



دبي التجارية  
DUBAI TRADE

# *Lease Payment User's Manual*

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# Table Designs

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## DOCUMENT DETAILS

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Document Name	Lease Payment
Project Name	
Business Unit	Dubai Auto Zone (DAZ)
Author(s)	DT Training Dept.
Last Updated Date	1 <sup>st</sup> October 2025
Current Version	1.0

This service allows customers to pay lease invoices using Non-Portal account, Portal deposit and 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 Lease Invoice Payment**

### Procedure:

1. The below screen will be displayed. You may view for any transactions already made on this page by clicking "**Search**".

Click on "**Create New Request**" to begin a new transaction.

The screenshot shows a web interface for lease payment requests. At the top, there is a search bar with the following fields: Business Unit Name\*, Customer Account Number, Company Name, From Date, To Date, and Status. Below the search bar is a section titled "Lease Payment Request" with a "Create New Request" button highlighted in a red box. Below this section is a table with the following columns: Request Number, Account No, Status, Payment Method, and Transaction Date.

2. View invoices by date range, lease number or simply a generic search by clicking on "Search".

The screenshot shows a web interface for lease payment details. At the top, there is a "Lease Payment Details" header with a "Go Back" button. Below this is a "Company Details" section with the following fields: Business Unit, Account Number, Company Name, Portal Deposit Amount (3027914.84), Portal Balance Amount (3026479.34), Non Portal Balance Amount (96309.00), Request Status, Request No, and Payment Method. Below this is an "Invoice Details" section with fields for From Date, To Date, and Lease Number. A "Search" button is highlighted in a red box. Below the search fields is a table with the following columns: Invoice Number, Lease Number, Invoice Date, Due Date, Total Invoice Amount, Total Balance Amount, and Amount To Pay. The table currently displays "No data to display."

3. Choose the invoice/s required to be paid:

**Invoice Details**

From Date:  To Date:  Lease Number:

<input type="checkbox"/>	Invoice Number	Lease Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
<input type="checkbox"/>	131f		30-09-2025	30-09-2025	10	10	10
<input type="checkbox"/>	131f		01-10-2025	01-10-2025	10	10	10
<input checked="" type="checkbox"/>	131f		22-09-2025	22-10-2025	3200	3200	3200
<input type="checkbox"/>	131f		22-09-2025	22-10-2025	8569	8569	8569
<input type="checkbox"/>	131f		22-09-2025	22-10-2025	3300	3300	3300
<input type="checkbox"/>	131f		22-09-2025	22-09-2025	10	10	10
<input type="checkbox"/>	131f		26-09-2025	26-09-2025	10	10	10
<input type="checkbox"/>	131f		30-09-2025	30-09-2025	10	10	10

**Total** 3200

4. Click "Proceed to Pay" to continue to the payment process.

**Lease Payment Details**

**Company Details**

Business Unit\*:  Account Number\*:  Company Name:

Portal Deposit Amount:  Portal Balance Amount:

Non Portal Balance Amount:  Request Status:  Request No:  Payment Method:

**Invoice Details**

From Date:  To Date:  Lease Number:

5. Choose the payment method to proceed:

**Kindly Select Payment Method for Processing the Payment?**

**Selected Invoices**

Invoice Number	Lease Number	Original Amount	Amount To Pay
131	34	3200	3200

### For payment using 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.

How would you like to pay?

Debit/Credit Direct Debit

Select the Card Type

mastercard VISA

ORDER DETAILS

Merchant

Pay To

Pay For

Total 2,000 AED

Notify me with the payment status.

I accept the Terms and Conditions for this payment

CANCEL ORDER AGREE AND PAY

Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.

Search

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

AL AWEER FREE Z

Search Reset

Lease Payment Request

Create New Request

Request Number	Account No	Status	Payment Method	Transaction Date
2422		Paid	ROSOOM	21-09-2025
2245		Paid	NON-PORTAL	06-08-2025
2400		Paid	PORTAL	19-09-2025

Lease Payment Details

Download Receipt Go Back

Company Details

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

17545.00 Request Status Request No Payment Method

Paid 2422 ROSOOM

Invoice Details

Invoice Number	Lease Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
131		01-06-2025	01-07-2025	2000	2000	2000

## For payment using Portal deposit:

Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.

**Search**

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

**Lease Payment Request**

	Request Number	Account No	Status	Payment Method	Transaction Date
	2422		Paid	ROSODM	21-09-2025
	2245		Paid	NON-PORTAL	06-08-2025
	2400		Paid	PORTAL	19-09-2025

You can further view the Debit and Credit memo status by clicking the "" icon.

**Lease Payment Details**

**Company Details**

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

Non Portal Balance Amount  Request Status  Request No  Payment Method

17540.00 Paid 2400 PORTAL

**Invoice Details**

Invoice Number	Lease Number	Invoice Date	Due Date	Total Invoice Amount	Total Balance Amount	Amount To Pay
1311		01-06-2025	01-06-2025	10	10	5

**Interface Details for Invoice: 1311**

Credit Memo Number 36	Credit Memo Status Success
Debit Memo Number 131	Debit Memo Status Success

Total 5

## For payment using Non-Portal account:

Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.

Click on the "🎯" icon to view the transaction details.

**Search**

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

**Lease Payment Request**

	Request Number ↕	Account No ↕	Status ↕	Payment Method ↕	Transaction Date ↕
🎯	2422		Paid	ROSODM	21-09-2025
🎯	2245		Paid	NON-PORTAL	06-08-2025
🎯	2400		Paid	PORTAL	19-09-2025

**Lease Payment Details**

**Company Details**

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

Non Portal Balance Amount  Request Status  Request No  Payment Method

**Invoice Details**

Invoice Number ↕	Lease Number ↕	Invoice Date ↕	Due Date ↕	Total Invoice Amount ↕	Total Balance Amount ↕	Amount To Pay ↕
131		06-08-2025	05-09-2025	1000	900	90

