



دبي التجارية
DUBAI TRADE

DP World DP World Payment - Export Bills/Declarations User's Manual

Copyright Information

Copyright © 2023 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.



Table Designs

DOCUMENT DETAILS

Document Name	DP World Payment – Export Bills/Declarations
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	29 th October, 2023
Current Version	2.0

This service enables Traders (Local/FreeZone Company) or their Clearing Agents to pay for DP World Charges i.e. Document Processing Charges (DPC), Truck Loading/Unloading Charges (TLUC), Extra Storage Days, Plugging Charges (For Temperature Control Containers etc.. for Export Bills/Declarations.

NOTE: As per Administrative Decision No. 2, issued by the Dubai Maritime Authority (DMA), effective 1st November 2023, DP World will collect Terminal Handling Charges (THC) and Truck loading/unloading charges (TLUC) directly from importers/exporters or their nominated clearing agents. These charges will be collected through DP World Payment service.

Navigation:

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

The below screen will be displayed

DP WORLD

Search Documents

1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type: Export Bills/Declarations

Customs Source: Dubai Customs

* Pay For: ☒ Own Document ☐ Third Party Document

Document Number: Customs/DM Rejected Containers: ☐

From Date: 31/10/2023

To Date: 06/11/2023

Search

(The date range cannot exceed 7 days)

Procedure:

I. Document Search

1. Select **Export Bills/Declarations** under Document Type

The screenshot shows the 'Search Documents' window with a three-step process: 1. Document Search, 2. Compute Charges, and 3. Confirm Charges. The 'Document Type' dropdown is open, showing options: Export Bills/Declarations (selected), Import FCL Bills/Declarations, Import FCL DO, Import LCL Bills/Declaration, Cargo Transfer Bill, Import FCL BOL, Free Zone Transfer Bill, Cargo Transfer LCL, Destruction Cargo, Container Weighing, Export Cancel Payment, and Export BRN Payment. Other fields include Customs Source, Pay For, Document Number, From Date, To Date, and DM Rejected Containers.

2. Select **Customs Source** if the Declaration is from Dubai Customs or Other Emirates, Select **Own Document** if the Declaration has been either created by you or belongs to you; OR Select **Third Party Document** if you are making the payment on behalf of someone else.

The screenshot shows the 'Search Documents' window with annotations for step 2. The 'Customs Source' dropdown is set to 'Dubai Customs'. The 'Pay For' section has 'Own Document' selected. The 'Document Number' field is empty. The 'From Date' is 01/11/2023 and the 'To Date' is 07/11/2023. The 'Search' button is visible. Annotations include: 'Select the Customs Source' pointing to the 'Customs Source' dropdown, 'Dubai Customs' and 'Other Emirates' as options, 'If the document has been created by you or belongs to you' pointing to 'Own Document', and 'If the document does not belong to you' pointing to 'Third Party Document'.

3. If selected "**Own Document**" Search for the Bill/Declaration by using either:

- a. Document Number (Bill/Declaration) - Enter the declaration number and click **Search**

DP WORLD Search Documents

1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type:

Customs Source:

* Pay For: ☒ Own Document
☐ Third Party Document

Document Number: Customs/DM Rejected Containers: ☐

From Date:
To Date:

(The date range cannot exceed 7 days)

b. Select the Bill/Declaration and click Next

1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type:

Customs Source:

* Pay For: ☒ Own Document
☐ Third Party Document

Document Number: Customs/DM Rejected Containers: ☐

From Date:
To Date:

(The date range cannot exceed 7 days)

Available List of Export Bills/Declarations

[View Notes](#)

- Total number of containers for selected documents should not exceed 100. In case of a single document having more than 100 containers, select only that and continue.
- Documents/Declarations in **RED** color indicate they are on **HOLD by CUSTOMS**.
- Declarations highlighted in **BLUE** indicates **token generated for one or more containers in the declaration**.
- Documents/Declarations for which payment is in-progress are disabled and corresponding payment transaction ID is displayed.
- Please use this service for clearing new bills.
- If Previous clearances are done in old ePayment service, please proceed to old epayment for processing further clearances.

One item found.

<input checked="" type="checkbox"/>	Bill Number	Cargo Type	Bill Date	Clearance	No of Container	Consignee Name	Payment Txn Id
<input checked="" type="checkbox"/>	201-30102304-23	FCL	30/10/2023	1	1	SONY GULF FZE	

Note: If Third Party Document is Selected then the Document Number is Mandatory and the Date Range becomes Disabled.

Search Documents

1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type:

Customs Source:

* Pay For: ☐ Own Document
☒ Third Party Document

Document Number: Customs/DM Rejected Containers: ☐

From Date:
To Date: Search

(The date range cannot exceed 7 days)

If Third Party Document is selected then the Document Number is mandatory and the date range is not required

c. Bill/Declaration Date - Enter a date range in the fields.

Note: date range should be a maximum of 7 days for the last 3 months' Bills/Dec. only

1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type:

Customs Source:

* Pay For: ☒ Own Document
☐ Third Party Document

Document Number: Customs/DM Rejected Containers: ☐

From Date:
To Date: Search

(The date range cannot exceed 7 days)

4. Click on **Search**

1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type:

Customs Source:

* Pay For: ☒ Own Document
☐ Third Party Document

Document Number: Customs/DM Rejected Containers: ☐

From Date:
To Date: Search

(The date range cannot exceed 7 days)

5. After clicking on Search, a list of FCL Bills will be displayed.
System shows bills cleared /generated in the specified date range.

Note: Bill Clearance indicates how many payments were made for this particular bill.

1
Document Search

2
Compute Charges

3
Confirm Charges

* Document Type: Export Bills/Declarations

Customs Source: Dubai Customs

* Pay For: ☒ Own Document
☐ Third Party Document

Document Number: 303-03112301-23 Customs/DM Rejected Containers: ☐

From Date: To Date: Search

(The date range cannot exceed 7 days)

Available List of Export Bills/Declarations

View Notes

- Total number of containers for selected documents should not exceed 100. In case of a single document having more than 100 containers, select only that and continue.
- Documents/Declarations in **RED** color indicate they are on **HOLD by CUSTOMS**.
- Declarations highlighted in **BLUE** indicates **token generated for one or more containers in the declaration**.
- Documents/Declarations for which payment is in-progress are disabled and corresponding payment transaction ID is displayed.
- Please use this service for clearing new bills.
- If Previous clearances are done in old ePayment service, please proceed to old epayment for processing further clearances.

One item found.

<input type="checkbox"/>	Bill Number	Cargo Type	Bill Date	Clearance	No. of Container	Consignee Name	Payment Txn Id
<input type="checkbox"/>	303-03112301-23	FCL	03/11/2023	1	1	MIDDLE FZCO	

Next

6. Select the Bill(s)/ Declaration(s) then click **Next**

<input checked="" type="checkbox"/>	Bill Number	Cargo Type	Bill Date	Clearance	No. of Container	Consignee Name	Payment Txn Id
<input checked="" type="checkbox"/>	303-03112301-23	FCL	03/11/2023	1	1	MIDDLE FZCO	

Next

Note: you can select multiple Bills / Declaration but the total number of containers for all selected bills should not exceed 100. But if only one Bill/Declaration is selected it may exceed 100.

II. Compute Charges

1. The following page will be displayed

1
Document Search

2
Compute Charges

3
Confirm Charges

Documents List

Bill Number	Container	Amount	Vat Amount	Total Amount	
303-03112301-23	1	1310	0	1310	Details Delete
Total	1	1310	0	1310	

Previous
Next

Declarations highlighted in **BLUE** indicates **token generated for one or more containers in the declaration**.

2. Click on **Details** to view Document Details

1 Document Search → 2 Compute Charges → 3 Confirm Charges

Bill Number	Container	Amount	Vat Amount	Total Amount		
303-03112301-23	1	1310	0	1310	Details	Delete

3. Document Details will display

Document Details

Document Details

Bill Number: 303-03112301-23
 Bill Clearance: 1
 Main Agent: -
 DO No: -
 Consignee: MIDDLE FZCO
 Vessel: -
 Port Of Discharge: AEJEA

Bill Date: 03-11-2023
 B/E Type Descr: Ex-Free Zone Export
 Rotation: -
 DO Date: -
 Clr Agent: -
 BOL Number: 303-03112301-23
 Arrival Date: -
 Import BOE Details: [Details](#)

[BRN Link](#)

Sr No	Container No	Size	Type	Seal No	BRN	Rotation	Port Size	Port Type	Port OG flag	Port Imco	Source
<input checked="" type="checkbox"/> 1	TSTE595007	40	STD		5003706	822696	40	STD	N		AGENT-REQUEST

Container No	Tariff Description	Amount	Vat %	Vat Amount	Total Amount
	Document Processing charge for Customs Exit / Entry Certificate	55.0	0.0	0.0	55.0
	DOCUMENT PROCESSING CHARGE	55.0	0.0	0.0	55.0
TSTE595007	Load - THC Export Full 40Ft	1200.0	0.0	0.0	1200.0
	Total	1310.0		0.0	1310.0

Customer Reference Number:

[Save](#)

[Close](#)

4. Click on **BRN Link** to verify the containers linked with Declaration containers

Document Details

Document Details

Bill Number: 303-03112301-23
 Bill Clearance: 1
 Main Agent: -
 DO No: -
 Consignee: MIDDLE FZCO
 Vessel: -
 Port Of Discharge: AEJEA

Bill Date: 03-11-2023
 B/E Type Descr: Ex-Free Zone Export
 Rotation: -
 DO Date: -
 Clr Agent: -
 BOL Number: 303-03112301-23
 Arrival Date: -
 Import BOE Details: [Details](#)

[BRN Link](#)

Sr No	Container No	Size	Type	Seal No	BRN	Rotation	Port Size	Port Type	Port OG flag	Port Imco	Source
<input checked="" type="checkbox"/> 1	TSTE595007	40	STD		5003706	822696	40	STD	N		AGENT-REQUEST

Container No	Tariff Description	Amount	Vat %	Vat Amount	Total Amount
	Document Processing charge for Customs Exit / Entry Certificate	55.0	0.0	0.0	55.0
	DOCUMENT PROCESSING CHARGE	55.0	0.0	0.0	55.0
TSTE595007	Load - THC Export Full 40Ft	1200.0	0.0	0.0	1200.0
	Total	1310.0		0.0	1310.0

Customer Reference Number:

[Save](#)

NOTE: Multiple BRN can be linked to the same Declaration. For e.g., Declarations having 10 containers can have 2 BRN's with 5 each.

5. Enter BRN or Agent Ref Number then click **Search**

BRN Search

BRN or Agent Ref Number:

6. Click **Select BRN** to Proceed

BRN Search

BRN or Agent Ref Number:

BRN Search Results

Container Number	BRN Number	Agent Ref Number	Expiry Date	Request Date
ARPM650023	5003712	TEST711231	07-May-2024 11:59:00	07-Nov-2023 11:31:33

BRN will be linked with selected Containers.

7. Click **Save** to Save the information and go back to Previous Screen

NOTE: As per Administrative Decision No. 2, issued by the Dubai Maritime Authority (DMA), effective 1st November 2023, DP World will collect Terminal Handling Charges (THC) and Truck loading/unloading charges (TLUC) directly from importers/exporters or their nominated clearing agents. These charges will be collected through DP World Payment service.

Document Details

Document Details

Bill Number: 201-30102304-23 Bill Date: 30-10-2023

Bill Clearance: 1 B/E Type Descr: Export Bill

Main Agent: - Rotation: DO Date: Clr Agent: -

DO No: Consignee: F7100 - GULF FZE BOL Number: 201-30102304-23

Vessel: Port Of Discharge: AEJEA Arrival Date: Import BOE Details: [Details](#)

<input checked="" type="checkbox"/>	Sr No	Container No	Size	Type	Seal No	BRN	Rotation	Port Size	Port Type	Port OG flag	Port Imco	Source
<input type="checkbox"/>	1	TSTM662035	20	BTR		5003357	822698	20	STD	N		AGENT-REQUEST

Container No	Tariff Description	Amount	Vat %	Vat Amount	Total Amount
	DOCUMENT PROCESSING CHARGE	55.0	0.0	0.0	55.0
TSTM662035	Load - THC Export Full 20Ft	800.0	0.0	0.0	800.0
	Total	855.0		0.0	855.0

Customer Reference Number:

DP World will collect THC (Terminal Handling Charges) directly from Importer/Exporter


Enter your (Customer) reference number


*Click **Save** to go back to previous screen*

8. Click **Next** to Proceed to Next Screen

2.1.1. Select Debit/Credit Card


How would you like to pay?

 Debit/Credit

 Direct Debit

ORDER DETAILS

Merchant

 DP WORLD

Pay To

Jebel Ali Terminals

Pay For

DP WORLD e-PAYMENT

Total


2,283 AED


☐ Notify me with the payment status.


Enter your e-mail id

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

powered by


 Rasoom







- Select the Card Type


How would you like to pay?


 Debit/Credit

 Direct Debit

Select the Card Type








ORDER DETAILS

Merchant

 DP WORLD

Pay To

Jebel Ali Terminals

Pay For

DP WORLD e-PAYMENT

Total


2,283 AED


☐ Notify me with the payment status.


Enter your e-mail id

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

powered by

 Rasoom






- Select "Notify me with payment status" and enter your email to be notified
- Select "I accept the Terms and Conditions for this payment" then click **AGREE AND PAY**

How would you like to pay?

☒ Debit/Credit ☐ Direct Debit

Select the Card Type

☐ AMERICAN EXPRESS ☒ mastercard ☐ VISA

ORDER DETAILS	
Merchant	 DP WORLD
Pay To	Jebel Ali Terminals
Pay For	DP WORLD e-PAYMENT
Total	2,283 AED

☒ Notify me with the payment status.


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

CANCEL ORDER

AGREE AND PAY



- Enter Card details then click **Next**

Payment	Review	Receipt
<div><h3>Payment Details</h3><p>* Required field</p><p>Card Type *</p><p><input type="radio"/> VISA Visa <input checked="" type="radio"/> Mastercard</p><p>Card Number *</p><p>5555555555554444</p><p>Expiration Month * Expiration Year *</p><p>11 2023</p><p>CVN *</p><p>This code is a three or four digit number printed on the back or front of credit cards.</p><p>123 </p><p>Next</p><p>Cancel Order</p></div>	<div><h3>Your Order</h3><p>Total amount 2,283.00 AED</p></div>	

Note: system remembers your selection before landing to this page i.e., Master or Visa card. However, you can still change it

- Review the details then click **Pay**

Payment
Review
Receipt

Review your Order

Payment Details

Card Type	Mastercard
Card Number	xxxxxxxxxxxx4444
Expiration Date	11-2023

Back

Your Order

Total amount	2,283.00 AED
--------------	--------------

Pay

[Cancel Order](#)

2.1.2. Direct Debit

- The listed the banks will be displayed

How would you like to pay?

Debit/Credit
Direct Debit

Select the Bank

بنك دبي التجاري
Commercial Bank of Dubai
Attijari

بنك دبي التجاري
Commercial Bank of Dubai
iBusiness

بنك دبي الإسلامي
Dubai Islamic Bank

Emirates NBD
e-Wallet

HSBC
Corporate

ORDER DETAILS

Merchant	DP WORLD
Pay To	Jebel Ali Terminals
Pay For	DP WORLD e-PAYMENT
Total	2,283 AED

☐ Notify me with the payment status.

Enter your e-mail id

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

CANCEL ORDER

AGREE AND PAY

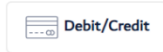
powered by   

- Select the bank
- Select "Notify me with payment status" and enter your email to be notified
- Select "I accept the Terms and Conditions for this payment" then click **AGREE AND PAY**

2.1.3. Cancel Order

- Click **Cancel Order**: (cancel the payment and revert back to www.dubaitrade.ae)

How would you like to pay?



ORDER DETAILS	
Merchant	DP WORLD
Pay To	Jebel Ali Terminals
Pay For	DP WORLD e-PAYMENT
Total	2,283 AED

☐ Notify me with the payment status.

Enter your e-mail id

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

CANCEL ORDER

AGREE AND PAY

powered by

2.1.4. Confirm the payment by clicking **Pay**

Note: you can still edit card details, cancel this transaction or go back to the previous step.

Payment	Review	Receipt
---------	--------	---------

Review your Order

Payment Details	Your Order
Card Type	Mastercard
Card Number	xxxxxxxxxxxx4444
Expiration Date	11-2023
Total amount 2,283.00 AED	

[Cancel Order](#)

Back

Pay

The following confirmation will be displayed, click on **Print Receipt** to print the receipt of the transaction

Transaction completed successfully.
Transaction ID : 2000006761
Receipt Number(s) : 40004600

[Print Receipt](#)

Note: in case of the payment failed system will block the selected Bill(s) and give a Transaction ID and payment will not be able to reinitiate until getting the confirmation from the financial institution (Merchant) about the payment status.

2.2. Mode of Payment: Advance Deposit

1 Document Search → 2 Compute Charges → 3 Confirm Charges

Bill Number	Amount	Vat Amount	Gross Amount
201-30102304-23	855	0	855

Mode Of Payment: ☐ e-Payment
☒ Against Advance Deposit (Available Balance = 793580.05)

[Previous](#) [Confirm](#)


If the amount is available, then system confirms the payment and gives the e-Receipt number

Transaction completed successfully.
Receipt Number(s) : 40004908

[Print Receipt](#)

Click on **Print Receipt** to print the receipt of the transaction

Receipt (TAX INVOICE)

 DP WORLD																									
JEBEL ALI TERMINALS FZE P.O. BOX NO. 17000, DUBAI, UAE Telephone 04-8815555 Email CUSTOMERSERVICE@dpworld. Website : WWW.DPWORLD.AE TRN : 100286077100003																									
TAX INVOICE (Cash Account)																									
Customer :	GULF FZE																								
Address :	DUBAI MINA RASHID U.A.E.																								
TRN :	VAT02082020																								
Receipt No :	40004908																								
Date :	06/11/2023 15:11																								
Clr Agent :	DO No :																								
Vessel :	B/E No : 201-30102304-23																								
Clearance :	BOL No :																								
Rotation :	Arr Date :																								
Transaction Id :	2000007086																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Charge Description</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">Disc</th> <th style="text-align: right;">VAT %</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>DOCUMENT PROCESSING CHARGE For Bill Number(ED:201-30102304-23/Imp: 201-30102304-23) TaxCode(AE_VAT_AR_11) <u>Container TSTM652035</u></td> <td style="text-align: right;">55.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">55.00</td> </tr> <tr> <td>LOAD - THC EXPORT FULL 20FT For Bill Number(ED:201-30102304-23/Imp: 201-30102304-23) TaxCode(AE_VAT_AR_11)</td> <td style="text-align: right;">800.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">855.00</td> </tr> <tr> <td>Total Amount (in AED)</td> <td style="text-align: right;">855.00</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">910.00</td> </tr> </tbody> </table>		Charge Description	Amount	Disc	VAT %	VAT	Total	DOCUMENT PROCESSING CHARGE For Bill Number(ED:201-30102304-23/Imp: 201-30102304-23) TaxCode(AE_VAT_AR_11) <u>Container TSTM652035</u>	55.00	0.00	0.00	0.00	55.00	LOAD - THC EXPORT FULL 20FT For Bill Number(ED:201-30102304-23/Imp: 201-30102304-23) TaxCode(AE_VAT_AR_11)	800.00	0.00	0.00	0.00	855.00	Total Amount (in AED)	855.00	0.00		0.00	910.00
Charge Description	Amount	Disc	VAT %	VAT	Total																				
DOCUMENT PROCESSING CHARGE For Bill Number(ED:201-30102304-23/Imp: 201-30102304-23) TaxCode(AE_VAT_AR_11) <u>Container TSTM652035</u>	55.00	0.00	0.00	0.00	55.00																				
LOAD - THC EXPORT FULL 20FT For Bill Number(ED:201-30102304-23/Imp: 201-30102304-23) TaxCode(AE_VAT_AR_11)	800.00	0.00	0.00	0.00	855.00																				
Total Amount (in AED)	855.00	0.00		0.00	910.00																				
Payment Details																									
Mode Of Payment	Amount																								
Against Advance Deposit	910.00																								
Payer Details																									
Payment is made based on Bill Of Entry. Paid By SONY GULF FZE (tzuser).																									
<div style="display: flex; justify-content: space-between;"> <div>AE_VAT_AR_11</div> <div>The transaction is subject to the 0% rate based on Article 45 sub 2 and 7 of the Federal Decree-Law No 8 of 2017</div> </div>																									

