



دبي التجارية  
DUBAI TRADE

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

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## Table Designs

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### DOCUMENT DETAILS

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

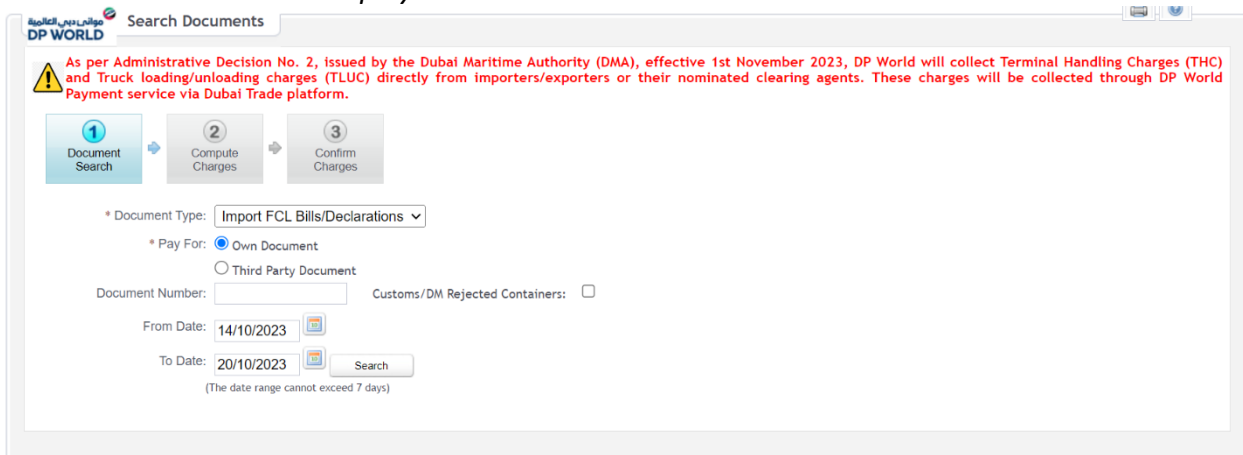
*This service enables Traders (Local/FreeZone Company) or their Clearing Agents to pay for DP World Charges i.e. Document Processing Charges (DPC), Truck Loading/Unloading Charges (TLUC), Extra Storage Days, Plugging Charges (For Temperature Control Containers etc.. for FCL (Full Container Load) Bills/Declarations.*

***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*



**DP WORLD** Search Documents

**Warning:** 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 via Dubai Trade platform.

**1** Document Search → **2** Compute Charges → **3** Confirm Charges

\* Document Type: **Import FCL Bills/Declarations** ▼

\* Pay For: ☒ Own Document  
☐ Third Party Document

Document Number:  Customs/DM Rejected Containers: ☐

From Date: **14/10/2023**

To Date: **20/10/2023**  **Search**

(The date range cannot exceed 7 days)

## Procedure:

### I. Document Search

#### 1. Select **Import FCL Bills/Declarations** under Document Type

DP WORLD

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 via Dubai Trade platform.

1 Document Search → 2 Compute Charges → 3 Confirm Charges

\* Document Type: Import FCL Bills/Declarations ▼

\* Pay For: Import FCL Bills/Declarations

Document Number: \_\_\_\_\_ DM Rejected Containers: ☐

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

(The date range cannot exceed 7 days)

Import FCL Bills/Declarations

Import FCL DO

Import LCL Bills/Declaration

Export Bills/Declarations

Cargo Transfer Bill

Import FCL BOL

Free Zone Transfer Bill

Cargo Transfer LCL

Destruction Cargo

Container Weighing

Export Cancel Payment

Export BRN Payment

2. 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.

DP WORLD

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 via Dubai Trade platform.

1 Document Search → 2 Compute Charges → 3 Confirm Charges

\* Document Type: Import FCL Bills/Declarations ▼

\* Pay For: ☒ Own Document *If the document has been created by you or belongs to you*

☐ Third Party Document *If the document has not been created by you or does not belong to you*

Document Number: \_\_\_\_\_ Customs/DM Rejected Containers: ☐

From Date: 17/10/2023

To Date: 23/10/2023

(The date range cannot exceed 7 days)

Search

3. If selected **“Own Document”** Search for the Bill/Declaration by using either:
- Document Number (Bill/Declaration) - Enter the declaration number and click **Search**

**DP WORLD** Search Documents

**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 via Dubai Trade platform.**

1 Document Search → 2 Compute Charges → 3 Confirm Charges

\* Document Type:

\* 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:

\* 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 Import FCL 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	Bill Date	Clearance	No of Container	Consignee Name	Payment Txn Id
<input checked="" type="checkbox"/>	302-03102301-23	03/10/2023	1	2	GULF	

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

**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 via Dubai Trade platform.**

**1** Document Search → **2** Compute Charges → **3** Confirm Charges

\* Document Type: Import FCL Bills/Declarations ▼

\* Pay For: ☐ Own Document ☒ Third Party Document

Document Number: 302-00767744-23 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: Import FCL Bills/Declarations ▼

\* Pay For: ☒ Own Document ☐ 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)

#### 4. Click on **Search**

**1** Document Search → **2** Compute Charges → **3** Confirm Charges

\* Document Type: Import FCL Bills/Declarations ▼

\* Pay For: ☒ Own Document ☐ 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.

1  
Document Search

2  
Compute Charges

3  
Confirm Charges

\* Document Type: Import FCL Bills/Declarations

\* Pay For: ☒ Own Document  
☐ Third Party Document

Document Number:  Customs/DM Rejected Containers: ☐

From Date: 23/10/2023

To Date: 29/10/2023 Search

(The date range cannot exceed 7 days)

Available List of Import FCL 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.

2 Items found, displaying all items.

<input type="checkbox"/>	Bill Number	Bill Date	Clearance	No of Container	Consignee Name	Payment Txn Id
<input type="checkbox"/>	301-26102302-23	26/10/2023	1	2	MIDDLE FZCO	
<input type="checkbox"/>	302-24102301-23	24/10/2023	2	1	MIDDLE FZCO	

Next

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

<input checked="" type="checkbox"/>	Bill Number	Bill Date	Clearance	No of Container	Consignee Name	Payment Txn Id
<input checked="" type="checkbox"/>	301-26102302-23	26/10/2023	1	2	MIDDLE FZCO	
<input checked="" type="checkbox"/>	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

1  
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	<div style="border: 1px solid #ccc; display: inline-block; width: 150px; height: 20px;"></div>

Default
Delete

| **Enter or Search** to Nominate the Haulier | | | | | |
| **Total** | 2 | 2283 | 0 | 2283 |  |

Previous
Next

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

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

1 Document Search → 2 Compute Charges → 3 Confirm Charges

Bill Number	Container	Amount	Vat Am...	Total A...	Haulier			
301-26102302-23	2	2283	0	2283				

[Details](#) [Delete](#)

*Click on Details*

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

**Document Details**

Document Details

Bill Number: 301-26102302-23  
Bill Clearance: 1  
Main Agent: A180 - UAE LLC  
DO No: 2300065215  
Main Agent: A180 - UAE LLC  
DO No: 2300065215  
Consignee: A0373 - MIDDLE FZCO  
Vessel: ALABAMA  
Vessel: ALABAMA  
Port Of Discharge: Jebel Ali

Bill Date: 26/10/2023  
B/E Type Descr: Transshipment B/E  
Rotation: 822693  
DO Date: 26/10/2023  
Rotation: 822693  
DO Date: 26/10/2023  
Clr Agent: -  
BOL Number: SAPK822693115  
Arrival Date: 31/10/2023  
BOL Number: SAPK822693115  
Arrival Date: 31/10/2023

**Containers**

[Apply Dates](#)

<input checked="" type="checkbox"/>	Container No	Clr	Lth	Location	Storage Date	* Reefer Date	DO Validity	Special Condition	Amount	VAT Amount	Total Amount	
<input checked="" type="checkbox"/>	SAPK693153	1	20	T1	09/11/2023		31/10/2023		1114.00	0.00	1114.00	<a href="#">Details</a>
<input checked="" type="checkbox"/>	SAPK693154	1	20	T1	09/11/2023		31/10/2023		1114.00	0.00	1114.00	<a href="#">Details</a>

*To Extend Storage Date* *To Extend Reefer Date*

	Document Processing Charge	Amount	VAT Amount	Total
		55.0	0.0	55.0
		2283.0	0.0	2283.0

Customer Reference Number:

\* Cannot change Reefer Date as container is not yet connected.  
\* Containers highlighted in BLUE indicates token generated for container in the declaration.

[Save](#) [ReCompute](#)

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

*Click on Details to add Additional Services for the container*

*Enter your (Customer) Reference Number if required*

[Close](#)

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



**Container Charges**

Container Details

Container No : SAPK693153      Desig : FCL  
Length : 20      ISO : STD - STANDARD  
Discharge Date :      Status : ON DISCHARGE LIST  
Content : COTTONS      Connect Date :  
IMCO :

Container Charges

Tariff Description	From Date	Time	To Date	Time	Days	Payable	VAT %	VAT Amount	Total Amount
Container Storage Charges 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 Full 20Ft						800.0	0.0	0.0	800.0
			Total Amount			1114.0	0.0	0.0	1114.0

Other Services: Please Select      Vehicle Type:       Vehicle Count:

Customer Reference Number:

UNSTUFF TO COLD STORE  
UNSTUFF TO COOL STORE  
NO PLAN MOVES  
UNSTUFF TO OWN TRUC  
MOVE TO CFS  
UNSTUFF VEHICLE TO CFS  
UNSTUFF TO GENERAL CARGO  
FCL CROSS - STUFFING  
FCL TO RE-EXPORT

**Save**      **ReCompute**

*Click to ReCompute charges then click Save*

**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**

Container Details

Container No : SAPK693153      Desig : FCL  
Length : 20      ISO : STD - STANDARD  
Discharge Date :      Status : ON DISCHARGE LIST  
Content : COTTONS      Connect Date :  
IMCO :

Container Charges

Tariff Description	From Date	Time	To Date	Time	Days	Payable	VAT %	VAT Amount	Total Amount
Container Storage Charges 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 Full 20Ft						800.0	0.0	0.0	800.0
			Total Amount			1114.0	0.0	0.0	1114.0

Other Services: Please Select      Vehicle Type:       Vehicle Count:

Customer Reference Number:

**Save**      **ReCompute**

*DP World will collect **THC (Terminal Handling Charges)** directly from Importers/Exporters*

**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

Documents List

Bill Number	Container	Amount	Vat Am...	Total A...	Haulier
301-26102302-23	2	2283	0	2283	
<b>Total</b>		2	2283	0	2283

Previous Next

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

### III. Confirm Charges

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

Document List

Bill Number	Haulier Name	Amount	Vat Amount	Gross Amount
301-26102302-23		2283	0	2283
<b>Total</b>		2283	0	2283

Mode Of Payment ☒ e-Payment  
☐ Against Advance Deposit (Available Balance = 920030.0)

Previous Confirm

Click **Previous** to go back to previous screen

Select **Mode of Payment** then click **Confirm**

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




How would you like to pay?

 Debit/Credit

 Direct Debit


☐ Notify me with the payment status.  
  
☐ I accept the [Terms and Conditions](#) for this payment

powered by

ORDER DETAILS

Merchant

 DP WORLD

Pay To

Jebel Ali Terminals

Pay For

DP WORLD e-PAYMENT

Total


2,283 AED


CANCEL ORDER

AGREE AND PAY


- Select the Card Type


How would you like to pay?


 Debit/Credit

 Direct Debit

Select the Card Type











☐ Notify me with the payment status.  
  
☐ I accept the [Terms and Conditions](#) for this payment

powered by

ORDER DETAILS

Merchant

 DP WORLD

Pay To

Jebel Ali Terminals

Pay For

DP WORLD e-PAYMENT

Total

2,283 AED

CANCEL ORDER

AGREE AND PAY


- 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

powered by   راسوم

- 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><a href="#">Cancel Order</a></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

Your Order

Card TypeMastercard
Card Numberxxxxxxxxxx4444
Expiration Date11-2023

Total amount2,283.00 AED

Back
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

☐ Notify me with the payment status.

Enter your e-mail id

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

ORDER DETAILS

MerchantDP WORLD
Pay ToJebel Ali Terminals
Pay ForDP WORLD e-PAYMENT

Total2,283 AED

CANCEL ORDER

AGREE AND PAY

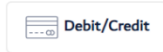
powered by   

- 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](http://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



### 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
<h4>Review your Order</h4>		
<h5>Payment Details</h5>		<h5>Your Order</h5>
Card Type	Mastercard	<b>Total amount</b> 2,283.00 AED
Card Number	xxxxxxxxxxxx4444	
Expiration Date	11-2023	
<a href="#">Back</a>		<a href="#">Pay</a>
<a href="#">Cancel Order</a>		

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

**Document List**

Bill Number	Haulier Name	Amount	Vat Amount	Gross Amount
101-06102301-23		1697	0	1697
<b>Total</b>		<b>1697</b>	<b>0</b>	<b>1697</b>

Mode Of Payment ☐ e-Payment ☒ Against Advance Deposit (Available Balance = 920030.0)

Previous Confirm

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

Transaction completed successfully.  
Receipt Number(s) : 40004603

Print Receipt

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

## DP World Payment - FCL Bills/Declarations

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