



## User Manual For VBS External User

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# 1. VBS External User

## 1.1. Accessing the Venue Booking Service Portal

URL: Go to <https://venues.dubaichamber.com/>

The screenshot shows the login page for the Dubai Chamber of Commerce. The header includes the logo and navigation links: Mediation Case, Commercial Directory, Frequently Asked Questions, and Sustainability Directory. The main content area features a large image of the Burj Al Arab and a login form with the following elements:

- Welcome back to Dubai Chamber Of Commerce**
- We're thrilled to see you again.
- User Name**: Enter username
- Password**: Enter password
- Text Verification \***: A grid of characters for verification.
- Login** button
- Link: Haven't sign up yet? Sign up

The footer contains copyright information: © Copyright 2021 Dubai Chamber of commerce & Industry | Last Update on: 30/11/2021 | About | Terms & Conditions | Privacy Policy | Cookie Policy | Sitemap Site Maintain by Dubai Chamber. It also lists supported browsers (Chrome, Firefox, Safari, Edge) and accepted cards (MasterCard, VISA).

### 1.1.1. Login with Existing User:

- Enter your username and password if you're an existing user.
- Enter the text verification code.
- Click on the **Login** button
- It's redirected to the Venue booking service home page.

## 1.1.2. Login with the New User

For new users, click on **Sign Up** and complete the registration form with the following fields:

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Supported Browsers | Accepted Cards

It redirects to the registration form, which includes the following fields:



## Create your account

Let's get started!

Are you UAE Resident? \*

Select Option

Emirates Id \*

Enter emirates id

User Name \*

Enter username

Title

Select Option

First Name \*

Enter first name

Last Name \*

Enter last name

Email \*

Enter email id

Mobile \*

Enter mobile number

Nationality \*

Select Option

Job Title/Position

Select Option

Password \*

Enter password

Verify Password \*

Enter password

Sign Up

[Already have an account ? Log In](#)

- Select **UAE resident** status (if yes, enter Emirates ID which is a mandatory field)



## Create your account

Let's get started!

Are you UAE Resident? \*

Yes

Emirates Id \*

784-2025-2332332-1

User Name \*

Enter username

Title

Select Option

First Name \*

Enter first name

Last Name \*

Enter last name

Email \*

Enter email id

Mobile \*

Enter mobile number

Nationality \*

Select Option

Job Title/Position

Select Option

Password \*

Enter password

Verify Password \*

Enter password

Sign Up

Already have an account ? [Log In](#)

- Select **UAE resident** status (if no, enter Passport number which is not a mandatory field).



## Create your account

Let's get started!

Are you UAE Resident? *	Passport #
No ▾	658769868743454
User Name *	Title
Enter username	Select Option ▾
First Name *	Last Name *
Enter first name	Enter last name
Email *	Mobile *
Enter email id	Enter mobile number
Nationality *	Job Title/Position
Select Option ▾	Select Option ▾
Password * ⓘ	Verify Password *
Enter password	Enter password

Sign Up

Already have an account? [Log In](#)

- Enter **Username, First Name, Last Name, Email, Mobile Number, and Nationality.**
- (Optional) Select **Job Title/Position.**
- Create a **Password** and **Verify Password** (must be 8-16 characters, including uppercase and lowercase letters, a number, and a special character).



## Create your account

Let's get started!

Are you UAE Resident? \*

Yes

Emirates Id \*

784-2025-1234567-1

User Name \*

user.venues

Title

Mr.

First Name \*

Venue

Last Name \*

User

Email \*

user.venues@mailinator.com

Mobile \*

1234567890

Nationality \*

India

Job Title/Position

Vice President

Password \*

••••••••

Verify Password \*

••••••••

Sign Up

[Already have an account ? Log In](#)

➤ Click **SIGN UP** to complete the user registration.



## Create your account

Let's get started!

Are you UAE Resident? \*

Yes

Emirates Id \*

784-2025-1234567-1

User Name \*

user.venues

Title

Mr.

First Name \*

Venue

Last Name \*

User

Email \*

user.venues@mailinator.com

Mobile \*

1234567890

Nationality \*

India

Job Title/Position

Vice President

Password \* ?

.....

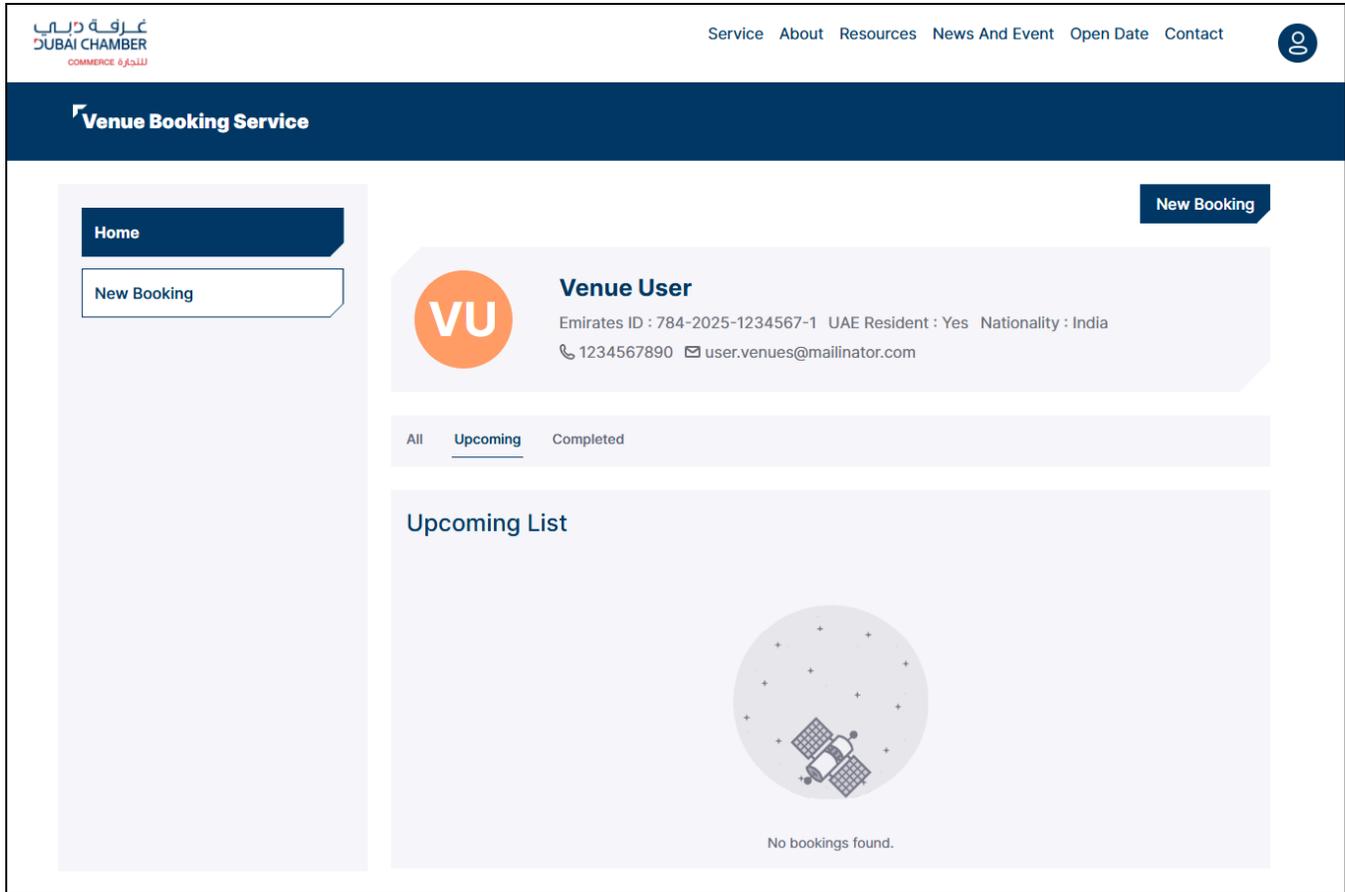
Verify Password \*

.....

Sign Up

Already have an account ? [Log In](#)

➤ It will be redirected to the Venue booking service homepage.



## 1.2. Venue Booking Service Home Page Overview

Upon login, the external user sees two main tabs in the left sidebar:

- **Home**
- **New Booking**

## Venue Booking Service

Home

New Booking

New Booking



### Venue User

Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
1234567890 user.venues@mailinator.com

All Upcoming Completed

### Upcoming List



No bookings found.

## 1.3. New Booking Process

Click **New Booking** on the sidebar or the **New Booking** button on the top-right of the home page. Follow the four-step booking process:

## Venue Booking Service

Home

New Booking

New Booking



### Venue User

Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
1234567890 user.venues@mailinator.com

All Upcoming Completed

### Upcoming List



No bookings found.

It will be redirected to the first step for booking the room.



[Service](#)
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[Resources](#)
[News And Event](#)
[Open Date](#)
[Contact](#)


**Venue Booking Service**

Home

**New Booking**



Select Booking Preference

By Availability
  By Profile
  By Amenities

Meeting Room
  Conference Room
  Delegation Room
  Auditorium
  Theatre

November 2024 Week ◀ ▶

	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun
8:00 AM					8:00 AM - 7:00 PM Room Available	8:00 AM - 7:00 PM Room Available	8:00 AM - 7:00 PM Room Available
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM			1:30 PM - 7:00 PM Room Available				
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							

Floors ▼

1st Floor

Rooms ▼

Conference Room

## Step 1: Room Booking

### 1. Booking Preferences: Choose from:

- **By Availability** (Default): Select floors, rooms, and time slots. Rooms will be reserved for 15 minutes while booking details and fees are completed.



Venue Booking Service

Home

New Booking

1

Room  
Booking

2

Reservation  
Payment

3

Approvals

4

Payment

Select Booking Preference

By Availability

By Profile

By Amenities

Meeting Room

Conference Room

Delegation Room

Auditorium

Theatre

Floors

1st Floor

Rooms

Conference Room

November 2024

Week

	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	01 Sun
8:00 AM	8:00 AM - 7:00 PM Room Available						
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							

➤ **By Profile:**

- Click on **By Profile** tab and Select one or more rooms.

## Venue Booking Service

Home

New Booking

1

Room  
Booking

2

Reservation  
Payment

3

Approvals

4

Payment

### Select Booking Preference

By Availability

By Profile

By Amenities

Meeting Room

Conference Room

Delegation Room

Auditorium

Theatre



500 PEOPLE

Delegation Room

#### delegation room

This room provides all the facilities.

Screens Projectors

Sound System +3

Availability: 100%

Quick Look

Book Now



28 PEOPLE

Conference Room

#### Conference Room

This room provides all the facilities.

Projectors Sound System

Catering +2

Availability: 97%

Quick Look

Book Now



211 PEOPLE

Delegation Room

#### Delegation Room Dev

This room provides all the facilities.

Screens Projectors

Catering +2

Availability: 100%

Quick Look

Book Now

### Floors

15th Floor

1st Floor

Ground Floor

### Rooms

- Click on **Quick Look** to view details of the room.



## Venue Booking Service

Home

New Booking

1

Room  
Booking

2

Reservation  
Payment

3

Approvals

4

Payment

### Room Details

Cancel

Book



#### Conference Room

Conference Room 1st Floor

This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

#### Amenities

Projectors Sound System Catering Photographer  
Laptop

#### Capacity

28 People

#### Room Price

3200 AED

### Cancellation policy

Upon canceling the Activity by the Second Party, a percentage of the total amount would be deducted as a compensation to the First Party as per the following periods:

- Thirty (30) Days before the starting date of activity, 50% to be deducted from the lease.
- Seven (7) Days before the starting date of activity, 70% to be deducted from the lease.
- Three (3) Days before the starting date of activity, 100% to be deducted from the lease.

- Click on **Book Now** to proceed with booking.

عرفة دبي  
 DUBAI CHAMBER  
 للتجارة والتمويل

Service About Resources News And Event Open Date Contact

Venue Booking Service

Home  
 New Booking

- 1 Room Booking
- 2 Reservation Payment
- 3 Approvals
- 4 Payment

Select Booking Preference

By Profile | Conference Room

November 2024

Week < >

	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun
8:00 AM					8:00 AM - 7:00 PM Room Available	8:00 AM - 7:00 PM Room Available	8:00 AM - 7:00 PM Room Available
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM			2:00 PM - 7:00 PM Room Available				
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							

➤ **By Amenities:**

- Select specific amenities, enter the number of people, and click **Continue**.

Logo of Dubai Chamber of Commerce and Industry: **غرفة دبي**  
**DUBAI CHAMBER**  
للتجارة والصناعة

Service About Resources News And Event Open Date Contact

### Venue Booking Service

Home

New Booking

1 Room Booking

2 Reservation Payment

3 Approvals

4 Payment

Select Booking Preference

By Availability By Profile **By Amenities**

Amenities of the room Number of people

Select Amenities of the room 12

Projectors

Continue

- It redirects to the room page with the fields selected by the user in the previous steps.



### Venue Booking Service

Home

New Booking

1

Room Booking

2

Reservation Payment

3

Approvals

4

Payment

Select Booking Preference

By Amenities



Delegation Room  
**delegation room**  
This room provides all the facilities.

Screens  Projectors  Sound System

Catering +2

Availability:  100%

Quick Look [Book Now](#)



Conference Room  
**Conference Room**  
This room provides all the facilities.

Projectors  Sound System  Catering

Photographer +1

Availability:  97%

Quick Look [Book Now](#)



Theatre  
**testing room**  
This room provides all the facilities.

Screens  Projectors  Sound System

Catering +3

Availability:  77%

Quick Look [Book Now](#)



Delegation Room  
**Delegation Room Dev**  
This room provides all the facilities.

Screens  Projectors  Catering

Flowers +1

Availability:  100%

Quick Look [Book Now](#)



Theatre  
**Theatre Room Dev**  
This room provides all the facilities.

Screens  Projectors  Sound System

Catering +4

Availability:  100%

Quick Look [Book Now](#)

- Click on **Quick Look** to view details of the room.



## Venue Booking Service

Home

New Booking

1

Room  
Booking

2

Reservation  
Payment

3

Approvals

4

Payment

### Room Details

Cancel

Book

**Delegation Room**  
delegation room 15th Floor  
This room provides all the facilities.

**Amenities**

- Screens
- Projectors
- Sound System
- Catering
- Flowers
- Photographer

**Capacity**  
500 People

**Room Price**  
2500 AED

Please upload valid document (i.e. png, jpg, pdf, png)  
Scheduled from 2024-05-24 08:10-10:00

### Cancellation policy

Upon canceling the Activity by the Second Party, a percentage of the total amount would be deducted as a compensation to the First Party as per the following periods:

- Thirty (30) Days before the starting date of activity, 50% to be deducted from the lease.
- Seven (7) Days before the starting date of activity, 70% to be deducted from the lease.
- Three (3) Days before the starting date of activity, 100% to be deducted from the lease.

- Click on **Book Now** to proceed with booking.

Service About Resources News And Event Open Date Contact

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 تجارة  
 DUBAI CHAMBER  
 تجارة

**Venue Booking Service**

Home  
 New Booking

1 Room Booking  
 2 Reservation Payment  
 3 Approvals  
 4 Payment

Select Booking Preference  
 By Amenities | Conference Room

November 2024

Week < >

	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun
8:00 AM					8:00 AM - 7:00 PM Room Available	8:00 AM - 7:00 PM Room Available	8:00 AM - 7:00 PM Room Available
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM			2:30 PM - 7:00 PM Room Available				
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							

## 2. Booking Details:

- Enter the meeting title, room setup, event type, and number of attendees, and attach the required documents.
- Additional fields (optional): Amenities, parking, guest emails, and notes.



Venue Booking Service

Home

New Booking

1

Room Booking

2

Reservation Payment

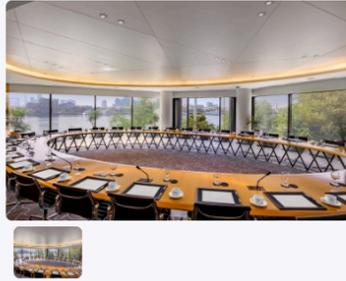
3

Approvals

4

Payment

Room Details



Conference Room

Conference Room 1st Floor  
30th Nov, Saturday 8:00 AM to 7:00 PM

This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

Amenities

- Projectors
- Sound System
- Catering
- Photographer
- Laptop

Capacity

28 People

Room Price

3200 AED

Cancellation policy

Upon canceling the Activity by the Second Party, a percentage of the total amount would be deducted as a compensation to the First Party as per the following periods:

- Thirty (30) Days before the starting date of activity, 50% to be deducted from the lease.
- Seven (7) Days before the starting date of activity, 70% to be deducted from the lease.
- Three (3) Days before the starting date of activity, 100% to be deducted from the lease.

Booking Details

Booking Time Ends 13:11

Review the user manual for VBS external user

30th Nov, Saturday 08:00 AM 07:00 PM

1st Floor, Conference Room

Amenities

- Projectors
- Sound System

Theatre Style

Meeting

10

Parking Required



10

1 hour before

Add Guest

test@feray.com

Review the user manual for VBS external user description

Business Trade Licence Uploaded: SMB

Please upload valid business trade licence (i.e: jpeg, jpg, pdf, png)

NOC.pdf

Cancel

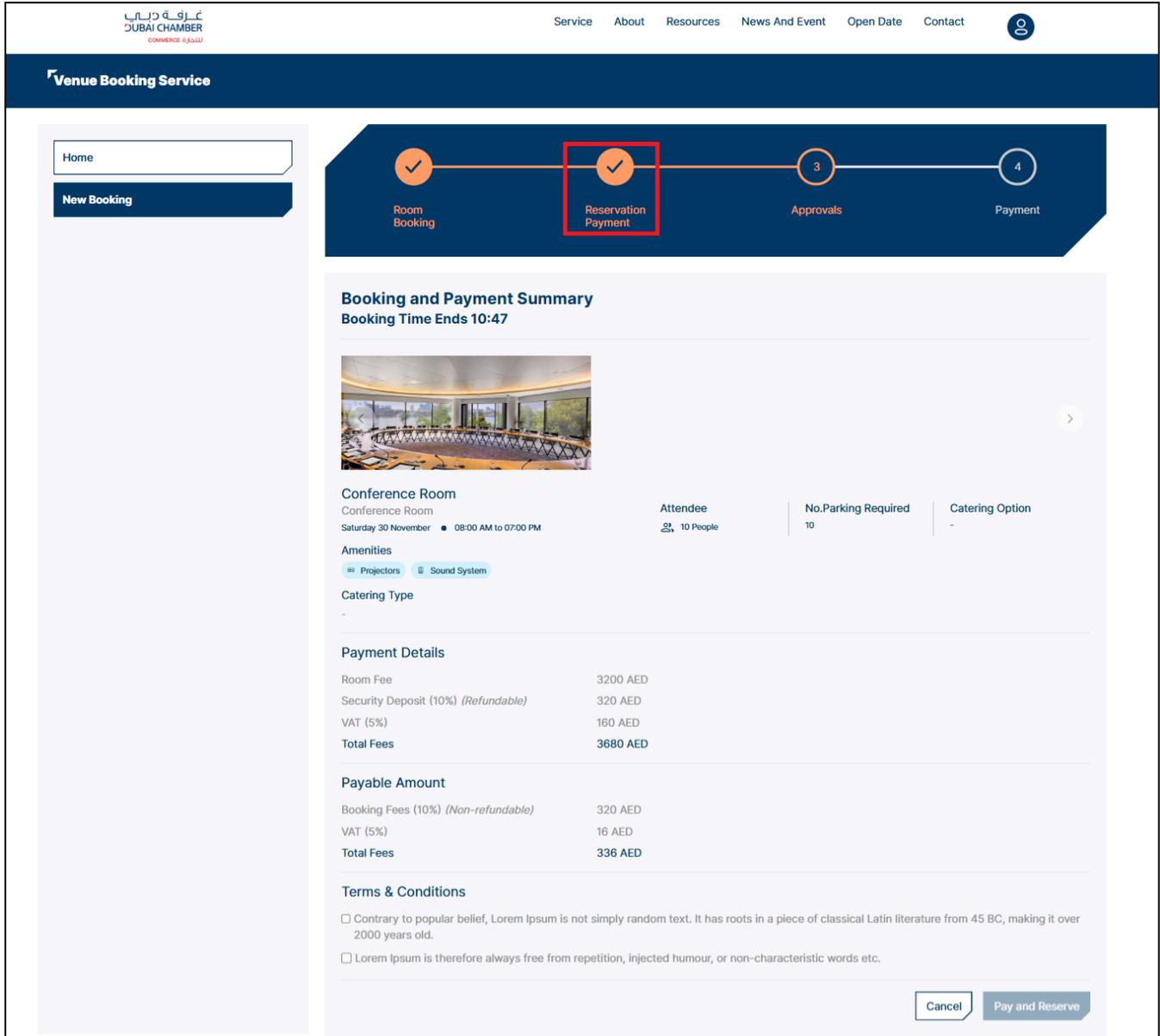
Book

Catering provider

- The Westin Dubai Mina Seyahi Beach Resort & Marina & Le Meridien Mina Seyahi Beach Resort & Waterpark
- Al Bandar Rotana
- Sheraton Dubai Creek Hotel & Towers
- Al Maha Catering (SME)

➤ **Buttons:**

- **Cancel:** Cancel the booking process.
- **Book:** Move to the **Reservation Payment** stage.



## Step 2: Reservation Payment

### 1. Payment Summary:

- Agree to terms and conditions.



Venue Booking Service

Home

New Booking



Room Booking



Reservation Payment



Approvals



Payment

Booking and Payment Summary  
Booking Time Ends 9:34



Conference Room

Conference Room  
Saturday 30 November • 08:00 AM to 07:00 PM

Attendee  
10 People

No.Parking Required  
10

Catering Option  
-

Amenities

Projectors Sound System

Catering Type

-

Payment Details

Room Fee	3200 AED
Security Deposit (10%) (Refundable)	320 AED
VAT (5%)	160 AED
<b>Total Fees</b>	<b>3680 AED</b>

Payable Amount

Booking Fees (10%) (Non-refundable)	320 AED
VAT (5%)	16 AED
<b>Total Fees</b>	<b>336 AED</b>

Terms & Conditions

- Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.
- Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.

Cancel

Pay and Reserve

➤ Choose **Cancel** or **Pay and Reserve**.



 Service
 [About](#)
[Resources](#)
[News And Event](#)
[Open Date](#)
[Contact](#)

**Venue Booking Service**

[Home](#)  
[New Booking](#)

✓ Room Booking
 ✓ Reservation Payment
 3 Approvals
 4 Payment

### Booking and Payment Summary

Booking Time Ends 9:34



**Conference Room**  
 Conference Room  
 Saturday 30 November • 08:00 AM to 07:00 PM

Attendee: 10 People  
 No. Parking Required: 10  
 Catering Option: -

**Amenities**  
 Projectors | Sound System

Catering Type: -

Payment Details	
Room Fee	3200 AED
Security Deposit (10%) (Refundable)	320 AED
VAT (5%)	160 AED
<b>Total Fees</b>	<b>3680 AED</b>

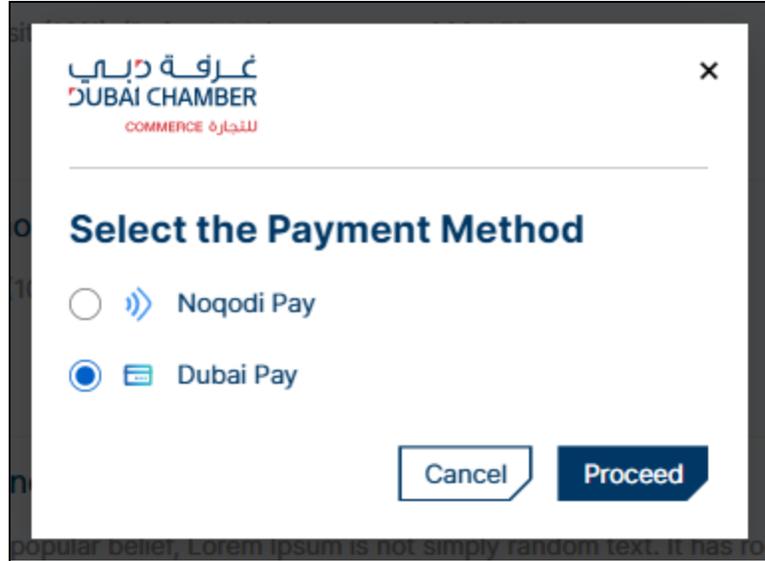
Payable Amount	
Booking Fees (10%) (Non-refundable)	320 AED
VAT (5%)	16 AED
<b>Total Fees</b>	<b>336 AED</b>

**Terms & Conditions**  
 Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.  
 Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.

[Cancel](#) [Pay and Reserve](#)

**2. Select Payment Method:** Choose between:

- **Noqodi Pay**
- **Dubai Pay**



- Click on **Proceed** to be redirected to the Dubai Chamber payment gateway.

Dubai Chamber · #333260631 Details ▾

### Payment Method

-  Credit Card
-  Net Banking
-  Noqodi
-  Google Pay

### Contact Info

Email sadmin@siebel.com

Mobile 971506584556

[Add Another Contact](#)

**Total Amount: 2100.00 AED**

Cancel

Pay

By tapping on "Pay" you are agreeing with our [Terms & Conditions](#)

For more inquiries please call [600 560 000](tel:600560000)

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➤ **Select any Payment Method:**

- **Credit Card**
- **Net Banking:** Select Bank from the drop-down
- **Noqodi**
- **Google Pay**

➤ Click on the **Pay** button

➤ It's redirected to the details page of the selected payment method

سداد دبي  
dubai pay

دبي الرقمية  
DIGITAL DUBAI

Dubai Chamber · #333260631 Details ▾

Payment Method

- Credit Card
- Net Banking
- Noqodi
- Google Pay

Contact Info

Email	sadmin@siebel.com
Mobile	971506584556

[Add Another Contact](#)

Total Amount: 2100.00 AED

Cancel Pay

By tapping on "Pay" you are agreeing with our [Terms & Conditions](#)

For more inquiries please call [600 560 000](tel:600560000) Copyright © 2024. All rights reserved.

➤ Enter all details and click **Pay** to complete the application fee payment.

Dubai Chamber · #590000234807028 Details ▾

Enter Card Details    

Credit Card Number  

Expiry Date  /

CVV Number



### Donation

Donate for charity "Dirham Al Amal" [Learn more](#) 



This initiative is launched by Dubai Department of Finance. IACAD License No.: PRHCE-000002660

Amount: 2100.00 AED

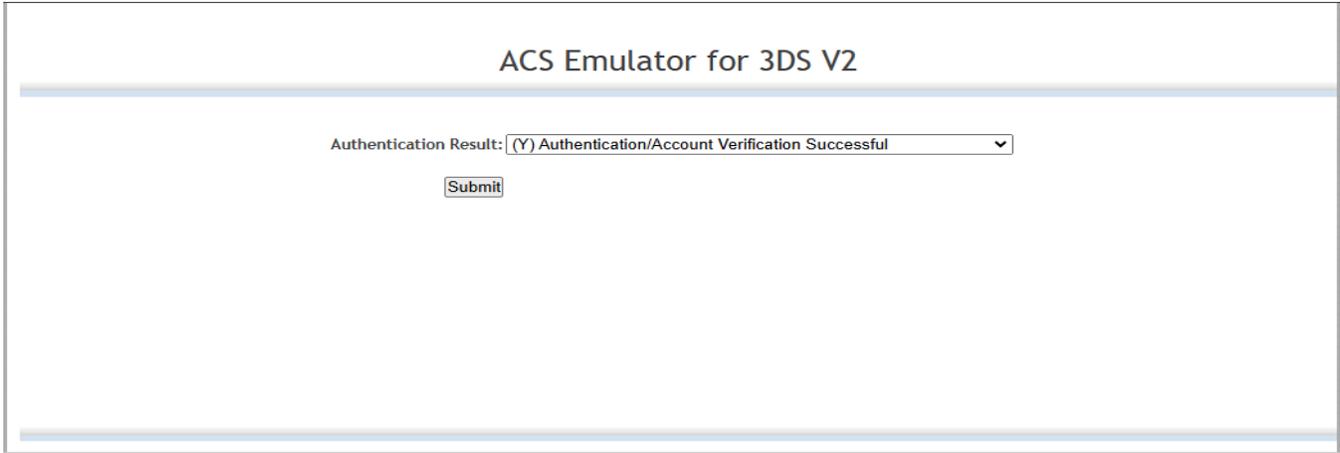
Cancel

Pay

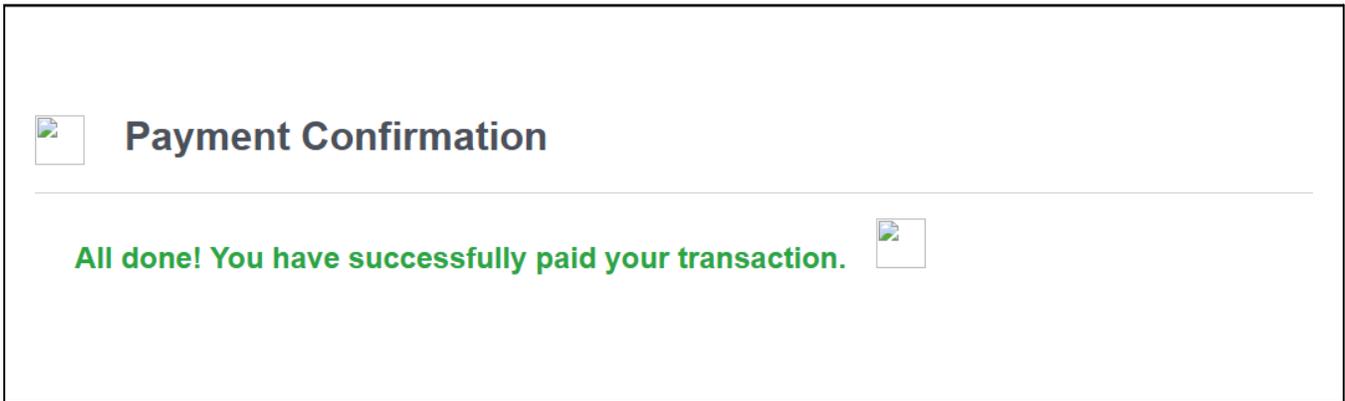
For more inquiries please call [600 560 000](tel:600560000)

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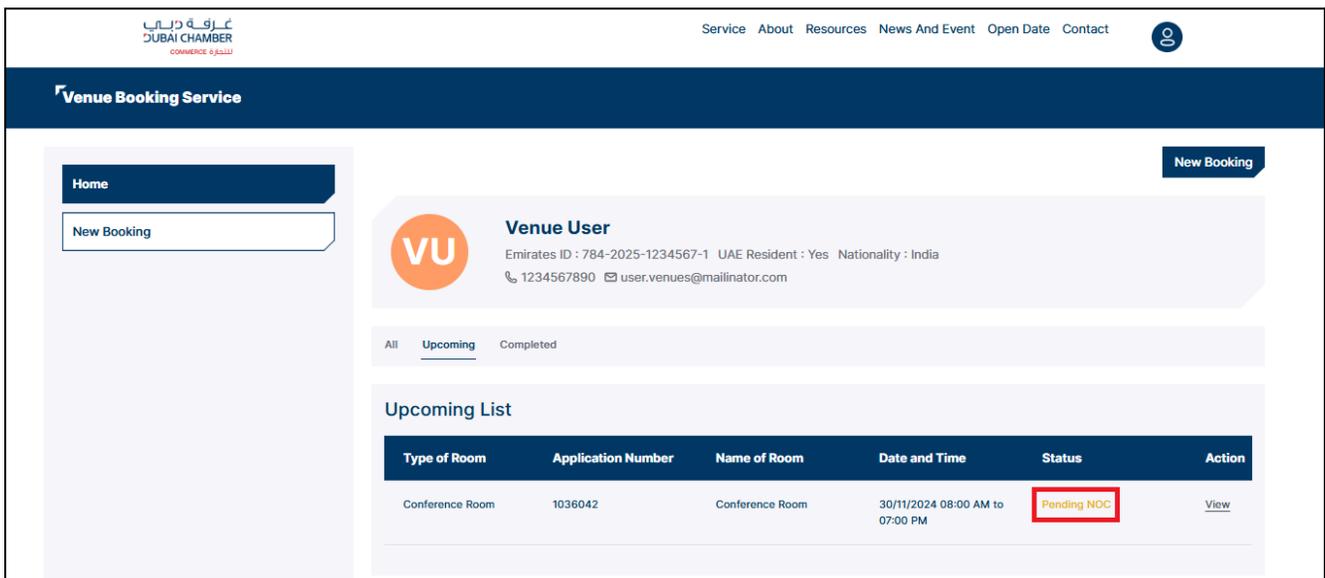
➤ Click on **Submit**



➤ It's redirected to the **Payment Confirmation** screen.



➤ Booking request status is **Pending NOC**.



- The booking request will go to the VBS Super Admin for review.

**After reviewing the booking requests by the VBS super admin, There are three actions are possible:**

- **Request More Information** (one time only)
- **Reject**
- **Approve**

### **If More Information is Requested**

- The user will receive an email notification with a **status update** in the table as **Request More Info**.

The screenshot displays the 'Venue Booking Service' user interface. At the top, there is a navigation bar with the Dubai Chamber logo and links for Service, About, Resources, News And Event, Open Date, and Contact. Below this is a dark blue header with the 'Venue Booking Service' logo and a 'New Booking' button. The main content area features a user profile for 'Venue User' with a 'VU' avatar, Emirates ID, UAE Resident status, and Nationality. Below the profile, there are tabs for 'All', 'Upcoming', and 'Completed'. The 'Upcoming List' section contains a table with the following data:

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Request More Info	<a href="#">View</a>

- Click **View** to open the booking details page and provide the requested information in the request more info textbox.



[Service](#) [About](#) [Resources](#) [News And Event](#) [Open Date](#) [Contact](#)

---

**Venue Booking Service**

[Home](#)

[New Booking](#)

### Booking Details



**Conference Room**  
 Conference Room | 1st Floor  
 30 Nov, 2024 | 08:00 AM to 07:00 PM

**Meeting Name**  
 Review the user manual for VBS external user

**Status**  
 Request More Info

**Room descriptions**  
 This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

**Requested info. by admin**  
 Required more information about the meeting details

**Request more info**

Meeting is about for review the user manual for VBS external user.

Cancel
Submit

**Amenities**  
Projectors Sound System

**Catering**  
 -

**Catering Option**  
 -

**Event Type**  
 Meeting

**No. of Parking**  
 10

**Attachments**  
NOC (3).pdf

**Guest List**  
test@tenay.com

- **Submit:** Submit your additional information to the VBS super admin for further processing.
- Your booking request has been sent to the VBS super admin for review with the requested information, and the status has been changed to **Pending NOC**.

The screenshot shows the user profile for 'Venue User' with details: Emirates ID: 784-2025-1234567-1, UAE Resident: Yes, Nationality: India, Phone: 1234567890, Email: user.venues@mailinator.com. The 'Upcoming List' table contains one entry:

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Pending NOC	<a href="#">View</a>

### If the Booking request is Rejected

- The user will receive an email notification, and the status in the table will show **Rejected**.

The screenshot shows the user profile for 'Venue User' with the same details as above. The 'Upcoming List' table now shows the booking status as 'Rejected':

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>

- The rejection includes the reason with additional comments.



## Venue Booking Service

Home

New Booking

### Booking Details



#### Conference Room

Conference Room 1st Floor

30 Nov, 2024 08:00 AM to 07:00 PM

#### Meeting Name

Review the user manual for VBS external user

#### Status

Rejected

#### Room descriptions

This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

#### Requested info. by admin

Required more information about the meeting details

#### Requested Information

Meeting is about for review the user manual for VBS external user.

#### Rejection Reason

The Event Has Been Cancelled/Postponed : Rejected

Back

#### Amenities

Projectors Sound System

#### Catering

#### Catering Option

-

#### Event Type

Meeting

#### No. of Parking

10

#### Attachments

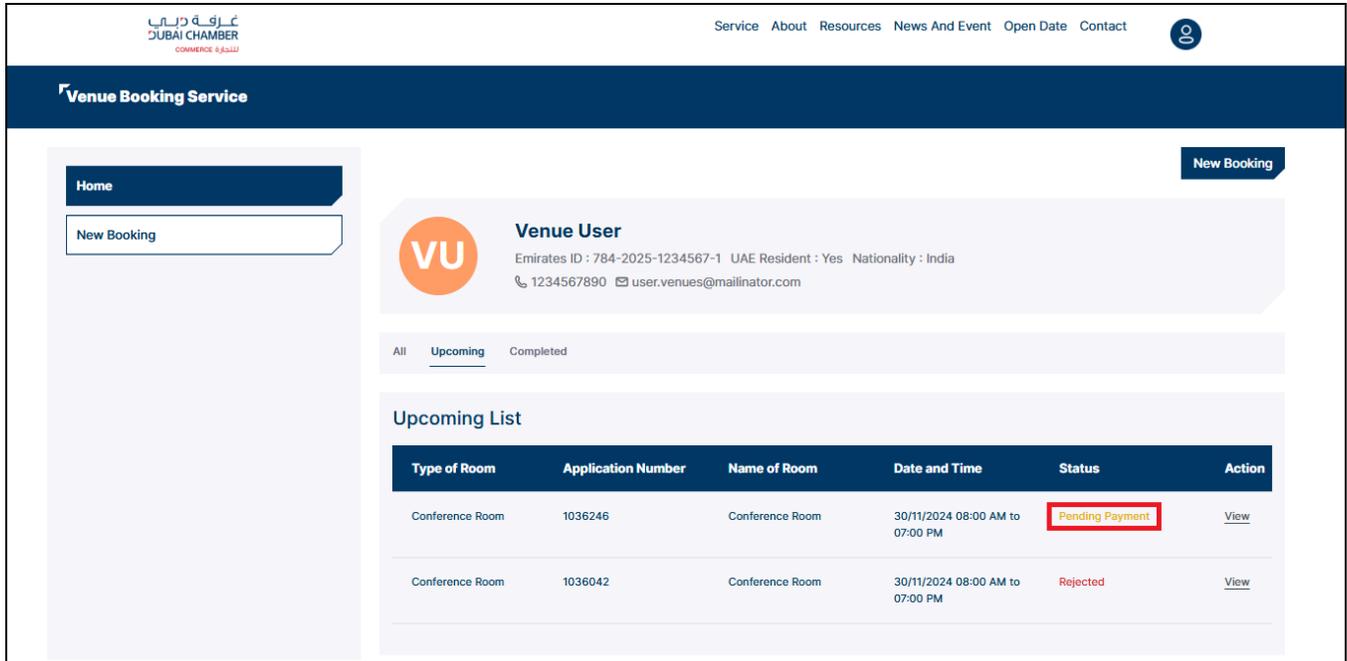
NOC (3).pdf

#### Guest List

test@feray.com

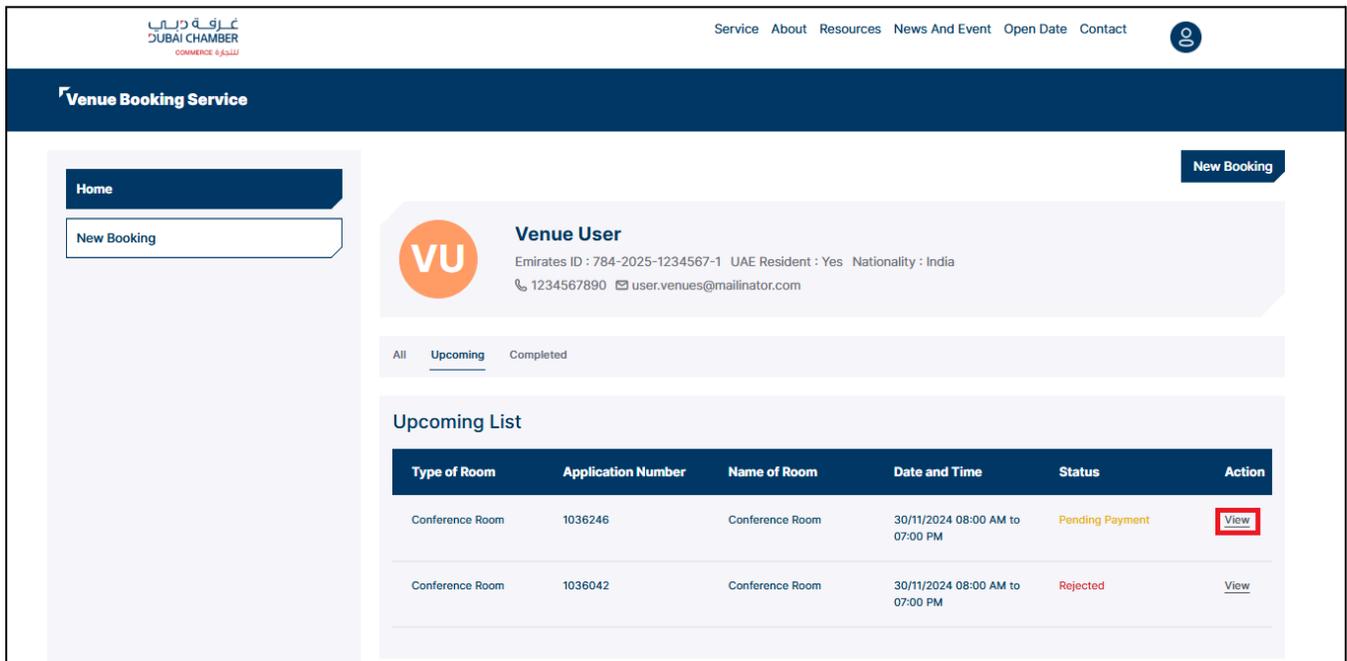
## If the Booking request is Approved

- The user will receive an email notification, and the status in the table changes to **Pending Payment**.

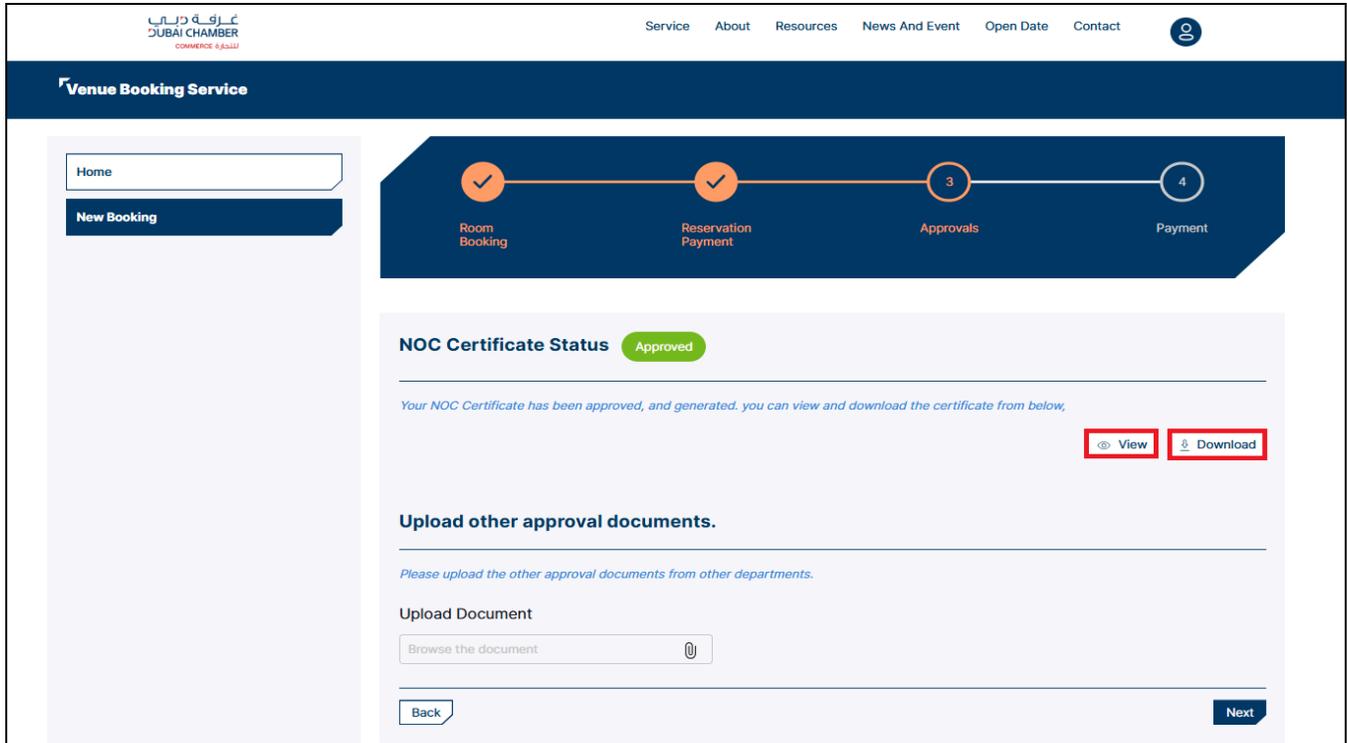


### Step 3: Approvals

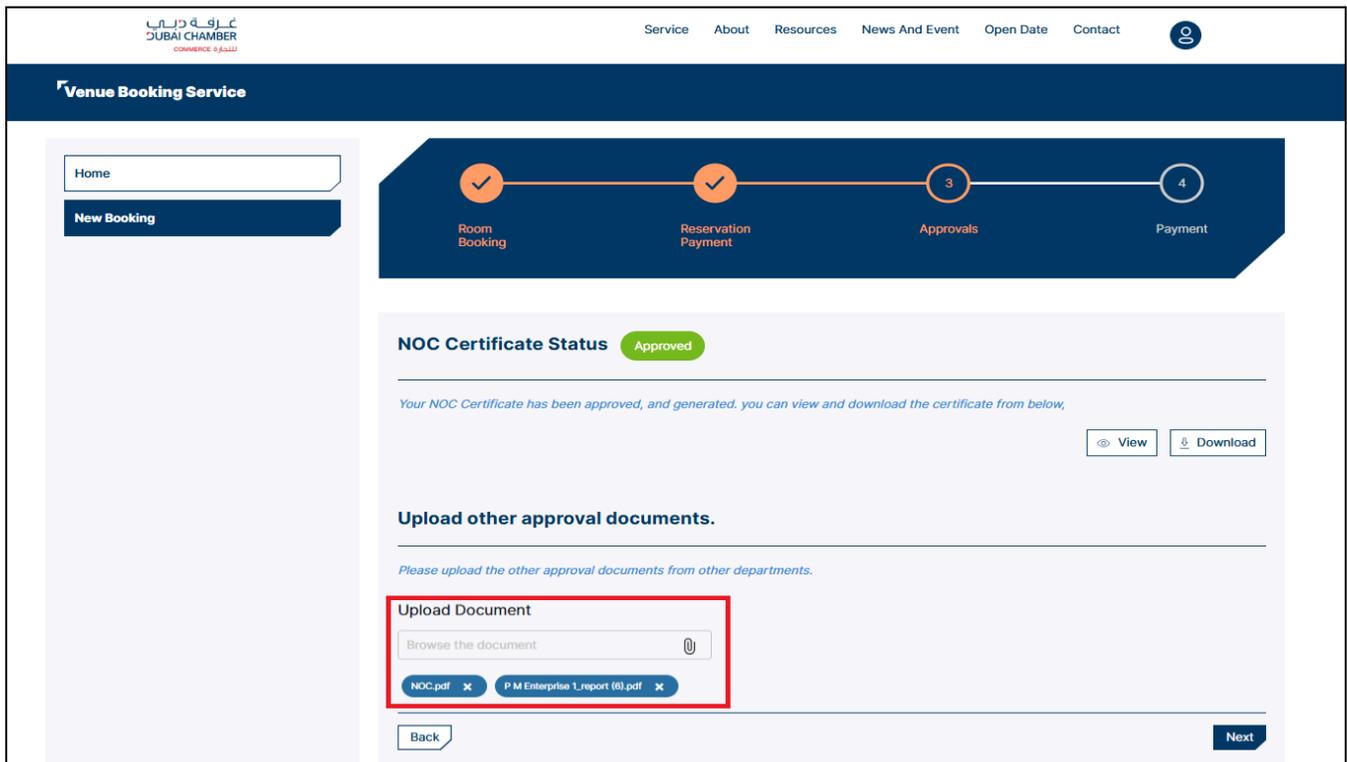
➤ Click **View** in the table where the request status is 'Pending Payment'



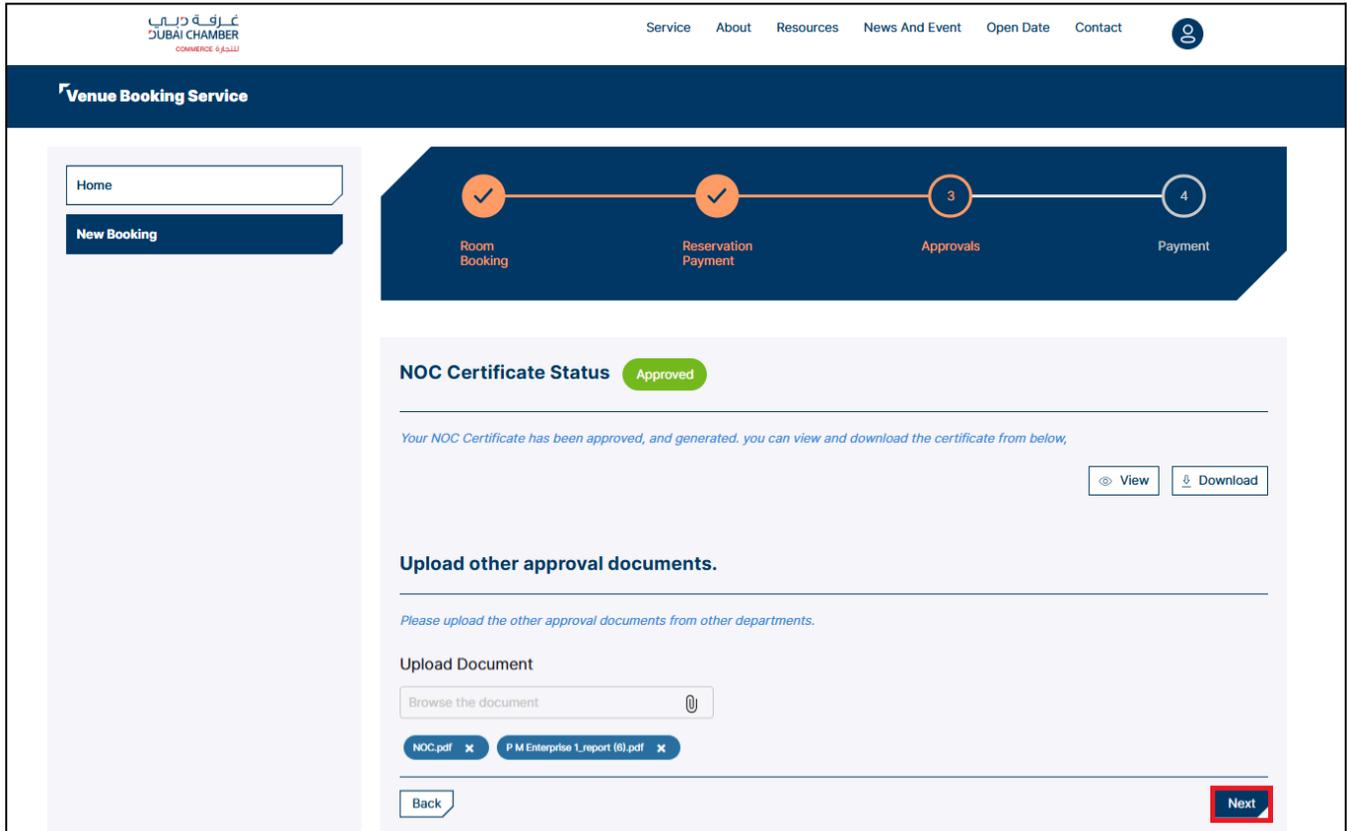
➤ It redirects to the NOC Certificate Status screen, where the user can view and download the NOC certificate.



➤ Download NOC and upload any additional required approval documents.



➤ Click **Next** to proceed to payment.



## Step 4: Final Payment

### 1. Payment Summary:

➤ Provide bank details for refund purposes in case of cancel booking.



Venue Booking Service

Home

New Booking



Room Booking



Reservation Payment



Approvals



Payment

Booking and Payment Summary



Conference Room

Conference Room  
Saturday 30 November 08:00 AM to 07:00 PM

Attendee  
10 People

No.Parking Required  
10

Catering Option  
-

Amenities

Projectors Sound System

Catering Type

Payment Details

Room Fee	3200 AED
Security Deposit (10%) (Refundable)	320 AED
VAT (5%)	160 AED
<b>Total Fees</b>	<b>3680 AED</b>

Payable Amount

Booking Fees (90%) (Non-refundable)	2880 AED
VAT (5%)	144 AED
<b>Total Fees</b>	<b>3344 AED</b>

Enter Bank Details (In case of cancel)

Account Holder Name \*

User Venues

IBAN Number \*

AE07 0331 2345 6789 0123 456

Terms & Conditions

- Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.
- Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.

Cancel

Pay

➤ Agree to terms and conditions.



## Venue Booking Service

Home

New Booking



Room  
Booking



Reservation  
Payment



Approvals



Payment

### Booking and Payment Summary



#### Conference Room

Conference Room  
Saturday 30 November • 08:00 AM to 07:00 PM

Attendee  
10 People

No. Parking Required  
10

Catering Option  
-

#### Amenities

Projectors Sound System

#### Catering Type

-

#### Payment Details

Room Fee	3200 AED
Security Deposit (10%) (Refundable)	320 AED
VAT (5%)	160 AED
<b>Total Fees</b>	<b>3680 AED</b>

#### Payable Amount

Booking Fees (90%) (Non-refundable)	2880 AED
VAT (5%)	144 AED
<b>Total Fees</b>	<b>3344 AED</b>

#### Enter Bank Details (In case of cancel)

Account Holder Name \*

User Venues

IBAN Number \*

AE07 0331 2345 6789 0123 456

#### Terms & Conditions

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- Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.

Cancel

Pay

➤ Choose **Cancel** or **Pay**.

Venue Booking Service

Home

New Booking



Room Booking



Reservation Payment



Approvals



Payment

Booking and Payment Summary



Conference Room

Conference Room  
Saturday 30 November 08:00 AM to 07:00 PM

Attendee  
10 People

No.Parking Required  
10

Catering Option  
-

Amenities

Projectors Sound System

Catering Type

-

Payment Details

Room Fee	3200 AED
Security Deposit (10%) (Refundable)	320 AED
VAT (5%)	160 AED
<b>Total Fees</b>	<b>3680 AED</b>

Payable Amount

Booking Fees (90%) (Non-refundable)	2880 AED
VAT (5%)	144 AED
<b>Total Fees</b>	<b>3344 AED</b>

Enter Bank Details (In case of cancel)

Account Holder Name \*

User Venues

IBAN Number \*

AE07 0331 2345 6789 0123 456

Terms & Conditions

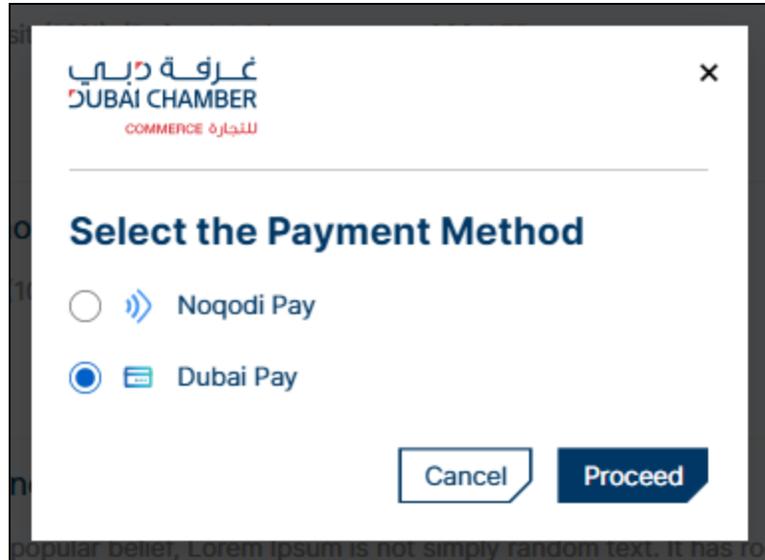
- Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.
- Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.

Cancel

Pay

2. Select Payment Method: Choose between:

- Noqodi Pay
- Dubai Pay



- Click on **Proceed** to be redirected to the Dubai Chamber payment gateway.

Dubai Chamber · #333260636 Details ▾

### Payment Method

-  Credit Card
-  Net Banking
-  Noqodi
-  Google Pay

### Contact Info

Email                   sadmin@siebel.com

Mobile                   971506584556

[Add Another Contact](#)

**Total Amount: 20900.00 AED**

Cancel

Pay

By tapping on "Pay" you are agreeing with our [Terms & Conditions](#)

For more inquiries please call [600 560 000](tel:600560000)

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➤ **Select any Payment Method:**

- i. **Credit Card**
- ii. **Net Banking:** Select Bank from the drop-down
- iii. **Noqodi**
- iv. **Google Pay**

➤ Click on the **Pay** button

➤ It's redirected to the details page of the selected payment method

➤ Enter all details and click **Pay** to complete the application fee payment.

Dubai Chamber · #590000234808764 Details ▾

Enter Card Details    

Credit Card Number  

Expiry Date  /

CVV Number



### Donation

**Donate for charity "Dirham Al Amal"** [Learn more](#) 



This initiative is launched by Dubai Department of Finance. IACAD License No.: PRHCE-000002660

Amount: **20900.00 AED**

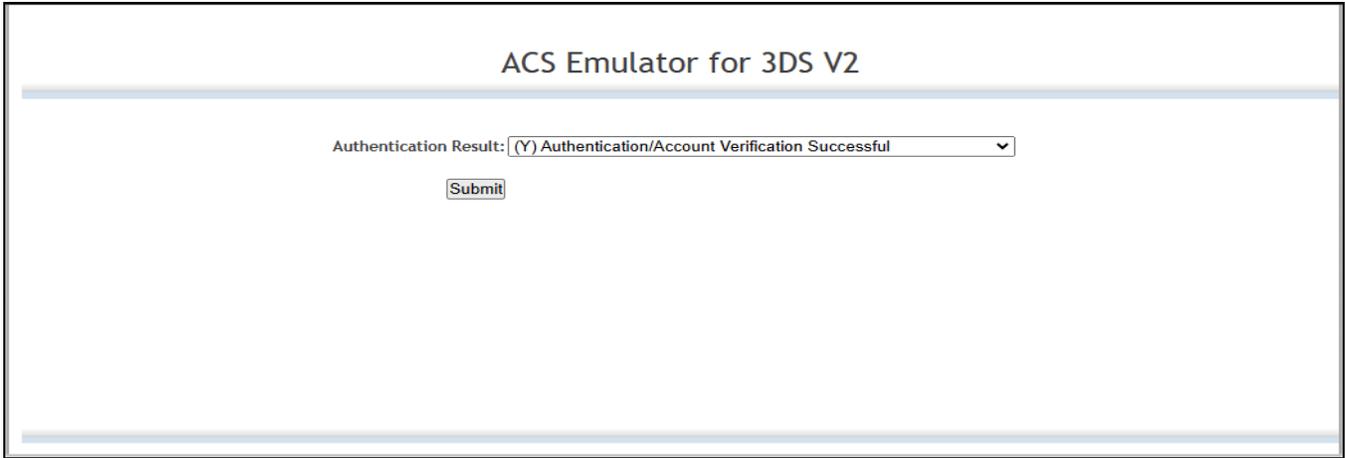
Cancel

**Pay**

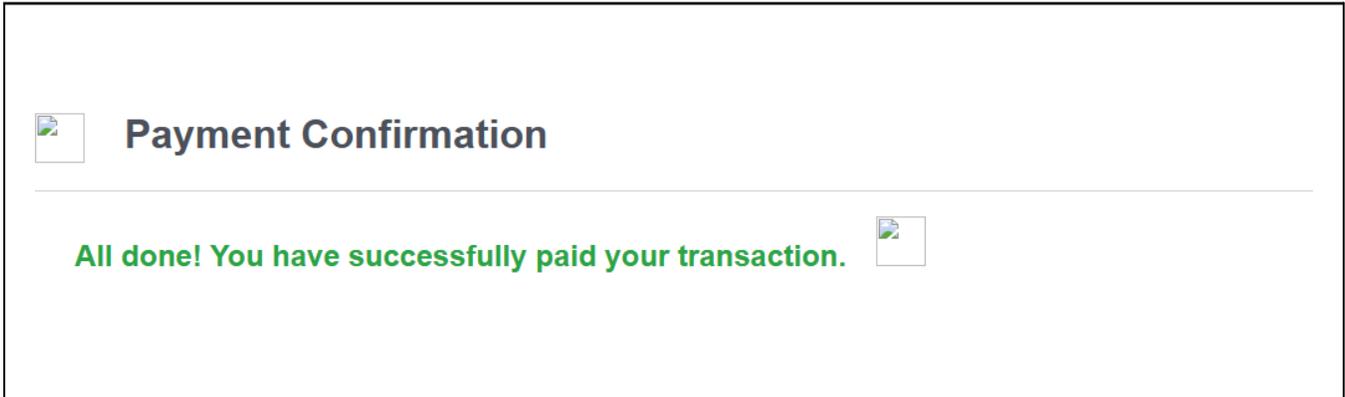
For more inquiries please call [600 560 000](tel:600560000)

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➤ Click on **Submit**



➤ It's redirected to the **Payment Confirmation** screen.



➤ Booking request status is **Pending Approvals**.

The screenshot shows the user profile for 'Venue User' with details: Emirates ID: 784-2025-1234567-1, UAE Resident: Yes, Nationality: India, Phone: 1234567890, Email: user.venues@mailinator.com. The 'Upcoming List' table contains two entries:

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Pending Approvals	<a href="#">View</a>
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>

➤ The booking request will go to the VBS Super Admin for review.

**The VBS Super Admin reviews and either approves or rejects the booking request.**

**If the Booking request is Rejected**

➤ The user will receive an email notification, and the status in the table will show **Rejected**.

The screenshot shows the user profile for 'Venue User' with the same details as above. The 'Upcoming List' table now shows the status of the first booking request as 'Rejected':

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>

➤ The rejection includes the reason with additional comments.

The screenshot displays the 'Venue Booking Service' interface. At the top, there is a navigation bar with links for 'Service', 'About', 'Resources', 'News And Event', 'Open Date', and 'Contact', along with a user profile icon. The main header reads 'Venue Booking Service'. On the left, a sidebar contains 'Home' and 'New Booking' buttons. The central 'Booking Details' section features a photo of a conference room and the following information:

- Conference Room:** Conference Room, 1st Floor, 30 Nov, 2024, 08:00 AM to 07:00 PM.
- Meeting Name:** Review the user manual for VBS external user.
- Status:** Rejected.
- Room descriptions:** This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.
- Requested info. by admin:** Required more information about the meeting details.
- Requested Information:** Meeting is about for review the user manual for VBS external user.

On the right side, there are sections for 'Amenities' (Projectors, Sound System), 'Catering Option' (Room Setup: Theatre Style), 'Event Type' (Meeting), 'Capacity' (28 People), 'No. of Parking' (10), 'Attachments' (NOC (3).pdf), and 'Guest List' (test@liferay.com). A red box highlights the 'Rejection Reason' section, which states: 'The Event Has Been Cancelled/Postponed : Rejected'. At the bottom, there are 'Back' and 'Cancel Booking' buttons.

### If the Booking request is Approved

➤ The user will receive an email notification, and the status in the table changes to **Approved**.



[Service](#) [About](#) [Resources](#) [News And Event](#) [Open Date](#) [Contact](#)

---

**Venue Booking Service**

[Home](#)

[New Booking](#)

**Venue User**

Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
 1234567890 user.venues@mailinator.com

All Upcoming Completed

**Upcoming List**

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Approved	<a href="#">View</a>

## 1.4. Cancellation Requests

User can cancel the booking after:

### 1.4.1. Request More Info:

➤ After request for more info, click on the **View** in the table.

Service About Resources News And Event Open Date Contact

DUBAI CHAMBER  
 تجارة دبي  
 COMMERCE

**Venue Booking Service**

Home  
 New Booking

**VU** **Venue User**  
 Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
 1234567890 user.venues@mailinator.com

All Upcoming Completed

**Upcoming List**

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1039899	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Request More Info	<a href="#">View</a>
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Booking Cancelled	<a href="#">View</a>

➤ It redirects to the booking details page with status **Request More Info**.

Service About Resources News And Event Open Date Contact

DUBAI CHAMBER  
 تجارة دبي  
 COMMERCE

**Venue Booking Service**

Home  
 New Booking

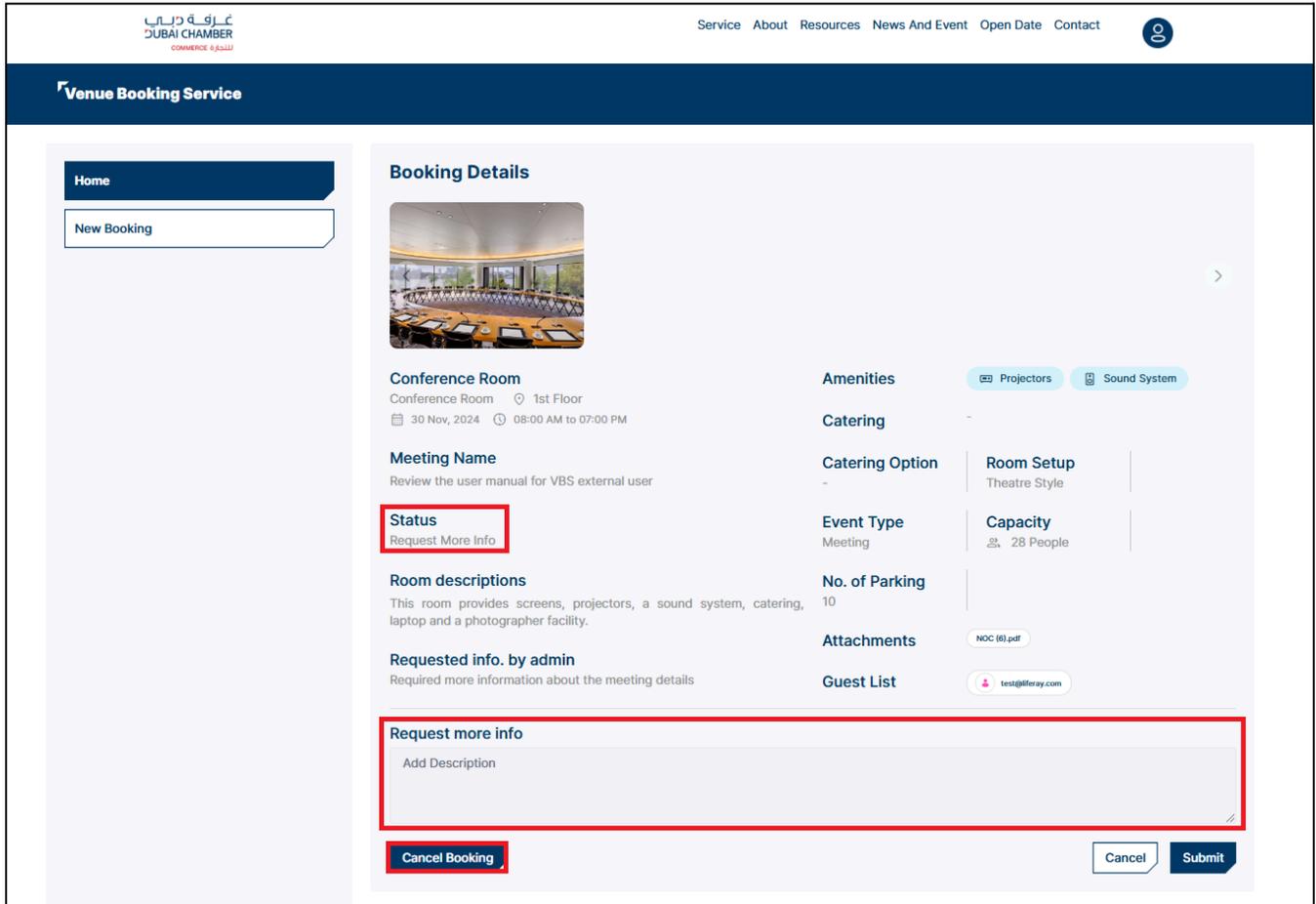
**VU** **Venue User**  
 Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
 1234567890 user.venues@mailinator.com

All Upcoming Completed

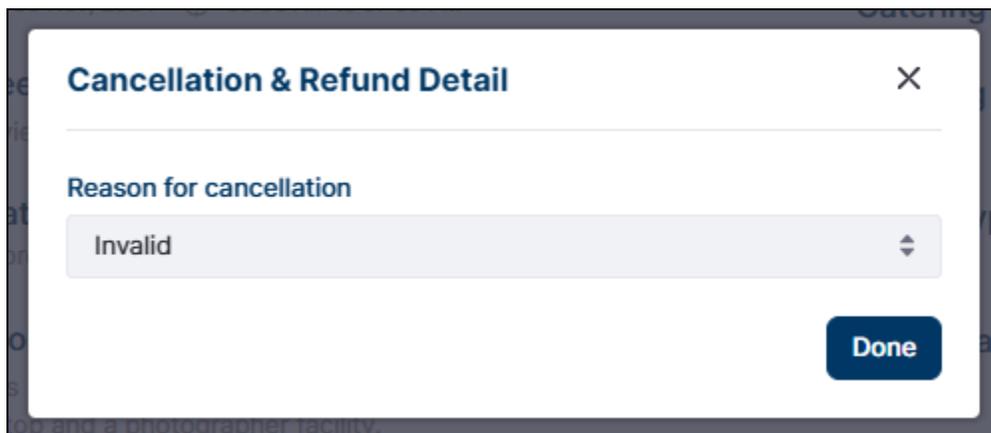
**Upcoming List**

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1039899	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Request More Info	<a href="#">View</a>
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Booking Cancelled	<a href="#">View</a>

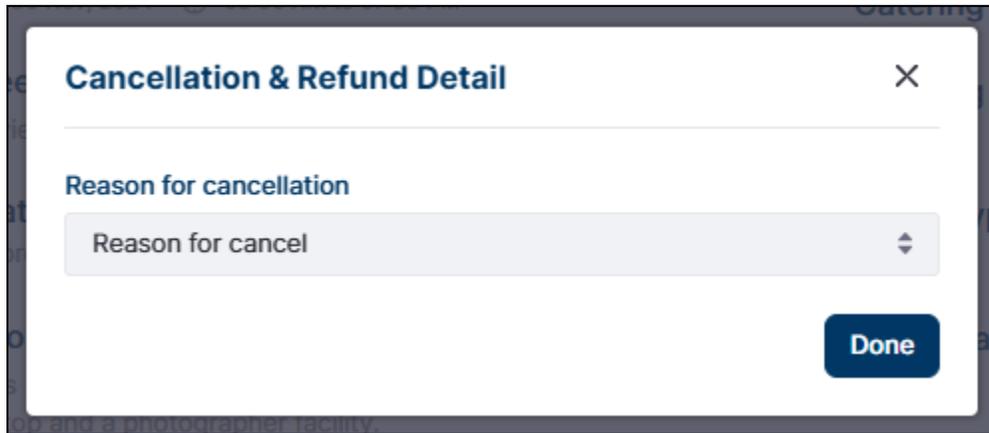
➤ Click on the **Cancel Booking** button before providing information.



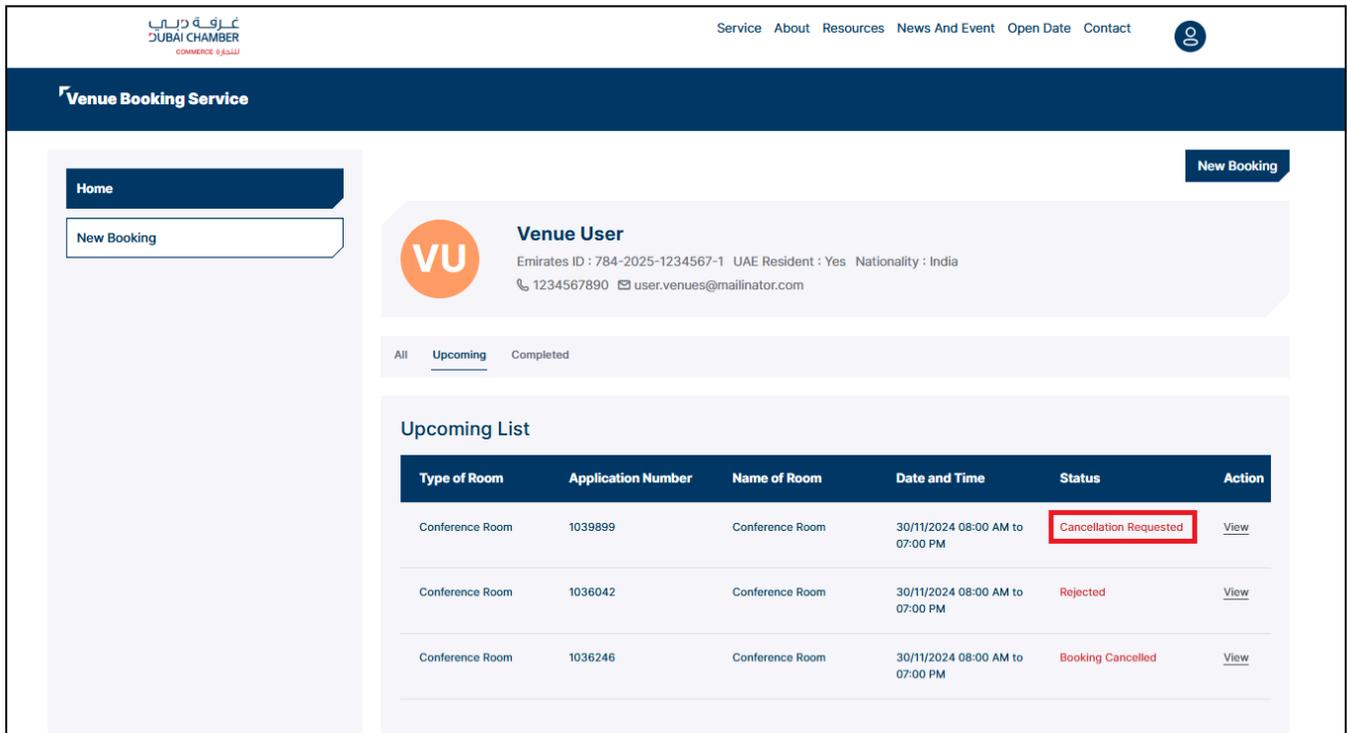
➤ A popup window will appear



- Select the reason for cancellation from the dropdown and click on the **Confirm** button.



- Status updates to **Cancellation Requested**.



The dashboard includes a navigation menu with 'Home' and 'New Booking', and a 'New Booking' button in the top right. The user profile section displays 'Venue User' with contact information. The 'Upcoming List' table is as follows:

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1039899	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Cancellation Requested	<a href="#">View</a>
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Booking Cancelled	<a href="#">View</a>

- The cancellation reason is seen in the booking details page when click on the **View** in the table.

Venue Booking Service

Home

New Booking

Booking Details



Conference Room

Conference Room 1st Floor

30 Nov, 2024 08:00 AM to 07:00 PM

Meeting Name

Review the user manual for VBS external user

Status

Booking Cancelled

Room descriptions

This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

Requested info. by admin

Required more information about the meeting details

Amenities

Projectors Sound System

Catering

Catering Option

-

Event Type

Meeting

No. of Parking

10

Attachments

NOC (R).pdf

Guest List

test@feray.com

Rejection for cancellation

Reason for cancel

Back

- The booking cancellation request is goes to the VBS super admin for refund the amount as per the policy.
- Once the cancellation is approved and refund process is initiated by the VBS Super Admin, the customer will receive an email.
- Status updates to **Booking Cancelled**.

Service About Resources News And Event Open Date Contact

DUBAI CHAMBER  
 غرفة دبي  
 للتجارة  
 COMMERCE

**Venue Booking Service**

Home  
 New Booking

**VU** **Venue User**  
 Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
 1234567890 user.venues@mailinator.com

All Upcoming Completed

**Upcoming List**

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Booking Cancelled	<a href="#">View</a>
Conference Room	1039899	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Booking Cancelled	<a href="#">View</a>

### 1.4.2. Final Payment:

➤ After approved the booking , click on the **View** in the table.

Service About Resources News And Event Open Date Contact

DUBAI CHAMBER  
 غرفة دبي  
 للتجارة  
 COMMERCE

**Venue Booking Service**

Home  
 New Booking

**VU** **Venue User**  
 Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
 1234567890 user.venues@mailinator.com

All Upcoming Completed

**Upcoming List**

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Approved	<a href="#">View</a>
Conference Room	1039899	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Booking Cancelled	<a href="#">View</a>

➤ It redirects to the booking details page with status **Approved**.



Venue Booking Service

Home

New Booking

Booking Details



Conference Room

Conference Room 1st Floor

30 Nov, 2024 08:00 AM to 07:00 PM

Meeting Name

Review the user manual for VBS external user

Status

Approved

Room descriptions

This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

Amenities

Projectors

Sound System

Catering

Catering Option

-

Event Type

Meeting

No. of Parking

10

Attachments

NOC (4).pdf

Guest List

test@ferry.com

Room Setup

Theatre Style

Capacity

28 People

Back

Cancel Booking

➤ Click on the **Cancel Booking** button to cancel the booking.



Venue Booking Service

Home

New Booking

Booking Details



Conference Room

Conference Room 1st Floor

30 Nov, 2024 08:00 AM to 07:00 PM

Meeting Name

Review the user manual for VBS external user

Status

Approved

Room descriptions

This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

Amenities

Projectors

Sound System

Catering

Catering Option

-

Event Type

Meeting

No. of Parking

10

Attachments

NOC (4).pdf

Guest List

test@ferry.com

Room Setup

Theatre Style

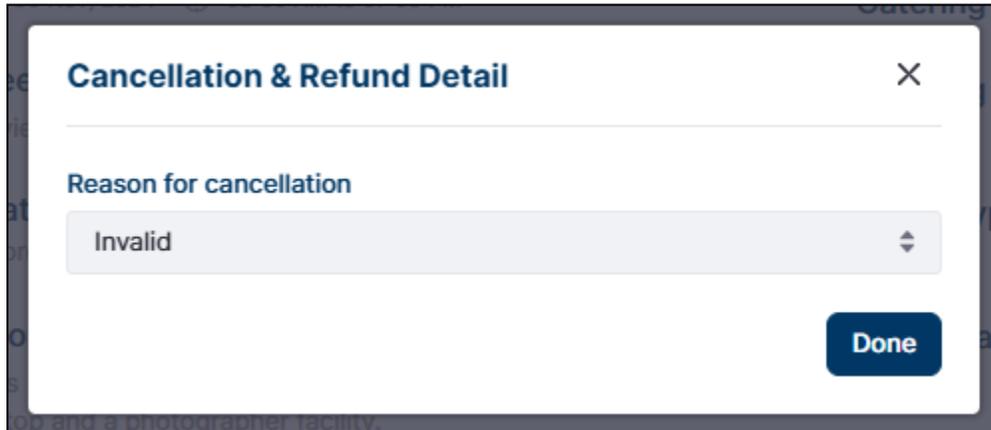
Capacity

28 People

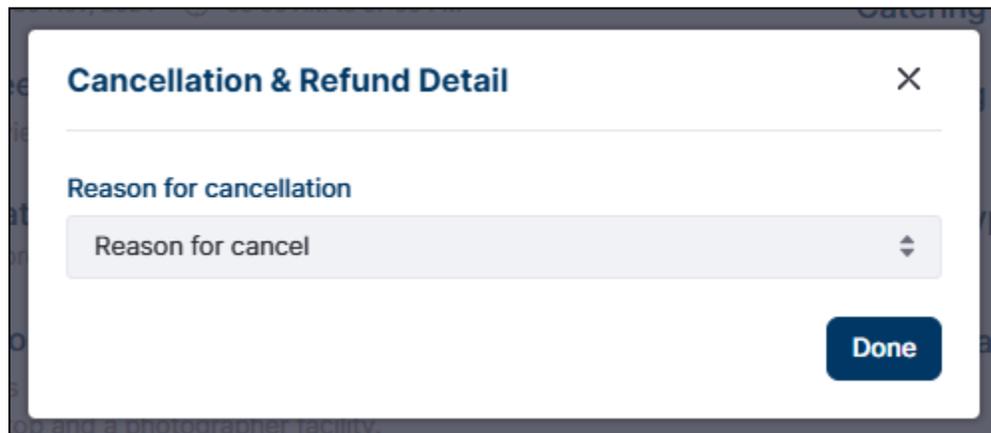
Back

Cancel Booking

- A popup window will appear



- Select the reason for cancellation from the dropdown and click on the **Confirm** button.



- Status updates to **Cancellation Requested**.

Service About Resources News And Event Open Date Contact

Venue Booking Service

Home  
 New Booking

**VU** **Venue User**  
 Emirates ID : 784-2025-1234567-1 UAE Resident : Yes Nationality : India  
 1234567890 user.venues@mallinator.com

All Upcoming Completed

**Upcoming List**

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Cancellation Requested	<a href="#">View</a>
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>

➤ The cancellation reason is seen in the booking details page when click on the **View** in the table.

Service About Resources News And Event Open Date Contact

Venue Booking Service

Home  
 New Booking

**Booking Details**



**Conference Room**  
 Conference Room 1st Floor  
 30 Nov, 2024 08:00 AM to 07:00 PM

**Meeting Name**  
 Review the user manual for VBS external user

**Status**  
 Cancellation Requested

**Room descriptions**  
 This room provides screens, projectors, a sound system, catering, laptop and a photographer facility.

**Amenities**  
 Projectors Sound System

**Catering**  
 Catering Option Room Setup Theatre Style

**Event Type**  
 Meeting Capacity 28 People

**No. of Parking**  
 10

**Attachments**  
 NOC (4).pdf

**Guest List**  
 test@henay.com

**Rejection for cancellation**  
 Reason for cancel

Back

- The booking cancellation request is goes to the VBS super admin for refund the amount as per the policy.
- Once the cancellation is approved and refund process is initiated by the VBS Super Admin, the customer will receive an email
- Status updates to **Booking Cancelled**.

The screenshot displays the user interface for the Venue Booking Service. At the top, there is a header with the Dubai Chamber logo and navigation links: Service, About, Resources, News And Event, Open Date, and Contact. Below the header, the 'Venue Booking Service' logo is visible. A sidebar on the left contains 'Home' and 'New Booking' options. The main content area shows a 'New Booking' button and a user profile for 'Venue User' with details: Emirates ID: 784-2025-1234567-1, UAE Resident: Yes, Nationality: India, Phone: 1234567890, and Email: user.venues@mailinator.com. Below the profile, there are tabs for 'All', 'Upcoming', and 'Completed'. The 'Upcoming List' section contains a table with the following data:

Type of Room	Application Number	Name of Room	Date and Time	Status	Action
Conference Room	1036042	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Rejected	<a href="#">View</a>
Conference Room	1036246	Conference Room	30/11/2024 08:00 AM to 07:00 PM	Booking Cancelled	<a href="#">View</a>