

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

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DP World Payment - FCL Bills/Declarations

DOCUMENT DETAILS

Document Name	DP World Payment – FCL 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 FCL (Full Container Load) 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



Procedure:

I. Document Search

1. Select Import FCL Bills/Declarations under Document Type



 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.

	loading charges (TLUC) directly fro	ai Maritime Authority (DMA), effective 1st November 2023, DP World will collect Terminal Handling Charges om importers/exporters or their nominated clearing agents. These charges will be collected through DP
Document 🖻 Cor	2 3 npute arges Confirm Charges	
* Document Type:	Import FCL Bills/Declarations V	If the document has been created by you or belongs to you
* Pay For:	Own Document Third Party Document	If the document has not been created by you or does not belongs to you
Document Number:	Customs/DM F	Rejected Containers:
From Date:	17/10/2023	
To Date:	23/10/2023 Search The date range cannot exceed 7 days)	
,	The date range cannot exceed 7 days)	

- 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*

موانديس العالمة الله المعنية المعالية المعنية	
As per Administrative Decision No. 2, issued by the Dubai Maritime Authority (DMA), effective 1st November 2023, DP World will collect Terminal Handl and Truck loading/unloading charges (TLUC) directly from importers/exporters or their nominated clearing agents. These charges will be collected to Payment service via Dubai Trade platform.	ing Charges (THC) through DP World
Image: Document SearchImage: Document Compute ChargesImage: Document Charges	
* Document Type: Import FCL Bills/Declarations * Pay For: Output Outpu	
O Third Party Document Document Number: 302-03102301-23 Customs/DM Rejected Containers:	
From Date: To Date:Search (The date range cannot exceed 7 days)	

b. Select the Bill/Declaration and click Next

	Compute Compute Charges Conf Charges Conf Charges	rm yes clarations V	Containers:			
	To Date: Se (The date range cannot exce	arch				
View Not Total numbe Documents/ Declarations Documents/ Please use f	of Import FCL Bills/Declarations r of containers for selected documen Declarations in RED color indicate th highlighted in BLUE indicates token Declarations for which payment is in this service for clearing new bills. Jearances are done in old ePayment	ts should not exceed 100.In o ey are on HOLD by CUSTON generated for one or more c progress are disabled and co	AS. ontainers in the declaration prresponding payment tra	on. ansaction ID is displayed.	ers, select only that and continue.	
One item found.		211.2	5 1			
	<u>Bill Number</u>	<u>Bill Date</u>	Clearance	No of Container	Consignee Name	Payment Txn Id
	302-03102301-23	03/10/2023	1	2	GULF	
			Next	t 🕨		

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

DF WORLD	
As per Administrative Decision No. 2, issued by the Dubai Maritime Authority (DM and Truck loading/unloading charges (TLUC) directly from importers/exporters Payment service via Dubai Trade platform.	(A), effective 1st November 2023, DP World will collect Terminal Handling Charges (THC) or their nominated clearing agents. These charges will be collected through DP World
Document Image: Compute Charges Search Image: Compute Charges	
* Document Type: Import FCL Bills/Declarations V	- If Third Party
* Pay For: Own Document	Document is
Ocument Number: 302-00767744-23 Customs/DM Rejected Containers:	selected then the
Document Number: 302-00767744-23Customs/DM Rejected Containers: U	
From Date:	- Document Number
To Date: Search	is Manadatory and
(The date range cannot exceed 7 days)	the date range is not
	0
	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

Occument Search Image: Compute Charges Image: Confirm Charges	
* Document Type: Import FCL Bills/Declarations * Pay For: O own Document O Third Party Document	
Document Number: Customs/DM Rejected Containers:	
From Date: 16/10/2023	

4. Click on *Search*

Document 🖻 Cor	2) pute arges Confirm Charges
* Document Type:	
* Pay For:	Own Document
	O Third Party Document
Document Number:	Customs/DM Rejected Containers:
From Date:	16/10/2023
To Date:	22/10/2023 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.

Available Li Multiple Multiple Total numl Document Declaratio	ocument Type: Import FCL Bill * Pay For: Own Documen Third Party Do Third Party Do Third Party Do Third Party Do Third Party Do To Date: 23/10/2023 (The date range canno to f Import FCL Bills/Declara Det of containers for selected doc ts/Declarations in RED color indice ber of containers for selected doc ts/Declarations in RED color indice ber of containers for selected doc	Customs/DM Re	USTOMS. more containers in t	gle document having more the	an 100 containers, select only that and continue.	
 Please use 	ts/Declarations for which payment e this service for clearing new bills s clearances are done in old ePay	s.				
	displaying all items.	ment service, please proce	ed to old epayment	tor processing further clearan		
	<u>Bill Number</u>	<u>Bill Date</u>	<u>Clearance</u>	No of Container	Consignee Name	Payment Txn Id
	301-26102302-23	26/10/2023	1	2	MIDDLE FZCO	
	302-24102301-23	24/10/2023	2	1	MIDDLE FZCO	
				Next		

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

	()	•	、 /			
	<u>Bill Number</u>	Bill Date	Clearance	No of Container	Consignee Name	Payment Txn Id
\checkmark	301-26102302-23	26/10/2023	1	2	MIDDLE FZCO	
	302-24102301-23	24/10/2023	2	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

Document Search	2 Compute Charges	•	3 Confirm Charges						
Documents List									
Bill Number	Container	Amount	Vat Am	Total A	Haulier				
301-26102302-23	2	2283	0	2283	Enter or S to Nomina Haulier	Details	Delete		
Total	2	2283	0	2283					
eclarations highlight	ed in BLUE ir	ndicates toke	en generate	d for one or i	Previous				

2. Click on *Details* to update Document Details

Document Search	2 Comput Charge		3 Confirm Charges								
Documents List											
Bill Number	Container	Amount	Vat Am	Total A	Haulier						
301-26102302-23	2	2283	0	2283			Q #		Details	Delete	
								/			
								/_			
							Click o	n D	etails	5	

- 3. Document Details will display
- 4. Review / Update the document details and then click on *ReCompute*
- 5. Click *Save* to Save the information and go back to Previous Screen

Bil Number 301-26102302-23 EBI Clearance 1 Bil Clearance 1 JO No: 2300065215 DO No: 2300065215 DO No: 2300065215 DO No: 2300065215 DO No: 2300065215 DO Date: 2611012023 DO Date: 2610102023 DO Date: 261001020 SaPK693153 1 20 T1 00111202 DO T1 001111									
Bil Clearance 1 Main Agent A180 - UAE LLC Rotation: 822693 DO No: 2300065215 DO No: 2300065215 DO No: 2300065215 Consigne: A373 - MIDDLE FZCO Consigne: A373 - MIDDLE FZCO Consigne: ALABAMA Vessei: ALABAMA Vessei: ALABAMA Vessei: ALABAMA Vessei: ALABAMA Containers arrival Date: 3110/2023 Containers Model of the Container in the declaration SAPK693153 1 20 T1 09/11/2023 SAPK693154 1 20 T1 09/11/2023 SAPK693154 1 20 T1 09/11/2023 SAPK693154 1 20 T1 09/11/2023 Container Reference Number: SAPK822693115 To Extend Storage Date Customer Reference Number: Sapte To Extend Storage Date Customer Reference Number: Click Save to go back to previous screen Click to ReCompute charges Click to ReCompute charges	Document Details								
Main Agent: A180 · UAE LLC Rotation: 822893 DO Dote: 26/10/2023 DO Dote: 26/10/2023 Consignee: A0373 · MIDDLE FZCO Cir Agent: - Bol Number: SAPK822693115 Vesset: ALABAMA Arrival Date: 31/10/2023 Port Of Discharge: Jebel Ali Containers for the container in the declaration SAPK693154 1 20 T1 09/11/2023 1114.00 0.00 1114.00 verter SAPK693154 1 20 T1 09/11/2023 1114.00 0.00 1114.00 verter TO Extend Storage Date Downeer Processing Charge 55 0 0.0 55.0 TO Extend Reefer Date Tota 2283.0 0.0 2283.0 1114.00 0.00 1114.00 verter Containers Reference Number Containers Reference Number Containers Reference Number Cick Save to go back to previous screen.	Bill Number: 301-26102302-23 Bill Date: 26/10/2023								
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Click Save to go back to Click to ReCompute charges previous screen	Customer Reference Number: Enter your (Customer) * Cannot change Reefer Date as container is not yet connected. Reference Number if requi								
previous screen	Save								
previous screen	Click Save to go back to Click to ReCompute	e charges							
		0							
		Close							

6. If additional services required, then click on *Details*

Container Charges	9									
Container Details										
Container No : SAF	SAPK693153 Desig: FCL									
Length: 20	ISO : STD - STANDARD									
Discharge Date : Content : COT				Status : O Connect Date :	N DIS	CHARG	SE LIST			
IMCO :	TIONS			Connect Date .						
Container Charges										
Т	ariff Description	From Date	Time	To Date	Time	Days	Payable	VAT %	VAT Amount	Total Amount
Container Storage Charge	s Import Full 20'	31/10/2023		09/11/2023		10	0.0	0.0	0.0	0.0
TLUC - TRUCK LOADING	/ UNLOADING CONTAINERS						314.0	0.0	0.0	314.0
Discharge - THC Import Fu	ıll 20Ft						800.0	0.0	0.0	800.0
				Total Amount			1114.0		0.0	1114.0
Other Services:	Please Select Please Select	~		Vehicle 1	Type:		~	Veh	icle Count:	
Customer Reference Numb	UNSTUFF TO COLD STORE UNSTUFF TO COOL STORE NO PLAN MOVES UNSTUFF TO OWN TRUC MOVE TO CFS UNSTUFF VEHICLE TO CFS UNSTUFF VEHICLE TO CFS UNSTUFF VEHICLE TO CFS UNSTUFF TO GENERAL CARGO FCL CROSS - STUFFING FCL TO RE-EXPORT	Save		lick to ReCompute harges then clic ave						
									(Close

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.

Container Charges	(2) (3)									
Container Details										
Container No :	SAPK693153	YK693153 Desig : FCL								
Length :	20			ISO : S	TD - S	TANDA	RD			
Discharge Date :				Status : O	N DISC	CHARO	SE LIST			
Content : IMCO :	COTTONS	Connect Date :								
Container Charges										
	Tariff Description	From Date	Time	To Date	Time	Days	Payable	VAT %	VAT Amount	Total Amount
Container Storage Cl	narges Import Full 20'	31/10/2023		09/11/2023		10	0.0	0.0	0.0	0.0
TLUC - TRUCK LOA	DING / UNLOADING CONTAINERS						314.0	0.0	0.0	314.0
Discharge - THC Imp	ort Full 20Ft						800.0	0.0	0.0	800.0
				Total Amount			1114.0		0.0	1114.0
Other Services:	Please Select	~		Vehicle -	Гуре:		\sim	Veh	iicle Count:	
Customer Reference	Number:									
	DP World will col Charges) directly									
										Close

- 7. Click *Recompute* to update charges and then Click *Save* to go back to previous Screen.
- 8. Click Next to Proceed to Next Screen

Document Search	2 Comput Charge	e 🗇	3 Confirm Charges								
ocuments List											
Bill Number	Container	Amount	Vat Am	Total A		Haulier					
301-26102302-23	2	2283		0 2	2283			Q #	Details	Delete	
Total	2	2283		0 2	2283						

III. Confirm Charges

1. Select the Mode of Payment (e-Payment or Advance Deposit Account) then Click *Confirm* to pay the charges.

Search Charges C	3 Confirm harges				
Document List					
Bill Number	Haulier Name	Amount	Vat Amount	Gross Amount	
301-26102302-23		2283	0	2283	
	Total	2283	0	2283	
Mode Of Payment 💿 e-Payment	Total Peposit (Available Balance = 920030.0)	2283	0	2283	

2. Mode of Payment: 2.1. E-Payment

After clicking **Confirm** system will redirect you to the payment page

System displays Rosoom (the Centralized e-Payment Gateway)

2.1.1. Select Debit/Credit Card

low would you like to pay?	OR	DER DETAILS
Debit/Credit	Merchant Pay To Pay For	DP WORLD Jebel Ali Terminals DP WORLD e- PAYMENT
	Total	2,283 AED
Notify me with the payment status. Enter your e-mail id	CANCEL ORDER	AGREE AND PA
I accept the Terms and Conditions for this payment		
	-	
powered by Possoon		
 Solact the Card Type 		
Select the Card Type w would you like to pay?		
v would you like to pay?	OR	DER DETAILS
w would you like to pay?		DER DETAILS
v would you like to pay?	Merchant	DP WORLD
v would you like to pay? Debit/Credit Direct Debit Hect the Card Type MIERICAN CORRESS	Merchant Pay To	DP WORLD Jebel Ali Terminals DP WORLD e-
would you like to pay? Debit/Credit Image: Direct Debit elect the Card Type Image: Direct Debit mostercard	Merchant Pay To Pay For	DP WORLD Jebel Ali Terminals DP WORLD e- PAYMENT 2,283 AED
would you like to pay? Debit/Credit Image: Direct Debit elect the Card Type Image: Direct Debit mostercard	Merchant Pay To Pay For Total	DP WORLD Jebel Ali Terminals DP WORLD e- PAYMENT 2,283 AED
would you like to pay?	Merchant Pay To Pay For Total	DP WORLD Jebel Ali Terminals DP WORLD e- PAYMENT 2,283 AED
w would you like to pay?	Merchant Pay To Pay For Total	DP WORLD Jebel Ali Terminals DP WORLD e- PAYMENT 2,283 AED

- 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?	ORE	DER DETAILS
Debit/Credit	Merchant	
Select the Card Type	Рау То	Jebel Ali Terminals
	Pay For	DP WORLD e- PAYMENT
	Total	2,283 AED
Notify me with the payment status.	CANCEL ORDER	AGREE AND PAY
Enter your e-mail id		
I accept the Terms and Conditions for this payment		
powered by Roscorn (09_10)		

• Enter Card details then click Next

Payment	Review	Receipt
Payment Details	A Your Order	r
Card Type *	Required field Total amount	2,283.00 AED
Card Number * 55555555555555554444 Expiration Month * Expiration Year * 11 2023 CVN * This code is a three or four digit number printed on the back or free Cards.	ont of credit	
123 pre 123	Next	

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**

	Your Order	
Mastercard	Total amount	2,283.00 AED
xxxxxxxxxx4444		
11-2023		
		Pay
	xxxxxxxxx4444	Mastercard Total amount

2.1.2. Direct Debit

• The listed the banks will be displayed

How would you like to pay?		
Debit/Credit	OR	
Select the Bank	Pay To	DP WORLD Jebel Ali Terminals
بلك يس الإسلامي Commercial Bark of Duba Attijari Attijari	Pay For	DP WORLD e- PAYMENT
KIN HSBC Corporate	Total	2,283 AED
Notify me with the payment status.	CANCEL ORDER	AGREE AND PAY
Enter your e-mail id		
I accept the Terms and Conditions for this payment		



- 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?		OR	DER DETAILS
Debit/Credit		Merchant Pay To Pay For Total	DP WORLD Jebel Ali Terminals DP WORLD e- PAYMENT 2,283 AED
Notify me with the payment status.		CANCEL ORDER	AGREE AND PAY
Enter your e-mail id I accept the Terms and Conditions for this payment			
	powered by Roscon Pog_UJ		

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	Rev	iew	Receipt
Review your Order			
Payment Details		Your Order	
Card Type	Mastercard	Total amount	2,283.00 AED
Card Number	xxxxxxxxx4444		
Expiration Date	11-2023		
Back			Pay
Cancel Order			

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

مواندی دی این اور		
	Transaction completed successfully. Transaction ID : 2000006761 Receipt Number(s) : 40004600	

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

Document Search	3 Confirm Charges				
Bill Number	Haulier Name	Amount	Vat Amount	Gross Amount	
101-06102301-23		1697	0	1697	
	Total	1697	0	1697	
Mode Of Payment O e-Payment	Total e Deposit (Available Balance = 920030.0)	1697	0	1697	

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

DP WORLD Print Receipt		
Transaction completed successfully. Receipt Number(s) : 40004603		
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

			Cash Acc				
Customer Address TRN	:	MIDD DUBAI MINA RASHID	DLE FZCO D U.A.E.				
Receipt No	:	40004603		Date	:	29/10/2023 14:1	8
CIr Agent	:			DO No	:	2300065127	
Vessel	:	ALBERT MAERSK		B/E No	:	101-06102301-2	3
Clearance	:	1		BOL No	:		
Rotation	:	822592		Arr Date	:	09/10/2023	
Transaction Id	:	2000006764					
Charge Descri	ption		Amount	Disc	VAT %	VAT	Tota
DOCUMENT PRO TaxCode(AE_VAT			55.00	0.00	0.00	0.00	55.0
Container TSTE55 CONTAINER STO 20' from 09/10/202 TaxCode(AE_VAT	RAGE C 3 to 29/1		1328.00	0.00	0.00	0.00	1328.0
TLUC - TRUCK LC CONTAINERS Tax			314.00	0.00	0.00	0.00	314.0
Total Amount	(in AE	ED)	1697.00	0.00		0.00	1697.0
Payment Detai							
Mode Of Paym Against Advance D							Amount 1697.00
Payer Details	opoan						1001.00
	ased on	Bill Of Entry. Paid By CRYS	TALLINE MIDDLE F2	ZCO (crystalline).			
AE_VAT_AR_11	1	The transaction is subject to	the 0% rate based on	Article 45 sub 2 a	nd 7 of the Fed	eral Decree-Law No 8	of 2017
		(This	receipt is generat Page 1 of 2	ed electronical	у)		

www.dubaitrade.ae