

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.	6
"Cancel" when pressed, the data recorded on the screen will be erased without closing it	C
"Close-Return" When pressed, the screen will close or return to the interactive panel without saving any data that was not previously saved.	E
"Edit" When you click on it, the previously recorded statement screen will open for editing its data.	0
"Search" When clicked, the data will be displayed according to the selected search criteria.	Q
"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.	B





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.	0
"Home" When you click on it, the system returns to the interactive panel.	甸
Clicking on "Arabic" will change the system language to Arabic.	3
Clicking on "English" will change the system language to English.	EN
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.	۲
"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	Not submitted
data with saving and not sending the declaration	
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	acceptable
authority to accept and reject all the valid documents.	
After the port refused to acknowledge arrival and the authorities with the	unacceptable
authority to accept and reject all the valid documents refused	
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 suppor 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.

طلب تسجيل مستخدم جديد		
تاريخ الطلب*	رقم الطلب"	
11:37 09/06/2024	2024 - 199	
الاسم*	اسم المستخدم*	
تأكيد كلمة السر"	كلمة السر"	
	المالة السيابيان أن توتعا على ويقد كس مردف ميقد مردف فاصر ولا تقل عن 8 فانات	
رقم الماتف المحمول*	ست استريب ان صوي علي مرت بيير و غرف سيير ورسم ومرت حال و در من عن د حالت اليريد الدفكروني	
	الموائي ذات الصلة» >> الموائي ذات الصلة	
الرقم القومي*	الرقم الضريب *	

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)





	الموانئ ذات الصلة"
	🗸 الموانئ ذات الصلة
	×
غرب بورسعيد 🦳	
شرق بورسعید 📃	
العريش 📃	
الطور 📃	
الأدبية	
العين السخنة 📃	

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.

C

B

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 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.





• 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.





 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.







u	CLAN DEBED PART & T	
Microsof	(detert intercedirection var) deveload (detert) having sequences determined and the first deveload to the deveload for the set of t	A G G H
	Thanks for downloading NET 8.0 Desktop Buntime (v8.0	.11) -
	Windows x64 Installer!	
The .NE	Windows x64 Installer! T Desktop Runtime also includes the JNIT Runtime. If your download doesn't start after 30 seconds, <u>citic have to download manually</u> .	
The .NE	Windows x64 Installer! ET Desktop Runtime also includes the AET Runtime. If your download doesn't start after 30 seconds, <u>click here to download manually</u> . Etatos//download-unushtude microsoft cambiomethaddiv/2770cdb/20127620420120120145420120120142142201201201	tubezveindowszte: OCcepy

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



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



• Token login is activated from the icon mark in red.





- If the certificate selection screen appears, Press on OK If the certificate shown is correct, and if it 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.

	X	
	ادخل کلمة سر التوکين	
	۲ لا تقلب دلیه السر مره اخری	
and the second sec	موافق تراجع	
	تحذير هام	
Al ysaddad a	: تدنير هام أنت مسلول بشكل كامل عن كافة المستندات التي يتم توقيعها بعد هذا الاختيار	۲۵۵۵ (۱۹۹۵) ۱۹۹۹ (۱۹۹۹)
	Yes No	تقدّ البحرية الواحدة الاصبار رقم (1) - © شركة ال

- " is selected Do not ask for your password again" 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)

تحميل نماذج الفال	۵
إقرار البضائع	۵
مؤن السفينة	۵
أمتعة الطاقم	×
طاقم السفينة	×
قائمة الركاب	×
البضائع الخطرة	æ
قائمة الموانئ	
فيديوهات إسترشادية	≘
التوقيع الإلكترونى	Ξ
تحميل دليل المستخده	Ξ
جروب الدعم الفني	Ŗ
طلب تحديث بيانات	°
تغيير كلمة السر	۵
تسخيل الخيود	ſ→

- 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

Е

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 $\sqrt{}$ 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 toto update His data Selects a user data update request.

The following screen appears.

طلب تحديث بيانات		
تاريخ الطلب*	رقم الطلب*	
12:42 09/06/2024	2024 - 116	
الاسم*	اسم المستخدم	
ماجيك شيبنج إجنيسي	agent1002	
رقم الهاتف المحمول*	البريد الانكتروني	
01011362222		
الرقم القومي*	المواني ذات الصنة"	
96321478965312	X سفاجا X العين السخنة X الطور X شرم الشيخ X الإسكندرية X الزيتيات X غرب بورسعيد X بورتوفيق X الأدبية X العريش X دمياط X الفردقة X شرق بورسعيد X توبيع	

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 closed, the data will
- in case Make sure Data

© close the screen, he clicks on the icon **return** the screen will be

not be saved, and the screen will return to the previous screen.

- validity Press on icon save to It is done Save data
- The request is sent to the official System Administration For review

8





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.

تغيير كلمة السر							
	كلمة السر الحالية"		اسم المستخدم				
O	إدخل كلمة السر مرة أخرى*	0	كلمة السر الجديدة"				
6							

- 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 navigation agency



e

to the interactive panel of the





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 للكل			ڼ	الميناء			التوكيل الملاحى ماجيك شيبنج إجنيسي
×	التعليق	تاريخ القبول‡	تاريخ الارسال 🕻	تاريخ الوصول المتوقع	حالة إقرار الوصول	دلايل القداء↓†	1↓імо	اسم السفينة ل	رقم الرحلة في الثافذة []	(+) المیناء∤1
00			14:35 24/12/2024	25/12/2024	قبول مبدني	UJKQ	7636755	DRUZHBA MARODOV	EGP5D/2024/00491	غرب بورسعيد
0			11:54 24/12/2024	26/12/2024	قبول مبدئي	FFDSS	8523476	VARTANA	EGP5D/2024/00490	غرب بورسعيد
0				24/12/2024	نم يقدم	9V6035	9576789	REINHOLD SCHULTE	EGPSD/2024/00483	غرب بورسعيد
00			17:34 19/12/2024	25/12/2024	قبول مبدئي	LAEL6	8716215	BW MUNIN (BERGE MUNI	EGPSD/2024/00482	غرب بورسعيد
00			09:32 18/12/2024	22/12/2024	قبول مېدني	AXDSSDS	5763322	ICE ATTACK	EGPSD/2024/00481	غرب بورسعيد
			[✓ 5 ≪ < 10 9	8 7 6 5 4	3 2 1 >	>>			

Through this screen, the agent can:

- 1- Add new access declarations 📑 by clicking on the icon addition
- 2- Search for opreviously 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.





إقرارات الوصول					
تاريخ التقديم	الميناء'	التوكيل الملاحى			
	V				



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

After selecting the port, the following screen appears:

	رفقة الموانى السابقة	البضائع الخطرة المستندات المرة	طاقم السفينة قائمة الركاب	أمتعة طاقم السفينة	مؤن السفينة	البضائع	الإقرار العام
	بيانات السفن —					_	
8							السفن
دليل القداء"		'IMO				بنة	اسم السفي
مالك السفينة"		دولة علم السفينة؛				١ā	نوع السفينا
	v		~				
الفاطس بالمتر(Draught)		العرض بالمتر*				ترا	الطول بالمت
العمق بالمتر(Depth)		الحمولة الصافية بالطن*				لية بالطن'	الحمولة الكا
رقم التسجيل		تاريخ التسجيل					عدد العنابر
		_				عي	الرقم الرسه
ميناء التسجيل		شهادة التسجيل					





General declaration data registration(FAL1)

First, ship data

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

80			
دليل اللداء	†↓ імо	نوع السفينة	اسم السقينة
SMA2	6910922	General Cargo	GAYE
\$9A21	7120794	General Cargo	ANASTASIOS 3
59AZ	5207976	General Cargo	MALEK
V3RU	6913390	Yacht	MOUNZER
HQSW77	8321216	Supply Tug	AMAL99
	▼ 5 ≪ < 11 10 9	8 7 6 5 4 3 2 > >>	

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 **output** 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 الفلاحي		رقم الرحلة في الميناء				رقم الرحلة في النافذة
×				EGPSD	2024	00457
	_	تاريخ المفادرة المتوقع"	_			تاريخ الوصول المتوقع*
	8		8			
عدد الرکاب		عدد الطاقم *				اسم ربان السفينة"
	الميناء اللاحق				الميناء السابق •	
شركات الشحن و التفريغ		اسباب الرحلة				نوع الرسو*
✓ شركات الشحن و التفريغ		🗸 اسباب الرحلة	~			Port Side
						نوع الوحدة 🔵 متر 🔵 قدم
		غاطس التفريغ				غاطس الوصول *
بضائع خطرة / تراتزيت بضائع خطرة شحن/ تراتزيت						
_		غاطس بعد الشحن				غاطس قبل الشحن
إقرار الصحى البحرى 🔍 تعمد بعدم وجود يضائع خطرة 📃						
	متطلبات السفينة للمخلفات					فلاحظات

- 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)	v	2023	```	· >
الستَبْت	الأحد	الإثنين	الثلاثام	الأزبعاء	الخَمِيس	الجُمْعَة
						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		(0			
دقيقة		(0			

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.





The agent searches for the required port using the search box at the top of each column. (The state-Port code-Port name The search is done by writing a word or keywords. The results that contain these words are displayed. The required port appears. Click on it and then choose the icon to set you will be returned to the arrival confirmation screen with the name of the selected port appearing.

S (0)		
اسم الميناء ↓1	کود المیناء ↓1	الدولة ↓1
ميناء الإسكندرية	EGALY	Egypt
العريش	EGAAC	Egypt
شرم الشيخ	EGSSH	Egypt
ميناء الطور	EGTOR	Egypt
v !	<< < 12 11 10 9 8 7 6 5 4 3	> »>

7. Select the next port from the icon **next port** in the same way as choosing the previous port

وع الريسو*	i
✓ Port Side	
٩	
عموديا علي الرصيف	
Port Side	
Starboard Side	
Double Berth	

8. Select the type of anchor from the drop-down listMooring type

	اسباب الرحلة *
	🗸 اسباب الرحلة
	×
تفريغ	^
شحن ترانزیت 📃	
تفريغ ترانزيت 📃	
سياحة علاجية	
إصلاح	
شحن	~

9. Select the reasons for the trip from the drop-down listReasons for the trip

The agent can choose more than one reason for the trip. In the case of Damietta Port, the agent chooses to select only one reason for the trip.





شركات الشحن و التفريغ
🗸 شركات الشحن و التفريغ
بركات للملاحة 📃
الفتح للشحن والتفريغ والأعمال البحرية 📃
سي سيرفيس للشحن والتفريغ والوكالة الملاحية 📃
إيريك للخدمات البحرية والشحن والتفريغ 📃
البحرية للخدمات اللوجيستية والبترولية 📃
<

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			
~	الوحدة	الكمية			
v	الوحدة	القدد			
v	الوحدة	الدجم			
	ترانزیت 	شحن او تفريغ [.] تفريغ			

a 5 0

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 🛟	الدسم ↓1	†↓ HS Code
		[1]
Malt extract; flour/groats/meal/starch/malt extract products, no occoa (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.	اخلدصات الشعيرالثاشظ (مالت) محضرات غذائية من الدقيق أوالجريش أوالسميد أوالنشاءاوخلدصات المالت ،التي الاحتوى علي ذاخاو أوتحتوى عليه بنسية ثقل عن 40% وزنا محسوبة علي أساس هادةالخ	1901
Pasta; whether or not cooked or stuffed with meat or other substance, or otherwise prepared, egg spaghetti, macaroni, noodles, iasagne, gnocchi, ravioli, cannelion; couscous, whether or not prepared	عجائن غذائية،وإن كانت مطبوفة أومحشوة(باللحم أويان مادة أخرى)أو محضرة بطريقة أخرى مثل الاسباحيّ أو المكرونة أو الشعرية أواللزانيا أوالنوكي أوالرافيولي أوالكانيلوني ؛ الكسكسى،الخ	1902
Taploca and substitutes therefor prepared from starch: in the form of flakes, grains, pearls, slftings or similar forms	تابيوكا وأبدائها محضرة من النشاء ، بشكل رقائق أو حبيبات أو حبوب مدورة أو نخالات أو بأشكال مماثلة .	1903
Presared foods obtained hy swelling or reasting cereals or cereal products (e.g. $$\mathbf{v}$$	5 << < 10 9 8 7 6 5 4 3 2 1 >	»

- 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		
			شركات الحاويات
	الزامي رصيف	الزامي ميناء	🗸 شرکات الحاویات
الرصيف المفضل الثاني		الرصيف المفضل الاول	رصيف تابع الي
~	~		الإسكندرية
			شركات التخزين
تفريغ يد بحر		سحب مباشر 📃	🗸 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	
	نوع الخدمة *	اولويات التراكي*
قادمة من قناة السويس	~	~
		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 أبوقير	
رصيف المفضل الثاني	الرصيف المفضل الاول	شركات الحاويات
×	×	🗸 شركات الحاويات
تفريغ يد بحر	سحب مباشر	شرکات التغزین شرکات التغزین

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 (a) 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:

	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.Measuremen
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

• 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.

	ية الموانى السابقة	ع الخطرة المستندات المرفق	قائمة الركاب البضائر	طاقم السفينة	أمتعة طاقم السفينة	مؤن السفينة	لعام البضائع	قرار ا
			0.11-11-0	10 1 11-	L			
	8.Name of Article *	9.Quantity *	9. Unit *	10.Locatio	on on board	11.0	official use	
1			v v					
2			· · · · · · · · · · · · · · · · · · ·					
3			· · ·					
5			v					
6			v					
7			v					
8			v					
9			v					
10			v					
11			v					
12			v					
							رفع الملف 🕂	
_								
()	2 (

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, provisions data
 In case Make sure Data, 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				
				رفع الملف +

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, baggage data
- validity is pressed icon **save** to It is done Saving crew
- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.






E

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



ß

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

Image: Second	
Image: second	
Image: second	
Image: Second	

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)

œ

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 iconcancellation



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)

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

							الموانى السابقة	المستندات المرفقة	البضائع الخطرة	ئمة الركاب	طاقم السفينة ال	أمتعة طاقم السفينة	مؤن السفينة	البضائع	لبقرار العام
	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 ide	entity or travel docume	nt * 13.lss	suing state of identi	ty or travel document * 1	4.Expiring date of	of identity or	ravel dc 🗕
1															
11															
12															
13															
14															
15															
17															
18															
19															
20															*
													N. t. H. c.	ع الملف +	رة
							الموائى السابقة	المستندات المرفقة	البضائع الخطرة	نمة الركاب	قم السفينة	أمتعة طاقم السفينة	مؤن السفينة	ع الملف + البضائع	رم رار العام
	nber of identity o	r travel documen	t * 13.issuing s	tate of identity o	r travel documen	nt * 14.Expir	الموائي السايقة Ing date of Identity or travel document	المستندات المرفقة 15.Port of Embarkation	البضائع الخطرة 16.Visa number if appr	ئمة الركاب ropriate 1	اقم السفينة 17. Port of Disembarl	أمتعة طاقم السفينة kation 18.Transit pasenge	مۇن الىسفىنة er or not Passen	ع الملف + البضائع ger Job Visit	رار المام Purpose
1	nber of identity o	r travel documen	t * 13.lssuing s	tate of identity o	r travel documen	nt * 14.Expir	الموائي السابقة ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	البضائع الخطرة 16.Visa number if appr	ئمة الركاب ropriate 1	قام السفينة – 17.Port of Disembarl	امتعة طاقم السفينة kation 18.Transit pasenge	مؤن السفيئة er or not Passen	ع الملف + البضائع ger Job Visit	رار العام Purpose
1	nber of identity o	r travel documen	t * 13.lssuing s	tate of identity o	r travel documen	nt* 14.Expir	قۇرى السايقة Ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	البضائع الخطرة 16.Visa number if appr	ئمة الركاب ropriate 1	قم السفينة - 17.Port of Disembari	o أمتعة طاقم السفينة kation 18.Transit pasenge	مؤن السفينة er or not Passen ب	ع الملف + البضائع ger Job Visit	رار المام Purpose
1 11 12	nber of identity o	r travel documen	t * 13,Issuing s	tate of identity o	r travel documen	nt * 14.Expir	المواني السابقة Ing date of Identity or travel document	المستندات المرفقة 15.Port of Embarkation	الېضائع الخطرة 16.Visa number if appr	ئمة الركاب ropriate 1	قم السفينة - 17.Port of Disembarl	a أمتعة طاقم السفينة kation 18.Transit pasenge	مؤن السفينة er or not Passen v v	+ الملف +	رار المام Purpose Y
1 11 12 13	nber of identity o	r travel documen	t * 13,Issuing s	tate of identity o	r travel documen	nt * 14.Expir	الموانى السابقة ing date of identity or travel document	العستندات العرفقة 15.Port of Embarkation	البضائع الخطرة 16.Visa number if appr	تعة الركاب ropriate 1	لا قم السفينة 17.Port of Disembarl	ه المتعة طاقم السفينة kation الع.Transit pasenge	فۇن السقىنة er or not Passen v v v	+ الملف و البضائع ger Job Visit	رم رار المام Purpose V V V
1 11 12 13 14	nber of identity o	r travel documen	t * 13,Issuing s	tate of identity o	r travel documen	nt * 14.Expir	الموالى السابقة Ing date of Identity or travel document	المستندات المرغقة 15.Port of Embarkation	البضائع الخطرة 16.Visa number if apps	ئمة الركاب ropriate 1	ل قم السفينة 17.Port of Disembari	امتعة طاقم السفية cation 18.Transit pasenge	مؤن السفينة er or not Passen v v v	+ بالملف البضائع ger Job Visit	رغ Purpose
1 11 12 13 14 15 16	nber of identity of	r travel documen	t * 13,Issuing s	tate of identity o	r travel documen	nt * 14.Expir	المواني السابقة ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	البضائع الخطرة 16.Visa number if apps	تمة الركاب ropriate 1	فم السفينة 17.Port of Disembarl	متعة طاقم السفينة kation 18.Transit pasenge	مؤن السفينة er or not Passen v v v v v	+ بالملف البضائع ger Job Visit	وغ راز العام Purpose V V V V V V V V V V
1 11 12 13 14 15 16 17	nber of identity or	r travel documen	t * 13.Issuing s	tate of identity o	r travel documen	nt * 14.Expir	الموانى السابقة ing date of Identity or travel document	المستندات المرغقة 15.Port of Embarkation	البضائع الخطرة 16.Visa number if appr	تمة الركاب ropriate 1	الم السفينة 17.Port of Disembari	ه قنية طاقم السفية tation 18.Transit pasenge	قۇن السقىنة er or not Passen 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	بالملف + والبضائع ger Job Visit	رغ Aurpose م ت ت ت ت ت ت
1 11 12 13 14 15 16 17 18	nber of identity o	r travel documen	t* 13.Issuing s	tate of identity o	r travel documen	nt * 14.Expir	الموالى السابقة ing date of Identity or travel document	المستندات المرفقة IS Port of Embarkation	قياطة الشطرة 16. Visa number If appr	تمة الركاب	فم السفينة 17.Port of Disembarl	متعة طاقم السفينة (ation 18.Transit pasenge	قۇن السقىنة er or not Passen ت ت ت ت ت ت ت	ع الملف + والبضائع ger Job Visit	رغ براز العام ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲
1 11 12 13 14 15 16 17 18 19	nber of identity o	r travel documen	t * 13.Issuing s	tate of identity o	r travel documen	nt * 14.Expir	المواني السابقة Ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	ຮູ້ມີຄລິຢ ຜູ້ໃນອັນປ	تمة الركاب	الم السفينة . 17.Port of Disembar	هنانم السليم بالسليم المنام المسارك . Nation 18.Transit pasenge	قۇن الىسقىغة er or not Passen v v v v v v v v v v v v v v v v v v v	ع الملف + البضائع ger Job Visit	فر الرار المام ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲
1 11 12 13 14 15 16 17 18 19 20	nber of identity or	r travel documen	t* 13.Issuing s	tate of identity o	r travel documen	nt * 14.Expir	الموالى السابقة Ing date of Identity or travel document	المستندات المرفقة	المعاني المعلية	تمة الركاب	الم السفينة الم	امتمة دافم السفيلة (ation المتمالية ation الم	مؤن السفينة er or not Passen 	ع الملف +	رغ نراز العام Purpose V V V V V V V V V V V V V V V V V V V
1 11 12 13 14 15 16 17 18 19 20	nber of identity o	r travel documen	t* 13.isseing s	tate of identity o	r travel documen	nt * 14.Expir	المواني السابقة ing date of identity or travel document	الحسندات المرفقة	تيلماني الشطرة 16.Visa number If appi	تمة الركاب ropriate 1	الم السفينة عام ال	غنائم الاسترام منافر السمينة (السمينة) (ation 18.Transit pasenge	مؤن السفيلة rr or not Passen 	ع الملف + البضائع ger Job Visit	to Purpose V V V V V V V V V V V V V

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)

A

- 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, 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

validity is pressed icon save to It is done Save passenger list

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



ß

- 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

to clear the data recorded on the screen, click on the iconcancellation

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:

1			0.0	الموائى الساب	ىتندات المرفقة	رة المس	البضائع الخط	قائمة الركاب	ئاقم السفينة	اقم السفينة د	فينة أمتعة طا	مۇن الىيىد	البضائع	ر العام
1	3.Load por	4.Discharge port	5.Stowage Positic	n 6.Reference	Number 7.Mar	ks Number	s-Freight contai	ner identificat	ion No-Vehicle r	egistration No 7	Container num	ber 7.ISO	7.Seal	8.UN_COD
2														
3														
5														
6														
7														
8														
10														
11														
													المنف 🕂	رفع
e			سابقة	ة الموانى الد	مستندات المرفق	يطرة الد	البضائع الذ	قائمة الركاب	طاقم السفينة	لاقم السفينة	فينة أمتعة ط	مۇن الىيى	البضائع	العام
8.0	UN_CODE 9	Porper Shipping N	ame(Technical Spe	cifications) 10	.Class /(Subsidi	ary Risks) *	11.Packing Gro	up* 12.Marin	e pollutant * 12.	Flash point °C 1	3.Number of pa	ckages 13.	Kind of pa	ckages 1
								V	Ψ					
								Ψ	Ψ					
								V.	Ψ					
								v	Ψ					
														+
		سابقة	قة الموانى الى	ستندات المرف	الخطرة الم	البضائع	ائمة الركاب	ىسفينة ة	ينة طاقم اا	لتعة طاقم السف	السفينة أم	ع مۇن	البضائع	ر العام
dia	ary Risks) *	11.Packing Grou	p* 12.Marine po	llutant * 12.Fl	lash point °C	13.Numbe	r of packages	13.Kind of	packages 14.M	lass-Volume 1	4.Unit 15.EM	5 16.Final	Port of [Delivery
			V	v							v			
			× ×	× v							v			
			v v v	* * *							v v			

 \blacktriangleright 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,
 data storage
- validity is pressed icon save to It is done Dangerous goods
- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.







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

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

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

			الموانى السابقة	المستندات المرفقة	البضائع الخطرة	قائمة الركاب	طاقم السفينة	أمتعة طاقم السفينة	مؤن السفينة	البضائع	الإقرار العام
										1	+ ی
	موقع إلكترونيا	إلزامى		t↓ e	التعليق			†↓ <u>→</u>	اسم المستن		
(1)		\checkmark						السفينة	شهادة تسجيل		
				▼ 5 ≪ <	1 > >>						
6											

attached documents and the following screen will appear.

The agent clicks on the icon addition the

following screen appears.

	إضافة مستند	
		نوع المستند الزامي 🔵 غير إلزامي
	تمليق >	اسم المستند•
		تحميل ملف +
8 0 8		

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 \odot attached document is displayed.
- The proxy can



from the

deletion

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

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

sign documents electronically by clicking on the icon signature

- 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	ate of Arrival	Date of Departure					
1								
2								
3				7				
4				r				
5								
6								
7								
8								
9								
10								
11								
4								





- 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,
 data
- 🔒 valic
- validity is pressed icon **save** to It is done Save previous port
- The shipping agent can modify any of the entered data by selecting the required cell, recording the correct statement, and saving it again.





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

> After

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.

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:

				مغادرة	إقرارات ال				
			حالة الإقرار			الميناء			التوكيل الملاحى
~			∨ الكل			الكل			ماجيك شيبنج إجنيسي
0 0									
XII									÷
	تاريخ القبول 🕻	تاريخ الارسال 🕻	ti		دليل النداء↓	†↓імо	اسم السفينة 🕽	رقم الرحلة في النافذة 🖡	الميناء []
			تاريخ المعادرة المتوقع 	كالة إقرار المعادرة					
00		16:49 30/12/2024	02/01/2025	مرفوض	Т53	6784566	SHIP SAMAR	EGADA/2024/00416	الأدبية
00		17:42 19/12/2024	24/12/2024	تحت المراجعة	9V8319	9523562	ULTRA EUROPE	EGPSD/2024/00236	غرب بورسعيد

Through this screen, the agent can:

G

- 1. Add new departure
- 2. Search for

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

	إقرارات المغادرة	
تاريخ التقديم	الميناء*	التوكيل الملاحى
03/07/2024	V	ايه جي تي للتوكيلات الملاحية والخدمات البحرية

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 (a) 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:

	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.measuremen
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	o.Nume of Article	J.Quantity	5.0111	10.Eccation on board	n.omelar use	
2			v			
3						
4						
5			v			
6			v			
7			v			
8			v			
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 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 closingWith 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.





	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			V	
6			V	
7			V	
8			V	
9			· · · · · · · · · · · · · · · · · · ·	
11			· ·	
12			v	
				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 recording the correct

	×
$\overline{\mathbb{N}}$	هل أنت متأكد من إغلاق الشاشة؟
L X	نمم 🗸

modify any of the entered data by selecting the required cell, statement, and saving it again.



 \triangleright

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

Figure 1 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 docume
				V							
				V							
				W							
Ċ,									1		
											فع الملف +

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.

B

➢ 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 concerning 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.

		7. Nationality	8.Date of Birth	9.Place of Birth	10.Gender *	11.Type of identity or travel document	* 12.Serial number of id	entity or travel document	 13.Issuing 	state of identity of	r travel document* 1	4.Expiring date of	r identity or travel
						لموالى السايقة	المستندات المرفقة ال	ب البضائع الخطرة	قائمة الركا	ط قم السفينة	أمتعة طاقم السفينة	مؤن السفينة	رفع الملف + عام البضائع
,	nber of identity or travel docume	at * 13.Issuing 1	tate of identity o	or travel documer	nt* 14.Expir	لمواني السابقة Ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	ب البضائع الخطرة 16.Visa number if approj	قائمة الركا riate 17.Por	ط قم السفينة t of Disembarkatic	أمتعة طاقم السفينة n 18.Transit pasenge	مۇن الىسفىنة er or not Passen	رفع الملف + عام البضائع ger Job Visit Purpo
,	nber of identity or travel docume	it * 13.Issuing :	tate of identity o	or travel documer	nt* 14.Expir	لمواني السابقة ing date of identity or travel document	المستندات المرفقة المستندات المرفقة 15.Port of Embarkation	ب البضائع الخطرة 16.Visa number if approp	قائمة الرك riate 17.Por	ط قم السفينة t of Disembarkatic	أمتعة طاقم السفينة n 18.Transit pasenge	مؤن السفينة er or not Passen v	رفع الملف + عام البضائع per Job Visit Purpo
,	nber of identity or travel docume	it * 13.Issuing t	state of identity o	or travel documer	nt * 14.Expir	لموانى السابقة ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	ب البضائع الخطرة 16.Visa number If approp	قائمة الرك riate 17.Por	ط ^ا ئم السفينة t of Disembarkatic	أمتعة طاقم السفينة n 18.Transit pasenge	مؤن السفينة er or not Passen v	رفع الملف + عام البضائع ger Job Visit Purpe
,	nber of identity or travel docume	nt * 13.Issuing t	state of identity o	or travel documer	nt* 14.Expir	لموانى السابقة ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	ب البضائع الخطرة 16.Visa number if approp	قائمة الرك riate 17.Por	طفر السفينة t of Disembarkatic	أمتعة طاقم السفينة n 18.Transit pasenge	مؤن السفينة er or not Passen v v	رفع الملف + عام البضائع ger Job Visit Purpo
	nber of identity or travel docume	nt * 13.Issuing t	tate of identity o	or travel documer	nt* 14.Expir	لمواني السايقة ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	ب البضائع الخطرة 16.Visa number if approp	قائمة الركا vriate 17.Por	ط السفينة t of Disembarkatic	أمتعة طاقم السفيلة n 18.Transit pasenge	مؤن السفينة er or not Passen v v v	بغ الملف +
,	nber of identity or travel docume	nt * 13.Issuing t	tate of identity o	or travel documer	nt * 14.Expir	لموانى السابقة ing date of identity or travel document	المستندات المرفقة ال	ب البضائع الخطرة 16.Visa number if approp	قائمة الرك priate 17.Por	ط أثم السفينة t of Disembarkatic	أمتمة طاقم السفينة n 18.Transit pasenge	مؤن السفينة er or not Passen v v v	بغ الملف + عام البضائع ger Job Visit Purpo
	nber of identity or travel docume	tt * 13.Issuing t	tate of identity o	or travel documer	nt* 14.Expin	لموانى السابقة ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	قىلىغانغ الىخطرة 16.Visa number if approp	قائمة الرك priate 17.Por	b لم السفينة t of Disembarkatic	المتعة طاقم السفينة n 18.Transit pasengi	مؤن السفينة er or not Passen v v v v v v v v v v v v v v v v v v	+ عنم المله +
	nber of identity or travel docume	tt * 13.Issuing t	atate of identity o	or travel documer	nt * 14.Expir	لموانى السابقة ing date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	ي اليضانغ الخطرة 18.Visa number if approp	الرئ atia الرئ	ط ^ا ئم السفينة t of Disembarkatic	أمتمة طاقم السفيلة n 18.Transit pasenge	قۇن السفىنة er or not Passen ت ت ت ت ت ت ت	+ بفاها لمغ عام البضائع ger Job Visit Purpo
	nber of identity or travel docume	st * 13.Issuing s	tate of identity o	or travel documer	nt * 14.Expir	لمواني السايقة ing date of Identity or travel document	រា និធិតុក្រវា បែងរវ័ណនារា 15.Port of Embarkation	ي البلماني البلماني 16.Visa number if appro	تائمة الرئ vrlate 17.Por	ط ثم السفينة t of Disembarkatic	السفينة السفينة (السفينة) n 18.Transit pasenge	فؤن السفيئة er or not Passen ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?	+ عند البضائع ونالبضائه per Job Visit Purpe
	nber of identity or travel docume	st * 13.Issuing s	tate of identity o	or travel documer	nt * 14.Expir	الموانى السابقة Ang date of identity or travel document	المستندات المرفقة 15.Port of Embarkation	تَبْضَانَع الْحُطْرَةِ 16.Visa number if approp	قائمة الرك riate 17.Por	م لم السفينة t of Disembarkatic	أمتعة طاقم السفيلة n 18.Transit pasengi	مؤن السفينة er or not Passen * * * * * * * * * * * * * * *	+ ملمه المغا عام البضائه ger Job Visit Purpe

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

saved data? Yes No)

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



- 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.

3 1 2 3 4 4 5 6 7 8 9 10 10 10 11	C 4_CODE 9	t 4.Discharge port 5	ة.Stowage Position (المعادة) السابقة ne(Technical Specifi	6.Referenc	ce Number ات المرفقة ات المرفقة 10.Class /(St	۲. Marks Nu	amber: مُطرة sks) *	s-Freight cont البضائع الذ 11.Packing Gi	ainer idd الرکاب oup * 11	entification No-Veh السفينة قائمة 2.Marine pollutant	icle registration مقاله قنیفس * 12.Flash poin	No 7.Conta	iner numbe i قنیفس ber of pack	rr 7.150 من الله من المراجع الم	۲.Seal ()	8.UN_COD ا ل العام ا مالا
1 2 3 4 5 6 7 8 9 9 10 11 1	C 4_CODE 9	P.Porper Shipping Nan	م السابقة ne(Technical Specifi	المواني ications)	ات المرفقة 10.Class /(St	المستندا ubsidiary Ri	قطرة sks)*	ثار ينفانغ الخ 11.Packing Gr	، الرکاب oup * 1:	ر السفينة قائمة 2.Marine pollutant	مقله قنيفس * 12.Flash poin	الم	أ قنيفس ber of pack	مؤن الد دموود الا	عملف + البضائع .Kind of p	, العام ا ackages 14
2 3 4 5 6 7 8 8 9 10 11 11	C 4_CODE 9	E	قةباسابقة ne(Technical Specifi	المواني (actions	ات المرفقة 10.Class /(St	المستندا ubsidiary Ri	قطرة sks)*	ليضائع الخ 11.Packing Gi	الرکاب oup* 1: ***	ر السفينة قائمة 2.Marine pollutant	مقله قنیفس * 12.Flash poin	الم	i قنيفس ber of pack	مؤن التا دموجة الم	ب منف + منف + البضانع در البضانع .Kind of p	با لعام ا ackages ۱
3 4 5 6 7 8 9 10 11 11 8 8 8 UN 8 4 9 10 11 11 11 11 11 11 11 11 11	¢	D.Porper Shipping Nan	السابقة ne(Technical Specifi	المواني ications) '	آت المرفقة 10.Class /(Si	ubsidiary Ri	قطرة sks)*	لبضائع الذ 11.Packing Gi	ا الرکاب oup * 1:	ر السفينة قائمة 2.Marine poliutant	مقلك قليفس 12.Flash poin	الم	i قنيفس ber of pack	مۇن الىر دەر 13 ئەر 14 ئەر	ب ملف + البضائع .Kind of p	ار العام ا ackages 14
8.UN	¢	D.Porper Shipping Nan	السابقة ne(Technical Specifi	الموانى ications) [،]	ات المرفقة 10.Class /(Si	المستندا ubsidiary Ri	قطرة sks)*	البضائع الذ 11.Packing Gi	الرکاب oup* 1: v	ر السفينة قائمة 2.Marine poliutant	مقله قنيفس • 12.Flash poin	الم	i قنیفس ber of pack	مؤن الد دages 13	+ نفه +	ر العام ا ackages 14
6 7 8 9 9 9 10 11 11 11 6 6	C 4_CODE 9	D.Porper Shipping Nan	السابقة ne(Technical Specifi	الموانى ications) '	ات المرفقة 10.Class /(Si	المستندا ubsidiary Ri	فطرة sks)*	البضائع الث 11.Packing Gi	الرکاب oup* 1: v	ر السفينة قائمة 12.Marine pollutant	مقله قنيفس * 12.Flash poin	الم	أ قنيفس ber of pack	مۇن الى دور 13	ب فلف ب البضائع Kind of p.	ر العام ackages ۱۰
8.UN	C 4_CODE 9	A.Porper Shipping Nan	السابقة ne(Technical Specifi	الموائي ications) 1	ات المرفقة 10.Class /(St	ubsidiary Ri	خطرة sks)*	البضائع الذ 11.Packing Gu	الرکاب oup* 1:	ر السفينة قائمة 2.Marine pollutant	مقله قنيفس * 12.Flash poin	الم الع الم الع	أ قنيفس ber of pack	مۇن الى دages 13	بلغاني در البضائع Kind of p	ہ العام ackages 14
8 9 10 11 11 8.UN	C 4_CODE 9	E	م السابقة ne(Technical Specifi	الموائي ications) 1	ات المرفقة 10.Class /(St	المستندا ubsidiary Ri	فطرة sks)*	البضائع الذ 11.Packing Gi	الركاب oup * 12	ر السفينة قائمة 2.Marine pollutant	مقله قنيفس * 12.Flash poin	المتعة طاقم ال t *C 13.Num	أ قنيفس ber of pack	مۇن الى دages 13	ملف + البضائع Kind of p	ہ واقع ال ر العام ا
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8.UN	C A_CODE 9	© Porper Shipping Nan	السابقة ne(Technical Specifi	المواني ications) [•]	ات المرفقة 10.Class /(St	المستندا ubsidiary Ri-	قطرة sks)*	البضائع الذ 11.Packing Gi	الرکاب oup * 12	ر السفينة قائمة 12.Marine pollutant	سفينة طاقم * 12.Flash poln	متعة طاقم الر t °C 13.Num	i قنيفه ber of pack	مۇن الى دages 13	ب فلف ب البضائع Kind of p	ر العام ال ackages 14
8.UN	CODE 9	D.Porper Shipping Nan	ر السابقة ne(Technical Specifi	المواني (tations	ات المرفقة 10.Class /(St	ubsidiary Ri	قطرة sks)*	البضائع الث 11.Packing Gi	الركاب oup * 12	ر السفينة قائمة 12.Marine pollutant	مقنة طاقم * 12.Flash poin	متعة طاقم الر t °C 13.Num	i قنيفه ber of pack	مؤن الد دages 13	ملف + البضائع Kind of p.	دفع ال ز العام ا ackages 14
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8.UN	C 4_CODE 9	D.Porper Shipping Nan	السابقة ne(Technical Speciff	الموانی (ications	ات المرفقة 10.Class /(Si	المستندا ubsidiary Ri	فطرة sks)*	البضائع الذ 11.Packing Gi	الركاب oup * 12	ز السفينة قائمة 12.Marine pollutant	مىقىنە طاقم 12.Flash poin	متعة طاقم ال t °C 13.Num	أ سفينة ber of pack	مۇن الى دages 13	البضائع Kind of p.	ر العام ackages 14
8.UN	C A_CODE 9	D.Porper Shipping Nan	السابقة ne(Technical Speciff	الموانی ications) [•]	ات المرفقة 10.Class /(Si	المستندا ubsidiary Ri	فطرة sks)*	البضائع الذ 11.Packing Gi	الركاب oup * 12	ر السفينة قائمة 12.Marine pollutant	سفینة طاقم 12.Flash poin	متعة طاقم ال t °C 13.Num	أ قنيف ber of pack	مۇن الى ages 13	البضائع Kind of p.	ر العام ackages 14
8.UN	CODE 9	8).Porper Shipping Nan	السابقة ne(Technical Specifi	الموانی ications) [•]	ات المرفقة 10.Class /(Si	المستندا ubsidiary Ri	فطرة sks)*	البضائع الخ 11.Packing Gi	الركاب oup * 12	/ السفينة قائمة I2.Marine pollutant	سفينة طاقم * 12.Flash poln	متعة طاقم ال t °C 13.Num	أ قنيفينة ber of pack	مۇن الى ages 13	البضائع Kind of p.	ر العام ackages 14
8.UN	A_CODE 9).Porper Shipping Nan	السابقة ne(Technical Specifi	الموانی ications) [•]	ات المرفقة 10.Class /(Si	المستندا ubsidiary Ri	فطرة sks)*	البضائع الخ 11.Packing Gi	الركاب oup * 12	م السفينة قائمة I2.Marine pollutant	سفينة طاقم 12.Flash poln	متعة طاقم ال t °C 13.Num	أ سفينة ber of pack	مۇن الى ages 13	البضائع Kind of p.	ر العام ا ackages 14
8.UN	4_CODE 9	9.Porper Shipping Nan	ر السابقة ne(Technical Specifi	الموانی ications) [•]	ات المرفقة 10.Class /(St	المستندا	فطرة sks)*	البضائع الخ 11.Packing Gi	الركاب oup * 12	م السفينة قائمة I2.Marine pollutant	سفينة طاقم * 12.Flash poln	متعة طاقم ال t °C 13.Num	نىغىنة ber of pack	مۇن الى ages 13	البضائع Kind of p.	العام . ackages 14
8.UN	4_CODE 9).Porper Shipping Nan	ne(Technical Specifi	ications)	10.Class /(Si	ubsidiary Ri	sks) *	11.Packing G	oup * 12	12.Marine pollutant	* 12.Flash poin	t °C 13.Num	ber of pack	ages 13	.Kind of p	ackages 14
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diary	y Risks)*	11.Packing Group *	[•] 12.Marine pollut	tant * 12.	.Flash poin	nt°C 13.Nu	umbe	er of package	s 13.K	(ind of packages	14.Mass-Volu	me 14.Unit	15.EMS	16.Fina	I Port of	Delivery
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➢ 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)

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- 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 E With the message appearing (Do you want to close the screen? هل أنت متأكد من إغلاق الشاشة؟ Yes No) \triangleright 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 هل أنت متأكد من حذف البيانات المسجلة؟ 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.

			الموانى السابقة	المستندات المرفقة	البضائع الخطرة	قائمة الركاب	طاقم السفينة	أمتعة طاقم السفينة	مؤن السفينة	البضائع	رار العام
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he agent pr	esses a key.	. Addit	<mark>ion</mark> The	ستند	إضافة مى	follow	ing scre	een appea	.۲S.	ع المستند إنرامي	نو
he agent pr	esses a key.	. Addit	ion The	ستند مىيتى	ب إضافة مع ب	follow	ing scre	een appea	.rs. غیرالزام	ع المستند الزامي سم المستن	نو ۲
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he agent pr	esses a key.	. Addit	ion The	ىىتىر ئەلىق	بضافة مر ا	follow	ing scre	een appea	۲S. غیر الزام ند• منف +	یع المستند یا الزامی سم المستن تحمیل	نو ١
he agent pr	esses a key.	. Addit	ion The	ىىتىد تەلىق	ب الفاقة من الأسافة من	follow	ing scre	en appea	rS. غير الزام ند ^ر منف +	ع المستند ي الزامي سم المستن تحميل	نو ١

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







⊡

icon. <mark>Deletion</mark> With the message appearing

sign documents electronically by clicking on the icon. Signature

Confirm deletion

from the

- 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



إقرارات المغادرة للموانئ التخصصية

 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

					إقرارات الوصول					
			حالة إقرار الوصول			2	المينا:			التوكيل الملاحى
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	التعليق	تاريخ القبول↓	تاريخ الارسال‡	تاريخ الوصول المتوق <mark>ع [1</mark>	حالة إقرار الوصول	دليل النداء\$1	1↓імо	اسم السفينة↓1	رقم الرحلة في الثافذة↓	المیناء ∫↓
0			14:35 24/12/2024	25/12/2024	قبول مبدئي	UJKQ	7636755	DRUZHBA MARODOV	EGPSD/2024/00491	غرب بورسعيد
0			11:54 24/12/2024	26/12/2024	قبول مبدئي	FFDSS	8523476	VARTANA	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 1 in ascending or descending order using the sort icon.

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رقم الرحلة في النافذة 🗸
اسم السفينة 🖌
имо
دليل النداء 🗸
حالة إقرار الوصول 🗸

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





- 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.

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		تاريخ التقديم				الميناء"					التوكيل الملاحي
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The user selects an



attachment and clicks the signature icon.

signature tool appears like this:

The electronic







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

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			إقرارات الوصول		
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- 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.

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

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

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

		ېل	إقرارات الوصو			
		×	- + نقريب تلقائن	1	من 1	
	22	HIPOLITO, CHRISTOREY ISLES	FILIPINO	с/ск	UNLIMITED	
	23	CUEVAS, JOEY TABIO	FILIPINO	MSM	UNLIMITED	
н.				Master of LPG/C L		
agent 01:12 789C	username 2024 14:56 C47540B7C3C	086529946BB11F1FC				
6						
🎽 Us	ernam	e of the signatory				
کې 🗲	gnature	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.

	Egypt Trust Signer Tool 🏻 🦉		- ×
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-45e1-8193-02cba7ccead4	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

النقل البحري

- After registering the data of the various omen documents as well as the necessary attachments and the signature of 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.

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tracking Statements position

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

screen appears:

عرض موقف الإقرارت											
			حالة الإقرار				الميناء				التوكيل الملاحي
~	الكل		الكل 🗸 الكل		الكل	سيبنج إجنيسي		ماجيك شيبنج إجنيسي			
ė.			الا، ئارىخ الارسال	÷.			من تاريخ الارسال				رقم الرحلة في النافذة
			0-12,620.64				0				وصول/مفادرة
) إقرارات المغادرة		اقرارات الوصول
@ Q											
×											
التعليق	تاريخ القبول	تاريخ الارسال	تاريخ التقديم 7	حالة الإقرار	تاريخ المغادرة المتوقع	تاريخ الوصول المتوقع↓	†Џимо	اسم السفينة↓†	رقم الرحلة بالميناء↓	رقم الرحلة في الثافذة 🕇	الميناء ل\$
		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	الأدبية
		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	الأدبية

- The agency searches for the flight whose status is to be reviewed by using one search filter or more from the on-screen settings
 - 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 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

appeared within the user's search

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:

تاريخ الارسال التعليق	تاريخ الارسال	تاريخ التقديم #	حالة الإقرار	تاريخ المغادرة المتوقع↓↑	تاريخ الوصول المتوقع↓↑	†↓імо	اسم السفينة↓†	رقم الرحلة بالميناء ↓↓	رقم الرحلة في الثافذة↓↑	الميناء‡∱
	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	الأدبية
	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	الأدبية
	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	الأدبية
			▼ 5	<< < 10 9	8 7 6 5	4 3 2 1	> >>			

• 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	
التصريح العام/FAL 1	
جيان البضائع / FAL 2	
جيان مؤن السفن / FAL 3	
بيان الامتعه لافراد الطاقم / FAL 4 بيان الامتعه لافراد الطاقم / FAL 4	
المة افراد الطاقم / FAL 5	
الركاب / FAL 6 الركاب / FAL 6	
بیان البضائع الخطرة / FAL بیان البضائع الخطرة / FAL	
« < 1 > »	· · · · · · · · · · · · · · · · · · ·

• By clicking on the arrow next to each document Show directions

that She reviewed the

K

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.





	9
تحميل نماذج الفال	ß
إقرار البضائع	X
مؤن السفينة	×
أمتعة الطاقم	X
طاقم السفينة	X
قائمة الركاب	×
البضائع الخطرة	ß
قائمة الموانئ	X

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 الرنكترونية للنافذة البحرية الواحدة										
		الميناء			التوكيل الملاحي					
×		الكل	\vee		ماجيك شيبتج إجنيسي					
0 0					المعاملات المالية 🖸					
	تاريخ القبول 1	†↓ имо	اسم السفينة 1	رقم الرحلة في النافذة 🕻	العيناء 11					
۲	15/10/2024	7361673	PERNILLE	EGPSD - 2024 - 00210	غرب بورسعيد					
۲		1205420	НАРРҮ	EGPTK - 2024 - 00227	بورتوفيق					
۲	08/09/2024	7342469	CHI INNOVATOR	EGADA - 2024 - 00246	الأدبية					
۲	09/10/2024	6665555	GEHAAT	EGADA - 2024 - 00219	الأدبية					
۲		6707935	MARINETTE	EGPSD - 2024 - 00300	غرب بورسعيد					
	▼ 5 ≪ < 4 3 2 1 > >>									

This screen shows flights with accepted departure

declarations.

- Through this screen, the agent can:
 - \blacktriangleright 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.

المعاملات المالية 🖾

After clicking on the financial transactions icon, you will

be transferred to the maritime transport sector system to pay the claim.

0





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.

بنية للنافذة البحرية الواحدة	مطالبات الخدمات الإلكتر
	× يمكن عرض التقرير من شاشة المعاملات المالية
المیناء الکل	التوكيل الملادي ماجيك شيبنچ إجنيسي
	المعاملات المالية 🖾

- 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									
السنة [] عدد المواتئ التي تعامل معمّا التوفيل [] المواتئ التي تعامل معمّا التوفيل [] حالة السداد 									
<u>o</u> 0	ثم السداد	نوبيع. الأدبية مرس الحمرة، غرب بورسعيد شرق بورسعيد الإستخدرية، بور توفيق. الفردقة، فوتتي بوا. العريش، أبو قير، الطور، العين السخنة، سقاجا	14	2024	7/2024				
0 0	لم يسدد	العريش, أبو قير، الطور، العين السخنة, سفاجا	5	2023	1/2023				
v 5 « < 1 > »									

- 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.