Indicates a required field

Payment Request in Lump Sum	
Current	0.00
OverDue	36,850,970.88
Total Outstanding	36,850,970.88
Payment Amount	<input type="text"/>

- a. Enter the Payment amount

Note: once you go for lump-sum payment option, system will deduct your credit notes amount from your total due amount automatically.

2. Enter Drawee Bank & Cheque/Bank Transfer No. (these fields are required only for Offline Payment)

DP World Invoice Payment


Drawee Bank *	<input type="text"/>	Cheque/Bank Transfer No. *	<input type="text"/>
---------------	----------------------	----------------------------	----------------------

3. Click on Pay...

Important: you will not be able to adjust your credit notes against your invoices on a zero balance basis; you need to pay any extra amount to process your request. .

- Pay Offline:


System displays the following message ...

 **Confirmation**

Transaction completed successfully.
Transaction Ref # 10148
Status : Awaiting Approval

- Pay Online:


System redirects you to Rosoom ePayment screen.



PAYMENT DETAILS

Pay to	DP World
Pay for	Invoice Payment
Amount	1000.00 AED
Processing fees	0.00 AED
Total	1000.00 AED
Pay using	----- Select One ----- ▼
From	----- Select One ----- ▼

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


 **Agree**

You can pay online using any of the following Direct Debit options:

DP World Invoice Payment

Financial Institution	Payment Instrument
Standard Chartered Bank	Straight2Bank
Dubai Islamic Bank	Dubai Islamic Bank
HSBC	HSBC
Commercial Bank of Dubai	CBD iBusiness
Standard Chartered Bank	Std. Chartered iBanking
Commercial Bank of Dubai	CBD Attijari
Emirates NBD Bank	Emirates NBD e-Wallet

After payment system displays the following message

 **Confirmation**

Transaction completed successfully.

Transaction Ref # 10148

Status : Awaiting Approval

DP World Invoice Payment



www.dubaitrade.ae