

Suez Canal Authority



E-Transit Request Service

Table of Contents

Introduction	1
Target Audience.....	1
How this Guide is organized	1
E-Transit Request Service	2
Agent Workspace.....	2
My Requests	3
My Tasks.....	3
My Messages.....	4
My Representatives	4
My Profile	5
E-Transit Request Report	5
E-Transit Request Process (300 tons and more)	7
Fees Estimation	8
Transit Request.....	13
E-Transit Request Report	16
Yacht Transit Request Process (less than 300 tons)	18
Yacht Transit Request (less than 300 Tons)	19

Introduction

Suez Canal Authority website provide several services for the users, and through this manual, you will be introduced to the E-Transit Request Service.

Target Audience

This Manual is designed to target the agent users of the website, to use the service of e-Transit Request in Suez Canal Authority website.

How this Guide is organized

This Manual will guide the Agent user, through the:

- E-Transit Request Service Process.

E-Transit Request Service

E-Transit Request service allows the Agent user to request a transit through Suez Canal from the website.

Agent Workspace

After Login with the Agent user, the agent can access the user work space by clicking Workspace, at top right of the page.

The Workspace have 4 sections:

- My Requests
- My Tasks
- My Messages
- My Representative
- E-Transit Request Report
- My Profile

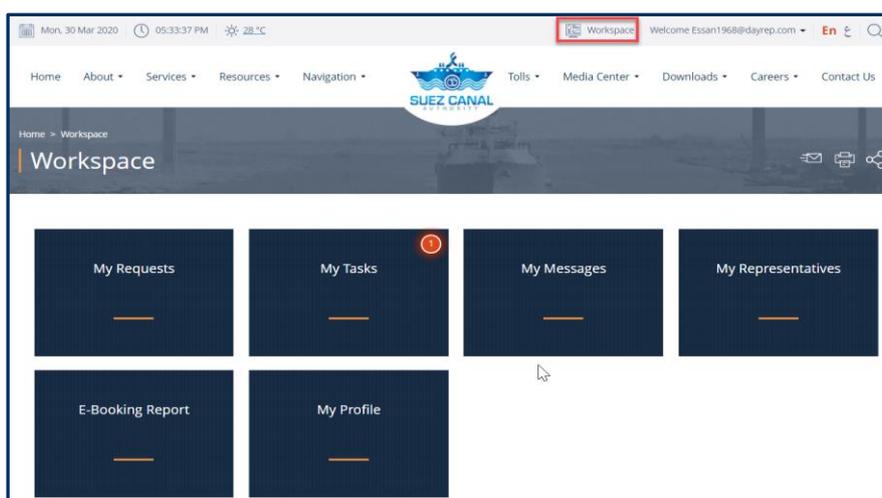
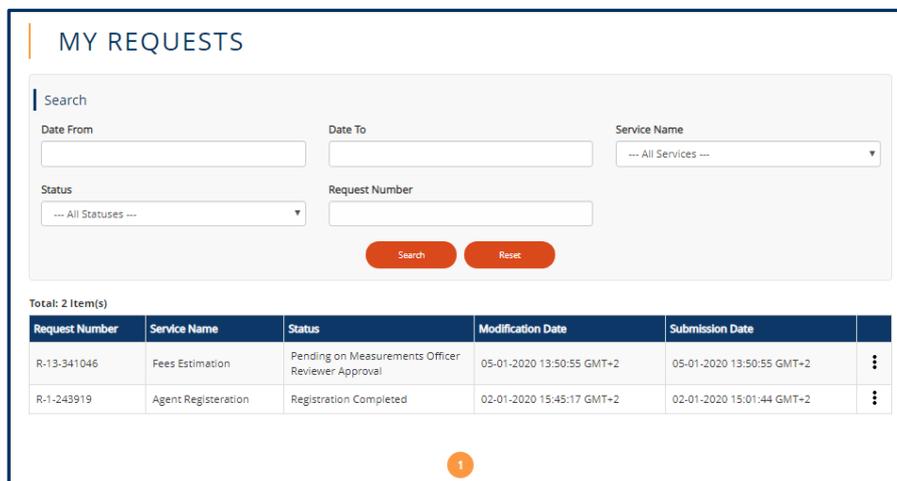


Figure 1: Work Space

My Requests

In My Requests, the user can view the status of his pending requests, and can filter the requests by Dates, Service Name, Status and Request Number.



MY REQUESTS

Search

Date From: Date To: Service Name:

Status: Request Number:

Total: 2 Item(s)

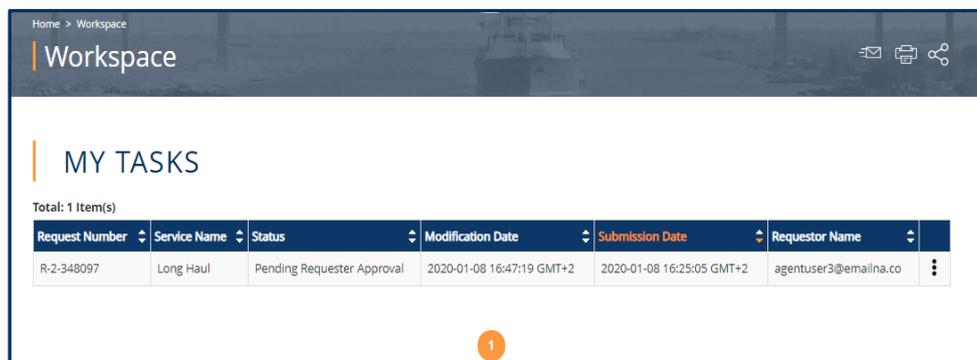
Request Number	Service Name	Status	Modification Date	Submission Date	
R-13-341046	Fees Estimation	Pending on Measurements Officer Reviewer Approval	05-01-2020 13:50:55 GMT+2	05-01-2020 13:50:55 GMT+2	⋮
R-1-243919	Agent Registration	Registration Completed	02-01-2020 15:45:17 GMT+2	02-01-2020 15:01:44 GMT+2	⋮

1

Figure 2: My Requests (Workspace)

My Tasks

In My Tasks the user can view the tasks pending on his actions.



Home > Workspace

Workspace

MY TASKS

Total: 1 Item(s)

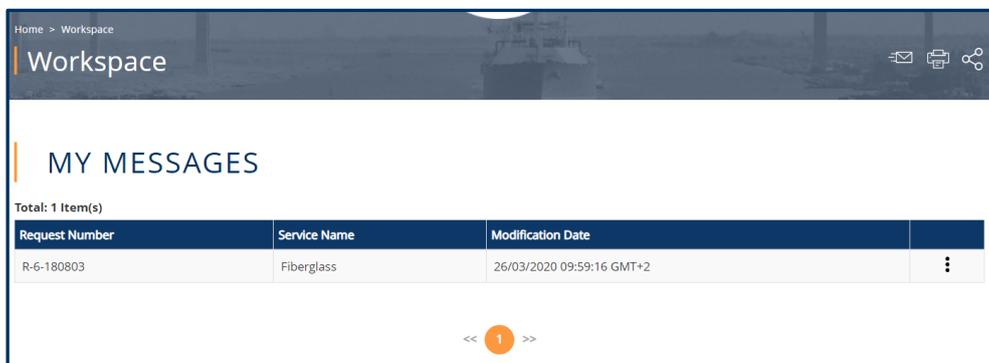
Request Number	Service Name	Status	Modification Date	Submission Date	Requestor Name	
R-2-348097	Long Haul	Pending Requester Approval	2020-01-08 16:47:19 GMT+2	2020-01-08 16:25:05 GMT+2	agentuser3@emailna.co	⋮

1

Figure 3: My Tasks (workspace)

My Messages

From My Messages, the user can view the messages sent and received with SCA team.



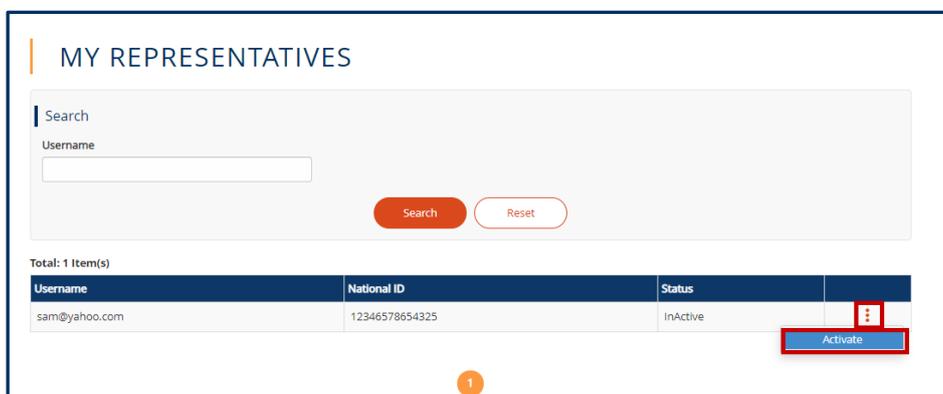
Request Number	Service Name	Modification Date
R-6-180803	Fiberglass	26/03/2020 09:59:16 GMT+2

Figure 4: My Messages

My Representatives

The user can view the representatives which he added while registering, and the agent user can activate the representative email so they can login.

- To activate the representative account, go to My Representatives from the workspace, and click the three dots icon  next to the representative, then click **Activate**.



Username	National ID	Status
sam@yahoo.com	12346578654325	InActive

Figure 5: Activate My Representatives

My Profile

From My Profile, the user, can update his information, and **Submit** the updates.

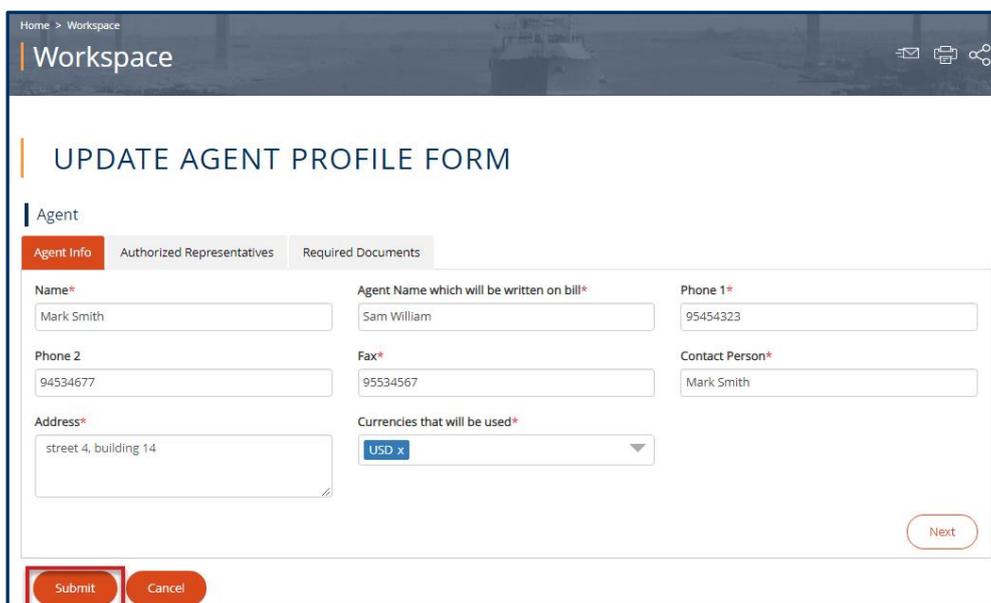
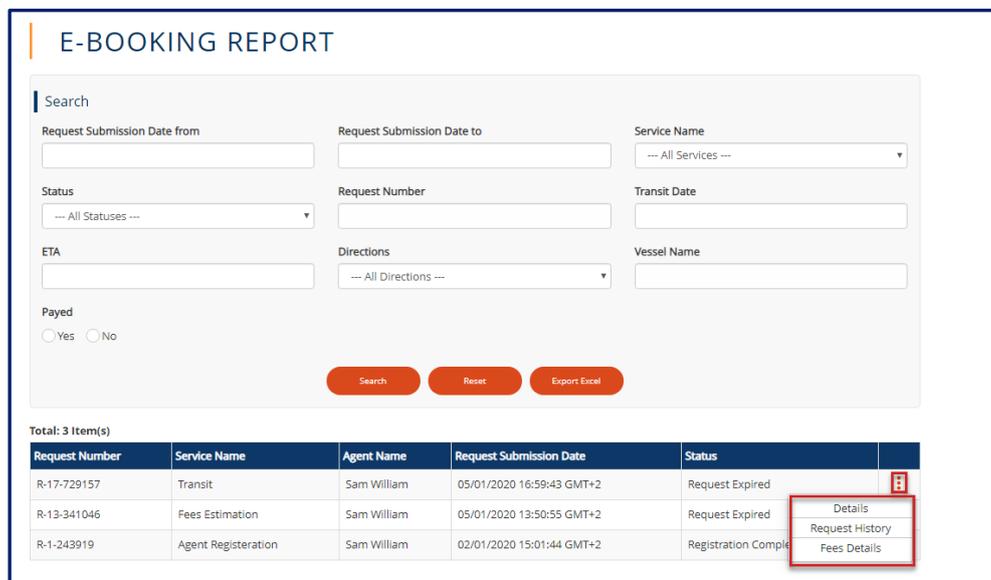


Figure 6: Update My Profile

E-Transit Request Report

Through the e-Transit Request report, the agent can view all of the requests history and details.

Go to workspace page, and click **E-Transit Request Report**.



Request Number	Service Name	Agent Name	Request Submission Date	Status	
R-17-729157	Transit	Sam William	05/01/2020 16:59:43 GMT+2	Request Expired	
R-13-341046	Fees Estimation	Sam William	05/01/2020 13:50:55 GMT+2	Request Expired	<ul style="list-style-type: none"> Details Request History Fees Details
R-1-243919	Agent Registration	Sam William	02/01/2020 15:01:44 GMT+2	Registration Comple	

Figure 7: Report Details

A list of the previous and ongoing request will be shown in a table, go to the request you want to view its details, history or fees details, and click the 3 dots icon  and click **Details** or **Request History**, or **Fees Details**.

Click **Export Excel** button, to export an excel sheet with the requests history and details.

E-BOOKING REPORT

Search

Request Submission Date from

Request Submission Date to

Service Name
--- All Services ---

Status
--- All Statuses ---

Request Number

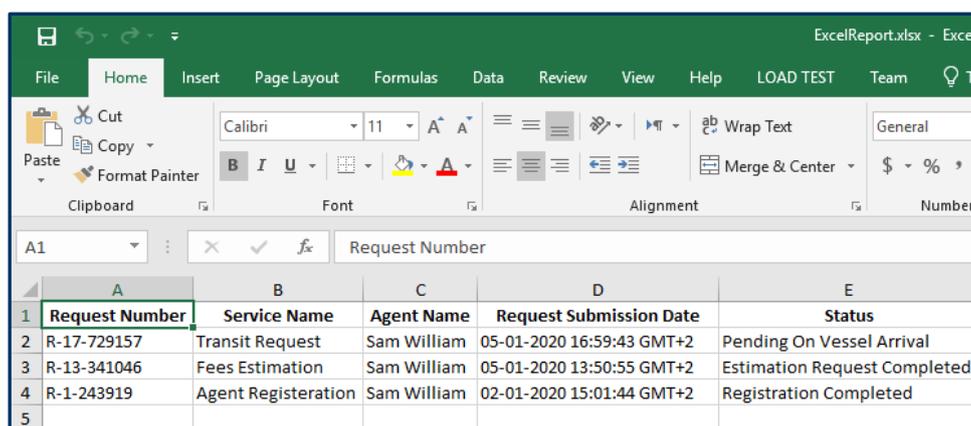
Search
Reset
Export Excel

Total: 3 Item(s)

Request Number	Service Name	Agent Name	Request Submission Date	Status	
R-17-729157	Transit Request	Sam William	05-01-2020 16:59:43 GMT+2	Pending On Vessel Arrival	⋮
R-13-341046	Fees Estimation	Sam William	05-01-2020 13:50:55 GMT+2	Estimation Request Completed	⋮
R-1-243919	Agent Registration	Sam William	02-01-2020 15:01:44 GMT+2	Registration Completed	⋮

Figure 8: Export Excel

The excel sheet will be downloaded, and will contain the requests details.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Request Number	Service Name	Agent Name	Request Submission Date	Status
2	R-17-729157	Transit Request	Sam William	05-01-2020 16:59:43 GMT+2	Pending On Vessel Arrival
3	R-13-341046	Fees Estimation	Sam William	05-01-2020 13:50:55 GMT+2	Estimation Request Completed
4	R-1-243919	Agent Registration	Sam William	02-01-2020 15:01:44 GMT+2	Registration Completed
5					

Figure 9: Excel Report

E-Transit Request Process (300 tons and more)

To open the e-Transit Request service go to the navigation menu and hover over **Services**, a list will drop, select **Transit Request**.

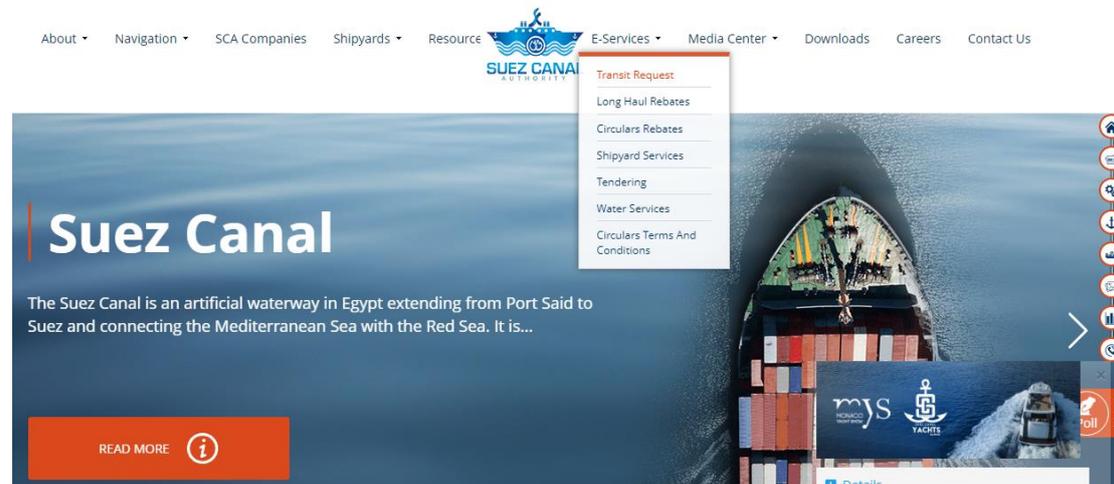


Figure 10: E-Transit Request Services

- E-Transit Request service is divided into 3 Sections:
 - Fees Estimation
 - My Representative (To active the representatives accounts)
 - E-Transit Request Report

Fees Estimation

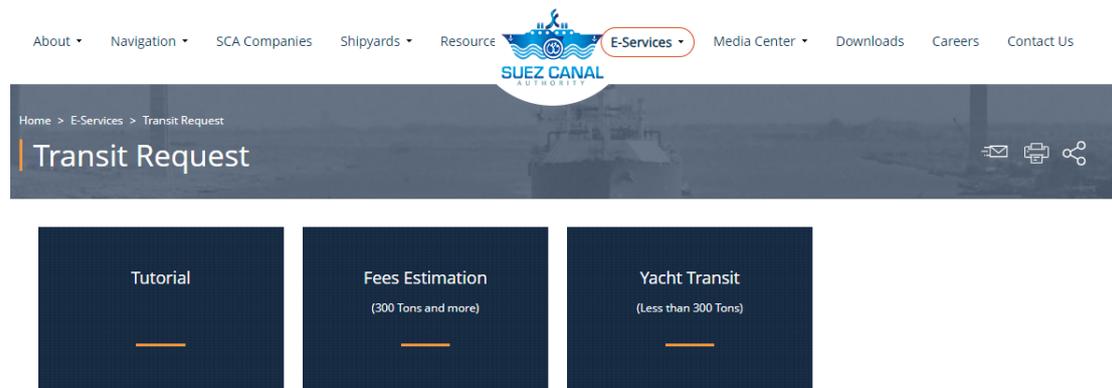
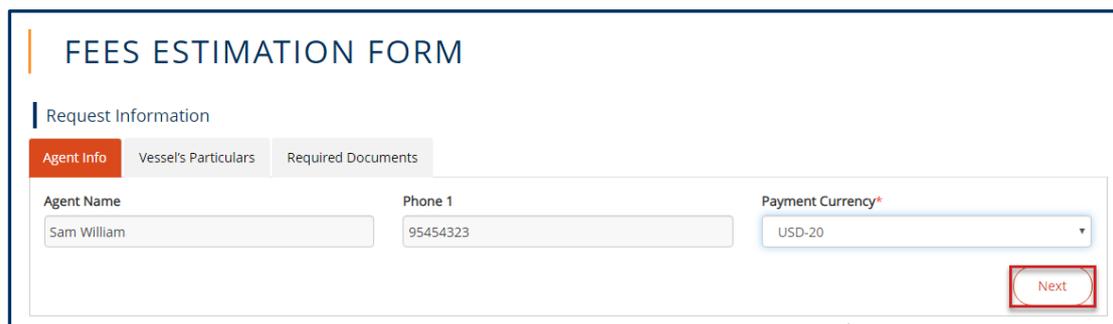


Figure 11: Fees Estimation

From the e-Transit Request page, click **Fees Estimation**, to enter the vessel details.



The screenshot displays the 'FEES ESTIMATION FORM' with the 'Agent Info' tab selected. The form includes the following fields:

Request Information		
Agent Info	Vessel's Particulars	Required Documents
Agent Name Sam William	Phone 1 95454323	Payment Currency* USD-20

A 'Next' button is located at the bottom right of the form.

Figure 12: Agent Info

Agent Info form will appear, select the currency from the **Payment Currency** drop-down list, then click **Next**.

Vessel's Particulars form will appear, add the form details as following:

Home > Services

Services

FEES ESTIMATION FORM

Request Information

Agent Info | **Vessel's Particulars** | Required Documents

Vessel's Name Merchant Ship	SCID/IMO 12345	Call Sign * ZDH
Ship Type* Container Vessel	Ship Status * <input checked="" type="radio"/> Loaded <input type="radio"/> Ballast	Number of passengers 50
Kind of cargo Individual shipment	Quantity of cargo 1000 TON	Direction* Northbound
Container Reduction* Two	Vsl under navy charter or not? <input type="radio"/> Yes <input checked="" type="radio"/> No	Any floating unit as cargo on deck? <input type="radio"/> Yes <input checked="" type="radio"/> No
No of empty container on board? <input type="radio"/> Yes <input checked="" type="radio"/> No	Any container on deck? <input type="radio"/> Yes <input checked="" type="radio"/> No	Ship Gas Type <input checked="" type="radio"/> Gas Free <input type="radio"/> Not Gas Free
Ship Nationality Choose ship nationality	Length 300	Beam 200
Suez canal gross tonnage 1000 TON	Suez canal net tonnage 2000 TON	Estimated Time of Arrival (ETA) 2020-01-31 10:00 AM
Transit Date 2020-01-31	Last Transit Date 2019-12-31	Dangerous cargo list None
Max draft on arrival(mention feet or meter) 1000 Feet	Mooring boats	Projector projector
Last port Port Said	Next port Lebanon	

Submit

Previous Next

Figure 13: Vessel's Particulars

Field	Field Description
Vessel's Name	Type the ship name
SCID/IMO	Type SCID or IMO numbers
Call Sign	Type the ship call sign letters
Ship Type	Select from the drop-down list the ship type.
Ship Status	Select the status radio button whether the ship is Loaded or Ballast.
Number of passengers	Type the number of passengers on board
Kind of cargo	Select from the drop-down list the ship cargo type.
Quantity of cargo	Type the amount of cargo in Ton.
Direction	Select from the drop-down list the ship direction.
Container Reduction	Type the ship Container Reduction
Vsl under navy charter or not?	Select the radio button Yes or No, based on whether the ship belongs to the military or not. (If Yes; few fields will appear, add their details according to the fields)
Any floating unit as cargo on deck?	Select the radio button Yes or No, based on whether the ship contains floating cargo or not. (If Yes, Dimension of floating unit fields will appear add them according to the fields)
No of empty container on board?	Select the radio button Yes or No, based on whether the ship contains empty containers or not. (If Yes; few fields will appear add them accordingly).
Any container on deck?	Select the radio button Yes or No, based on whether the ship contains containers on deck. (If Yes; few fields will appear add them accordingly)

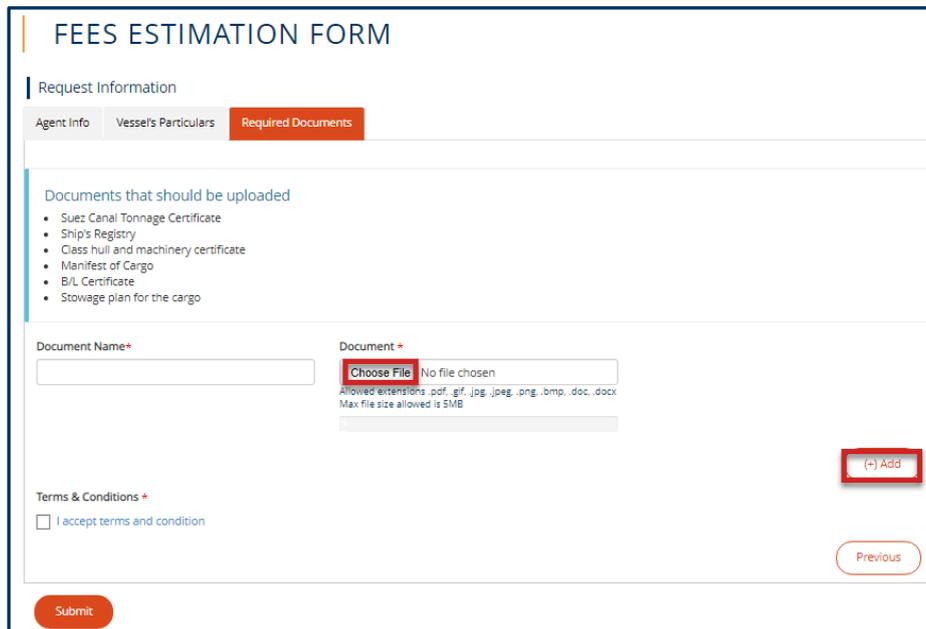
Ship Gas Type	Select the radio button Gas Free or Not Gas Free, based on whether the ship contains gas containers or not. (If Not Gas Free; few fields will appear add them accordingly)
Ship Nationality	Select the Ship Nationality from the drop-down list
Length / Beam	At the Length text-box type the ship length, and at the Beam text-box type the width of the ship.
Sues canal gross tonnage / Net tonnage	Type the amount in ton according to the fields.
Estimated Time of Arrival (ETA)	Type or select the ship date and time of arrival at the canal.
Transit Date	Select the ship transit date through the canal.
Last Transit Date	Select the ship last transit date through the canal.
Dangerous cargo list	List the dangerous items on the ship if any.
Max draft on arrival (mention feet or meter)	Type the max draft of the ship.
Mooring boats/ Projector	Type the Mooring boats and Projector details, according to the fields.
Last port/ Next port	Type the Last port the ship have passed and the next port which the ship will pass, according to the fields.

After adding the vessel's details click **Next**.

Required Documents section will appear, you are requested to upload the following documents:

- Suez Canal Tonnage Certificate
- Ship's Registry
- Class hull and machinery certificate
- Manifest of Cargo
- B/L Certificate
- Stowage plan for the cargo

At the **Document Name** text-box, type the document name which you will upload, and at the **Document** area, click Choose File, and upload the document, then click **Add** button, to add the other documents.



FEES ESTIMATION FORM

Request Information

Agent Info Vessel's Particulars **Required Documents**

Documents that should be uploaded

- Suez Canal Tonnage Certificate
- Ship's Registry
- Class hull and machinery certificate
- Manifest of Cargo
- B/L Certificate
- Stowage plan for the cargo

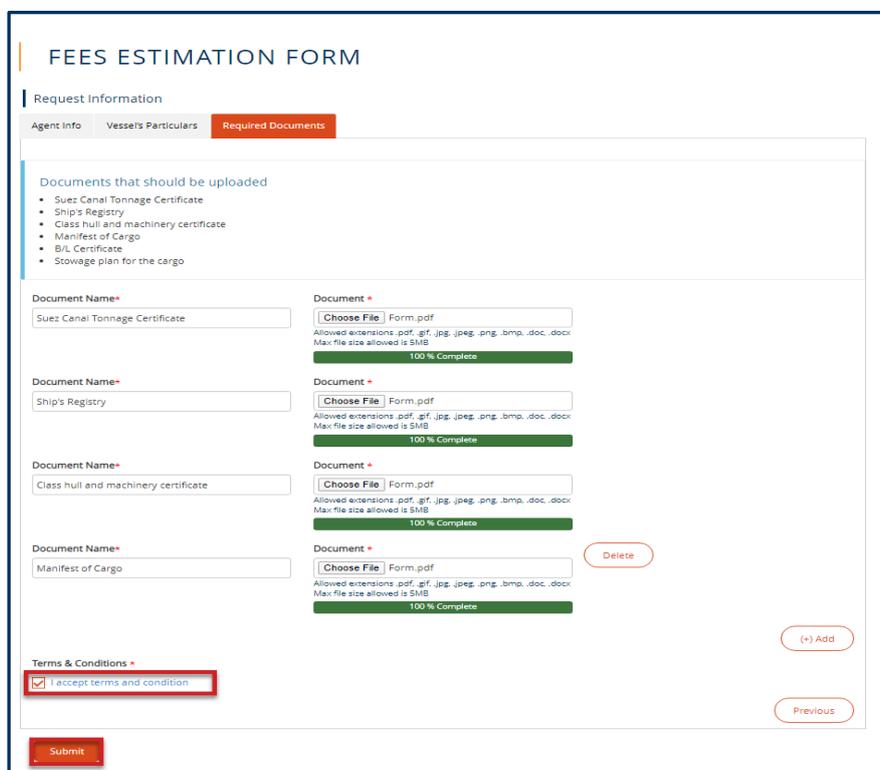
Document Name*	Document *
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen Allowed extensions: pdf, gif, jpg, jpeg, png, bmp, doc, docx Max file size allowed is 5MB

Terms & Conditions *

I accept terms and condition

Figure 14: Required Documents

After uploading all the documents, select the check-box **I accept terms and conditions**, then click **Submit**, to submit the fees estimation request.



FEES ESTIMATION FORM

Request Information

Agent Info Vessel's Particulars **Required Documents**

Documents that should be uploaded

- Suez Canal Tonnage Certificate
- Ship's Registry
- Class hull and machinery certificate
- Manifest of Cargo
- B/L Certificate
- Stowage plan for the cargo

Document Name*	Document *
Suez Canal Tonnage Certificate	<input type="button" value="Choose File"/> Form.pdf Allowed extensions: pdf, gif, jpg, jpeg, png, bmp, doc, docx Max file size allowed is 5MB 100 % Complete
Ship's Registry	<input type="button" value="Choose File"/> Form.pdf Allowed extensions: pdf, gif, jpg, jpeg, png, bmp, doc, docx Max file size allowed is 5MB 100 % Complete
Class hull and machinery certificate	<input type="button" value="Choose File"/> Form.pdf Allowed extensions: pdf, gif, jpg, jpeg, png, bmp, doc, docx Max file size allowed is 5MB 100 % Complete
Manifest of Cargo	<input type="button" value="Choose File"/> Form.pdf Allowed extensions: pdf, gif, jpg, jpeg, png, bmp, doc, docx Max file size allowed is 5MB 100 % Complete

Terms & Conditions *

I accept terms and condition

Figure 15: Submit Fees Estimation Form

The request will be submitted and will be reviewed by Suez Canal Authority team, and you will receive an email of their response with the measurement fees.

The agent will pay the measurement fees, at the facility, in order to be able to perform the ship transit request.

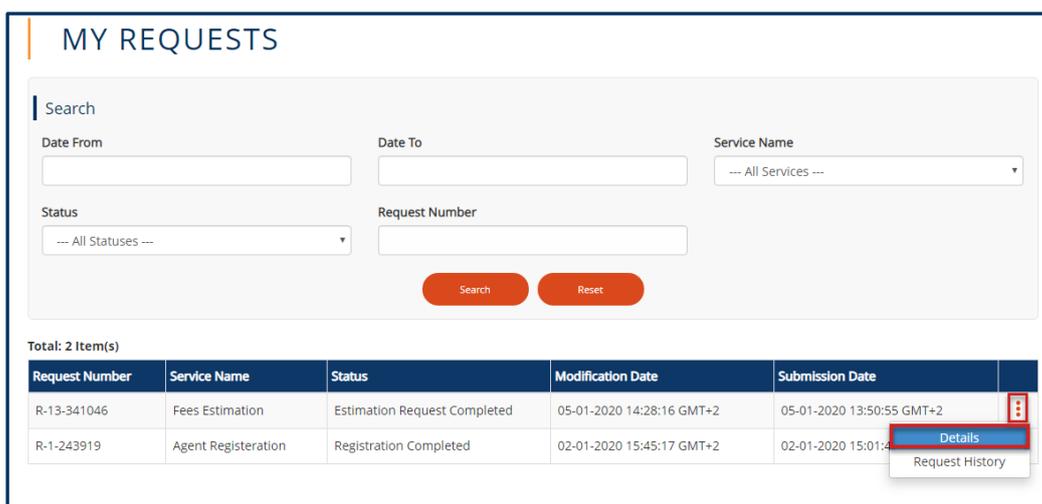
Note: Ship Measurement fees estimation has expiry date to be payed, and the system will notify the agent before the expiration date.

Transit Request

After the agent pay the fees estimation he shall perform the transit request to assure the vessel transit date and details.

- To perform the Transit Request perform the following:

Go to **Workspace**, and select **My Requests**, and next the fees estimation request click the 3 dots  icon next to the request, then click **Details**.



MY REQUESTS

Search

Date From: Date To: Service Name:

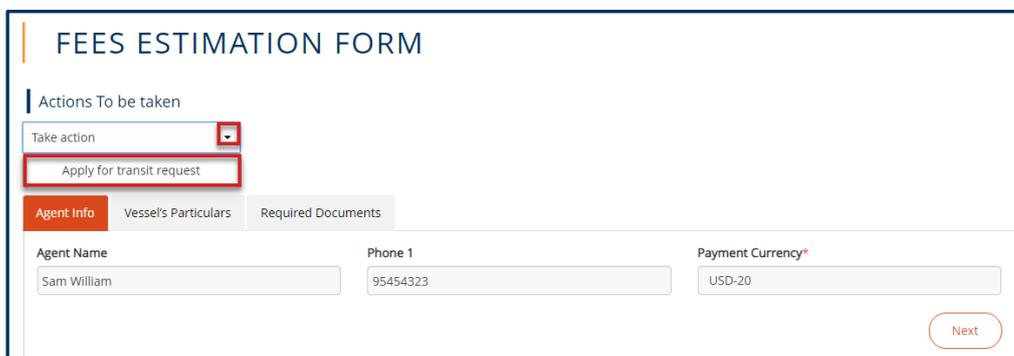
Status: Request Number:

Total: 2 Item(s)

Request Number	Service Name	Status	Modification Date	Submission Date	
R-13-341046	Fees Estimation	Estimation Request Completed	05-01-2020 14:28:16 GMT+2	05-01-2020 13:50:55 GMT+2	
R-1-243919	Agent Registration	Registration Completed	02-01-2020 15:45:17 GMT+2	02-01-2020 15:01:2	<input type="button" value="Details"/> <input type="button" value="Request History"/>

Figure 16: Fees Estimation Request Details

Fees Estimation form will appear, select **Apply for transit request**, from Action to be Taken drop-down list.



FEES ESTIMATION FORM

Actions To be taken

Take action:

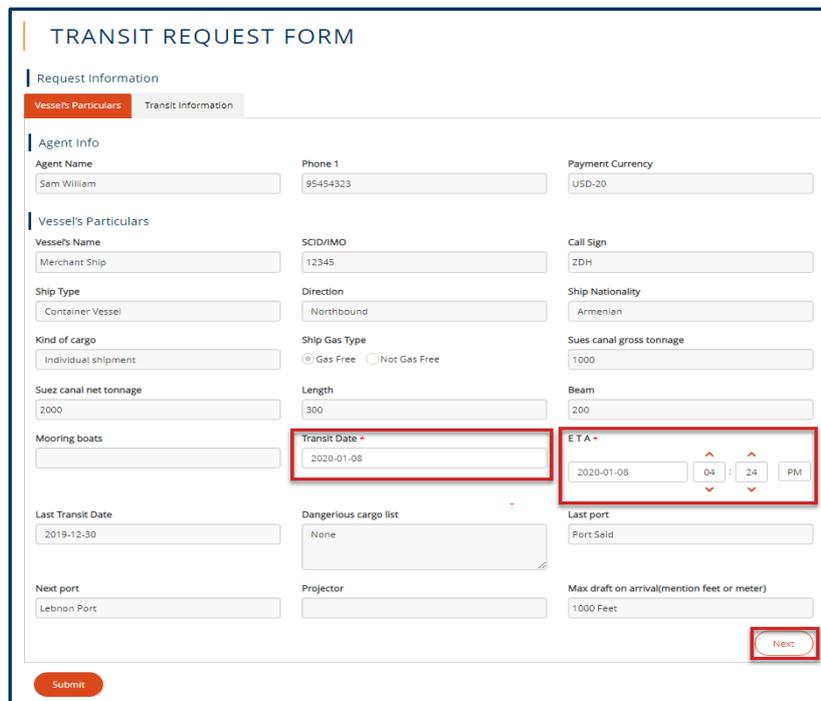
Agent Info | Vessel's Particulars | Required Documents

Agent Name: Phone 1: Payment Currency*:

Figure 17: Apply for Transit Request

Transit Request form will open, vessel's particulars details will appear, enter the **Transit Date & ETA** time and date, then click **Next** at the right bottom of the form.

Note: The Transit date can't be greater than the expiration date of fees estimation request. The system will notify the agent by email, before the expiration date.



TRANSIT REQUEST FORM

Request Information

Vessel's Particulars | Transit Information

Agent Info

Agent Name: Sam William | Phone 1: 95454323 | Payment Currency: USD-20

Vessel's Particulars

Vessel's Name: Merchant Ship | SCID/IMO: 12345 | Call Sign: ZDH

Ship Type: Container Vessel | Direction: Northbound | Ship Nationality: Armenian

Kind of cargo: Individual shipment | Ship Gas Type: Gas Free | Suez canal gross tonnage: 1000

Suez canal net tonnage: 2000 | Length: 300 | Beam: 200

Mooring boats: | Transit Date: 2020-01-08 | ETA: 2020-01-08 04:24 PM

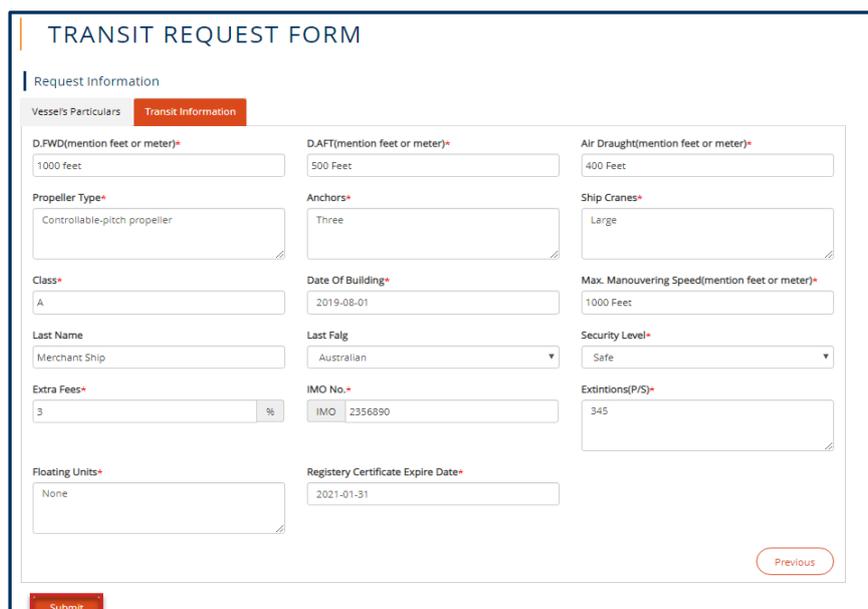
Last Transit Date: 2019-12-30 | Dangerous cargo list: None | Last port: Port Said

Next port: Lebanon Port | Projector: | Max draft on arrival(mention feet or meter): 1000 Feet

Submit | Next

Figure 18: Transit Request (Vessel's Particular)

Transit Information form will open, start adding the details as following:



TRANSIT REQUEST FORM

Request Information

Vessel's Particulars | Transit Information

D.FWD(mention feet or meter)*: 1000 feet | D.AFT(mention feet or meter)*: 500 Feet | Air Draught(mention feet or meter)*: 400 Feet

Propeller Type*: Controllable-pitch propeller | Anchors*: Three | Ship Cranes*: Large

Class*: A | Date of Building*: 2019-08-01 | Max. Manoeuvring Speed(mention feet or meter)*: 1000 Feet

Last Name: Merchant Ship | Last Flag: Australian | Security Level*: Safe

Extra Fees*: 3 % | IMO No.*: 2356890 | Extinctions(P/S)*: 345

Floating Units*: None | Registry Certificate Expire Date*: 2021-01-31

Submit | Previous

Figure 19: Transit Information

Field	Field Description
D.FWD (Mention feet or meter)	Type the Measurement in feet or meter.
D.AFT (Mention feet or meter)	Type the Measurement in feet or meter.
Air Draught (Mention feet or meter)	Type the Air Draught measurement in feet or meter.
Propeller Type	Type the ship propeller type
Anchors	Type the Anchors information
Ship Cranes	Type the ship cranes information
Class	Type the Class
Date Of Building	Select the date
Max. Manouvering Speed(mention feet or meter)	Type The maximum speed
Last Name	Type the ship last name
Last Flag	Type the last ship nationality flag
Security Level	Select from the drop-down list the security level
Extra Fees	Type the extra fees percentage you are willing to pay if the ship didn't arrive in time.
IMO No.	Type the IMO number.
Extintions (P/S)	Type the Extintions.
Floating Units	Type the Floating Units details
Registry Certificate Expire Date	Select the expiry date.

After adding the details, click **Submit**.

- The Marine officer will review the dates of the transit, and you will receive a confirmation mail, and your request will be pending on arrival.

E-Transit Request Report

Through the e-Transit Request report, the agent can view all of the requests history and details.

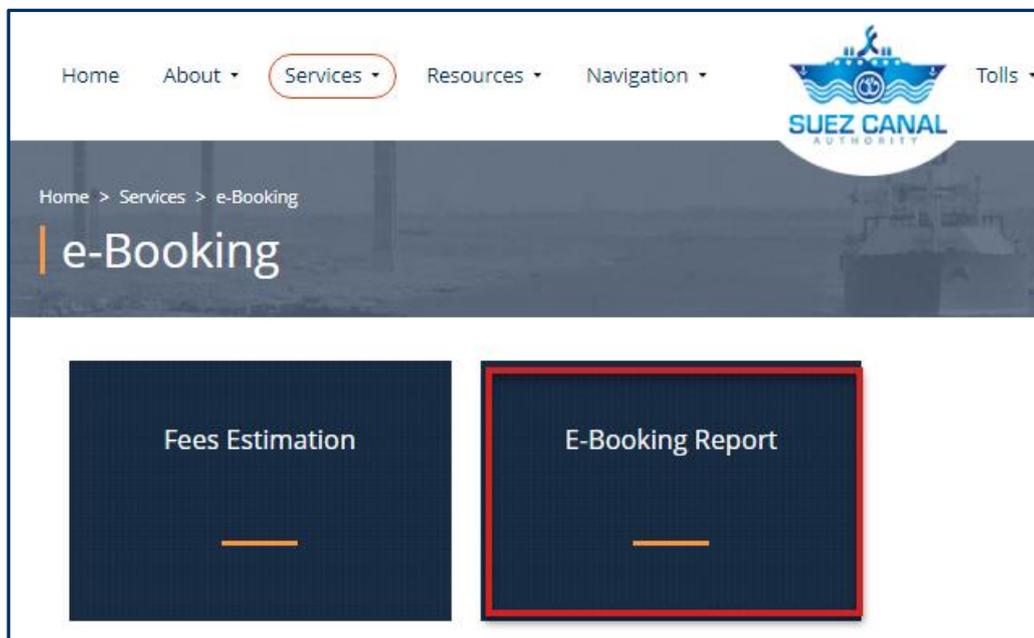
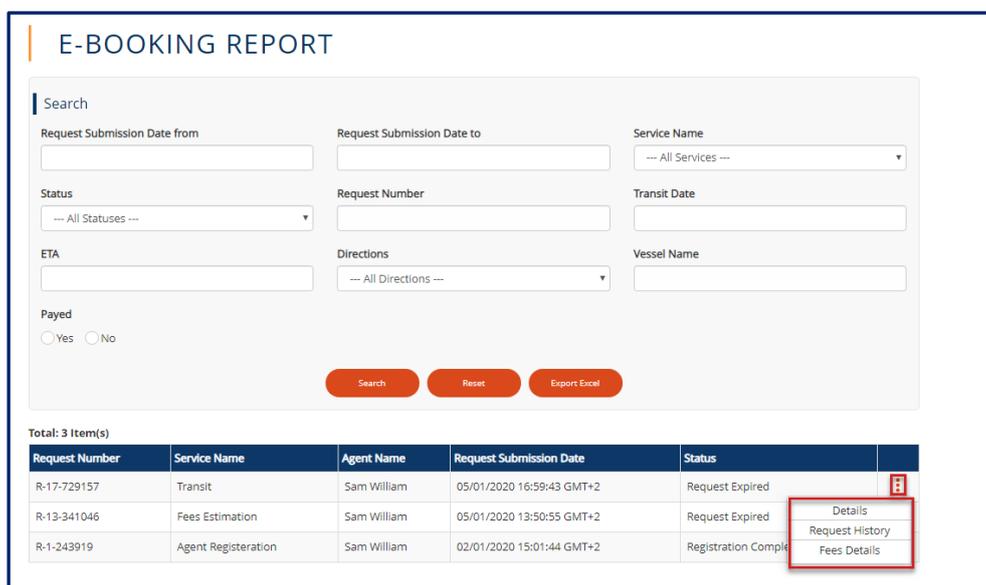


Figure 20: E-Transit Request Report

Go to E-Transit Request service page, and click **E-Transit Request Report**.



The screenshot shows the 'E-BOOKING REPORT' page. It features a search form with the following fields: Request Submission Date from, Request Submission Date to, Service Name (dropdown), Status (dropdown), Request Number, Transit Date, ETA, Directions (dropdown), and Vessel Name. There are also radio buttons for 'Payed' (Yes/No). Below the search form are three buttons: Search, Reset, and Export Excel. Below the search form, it says 'Total: 3 Item(s)'. A table displays the results:

Request Number	Service Name	Agent Name	Request Submission Date	Status	
R-17-729157	Transit	Sam William	05/01/2020 16:59:43 GMT+2	Request Expired	⋮
R-13-341046	Fees Estimation	Sam William	05/01/2020 13:50:55 GMT+2	Request Expired	⋮
R-1-243919	Agent Registration	Sam William	02/01/2020 15:01:44 GMT+2	Registration Comple	⋮

A dropdown menu is open for the first row, showing options: Details, Request History, and Fees Details.

Figure 21: Report Details

A list of the previous and on going request will be shown in a table, go to the request you want to view its details, history or fees details, and click the 3 dots icon  and click **Details** or **Request History**, or **Fees Details**.

Click **Export Excel** button, to export an excel sheet with the requests history and details.

E-BOOKING REPORT

Search

Request Submission Date from: Request Submission Date to: Service Name:

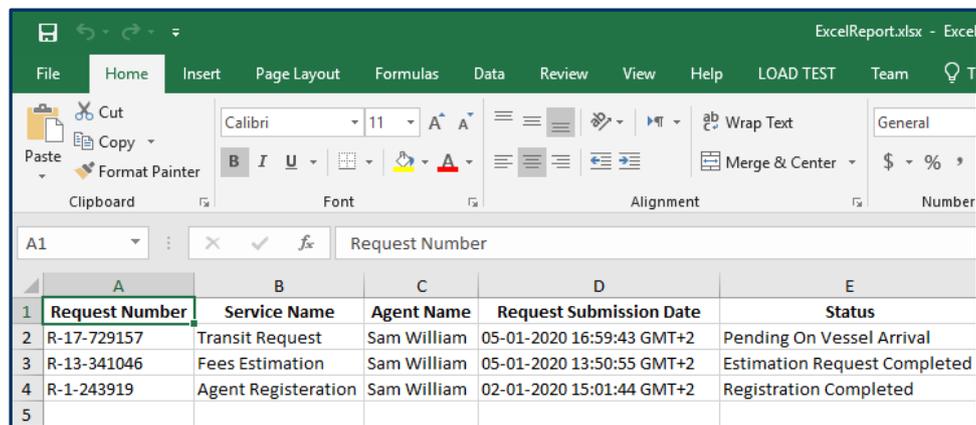
Status: Request Number:

Total: 3 Item(s)

Request Number	Service Name	Agent Name	Request Submission Date	Status	
R-17-729157	Transit Request	Sam William	05-01-2020 16:59:43 GMT+2	Pending On Vessel Arrival	⋮
R-13-341046	Fees Estimation	Sam William	05-01-2020 13:50:55 GMT+2	Estimation Request Completed	⋮
R-1-243919	Agent Registration	Sam William	02-01-2020 15:01:44 GMT+2	Registration Completed	⋮

Figure 22: Export Excel

The excel sheet will be downloaded, and will contain the requests details.



ExcelReport.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help LOAD TEST Team

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Merge & Center, Text Alignment, Orientation

Number: General, Currency, Percentage, Date, Time, Text, Accounting

Formula Bar: Request Number

	A	B	C	D	E
1	Request Number	Service Name	Agent Name	Request Submission Date	Status
2	R-17-729157	Transit Request	Sam William	05-01-2020 16:59:43 GMT+2	Pending On Vessel Arrival
3	R-13-341046	Fees Estimation	Sam William	05-01-2020 13:50:55 GMT+2	Estimation Request Completed
4	R-1-243919	Agent Registration	Sam William	02-01-2020 15:01:44 GMT+2	Registration Completed
5					

Figure 23: Excel Report

Yacht Transit Request Process (less than 300 tons)

To open the e-Transit Request service go to the navigation menu and hover over **Services**, a list will drop, select **Transit Request**.

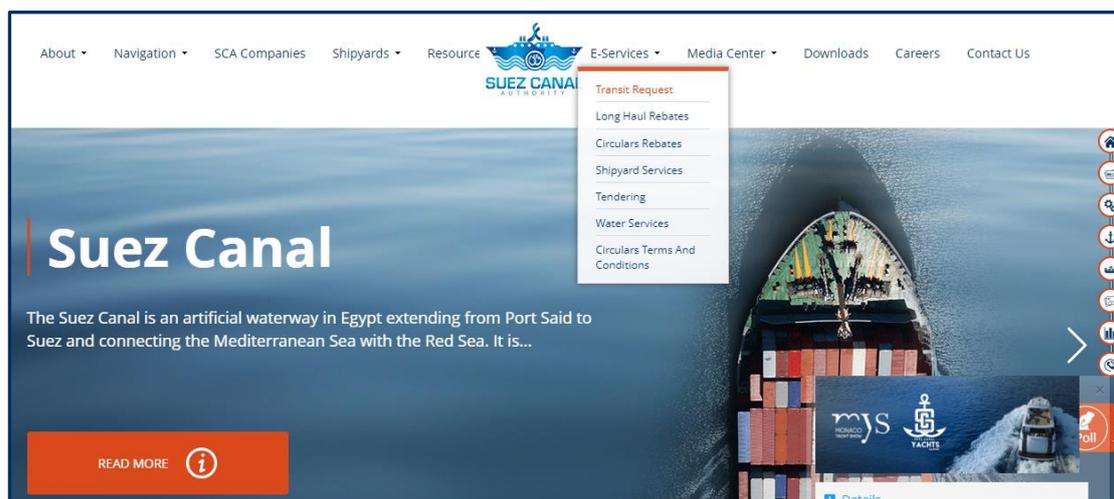


Figure 24: E-Transit Request Services

Yacht Transit Request (less than 300 Tons)

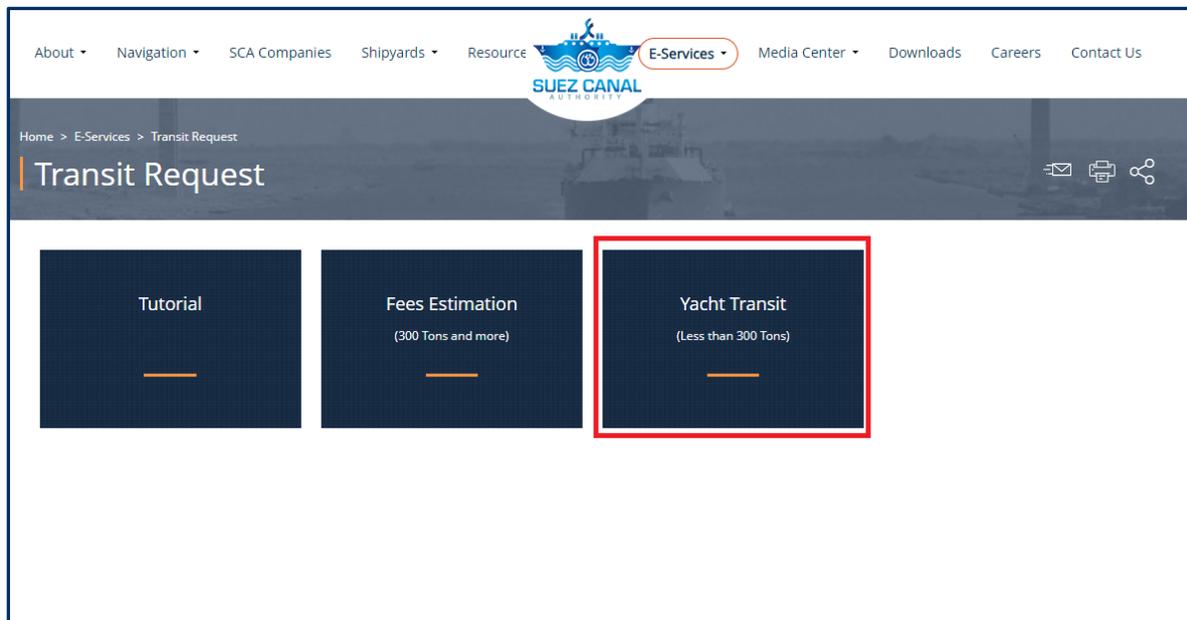


Figure 25: Yacht Transit

1. Select **Yacht Transit** from Transit Request form to enter unit information.
2. Transit Information form will open, start adding the unit details as following:

ENTRANCE REQUEST FORM

Request Information

Unit Info Required Documents

Unit Name *	Registration No. *	Crew No. *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Flag*	Direction*	Payment Currency*
<input type="text" value="Choose Unit Flag"/>	<input type="text" value="Choose direction"/>	<input type="text" value="Choose currency"/>
Length*	Width*	Depth*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Country of Origin *	First Country of Destination *	Arrival Date*
<input type="text" value="Please choose"/>	<input type="text" value="Please choose"/>	<input type="text"/>
Unit Type *	Last Transit Date	International Net Tonnage*
<input type="text" value="Please choose"/>	<input type="text"/>	<input type="text"/>
International Gross Tonnage*	SCNT	SCGT
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 26: unit Information

Field	Field Description
Unit Name	Type unit name.
Registration No.	Type the registration Number.
Crew No.	Type the Crew Number.
Flag	Type the vessel flag.
Direction	Select the direction according to the direction of the unit.
Payment Currency	Select the payment currency.
length	Type the unit length.
Width	Type the unit width.
Depth	Type The unit depth.
Last Country of origin	Select the last country of origin.
Arrival Date	Type the unit arrival date
Unit Type	Select from the drop-down list the unit type.
Last Transit Date	Type the transit date.
International Net Tonnage	Type the international net tonnage.
International Gross Tonnage	Type the international gross tonnage.
SCNT	Type Suez Canal net tonnage
SCGT	Type Suez Canal gross tonnage.

3. After adding the unit's details click **Next**.

4. Required Documents section will appear, you are requested to upload the following documents:

- Crew Certificate
- Ship's Registry
- certificate

5. At the **Document Name** text-box, type the document name which you will upload, and at the **Document** area, click Choose File, and upload the document, then click **Add** button, to add the other documents.

ENTRANCE REQUEST FORM

Request Information

Unit Info **Required Documents**

Documents that should be uploaded

- Crew Certificate
- Ship's Registry
- last 10 port calls

Document Name*

Document *

Choose File No file chosen

Allowed extensions .pdf, .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx
Max file size allowed is 5 MB

Terms & Conditions *

I accept terms and condition

(+) Add

Previous

Submit

Figure 27: Required Documents

6. After uploading all the documents, select the check-box **I accept terms and conditions**, then click **Submit**, to submit the fees estimation request.

7. The request will be submitted and will be reviewed by Suez Canal Authority team.

8. After reviewing the application, estimating the initial fees, and confirming the arrival of the yacht, the application will be transferred to the agent to determine the required transit date.

9. Enter **Transit Date**

Request Information

Unit Info Required Documents

Unit Name *	Registration No. *	Crew No. *
MS/MSA 100	#1234	5
Flag *	Direction *	Payment Currency *
Saint Vincent and the Grenadines	Southbound	Dollar USD
Length *	Width *	Depth *
200m	12m	8.7m
Last Country of Origin *	First Country of Destination *	Arrival Date *
Canada	Spain	2023-10-11
Unit Type *	Last Transit Date	International Net Tonnage *
Tanker	2023-09-30	50
International Gross Tonnage *	SCNT	SCGT
100		

Next

TRANSIT REQUEST

Transit Date *

Messages

Figure 28: Enter transit date