

Advanced Cargo Information System (ACI) - Libya

User Manual July 2024

Libya – (ACI)

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Introduction

The Advance Cargo Information (ACI) system plays a crucial role in enhancing the efficiency and security of cargo arriving at its ports. This system ensures that information about cargo is transmitted before it leaves the port of origin and upon arrival at the destination port in Libya. By providing this data to various stakeholders and regulatory authorities, the ACI enables the vetting of incoming cargo, allowing for enhanced security measures and risk assessments before goods reach their final destination.

Moreover, the ACI system in Libya is instrumental in gathering valuable statistics, conducting pre-arrival risk assessments, and optimizing logistic chains for increased efficiency and control. These functionalities are vital for ensuring the smooth flow of goods, enhancing security protocols, and supporting overall trade facilitation efforts within Libya's maritime infrastructure.

Objectives of the ACI system

The ACI project is driven by two primary objectives. Firstly, it seeks to enhance the control and coordination of incoming cargo traffic destined for Libya. Secondly, the project aims to achieve substantial improvements in trade compliance, efficiency, trade facilitation, and supply chain performance. These concerted efforts are designed to enhance Libya's competitiveness and attractiveness to traders, fostering a more robust and streamlined trading environment within the region.

Stakeholders

The stakeholders involved in the Advance Cargo Information (ACI) system in Libya encompass a diverse range of entities integral to the trade and logistics ecosystem. These stakeholders include:

- Exporters: These are businesses or individuals seeking to export goods to Libya, thereby directly impacted by the ACI system's regulations and procedures.
- Freight Forwarding Companies: These organizations play a crucial role in managing and coordinating the transportation of goods, ensuring compliance with ACI requirements for shipments bound for Libya.
- Importers and Customs Clearance Agents: Within Libya, importers and their appointed customs clearance agents are essential stakeholders responsible for adhering to ACI protocols during the entry of goods into the country.
- Global and Regional Shipping Lines and Agents: Companies operating vessels to Libya are key stakeholders, as they are directly involved in the physical transportation of cargo and must comply with ACI guidelines and reporting.
- Libyan Customs Authority and Ministry of Finance: These governmental bodies are central to the implementation and oversight of the ACI system, responsible for regulatory enforcement and managing the flow of information related to cargo.

Other Government Regulatory Agencies: Various governmental entities in Libya, such as those overseeing trade, security, and transportation, also serve as stakeholders in the ACI framework, contributing to comprehensive regulatory oversight and coordination.

The collaboration and engagement of these diverse stakeholders are essential for the effective implementation and success of the ACI system, ensuring streamlined processes, enhanced security, and improved trade facilitation within Libya's trade landscape.

During the complete ACI (Advanced Cargo Information) process completion, the following main applications will be utilized:

- 1. **Trade Portal**: This will provide general information necessary for the ACI process, including guidelines, documentation requirements, and updates related to cargo information.
- 2. **Online Registration**: Webb Users will handle the registration of users online, allowing stakeholders to create and manage their profiles necessary for accessing the ACI system.
- 3. **ACI Libya**: Webb ACI will be the specific application dedicated to managing and processing the Advanced Cargo Information for Libya, ensuring compliance with local regulations and requirements.

These applications collectively support the end-to-end management of the ACI process, from user registration and management to compliance and payment processing.

ACI Creation

In this section, we will comprehensively cover all the details related to the creation of ACI. This includes an in-depth walkthrough of each crucial step, starting from the initial login process, proceeding to the creation of new documents, and detailing the accurate entry of necessary information. Each of these steps plays a vital role in ensuring efficient operations within the ACI platform. We will provide clear instructions and best practices to help you navigate the platform with ease and ensure that every action you take contributes to a streamlined and effective workflow. By the end of this section, you will have a thorough understanding of how to efficiently manage ACI creation and related tasks.

I. Accessing the ACI System:

The initial step is to access the ACI system using our designated login credentials through the webpage <u>www.aci.customs.gov.ly</u>.

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Log in to ACI Libya Usernare yersari isoanarean@webbirtikine.com Pasawood	
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II.Creating ACI:

Next, the exporter will select the "Initiate ACI Creation" option to kickstart the entire process.

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-	Completed	24-000046	99977624010105	48 10/05/2024	Tonga	09/05/2024	30/05/2024	
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	Completed	24-000043	99952824010103	55 10/05/2024	Netherlands	03/05/2024	25/02/2024	
g.	Customs Review	24-000042		09/05/2024	United States	09/06/2024	09/05/2024	
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~	Importer Review	24-000040		09/05/2024	Tahiti			

III. Adding Exporter Details:

In the Names and Parties section, the exporter should input the exporter's Tax Identification Number and click "Add" to reveal the details submitted during the registration process.

Similarly, the exporter should enter the statistical code for the importer and click "Add" to reveal the details associated with the importer's registration.

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۵		1 2 3 Name and Parties General Attaches	
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	IMPORTER		
C	Please enter the Importer's Statistical Code to proceed with	sending the application for the validation.	
c .	Subblical Code *	Company No. 4	Enut
6		Add empary Name	Enter Email
C B	Address Enter Address	ZIP/ Postal Code Enter ZIP/ Postal Code	Phone Enter Phone
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P			
P.C	g.		Continue >

After both sets of details have been added and are visible in the system, the exporter can proceed by clicking on "Continue."

VI. Proceeding with General Details:

In the General Section, select the country of export from the dropdown menu, and then click on "Continue."

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*				
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G	Saint kitts & nevis			
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a.				Continue >

V. Attaching Documents:

In the attachment section, the exporter should upload the commercial invoice and click on the "Add to List" option to display it in the system.

Once the commercial invoice has been uploaded and is visible, click on the "Submit" button to proceed.

A0	Create ACI			Discord
٥		1 Heren and Parlin	2 3 Gerand Atlactments	
*	All Documents	New Document		Discard Add to List
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6		Commercial Invoice 380	⊟ 13/05/2024	154485
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VI. Importer Review:

Upon entering the information, the ACI system triggers an email to the importer requesting verification of the details. This action is crucial as it aligns with the scenario where the ACI status necessitates importer review.

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	Completed	24-000053	4347922401010795	2905/2024	Tarkey	25/05/2024	30/04/2024	
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	Completed	24-000046	9997752401010548	10/05/2024	Tanga	09/05/2024	30/05/2024	

The importer is required to review the general details, the names and parties involved, as well as the attached documents. They need to check and verify the exporter details in the section related to the names and parties involved, ensuring that all the information is correct.

ACI	< 24-000056		Briject Approve
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8	Aastralia	Libya	bpet .
	Made of Transport	Handling Units	
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er			

After reviewing, the importer needs to check and verify the details in the commercial invoice.

ce 24-00005 Status: Importer Review Deneral Names and					eject Approvo
All Documents		Document Description			
Q. Search		Document Name	Document Date	Document Ref. No.	
Commercial Invoice Document Ref. No.:		Commercial Involce (1880)	— 09/05/2024	5545246	
Document Date: 09	/06/2024	Attached File			
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×	~	INVOICE NUMBER CI-43726		ILL/BILLOFLADING	
and a second sec		DATE OF EXPORTA	TION EXPORT R	REFERENCE	

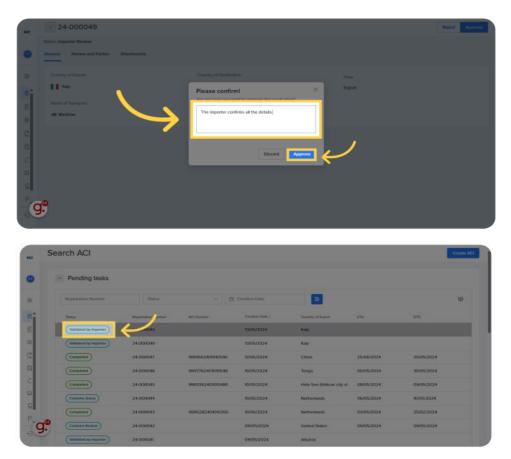
VII. Approving or Rejecting Details:

Once the commercial invoice is visible, the importer can thoroughly check the details to approve.

Upon confirmation, the importer has two options: proceed by clicking on the "Approve" button or reject the details by clicking on the "Reject" option.

ACI	< 24-000049			Reject	Approve
	Status: Importer Review				
0	General Names and Parties Attachments				
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Once approved, the importer will enter a message in the pop-up box and then click on "Approve." The system will then display that the details have been verified by the importer.



VIII. Exporter Notification and Finalization:

After the importer's verification process is complete, the exporter will receive an email notification confirming that the details have been verified. The email will instruct the exporter to finalize the remaining details pertaining to the shipment.

The exporter should log in to the system and input the necessary information by selecting the "Edit" option. They should proceed with filling out the transport details by clicking on "Continue" after ensuring that general details, including names and parties, have already been included.

-	< 24-000049		
	Status: Validated by Importer		
0	The importer confirms all the details.		
*	General Names and Parties Attachments		
	Country of Export	Country of Destination	Flow
	II My	E Litzya	Export
G	Mode of Transport	Handling Units	
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IX. Providing Transport Details:

The exporter should provide essential details such as the booking number, vessel name, IMO number, voyage number, shipping line, and shipping agent.

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0	1 2 Control Reserved Partices Tempo	et French Area	6 7 8 Cotisten Atschweits Samery
*	Booking Number * 7548123690	Vessel Name * MSC Zoe	MO Number *
0 C	Voyage Number *	Shipping Line *	Shipping Agent Expeditors International
	Estimated Date of Deporture *	Estimated Date of Arrival *	
а G	Transshipment	Part of Transhipment Search Part of Transhipment (Min 2)	v
P	Port of Leading *	Port of Discharge *	. Continue >

Additionally, the exporter must input the estimated date of departure, estimated date of arrival, along with the port of loading, port of discharge, and place of final destination. Afterward, they should proceed by clicking on "Continue" to advance to the next step.

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3	Tripolis		GRTRP					

X. Entering Financial Details:

The subsequent step involves entering the financial details, which encompass Terms Of Delivery (Incoterms), LC Reference Number, Product Value, Freight Value, Insurance Value, along with the currency details. It's important to note that details marked with an asterisk are mandatory. After filling in the financial details, the exporter needs to click on "Continue" to proceed to the next step.

ACI	ACI Application					Discard	Save as draft
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*	Terms Of Delivery (incoterms) * Cost, Insurance and Freight		derence Number er LC Reference Number]		
0	Financial Details	Amount		Exchange Rate	Amount in	מינו	
C 6	Product Value * ① Pre-shipment Costs ①		Select. v		-		
C R	Freight Volue 1		Select. v				
ធ	Others		Select. v				
P.C			Total CIF Value:				Continue)

XI. Adding Item Details:

After filling in the financial details, the exporter needs to proceed by inserting details about the items being shipped. They should click on "Create New Item" to add the relevant information accordingly.

A01	ACI Applicat	ion				Discard	Save as draft
٥	General	2 Nerros and Parties	3 Theraport	 (5) Aurra	G	Atlactiveorta	Burnary
*	All Items						•
8		Create New Ben					
C				There are n	o items		
8				Create No	w Horn		
ell P	an a						
2						< Previous	Continue >

The exporter should provide details about the handling units, item numbers, country of origin, and a commercial description of the items being shipped in a professional manner.

ACI Applica	ation					Discard	Save as draft
1 General	2 Nerros and Parties	3 Threagest	(4) Pinascial	(5) Rem	6 Containons	7 Afactymenta	B
All Items		New Item				Discard	Add to List
	+ Counte New Rem	Handling Units		Item Number	Country	of Origin *	
		🚖 Container		1	Rały	0	10 × ~
		Commercial Descripti	on *				
	-	Product: Nutella Ha Brand: Nutella Variant: Hazelnut S Packaging: Glass ja Net Weight (350 g	es ams]	product, sweet spread			Î
		Commodity Code *					
		Select (Min 2)					
de la		Commodity Desciptio	n				
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The exporter should also input the Commodity Code and provide information regarding the Number of Packages, Package Type, Gross Mass, and Net Mass.

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<u></u>	2) Page and Typics	(E) beaut		(5) bas	(B) Contrarts	(7) Atlantowerks	5
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		Commodity Code * 	*				
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	\searrow	Pasters based on sugar,	containing added fat, milk	or nuts, not suitable for dir Pockage Type *	ect consumption as contectioner	ybut used as fillings, etc. (for ch	ocolaten,
	\searrow	Pastes based on sugar,	containing added fat, milk		ect consumption as contectioner	ybut med an Hinga, atc, for ch	ocolates,
r.º	\searrow	Pesten based on sugar, Number of Packages *	containing added fat, milk	Peckage Type *		y,but uned an fillings, .etc, (for ch	ocolation,

Once all these details have been filled, the exporter will proceed by clicking on "Add to List" to ensure that the details are recorded and visible in the system. In case the exporter has more than one item in the shipment, they can add each item by clicking on the "Create New Item" icon. The next step is to add the new item details and afterward proceed by adding it to the list.

AGI	ACI Applicatio	on					Discard	Save as draft
٥	(1) General	2 Nerves and Parties	3 Temport	(4) Praecial	(5) Area	6 Containers	7 Atlactiveenta	B
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е 6			Type: Food produ Brand: Nutofia Variant: Hazelnut 5 Packaging: Glass 5 Net Weight: [350 g Councils: Kito units	iproadi ars grams]				Î
G.			Commodity Code *					
G			21059060					
P C	j .		Conmodity Descapo		nille ou mote, mot existrables few disco	et concentration as confluctionsmet	\searrow	Continue >

XII. Adding Container Details:

The next step involves inserting details about the container. The exporter should click on "Create New Container" to insert the required information.

The exporter needs to include information such as the Container Reference Number, Container Type, Seal Number, Number of Packages per Container, Empty Container Mass, and Total Container Mass. After filling in these details, the exporter should proceed by clicking on "Add to List" to ensure that the details are recorded and visible in the system.

M	ACI Application			Discard Save as draft
٥	1 2 General Nersea and Parties	3 (4) Translet	5 6 Jama Containen	7 8 Altichemb Samary
*	All Containers	New Container	Container Type *	Discard Add to Lief
0	\rightarrow	ABCU1234567	Lonainer type - 40' Dry bulk non-pressuriz_ 4000 ~	ABC123456 Total Container Mass
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2 2				
	j .			
6				Continue >

In case the exporter has more than one container, he can add it to the system by clicking on the "Create New Container" icon. Afterward, the exporter will proceed by clicking on "Continue" to navigate to the next step in the process.

XIII. Attaching Relevant Documents:

The exporter should proceed by attaching all relevant documents related to the shipment, such as the Certificate of Origin, Packing List, Booking Confirmation, etc. To attach these documents, the exporter needs to select "Create New Document."

M	ACI Applica	tion					Discard	Save as draft
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₩	All Docume	ents	Document Des	cription				Edit
	Q. Search		Door AName*		Document Date *	Docur	nent Ref. No. *	
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	Commercial In		Attached File					
	Document Ref.		commercial_invoice	pet				Q @
g	Ø							
2	2						< Previous	Continue >

In this example, if the exporter wants to attach the Certificate of Origin, they should select the appropriate Document Type, add the document date, and provide a reference for the document.

-	ACI Application					Dis	and Save as draft
•	0 General Nerves and Parties	3 Temport	- (4 Pinarchi	5 800	6 Containers	(7) Allactiveserts	B
*	All Documents	New Document				Discard	
	Q. Search	Document Name *		Document Date *	Doc	ument Ref. No. *	
0		Select	^	E DDMMYYYYY	B	iter Ref. No.	
c	Commercial Invoice 380 Document Ref. No: 154485	Commercial invoice	380				
6	Document Date: 12/05/2024	Corrected invoice	344	Arag & Drop files to	ste or choose file		
0		Certificate of origin					Mox Size SMB
G.							
G		Packing List	271				
P	⊕r	BB Of Lading	705				
d'						< Previous	Continue >

Next, the exporter should upload the document, click on "Add to List" to ensure it appears in the system, and finally, click on "Continue" to proceed to the summary page.

XIIII. Submitting Details:

Once all the details have been inserted by the exporter and verified, on the summary page, the exporter needs to proceed by clicking on "Submit" to ensure that all these details are available and visible in the system.

ĥ	ACI Application				Discard	Save as dr
	1 2 General Names and Parties	3 4 Threase Finance	la hera	6 Containers	7 Atlachmenta	8
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	Registration Number	ACI Number		Submission Date		
	24-000049					
	Country of Export	Estimated Date of Arrh	ed.	Mode of Transport		
	1 Italy	(ii) 18/06/2024		de Maritime		
	Total Number of Containers	Total Number of Packa	ges	Total Weight		
	1	6		231 KG		

Now that the exporter has submitted all the details, the information will need to be checked and verified by the ACI officer. In this section, we note that the details are now under "Customs Review."

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	Pending tasks						
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	(WARNER by REALTER)	24-000048		13/05/2024	Roby		
	Completed	24-000047	000154240101015500	12/05/2024	Om	21/06/2024	25/05/2624
	(Contracted)	24-000046	9997762401010548	10/05/2024	3orga	09/05/2024	30/05/2024
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-	(weinene by basaner)	24-000041		09/05/2024	Atunia		

XV ACI Review

The ACI officer needs to thoroughly check the details in the Summary, General, Names and Parties, Transport, Financial, Items, Containers, and Attachments sections to ensure that they are valid and matching. Afterwards, they may proceed by Approving, rejecting, or opening a query.

Note that in case of any missing information or document, the ACI officer will open a query requesting specific details. In case of query the ACI is sent back to the exporter to adjust the details and resubmit.

XVI. Finalizing with Bill of Lading:

After approval, the system will display the status as "Approved - Awaiting Bill of Lading," and the exporter will receive a notification email.

-	Search ACI							Create ACI
0	 Pending to 	isks						
2	Registration Nur	iber Status	*	Creation Date				0
0î	Status	Registration Number	ACI Number	Creation Date +	Country of Export	EDA	ETD	
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¢	Volidated by Ing	orter 24-000048		13/05/2024	Roky			
C	Completed	24-000047	999/562401010590	12/05/2024	China	25/06/2024	25/05/2024	
8	Comparison	24-000046	9997762401010548	10/05/2024	Tonga	09/05/2024	30/05/2024	
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g	Cestores Review	24-000042		09/05/2024	United States	09/05/2024	09/05/2024	
er -	Validated by Imp	orter 24-000041		09/05/2024	Albania			

At this stage, the ACI number will be issued, and the exporter must download it and send it to the shipping company. The shipping company will then include this number in the final Bill of Lading before issuing it. Please note that the ACI report is a prerequisite for loading goods to Libya

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The next step for the exporter is to upload the Bill of Lading. The exporter will need to fill the document reference and document date, and then upload the Bill of Lading accordingly. Afterwards, they should proceed by clicking on "Save and Submit" to finalize the process.

	4000049 (ACLINX 999380240/00/06/3				Upload BOL
	Status: Approved - Awaiting BOL				
0		Upload Bill of Lading Please note that once the BOL is uploaded and			
2	Summary General Names and Parties Transpo	option to modify or delete it.			
8	Registration Number	Bill of Lading 205		ubmission Date	
	24.000049	Document Ref. No. * Do	ocument Date *] 13/05/2024 OB:36	
0	Country of Export	1589965	DDMM/YYYY	lode of Transport	
C	11 taly	Upload File *		5 Martime	
8		Dring & Drop files he	are or choose file	stal Weight	
C	'	File supported PNG, JPG, JPGG, PDF	Max Size SMD	31 KG	
G		He approxime, and and, not	MAX 5476 SMD		
G		X			
Ρ.	-0		Save & Submit		
- 9	5				

The status in the system will change to "Approved Bill of Lading Review," indicating that the Bill of Lading has been successfully submitted and is under review. Afterwards, the ACI officer will proceed by approving the details.

Se	earch ACI						1	Cristia A
	 Pending tasks 							
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	Sec.	Tegenera y Jac	ADVantar	Crowled Date 1	Course of Dance	(1835	4991	
	(Agentive - DOL Revew)	(INT	80508024030406E	12/05/2024	Basy	1806/2024	8005/2024	
	(Validation by Magneter)	24.000048		13/05/2024	Raty			
	(Compilated)	24-000047	1997562401010560	13/05/03/4	Chee	25/06/2024	25455/2624	
	Castgebiles	24-000046	9997762401040548	10/05/2024	Torga	09/05/2024	30/05/2024	
	Compating	24-000045	9993367401043480	10/05/2024	Hoty See Datican city st	08/05/2024	09/05/2024	
	Californ Garry	24-000044		10/05/2024	No.0 vo constitu	06/05/2024	10/05/2024	
g.®	Campanas	24-000043	9996282401010355	10406/2024	Netherlands	00/05/2024	25/02/2024	
g.ª	Cartors Roke	24-008042		09/05/2024	United States	06/05/2024	09/05/2024	
-	(VARIANCE by Augustan)	24-000048		09/05/2024	Albania			

Following that, the status will reflect as "Completed" in the system.

XVII. Clearing the Shipment:

After completion, the final stage involves the clearance process, where Customs needs to ensure the status is marked as "Completed" and approved. They then proceed by clicking on "Mark as Cleared."

	Status: Completed		
0	Approved		
2	Summary General Names and Parties Transport Finan	cial Rema Containers Attachments	
	Registration Number	ACI Number	Submission Date
	24.000049	9993802401010613	E 13/05/2024 08:36
9	Country of Export	Estimated Date of Arrival	Mode of Transport
	T Tay	18/06/2024	es Martine
2	Total Number of Containers	Total Number of Packages	Total Weight
	1	6	231 KG
5			
2			
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g:	, ,		

Here, Customs needs to attach the Customs Import Declaration, mentioning the document reference and date. Afterward, they need to click on "Save" and then "Submit."

10	< 24-000049 ACI NX 99933024000000				Mark as Cleared
	Status: Completed				
0	Approved	Upload Customs Import Dec Please note that crice the Declaration is i		×	
	Summary General Names and Parties Transpo	the option to modify or delete it.			
		Document Name			
8	Registration Number	Customs Import Declara 929		ubmission Date	
E	24-000049	Document Ref. No. *	Document Date *	1 83/05/2024 08:36	
(6)	Country of Export	4243423	1006/2024	lode of Transport	
C	II tay	Upload File *		5 Martime	
8		bookingConfirmation.jpg	t e	Hal Weight	
¢	·	File supported PNG, JPG, JPGG, PDF	Max Size 54	31 KG	
G		an officerstant tage parts age.	MARK 5476 52		
G					
P	2		Save & Submit		
Ģ	5	🔗 File uploadedt	× .		

The final step will display in the system that the items have been cleared.

	All ACI						
	Registration Number	Status	× .	Creation Date	*		0
	Satas	Registration Number	ACI Number	Creation Date +	Country of Export	ETA	ETD
	Cleared	24-000049	9993802401010613	13/05/2024	Italy	18/06/2024	15/05/2024
	Declined by importan	24-000039		09/05/2024	United States		
	Cleared	24-000038	9998402401010293	09/05/2024	United States	0505/2024	04/05/2024
	Declined by Importar	24-000031		08/05/2024	China		
	Declined by importer	24-000030		08/05/2024	Netherlands		
	Declined by Importar	24-000025		08/05/2024	France		
	Cleared	24-000022	9996082401010126	07/05/2024	Philippines	29/04/2024	31/01/2024
	Cheared	24-000018	9990512401009879	07/05/2024	Ameria	09/05/2024	07/05/2024
J.	Declined by importar	24-000017		07/05/2024	Ameria		
.	(Chaved)	24-000016	9990512401009868	07/05/2024	Ameria	09/05/2024	07/05/2024

By following these detailed steps, both the exporter and the ACI officer can ensure a smooth and compliant process for ACI creation and shipment management.