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User Guide

Zajel-FZE User Guide | Ver. 1.0



Document Revision History

Sr#	Date	Comments
1	28-12-19	Document created by Zajel
2	06-01-20	Revised by Zajel
3	08-01-20	Revised and reviewed by Noqodi

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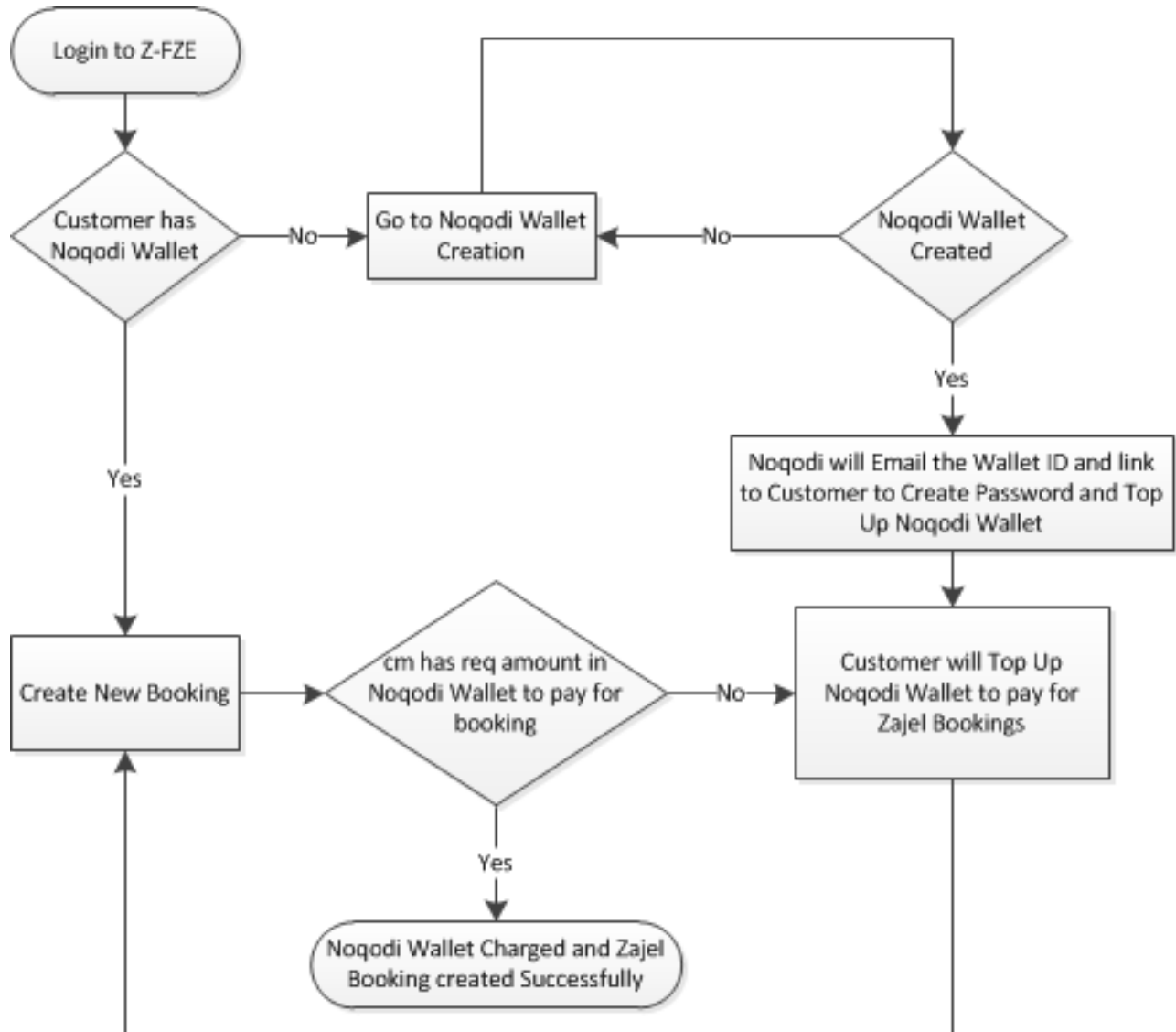
Compatibility

This describes the web browser compatibility for the use of ZFZE.

1. Google Chrome (Automatically updatable)/24.x.x **[Recommended]**

ZFZE Process Flow

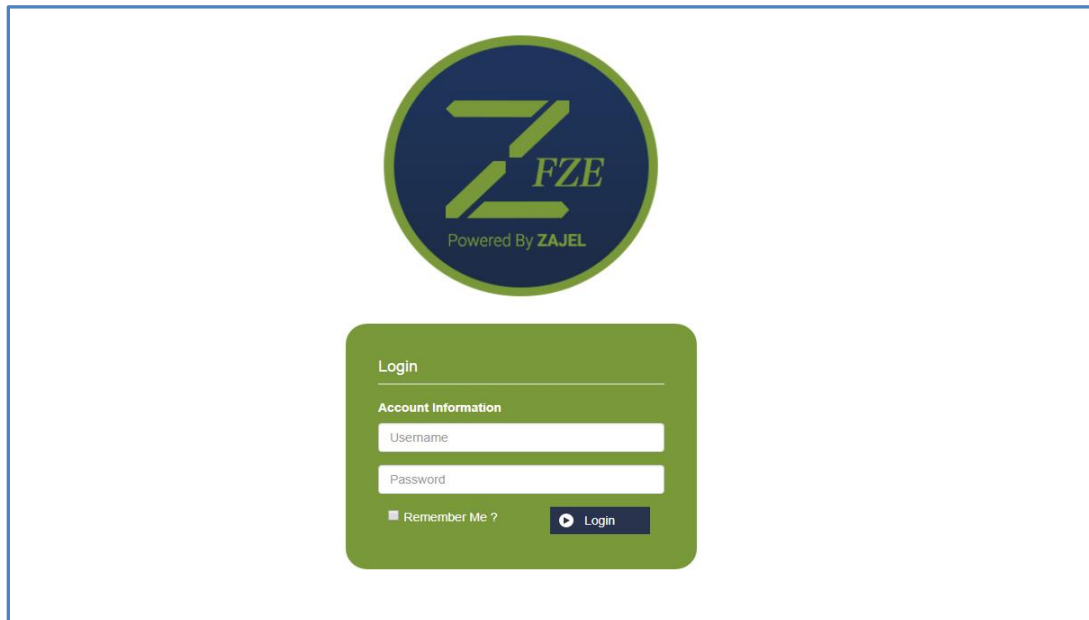
This flow chart explains the process flow of noqodi WalletCreation and payments.



How to Login to ZFZE

The following steps will help user to log into the ZFZE web application.

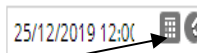
2. Browse to <http://zfze.zajel.com/> on web browser, a login page will appear for login and authentication process.
3. Enter Username and Password.
4. Click on **Login** button.



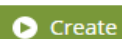
How to Create Noqodi Wallet



1. Enter valid details in all the below fields.
(Company Name, Date of Birth, Nationality, Address, PO.Box, City, Phone, Mobile, Email).
2. Click on the drop down next to Document Type and select either Trade License or Immigration Establishment.

3. Enter the Document Expiry Date by clicking
4. Enter the Document Number.




5. Click on the tab Create.


 Create

ClientLogo jas.marc Executive  

Create Noqodi Wallet


Name of Business	<input type="text" value="Your Company's Name"/>
Date of Birth (of Contact Person)	<input type="text" value="6/1/2020 12:00 A"/> 
Nationality (of Contact Person)	<input type="text" value="Nationality"/>
Address	<input type="text" value="Your Company's Address"/>
PO Box	<input type="text" value="Your Business PO Box"/>
City	<input type="text" value="-- Select --"/>
Phone	<input type="text" value="+971 xxxxxxxx"/>
Mobile	<input type="text" value="+971 xxxxxxxx"/>
Email	<input type="text" value="Email"/>






Noqodi Wallet Information will be sent to this email address after creation. Please put correct email address here

Document Type	<input type="text" value="-- Select --"/>
Business Type	<input type="text" value="-- Select --"/>
Document Expiry Date	<input type="text" value="6/1/2020 12:00 A"/> 
Document Number	<input type="text" value="Document Number"/>

I have read and agree to the Terms and Conditions



Create










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
6. The Noqodi wallet is successfully created message is displayed on the screen.

ClientLogo arlink.peter Executive  


Success Message: Noqodi Wallet is successfully created. Please check your email for Noqodi wallet information. Tap on your Noqodi wallet to continue using our services. Go to Dashboard






Name of Business	<input type="text" value="Your Company's Name"/>
Date of Birth (of Contact Person)	<input type="text" value="28/12/2018 12:00 A"/> 
Nationality (of Contact Person)	<input type="text" value="Nationality"/>
Address	<input type="text" value="Your Company's Address"/>
PO Box	<input type="text" value="Your Business PO Box"/>
City	<input type="text" value="-- Select --"/>
Phone	<input type="text" value="+971 xxxxxxxx"/>
Mobile	<input type="text" value="+971 xxxxxxxx"/>
Email	<input type="text" value="Email"/>

Noqodi Wallet Information will be sent to this email address after creation. Please put correct email address here

Document Type	<input type="text" value="-- Select --"/>
Document Expiry Date	<input type="text" value="28/12/2018 12:00 A"/> 
Document Number	<input type="text" value="Document Number"/>

Create



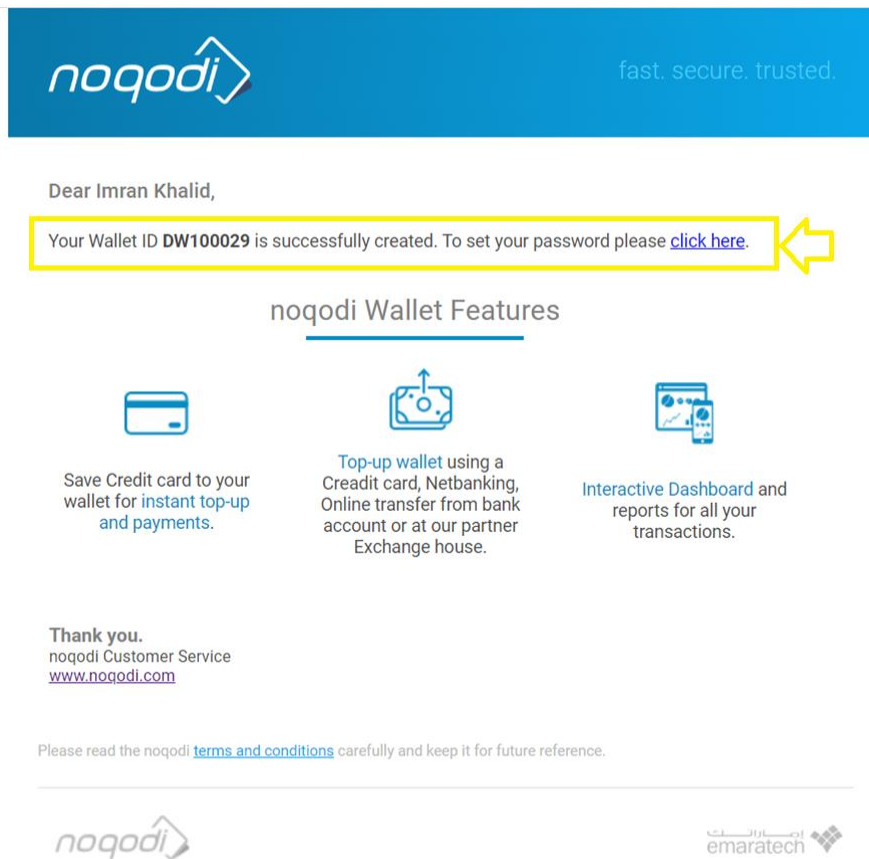






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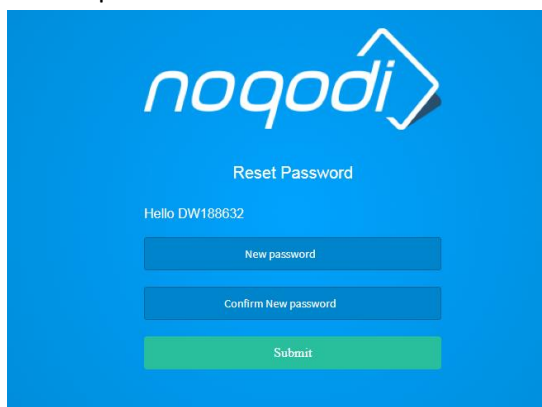
How to set-up noqodi Wallet Password?

These steps will assist the user in creating the noqodi Wallet password.

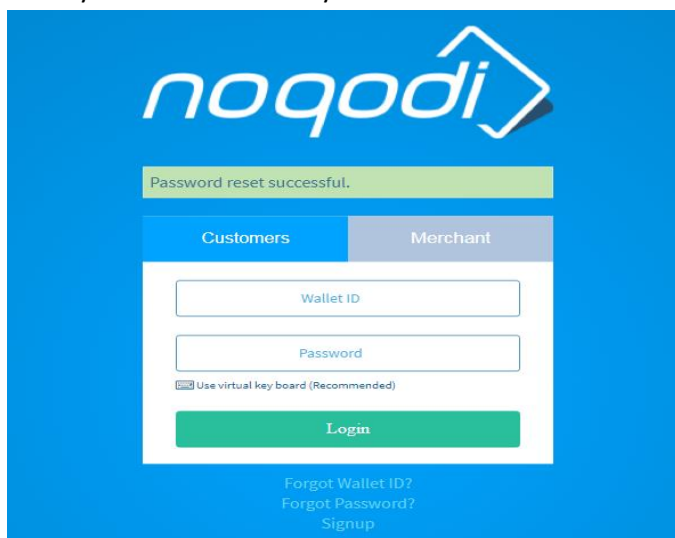
1. The user will receive an email after successfully creating the noqodi Wallet.
2. Click on the set password link in the email.



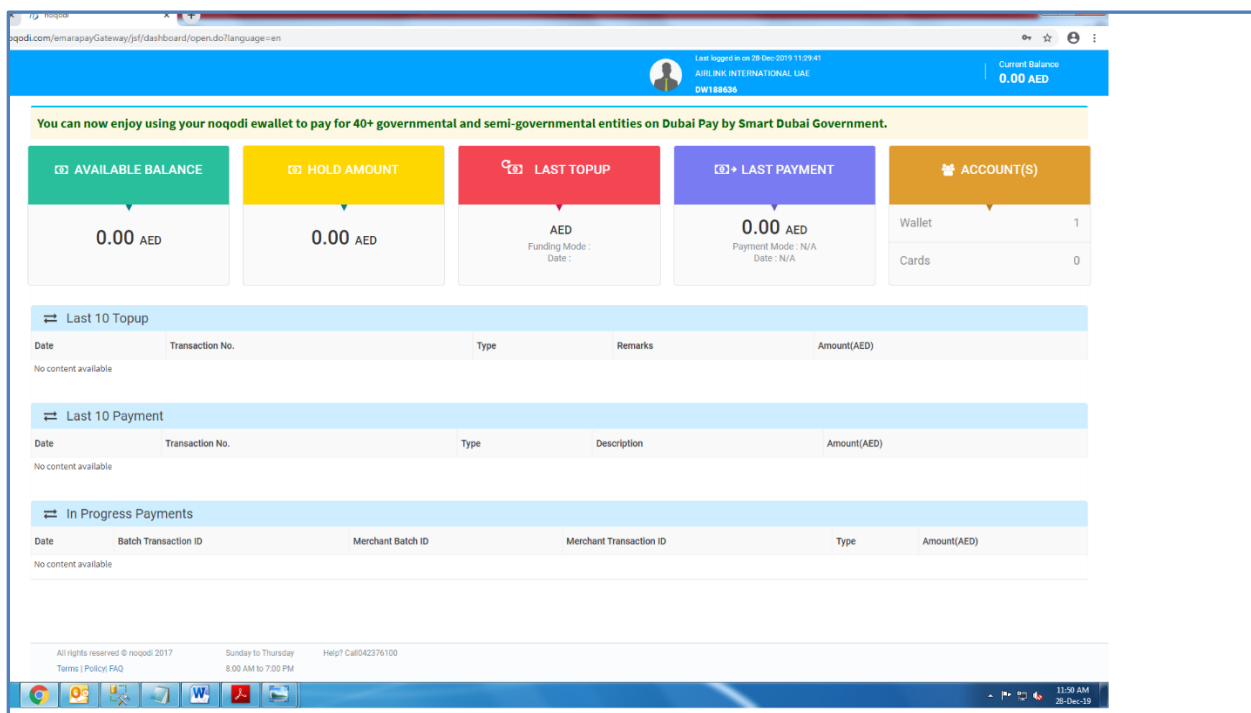
3. Set the password and click on the tab submit.



4. Enter your Wallet ID from your email and the Password and click on login.



5. After successful login the Wallet dashboard is displayed.



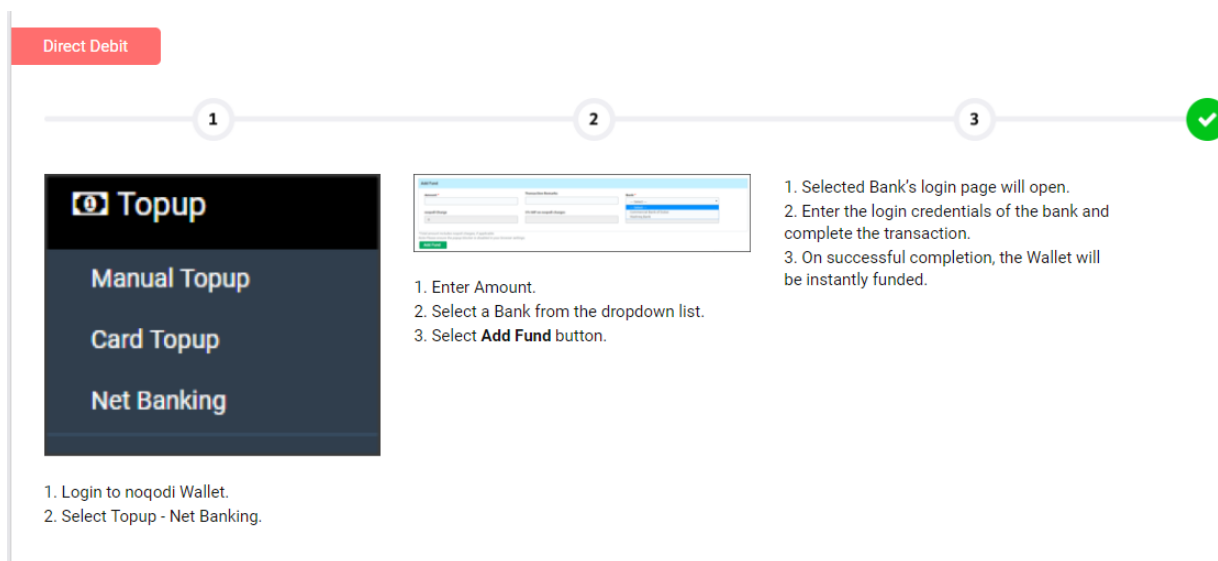
How to Top up noqodi Wallet?

- noqodi Wallet can be funded through various channels:

Click [here](#) for more information.

- **Direct Debit through Partner Banks**

- Login to www.noqodi.com
- Under Topup, select Net banking option
- Enter Amount and Select Bank
- Confirm the payment
- noqodi will redirect the customer to selected bank login page
- Enter bank details and confirm the payment
- Based on confirmation received from bank, noqodi will top up customer noqodi wallet for transaction amount on real time basis



○ **Credit card**

- Login to www.noqodi.com
- Under Topup, select **Card Topup** option
- Enter Amount and Select Option credit card
- Enter Credit Card details and confirm the payment
- Based on confirmation, noqodi will top up customer noqodi wallet for the transaction amount on real time basis

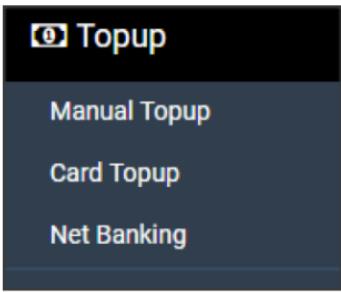
Credit Card

1


2

3

✓



1. Login to noqodi Wallet.
2. Select Topup - Credit Card.



1. Enter Amount.
2. Select a Card from the dropdown list if saved in the system, else enter new card information. (card should be 3D secure)
3. Select **Add Fund** button.


1. On successful completion, the wallet will be instantly funded.

○ **Top up through Exchange House**

- Customer to visit Exchange House and provide his noqodi wallet details
- Exchange house user to validate wallet details real time
- Upon customer confirmation, exchange house to collect cash from customer and process the transaction
- Upon confirmation from Exchange house, noqodi will top up customer noqodi wallet for the transaction amount on real time basis

Counter Funding

Exchange Houses & Financial Institutions



الانصاري للصرافة
AL ANSARI EXCHANGE
Your First Choice









آفاق
QAFAQ
Islamic Finance

1. Customer walks into the Al Ansari Exchange or aafaq branch and provides Wallet ID & Amount.
2. On successful validation and completion, the wallet will be instantly funded.

○ **Top up through Online Banking**

- Customer to login to bank internet banking portal.
- Add noqodi as beneficiary and Top-up noqodi wallet.
- **Note: each bank will have different step to follow.**

Online Banking

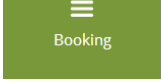
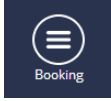









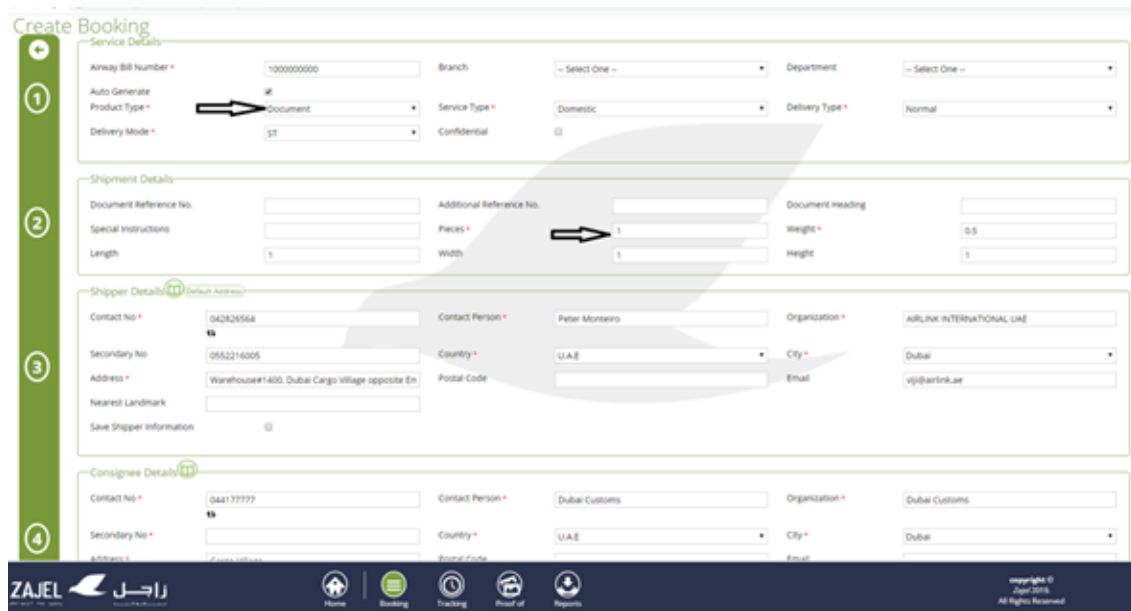
There are multiple Online banking integrated with noqodi where you can login to your online bank account and find noqodi as a beneficiary for Funding services.

Note: Manual top-up can be done via online transfer at your bank and only meant for huge volumes. For more information please visit [FAQ](#)

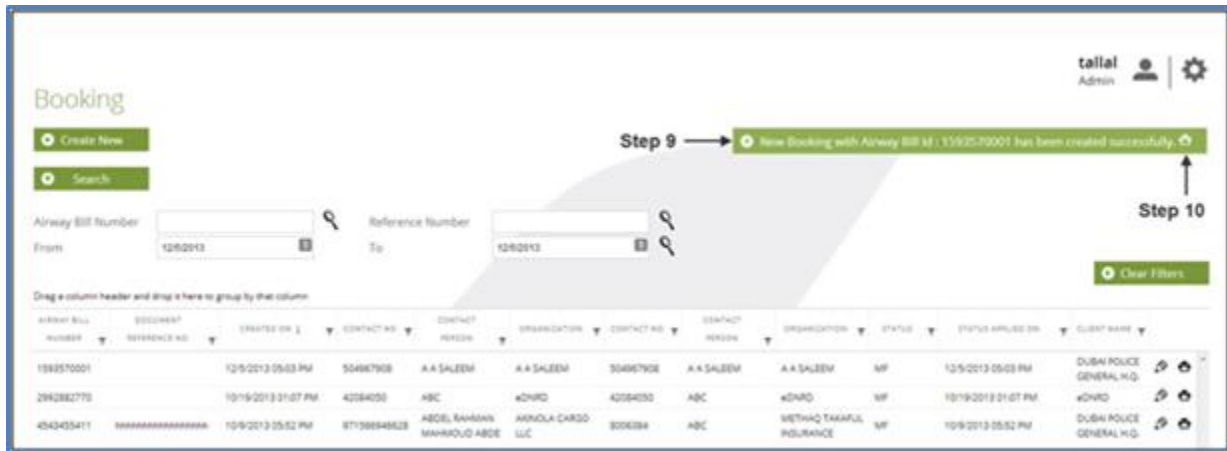
How to Create Booking

User can create bookings using this screen.

1. Booking page can be reached in two ways:
 - a. On Home screen click on “Booking” tile. 
 - b. On any other screen click “Booking” icon on the navigation bar located at the bottom. 
2. Booking screen with all the shipments listed will appear.
3. Click on “Create New”  to create booking.
4. A screen “Create Booking” will appear with most of the details auto filled.
5. Select the Product Type as Document or Non Docs in Service Details section.
6. Under Shipment Details section enter the number of bill of entries in pieces textbox. Click “Create”  to save booking.





- Booking screen will appear with a “New Booking with Airway Bill Id: XXX has been created successfully” message and your Noqodi Wallet will get charged accordingly and an email will be sent to your registered email address with Noqodi.



- To print created booking click print icon on the message.
- The new generated Airway bill’s print preview will be shown and, if required, through which you can take a printout.

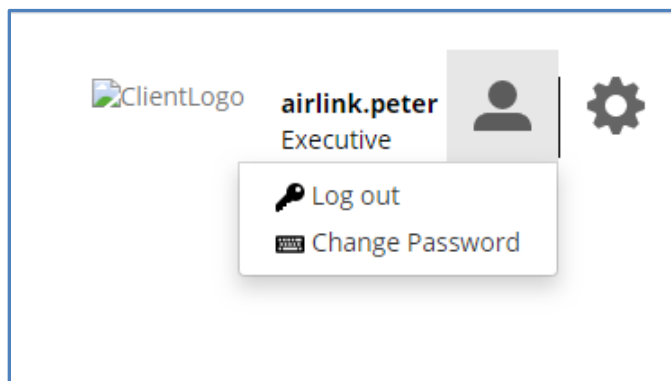
Airway Bill Print Preview:

 * 3 5 8 2 1 5 0 0 3 6 *		www.zajel.com 800 21111		 P.O. Box 97190, Dubai, U.A.E Tel.: +9714 208 4000, Fax : +9714 282 7997	
Account : AIRLINK INTERNATIONAL UAE Account Type : CASH Manifested On : 9/11/2019 8:49:22AM		Service : Domestic Product : Document		Confidential No	
ORIGIN : DXB Pieces : 54 L : 1 DESTINATION : DXB Weight : 4 W : 1 H : 1		Spl Instns :		AED CUSTOMS DUTIES / TAXES PAYABLE BY CONSIGNEE	
Add Ref No. :					
Shipper / Sender Person : Peter Monteiro Organization : Airlink International Uae Address : Warehouse#1400, Dubai Cargo Village opposite Emirates Sky Cargo Mega complex Postal Code : City : Dubai Phone No. : 042826564 Email : viji@airlink.ae			Consignee / Receiver Person : Dubai Customs Organization : Dubai Customs Address : Cargo Village Postal Code : City : Dubai Phone No. : 044177777 Secondary No. :		
RECEIVED FOR ZAJEL			ORIGINAL COPY		
Name : Signature : Date & Time :			Receiver Name : Receiver Signature : Date & Time :		
TRN: 100399791100003 Print Date Time : 28/12/2019 12:47:27			If the Shipment is not sealed, please do not receive it and return the shipment to the courier.		
يرجى التأكد من أن الإرسالية مغلقة وفي حال وجود المغلف غير محكم التغليف يرجى إعادة الإرسالية					

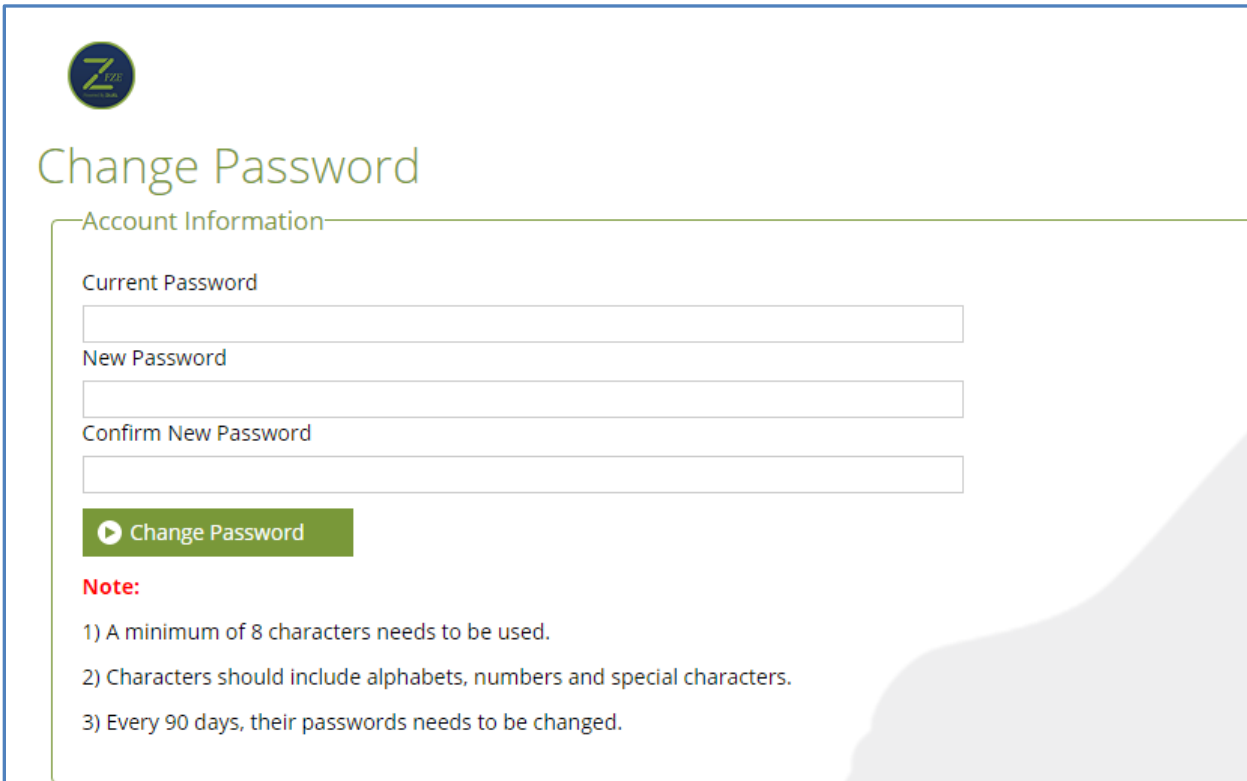
How to Change ZFZE Password

This method is used to change password.

1. At any screen click user icon, a pop up with “Change Password” will appear
2. Click “Change Password”



3. Change Password screen will appear
4. Enter current password
5. Enter new password and confirm new password
6. Click “Change Password”



The screenshot shows the 'Change Password' screen. At the top left is the ZFZE logo. The title 'Change Password' is displayed in green. Below the title is a section titled 'Account Information' with a green underline. This section contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields is a green button with a play icon and the text 'Change Password'. A 'Note:' section follows, containing three numbered instructions:

- 1) A minimum of 8 characters needs to be used.
- 2) Characters should include alphabets, numbers and special characters.
- 3) Every 90 days, their passwords needs to be changed.

7. A screen stating “Your password has been changed successfully” will appear.

How to Logout

This method is used to log out from ZFZE.

1. At any screen to log out click on user icon, a pop up with “Logout” will appear.
2. Click “Logout” to log out of the system.

