



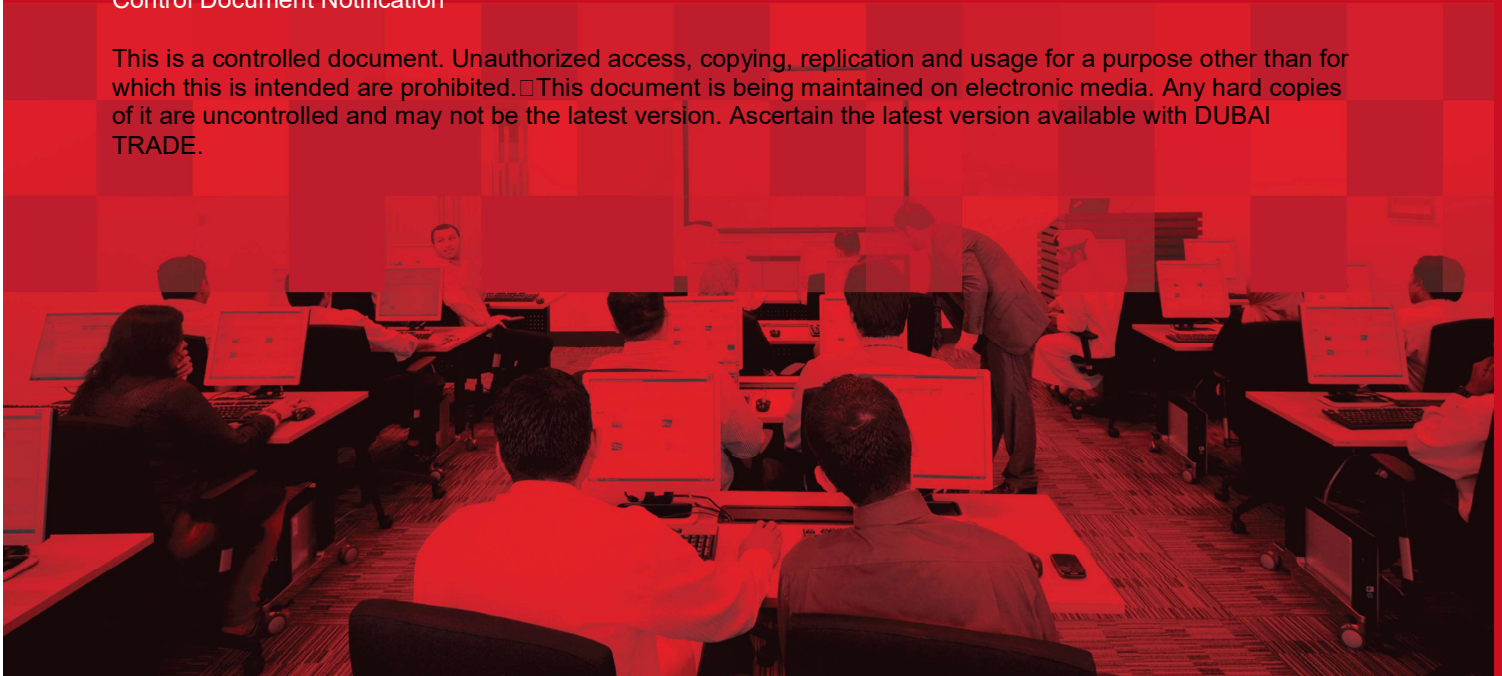
DP World DP World Payment – LCL Payment User's Manual

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DP World Payment – LCL Payment

DOCUMENT DETAILS

Document Information

Document Name	DP World Payment – LCL Payment
Project Name	DP World Payment – LCL Payment
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	30 th Jan, 2019
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 Payment – LCL Payment

DP World Payment - LCL Payment




This service enables you to pay DPA Charges i.e. DPC & Extra Storage days Demurrage if applicable for LCL (Less than Container Load) Bills/Declarations Online.

I. Document Search

1. Go to the Request > DP World Payments

System populates DP World payment page

Home > Request > e-Payment > Search Documents


 **Search Documents**  


1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type: Import FCL Bills/Declarations ▼

* Pay For: ☒ Own Document
☐ Third Party Document

Document Number:




From Date: 06/10/2014 

To Date: 12/10/2014 

(The date range cannot exceed 7 days)

2. Select Import LCL Bills/Declarations under Document Type

Home > Request > e-Payment > Search Documents


 **Search Documents**  


1 Document Search → 2 Compute Charges → 3 Confirm Charges

* Document Type: Import LCL Bills/Declaration ▼

* Pay For: ☐ Import FCL Bills/Declarations
☐ Import FCL DO
☒ Import LCL Bills/Declaration
☐ Export Bills/Declarations
☐ Cargo Transfer Bill

Document Number:

From Date: 06/10/2014 

To Date: 12/10/2014 

(The date range cannot exceed 7 days)

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3. Select Own Document if the Declaration has been either created by you or belongs to you;
OR Select Third Party if you are making the payment on behalf of someone else.

The screenshot shows a web application window titled "Search Documents". It features a three-step process flow: 1. Document Search, 2. Compute Charges, and 3. Confirm Charges. Below the flow, the search criteria are as follows:

- * Document Type: Import LCL Bills/Declaration (dropdown menu)
- * Pay For: ☒ Own Document, ☐ Third Party Document
- Document Number: (empty text field)
- From Date: 06/10/2014 (calendar icon)
- To Date: 12/10/2014 (calendar icon)
- Search button

Annotations on the right side of the form:

- An arrow points from the "Own Document" radio button to the text: *If the document has been created by you or belongs to you*
- An arrow points from the "Third Party Document" radio button to the text: *If the document has not been created by you or does not belong to you*

At the bottom, a note states: (The date range cannot exceed 7 days)

4. If selected "**Own Document**" Search for the Bill/Declaration by using either:
 - a. Document Number (Bill/Declaration) - Type in your bill number in the field and click **Search**

This screenshot shows the same "Search Documents" window, but with the "Document Number" field populated with the value "101-21081450-14". The "Pay For" section remains the same, with "Own Document" selected. The "Search" button is highlighted with an arrow pointing to it from the text "Click Search".

Annotations:

- An arrow points from the "Search" button to the text: *Click Search*

At the bottom, a note states: (The date range cannot exceed 7 days)

Note: bill/Declaration issue date should be covered in the entered date range.

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* Document Type:

* Pay For: ☒ Own Document
☐ Third Party Document

Document Number:

From Date:

To Date:

(The date range cannot exceed 7 days)

Available List of Import LCL Bills/Declaration

[View Notes](#)

One item found.

<input checked="" type="checkbox"/>	Bill Number	Bill Date	Clearance	No of BOL	Consignee Name	Payment Txn Id
<input checked="" type="checkbox"/>	101-21081450-14	21/08/2014	1	1	SONY GULF FZE	

Select the Bill/Declaration
and click Next

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

Search Documents

* Document Type:

* Pay For: ☐ Own Document
☒ Third Party Document

Document Number:

From Date:

To Date:


(The date range cannot exceed 7 days)

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

b. Bill/Dec 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

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* Document Type:

* Pay For: ☒ Own Document
☐ Third Party Document

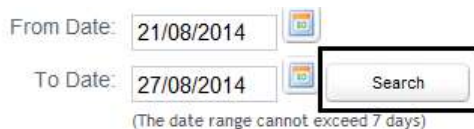
Document Number:

From Date:

To Date:

(The date range cannot exceed 7 days)

5. Click on **Search**



From Date:

To Date:

(The date range cannot exceed 7 days)

6. After clicking on Search, a list of LCL Bills will be displayed.

System shows bills cleared /generated in the specified date range.

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

DP World Payment – LCL Payment

1
Document Search

2
Compute Charges

3
Confirm Charges

* Document Type:

Import LCL Bills/Declaration

* Pay For:

☒ Own Document

☐ Third Party Document

Document Number:

From Date:

21/08/2014

To Date:

27/08/2014

Search

(The date range cannot exceed 7 days)

Available List of Import LCL Bills/Declaration

[View Notes](#)

10 items found, displaying all items.

<input type="checkbox"/>	Bill Number	Bill Date	Clearance	No of BOL	Consignee Name	Payment Txn Id
<input type="checkbox"/>	101-21081443-14	21/08/2014	2	1	SONY GULF FZE	
<input type="checkbox"/>	101-21081444-14	21/08/2014	2	1	SONY GULF FZE	
<input type="checkbox"/>	101-21081445-14	21/08/2014	2	1	SONY GULF FZE	

7. Select the Bill(s)/ Declaration(s)

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.

<input type="checkbox"/>	Bill Number	Bill Date	Clearance	No of BOL	Consignee Name	Payment Txn Id
<input checked="" type="checkbox"/>	101-21081443-14	21/08/2014	2	1	SONY GULF FZE	
<input checked="" type="checkbox"/>	101-21081444-14	21/08/2014	2	1	SONY GULF FZE	
<input type="checkbox"/>	101-21081445-14	21/08/2014	2	1	SONY GULF FZE	

Next

8. Click on **Next**



II. Compute Charges

1. The following page will be displayed

DP World Payment – LCL Payment

Documents and the Amounts

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

Bill Number	BOL Count	Amount	
101-21081450-14	1	500	Details
Total		1	500

[Previous](#) [Next](#)

Click on Details

2. Click on **Details** to update Document Details
3. Document Details will display
4. Review / Update the document details and then click on **ReCompute**

Document Details

B/E Details

Bill Number: 101-21081450-14 Bill Date: 21-08-2014
Bill Clearance: 1 B/E Type Descr: Normal B/E
Main Agent: - Rotation: 103128
DO No: 1400000949 DO Date: 21-08-2014
BOL Number: BL10312808 DO Validity: 31-12-2014
Consignee: F7100 - SONY GULF FZE Clr Agent: -
Vessel: MAERSK ABERDEEN Arrival Date: 01-11-2014

Port Of Discharge:

BOLs

BOL Number	BOL Clearance	Balance Quantity	Paid Till	Storage Date	Amount	
BL10312808	1	1		05/11/2014	450	Details

Document Processing Charge: 50

Total Amount: 500

Customer Reference Number:

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

Click Details to view Details

Click Save to go back to Previous screen

Click to ReCompute charges

Enter Your (Customer) Reference Number if Required

5. Click **Details** to view Details
6. Click **Save** to Save the information and go back to Previous Screen
7. Click **Next** to Proceed to Next Screen

DP World Payment – LCL Payment

1 Document Search → 2 Compute Charges → 3 Confirm Charges

Documents List			
Bill Number	BOL Count	Amount	
101-21081450-14	1	500	Details
Total		1	500

[Previous](#) [Next](#)

III. Confirm Charges

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

Confirm Charges

1 Document Search → 2 Compute Charges → 3 Confirm Charges

Document List	
Bill Number	Haulier Name
101-08101403-14	
101-08101404-14	
Total	

Mode Of Payment ☐ e-Payment ☐ Against Advance Deposit (Available Balance = 411.0)

Select Mode of Payment then click Confirm

Click Previous to go back to Previous Screen [Previous](#) [Confirm](#)


2.1 **e-Payment**: select the payment mode then tick accept and click on Agree.

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☒ I accept the **Terms and Conditions** applicable for this payment



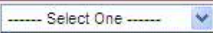
System displays Rosoom (the Centralized e-Payment Gateway)

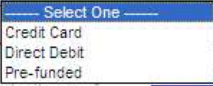


PAYMENT DETAILS


Pay to	DP World
Pay for	Advance Cash Deposit

Amount	10000.00 AED
Processing fees	0.00 AED
Total	10000.00 AED




Pay using 

From 

[Terms and Conditions](#) applicable for this payment

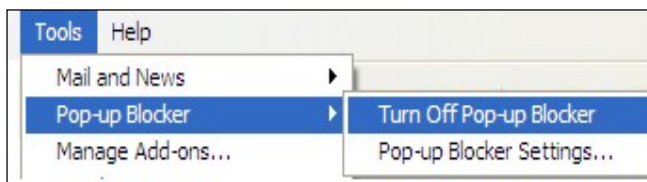



- **E-Payment**

-  Credit Cards
-  Direct Debit
-  Pre-Funded

Note: ensure pop-up blocker is turned off

Go to Tools > Pop-up Blocker



-  **Credit Card (Visa & Master)**

DP World Payment – LCL Payment



PAYMENT DETAILS

Pay to DP World

Pay for DP WORLD e-PAYMENT

Amount	15710.00 AED
Processing fees	0.00 AED
Total	15710.00 AED

Pay using Credit Card

From MasterCard

Wait until you are redirected back to Merchant page
Please ensure pop-up blocker is turned off

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

After clicking the agree button, system will redirect you to the payment page



Payment Review Receipt

Payment Details

* Required field

Card Type *
☐ VISA Visa ☒ MasterCard MasterCard

Card Number *

CVN *
This code is a three or four digit number printed on the back or front of credit cards.
 123

Expiration Date *
01 2014

Your Order

Total amount 10.00

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

YOU CAN:

1. **Cancel Order:** (cancel the payment and revert back to DT)

Your Order

Total amount 10.00

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System will ask for your confirmation, and then displays the cancel message

Payment was not successful. Gate advice has not been generated due to payment failure.




GC Gate Advice


Transaction No.: 5000000207

New Request

2. Proceed with the payment:

- Fill out your card details and click Next





PaymentReviewReceipt

Payment Details

* Required field

Card Type *

☐ VISA Visa ☐ MasterCard

Card Number *

CVN *

This code is a three or four digit number printed on the back or front of credit cards.

Expiration Date *

01 2014

Next

- Review your card details

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Payment Review Receipt

Review your Order

Payment Details [Edit Details](#)

Card Type	MasterCard
Card Number	xxxxxxxxxxxx2346
Expiration Date	05-2017

Your Order [Cancel Order](#)

Total amount 10.00 AED

[Back](#) [Pay](#)

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

c. Confirm the Payment: click the "Pay" button

System will ask to redirect you back to Dubai Trade page, click "Yes"

Then DT page will show your transaction details as follows:

Direct Debit

You can do online banking with the following Banks:

- CBD >> Attejari
- CBD >> iBusiness
- Dubai Islamic Bank
- Emirates NBD >> e-Wallet
- HSBC
- Std. Chartered Bank >> iBanking
- Std. Chartered Bank >> Straight2Bank

Pre-Funded

Rosoom Wallet

Note: after clicking on Pay; wait until you are redirected back to Dubai Trade.

- System confirms that transaction was completed successfully and gives the e-Receipt number.

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Note: incase of any failure payment system blocks the selected Bill(s) and gives the Transaction ID until getting the confirmation from the financial institution (Merchant) about the payment status.

	Bill Number	Bill Date	Bill Clearance	No Of Containers	Transaction ID
	101-06110809-08	04-JAN-09	2	1	1000003588

2.2 Advance Deposit: select the payment mode then click on confirm.

Confirm Charges	
Bill Number	Amount
101-00001015-08	300
Total 300	
Mode of Payment : <input type="radio"/> e-Payment	
<input checked="" type="radio"/> Against Advance Deposit (Balance = 79715)	
<div>Confirm Back</div>	

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

Transaction completed successfully.
Receipt Number(s) : 34422910

Print Receipt

- ❖ You can print/save/view receipt by clicking on Print Receipt
- ❖ You can check the payment history for any Bill by clicking on history button located in front of the Bill number

	Bill Number	Bill Date	Bill Clearance	No Of Containers
	101-06110809-08	04-JAN-09	2	1
	101-00001015-08	04-JAN-09	32	1
	<div>History</div> 101-00001028-08	04-JAN-09	14	1
	101-00001029-08	04-JAN-09	16	1
	101-04110812-08	04-JAN-09	7	1

DP World Payment – LCL Payment