



دبي التجارية
DUBAI TRADE

Make Deposit & Payment History User's Manual

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Make Deposit

Table Designs

DOCUMENT DETAILS

Document Name	Make Deposit & Payment History
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 enables customers to top up or recharge their Portal Deposit, Non-Portal Account, Bank Guarantee and Booking Deposits payment

This manual also covers the access to transaction history for all payments.

Navigation:

1. Login to your Dubai Trade account
2. Navigate to the menu and go to **eDeposit**
3. Then go to **Fusion Make Deposit**

Process:

1. The below screen will be displayed.

The screenshot shows a web form titled "Balance TopUp". It contains several input fields and a table of balances. The fields are: Business Unit Name, Customer Account Number, Company Name, Portal Deposit Amount (3,026,479.34), Portal In-Process Amount (0), Portal Balance Amount (3,026,479.34), Non-Portal Balance Amount (96,309), Bank Guarantee Required (0), Total Bank Guarantee Submitted (0), Bank Guarantee Balance (93,326.51), Service you want to avail (dropdown menu), and Amount to pay. There is also a Remarks field. At the bottom, there is a button "Click to confirm Payment using Rosoom" and a "Clear" button. Below the button, a note states: "Once clicked on payment button, do not close window and do not click on browser back button".

2. Choose the account you wish to top-up or pay, the amount and remarks.

This screenshot is similar to the previous one, but the "Service you want to avail" dropdown menu is open, showing four options: Bank Guarantee, Booking Deposit, Non-Portal Deposit, and Portal Deposit. The "Remarks" field and the "Amount to pay" field are also highlighted with red boxes. The same button and note are present at the bottom.

If "**Booking Deposit**" is selected, the **booking deposit** type is required to be selected:

The screenshot shows the 'Balance TopUp' form. The 'Service you want to avail' dropdown is set to 'Booking Deposit'. The 'Booking Deposit Type' dropdown is also set to 'Booking Deposit'. The 'Amount to pay' is 10,000. The 'Remarks' field contains 'Portal Deposit recharge'. The 'Click to confirm Payment using Rosoom' button is highlighted.

Balance TopUp		
Business Unit Name	Customer Account Number	Company Name
Portal Deposit Amount 3,026,479.34	Portal In-Process Amount 0	Portal Balance Amount 3,026,479.34
Non-Portal Balance Amount 96,309	Bank Guarantee Required 0	Total Bank Guarantee Submitted 0
Bank Guarantee Balance 93,326.51	Service you want to avail Booking Deposit	Booking Deposit Type Jafza One OSR Office Others Plot Warehouse
Amount to pay 10,000	Remarks Portal Deposit recharge	

Click to confirm Payment using Rosoom Clear

Once clicked on payment button, do not close window and do not click on browser back button

3. Click on "**Confirm Payment**" to proceed with online payment.

The screenshot shows the 'Balance TopUp' form. The 'Service you want to avail' dropdown is set to 'Portal Deposit'. The 'Amount to pay' is 10,000. The 'Remarks' field contains 'Portal Deposit recharge'. The 'Click to confirm Payment using Rosoom' button is highlighted.

Balance TopUp		
Business Unit Name	Customer Account Number	Company Name
Portal Deposit Amount 3,026,479.34	Portal In-Process Amount 0	Portal Balance Amount 3,026,479.34
Non-Portal Balance Amount 96,309	Bank Guarantee Required 0	Total Bank Guarantee Submitted 0
Bank Guarantee Balance 93,326.51	Service you want to avail Portal Deposit	Amount to pay 10,000
Remarks Portal Deposit recharge		

Click to confirm Payment using Rosoom Clear

Once clicked on payment button, do not close window and do not click on browser back button

4. System will take you to the payment gateway:

- 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 payment gateway interface. The 'How would you like to pay?' section has 'Debit/Credit' selected. The 'Select the Card Type' section has 'VISA' selected. The 'ORDER DETAILS' section shows the total amount as 2,000 AED. The 'AGREE AND PAY' button is highlighted.

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

Make Deposit

5. Once the payment is successful, a payment confirmation will be displayed with the option to download and print the receipt or go back to the payment landing page.

Success

Business Unit Name	Customer Name	Customer Number	Portal Deposit Amount 3,030,495.34
Portal In-process Amount 0	Portal Balance Amount 3,030,495.34	Non-Portal Balance Amount 99,650	Bank Guarantee Required 0
Total Bank Guarantee Submitted 0	Bank Guarantee Balance 93,326.51	Service you want to Avail PORTALDEPOSIT	Amount 2,000
Remarks Portal Recharge 2000			
CEPG Reference Number T141	FI Reference Number 7590	Receipt Number 7590	Payment Instrument WEB
FI Date 29-Sep-2025 12:48:59 AM	Status Receipt created		

[Back to Payment Page](#)
[Download Receipt](#)

Payment History

You may also view the history of all top-ups and recharge through the option ***Invoice Payment > Fusion Payment History***.

Use the search parameters to retrieve record. Click the "**download**" icon to view available receipts.

Payment Search

* Business Unit Name
AL AWEEER FREE ZONE DUCAMZ

* Customer Account Number

Company Name

Payment Status

CePG Ref No

Bank Ref Number

From Date

To Date

Search

Reset

Payment Details

Payment Purpose	Request Number	Payment Date	Payment Status	Amount	Receipt	CePG Ref No	Bank Ref No	Customer Number	Bu Name	Document Number	Last Updated By
BOOKING DEPOSITS	4018		New				80		300000011128597		
	4087								AL AWEEER FREE ZONE DUCAMZ		
LEASE	4072	14-Aug-2025 12:00:00 AM	Receipt created	100.00	↓		11		AL AWEEER FREE ZONE DUCAMZ		

