

Suez Canal Authority



SCA Registration

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Introduction

Suez Canal Authority website provide several services for the users, and through this manual you will be introduced to the SCA Registration Steps.

Target Audience

This Manual is designed to target the users who want to register to SCA portal.

How this Guide is organized

This Manual will guide the public user, through the registration process for:

- Agent
- Portal User
- Supplier

Registration

To use any of the portal Services, the user should register. Each user type can request certain services.

- **Agent** can request three of SCA Services:
 - E-Booking Services.
 - Long Haul Services.
 - Shipyard Services
- **Portal User** can request two of SCA Services:
 - Long Haul Service
 - Shipyard Services
- **Supplier** can request one of SCA Services:
 - E-Tenders

Registering as an Agent

Agent User can request the following SCA services:

- E-Booking Services.
- Long Haul Services.
- Shipyard Services

Agent Registration Steps

1. Go to the website, and click **Register** button at the top right of the page.

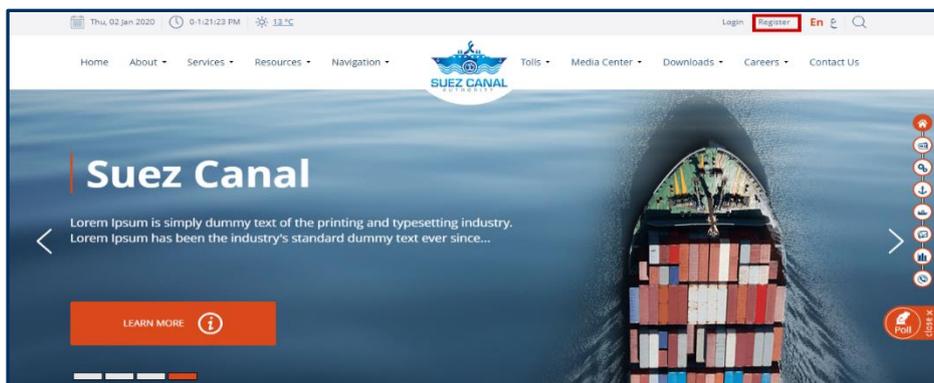
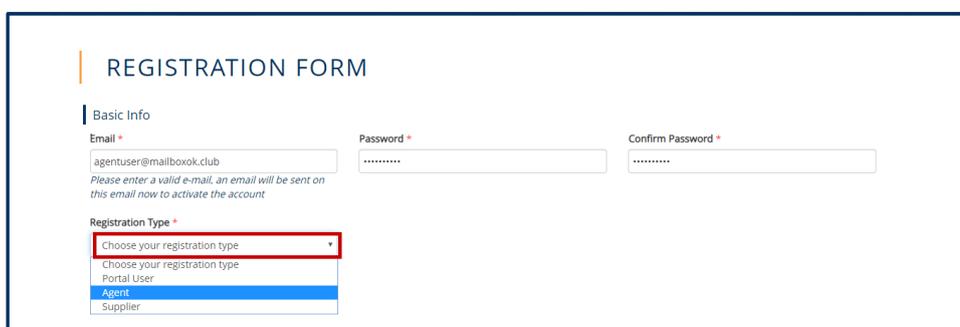


Figure 1: Registration

2. Registration **Basic Info** form will open, start adding the details as following:



REGISTRATION FORM

Basic Info

Email *
agentuser@mailboxok.club
Please enter a valid e-mail, an email will be sent on this email now to activate the account

Password *
.....

Confirm Password *
.....

Registration Type *
Choose your registration type
Choose your registration type
Portal User
Agent
Supplier

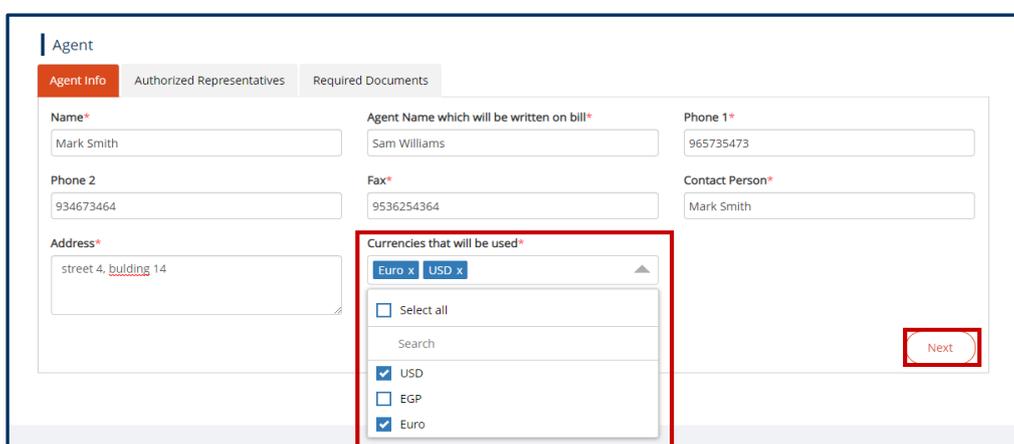
Figure 2: Registration Basic Info

Field	Field Description
Email	Type the email
Password / Confirm Password	Type your password which you will use to login to the website.
Registration Type	Select from the Registration Type drop-down list, the user type which is Agent .

Note: Password min. length is 8 characters and must contain at least two of the following: numbers, lowercase letters, uppercase letters and special characters.

- After selecting the Agent type, Agent Info form will appear, start adding the details as following:

Field	Field Description
Name	Type your Name.
Agent Name which will be written on bill	Type the name of the person which the bill will be issued with his name.
Phone 1 / Phone 2/ Fax	Type the phone numbers for each field.
Contact Person	Type the contact person name.
Address	Type the address.
Currencies that will be used	From the drop-down list Currencies that will be used , select the currencies you will use.(you can select multiple choices or select All Currencies)



The screenshot shows the 'Agent Info' form with the following details:

- Name***: Mark Smith
- Agent Name which will be written on bill***: Sam Williams
- Phone 1***: 965735473
- Phone 2**: 934673464
- Fax***: 9536254364
- Contact Person***: Mark Smith
- Address***: street 4, building 14
- Currencies that will be used***: A dropdown menu is open, showing 'Euro x' and 'USD x' selected. Below the dropdown, there are checkboxes for 'Select all', 'USD' (checked), 'EGP', and 'Euro' (checked).
- Next**: A red-bordered button is visible at the bottom right.

Figure 3: Agent Info Form

4. After adding the Agent Info details Click **Next**.
5. Authorized Representatives form will appear, you will be able to add users to be registered as authorized representatives.
 - Type the representative **Email** and **Password** which will be used in login to the website according to each field.
 - At the **National ID** text-box, type the 14 numbers of the representative National ID.
 - If theirs is more than one representative, click the **Add** button to add another representative, Confirmation box will appear click **Yes**, to continue.

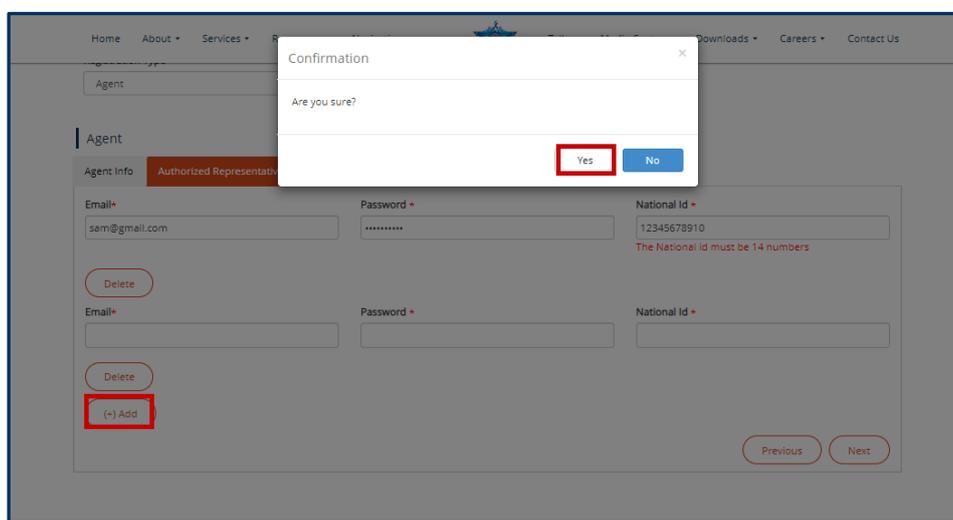


Figure 4: Add Another Representative

6. After adding the Representatives details, click **Next** button.

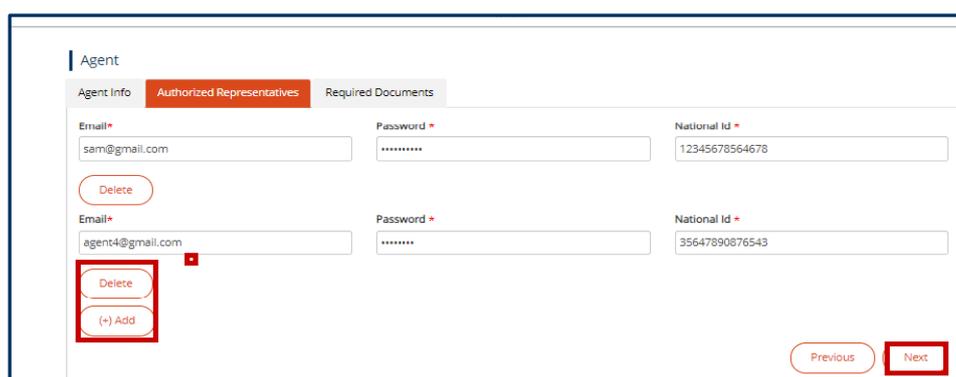


Figure 5: Authorized Representatives Window

Note: The Representatives can't log in with the added email and password until the agent user activate them. To view how to activate My Representatives [click here](#).

- 7. Required Documents** window, will appear, start adding the documents details as following:
- Click **Choose File** and upload the requested documents according to each field of the documents' fields:
 - Licensing of a shipping agency
 - Tax card
 - Tax card appendix (if any)
 - Tax Authorization
 - Commercial Record
 - Other Documents
 - Select the Expiration date for each document from the date picker fields.

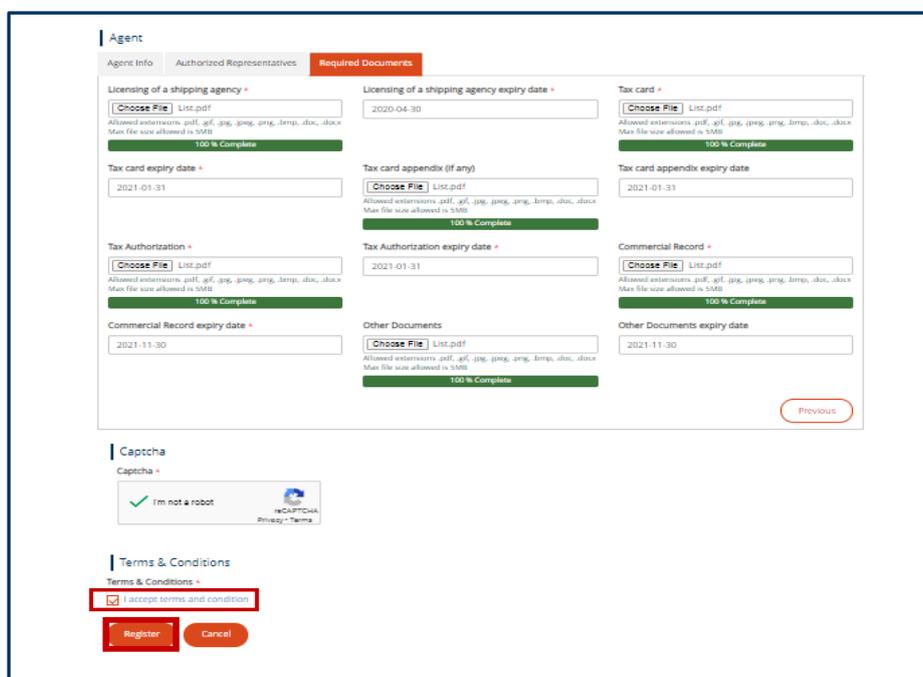


Figure 6: Required Documents

8. After uploading the documents, go to the **Captcha** section, and select the check-box **I am not a robot**, and answer the questions to verify.
9. At Terms and Conditions section, click I Accept Terms & Conditions, to open the terms and conditions page and after reading it select the check-box I Accept Terms & Conditions. Then click Register button to submit your registration.

10. Request submission confirmation message will appear.

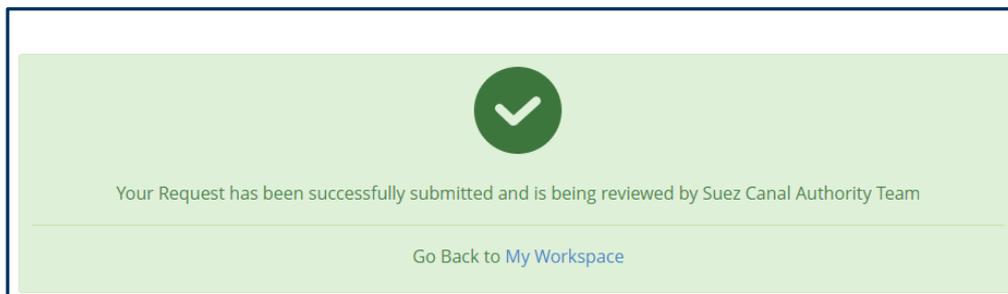


Figure 7: Registration Submission Message

11. Go to your email, you will receive an activation email, click "click here to activate."



Figure 8: Account Activation Mail

12. Account activation message will open. The registration request will be viewed by Suez Canal Team, and when they approve your request, you will receive an email, stating the registration fees, which you will pay in cash at the Suez Canal Authority Facility.

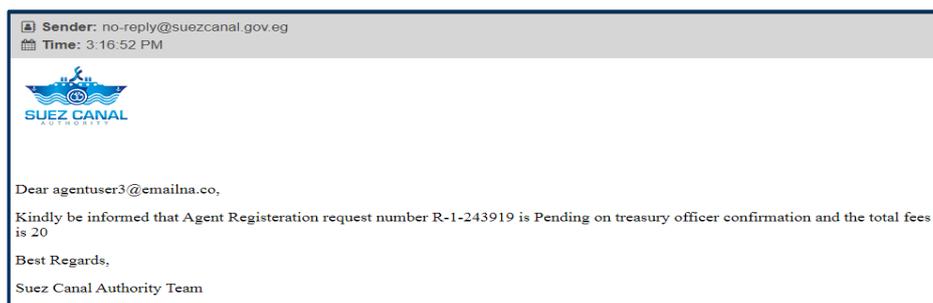


Figure 9: Registration Fees email

Note: In case Suez Canal Team need more information from your side you will receive an email stating the missing information for you to add, then they will approve your request.

13. After Paying the registration fees, you will receive an email stating that your registration have been completed

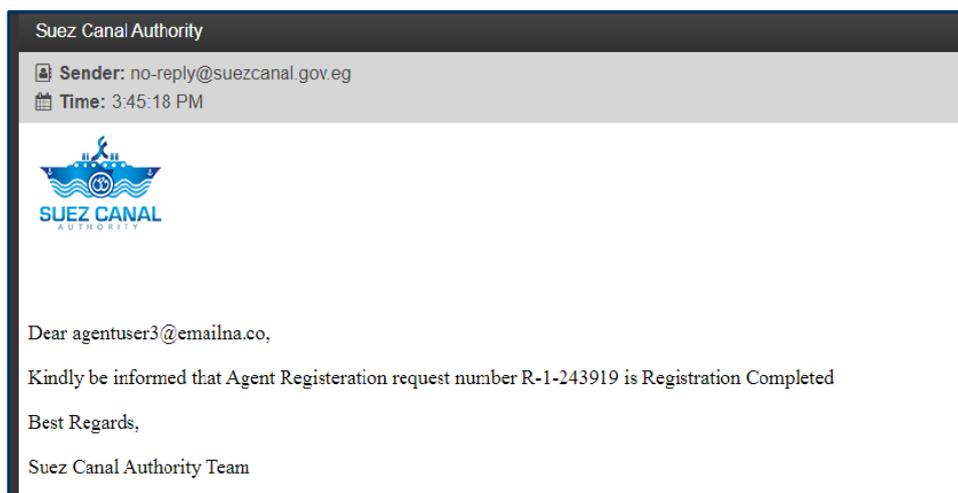


Figure 10: Registration Completed Email

- After registering you will be able to log in to the website, click the Login button, at the top right of the page, and type the email and password, which you have registered with, then click **Login**.

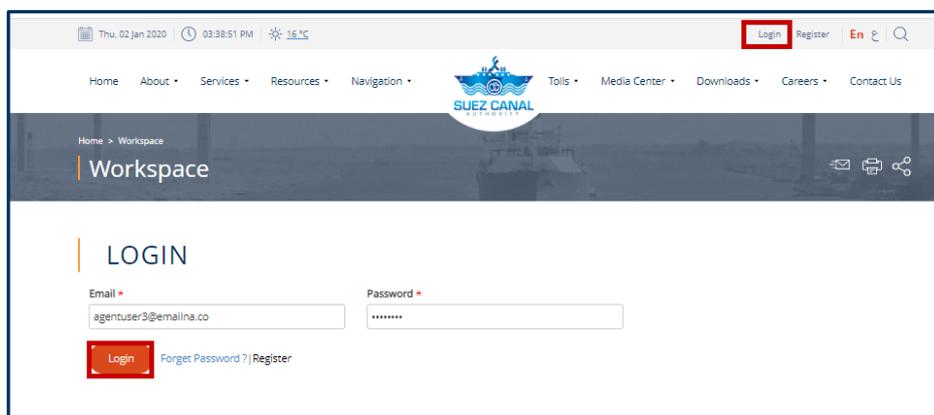


Figure 11: Login Window

After login you can find another tutorial for service processes in service landing page

<https://www.suezcanal.gov.eg/English/Services/Pages/EBooking.aspx>

Register as Portal User

Portal user can request the following SCA services:

- Long Haul Service
- Shipyard Services

Portal User Registration Steps

1. Go to the website, and click **Register** button at the top right of the page.

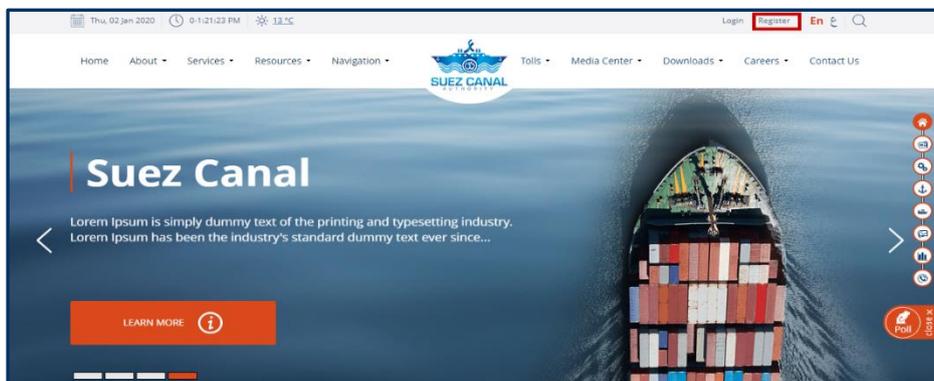


Figure 12: Registration

2. Registration **Basic Info** form will open, start adding the details as following:



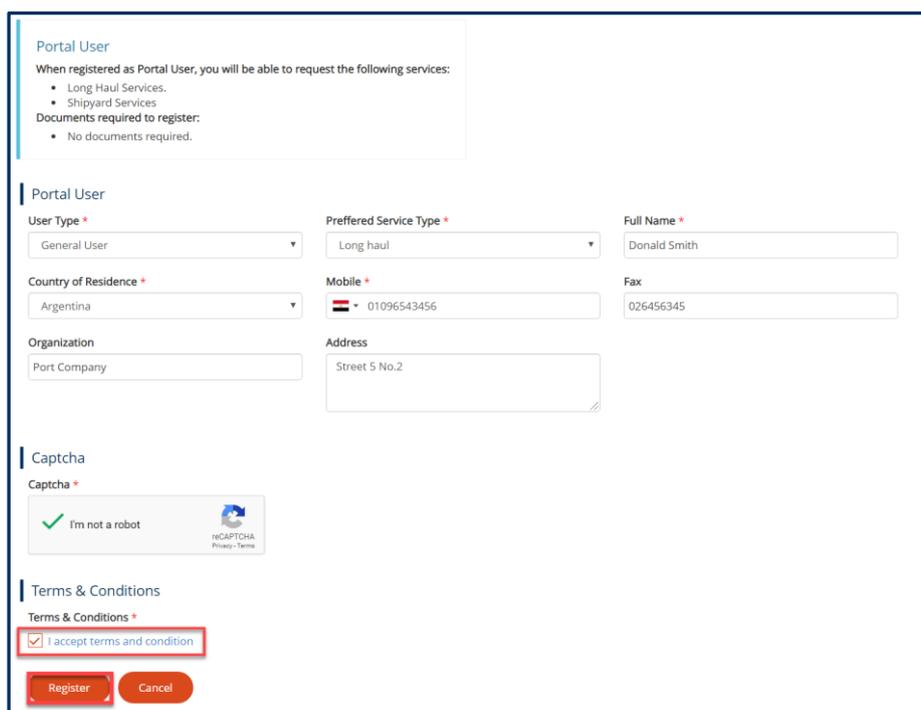
Figure 13: Registration Basic Info

Field	Field Description
Email	Type the email
Password / Confirm Password	Type your password which you will use to login to the website.
Registration Type	Select from the Registration Type drop-down list, the user type which is Portal User .

Note: Password min. length is 8 characters and must contain at least two of the following: numbers, lowercase letters, uppercase letters and special characters.

3. After selecting the Portal User type, Portal user Info form will appear, start adding the details as following:

Field	Field Description
User Type	Select from the drop-down list the portal user type.
Preferred Services Type	Select form the drop-down list the service type the user want to use.
Full Name	Type the user full name.
Country of Residence	Select from the drop-down the country.
Mobile/Fax	Type the phone numbers for each field.
Organization	Type the organization name..
Address	Type the address.



The screenshot shows a registration form for a Portal User. It includes sections for:

- Portal User**: Information about services and required documents.
- Registration Fields**: User Type (General User), Preferred Service Type (Long haul), Full Name (Donald Smith), Country of Residence (Argentina), Mobile (01096543456), Fax (026456345), Organization (Port Company), and Address (Street 5 No.2).
- Captcha**: A checkbox for "I'm not a robot" and a CAPTCHA image.
- Terms & Conditions**: A checkbox for "I accept terms and condition" which is checked.
- Buttons**: Register and Cancel buttons.

4. After adding the details, go to the **Captcha** section, and select the check-box **I am not a robot**, and answer the questions to verify.
5. At Terms and Conditions section, click **I Accept Terms & Conditions**, to open the terms and conditions page and after reading it select the check-box **I Accept Terms & Conditions**. Then click **Register** button to submit your registration.
6. Request submission confirmation message will appear.

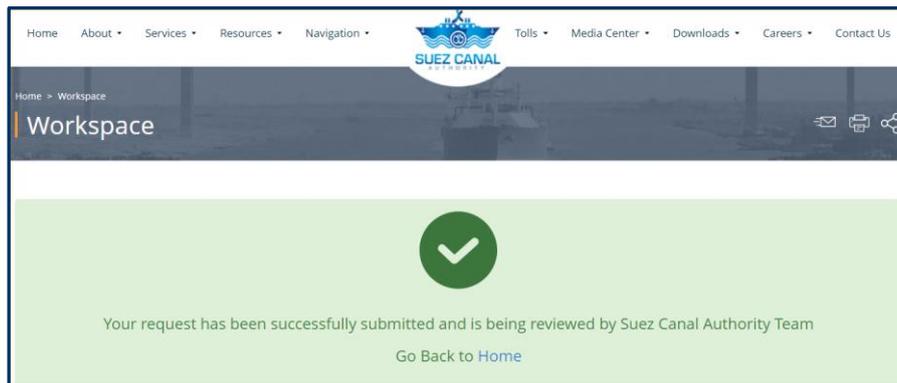


Figure 14: Portal User Submission

7. Go to your email, you will receive an email, stating. Heat SCA team will review your registration to activate your account.

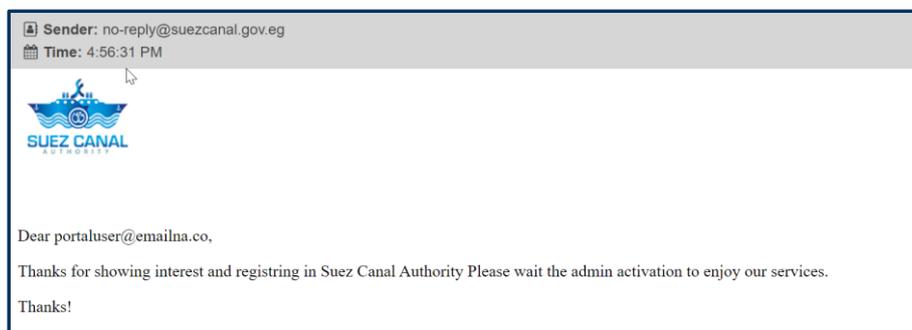


Figure 15: Portal User Activation Email

8. When SCA approve your request, you will receive an email, stating that your account is activated and you can login.

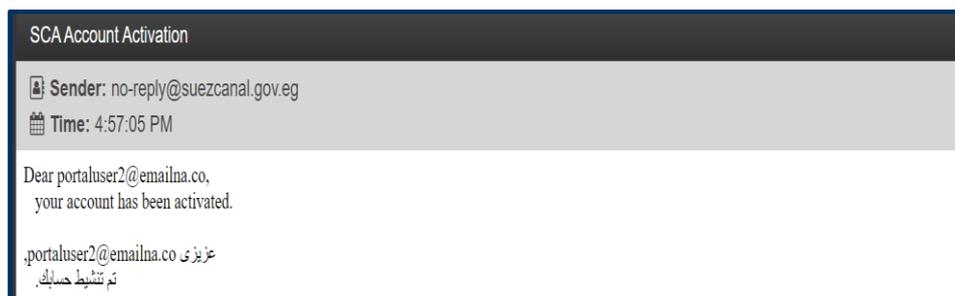


Figure 16: Portal User Account Activated

Register as Supplier

- Supplier can request E-Tender Service.

Supplier Registration Steps

- Go to the website, and click **Register** button at the top right of the page.

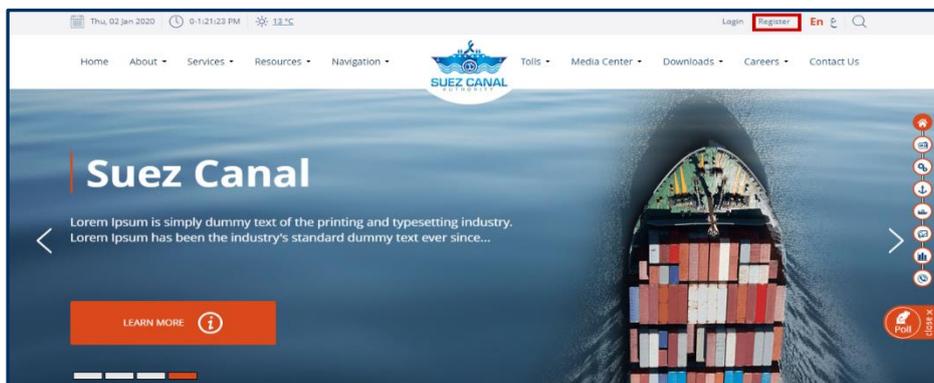


Figure 17: Supplier Registration

- Registration **Basic Info** form will open, start adding the details as following:

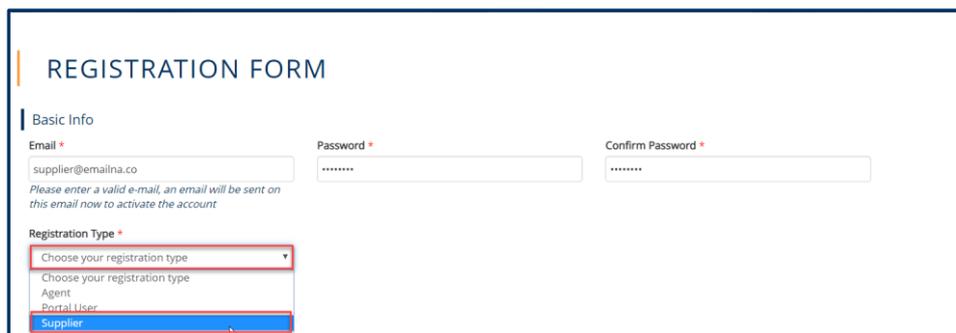
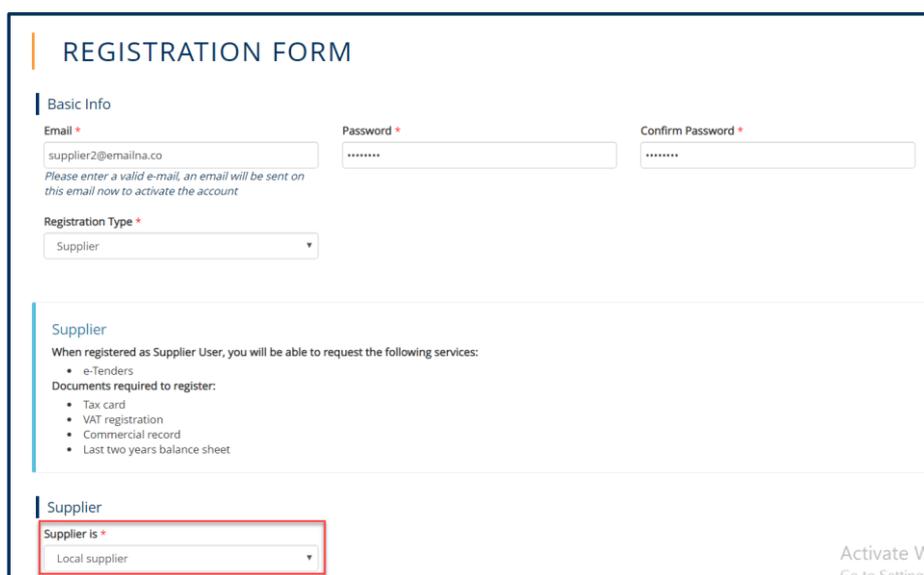


Figure 18: Registration Basic Info

Field	Field Description
Email	Type the email
Password / Confirm Password	Type your password which you will use to login to the website.
Registration Type	Select from the Registration Type drop-down list, the user type which is Supplier .

Note: Password min. length is 8 characters and must contain at least two of the following: numbers, lowercase letters, uppercase letters and special characters.

3. After selecting the Supplier type, "Supplier is" drop-down list will appear, select the supplier type "Local Supplier".



The screenshot shows a registration form titled "REGISTRATION FORM". Under the "Basic Info" section, there are fields for "Email" (supPLIER2@emailna.co), "Password", and "Confirm Password". Below these is a "Registration Type" dropdown menu set to "Supplier". A section titled "Supplier" lists services available and documents required. At the bottom, a "Supplier is" dropdown menu is highlighted with a red box, showing "Local supplier" as the selected option. A "Go to Settings" link is visible in the bottom right corner.

Figure 19: Local Supplier

4. Basic Supplier Info form will appear, start adding the Requested details according to the fields:

Field	Field Description
Nature of supplier	Select the Supplier nature (Government or Private Sector). .
Supplier type	Select from the drop-down list the supplier type.
Company name	Type the company name.
Commercial name	Type the company's commercial name..
Commercial record number	Type the company's commercial record number.
Commercial record copy	Click " Choose File ", and upload the commercial record file.
Commercial record expiry date	Select from the date-picker the expiry date.
Tax record number	Type the company's tax record number.
Tax card number	Type the company's tax card number.
Tax card copy	Click " Choose File ", and upload the tax card file.

Tax card expiry date	Select from the date-picker the expiry date.
Tax authority	Type the tax authority.
VAT registration date	Select from the date-picker the VAT registration date.
VAT registration copy	Click " Choose File ", and upload the VAT registration file.
Publication in the official gazette copy	Click " Choose File ", and upload the file.
Value Added Tax (VAT) number	Type the VAT number.
Activity legal record registration number	Type the requested number.
Activity legal record registration copy	Click " Choose File ", and upload the requested file.
Activity legal record registration date	Select from the date-picker the registration date.
Company profile copy	Click " Choose File ", and upload the company profile file.
Capital	Type the Capital numbers.
Company establishing date	Select from the date-picker company establishing date.
Average annual business volume	Type the amount, and click " Choose " to select the currency.
Last two years balance sheet copy	Click " Choose File ", and upload the requested file.
Company contract copy	Click " Choose File ", and upload the requested file.

5. After adding Basic Supplier Info, click "**Next**".

Supplier

When registered as Supplier User, you will be able to request the following services:

- e-Tenders

Documents required to register:

- Tax card
- VAT registration
- Commercial record
- Last two years balance sheet

Supplier

Supplier is *
Local supplier ▼

Basic Supplier Info
Banks Details
Contact info
Categories
Partnership
Maintenance info

<p>Nature of supplier *</p> <p>Private Sector ▼</p>	<p>Supplier type *</p> <p>Commercial ▼</p>	<p>Company name*</p> <p>Trade Company</p>
<p>Commercial name</p> <p>Trade Company</p>	<p>Commercial record number*</p> <p>3534456456</p>	<p>Commercial record copy *</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 5 MB</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>
<p>Commercial record expiry date *</p> <p>2021-03-31</p>	<p>Tax record number*</p> <p>4546547657</p>	<p>Tax card number*</p> <p>342345346</p>
<p>Tax card copy *</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 5 MB</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>	<p>Tax card expiry date *</p> <p>2021-03-31</p>	<p>Tax authority*</p> <p>Cairo</p>
<p>VAT registration date *</p> <p>2020-03-18</p>	<p>VAT registration copy *</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 5 MB</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>	<p>Publication in the official gazette copy</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 5 MB</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>
<p>Value Added Tax (VAT) number*</p> <p>30</p>	<p>Activity legal record registration number</p> <p>456</p>	<p>Activity legal record registration copy</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 5 MB</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>
<p>Activity legal record registration date</p> <p>2020-03-24</p>	<p>Company profile copy</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 50 MB Please consider uploading the following (in one file): Company profile, Tax exemption certificate if applicable</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>	<p>Capital*</p> <p>Cairo</p>
<p>Company establishing date *</p> <p>1998-03-01</p>	<p>Average annual business volume</p> <p>Choose</p>	<p>Last two years balance sheet copy *</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 5 MB</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>
<p>Company contract copy</p> <p>Choose File Document.pdf</p> <p><small>Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx Max file size allowed is 5 MB</small></p> <p style="background-color: #2e7d32; color: white; text-align: center; padding: 2px;">100 % Complete</p>		

Next

Figure 20: Supplier Basic Info

6. Bank Details form will open, add the bank details, **Bank Name, Bank Branch, and Account Number**. To add another bank account details, click **"Add"**.

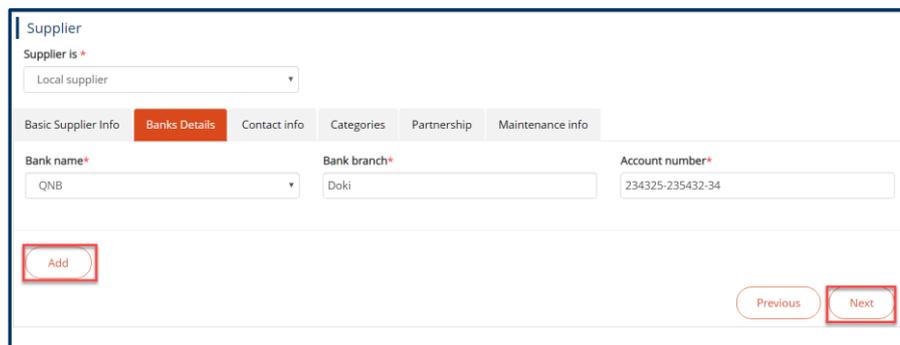


Figure 21: Bank Details

7. After adding the bank details, click **"Next"**, Contact Info form will appear, add the contact details according to the fields, then click **"Next"**.

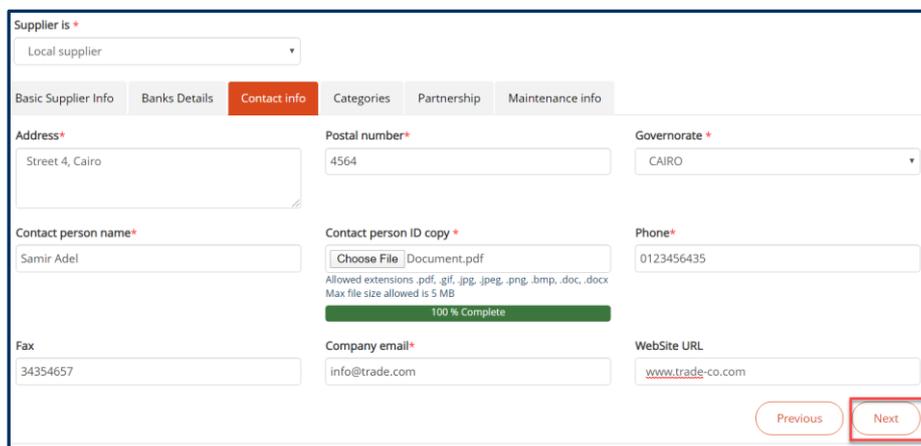


Figure 22: Contact Info

8. Categories form will appear add the requested details as following:
 - Select from the **Category** and **Specialty**, drop-down lists, company's category and field of specialty.
 - At Contact person **Name, Email, Fax, Mobile**, fields add the contact person details according to the fields.
 - At Attachment field, combine, the Portfolio, Catalogs, and Experience in one file and upload it.
9. To add another company category, click **"Add"**, and after adding the categories click **"Next"**.

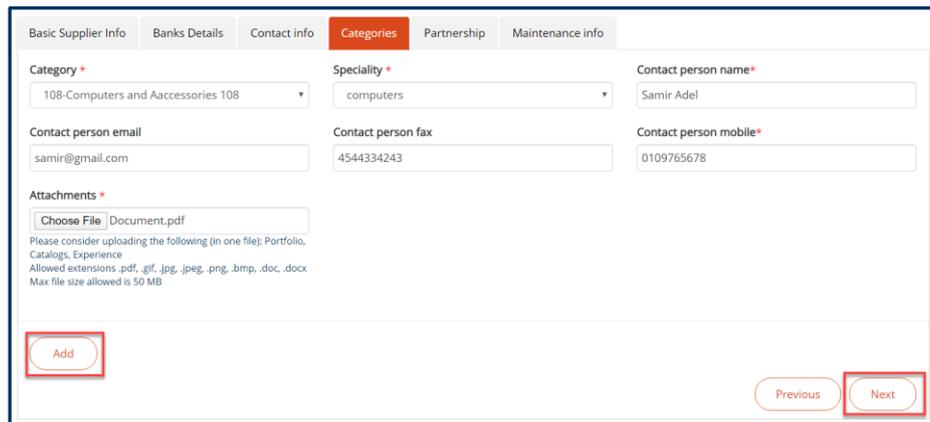


Figure 23: Categories

10. Partnership page will appear, click "Add", to add partnerships details.

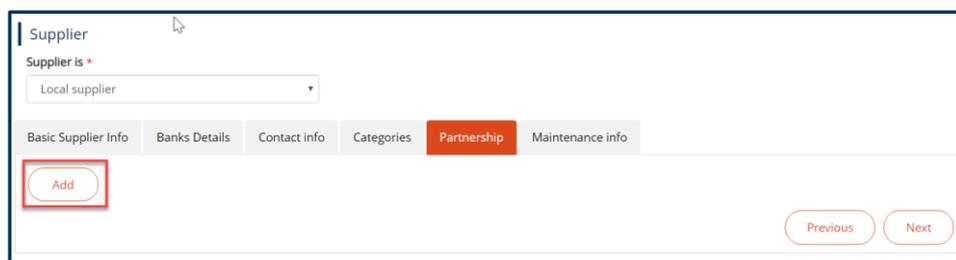


Figure 24: Partnership

Notice: If there's no partnership you can skip this section by clicking "Next".

11. Partnership form will open, add the partner details Name, Nationality, Registration date, etc...

Notice: At the Category drop-down list, you can select more than one category or select all the categories, and you can click "Add", to add more than one Partner

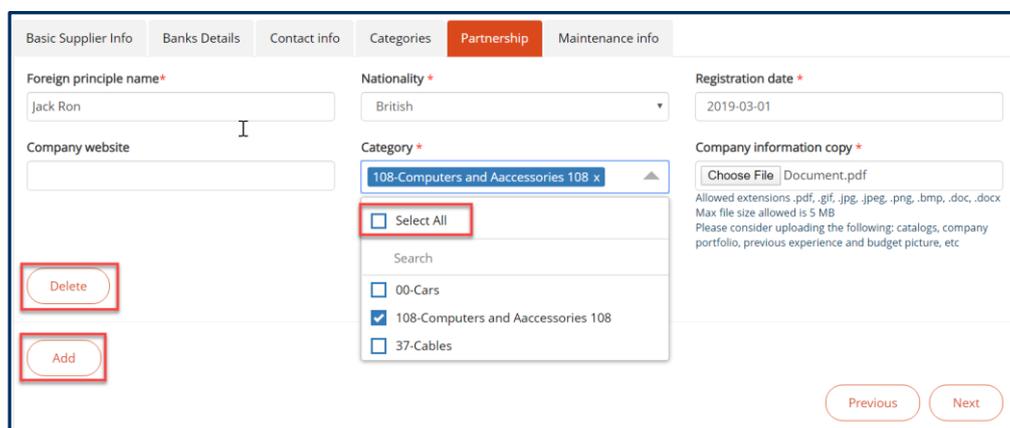


Figure 25: Partnership form

12. After adding partnership details, click "Next".

13. Maintenance Info form will appear, add the Maintenance information. According to the fields.

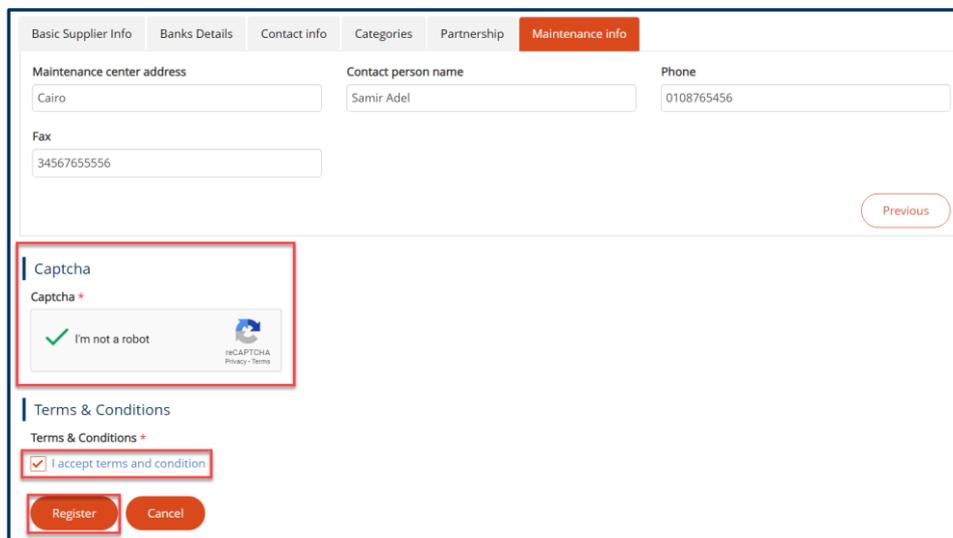


Figure 26: Maintenance Info

14. Go to the **Captcha** section, and select the check-box **I am not a robot**, and answer the questions to verify.
15. At Terms and Conditions section, click **I Accept Terms & Conditions**, to open the terms and conditions page and after reading it select the check-box **I Accept Terms & Conditions**. Then click "**Register**" button to submit your registration.
16. Request submission confirmation message will appear, stating that the verification email is sent.

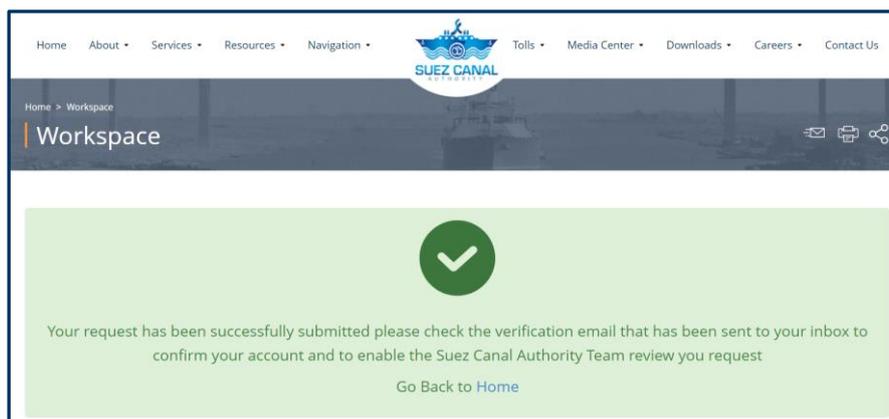


Figure 27: Registration Submssion Message

17. Go to your email, you will receive an activation email, click "**here**" to confirm your email.

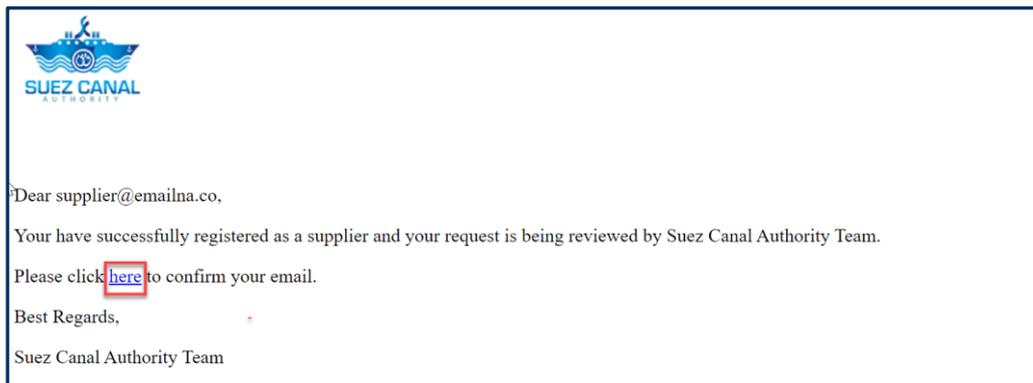


Figure 28: Activation Email

- 18.** Account activation message will open. The registration request will be viewed by Suez Canal Team, and when they approve your request, you will receive an email to bring the original documents confirmation at the Suez Canal Authority office.

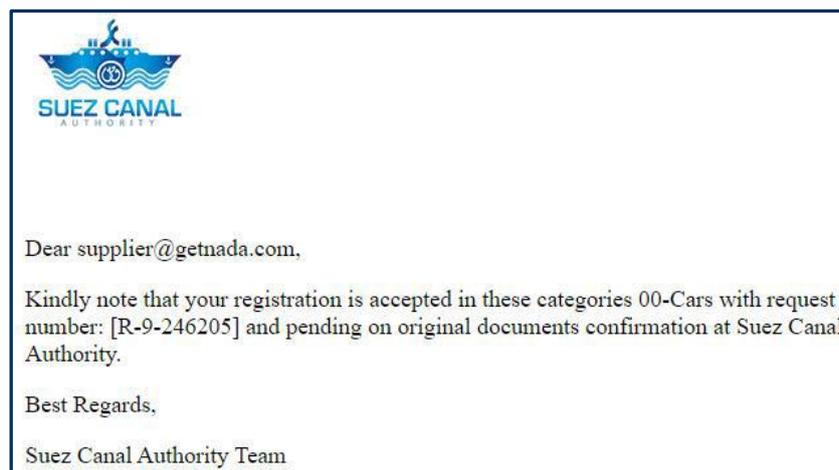


Figure 29 Confirmation email

- 19.** After bring original documents confirmation, you will receive an email stating that your registration has been completed, Click **here** to login.



Figure 30 Registration Completed Email