

Suez Canal Authority



Long Haul Service

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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 Long Haul Service.

Target Audience

This Manual is designed to target the users of the website, to use the service of Long Haul in Suez Canal Authority website, to request a rebate.

How this Guide is organized

This Manual will guide the user, through:

- Long Haul Service Process.

Long Haul Service

Portal User and Agent User can request Long Haul Service, to open the service there's two ways:

- Go to the main navigation menu, and hover over **Services**, a list will drop select **Long Haul**.

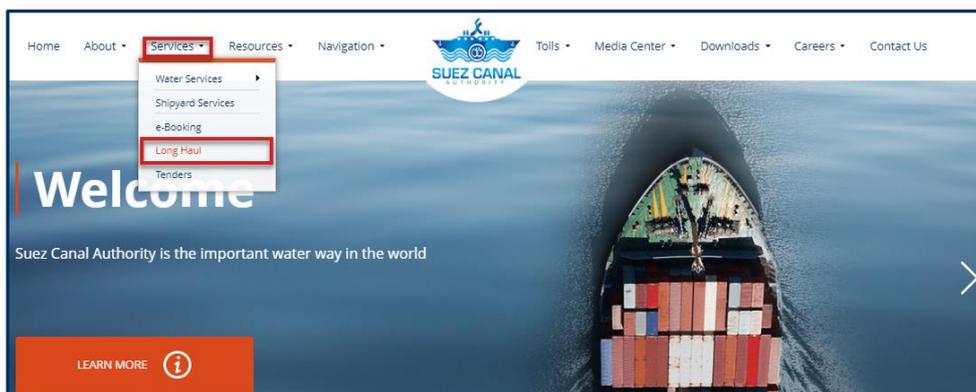


Figure 1: Long Haul Service Navigation Menu

Or

- Go to the Homepage, and scroll down to **Our Services** section, and click **Long Haul**.



Figure 2: Our Services Homepage

Request Long Haul Service

1. Open the Long Haul service page, and click **Rebate Request**.

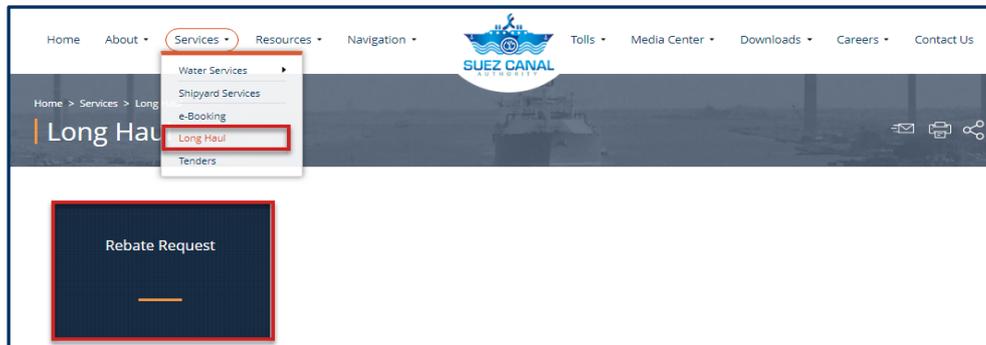
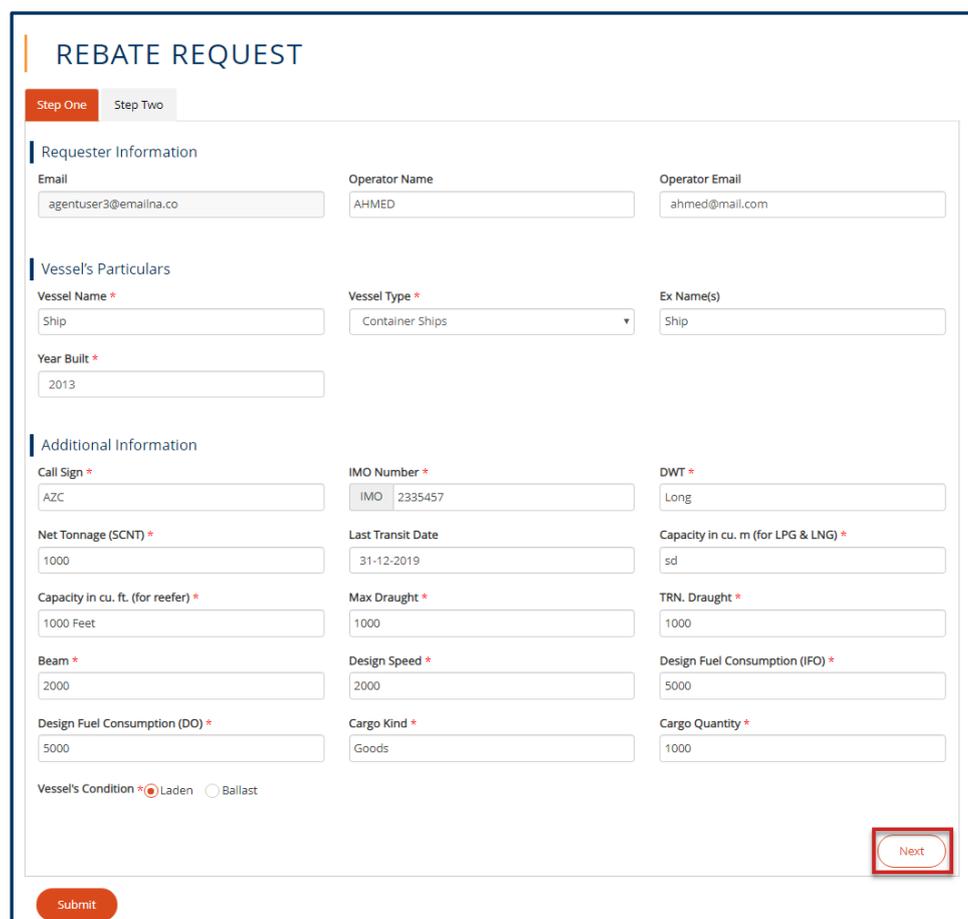


Figure 3: Rebate Request

2. Rebate Request form will open, start adding the requested information:
 - Add the **Requester Information** details according to the fields.
 - Add the **Vessel's Particulars** details according to the fields.
 - Add the **Additional Information** details, according to the fields.
3. After adding Step One of the Rebate Request form, click **Next**.



The screenshot shows the 'REBATE REQUEST' form, Step One. The form is divided into three sections: Requester Information, Vessel's Particulars, and Additional Information. The 'Next' button is highlighted with a red box.

Section	Field Name	Value
Requester Information	Email	agentuser3@emailna.co
	Operator Name	AHMED
	Operator Email	ahmed@mail.com
Vessel's Particulars	Vessel Name *	Ship
	Vessel Type *	Container Ships
	Ex Name(s)	Ship
Additional Information	Year Built *	2013
	Call Sign *	AZC
	IMO Number *	IMO 2335457
	DWT *	Long
	Net Tonnage (SCNT) *	1000
	Last Transit Date	31-12-2019
	Capacity in cu. m (for LPG & LNG) *	sd
	Capacity in cu. ft. (for reefer) *	1000 Feet
	Max Draught *	1000
	TRN. Draught *	1000
Beam *	2000	
Design Speed *	2000	
Design Fuel Consumption (IFO) *	5000	
Design Fuel Consumption (DO) *	5000	
Cargo Kind *	Goods	
Cargo Quantity *	1000	
Vessel's Condition * <input checked="" type="radio"/> Laden <input type="radio"/> Ballast		

Figure 4: Rebate Request Form Step One

4. Step Two of the form will appear, add the Voyage Information:

- Voyage Information
- Duration
- Voyage Cost

Type the Rebate percentage which you request at the "Suggested Rebate" field)

REBATE REQUEST

Step One Step Two

Voyage Information

Actual Speed (NM) *	Last Country of Origin *	Last Port of Origin *
<input type="text" value="10"/>	<input type="text" value="Australia"/>	<input type="text" value="Other"/>
Other (Last Port of Origin) *	First Country of Destination *	First Port of Destination *
<input type="text" value="Australia"/>	<input type="text" value="Egypt"/>	<input type="text" value="Portsaid"/>
Distance in n. miles via Suez *	Distance in n. miles via Cape or Panama *	Diff. in Distance
<input type="text" value="10000"/>	<input type="text" value="12000"/>	<input type="text" value="2000"/>
Weather cond. in days via Suez	Weather cond. in days via Cape or Panama	
<input type="text" value="22"/>	<input type="text" value="10"/>	

Duration

Duration in Days via Suez *	Duration in Days via Cape or Panama *
<input type="text" value="4"/>	<input type="text" value="6"/>

Voyage Cost

Anti-Piracy Cost (in details) via Suez (\$)	Anti-Piracy Cost (in details) via Cape (\$)	Daily Bunker Consumption (IFO) in Ton *
<input type="text" value="5"/>	<input type="text" value="10"/>	<input type="text" value="1000"/>
Bunker Price (IFO) (\$/ton) *	Daily Bunker Consumption (DO) in Ton *	Bunker Price (DO) (\$/ton) *
<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>
Daily Time Charter (\$) *	SC Tolls (\$) *	Other SC Charges (\$)
<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="1000"/>
Panama Tolls (\$) *	Other Panama Charges (\$)	Cargo Intake via Suez (Ton)
<input type="text" value="2000"/>	<input type="text" value="15"/>	<input type="text" value="1000"/>
Cargo Intake via Cape (Ton)	Freight per Ton (\$)	Cargo Lost Value (\$)
<input type="text" value="2000"/>	<input type="text" value="5000"/>	<input type="text" value="1000"/>
Total Cost via Suez (\$) *	Total Cost via Cape or Panama (\$) *	Diff. in Cost (\$) *
<input type="text" value="3000"/>	<input type="text" value="4000"/>	<input type="text" value="1000"/>
Suggested Rebate (%) *	Date of Sailing *	Estimated Time of Arrival (ETA) *
<input type="text" value="10"/> %	<input type="text" value="30-01-2020"/>	<input type="text" value="31-01-2020"/>

Please Note
You must add at least One Voyage

Save Voyage

Figure 5: Add Voyage Details

5. After adding the voyage information, click **Save Voyage**, another voyage information form will appear, add the other voyage details if existed, then click **Save Voyage**.

REBATE REQUEST

Step One
Step Two

Last Country of origin	First Country of Destination		
Australia	Egypt	Edit	Delete

Voyage Information

Actual Speed (NM) *

Last Country of Origin *

Last Port of Origin *

First Country of Destination *

First Port of Destination *

Distance in n. miles via Suez *

Distance in n. miles via Cape or Panama *

Diff. in Distance

Weather cond. in days via Suez

Weather cond. in days via Cape or Panama

Duration

Duration in Days via Suez *

Duration in Days via Cape or Panama *

Voyage Cost

Anti-Piracy Cost (in details) via Suez (\$)

Anti-Piracy Cost (in details) via Cape (\$)

Daily Bunker Consumption (IFO) in Ton *

Bunker Price (IFO) (\$/ton) *

Daily Bunker Consumption (DO) in Ton *

Bunker Price (DO) (\$/ton) *

Daily Time Charter (\$) *

SC Tolls (\$) *

Other SC Charges (\$)

Panama Tolls (\$) *

Other Panama Charges (\$)

Cargo intake via Suez (Ton)

Cargo intake via Cape (Ton)

Freight per Ton (\$)

Cargo Lost Value (\$)

Total Cost via Suez (\$) *

Total Cost via Cape or Panama (\$) *

Diff. in Cost (\$) *

Suggested Rebate (%) *

 %

Date of Sailing *

Estimated Time of Arrival (ETA) *

Save Voyage

Figure 6: Add Another Voyage Details

6. After adding the voyages' details select the ship **Direction**, and type the **Principal Information**, then select the check-box **I accept terms & Conditions.**, and click **Submit**, to submit your request.

Please Select Voyage(s) Direction

Direction *
 Northbound

Principal

Name * AHMED SAID Email * serviceuser3@emailna.co Fax * 0224548564

Terms & Conditions *
 I accept terms & Conditions

Submit Previous

Figure 7: Submit Rebate Request

7. Suez Canal Authority team will review your request and send you the response whether it's approved or rejected.

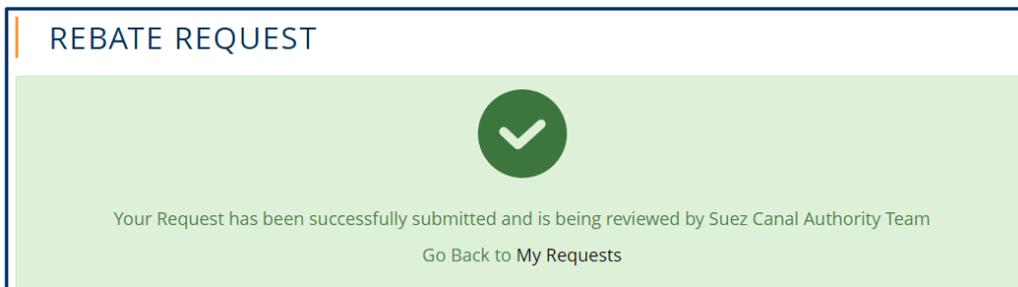


Figure 8: Rebate Request Submission Confirmation

Note: You can update your request from My Requests, as long as the authority team didn't take actions.

8. After receiving the authority response, go to **My Tasks**, and click the 3 dots icon, then select **Details**.

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

Details
Request History

Figure 9: Rebate Request Task

Note: If some of the details required modification you will be requested to update the information and submit the modification.

- The request details will open, scroll down to view the request decision. You will find the Rebate percentage approved by Suez Canal Authority team, at the **Voyage Rebate Percentage** area.

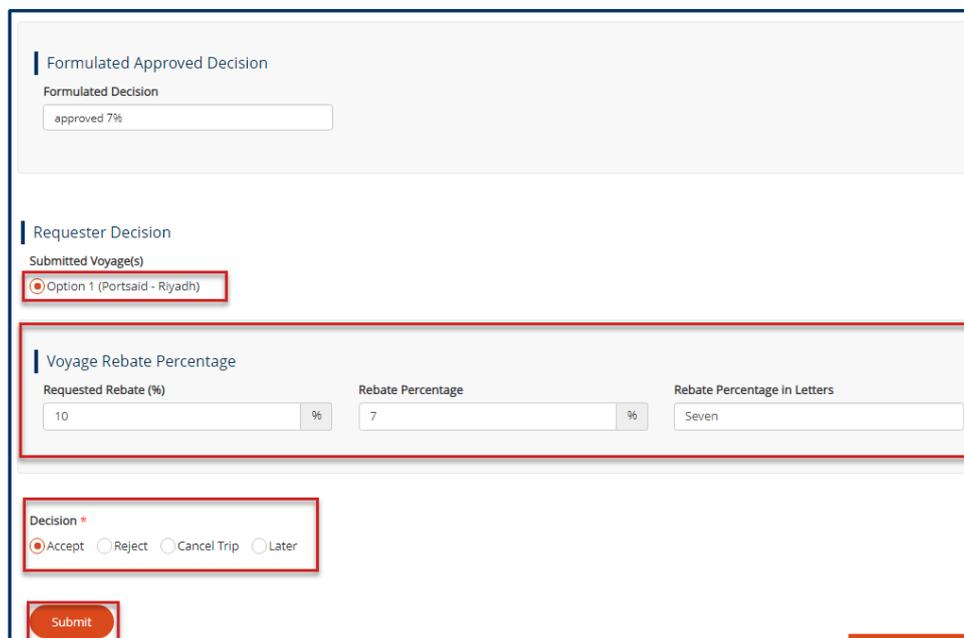


Figure 10: Accept Decision Request

- At the **Decision** area, select the radio button of the action you will take towards the rebate decision, a confirmation window will open, click **Yes**.

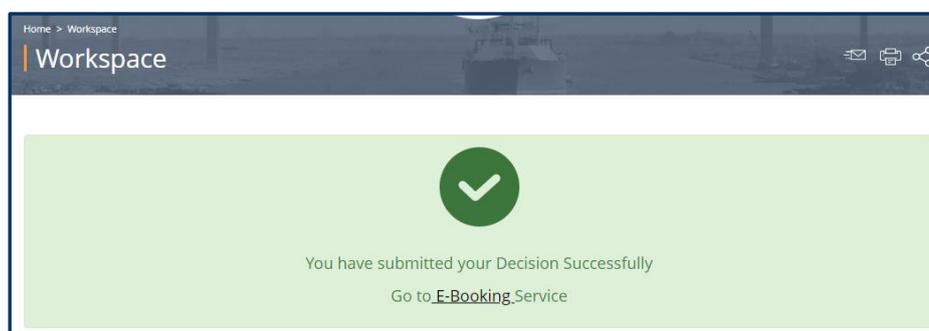


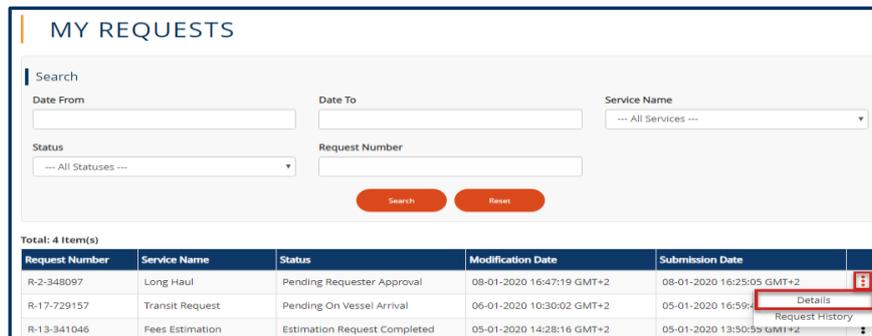
Figure 11: Decision Submission

- Now you have submitted your decision to the rebate, you will go to E-Booking service, to book your pass through the canal.

Note: Only Agent user can access the E-Booking service.

If you want to add another voyage to your request after receiving the Rebate response from the authority, do as follows:

1. Go to **My Requests**, and next to the request, click the 3 dots icon, and select **Details**.



MY REQUESTS

Search

Date From: Date To: Service Name:

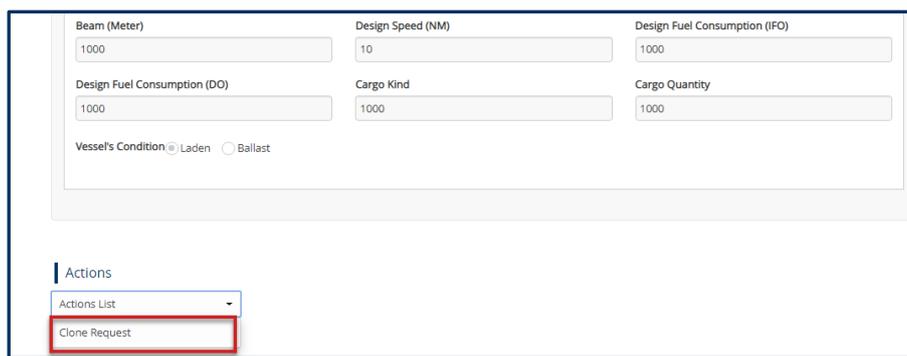
Status: Request Number:

Total: 4 Item(s)

Request Number	Service Name	Status	Modification Date	Submission Date	
R-2-348097	Long Haul	Pending Requester Approval	08-01-2020 16:47:19 GMT+2	08-01-2020 16:25:05 GMT+2	<input type="button" value="Details"/>
R-17-729157	Transit Request	Pending On Vessel Arrival	06-01-2020 10:30:02 GMT+2	05-01-2020 16:59:02 GMT+2	<input type="button" value="Request History"/>
R-13-341046	Fees Estimation	Estimation Request Completed	05-01-2020 14:28:16 GMT+2	05-01-2020 13:50:55 GMT+2	

Figure 12: My Requests

2. Rebate Request details will open, go the bottom of the page, you will find **Actions list**, select **Clone Request**.



Beam (Meter): Design Speed (NM): Design Fuel Consumption (IFO):

Design Fuel Consumption (DO): Cargo Kind: Cargo Quantity:

Vessel's Condition: Laden Ballast

Actions

Actions List

Figure 13: Actions List

3. Click **Clone Request**, and fill the new voyage request details, and click **Submit**.