



قطاع النقل البحري
MARITIME TRANSPORT SECTOR
(MTS)



Maritime Single Window for Egyptian Ports

User Guide for Shipping Agency

Issue No. 2

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Introduction

As part of the Egyptian Ministry of Transport's efforts to continuously develop and contribute effectively to improving the performance of Egyptian ports,

And nod To the recommendations of the committee formed by Ministry of Transport Resolution No. 224 of 2023, concerned with laying the foundations for implementing the single maritime window for Egyptian ports, in order to comply with the requirements of the International Convention for the Facilitation of Maritime Traffic (FAL), which stipulates: Requiring ports around the world to establish single maritime windows by January 1, 2024.

Accordingly The single maritime window system for Egyptian ports has been established in the maritime transport sector - phase

The first is the FAL data, in which the single windows of the automated Egyptian ports are linked to a single electronic window that enables... Port customers to complete procedures related to the authorities Ports electronically on a single electronic platform, and it is a step Preliminary to link Egyptian ports later to the planned single window for Egyptian trade.

The shipping agency provides many services such as:

1- Register the complete access declaration data. Data required for issuing the seven FAL forms from the International Maritime Organization

International(IMO)

2- Recording the departure declaration data comprehensively Data required for issuing the seven FAL forms from the International Maritime Organization

International(IMO)



3- Receiving and reviewing the status of declarations of view, acceptance, rejection and comments received from the Port Authority.

As well as the port community (Customs - Maritime Safety - Quarantine - Passports - Civil Defense)

4 - Interactive dashboard for the user to follow up on the status of declarations.

5- Receiving various notifications on the system

6 - Ability to download an introductory video for the system.

7 - Ability to download the user manual

This guide aims to explain the basic steps and main functions of the system and you will find an explanation of the interface.

The icons used and the various settings, as well as instructions on how to perform the required tasks.

To operate the system and take advantage of the available functions.

Instructions for users of the window from shipping agencies

1- Window icons table

Clicking on "Add" opens a screen to add a new statement.	
"Save" When pressed, the data recorded on the screen is saved.	
"Cancel" when pressed, the data recorded on the screen will be erased without closing it	
"Close-Return" When pressed, the screen will close or return to the interactive panel without saving any data that was not previously saved.	
"Edit" When you click on it, the previously recorded statement screen will open for editing its data.	
"Search" When clicked, the data will be displayed according to the selected search criteria.	
"Select" When you click on it, the specific statement is selected and appears in the search screens (such as searching for ships or ports on the general declaration screen)	
"Close" When you click on it, the search screen is closed without selecting any statement and it appears in the search screens (such as searching for ships or ports on the general declaration screen)	
"View Document" When clicked, the report of the selected document from the power of attorney appears.	

When you click on "Cancel", the arrival or departure declaration registered by the shipping agency is cancelled. The agency can cancel the declaration at any time until the port stops the cancellation.	
"Home" When you click on it, the system returns to the interactive panel.	
Clicking on "Arabic" will change the system language to Arabic.	
Clicking on "English" will change the system language to English.	
When you click on "Send", the valid documents will be sent to the automated port system.	
"View" When you click on it, the attachments included in the declaration will be displayed.	
"Delete" When pressed, the selected statement is deleted.	
"Columns" when pressed can Control the appearance and hiding of columns. A list of the columns on the screen appears. You can select only the columns that you want to appear.	
When you click on "Excel", the results shown on the screen are extracted into an Excel file.	
"download "This icon appears with the display of different reports, and from it the user can download the report in PDF format.PDF	
"Signature" when clicked, the attachments or documents will be signed	

2- An illustrative table of the acknowledgment cases

The status of the declaration after registering the shipping agency for the data with saving and not sending the declaration	Not submitted
Acknowledgment status after sending to the automated port system	Under review
After the port accepts the general declaration	Preliminary acceptance
After the port accepts the arrival declaration and the authorities have the authority to accept and reject all the valid documents.	acceptable
After the port refused to acknowledge arrival and the authorities with the authority to accept and reject all the valid documents refused	unacceptable
After canceling the navigational agency for approval	Cancelled

3- Illustrative table of the status of the Fal documents

Document status if the entity accepts it	acceptance
Document status if the entity rejects it	to reject
Document status if the entity has access only	Information

System login screen

He does Navigation agency by entering the system link through the website egy-msw.mts.gov.eg For the maritime transport sectors.

After clicking on the link The following screen appears.



- The agent registers the username and password and then clicks on Login.
- If the proxy does not have a user, he can request to register a new user or contact technical support to create a new user for the proxy.

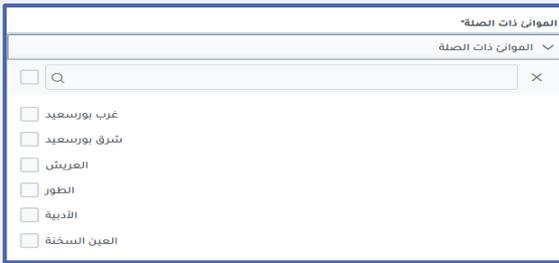
New user registration request

If the agency wishes to request the registration of a new user He does By clicking on **New user registration request** The following screen appears.



It records the following data:

1. user name (Mandatory entry) It should be in English without spaces between letters.
2. the name (Mandatory entry)
3. password (Mandatory entry) The length must not be less than 8 and must include at least:
 - uppercase letter (capital letter)
 - special code (special character)
 - number from (0:9)
4. Confirm password and password must match (Mandatory entry)
5. e-mail
6. Mobile phone number It must start with 01 (Mandatory entry)
7. Select the ports for the shipping agency from the drop-down list. (Related ports)



and The agent can choose more than one port. (Mandatory entry) The selection is made by selecting the box to the left of the port name.

8. Shipping agency tax number (Mandatory entry)

The tax certificate must be attached.

9. National ID ((Mandatory entry) The national ID card must be attached, and the same number cannot be repeated for more than one user.

He does Shipping agency Attaching documents that prove the validity of his data (Tax Certificate- National ID card by clicking on icon Located to the left of the tax  number or national number, and select the file **PDF** From the files on his computer the attached file size must not exceed **(100 KB)**

- in case Desire to delegate Clear all entered data and do not close the screen Pressing on  icon **cancellation** It is being erased all Screen-recorded data can be re-entered again.
 - If the agent wants to  close the screen, click on the icon **closing the** screen will be closed, the data will not be saved, and you will return to the login screen.
 - in case the agency has completed the data, registration and confirmed that correct  Data is being pressed icon **save** is done Save data with the message (Save Successfully) appearing.
- After saving it is done Send the request to the official System Administration For review
 - After reviewing the application and if the data is correct, the official accepts the application and it is sent. Text message for agency the navigator will notify you on the number registered in the application that the application has been accepted (your application has been accepted in the name of "Username on request")



- If there is an error in the data, the official will reject the request and it will be sent Text message for agency the navigator on the number registered in the application states that the application has been rejected (your application has been rejected in the name of "Username on request")
The agency requests the registration of a new user.

- Note:

1. The order number is a number generated by the system and consists of a number/year and is a serial number for orders.
2. The request date is the date the request was created and is also created by the system.

Log in to the system

Log in with your username and password.

After creating your user Power of attorney Login On the link egy-msw.mts.gov.eg Show Next screen

- The agent registers the username and password and then clicks on Login.

- If the user does not remember the password, he clicks on “Forgot your password?”

The following screen appears:

- The user enters the registered username.
- The user enters the mobile phone number registered in the user data
- After clicking on the icon **save** A text message will  be sent to the mobile phone number with a code where It will be used as an alternative to the password.

- After logging in, you will automatically be taken to the password change screen, through which you can enter a new password.



Enter the verification code shown in the image and click on the icon ✓ The user

- If the code shown on the screen is not verified, the user clicks on the icon.

reverification **code**  to show a new icon



- If one of the login fields (username - password) is entered incorrectly for a number of five Sometimes the user is locked out and cannot log in unless he contacts the system administrator.

Login with token

- If the agent wants to log in using the token, he clicks on the mark marked in the red square, and the token login icon will appear.

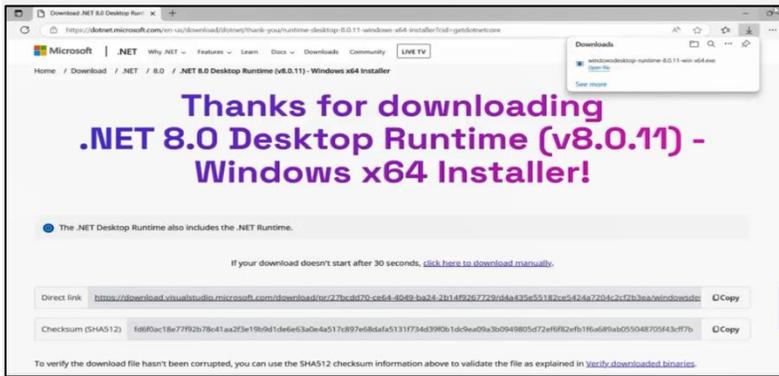


- The agent must ensure that the token is installed on his computer.



- The agent logs in to the single maritime window for Egyptian port using his username and password.

- Downloads the tool as well as the introductory video through the window.



- After downloading the tool, the agent will open it. This program will be downloaded if it is not already present on the device.
- The agent installs it on his device.

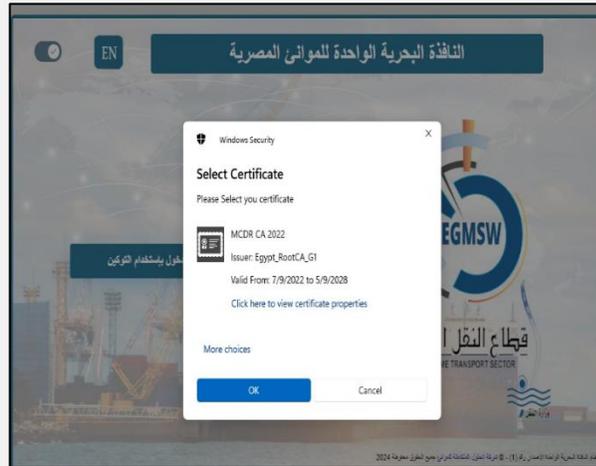
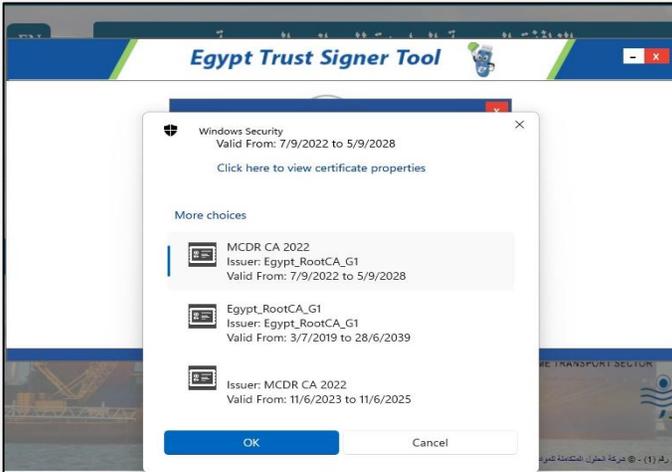


- After installation, the proxy opens the electronic signature verification tool. Please make sure it is the latest version.



- Token login is activated from the icon marked in red.

- If the certificate selection screen appears, Press on OK If the certificate shown is correct, and if it is not correct, press More choices the following screen appears.
- The proxy chooses its own certificate. Then press OK.



- After clicking on OK The password screen appears.

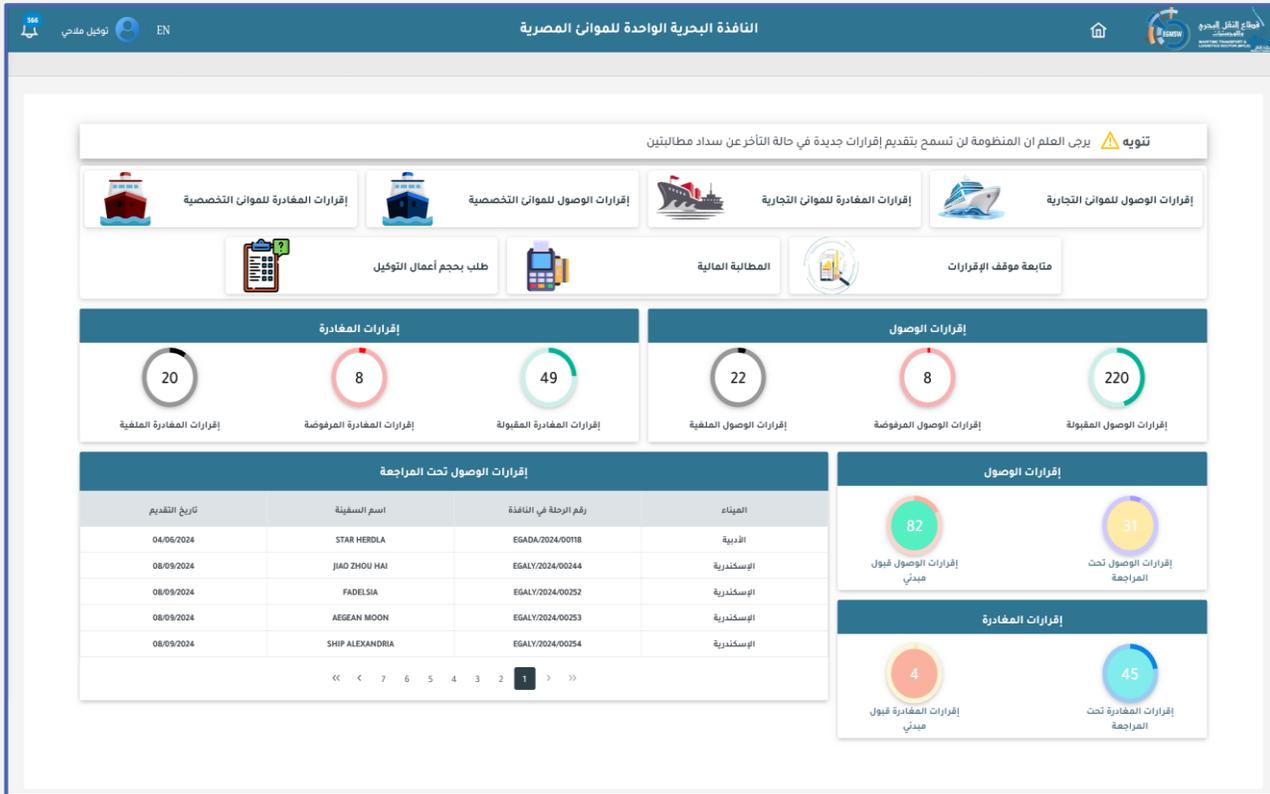


- " Do not ask for your password again" is selected so that it is not asked for when signing attachments and then clicking on Yes Then OK
- If the selected certificate is valid, you will be logged into the system.



- If the token used contains the user's national ID number, the system will log in to that user specifically.
- If the token has only a tax number, the system will log in to the first user registered on the window with this tax number.

After logging in to the window The interactive dashboard of the shipping agency appears.



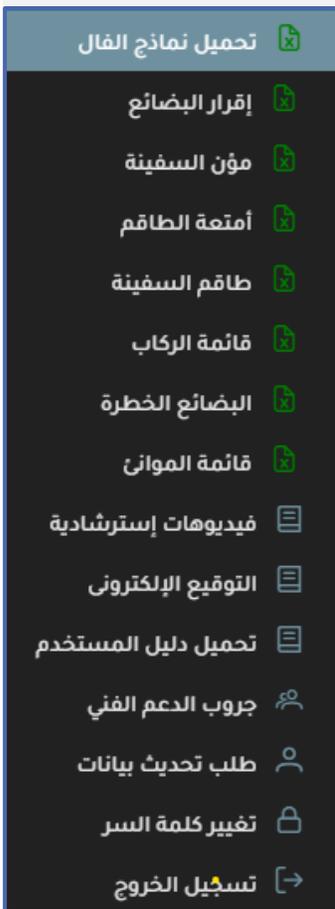
❖ You can delegate through the interactive panel.

- Submitting arrival and departure declarations to commercial ports
- Submitting arrival and departure declarations to specialized ports
- Follow up on the status of the decisions
- View and pay financial claims
- Request for the size of the agency's work And payment of application fees

❖ The agency can follow some of its own statistics, such as:

- 1- Number of accepted, rejected and cancelled arrival/departure declarations
- 2- Number of arrival/departure declarations with under review status and preliminary acceptance status

- ❖ The shipping agency can view the details of the arrival/departure declarations in the status of under review and preliminary acceptance by clicking on the circle whose details are required to appear. The details will appear on the left side (port - voyage number in the window - ship name - submission date)
- ❖ The agent can view the voyages of ships that have not departed by clicking on the circle whose details are required to appear. The details will appear on the left side (port - voyage number in the window - ship name - submission date)



- ❖ The agent can also benefit from other services available on the interactive panel at the top left side of the screen. The user's full name appears. When you click on it, the following shortcut menu appears: Through it, the shipping agency can
 - ✓ Download the FAL forms (Excel forms in which the agency records the FAL document data to upload it to the system)
 - ✓ Download instructional videos on how to use the window.
 - ✓ Download the introductory file, video, and electronic signature tool
 - ✓ Download the user guide
 - ✓ Technical support group link On WhatsApp
 - ✓ Submit an application to update Data to make changes to the private account data
 - ✓ Change password

- ❖ The system allows you to change the language from Arabic to English and vice versa from the language icons.

- changing Language to English

EN

- Change language to Arabic



❖ The system issues various alert notifications to the shipping agency, and the agency can view them through the bell icon located at the top left of the screen.



Alerts appear as on screen.

- When you click on the mark  The notification disappears from the notification list.
- Notifications appear in a format similar to the

one on the screen (port acceptance or rejection notification).

- When you click on the "Read All" mark, all  notifications disappear.

✓ Port acceptance or rejection notification

harbor (Port where the declaration is submitted): It was completed (Accept/Reject) On admission (Arrival/Departure) for a ship (ship name) From the Port Authority

✓ Notification of acceptance or rejection from the authority

harbor (Port where the declaration is submitted): It was completed (View/Accept/Reject) On document (Name of the omen document) for a ship (ship name) from (Name of the entity)

Update request Data user

If the user wishes to update His data Selects a user data update request.

The following screen appears.



The user can modify the following data:

1. the name
2. e-mail
3. Mobile phone number
4. Related ports can add new ports or delete ports (the agency will not be able to delete ports for which it has submitted declarations)
5. National ID



● in case Desire to delegate in clearing the entered data and not closing the screen He does for Press on icon **cancellation** the data recorded on the screen will be erased. Data can be re-entered again.

● If the agent wants to  close the screen, he clicks on the icon **return** the screen will be closed, the data will not be saved, and the screen will return to the previous screen.

● in case Make sure Data  validity Press on icon **save** to It is done Save data

➤ The request is sent to the official System Administration For review



- He does responsible System Administration for Review the application and if the data is correct, the official will accept the application. The data is changed to the modified data.

Change password

If the user wants to change the password He does by choice Change password

The following screen appears.

- The user name appears on the screen.
- The user registers the old password.
- Registers the new password The length must not be less than 8 and must include at least:
 - uppercase letter(capital letter)
 - special code (special character)
 - number from (0:9)
- Confirms the new password
- Pressing on icon **save** to It is done Save new password 
- The icon is pressed **closing** to close the screen and return  to the interactive panel of the navigation agency



إقرارات الوصول للموانئ التجارية

registration Declarations Access For commercial ports

The shipping agent clicks on the arrival declarations icon on the interactive panel to display the following screen:

إقرارات الوصول									
حالة إقرار الوصول		العنوان		التوكيل المعطى					
الكل		الكل		ماجيت شيبينج اجنيسى					
التعليق	تاريخ القبول	تاريخ ارسال	تاريخ الوصول المتوقع	حالة إقرار الوصول	دليل التتبع	IIMO	اسم السفينة	رقم الرحلة في التتبع	الهيئة
		14/35 24/12/2024	25/12/2024	قبول ميدنى	UJKQ	7636755	DRUZHA MARODOV	EGPSD/2024/00491	غرب بورسعيد
		11:54 24/12/2024	26/12/2024	قبول ميدنى	FFD55	8523476	VARTANA	EGPSD/2024/00490	غرب بورسعيد
			24/12/2024	لم يقدم	9V6035	9526789	REINHOLD SCHULTE	EGPSD/2024/00483	غرب بورسعيد
		17:34 19/12/2024	25/12/2024	قبول ميدنى	LAE6	8716215	BW MUNIN (BERGE MUNI)	EGPSD/2024/00482	غرب بورسعيد
		09:32 18/12/2024	22/12/2024	قبول ميدنى	AKD5505	5763322	ICE ATTACK	EGPSD/2024/00481	غرب بورسعيد

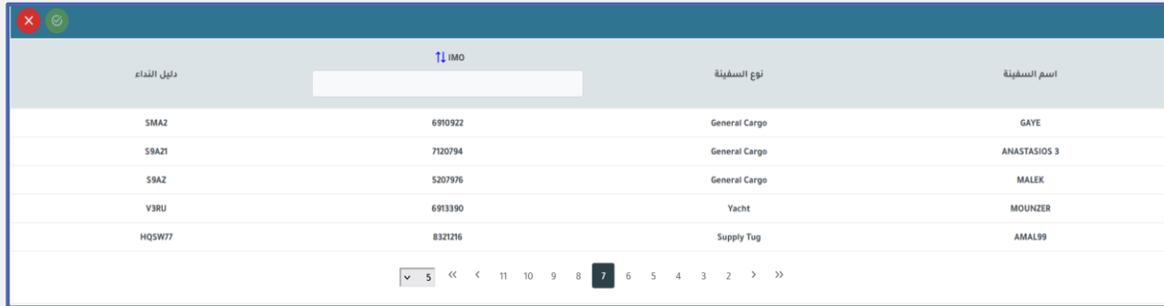
Through this screen, the agent can:

- 1- Add new access declarations  by clicking on the icon **addition**
 - 2- Search  for  previously recorded declarations by clicking on the icon **research**
 - 3- Close the screen and return to the interactive panel by clicking on the icon. **Back**
- To register a new arrival declaration, click on the Add icon and the following screen will appear.
- The name of the shipping agency and the date of submission (today's date) will be displayed automatically.

General declaration data registration(FAL1)

First, ship data

- By clicking on icon **ships** the following ship search screen appears:



دليل التتبع	IMO	نوع السفينة	اسم السفينة
SMA2	6910922	General Cargo	GAYE
SBA21	7120794	General Cargo	ANASTASIOS 3
SBAZ	5207976	General Cargo	MALEK
V3RU	6913390	Yacht	MOUNZER
HQSW77	8321216	Supply Tug	AMAL99

- The agency searches for the ship through the search box located at the top of the column. **number IMO** And the way of writing is being searched **number IMO** For the ship, the required ship is displayed, so he selects it and then clicks on the icon You will then  return to the arrival confirmation screen with the selected vessel data displayed.

 • If you click on the icon **ships** If you do not want to choose a ship, press the icon. closing **You** will return to the arrival confirmation screen and the ship will not be selected.

- ✓ If the vessel is not in the window, the shipping agent can manually enter all the data in the vessel data. Upon saving, the new vessel will be sent to the automated port system.
- ✓ In the event that you select an already registered ship and wish to modify its data, press the button **Modify ship data** Where the proxy can  only modify the data available to him

- After selecting the ship or registering its data, the agency registers the arrival data.

بيانات الوصول

الخط الملاحي رقم الرحلة في الميناء رقم الرحلة في التالفة

EGPSD 2024 00457

تاريخ العبارة المتوقع* تاريخ الوصول المتوقع*

عدد الركاب عدد الطاقم* اسم ريان السفينة*

الميناء القادم الميناء السابقي*

شركات الشحن والتفريغ اسباب الرحلة نوع الرسو*
شركات الشحن والتفريغ اسباب الرحلة Port Side

نوع الوحدة
قدم متن

غاطس الوصول* غاطس التفريغ

بضائع خطرة / لتراتيت بضائع خطرة / لتراتيت

غاطس قبل الشحن غاطس بعد الشحن

تعدد بعدد وجرم بضائع خطرة إقرار الصحن البحري

ملاحظات متطلبات السفينة للمخلفات

1. Flight number in window and Shows automatically (It consists from left to right of the port code, the current year, and the sequence of movements in the system)
2. The flight number at the port is displayed automatically through integration with automated port systems.
3. The navigation line appears automatically and is the line specified by the navigation agency.

< ديسمبر 2023 >

السبت	الأحد	الاثنين	الثلاثاء	الأربعاء	الخميس	الجمعة
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

الوقت 11:58

ساعة

دقيقة

4. Record your expected arrival date and expected departure date. From the screen to correct Select the year, month, day and time.
5. Record the name of the ship's captain, the number of crew members, and the number of passengers.
6. Select the previous port from the port search screen appears.



شركات الشحن و التفريغ

شركات الشحن و التفريغ

-
- بركات للملاحة
- الفتح للشحن والتفريغ والأعمال البحرية
- سي سيرفيس للشحن والتفريغ والوكالة للملاحة
- إريك للخدمات البحرية والشحن والتفريغ
- البحرية للخدمات اللوجيستية والبتروولية

10. Select the shipping and unloading companies from the drop-down list **Shipping and unloading companies'** companies are shown based on the selected port.

- Select unit type (meter/foot)
- Diver access registration
- Registration discharge submersible
- Registration Submerged before shipping
- Registration Submersible after charging

- If there are dangerous goods in the unloading process, the agency selects a check box **Dangerous goods/transit**
- If there are dangerous goods in the shipping process, the agency selects a check box **Dangerous Goods Shipping/Transit**
- If there are no dangerous goods, the agency selects a checkbox **pledge of no dangerous goods**
- In case of Ship requirements is recorded in its own box.
- If the user wants to record notes about the trip, he can record them **in the notes box** on screen

➤ When choosing Power of attorney Reason for visit (loading-unloading)-Transit Shipping-Transit Unloading-Loading and unloading) The following data must be added:

- Shipping and unloading companies
- Loading and discharging draft is mandatory.
- Goods data to register it

➤ The proxy presses on icon **Addition** The following screen appears.

إضافة بضائع الإقرار العام

نوع البضاعة

الكمية

الوحدة

العدد

الحجم

نسخة أو تفريغ

تفريغ

ترانزيت

تفريغ

- He does Power of attorney by clicking on the icon **type Goods** To select the product from the search screen that will appear

اسم البضاعة بالإنجليزية	الاسم	HS Code
Malt extract; flour/groats/meal/starch/malt extract products, no cocoa (or less than 40% by weight) and food preparations of goods of headings 04.01 to 04.04, no cocoa (or less than 5% by weight), weights calculated on a totally defatted basis, .n.e.c	1.كعصات الشعير(الناشط [مالت] ؛محضرات غذائية من الدقيق أوالجريش أوالسويد أوالنشاءأوالمحضرات المالت، التي لا تحتوي على كاكاو أو تحتوي عليه بنسبة تقل عن 40% وزنا محسوبة على أساس مادة.. الخ	1901
Pasta; whether or not cooked or stuffed with meat or other substance, or otherwise prepared, egg spaghetti, macaroni, noodles, lasagne, gnocchi, ravioli, cannelloni; couscous, whether or not prepared	عجائن غذائية، وإن كانت مطبوخة أو محشوة (باللحم أو بآى مادة أخرى) أو محضرة بطريقة أخرى مثل الأسباجتي أو المكرونة أو الشعيرية أو اللانزانيا أو النوفي أو الرافيولي أو الكانيلوني ؛ الكسكسي، الخ	1902
Taploca and substitutes therefor prepared from starch; in the form of flakes, grains, pearls, siftings or similar forms	تابيوكا وأبدالها محضرة من النشاء ، بشكل رقائق أو حبيبات أو حبوب مدورة أو نخالات أو بأشكال مماثلة .	1903
Prepared foods obtained by swelling or roasting cereals or cereal products (e.g.,		

- It is done registration Quantity, unit determination, and goods type determination (loading/unloading)
- If it is transit, the transit box is selected.
- When Save and return to the access confirmation screen with the data displayed Registered goods It appears as a line Goods data section
- The user can add more than one type of goods by clicking on the icon **addition** Each addition appears as a line.
- The user can delete a line from the registered goods lines by clicking on the icon **trash can** located at the far left of the line

- ❖ If you choose the shipping agency for the port of Alexandria, the data for the port of Alexandria will appear and the agency will enter the data on the screen.

The agency can choose up to 5 container companies.

بيانات ميناء الاسكندرية

الزمامي رصيف

الزمامي ميناء

الرصيف المفضل الثاني

الرصيف المفضل الاول

تفريغ يد بحر

سحب مباشر

شركات الحاويات

شركات الحاويات

رصيف تابع الي

الإسكندرية

شركات التخزين

شركات التخزين

تاريخ الإقرار الصحي البحري*

18/03/2025

- ❖ If the shipping agency for Damietta Port is selected, the data for Damietta Port will appear and the agency will enter the data on the screen.

بيانات ميناء دمياط

قاعدة من قناة السويس

نوع الخدمة*

اولويات الترافي*

شركات الحاويات

- ❖ If the shipping agency is selected for Abu Qir Port, the data for Abu Qir Port will appear and the agency will enter the data on the screen.

بيانات ميناء أبو قير

الرصيف المفضل الثاني

الرصيف المفضل الاول

تفريغ يد بحر

سحب مباشر

شركات الحاويات

شركات الحاويات

شركات التخزين

شركات التخزين

Note: If there is mandatory data that has not been registered, a message will appear from the system When saving with the data required to be entered



- in case desire to delegate in re-entering data Acknowledgement of arrival Pressing on icon **cancellation** It is done to survey all Screen-recorded data The screen does not close The user re-registers the data.
- in case desire Power of  attorney in Close the screen Pressing on icon **closing** the screen is closed, the data is not saved, and you return to the previous screen.
- in  case The agency has completed the data registration and confirmed that correct Pressing on icon **save Fit** is done Save data
 - After sending the declaration, the agent can resend Val 1 again by clicking on the button **rebroadcast** But this button is not available with the Red Sea ports and the Adabiya port.
- After saving the  general declaration, it can be viewed by clicking on icon **View document**

Registering the goods declaration(FAL2)

- He does Shipping agency Moving on to goods the following screen appears:



1	2	3	4	5	6	7	8	9	10
HS CODE *	6.Marks and Numbers *	7.Number and Kind of packages:description of goods or . if available,the HS Code *	8.Gross Weight *	9.Measurement *					

- Goods data are displayed from the reception of the registered manifest in the automated port system The agent cannot list the goods on the screen or via an Excel file.

Recording the statement of provisions(FAL3)

➤ He does Shipping agency Moving on to Ship's Provisions The following screen appears.



8.Name of Article *	9.Quantity *	9.Unit *	10.Location on board	11.Official use
1		▼		
2		▼		
3		▼		
4		▼		
5		▼		
6		▼		
7		▼		
8		▼		
9		▼		
10		▼		
11		▼		
12		▼		

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➤ He does Shipping agency by recording the data shown on the screen

- Name of Article(Name of supplies)
- Quantity(Quantity)
- Unit (Unity)From the drop-down menu Marked in red
- Location on board(Its location on the ship)
- Official use(Official use)

➤ He does Power of attorney by recording all Statement on A line of lines appearing on the screen

➤ in case Make sure Data,  validity is pressed icon **save** to It is done Save ship's provisions data

- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



➤ If you wish to Close the screen Pressing on icon **closing**
With the message appearing (**Do you want to close the screen? Yes No**)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved Which was not saved from the save icon

➤ If you want



to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (**Are you sure you want to delete the saved data? Yes No**)

- in Selection status **on** The screen is closed Alert Without erasing the screen data

- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

➤ After



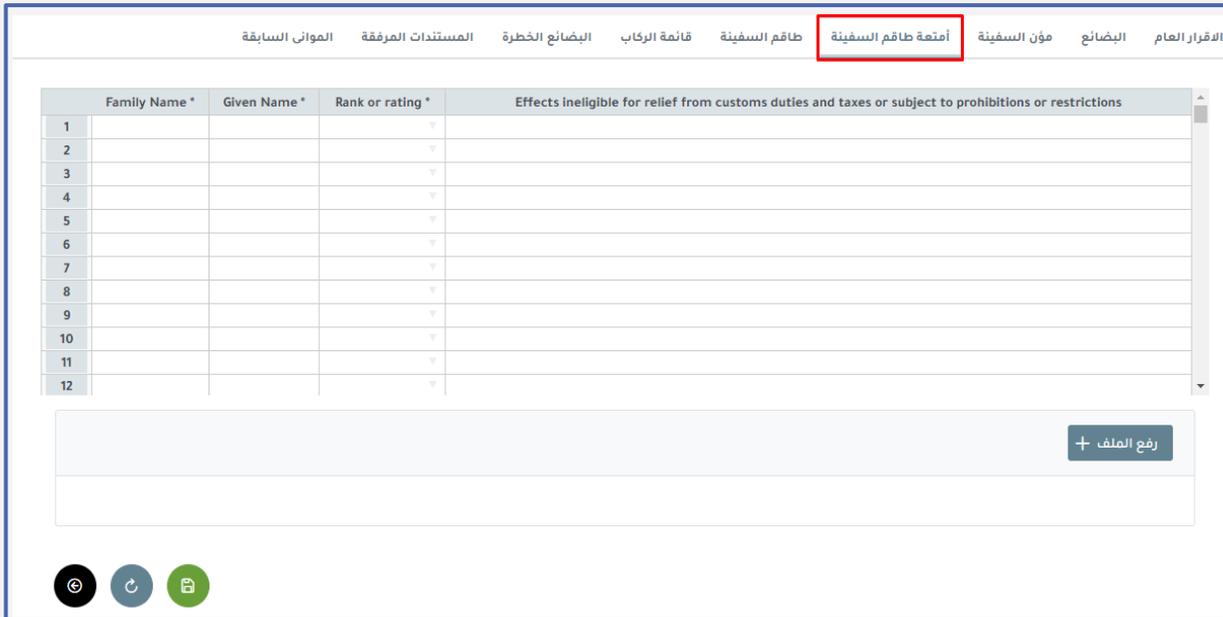
saving Ship's Provisions Data can be viewed By clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen

Crew Baggage Declaration Registration (FAL4)

➤ people Shipping agency Moving on to the ship's crew baggage The following screen appears.



	Family Name *	Given Name *	Rank or rating *	Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

➤ He does Shipping agency By recording the data shown on the screen

- Family Name(last name)
- Given Name (first name)
- Rank or rating (Rank or position)It is selected from a drop-down list.
- Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions(Non-exempt baggage)

➤ He does Power of attorney by recording all Statement on a line of lines appearing on the screen

➤ in case Make sure Data,  validity is pressed icon **save** to It is done Saving crew baggage data

- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



➤ If you wish to Close the screen Pressing on icon **closing**
With the message appearing (**Do you want to close the screen? Yes No**)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved Which was not saved from the save icon

➤ If you want



to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (**Are you sure you want to delete the saved data? Yes No**)

- in Selection status **on** the screen is closed Alert Without erasing the screen data

- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.



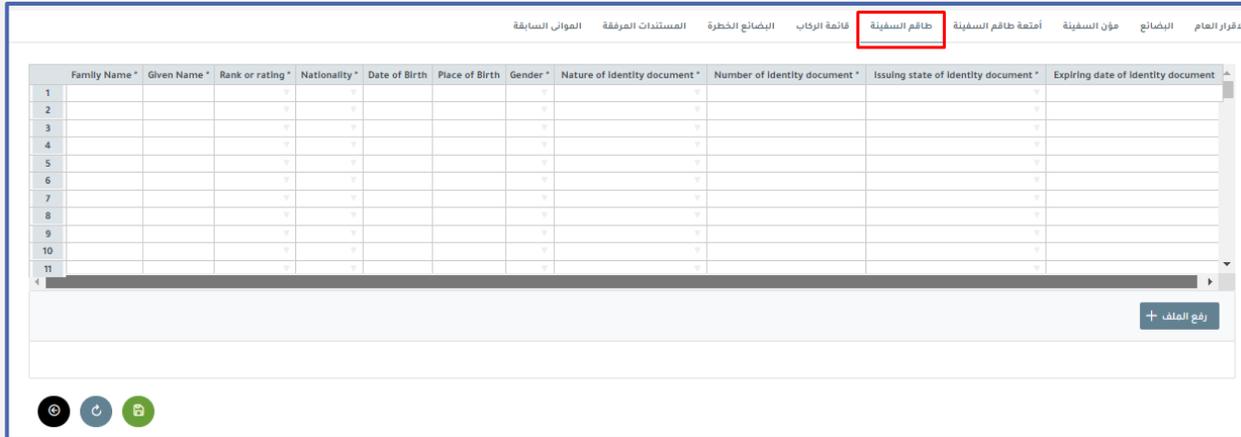
➤ After saving Crew Baggage Information can be viewed By clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen

Crew registration ship (FAL5)

➤ people Shipping agency Moving on to Ship Crew The following screen appears



The screenshot shows a web application interface for crew registration. At the top, there is a navigation menu with several items in Arabic: 'القرارات العام', 'البضائع', 'مؤن السفينة', 'أمنية طاقم السفينة', 'طاقم السفينة' (highlighted with a red box), 'قائمة الركاب', 'البضائع الخطرة', 'المستندات المرققة', and 'الموانئ السابقة'. Below the menu is a table with 11 rows and 11 columns. The columns are: 'Family Name *', 'Given Name *', 'Rank or rating *', 'Nationality *', 'Date of Birth', 'Place of Birth', 'Gender *', 'Nature of Identity document *', 'Number of Identity document *', 'Issuing state of Identity document *', and 'Expiring date of Identity document *'. The table is currently empty. At the bottom right of the table area, there is a button labeled '+ رفع الملف'. Below the table, there are three circular icons: a black one with a white symbol, a blue one with a white symbol, and a green one with a white symbol.

➤ He does Shipping agency by recording the data shown on the screen

- Family Name(the name(Last))
- Given Name (the name the first)
- Rank or rating(rank or position)
- Nationality(Nationality)
- Date of Birth (date Birth)
- Place of Birth (place Birth)
- Gender(Type Male/Female)
- Nature of identity document (type identity document)
- Number of identity document (The number the series is about identity.)
- Issuing state of identity document (The state Issuer of the identity)
- Expiring date of identity document (date Identity expiration)

➤ He does Power of attorney by recording all Statement on A line of lines appearing on the screen

➤ in case Make sure Data  validity is pressed icon **save** to It is done Save crew data

- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



- If you wish to Close the screen Pressing on icon **closing** With the message appearing (**Do you want to close the screen? Yes No**)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved Which was not saved from the save icon

- If you want  to clear the data recorded on the screen, click on the icon **cancellation**



- With the message appearing (**Are you sure you want to delete the saved data? Yes No**)

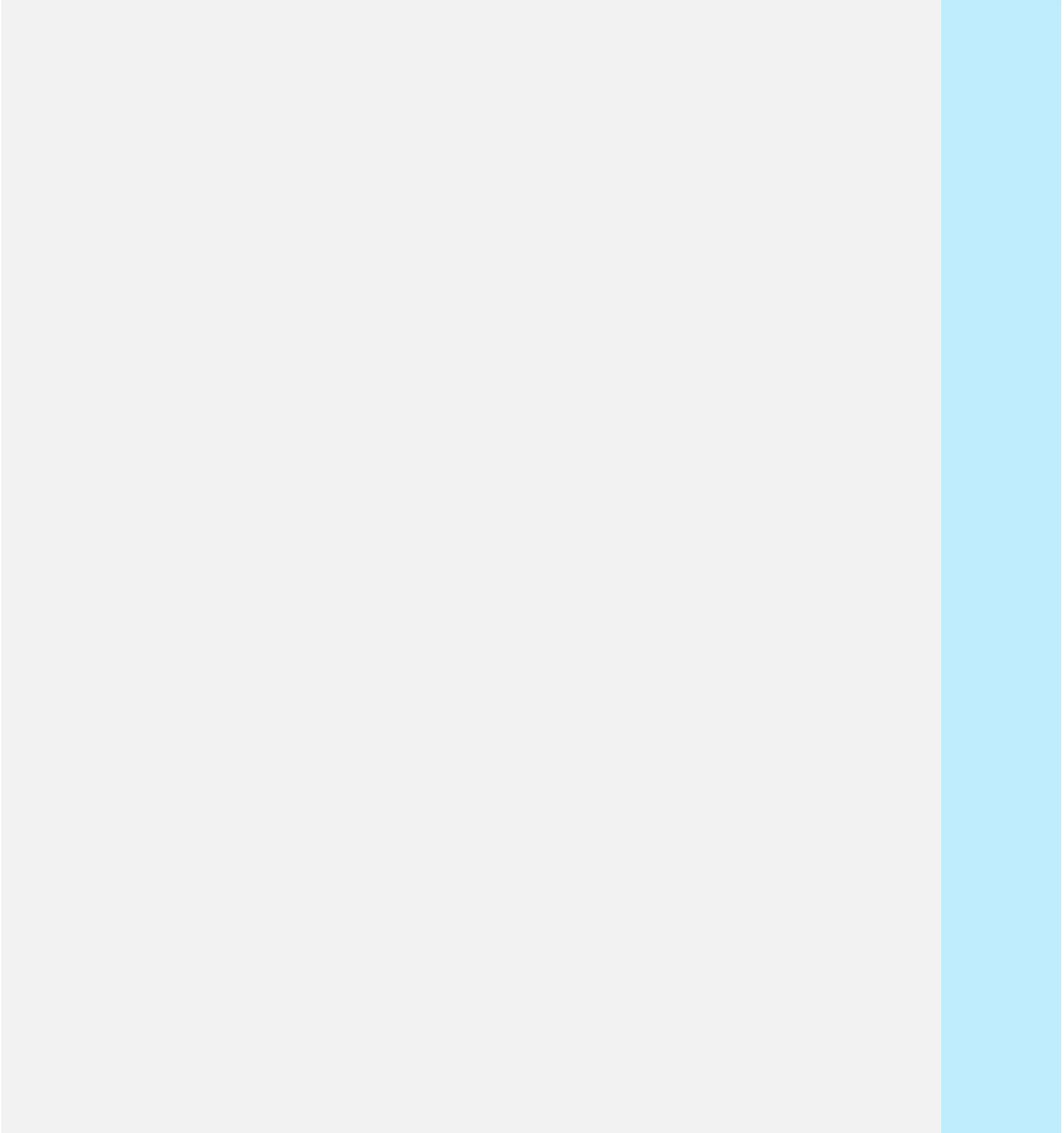
- In Selection status **on** the screen is closed Alert Without erasing the screen data

- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

- After  saving Ship's crew data can be viewed by clicking on icon **View document**

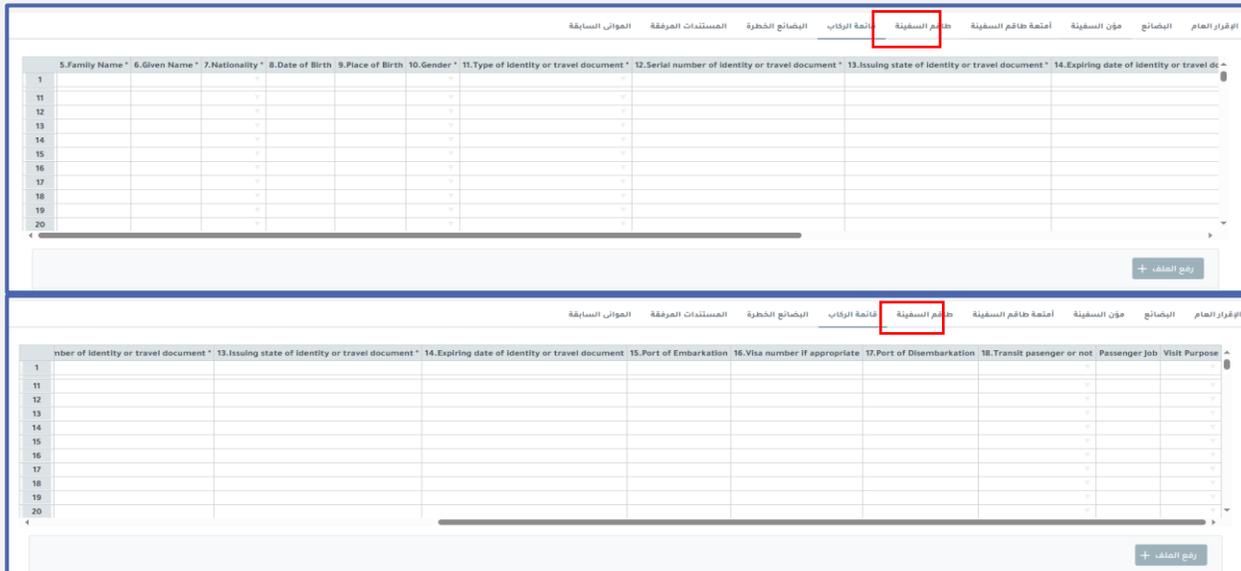
Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen



Passenger list registration(FAL6)

➤ people Shipping agency By moving to the tab Passenger list The following screen appears:



➤ He does Shipping agency by recording the data shown on the screen

- Family Name(Last name)
- Given Name(first name)
- Nationality(Nationality)
- Date of Birth (date Birth)
- Place of Birth (place Birth)
- Gender(Gender Male/Female)
- Type of identity or travel document (type identity document)
- Serial number of identity or travel document (the number the series is about identity.)
- Issuing state of identity or travel document (The state Issuer of the identity)
- Expiring date of identity or travel document (date Identity expiration)
- Port of Embarkation (harbor Ascent)
- Visa number if appropriate (number Visa)

- Port of Disembarkation (harbor Going down)
- Transit passenger or not (to set Transit or not)
- Passenger Job (passenger job)
- Passenger Visit Reason (Reasons for the passenger's visit)

➤ He does Power of attorney by recording all Statement on A line of lines appearing on the screen

➤ in case Make sure Data,  validity is pressed icon **save** to It is done Save passenger list data

- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



➤ If you wish to Close the screen Pressing on icon **closing**

With the message appearing (Do you want to close the screen? Yes No)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved Which was not saved from the save icon

➤ If you want  to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (Are you sure you want to delete the saved data? Yes No)

- in Selection status **on** the screen is closed Alert Without erasing the screen data

- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

➤ After  saving Passenger list data can be viewed By clicking on icon **View document**

Note:



- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen

Dangerous Goods Registration (FAL7)

➤ people Shipping agency Moving on to Dangerous Goods The following screen appears:

الاقرار العام البضائع مؤن السفينة أمتعة طاقم السفينة طاقم السفينة قائمة الركاب البضائع الخطرة المستندات المرفقة الموانئ السابقة

3.Load port	4.Discharge port	5.Stowage Position	6.Reference Number	7.Marks Numbers-Freight container Identification No-Vehicle registration No	7.Container number	7.ISO	7.Seal	8.UN_COD
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

رفع الملف +

الاقرار العام البضائع مؤن السفينة أمتعة طاقم السفينة طاقم السفينة قائمة الركاب البضائع الخطرة المستندات المرفقة الموانئ السابقة

8.UN_CODE	9.Porper Shipping Name(Technical Specifications)	10.Class /(Subsidiary Risks)	11.Packing Group *	12.Marine pollutant *	12.Flash point °C	13.Number of packages	13.Kind of packages	14
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

الاقرار العام البضائع مؤن السفينة أمتعة طاقم السفينة طاقم السفينة قائمة الركاب البضائع الخطرة المستندات المرفقة الموانئ السابقة

diary Risks) *	11.Packing Group *	12.Marine pollutant *	12.Flash point °C	13.Number of packages	13.Kind of packages	14.Mass-Volume	14.Unit	15.EMS	16.Final Port of Delivery
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

➤ He does Shipping agency by recording the data shown on the screen

- Load port (harbor shipping)
- Discharge port (harbor unloading)
- Storage Position(Stowage site)

- Reference Number(Reference number)
 - Marks Numbers-Freight container identification No-Vehicle registration No(identification Container/Marks and Numbers)
 - Container number(Container number)
 - ISO(ISO)
 - Seal
 - UN_CODE(Dangerous Goods Code)
 - Proper Shipping Name (Technical Specifications) (name goods)
 - Class (Subsidiary Risks) (classification Danger)
 - Packing Group (Fatigue Category)
 - Marine pollutant (marine pollution)
 - Flash point °C (degree ignition)
 - Number of packages (number parcels)
 - Kind of packages (type Packing)
 - Mass-Volume(Quantity)
 - Unit (loneliness' Measurement)
 - EMS(Emergency procedures)
 - Final Port of Delivery(Port of delivery)
- He does Power of attorney by recording all Statement on A line of lines appearing on the screen
- in case Make sure Data,  validity is pressed icon **save** to It is done Dangerous goods data storage
- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



➤ If you wish to Close the screen Pressing on icon **closing**

With the message appearing (**Do you want to close the screen? Yes No**)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved Which was not saved from the save icon

➤ If you want



to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (**Are you sure you want to delete the saved data? Yes No**)

- in Selection status **on** the screen is closed Alert Without erasing the screen data

- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

➤ After



saving Dangerous Goods Data can be viewed by clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen

Register the attached documents

- If there are mandatory documents to be attached, the power of attorney will move to the

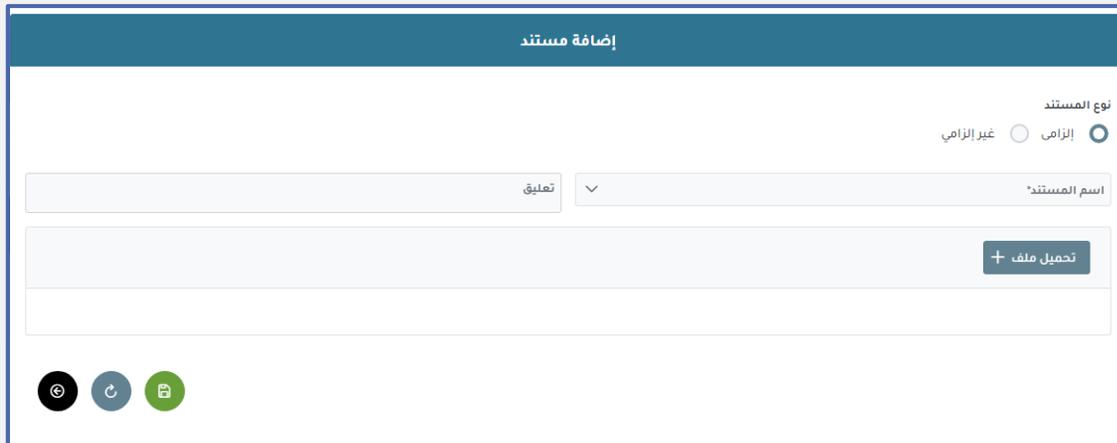


The screenshot shows a web interface with a navigation menu at the top: الإقرار العام, البضائع, مؤن السفينة, أمتعة طاقم السفينة, طاقم السفينة, قائمة الركاب, البضائع الخطرة, المستندات المرفقة, الموانئ السابقة. Below the menu is a search bar with 'التعليق' and 'اسم المستند' labels. There are also checkboxes for 'موقع إلكتروني' and 'إلزامي'. A pagination control shows '5' and '1'.

attached documents and the following screen will appear.



- ❖ The agent clicks on the icon **addition** the  following screen appears.



The screenshot shows the 'إضافة مستند' form. It includes a dropdown for 'نوع المستند' with radio buttons for 'غير إلزامي' and 'إلزامي'. There is a text input for 'اسم المستند*' and a dropdown for 'تعليق'. A 'تحميل ملف +' button is present. At the bottom, there are three circular icons: a camera, a refresh, and a document.

- ❖ The power of attorney selects the document type (mandatory/non-mandatory)
- ❖ The proxy selects the document name from the drop-down list. **Document name**
- ❖ Write the comment, if any, and then click on the icon. **Download file** the files saved on the agent's computer are opened, and the appropriate document is selected, which is in PDF format.
PDF Its size does not exceed **(1MB)**

❖ After selecting the file, the agent clicks on the save icon, and the user returns to the previous screen with the attached document appearing.

• The proxy can view the  attached document by clicking on the icon. **an offer** the attached document is displayed.

• The proxy can  sign documents electronically by clicking on the icon **signature**



• The proxy can delete the attached document from the  icon **Deletion** With the message appearing **Confirm** deletion

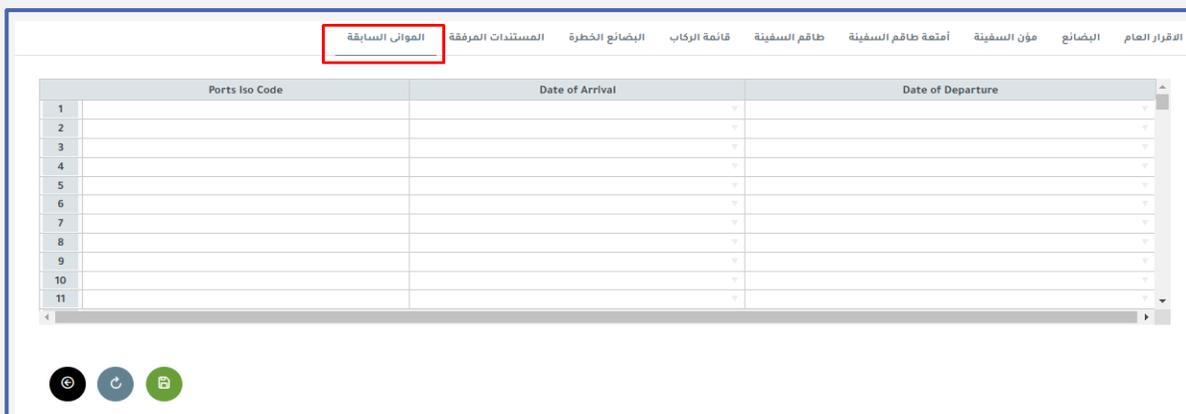
- in Selection status **on** the screen is closed Alert Without wiping Document

- in Selection status **Yes**, the screen is closed Alert And it is done Delete document

❖ After sending the declaration, the agent can add attached documents and resend them again by clicking on the icon **Send**  **documents**

registration Previous ports

➤ people Shipping agency Moving on to The previous port list displays the following screen.



	Ports Iso Code	Date of Arrival	Date of Departure
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

➤ He does Shipping agency by recording the data shown on the screen

1. Ports Iso Code(Port code)
2. Date of Arrival(Access Date)
3. Date of Departure(Departure date)

- He does Power of attorney by recording all Statement on A line of lines appearing on the screen
- in case Make sure Data,  validity is pressed icon **save** to It is done Save previous port data
- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



- If you wish to Close the screen Pressing on icon **closing** With the message appearing **(Do you want to close the screen? Yes No)**

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved Which was not saved from the save icon

- If you want  to clear the data recorded on the screen, click on the icon **cancellation**



- With the message appearing **(Are you sure you want to delete the saved data? Yes No)**

- in Selection status **on** the screen is closed Alert Without erasing the screen data

- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

- After  saving Previous port data can be viewed By clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen



- ❖ Registration of arrival declarations for designated ports

The declaration is registered in the same way as the declaration of commercial ports.



registration Declarations To leave for commercial ports

The shipping agency clicks on the departure declarations icon on the interactive panel to display the following screen:

إقرارات المغادرة									
التوكيل الملاح	الميناء	حالة الإقرار	حالة الإقرار	تاريخ الإقرار المتوقع	دليل النداء	IMO	اسم السفينة	رقم الرحلة في التافة	الميناء
فاجيك شينج اجنيسي	الكل	الكل	الكل	02/01/2025	مرفوض	T53	SHIP SAMAR	EGADA/2024-00416	الادبية
				24/12/2024	تحت المراجعة	9V8319	ULTRA EUROPE	EGPSD/2024-00236	غرب بورسعيد

Through this screen, the agent can:

1. Add new departure declarations by clicking on the icon **addition**
2. Search for previously recorded declarations by clicking on the icon **research**
3. Close the screen and return to the interactive panel by clicking on the icon **Back**

➤ To register a new departure declaration, click on the Add icon and the following screen will appear.

- The name of the shipping agency and the date of submission (today's date) will be displayed

automatically.

- The shipping agency selects the port where the departure declaration is to be registered from the drop-down list. **port**

- The agent selects the vessel for which he wants to register the departure declaration from the

drop-down list **Ship's name** Only ships with acceptable arrival declarations will appear.

- After selecting the ship, the data recorded in the arrival declaration appears, and the agency completes the remaining data.

- The agency may change some data in the departure declaration if it differs from the arrival declaration, such as:

- ✓ Expected departure date
- ✓ Name of the ship's captain
- ✓ Crew number
- ✓ Number of passengers
- ✓ Next port
- ✓ Dangerous Goods Status

- in case Desire to delegate in re-entering data Acknowledgement of arrival Pressing on icon **cancellation** It is done to survey all Screen-recorded data the screen does not close the user re-registers the data.
- in case desire Power  of attorney in Close the screen Pressing on icon **closing** the screen is closed, the data is not saved, and you return to the previous screen.
- in  case the agency has completed the data, registration and confirmed that correct Pressing on icon **save** is done Save data

After saving the  general declaration, it can be viewed by clicking on icon **View document**

Registering the goods declaration(FAL2)

➤ He does Shipping agency Moving on to goods The following screen appears:

الإقرار العام	البضائع	مؤن السفينة	أمتعة طاقم السفينة	طاقم السفينة	قائمة الركاب	البضائع الخطرة	المستندات المرفقة	الموانئ السابقة
HS CODE *	6.Marks and Numbers *	7.Number and Kind of packages:description of goods or , if available,the HS Code *	8.Gross Weight *	9.Measurement *				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

- If the reason for the trip is shipping, the agency will enter the shipping goods data.

Recording the statement of provisions(FAL3)

- He does Shipping agency Moving on to Ship's Provisions The following screen appears.



8.Name of Article *	9.Quantity *	9.Unit *	10.Location on board	11.Official use
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

- Show Data It is registered with the access declaration and can be modified by the agent from the screen or by uploading a new Excel file.
- in case Make sure Data, validity is pressed icon **save** to It is done Save ship's provisions data
- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



- If you wish to Close the screen key is pressed **closing** With the message appearing (Do you want to close the screen? Yes No)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved which are not saved with the save key



- If you want to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (**Are you sure you want to delete the saved data? Yes No**)

- in Selection status **on** The screen is closed Alert Without erasing the screen data
- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

- After  saving Ship's Provisions Data can be viewed By clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen

Crew Baggage Declaration Registration (FAL4)

- People Shipping agency Moving on to the ship's crew baggageThe following screen appears.

الموانئ السابقة المستندات المرفقة البضائع الخطرة قائمة الركاب طاقم السفينة **أمتعة طاقم السفينة** مؤن السفينة البضائع الاقرار العام

Family Name *	Given Name *	Rank or rating *	Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

رفع الملف +

⊞ ⊞ ⊞

➤ Show Data It is registered with the access declaration and can be modified by the agent from the screen or by uploading a new Excel file.

➤ in case Make sure Data, validity is pressed icon **save** to It is done Saving crew baggage data

➤ The shipping agent can  modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



➤ If you wish to Close the screen key is pressed **closing** With the message appearing **(Do you want to close the screen? Yes No)**

➤ If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

➤ If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved which are not saved with the save key

➤ If you  want to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (Are you sure you want to delete the saved data? Yes No)

➤ in Selection status on the screen is closed Alert Without erasing the screen data

➤ If you choose Yes, the screen is closed Alert And it is done Delete screen recordings, even saved data.



➤ After saving Crew Baggage Information can be viewed by clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data. (Copy)From an Excel file and then paste it (Past)On scree

Crew registration ship (FAL5)

➤ people Shipping agency Moving on to Ship Crew The following screen appears



	Family Name *	Given Name *	Rank or rating *	Nationality *	Date of Birth	Place of Birth	Gender *	Nature of Identity document *	Number of Identity document *	Issuing state of Identity document *	Expiring date of Identity document *
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

➤ Show Data is registered with the access declaration and can be modified by the agent from the screen or by uploading a new Excel file.

➤ in case Make sure Data,  validity is pressed icon **save** to It is done Save crew data

- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



➤ If you wish to Close the screen key is pressed **closing**

With the message appearing (**Do you want to close the screen? Yes No**)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved which are not saved with the save key

➤ If you want  to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (**Are you sure you want to delete the saved data? Yes No**)

- in Selection status **on** The screen is closed Alert Without erasing the screen data

- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

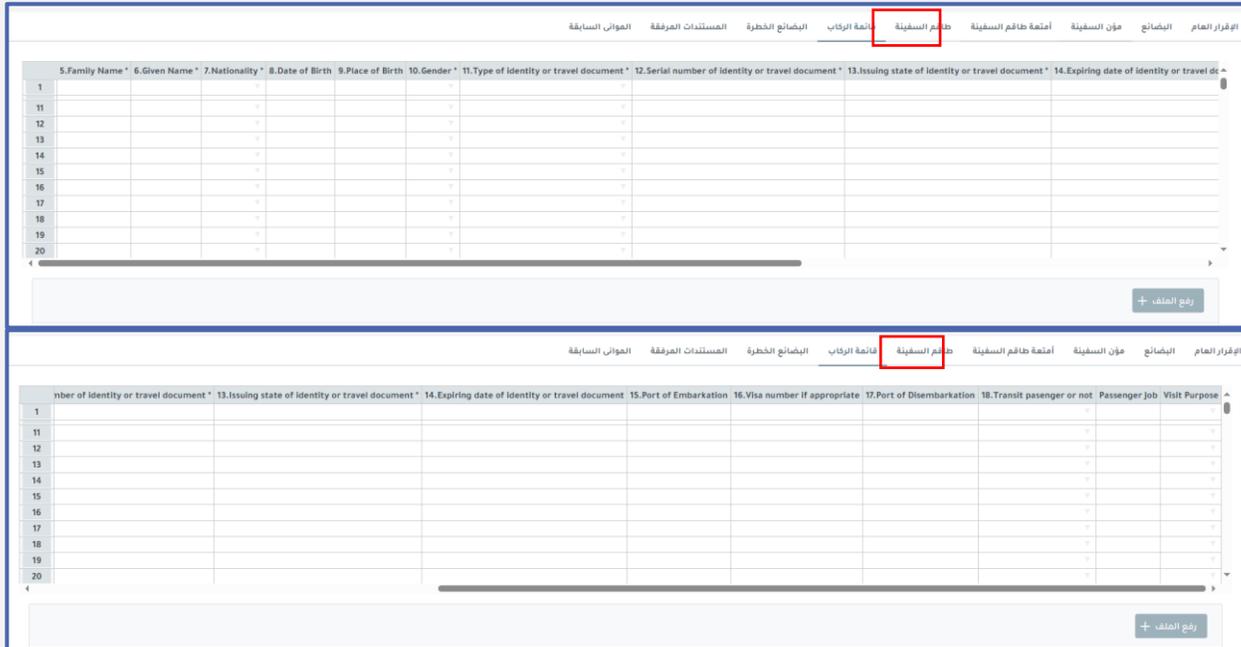
➤ After  saving Ship's crew data can be viewed By clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen

Passenger list registration(FAL6)

- people Shipping agency By moving to the tab Passenger list The following screen appears:
- Passenger data recorded on the arrival declaration does not appear on the departure and must be recorded if there are passengers.



The screenshot displays two tabs in the software interface. The top tab, 'قائمة الركاب' (Passenger List), is highlighted with a red box. Below it is a table with the following columns: 5. Family Name, 6. Given Name, 7. Nationality, 8. Date of Birth, 9. Place of Birth, 10. Gender, 11. Type of identity or travel document, 12. Serial number of identity or travel document, 13. Issuing state of identity or travel document, and 14. Expiring date of identity or travel document. The bottom tab, 'طاقم السفينة' (Ship Crew), is also highlighted with a red box. Below it is a table with the following columns: 13. Issuing state of identity or travel document, 14. Expiring date of identity or travel document, 15. Port of Embarkation, 16. Visa number if appropriate, 17. Port of Disembarkation, 18. Transit passenger or not, Passenger Job, and Visit Purpose. Both tables have a '+ رفع الملف' (Upload File) button at the bottom right.

- He does Shipping agency By recording the data shown on the screen
 - Family Name(Last name)
 - Given Name(first name)
 - Nationality(Nationality)
 - Date of Birth (date Birth)
 - Place of Birth (place Birth)
 - Gender(Gender Male/Female)
 - Type of identity or travel document (type identity document)
 - Serial number of identity or travel document (the number the series is about identity.)
 - Issuing state of identity or travel document (The state Issuer of the identity)
 - Expiring date of identity or travel document (date Identity expiration)

- Port of Embarkation (harbor Ascent)
- Visa number if appropriate (number Visa)
- Port of Disembarkation (harbor Going down)
- Transit passenger or not (to set Transit or not)
- Passenger Job(passenger job)
- Passenger Visit Reason(Reasons for the passenger's visit)

➤ He does Power of attorney by recording all Statement on A line of lines appearing on the screen

➤ in case Make sure Data,  validity is pressed icon **save** to It is done Save passenger list data

• The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



➤ If you wish to Close the screen key is pressed **closing**

With the message appearing **(Do you want to close the screen? Yes No)**

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved which are not saved with the save key

➤ If you want  to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing **(Are you sure you want to delete the saved data? Yes No)**

- in Selection status **on** The screen is closed Alert Without erasing the screen data



- If you choose **Yes**, the screen is closed Alert And it is done Delete screen recordings, even saved data.

➤ After  saving Passenger list data can be viewed By clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data. (Copy)From an Excel file and then paste it (Past)On scree

Dangerous Goods Registration (FAL7)

➤ people Shipping agency Moving on to Dangerous Goods The following screen appears:

- Dangerous goods data recorded on the arrival declaration does not appear on the departure declaration and must be recorded in the event of dangerous goods being shipped.

الاقرار العام البضائع مؤن السفينة أمتعة طاقم السفينة طاقم السفينة قائمة الركاب البضائع الخطرة المستندات المرفقة الموانئ السابقة

3.Load port	4.Discharge port	5.Stowage Position	6.Reference Number	7.Marks Numbers-Freight container identification No-Vehicle registration No	7.Container number	7.ISO	7.Seal	8.UN_COD
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

رفع الملف +

الاقرار العام البضائع مؤن السفينة أمتعة طاقم السفينة طاقم السفينة قائمة الركاب البضائع الخطرة المستندات المرفقة الموانئ السابقة

8.UN_CODE	9.Porper Shipping Name(Technical Specifications)	10.Class /(Subsidiary Risks)	11.Packing Group *	12.Marine pollutant *	12.Flash point °C	13.Number of packages	13.Kind of packages	14
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

الاقرار العام البضائع مؤن السفينة أمتعة طاقم السفينة طاقم السفينة قائمة الركاب البضائع الخطرة المستندات المرفقة الموانئ السابقة

diary Risks) *	11.Packing Group *	12.Marine pollutant *	12.Flash point °C	13.Number of packages	13.Kind of packages	14.Mass-Volume	14.Unit	15.EMS	16.Final Port of Delivery
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

- He does Shipping agency by recording the data shown on the screen

- Load port (harbor shipping)
- Discharge port (harbor unloading)

- Storage Position(Stowage site)
- Reference Number(Reference number)
- Marks Numbers-Freight container identification No-Vehicle registration No(identification Container/Marks and Numbers)
- Container number(Container number)
- ISO(ISO)
- Seal
- UN_CODE(Dangerous Goods Code)
- Proper Shipping Name (Technical Specifications) (name goods)
- Class (Subsidiary Risks) (classification Danger)
- Packing Group (Fatigue Category)
- Marine pollutant (marine pollution)
- Flash point °C (degree ignition)
- Number of packages (number parcels)
- Kind of packages (type Packing)
- Mass-Volume(Quantity)
- Unit (Loneliness Measurement)
- EMS(Emergency procedures)
- Final Port of Delivery(Port of delivery)

➤ He does Power of attorney by recording all Statement on A line of lines appearing on the screen

➤ in case Make sure  Data, validity is pressed icon **save** to It is done Dangerous goods data storage

- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.



- If you wish to Close the screen Pressing on icon **closing** With the message appearing (**Do you want to close the screen?**

Yes No)

- If you choose **no** the screen is closed Alert Without erasing the screen data the screen does not close

- If you choose **Yes**, the screen is closed Alert And it is done Screen is locked and data is not saved which are not saved with the save key

- If  you want to clear the data recorded on the screen, click on the icon **cancellation**



With the message appearing (**Are you sure you want to delete the saved data? Yes No)**

- in Selection status **on** the screen is closed Alert Without erasing the screen data

- If you choose **Yes** The screen is closed Alert And it is done Delete screen recordings, even saved data.



- After saving Dangerous Goods Data can be viewed by clicking on icon **View document**

Note:

- If there is mandatory data that has not been registered, a message will appear from the system with the data that must be entered.
- The proxy can copy the data.(Copy)From an Excel file and then paste it(Past)On screen

Register the attached documents

- If there are mandatory documents to be attached, the power of attorney will move to the attached documents and the following screen will appear.



- ❖ The agent presses a key. **Addition** The  following screen appears.

- ❖ The



power of attorney selects the document type (mandatory/non-mandatory)

- ❖ The proxy selects the document name from the drop-down list. **Document name**
- ❖ Write the comment if any and then press the key **Download file** The files saved on the agent's computer are opened, and the appropriate document is selected, which is in PDF format. **PDF** Its size does not exceed **(1MB)**

❖ After selecting the file, the agent presses the Save button, and the user returns to the previous screen with the attached document appearing.

• The proxy can view the  attached document by clicking on the icon. **an offer** the attached document is displayed.

• The proxy can  sign documents electronically by clicking on the icon. **Signature**



• The proxy can delete the attached document from the  icon. **Deletion** With the message appearing **Confirm** deletion

- in Selection status **on** the screen is closed Alert Without wiping Document

- in Selection status **Yes**, the screen is closed Alert And it is done Delete document

❖ After sending the declaration, the agent can modify the attached documents and resend them again by clicking on the icon. **Send documents** 



❖ **Registering departure declarations for specialized ports**

The declaration is registered in the same way as the declaration of commercial ports.

Search for access declarations/Departure

التعليق	تاريخ القبول	تاريخ الإرسال	تاريخ الوصول المتوقع	حالة إقرار الوصول	دليل النداء	IMO	اسم السفينة	رقم الرحلة في النافذة	الميناء
	14-35 24/12/2024	25/12/2024		قبول حيدتي	UJKQ	7636755	DRUZHBA MARDOV	EGPSD/2024/00491	غرب بورسعيد
	11:54 24/12/2024	26/12/2024		قبول حيدتي	FFDS	8523476	YARTANA	EGPSD/2024/00490	غرب بورسعيد

The agency can search for access declarations/Departure-submitted from a screen Decisions of the Arrival/Departure and Using the search filters on the screen

- In the box **port** maybe to choose **everyone** to view all declarations submitted at all ports registered with the agency, or select only one port from the drop-down list.
- In the box **Acknowledgment status** Choose the proxy From the Status drop-down list No approval Then click on the icon **Search**
- All declarations submitted at the specified port appear in the specified status.
- You can search within the results shown using the search box located at the top of each column (The port Flight number in the window - Ship name -IMO-Call Guide-Date of submission) By writing a word or keywords, visits will appear that Contains on This is amazing Words
- The results can be arranged  in ascending or descending order using the sort icon.

- The appearance and hiding of columns can be controlled from the column's icon, and a menu will appear. With columns existing On the screen you can select only the columns you want to appear.

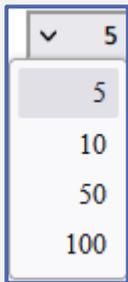


- You can navigate between pages by: shares Navigate or click on the required page number



Two arrows pointing right go to the first page - One arrow pointing right go to the previous page

Left arrows go to the last page - Left arrow go to the next page



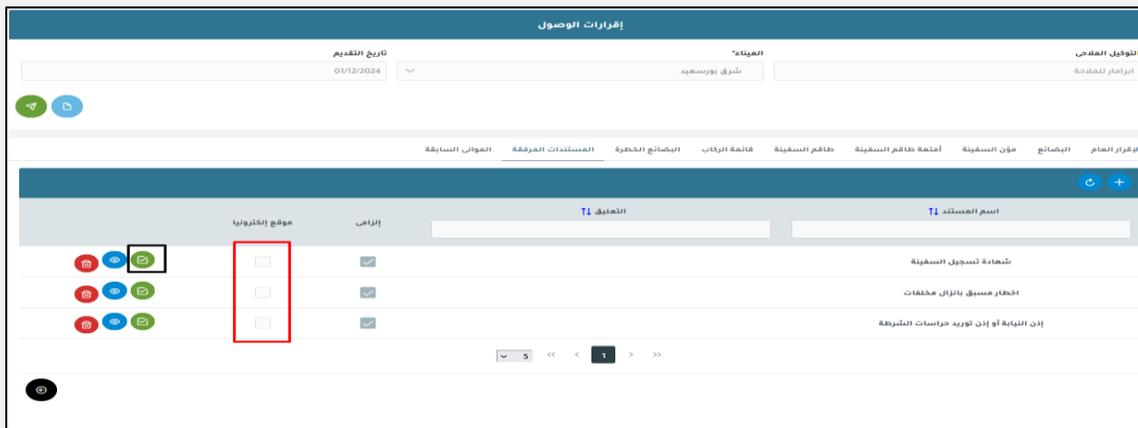
- 5 rows can be displayed or more On the screen through the row control icon

Electronic signature

- Signing the attached documents and the omen documents
- After the agency has completed recording the general declaration data and the statements, he signs.

Signing attachments

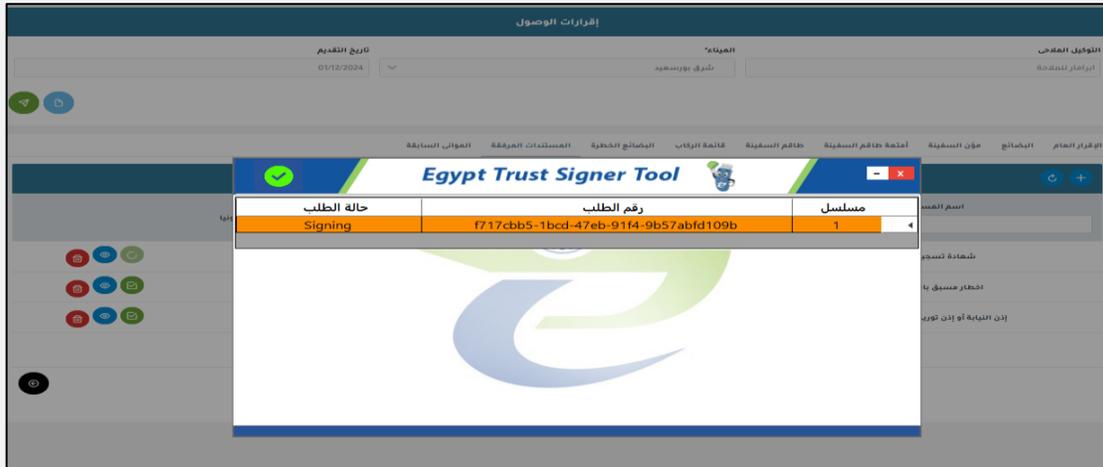
- ✓ In the case of a new trip, the agent signs the attachments immediately after uploading them to the window.
- ✓ In the case of a recorded trip, the user selects the trip for which the attached documents are required to be signed and enters the attached documents screen. The attachments recorded for the trip that are not electronically signed appear.



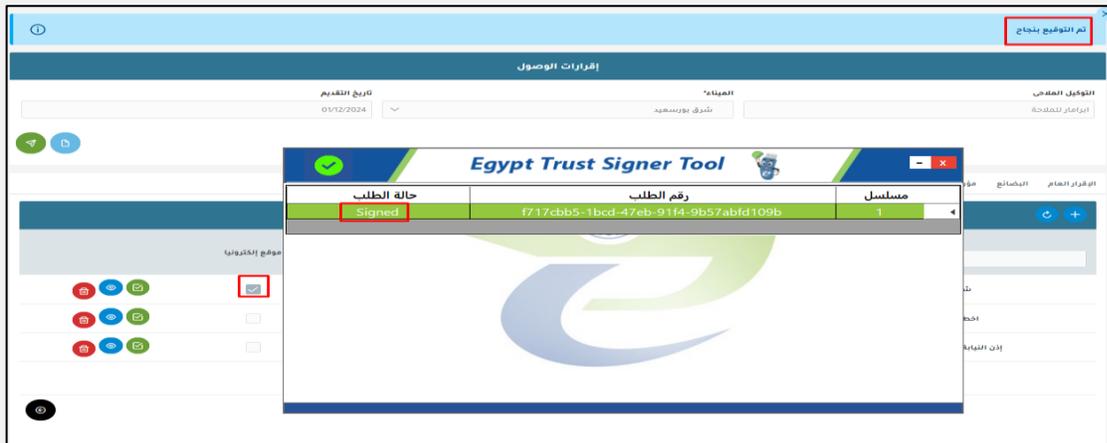
- ❖ The user selects an
 - The electronic



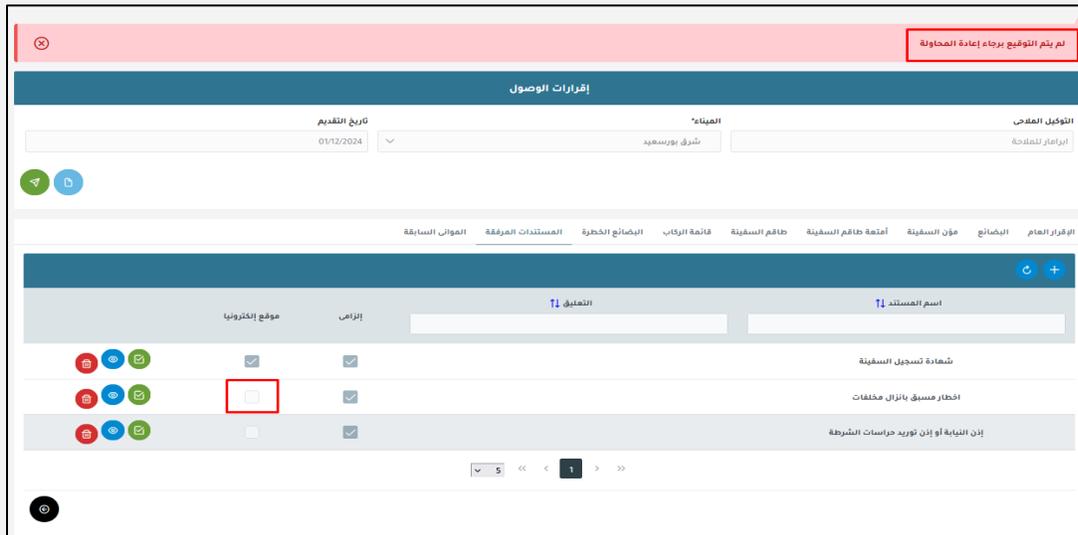
attachment and clicks the signature icon.
signature tool appears like this:



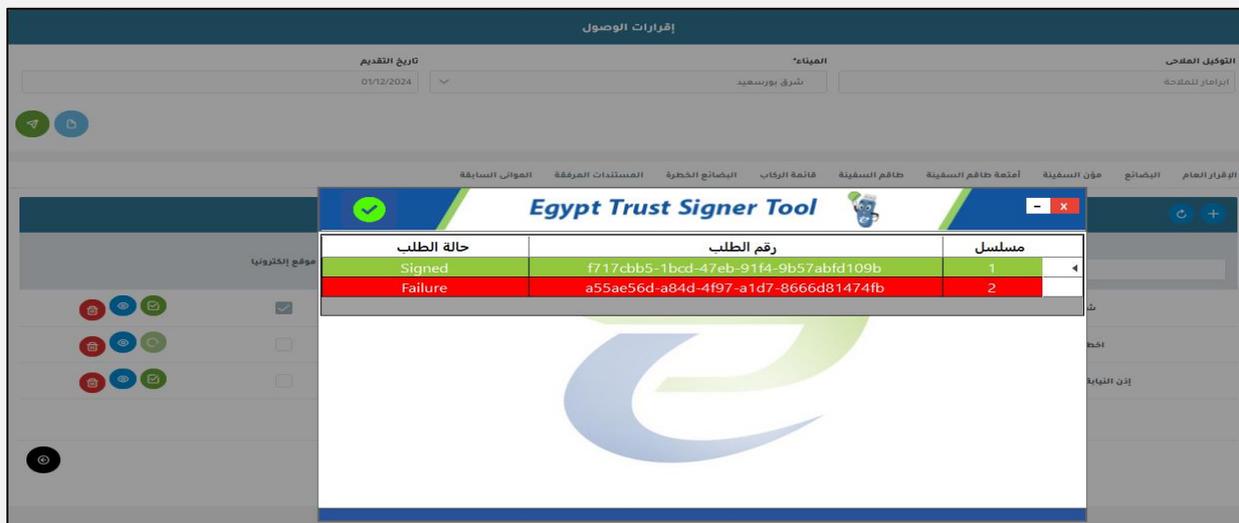
- After the token has finished signing the attachment, the following form will appear:



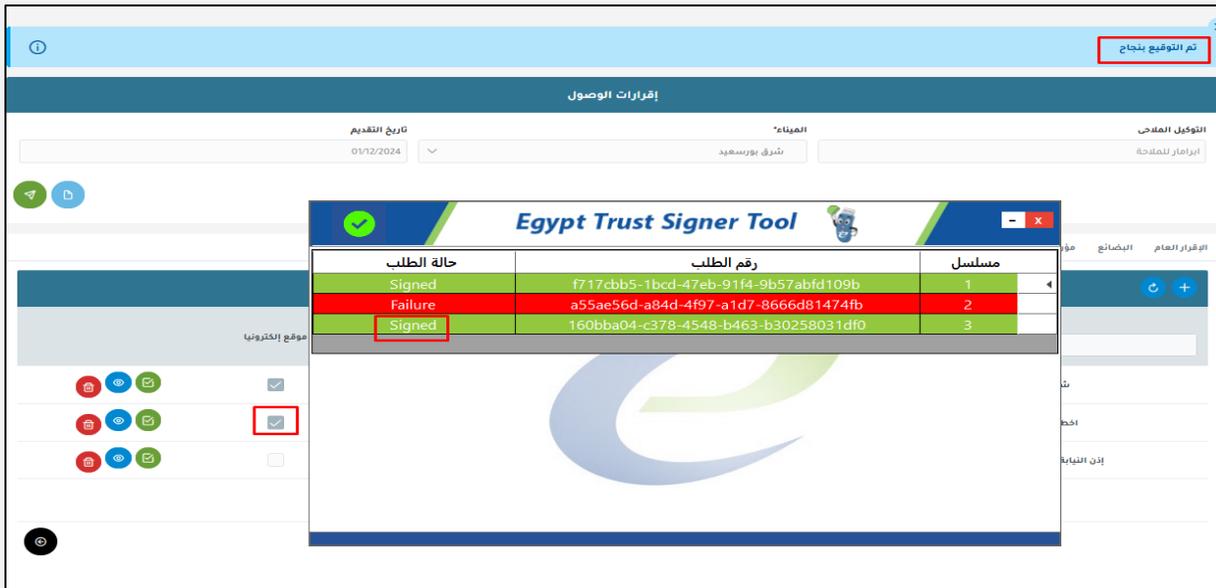
- The proxy completes the signing of the remaining attachments in the same manner.
- If you get an error "Not signed, please try again", make sure you are connected to the Internet and then sign again.



- If a message appears "Not signed, please try again" "Failure" Make sure you are connected to the internet and then sign again.



- After retrying, the signing tool screen will appear as follows:



- After signing, the attachment will appear as follows, with the following data recorded in it:



- Username of the signatory
- Signature date
- Signed token data

Signing the omen documents



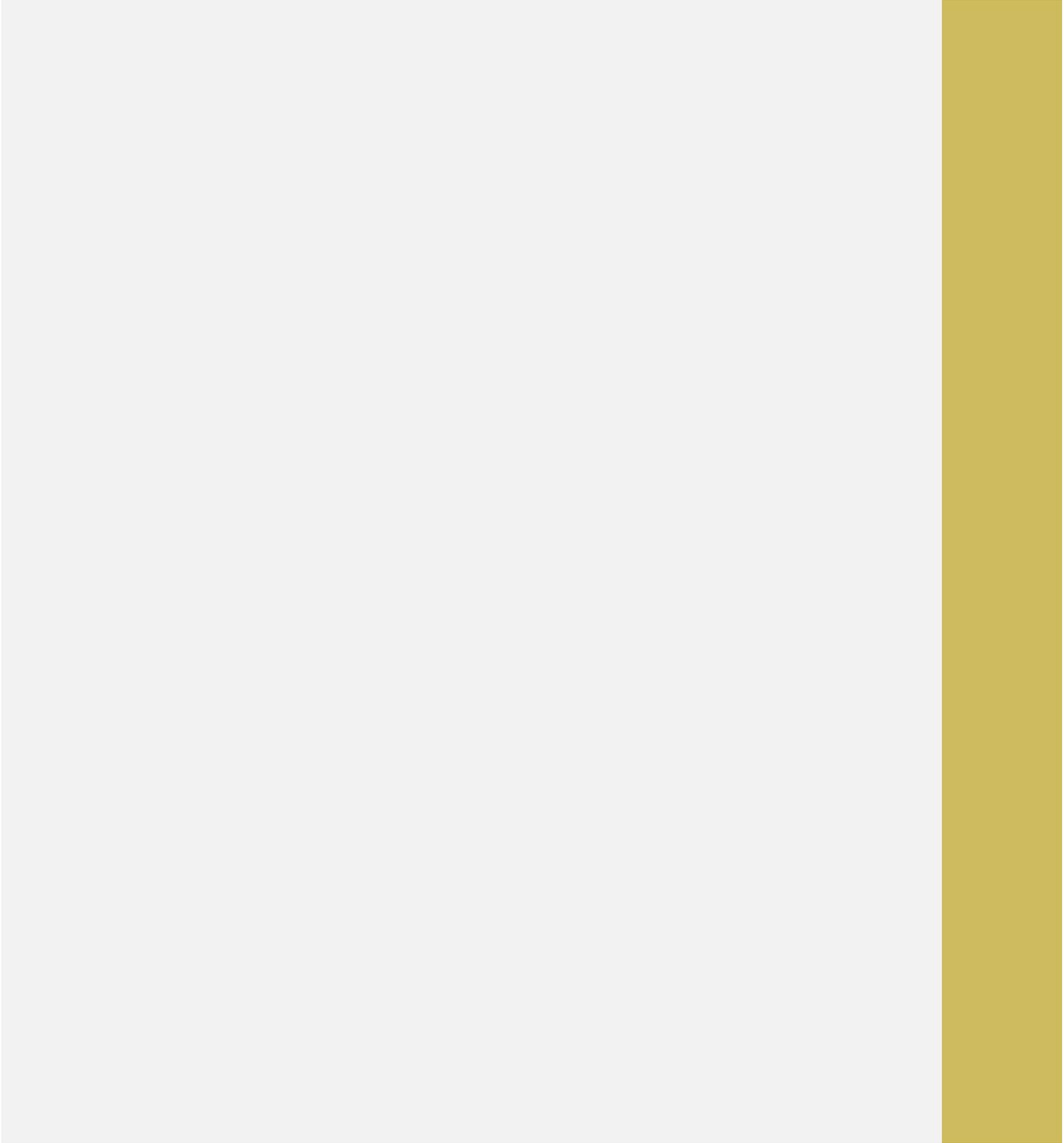
- After completing the signing of the attached documents, the power of attorney signs the documents by clicking on the icon marked in the red square.

- The electronic signature tool appears with the attachments signed and the access declaration is signed.
- When returning to send the remaining documents and clicking on the send icon, the electronic signature tool appears. When signing each document, the request number appears. After signing the document, the request status appears. **(Signed)** After completing the signing of all documents, they are sent to the automated port platform.

حالة الطلب	رقم الطلب	مسلسل
Signed	55376e82-4ada-48fb-9274-98c18d245b28	1
Signed	4bf4e183-870f-4947-9536-e4ea09a54f60	2
Signed	e3bde557-f507-4283-bd65-3c1a702bc14f	3
Signed	fa9f2f39-3baa-45e1-8193-02cba7cceed4	4
Signed	190c7be2-6b9c-4f97-b572-547c48fe1558	5
Signed	d6b901b9-9c19-464c-99e6-3438b833a3ed	6
Signed	ffa9760b-2c4c-4b07-9d14-dd23e9885b35	7
Signed	c2771e45-7d0e-4b60-995e-cbeebcc432cf	8

2.3.0.0

- ✓ The agent can review the signature of the Fal documents from the declaration status follow-up screen, thus specifying the required declaration and displaying the Fal document.
- ✓ If you sign, the signature data will appear at the bottom of the report. If you do not sign, the data will not appear.



Send Acknowledgement for review and accreditation

❖ After registering the data of the various omen documents as well as the necessary attachments and the signature of  both of them the agent clicks on the send icon.

- ✓ If there are mandatory documents to be attached and the power of attorney has not done so by adding it A message will appear and attach Mandatory documents to be attached and will not be sent
- ✓ If there are any documents whose data has not been included, a message will appear stating that the required documents must be completed.
- ✓ If there are unsigned attached documents or unsigned documents, a message will appear stating that a signature is required.
- ✓ If there is a problem with the automated port system, a message will appear stating that the valid documents have not been sent and the proxy will Trying to contact the port to solve the problem
- ✓ If there are no problems, the document will be sent and a message will appear stating that the documents were sent successfully.
 - After the data arrives at the automated port system, the procedures for accepting and rejecting the port are completed, as well as the authorities viewing or reviewing the automated port system, and a notification is sent to the agency. On the system and also a message Text SMS On mobile number Registered proxy window the origin of the acknowledgment
 - If a port administration rejects the declaration, the agency will address the problem and then send the declaration again.
 - If a party rejects a specific document, the system will allow the agent to modify this document and then send it again until the party reviews the document again.



متابعة موقف الإقرارات

tracking Statements position

The agent enters the screen tracking Position of existing declarations Home screen the following

screen appears:

عرض موقف الإقرارات

حالة الإقرار

الكل

الهيئة

الكل

التوكيل المحلي

ماجيك شيبينج إجنيسي

إلى تاريخ الإرسال

من تاريخ الإرسال

رقم الرحلة في النافذة

وصول/مغادرة

إقرارات الوصول إقرارات المغادرة

التعليق

تاريخ القبول

تاريخ الإرسال

تاريخ التقديم

حالة الإقرار

تاريخ المغادرة المتوقع

تاريخ الوصول المتوقع

IMO

اسم السفينة

رقم الرحلة بالهيئة

رقم الرحلة في النافذة

الهيئة

		17-12 30/12/2024	17-07 30/12/2024	تحت المراجعة	17-08 05/01/2025	17-08 03/01/2025	9299367	TAI RONG 7	8700	EGADA - 2024 - 00418	الاردنية
		17-01 30/12/2024	16-52 30/12/2024	تحت المراجعة	16-52 23/01/2025	16-52 09/01/2025	6784566	SHIP SAMAR	8699	EGADA - 2024 - 00417	الاردنية

- The agency searches for the flight whose status is to be reviewed by using one search filter or more from the on-screen settings
 1. In the box **port** maybe to choose **everyone** to view all declarations submitted at all ports registered with the agency, or select only one port from the drop-down list.
 2. In the box **Acknowledgment status** Choose the proxy From the Status drop-down list No approval
 3. It is determined Flight number (if the user knows the flight number, he can search directly without the other parameters)
 4. It is determined from the date of send to date send (time period that It was completed send Acknowledgement of arrival
 5. Choose whether to search for (arrival/departure declarations)

- The user clicks on the icon **research** Visits  appeared within the user's search scope.
- You can use the search box above the columns to proxy (Port-Flight number in window-Flight number at port-Ship's name-IMO-Expected Arrival Date-Expected Departure Date-Submission date) To filter search results

By writing a word or keywords, visits will appear. That Contains on This is amazing Words From there, the required visit is selected. The following screen appears:

التعليق	تاريخ الارسال	تاريخ التقديم	حالة الإقرار	تاريخ المغادرة المتوقع	تاريخ الوصول المتوقع	IMO	اسم السفينة	رقم الرحلة بالعبء	رقم الرحلة في الناقل	العبء
	10-54 13/06/2024	10-49 13/06/2024	مقبول	10-49 30/06/2024	10-49 13/06/2024	2360656	DONE	7618	EGADA - 2024 - 00135	الادبية
	10-45 13/06/2024	10-44 13/06/2024	قبول مبدئي	10-44 30/06/2024	10-44 21/06/2024	9235062	JO SEQUOIA	1202400250	EGPSD - 2024 - 00172	غرب بورسعيد
	10-41 13/06/2024	10-24 13/06/2024	مقبول	10-24 30/06/2024	10-24 13/06/2024	2465666	SHIPVISITADB	7617	EGADA - 2024 - 00134	الادبية
	10-17 13/06/2024	10-15 13/06/2024	مقبول	10-16 27/06/2024	10-16 21/06/2024	7926887	VISCAYA	1202400249	EGPSD - 2024 - 00171	غرب بورسعيد
	16-08 12/06/2024	16-04 12/06/2024	تحت المراجعة	16-04 30/06/2024	16-04 12/06/2024	3443343	ASSSS	7613	EGADA - 2024 - 00133	الادبية

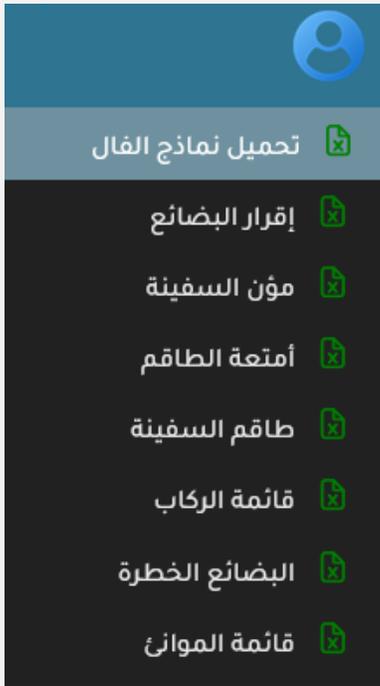
- The agency can display the position of the parties regarding each document By clicking on the flight line and scrolling down, the following screen will appear.

مستندات الفال
FAL 1 / التصريح العام / <
FAL 2 / بيان البضائع / <
FAL 3 / بيان مؤن السفن / <
FAL 4 / بيان الامتعه لافراد الطاقم / <
FAL 5 / قائمة افراد الطاقم / <
FAL 6 / قائمة الركاب / <
FAL 7 / بيان البضائع الخطرة / <

- By clicking on the arrow next to each document Show directions  that She reviewed the document with the details of the review, including the name of the entity and the document status (reviewed, accepted, or rejected).and Review date and reviewer's comment, if any.



- The agent can view the document by clicking on the document name. The report will appear and he can also download it.
- The appearance and hiding of  columns can be controlled from icon The columns appear existing with columns on the screen, you can select only the columns you want to appear.
 The results shown on the screen can also be extracted into an Excel file by clicking on the Excel icon.



Using Excel templates

- After downloading the Excel templates from the attached list
- He does Power of attorney Open the Excel form and record the data in the form
- After registering all the data, Power of attorney Save the Excel template
- He does Power of attorney by entering the screen to upload the Excel file to
 -  The user clicks on icon Upload file
 - Then choose the Excel template and click on icon down load A message appears indicating the number of data recorded on the

Excel form appears automatically on the screen

- The user clicks on icon Save to save screen data
- In the event of saving and the presence of mandatory data that has not been recorded, a message from the system will appear with the data that must be entered.
- The user does not need to download. File Excel can again modify the data with each trip and then upload the Excel model again.



المطالبة المالية

Financial claim

The agent enters the screen Financial claim located in Home screen the following screen appears:

مطالبات الخدمات الإلكترونية للنافذة البحرية الواحدة

التوليف العاقي
ماجك شبيخ إجنسي

العملاء
الكل

المعاملات المالية

التاريخ القبول	IMMO	اسم السفينة	رقم الرحلة في النافذة	العملاء
15/10/2024	7361673	PERNILLE	EGP5D - 2024 - 00210	غرب بورسعيد
	1205420	HAPPY	EGPTK - 2024 - 00227	بورسعيد
08/09/2024	7342469	CHI INNOVATOR	EGADA - 2024 - 00246	الادبية
09/10/2024	6665555	GEHAAT	EGADA - 2024 - 00219	الادبية
	6707935	MARINETTE	EGP5D - 2024 - 00300	غرب بورسعيد

5 << < 4 3 2 1 > >>

❖ This screen shows flights with accepted departure declarations.

• Through this screen, the agent can:

➤ Inquire about the payment receipt for arrival and departure declarations by clicking on the “View Receipt” icon. 

➤ Pay monthly claims by clicking on the financial transactions icon.



➤ After clicking on the financial transactions icon, you will be transferred to the maritime transport sector system to pay the claim.

1. If the monthly claim is sent for a specific month, the agent will not be able to view the receipt of the accepted declaration for that month except from the financial transactions screen.

2. In the event that there is a main power of attorney that includes a number of sub-powers of attorney, monthly claims will be paid through the main power of attorney only.
3. If the monthly claim is not paid for two months, the agency will not be able to submit arrival and departure declarations until payment is made.



طلب بحجم أعمال التوكيل

Request for the size of the agency's work

The agent enters the screen Request for the size of the agency's work located in Home screen the following screen appears:

طلبات بيان حجم الأعمال للتوكيل				
حالة السداد	الموانئ التي تعامل معها التوكيل	عدد الموانئ التي تعامل معها التوكيل	السنة	رقم الطلب
تم السداد	نوبع، الأديبة، هرسى، الحمرة، غرب بورسعيد شرق بورسعيد، الإسكندرية، بور توفيق، الفرقة، فوتي بوا، العريش، أبو قير الطور العين، السخنة، سفاجا	14	2024	7/2024
لم يسدد	العريش، أبو قير الطور العين، السخنة، سفاجا	5	2023	1/2023

- The screen displays the requests previously submitted by the agency.
- Order data is displayed (order number, year, number of ports, ports, payment status)
- If the request is paid, the modification and financial transactions icon will be inactive and the report display icon will be active.
- If the request is not paid, the modification and financial transactions icon will be activated.
- One application can be submitted for the same year. When you click on the financial transactions icon, you will be transferred to the Maritime Transport Sector system to pay the application fees.
- When you click on the View Report icon, the details of the trips submitted to each port are displayed.