Other Invoice Payment User's Manual

دبي التجارية
DUBAI TRADE

Other Payment

DOCUMENT DETAILS

Document Name	Other Invoice Payment
Project Name	
Business Unit	Dubai Auto Zone (DAZ)
Author(s)	DT Training Dept.
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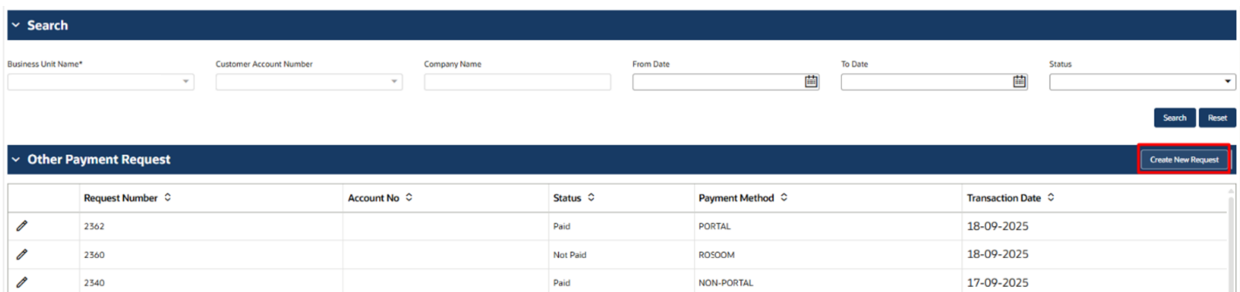
This service allows customers to pay other non-lease invoices using their Non-Portal, Portal balance or through online payment.

Navigation:

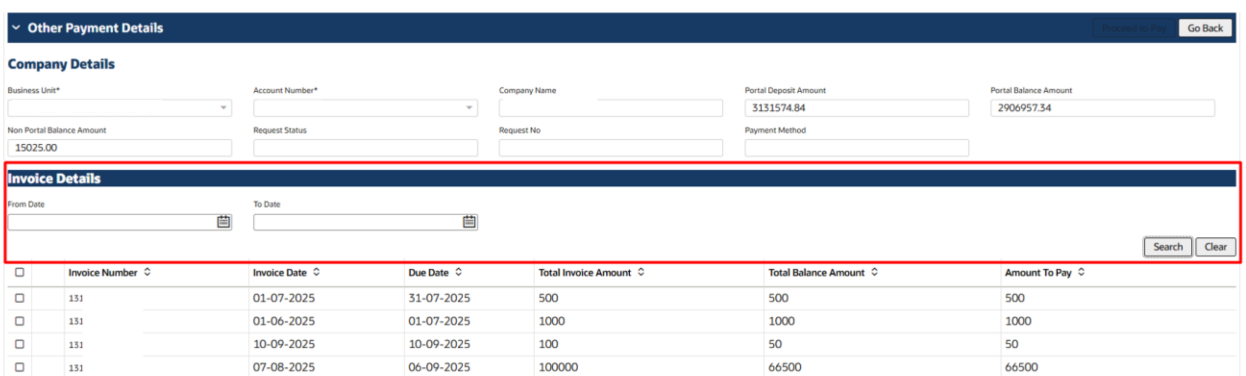
1. Login to your Dubai Trade account
2. Navigate to the menu and go to **eInvoice Payment**
3. Then go to **Fusion Other Invoice Payment**

Procedure:

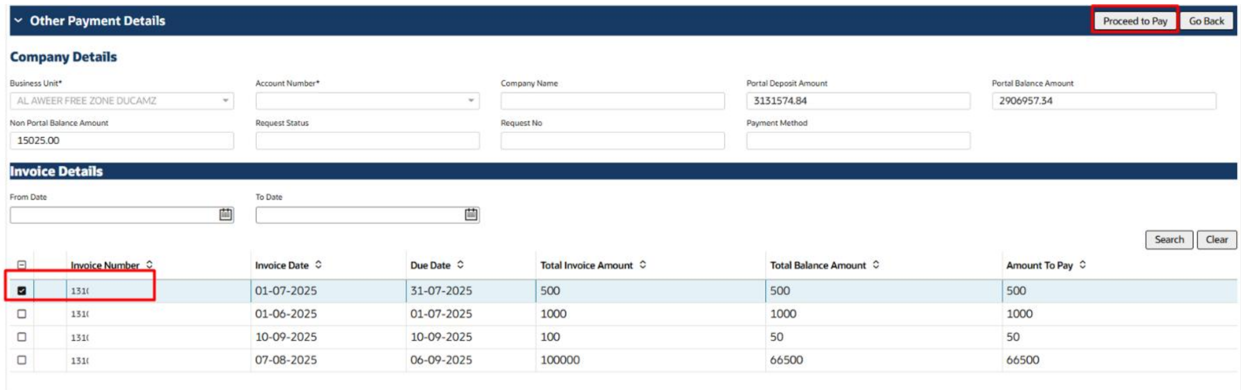
1. The below screen will be displayed. Click on "**Create New Request**" to begin a new transaction.



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

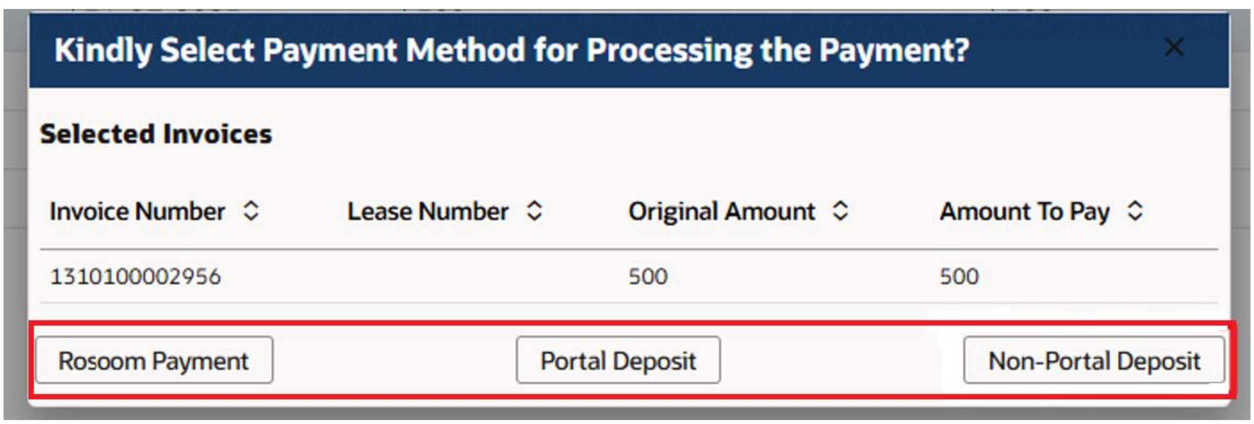


3. Choose the invoice which needs to be paid then click "**Proceed to Pay**"



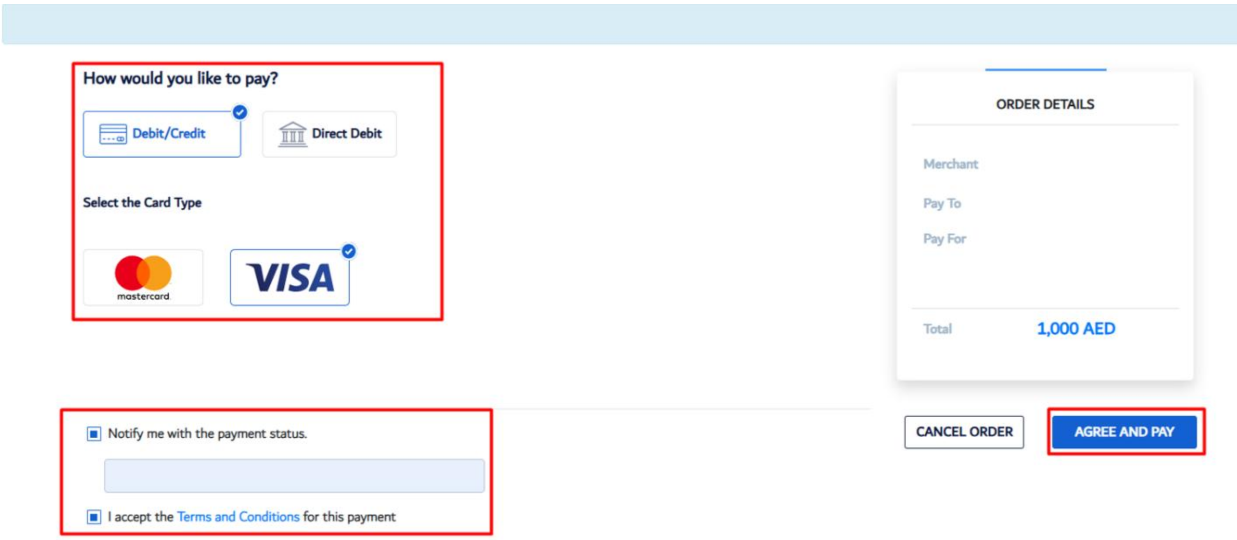
4. Select your payment method as:

- "**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

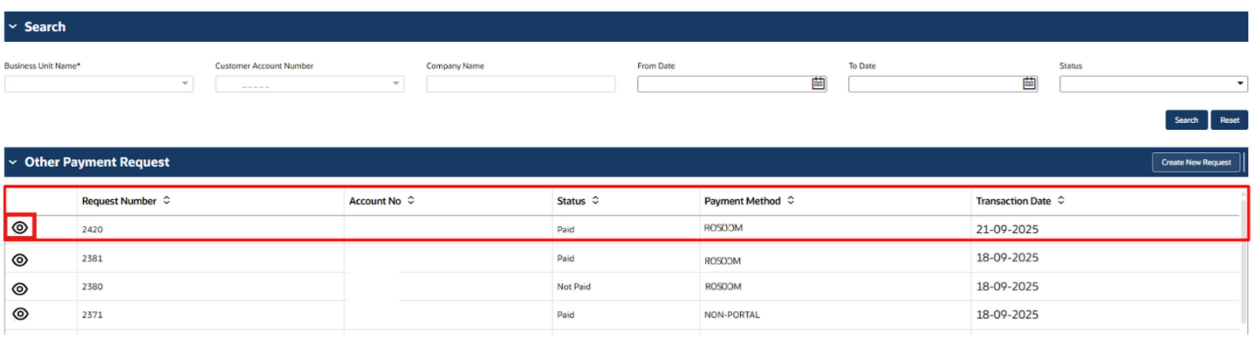


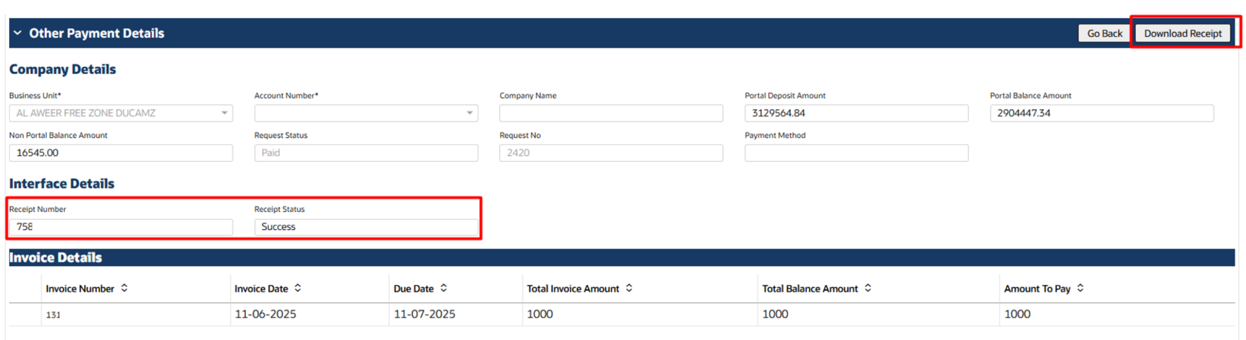
For Rosoom Payment (online):

- 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.



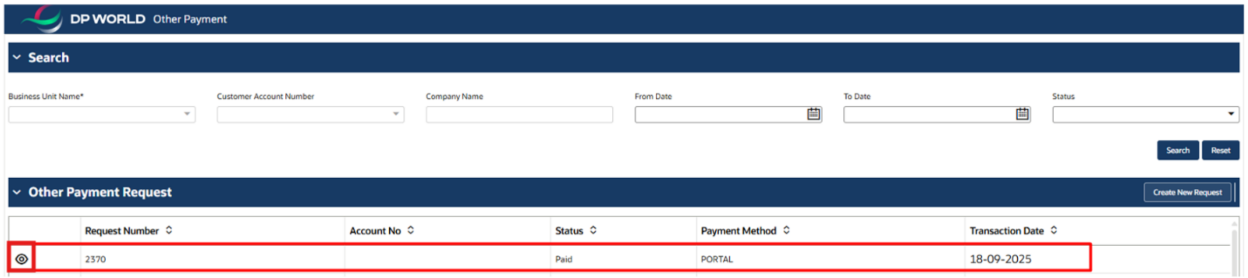
Once the payment is completed, you will be navigated back to the main page where user can view the status of latest request. Click the "◎" icon to view and download receipts.



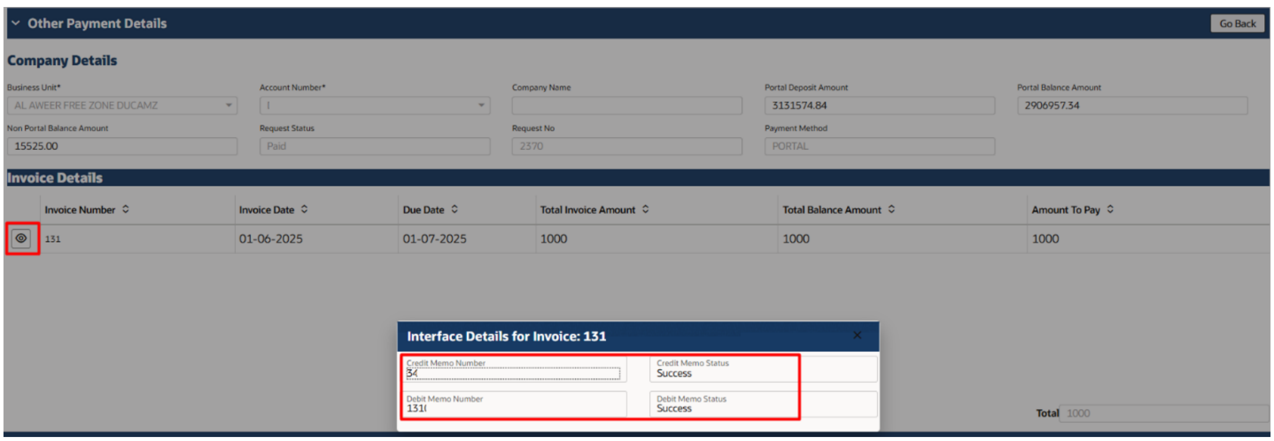


For Portal Balance payment:

- ➢ Click on the "👁" icon to view transaction history

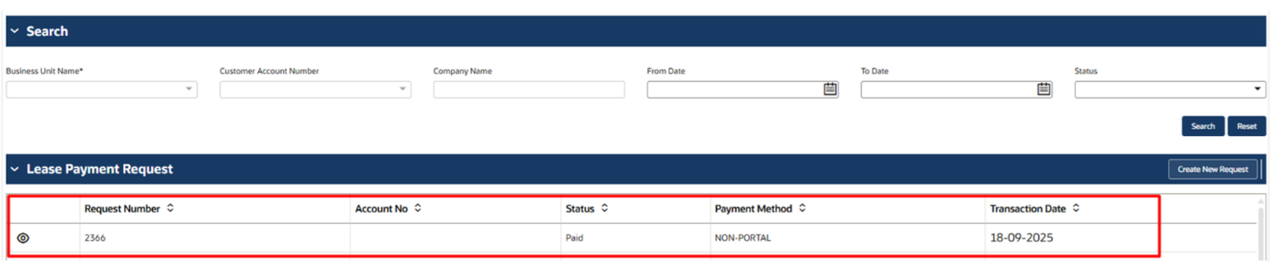


- ➢ Click on the "👁" icon to view the debit and credit memo.



For Non-Portal balance payment:

- ➢ Click on the "👁" icon to view transaction history



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