



Suez Canal Authority



Shipyards Services

Table of Contents

Introduction	1
Target Audience	1
How this Guide is organized	1
Shipyards Services	2
Shipyards Process	2
Repair Service	3
Repair Request	7
Under Water Works and Salvage Services	8
Salvage Request.....	10
Floating Cranes Services	11
Floating Cranes Request	13
Non Destructive Testing Work	14
Non Destructive Testing Work Request.....	17
Dynamic Balancing.....	17
Dynamic Balancing Request	19
Hardness Test	20
Hardness Test Request	22
Fiberglass Service	23
Fiberglass Request	25

Introduction

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

Target Audience

This Manual is designed to target the portal users of the website, to use the services of Shipyard Services in Suez Canal Authority website.

How this Guide is organized

This Manual will guide the Portal user, through the:

- Shipyard Services Process.

Shipyard Services

Shipyard Services allows the portal user to get ship services through Suez Canal from the website.

Shipyard Process

To open the shipyard service, go to the navigation menu and hover over **Services**, a list will drop, select **Shipyard Services**.

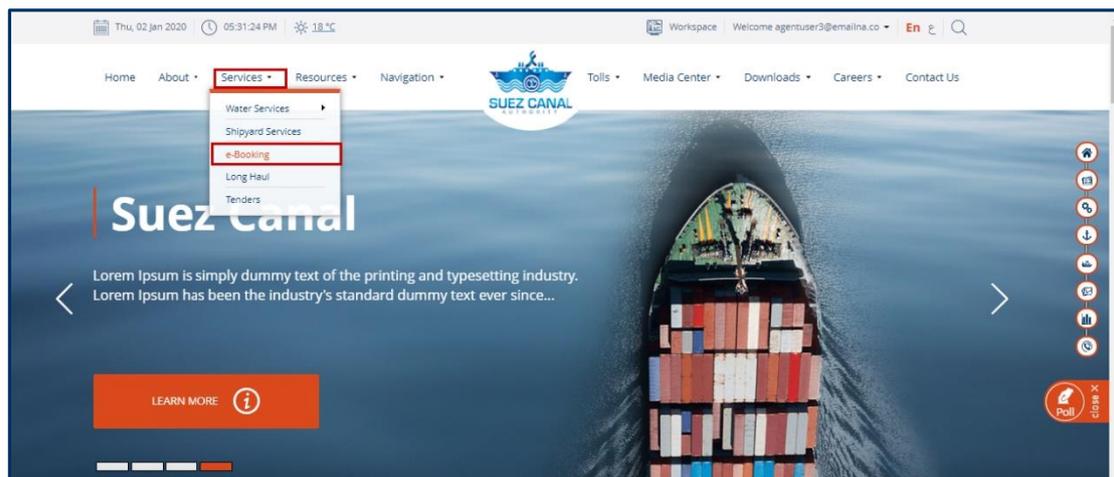


Figure 1: Shipyard Services

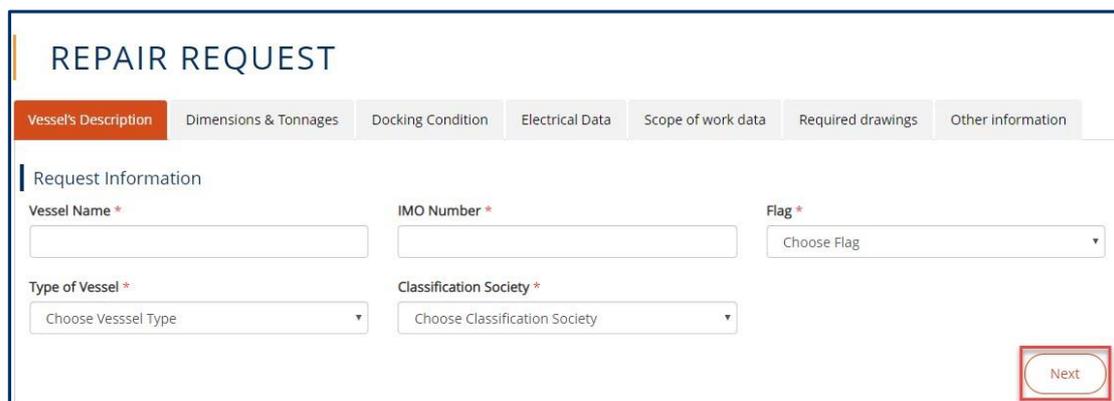
- Shipyard Services are divided into 8 Sections:
 - Repair Service
 - Under water works and Salvage Services
 - Floating Cranes
 - Non Destructive Testing Work
 - Dynamic Balancing
 - Hardness Test
 - Fiberglass

Repair Service



Figure 2: Repair Service

1. From the Shipyards Services page, click **Repair Service**, to enter the vessel details.



The screenshot shows the 'REPAIR REQUEST' form with the 'Vessel's Description' tab selected. The form includes fields for Vessel Name, IMO Number, Flag, Type of Vessel, and Classification Society. A 'Next' button is highlighted with a red border.

Figure 3: Vessel's Description

2. Vessel's Description form will appear, add the form details as following:

Field	Field Description
Vessel's Name	Type the ship name.
IMO Number	Type IMO numbers.
Flag	Select from the drop-down list the flag of your country.
Type of Vessel	Select from the drop-down list the type of vessel.
Classification Society	Select from the drop-down list the classification society.

3. After adding Vessel's Description click **Next**.

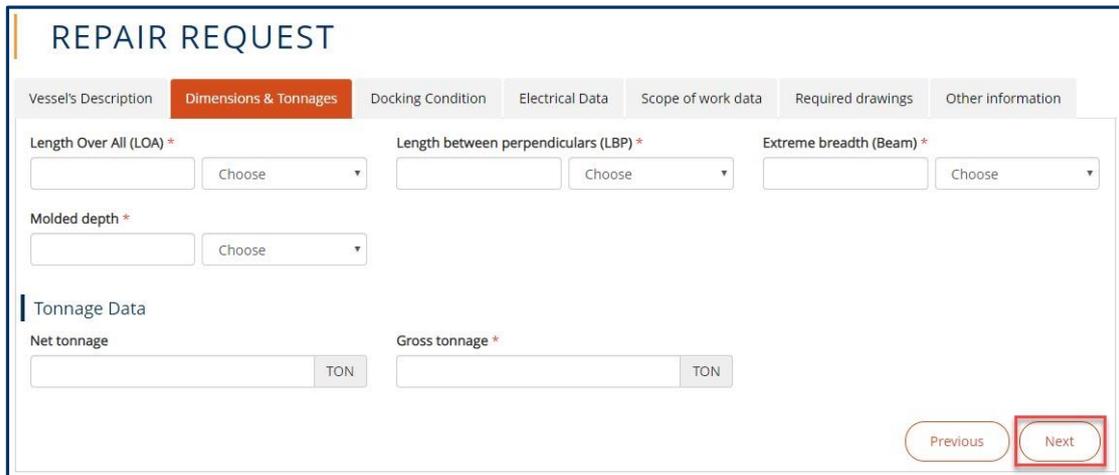


Figure 4: Dimensions & Tonnages

4. Dimensions & Tonnages form will appear, add the form details as following:

Field	Field Description
Length Over All (LOA)	Type the length over all in feet or meter.
Length between perpendiculars (LBP)	Type the length between perpendiculars in feet or meter.
Extreme breadth (Beam)	Type the extreme breadth in feet or meter.
Molded depth	Type the molded depth in feet or meter.
Gross tonnage	Type the gross tonnage.

5. After adding the Dimensions & Tonnages details click **Next**.

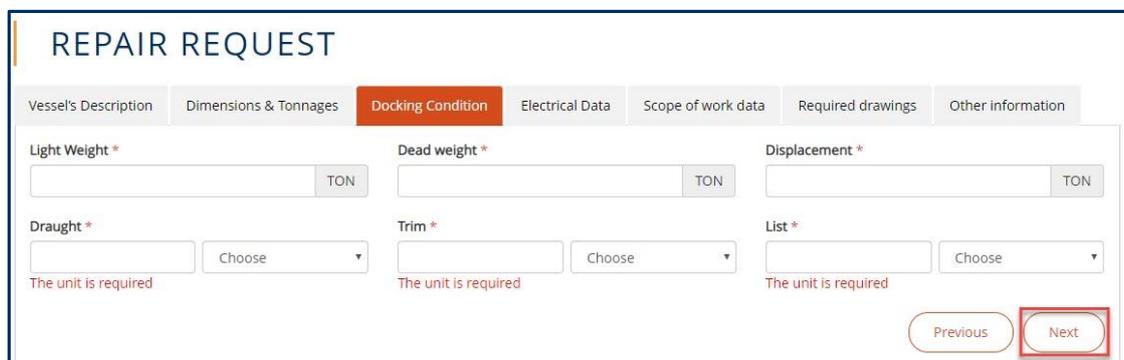


Figure 5: Docking Condition

6. Docking Condition section will appear, add the form details as following:

Field	Field Description
Light Weight	Type the light weight.
Dead weight	Type the dead weight.
Displacement	Type the displacement.
Draught	Type the draught in feet or meter.
Trim	Type the trim in feet or meter.
List	Type the list in feet or meter.

7. After adding the Docking Condition details click **Next**.

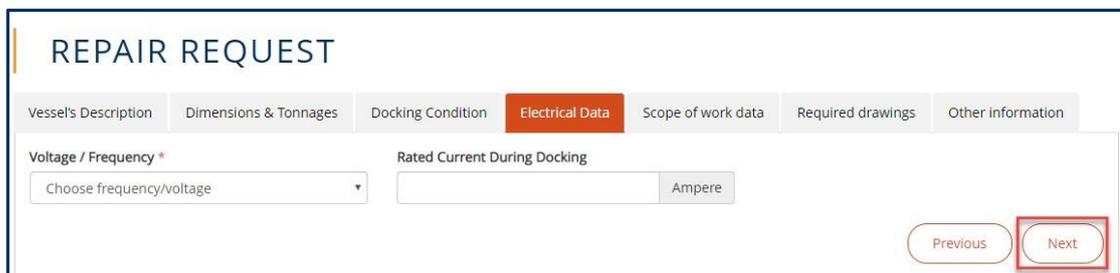


Figure 6: Electrical Data

8. Electrical Data form will appear, select the Voltage / Frequency from the **Voltage / Frequency** drop-down list, then click **Next**.

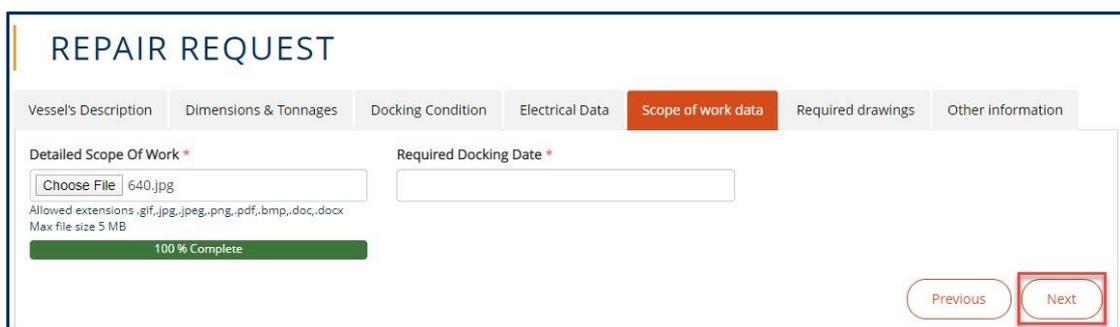


Figure 7: Scope of work data

9. Scope of work data form will appear, upload the Detailed Scope of Work & type Required Docking Date, then click **Next**.

REPAIR REQUEST

Vessel's Description
Dimensions & Tonnages
Docking Condition
Electrical Data
Scope of work data
Required drawings
Other information

Attachments

Docking plan *

640.jpg

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

100 % Complete

General arrangement *

640.jpg

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

100 % Complete

Tank Plan

No file chosen

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

Lines plan

No file chosen

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

Transverse section plan

No file chosen

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

Free Gas Certificate

No file chosen

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

Work Description

Figure 8: Required drawings

10. Required drawings form will appear, upload the Docking plan & General arrangement, then click **Next**.

REPAIR REQUEST

Vessel's Description
Dimensions & Tonnages
Docking Condition
Electrical Data
Scope of work data
Required drawings
Other information

The nearest SCA shipyard *

Port Said
 Suez

Other Information

Mobile *

Fax

Terms & Conditions *

I accept terms and condition

Figure 9: Other information

11. Other information form will appear, choose The nearest SCA shipyard from **The nearest SCA shipyard** section & choose your country then you're your **Mobile**.

12. 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 **submit** to submit the repair request.

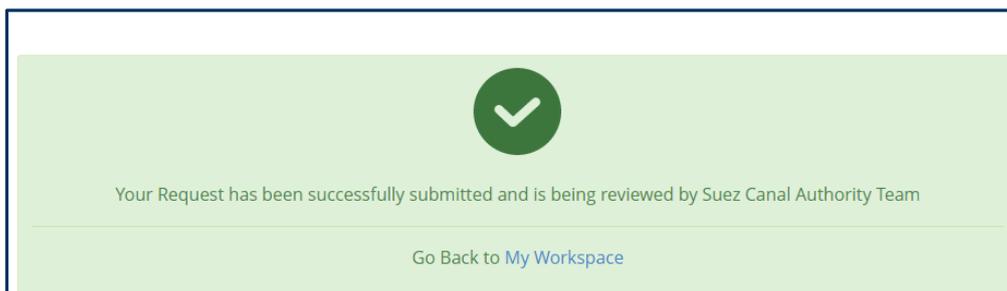


Figure 10: Registration Submission Message

13. Request submission confirmation message will appear.
14. 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.
15. The portal user 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 portal user before the expiration date.

Repair Request

After the portal user pay the fees estimation he shall perform the repair request to assure the vessel repair date and details.

➤ To perform the Repair Request, perform the following:

16. 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: 43 Item(s)

Request Number	Service Name	Status	Modification Date	Submission Date	
R-4-795860	Repair	Pending SCA Approval	09-01-2020 15:51:55 GMT+2	09-01-2020 15:51:55 GMT+2	
R-4-374284	Repair	Pending SCA Approval	09-01-2020 15:22:06 GMT+2	09-01-2020 15:22:06 GMT+2	<div style="border: 1px solid #ccc; padding: 2px; font-size: 8px;"> Details Request History </div>
R-6-960439	Fiberglass	Pending User Approval	31-12-2019 15:23:25 GMT+2	31-12-2019 15:20:31 GMT+2	

Figure 11: Repair Request Details

17. User Decision form will appear, select **Accept or Reject**, from Decision to accept or reject Estimated required days & Estimated cost of service.

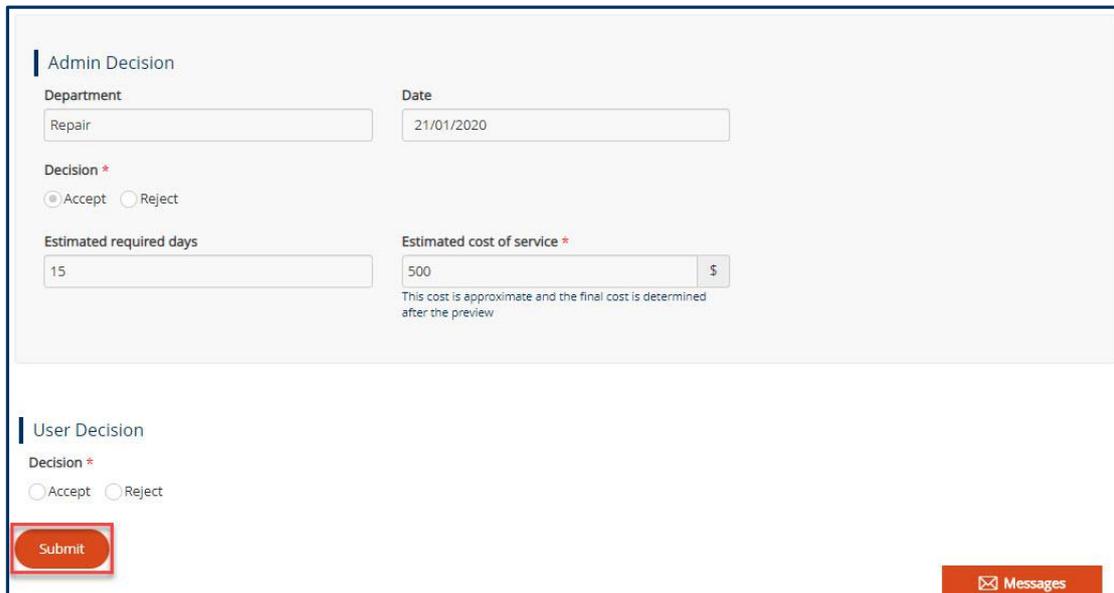


Figure 12: User Decision

18. After adding user decision, click **Submit**.

Under Water Works and Salvage Services

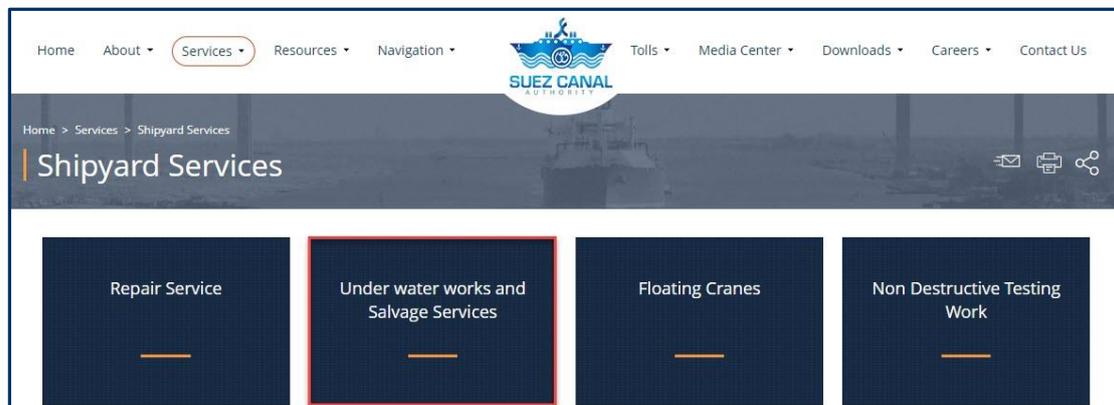


Figure 13: Under Water Works and Salvage Services

1. From the Shipyards Services page, click **Under water works and Salvage Services**, to enter the vessel details.

UNDER WATER WORKS AND SALVAGE SERVICES

Request Information

Job Type *

Brief Description *

Estimated Time of Arrival (ETA) *
 : :

IMO Number *

Agent Name *

Requestor *
 Owner Supervisory Authority

Classification Society *

Anchorage Area *

The Nearest Location *
 Port Said Suez Ismailia

Ship's particular

ship particular should contains (Length over allm) ,(Max breadth m),(Draught m)

Other Information

Mobile *

Please Enter a valid number

Fax

Terms & Conditions *
 I accept terms & conditions

Figure 14: Request Information

Field	Field Description
Job Type	Select from the drop-down list the job type.
Brief Description	Type brief description.
Estimated Time of Arrival (ETA)	Type or select the estimated time of arrival.
IMO Number	Type IMO number.
Agent Name	Type agent name.
Requestor	Select the requestor authority.
Classification Society	Select from the drop-down list the classification society.
Anchorage Area	Select from the drop-down list the anchorage area.
The Nearest Location	Select the nearest location.
Mobile	Type mobile number.

Terms & Conditions	click I Accept Terms & Conditions, to open the terms and conditions page and after reading it select the check-box I Accept Terms & Conditions.
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- Then click **submit** to submit the Under Water Works and Salvage request.

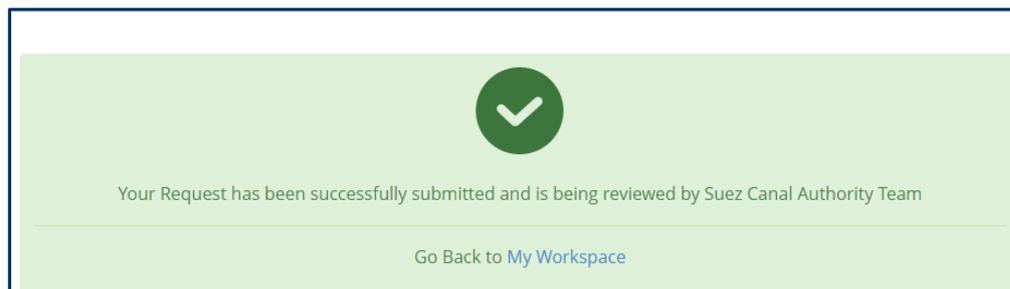


Figure 15: Registration Submission Message

- Request submission confirmation message will appear.
- 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 portal user will pay the measurement fees, at the facility, in order to be able to perform the ship Salvage request.

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

Salvage Request

After the portal user pay the fees estimation he shall perform the Salvage request to assure the vessel Salvage date and details.

- To perform the Salvage Request, perform the following:
 - Go to **Workspace**, and select **My Tasks**, and next the salvage request click the 3 dots  icon next to the request, then click **Details**.

MY TASKS						
Total: 7 Item(s)						
Request Number	Service Name	Status	Modification Date	Submission Date	Requestor Name	
R-3-980496	Salvage	Pending User Approval	2020-01-12 14:10:13 GMT+2	2020-01-12 13:32:35 GMT+2	e14a115621@crazymail.guru	
R-6-960439	Fiberglass	Pending User Approval	2019-12-31 15:23:25 GMT+2	2019-12-31 15:20:31 GMT+2	e14a115621@crazymail.guru	 <ul style="list-style-type: none"> Details Request History

Figure 16: Salvage Request Details

7. User Decision form will appear, select **Accept or Reject**, from Decision to accept or reject Estimated required days & Estimated cost of service.

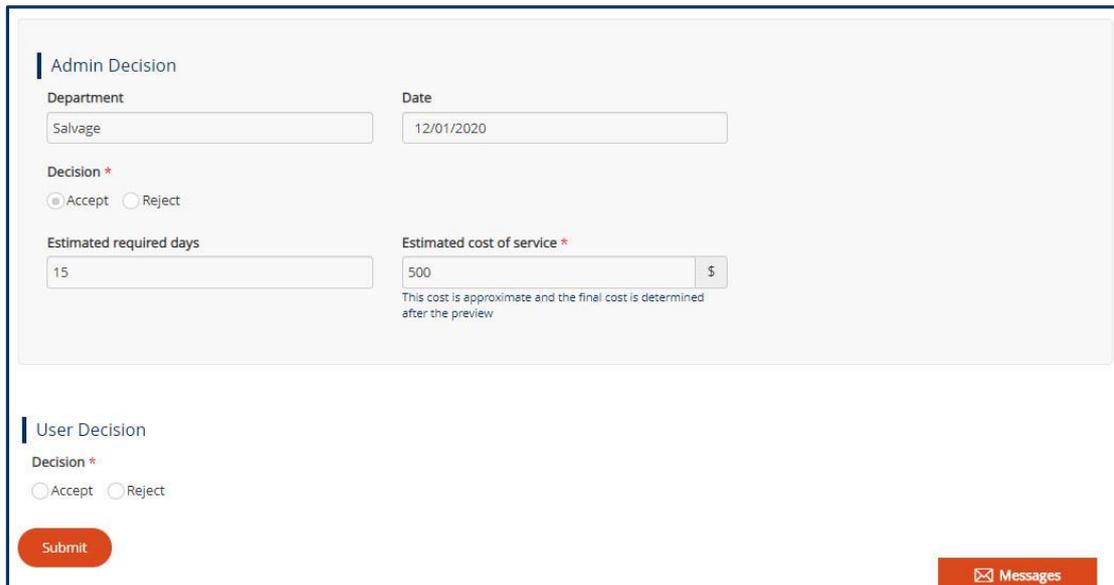


Figure 17: User Decision

8. After adding user decision, click **Submit**.

Floating Cranes Services



Figure 18: Floating Cranes

1. From the Shipyards Services page, click **Floating Cranes**, to enter the vessel details.

FLOATING CRANES REQUEST FORM

Request Information

The nearest location for the operation *

Port Said Suez

Type of Vessel *

Choose Vessel Type

Max. outreach *

Choose

Total weight *

TON

Estimated time needed for this job per hour *

Executing date of operation *

Description of the operation *

Aided equipment supplied by customer

Attachments

Attachment (photo / drawing for the vessel) *

Choose File No file chosen

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

Drawing for the lifted unit(length-breadth-height-
lifting eyes location-.....) *

Choose File No file chosen

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

Other Information

Mobile *

+2333

Please Enter a valid number

Fax *

333

Terms & Conditions *

I accept terms and conditions

Submit

Figure 19: Floating Cranes Request Form

Field	Field Description
The nearest location for the operation	Select the nearest location for operation.
Type of Vessel	Select from the drop-down list the type of vessel.
Max. outreach	Type max. outreach in feet or meter.
Total weight	Type total weight in ton.
Estimated time needed for this job per hour	Type estimated time needed for this job per hour.
Executing date of operation	Type or select the executing date of operation.
Description of the operation	Type the description of the operation.

Attachment (photo / drawing for the vessel)	Upload photo or drawing for the vessel.
Drawing for the lifted unit (length-breadth-height-lifting eyes location-.....)	Upload drawing for the lifted unit.
Mobile	Type your mobile number.
Fax	Type your fax.
Terms & Conditions	click I Accept Terms & Conditions, to open the terms and conditions page and after reading it select the check-box I Accept Terms & Conditions.

2. Then click **submit** to submit the Floating Cranes request.

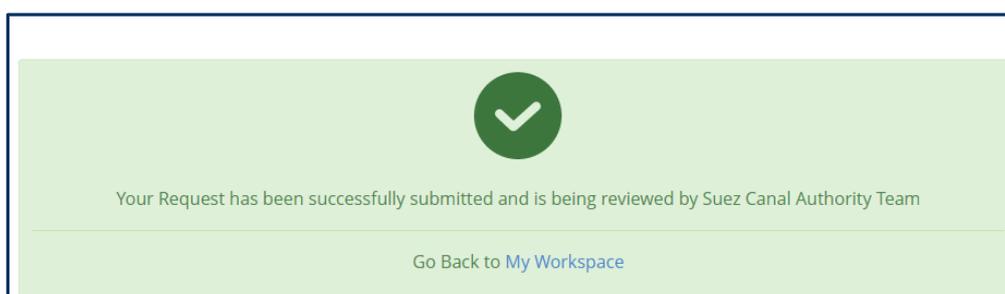


Figure 20: Registration Submission Message

3. Request submission confirmation message will appear.
4. 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.
5. The portal user will pay the measurement fees, at the facility, in order to be able to perform the ship Floating Cranes request.

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

Floating Cranes Request

After the portal user pay the fees estimation he shall perform the Floating Cranes request to assure the vessel Floating Cranes date and details.

- To perform the Floating Cranes Request, perform the following:
 6. Go to **Workspace**, and select **My Tasks**, and next the Floating Cranes request click the 3 dots  icon next to the request, then click **Details**.

MY TASKS

Total: 7 Item(s)

Request Number	Service Name	Status	Modification Date	Submission Date	Requestor Name
R-7-171713	Floating Cranes	Pending User Approval	2020-01-13 13:05:21 GMT+2	2020-01-13 12:57:17 GMT+2	e14a115621@crazymail.gur u
R-6-960439	Fiberglass	Pending User Approval	2019-12-31 15:23:25 GMT+2	2019-12-31 15:20:31 GMT+2	e14a115621@crazymail.gur u

Figure 21: Floating Cranes Request Details

7. User Decision form will appear, select **Accept or Reject**, from Decision to accept or reject Estimated required days & Estimated cost of service.

Admin Decision

Department: Floating Cranes Date: 13/01/2020

Decision *
 Accept Reject

Estimated required days: 15 Estimated cost of service *: 200 \$

This cost is approximate and the final cost is determined after the preview

User Decision

Decision *
 Accept Reject

Submit

[Messages](#)

Figure 22: User Decision

8. After adding user decision, click **Submit**.

Non Destructive Testing Work



Figure 23: Non Destructive Testing Work

1. From the Shipyard Services page, click **Non Destructive Testing Work**, to enter the vessel details.

NON DESTRUCTIVE TESTING WORK REQUEST

Request Information

Quality Service * Type of Vessel *

Other Information

Mobile * Fax * Customer Name *
Please Enter a valid number

Vessel Name The nearest location for the operation *
 Port Said Suez

Terms & Conditions *
 I accept terms and conditions

Submit

Figure 24: Non Destructive Testing Work Request

Field	Field Description
Quality Service	Select from the drop-down list the quality service.
Type of Vessel	Select from the drop-down list the type of vessel.
Acceptance Criteria	Select from the drop-down list the acceptance criteria.
Date Of Price Quotation	Type or select date of price quotation.
Description	Type description.
Executive Drawings	Upload executive drawings.
Mobile	Type your mobile number.
Fax	Type your fax.
Customer Name	Type customer name
The nearest location for the operation	Select the nearest location for the operation.
Terms & Conditions	click I Accept Terms & Conditions, to open the terms and conditions page and after reading it select the check-box I Accept Terms & Conditions.

2. Then click **submit** to submit the Non Destructive Testing Work request.

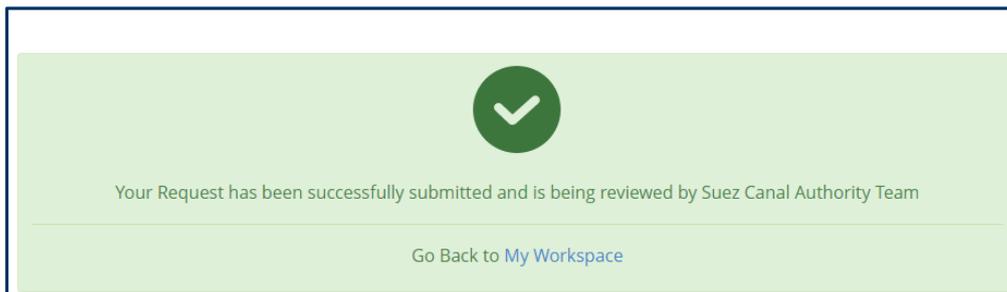


Figure 25: Registration Submission Message

3. Request submission confirmation message will appear.
4. 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.
5. The portal user will pay the measurement fees, at the facility, in order to be able to perform the ship Non Destructive Testing Work request.

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

Non Destructive Testing Work Request

After the portal user pay the fees estimation he shall perform the Non Destructive Testing Work request to assure the vessel Non Destructive Testing Work date and details.

- To perform the Non Destructive Testing Work Request, perform the following:
 6. Go to **Workspace**, and select **My Tasks**, and next the Non Destructive Testing Work request click the 3 dots  icon next to the request, then click **Details**.

MY TASKS					
Total: 7 Item(s)					
Request Number	Service Name	Status	Modification Date	Submission Date	Requestor Name
R-10-833915	Non Destructive Testing Work	Pending User Approval	2020-01-13 15:42:16 GMT+2	2020-01-13 13:54:47 GMT+2	e14a115621@crazymail.guru
R-6-960439	Fiberglass	Pending User Approval	2019-12-31 15:23:25 GMT+2	2019-12-31 15:20:31 GMT+2	e14a115621@crazymail.guru

Figure 26: Non Destructive Testing Work Request Details

7. User Decision form will appear, select **Accept or Reject**, from Decision to accept or reject Estimated required days & Estimated cost of service.

Admin Decision

Department: Date:

Decision *
 Accept Reject

Estimated required days: The nearest available time: Estimated cost of service *: \$

This cost is approximate and the final cost is determined after the preview

User Decision

Decision *
 Accept Reject

Figure 27: User Decision

8. After adding user decision, click **Submit**.

Dynamic Balancing

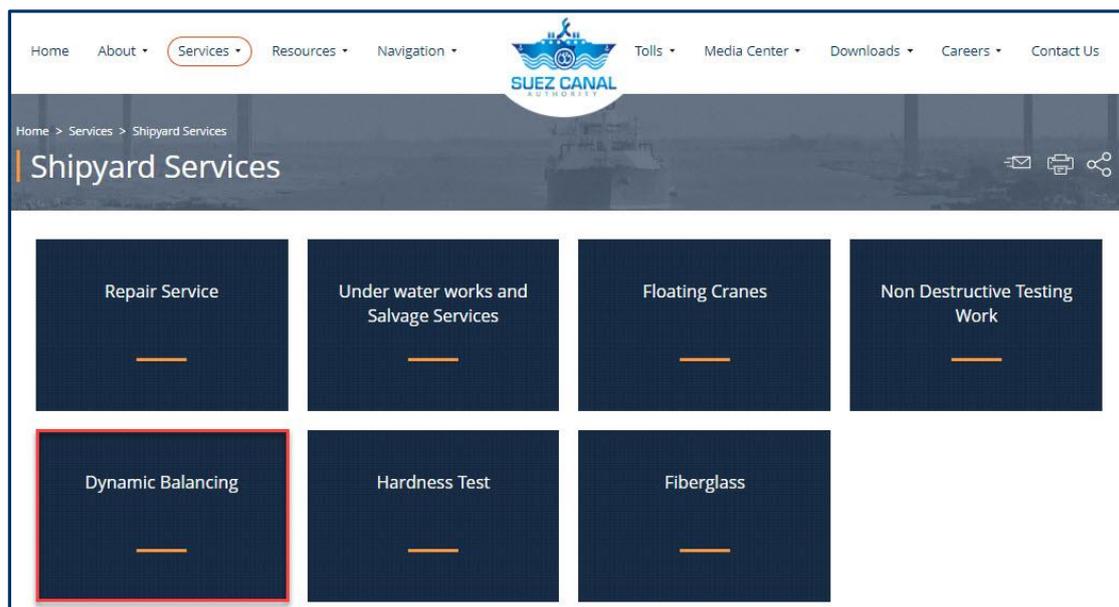


Figure 28: Dynamic Balancing

1. From the Shipyard Services page, click **Dynamic Balancing**, to enter the vessel details.

DYNAMIC BALANCING REQUEST

Request Information

Desired Date * Type of unit Unit weight *

Operating speed * Vessel Name * The nearest location for the operation * Suez

Description

Attachments

Drawings

No file chosen

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

Other Information

Mobile * Fax * Customer Name *

Please Enter a valid number

Terms & Conditions * I accept terms and conditions

Figure 29: Dynamic Balancing Request

Field	Field Description
Desired Date	Type or select desired date.
Unit weight	Type unit weight in kg.
Operating speed	Type operating speed in rpm.
Vessel Name	Type vessel name.
The nearest location for the operation	Select the nearest location for the operation.
Mobile	Type your mobile number.
Fax	Type your fax.
Terms & Conditions	click I Accept Terms & Conditions, to open the terms and conditions page and after reading it select the check-box I Accept Terms & Conditions.

2. Then click **submit** to submit the Dynamic Balancing request.

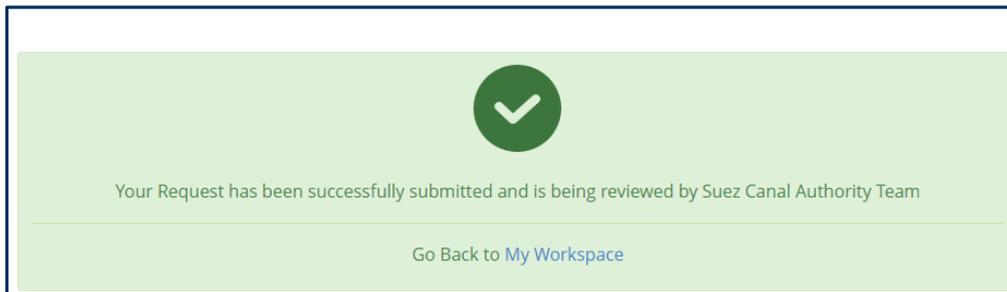


Figure 30: Registration Submission Message

3. Request submission confirmation message will appear.
4. 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.
5. The portal user will pay the measurement fees, at the facility, in order to be able to perform the ship Dynamic Balancing request.

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

Dynamic Balancing Request

After the portal user pay the fees estimation he shall perform the Dynamic Balancing request to assure the vessel Dynamic Balancing date and details.

- To perform the Dynamic Balancing Request, perform the following:

6. Go to **Workspace**, and select **My Tasks**, and next the Dynamic Balancing request click the 3 dots  icon next to the request, then click **Details**.

MY TASKS						
Total: 8 Item(s)						
Request Number	Service Name	Status	Modification Date	Submission Date	Requestor Name	
R-12-972697	Dynamic Balancing	Pending User Approval	2020-01-13 16:20:09 GMT+2	2020-01-13 16:19:12 GMT+2	e14a115621@crazymail.guru	⋮
R-10-833915	Non Destructive Testing Work	Pending User Approval	2020-01-13 15:42:16 GMT+2	2020-01-13 13:54:47 GMT+2	e14a115621@crazymail.guru	<div style="border: 1px solid red; padding: 2px;"> Details </div> Request History

Figure 31: Dynamic Balancing Request Details

7. User Decision form will appear, select **Accept or Reject**, from Decision to accept or reject Estimated required days & Estimated cost of service.

Admin Decision

Department: Date:

Decision *
 Accept Reject

Estimated required days: The nearest available time: Estimated cost of service *: \$

This cost is approximate and the final cost is determined after the preview

User Decision

Decision *
 Accept Reject

Figure 32: User Decision

- After adding user decision, click **Submit**.

Hardness Test

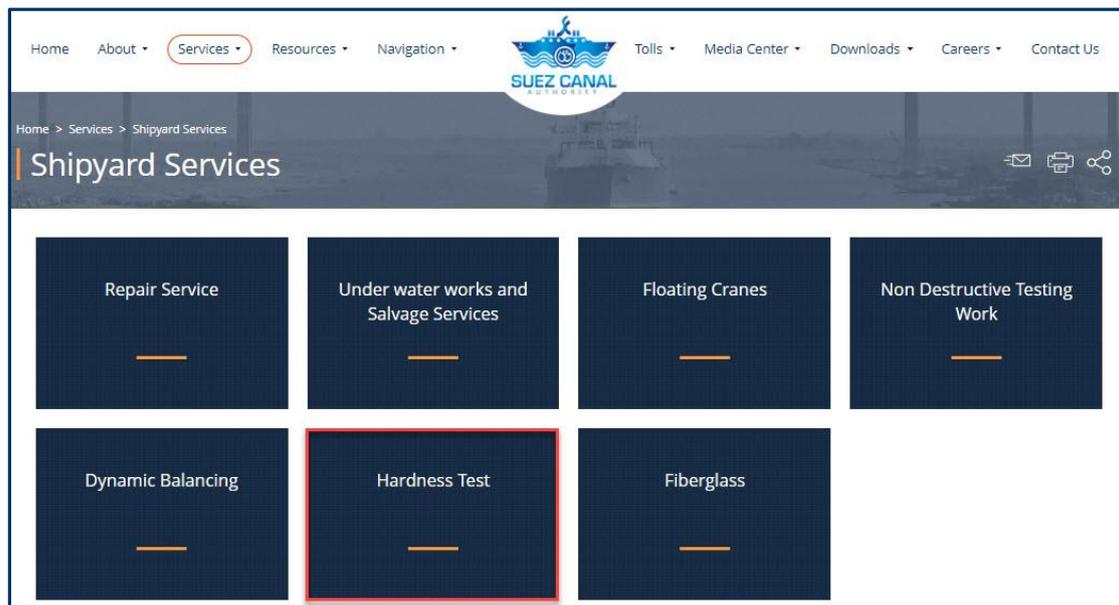


Figure 33: Hardness Test

- From the Shipyard Services page, click **Hardness Test**, to enter the vessel details.

HARDNESS TEST SERVICE REQUEST FORM

Request Information

Desired Date *

Measurement unit *

The nearest location for the operation * Port Said Suez

Description *

Material type *

Attachments

Drawings

No file chosen

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

Other Information

Mobile *

Fax *

Customer Name *

Terms & Conditions * I accept terms and conditions

Figure 34: Hardness Test Request

Field	Field Description
Desired Date	Type or select desired date.
Measurement unit	Select from the drop-down list the measurement unit.
The nearest location for the operation	Select the nearest location for the operation.
Description	Type description.
Material type	Type material type.
Mobile	Type your mobile number.
Fax	Type your fax.
Terms & Conditions	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 **submit** to submit the hardness test request.

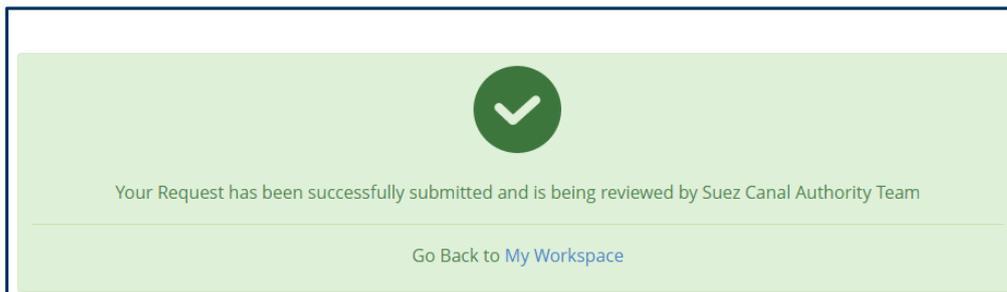


Figure 35: Registration Submission Message

3. Request submission confirmation message will appear.
4. 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.
5. The portal user will pay the measurement fees, at the facility, in order to be able to perform the ship hardness test request.

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

Hardness Test Request

After the portal user pay the fees estimation he shall perform the hardness test request to assure the vessel hardness test date and details.

- To perform the hardness test Request, perform the following:
 6. Go to **Workspace**, and select **My Tasks**, and next the hardness test request click the 3 dots  icon next to the request, then click **Details**.

MY TASKS						
Total: 9 Item(s)						
Request Number	Service Name	Status	Modification Date	Submission Date	Requestor Name	
R-11-708668	Hardness Test	Pending User Approval	2020-01-13 17:13:41 GMT+2	2020-01-13 17:03:44 GMT+2	e14a115621@crazymail.guru	⋮
R-12-972697	Dynamic Balancing	Pending User Approval	2020-01-13 16:20:09 GMT+2	2020-01-13 16:19:12 GMT+2	e14a115621@crazymail.guru	<div style="border: 1px solid red; padding: 2px;"> Details Request History </div>

Figure 36: Hardness Test Request Details

7. User Decision form will appear, select **Accept or Reject**, from Decision to accept or reject Estimated required days & Estimated cost of service.

Admin Decision

Department: Date:

Decision *
 Accept Reject

Estimated required days: The nearest available time: Estimated cost of service *: \$

This cost is approximate and the final cost is determined after the preview

User Decision

Decision *
 Accept Reject

Figure 37: User Decision

8. After adding user decision, click **Submit**.

Fiberglass Service

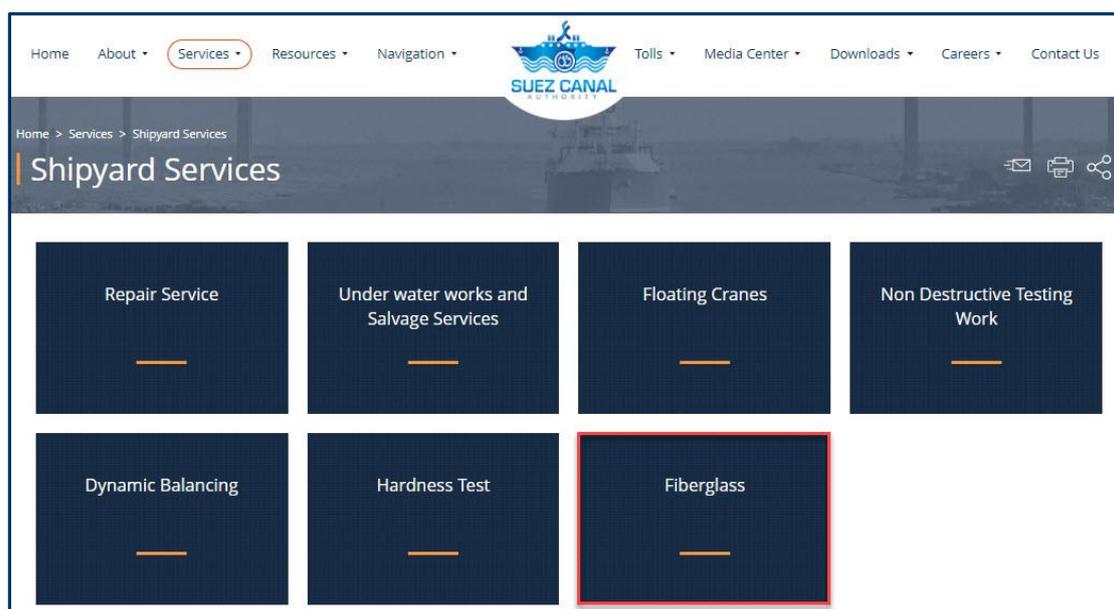


Figure 38: Fiberglass

1. From the Shipyard Services page, click **Fiberglass**, to enter the vessel details.

FIBERGLASS SERVICE REQUEST

Request Information

Service * Client *

Choose Service Choose Client

Other Information

Mobile * Fax *

+2333 333

Please Enter a valid number

Terms & Conditions *

I accept terms & conditions

Submit

Figure 39: Fiberglass Service Request

Field	Field Description
Service	Select from the drop-down list the service which is needed.
Client	Select from the drop-down list the client authority.
Mobile	Type your mobile number.
Fax	Type your fax.
Terms & Conditions	click I Accept Terms & Conditions, to open the terms and conditions page and after reading it select the check-box I Accept Terms & Conditions.

2. Then click **submit** to submit the fiberglass request.

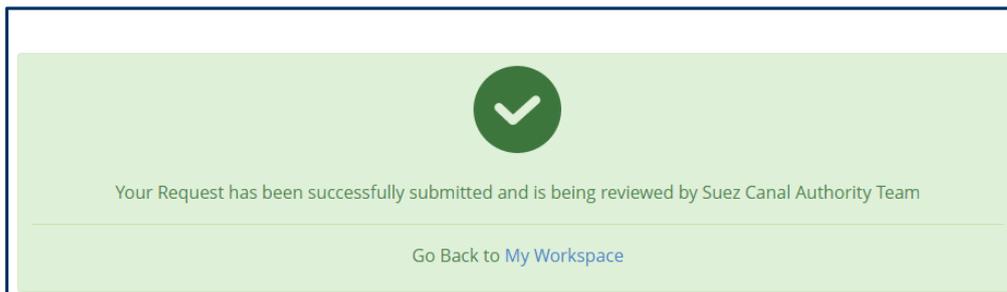


Figure 40: Registration Submission Message

3. Request submission confirmation message will appear.
4. 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.
5. The portal user will pay the measurement fees, at the facility, in order to be able to perform the ship fiberglass request.

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

Fiberglass Request

After the portal user pay the fees estimation he shall perform the fiberglass request to assure the vessel fiberglass date and details.

➤ To perform the Fiberglass Request, perform the following:

6. Go to **Workspace**, and select **My Tasks**, and next the fiberglass request click the 3 dots  icon next to the request, then click **Details**.

MY TASKS						
Total: 10 Item(s)						
Request Number	Service Name	Status	Modification Date	Submission Date	Requestor Name	
R-6-496730	Fiberglass	Pending User Approval	2020-01-13 17:49:26 GMT+2	2020-01-13 17:48:08 GMT+2	e14a115621@crazymail.gur u	⋮ Details Request History
R-11-708668	Hardness Test	Pending User Approval	2020-01-13 17:13:41 GMT+2	2020-01-13 17:03:44 GMT+2	e14a115...	

Figure 41: Fiberglass Service Request Details

7. User Decision form will appear, select **Accept or Reject**, from Decision to accept or reject Estimated required days & Estimated cost of service.

Admin Decision

Department: Date:

Decision *
 Accept Reject

Estimated required days: Estimated cost of service *: \$ [View](#) Technical And Financial Offer

Offer Valid Until Date *: Remarks:

User Decision

Decision *
 Accept Reject Required Modifications

Figure 42: User Decision

8. After adding user decision, click **Submit**.