



دبي التجارية
DUBAI TRADE

Other Invoice Payment User's Manual

Copyright Information

Copyright © 2025 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	Other Invoice Payment
Project Name	
Business Unit	Dubai Auto Zone (DAZ)
Author(s)	DT Training Dept.
Last Updated Date	1 st October 2025
Current Version	1.0

This service allows customers to pay other non-lease invoices using their Non-Portal, Portal balance or through online payment.

Navigation:

1. Login to your Dubai Trade account
2. Navigate to the menu and go to **eInvoice Payment**
3. Then go to **Fusion Other Invoice Payment**

Procedure:

1. The below screen will be displayed. Click on "**Create New Request**" to begin a new transaction.

Request Number	Account No	Status	Payment Method	Transaction Date
2362		Paid	PORTAL	18-09-2025
2360		Not Paid	ROSOOM	18-09-2025
2340		Paid	NON-PORTAL	17-09-2025

2. Company details will be fetched automatically. Click "**Search**" to view invoices or search for specific Non-lease related invoices by date range.

Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
131	01-07-2025	31-07-2025	500	500	500
131	01-06-2025	01-07-2025	1000	1000	1000
131	10-09-2025	10-09-2025	100	50	50
131	07-08-2025	06-09-2025	100000	66500	66500

3. Choose the invoice which needs to be paid then click "**Proceed to Pay**"

Other Payment Details
Proceed to Pay
Go Back

Company Details

Business Unit*
AL AWEER FREE ZONE DUCAMZ
Account Number*
Company Name
Portal Deposit Amount
3131574.84
Portal Balance Amount
2906957.34
Non Portal Balance Amount
15025.00
Request Status
Request No
Payment Method

Invoice Details

From Date
To Date

	Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
☒	1511	01-07-2025	31-07-2025	500	500	500
☐	1511	01-06-2025	01-07-2025	1000	1000	1000
☐	1511	10-09-2025	10-09-2025	100	50	50
☐	1511	07-08-2025	06-09-2025	100000	66500	66500

4. Select your payment method as:

- "**Rosoom Payment**" - online by credit/debit card or direct debit
- "**Portal Deposit**" - using your portal deposit balance
- "**Non-Portal Deposit**" - using your non-portal account balance

Kindly Select Payment Method for Processing the Payment?

Selected Invoices

Invoice Number	Lease Number	Original Amount	Amount To Pay
1310100002956		500	500

Rosoom Payment
Portal Deposit
Non-Portal Deposit

For Rosoom Payment (online):

- Choose the payment method and select the card type / bank name.
- Enter an email address if necessary then accept the terms and conditions
- Click **"Agree and Pay"**
- Complete the payment transaction by entering your card information or bank details.

The screenshot shows the Rosoom Payment online interface. On the left, a red box highlights the 'How would you like to pay?' section, which includes 'Debit/Credit' (selected) and 'Direct Debit' options. Below this, another red box highlights the 'Select the Card Type' section, showing 'mastercard' and 'VISA' (selected). To the right, a white box displays 'ORDER DETAILS' with fields for Merchant, Pay To, and Pay For. At the bottom right, a 'Total' of '1,000 AED' is shown. Below the payment method selection, a red box highlights a checkbox for 'Notify me with the payment status.' and a text input field. Another red box highlights a checkbox for 'I accept the Terms and Conditions for this payment.' with a link to 'Terms and Conditions'. At the bottom right, there are two buttons: 'CANCEL ORDER' and 'AGREE AND PAY' (highlighted with a red box).

Once the payment is completed, you will be navigated back to the main page where user can view the status of latest request. Click the "👁" icon to view and download receipts.

The screenshot shows the Rosoom Payment main page. At the top, there is a 'Search' section with fields for Business Unit Name*, Customer Account Number, Company Name, From Date, To Date, and Status. Below this is a table titled 'Other Payment Request' with columns: Request Number, Account No, Status, Payment Method, and Transaction Date. The first row is highlighted with a red box and contains the request number 2420, which is paid via ROSOOM on 21-09-2025. Below the table, there is a section titled 'Other Payment Details' with a 'Download Receipt' button highlighted with a red box. This section includes 'Company Details' (Business Unit, Account Number, Company Name, Portal Deposit Amount, Portal Balance Amount) and 'Interface Details' (Receipt Number, Receipt Status). The 'Interface Details' section shows a receipt number of 756 and a status of 'Success'. At the bottom, there is an 'Invoice Details' table with columns: Invoice Number, Invoice Date, Due Date, Total Invoice Amount, Total Balance Amount, and Amount To Pay. The first row shows an invoice number of 131, dated 11-06-2025, with a due date of 11-07-2025 and amounts of 1000.

Request Number	Account No	Status	Payment Method	Transaction Date
2420		Paid	ROSOOM	21-09-2025
2381		Paid	ROSOOM	18-09-2025
2380		Not Paid	ROSOOM	18-09-2025
2371		Paid	NON-PORTAL	18-09-2025

Company Details	Interface Details
Business Unit*: AL AWVEER FREE ZONE DUCAMZ	Receipt Number: 756
Account Number*: 16545.00	Receipt Status: Success
Company Name: 1129504.84	
Portal Deposit Amount: 2904447.34	
Portal Balance Amount: 16545.00	
Request Status: Paid	
Request No: 2420	
Payment Method:	

Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
131	11-06-2025	11-07-2025	1000	1000	1000

For Portal Balance payment:

- Click on the "🔍" icon to view transaction history

DP WORLD Other Payment

Search

Business Unit Name* Customer Account Number Company Name From Date To Date Status

Search Reset

Other Payment Request Create New Request

	Request Number	Account No	Status	Payment Method	Transaction Date
🔍	2370		Paid	PORTAL	18-09-2025

- Click on the "🔍" icon to view the debit and credit memo.

Other Payment Details Go Back

Company Details

Business Unit* Account Number* Company Name Portal Deposit Amount Portal Balance Amount

AL AWEER FREE ZONE DUCAMZ 1 5151574.84 2906957.34

Non Portal Balance Amount Request Status Request No Payment Method

15525.00 Paid 2370 PORTAL

Invoice Details

Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
🔍 131	01-06-2025	01-07-2025	1000	1000	1000

Interface Details for Invoice: 131

Credit Memo Number	Credit Memo Status
84	SUCCESS
Debit Memo Number	Debit Memo Status
131	SUCCESS

Total 1000

For Non-Portal balance payment:

- Click on the "🔍" icon to view transaction history

Search

Business Unit Name* Customer Account Number Company Name From Date To Date Status

Search Reset

Lease Payment Request Create New Request

	Request Number	Account No	Status	Payment Method	Transaction Date
🔍	2366		Paid	NON-PORTAL	18-09-2025

