



ACDSUDAN

ACD Sudan System Registration

User Manual

October 2024

Headquarters: Based presidency SPC – Port Sudan

Email Address: info@acdsudan.com

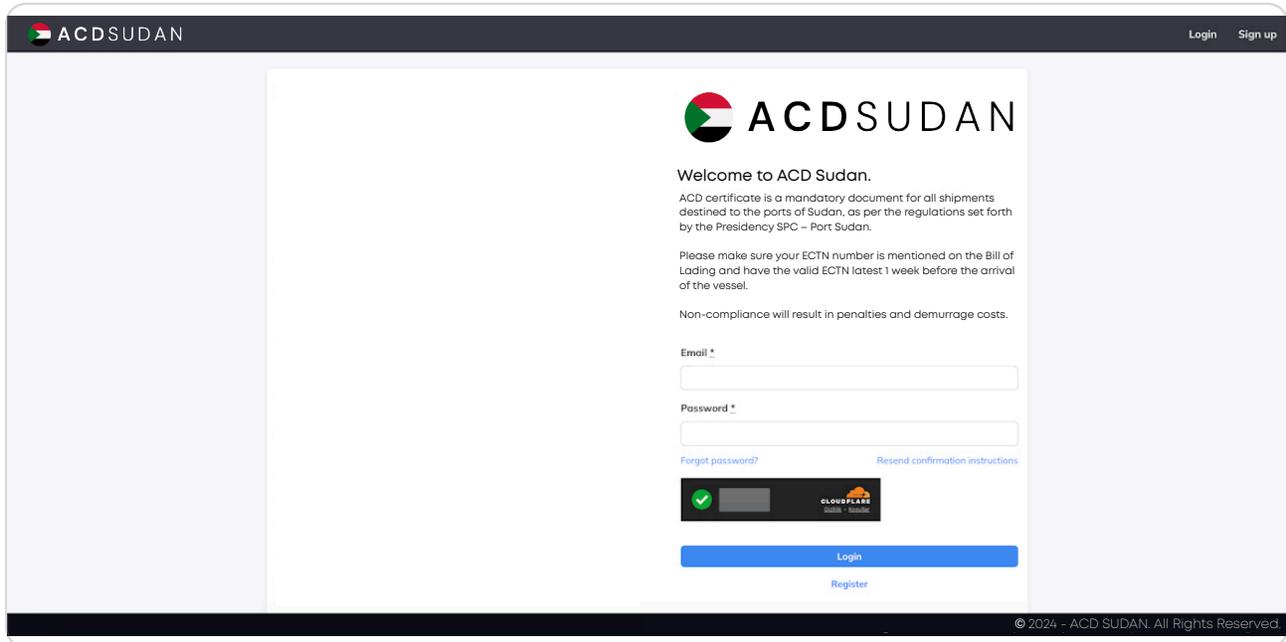
Website: <https://acdsudan.com/>

✓ How To Register

5 Steps

STEP 1

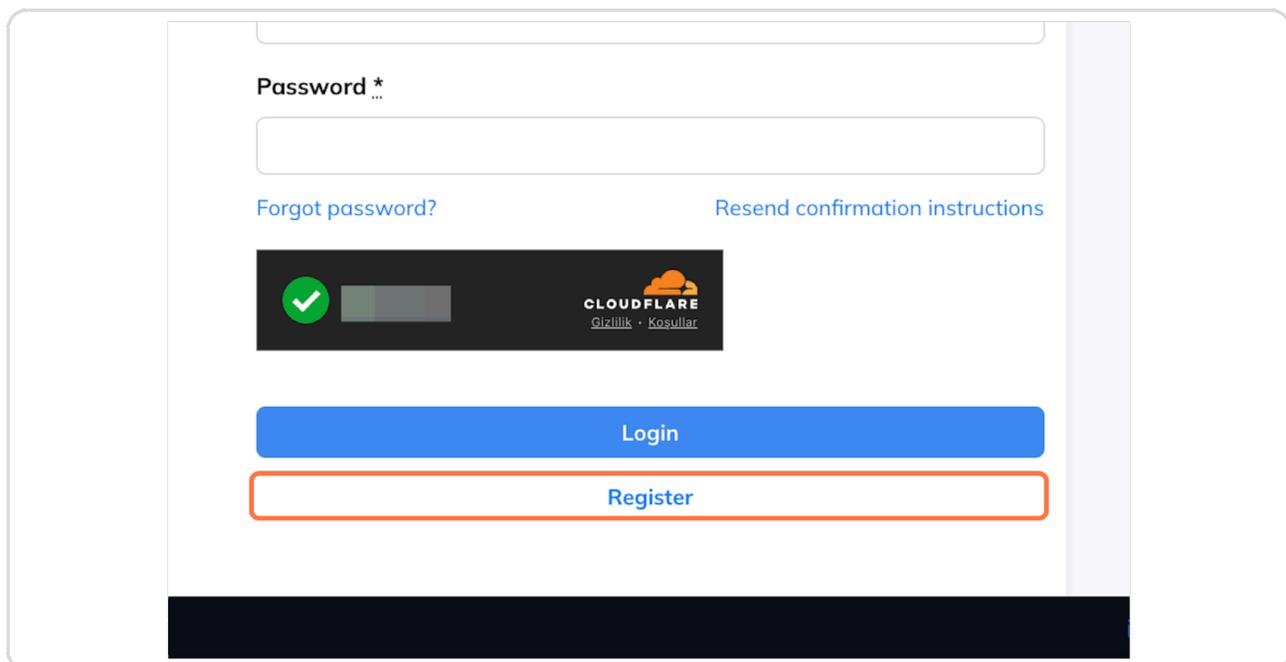
Login Page



The screenshot shows the ACDSUDAN login page. At the top left is the ACDSUDAN logo and at the top right are 'Login' and 'Sign up' links. The main content area features the ACDSUDAN logo, a welcome message, and a brief explanation of the ACD certificate. Below this is a form with 'Email *' and 'Password *' fields. There are links for 'Forgot password?' and 'Resend confirmation instructions'. A Cloudflare security banner is visible, and at the bottom of the form are 'Login' and 'Register' buttons. The footer contains the copyright notice: '© 2024 - ACD SUDAN. All Rights Reserved.'

STEP 2

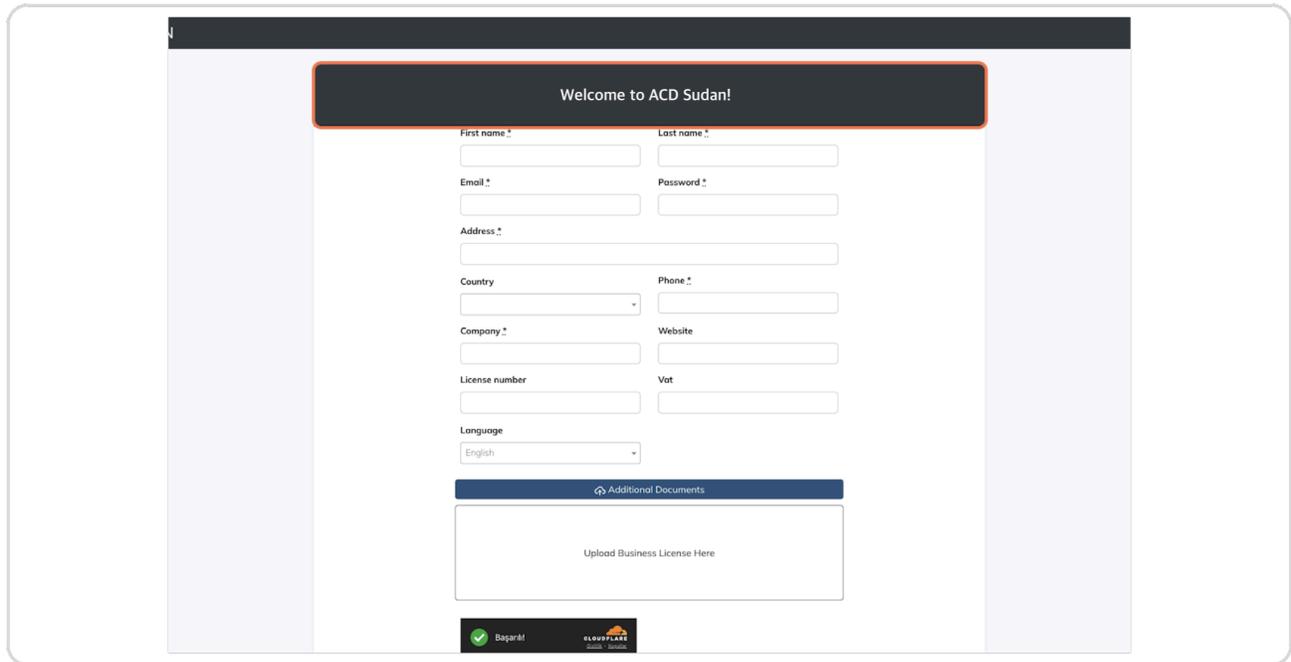
Click on Register



This close-up screenshot focuses on the registration process. It shows the 'Password *' field and the 'Forgot password?' and 'Resend confirmation instructions' links. The Cloudflare security banner is also present. The 'Login' button is highlighted in blue, and the 'Register' button is highlighted with an orange border.

STEP 3

Fill in the required information and upload your business license



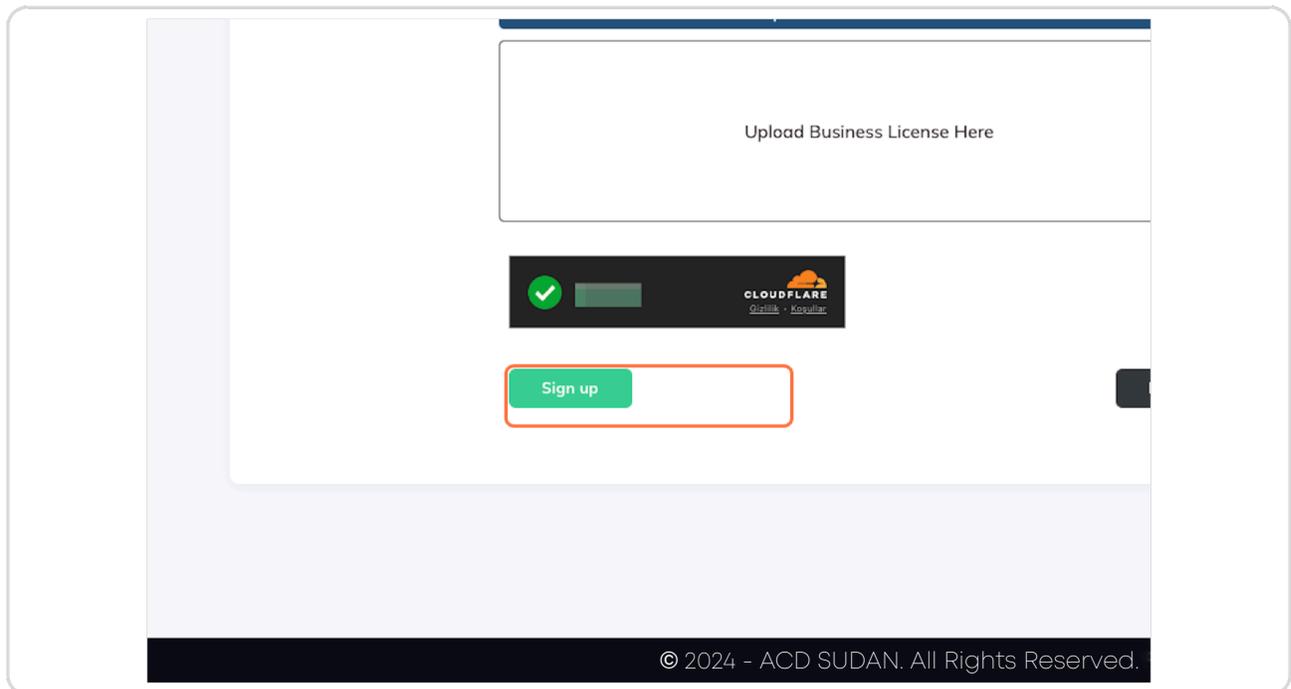
The screenshot shows a registration form titled "Welcome to ACD Sudan!". The form contains the following fields:

- First name *
- Last name *
- Email *
- Password *
- Address *
- Country (dropdown menu)
- Phone *
- Company *
- Website
- License number
- Vat
- Language (dropdown menu, currently set to English)

Below the form is a section for "Additional Documents" with a button labeled "Upload Business License Here". At the bottom of the form, there is a green checkmark icon and the Cloudflare logo with the text "Cloudflare Quality & Security".

STEP 4

After all the information has been filled click on "Signup"



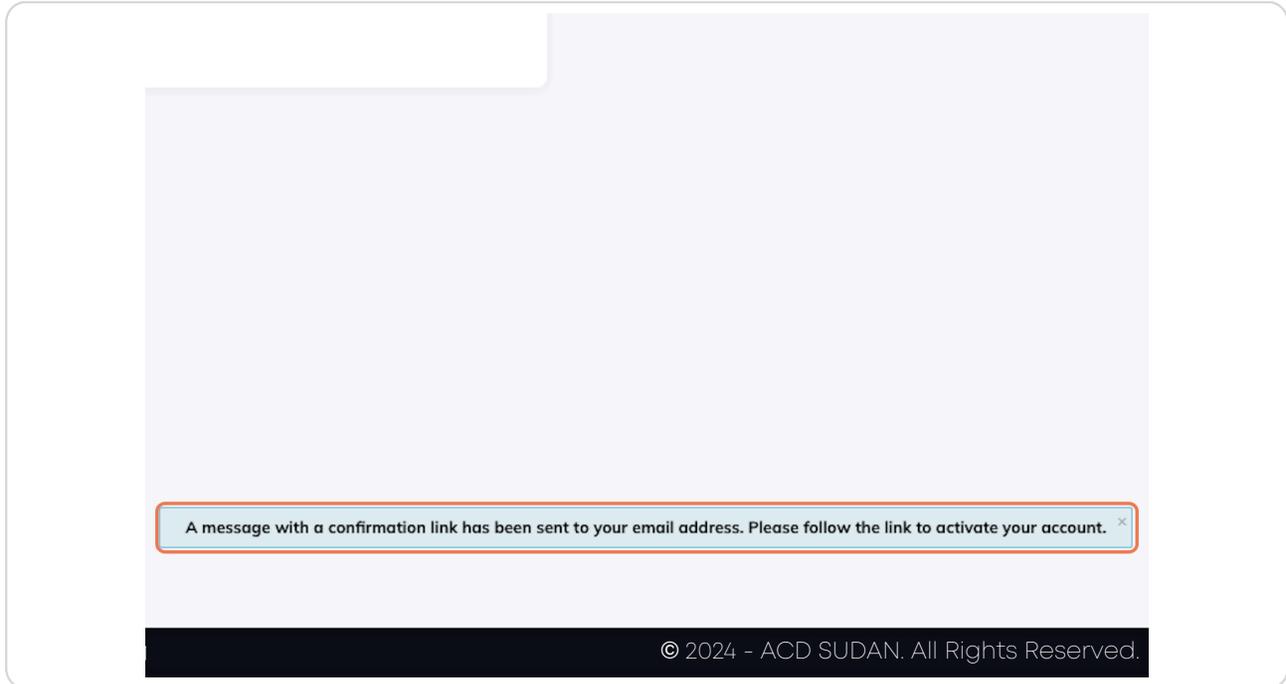
The screenshot shows the same registration form as in Step 3, but with the "Sign up" button highlighted with a red border. The "Upload Business License Here" button is also visible. At the bottom of the form, there is a green checkmark icon and the Cloudflare logo with the text "Cloudflare Quality & Security".

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STEP 5

Please check your Inbox, Spam, or Junk folders in your email.

Once you approve your email you may log in.

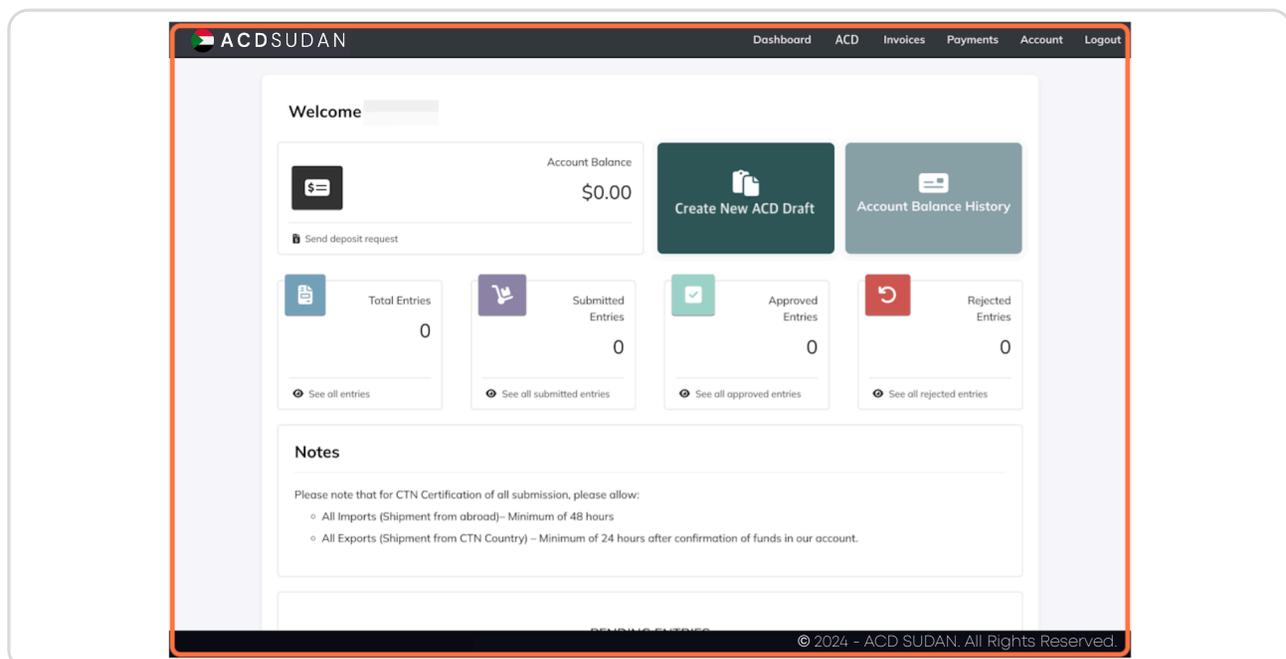


\$ How To Make A Deposit

4 Steps

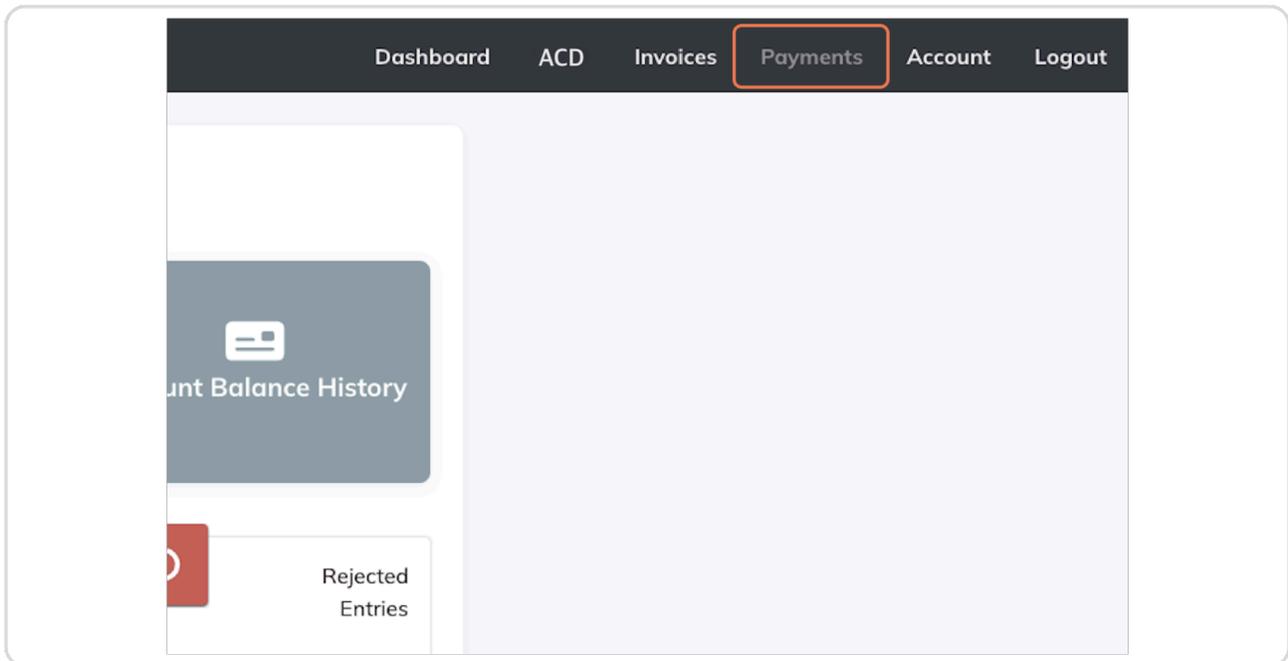
STEP 6

This is the dashboard after logging in



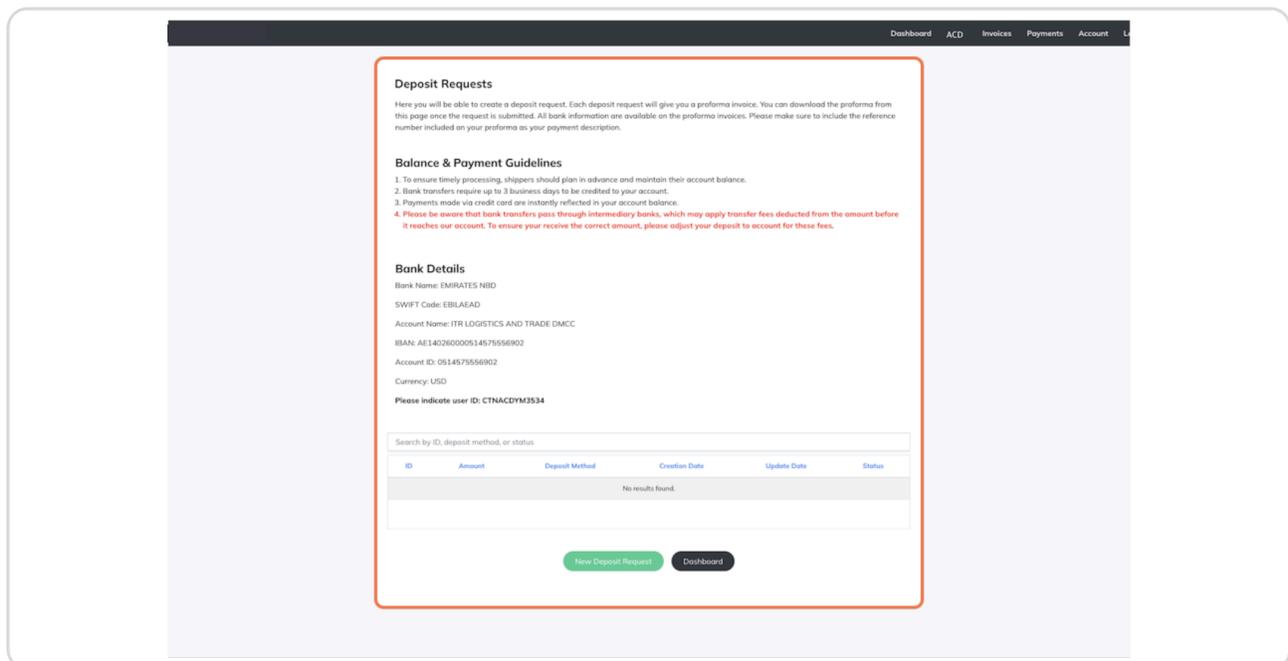
STEP 7

Click on Payments



STEP 8

Payments Window



STEP 9

Click on New Deposit Request

Search by ID, deposit method, or status

Amount	Deposit Method	Creation Date	Update Date
No results found.			

[New Deposit Request](#) [Dashboard](#)



Bank Transfer Option

7 Steps

STEP 10

Fill in the amount you require

Dashboard ACD Invoices Payments

Send Deposit Request

[Bank Transfer](#) [Credit Card](#)

Amount *

Request message

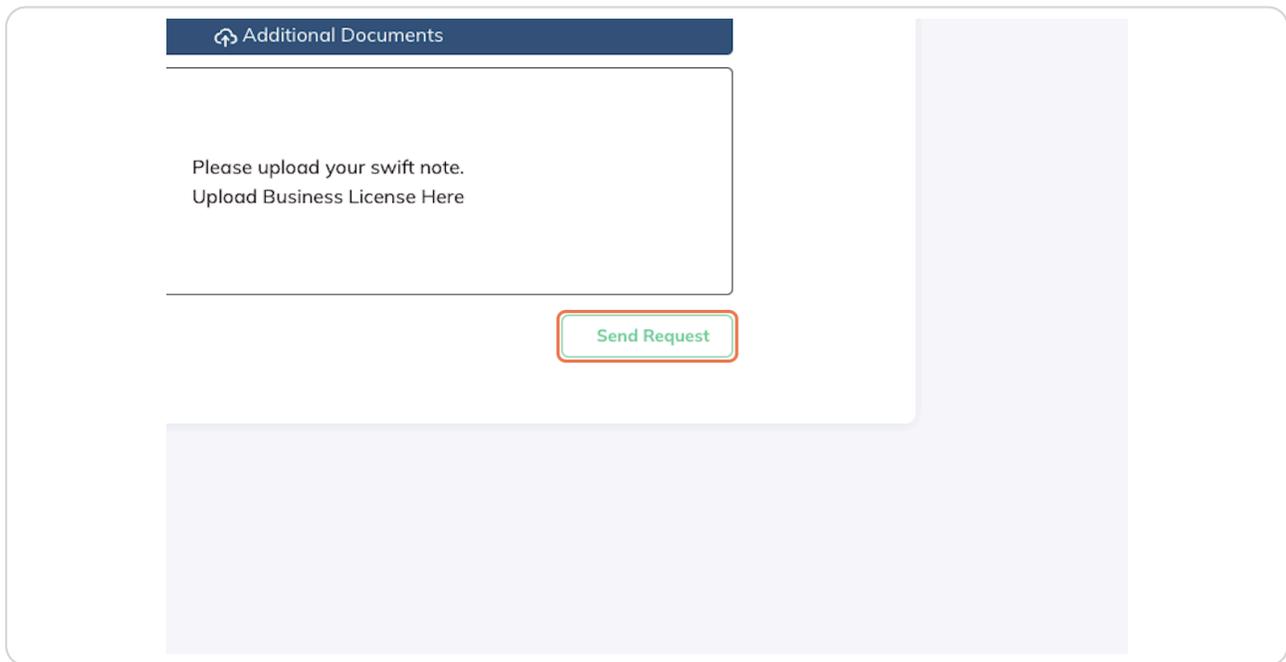
[Additional Documents](#)

Please upload your swift note.
Upload Business License Here

[Send Request](#)

STEP 11

Click on Send Request



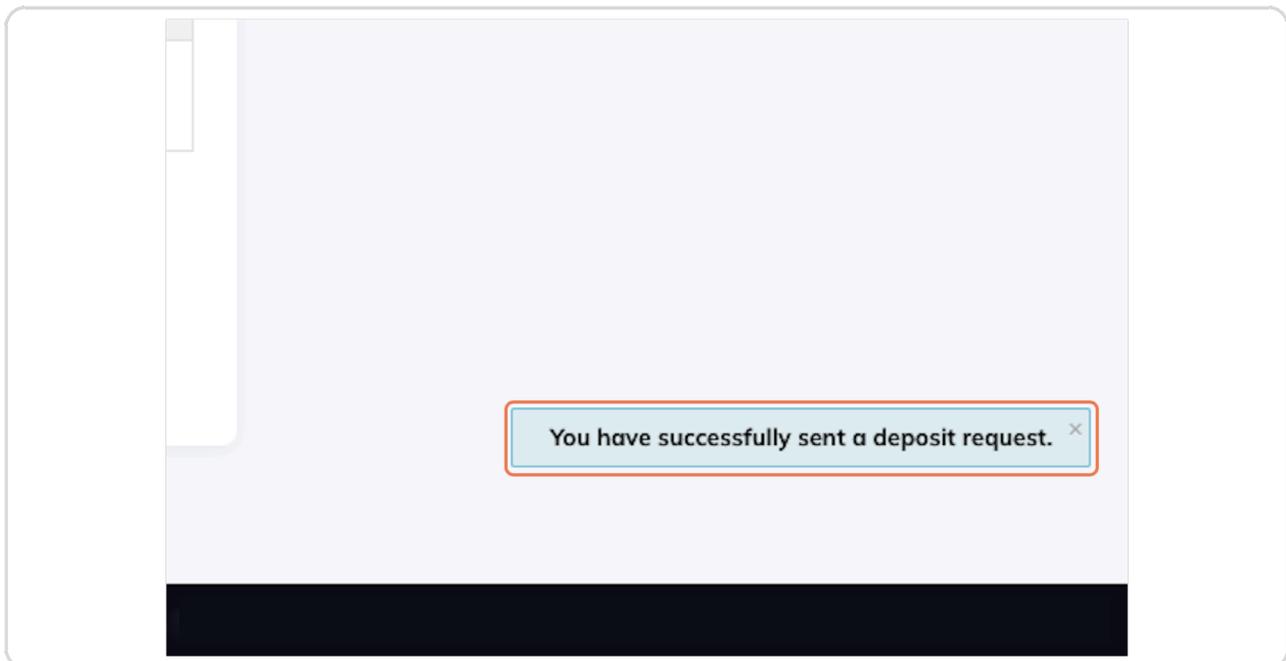
Additional Documents

Please upload your swift note.
Upload Business License Here

Send Request

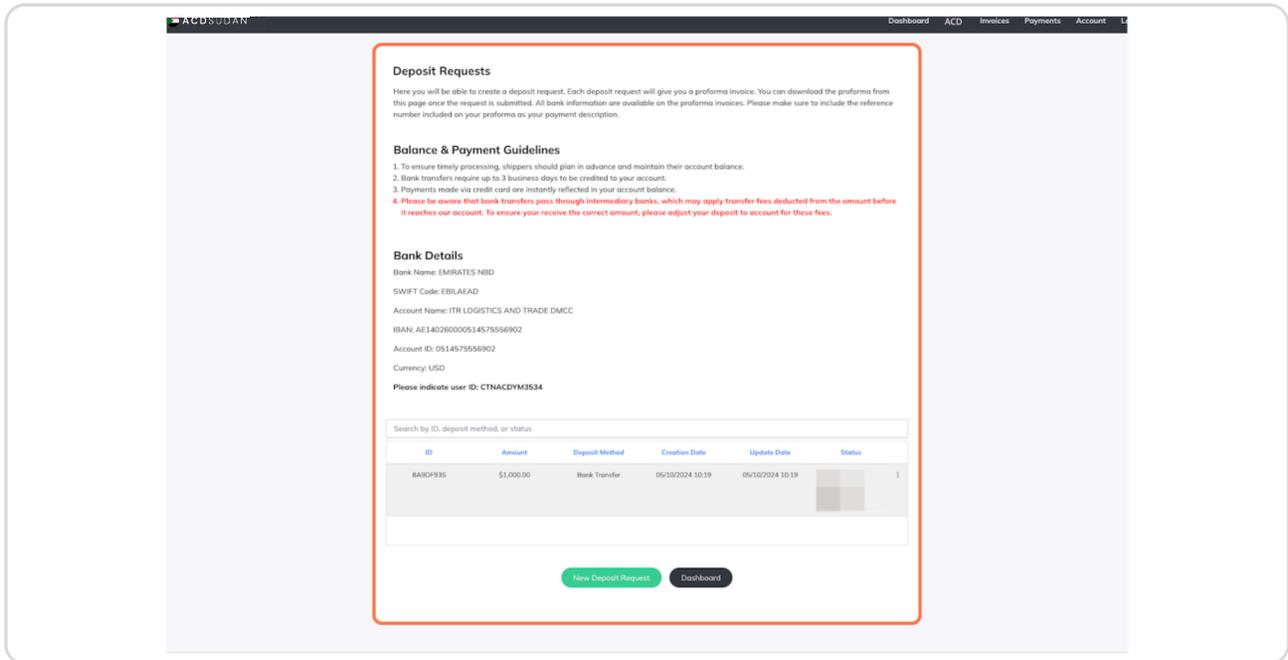
STEP 12

You have successfully sent a deposit request.



STEP 13

Your deposit requests and their status will be shown here on the payments tab



ACUSUDAN Dashboard ACD Invoices Payments Account

Deposit Requests

Here you will be able to create a deposit request. Each deposit request will give you a proforma invoice. You can download the proforma from this page once the request is submitted. All bank information are available on the proforma invoices. Please make sure to include the reference number included on your proforma as your payment description.

Balance & Payment Guidelines

1. To ensure timely processing, shippers should plan in advance and maintain their account balance.
2. Bank transfers require up to 3 business days to be credited to your account.
3. Payments made via credit card are instantly reflected in your account balance.
4. Please be aware that bank transfers pass through intermediary banks, which may apply transfer fees deducted from the amount before it reaches our account. To ensure your receive the correct amount, please adjust your deposit to account for these fees.

Bank Details

Bank Name: EMIRATES NBD
SWIFT Code: EBLAEAD
Account Name: ITR LOGISTICS AND TRADE DMCC
IBAN: AE1402600051457556802
Account ID: 051457556802
Currency: USD
Please indicate user ID: CTNACDM3534

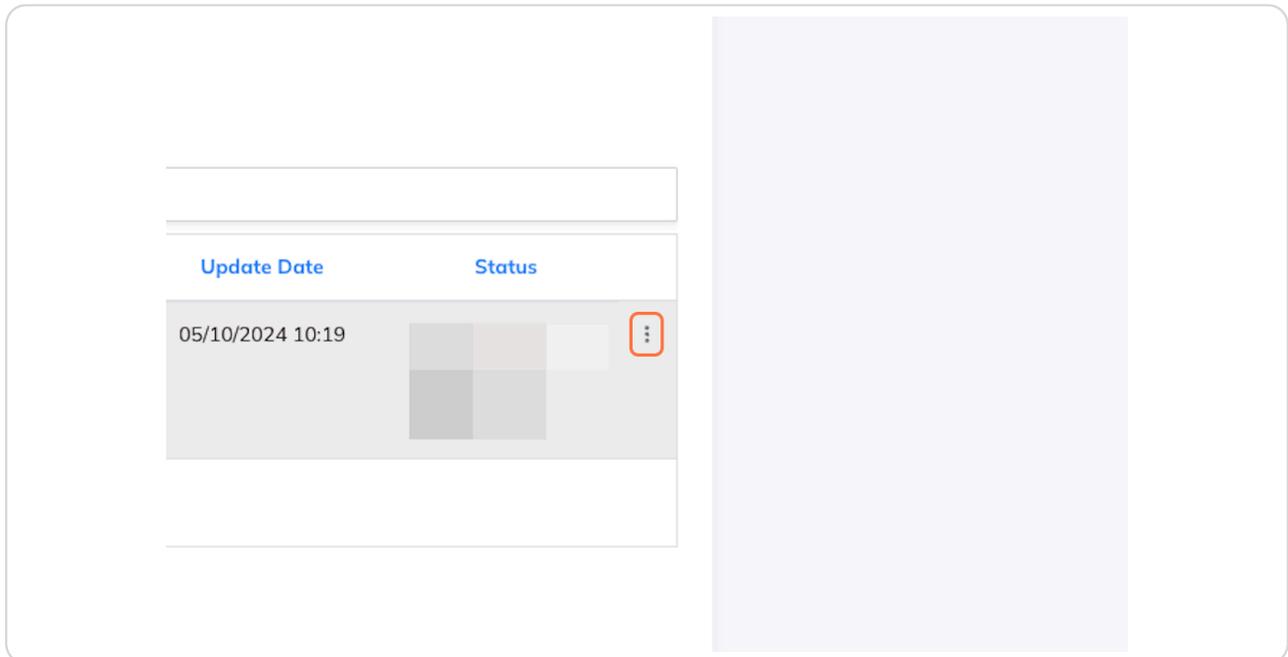
Search by ID, deposit method, or status

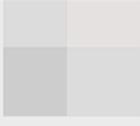
ID	Amount	Deposit Method	Creation Date	Update Date	Status
BAR0985	\$1,000.00	Bank Transfer	05/10/2024 10:19	05/10/2024 10:19	

[New Deposit Request](#) [Dashboard](#)

STEP 14

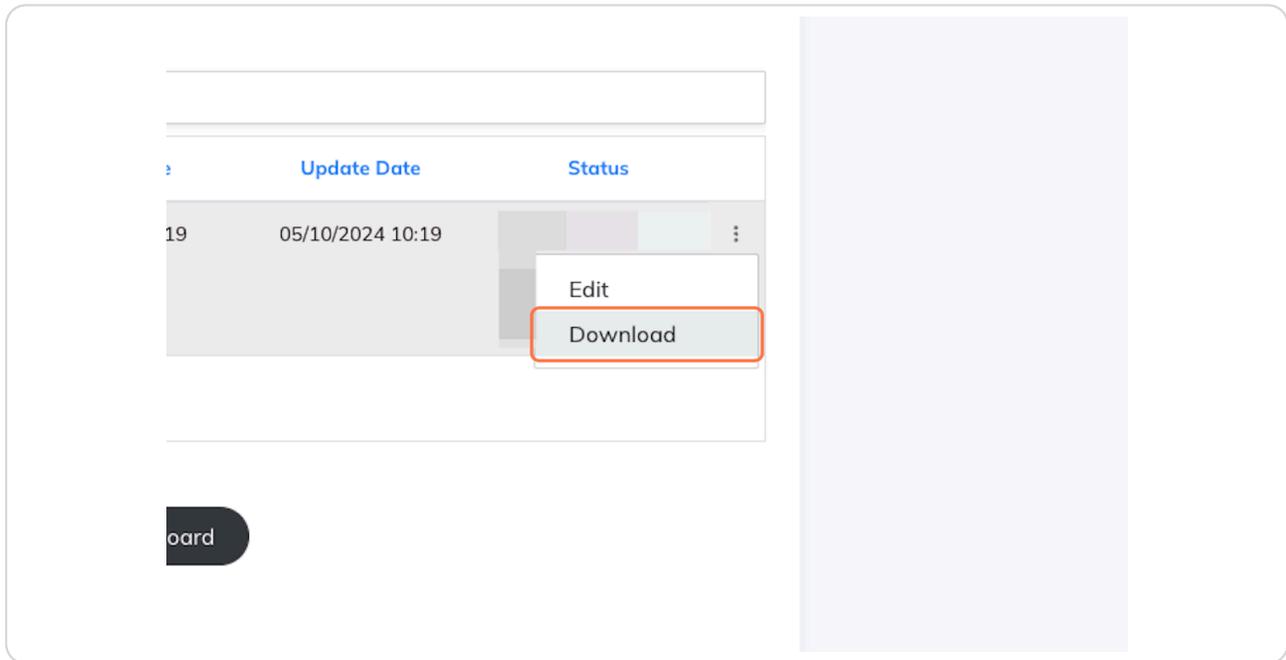
Click on the 3 dots to download the Proforma Invoice



Update Date	Status
05/10/2024 10:19	 

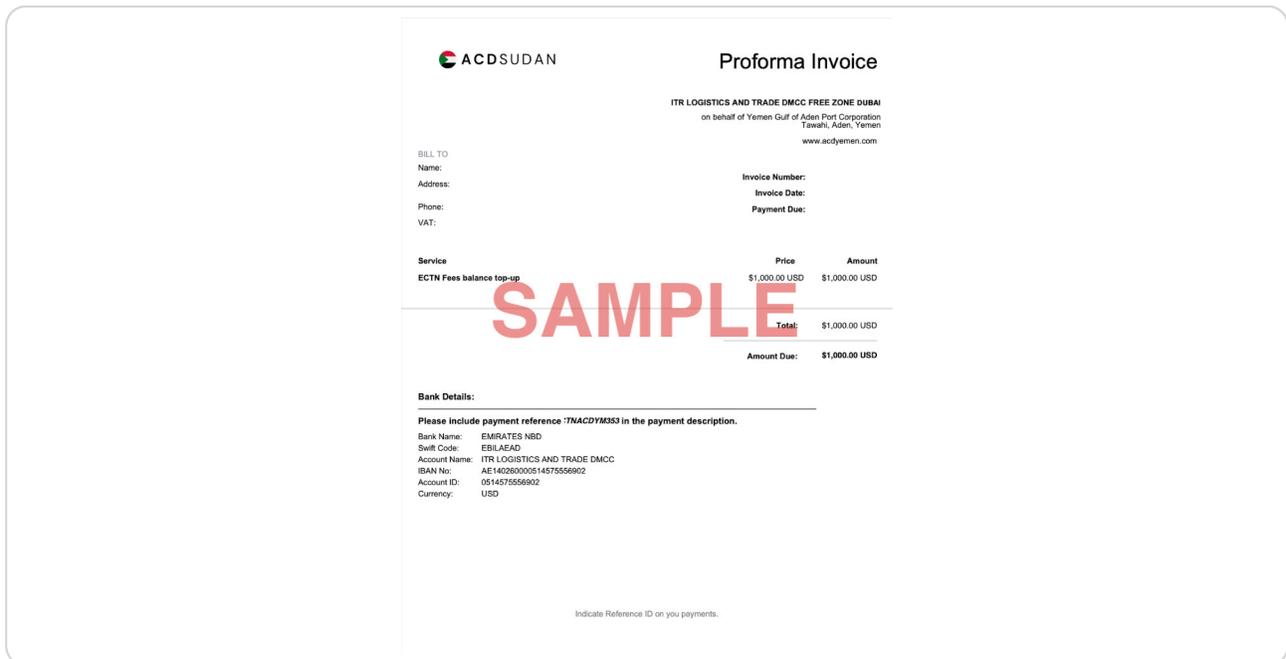
STEP 15

Click on Download



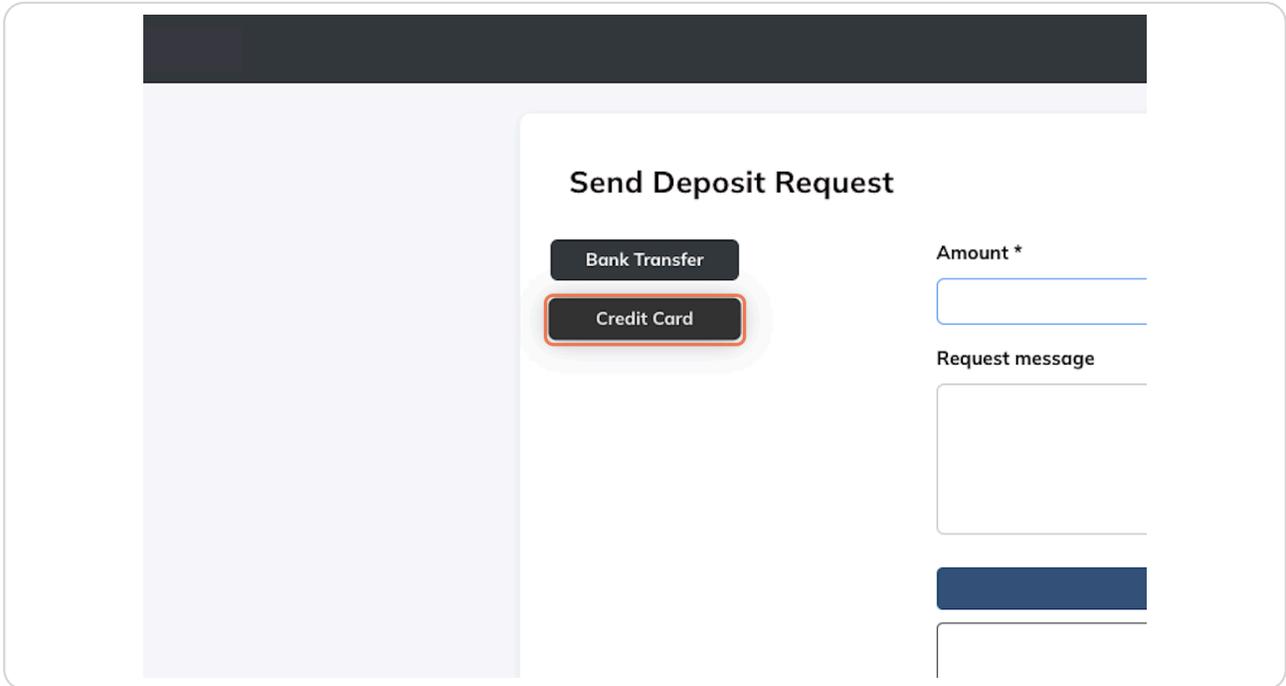
STEP 16

Downloaded system-generated Proforma Invoice and make the bank transfer



STEP 17

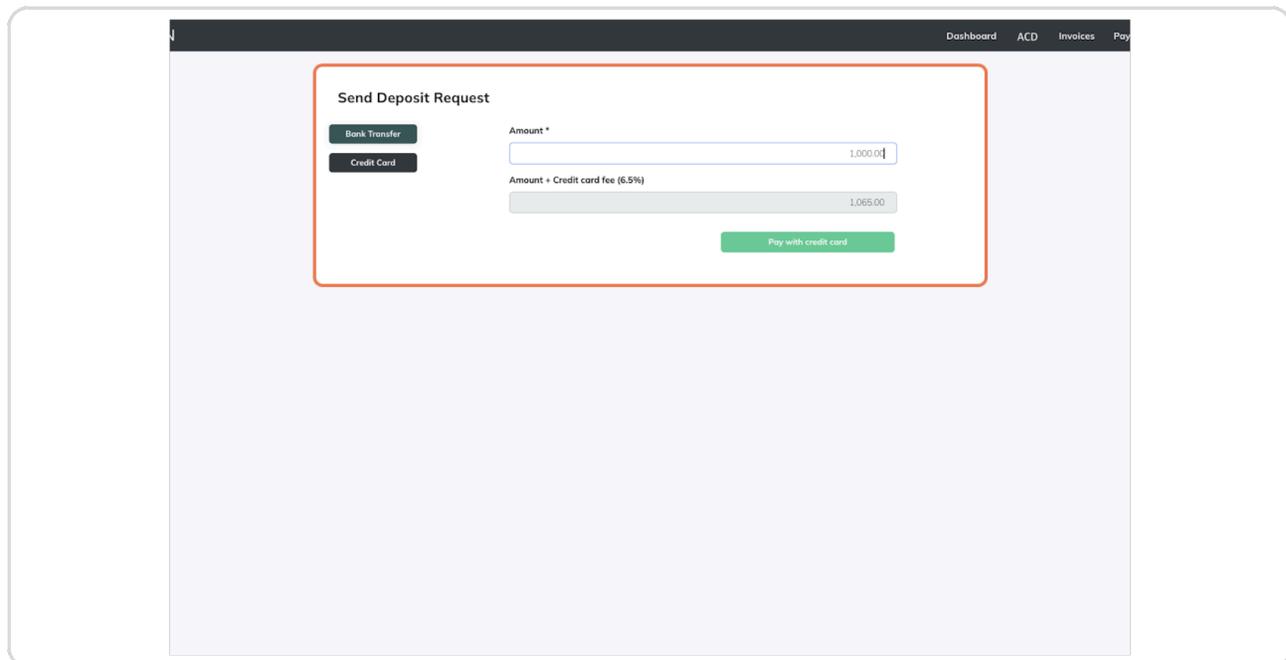
Click on Credit Card



The screenshot shows a web interface for sending a deposit request. The title is "Send Deposit Request". There are two buttons: "Bank Transfer" and "Credit Card". The "Credit Card" button is highlighted with a red border. To the right, there is a text input field labeled "Amount *" and a larger text area labeled "Request message". A dark blue button is visible at the bottom right.

STEP 18

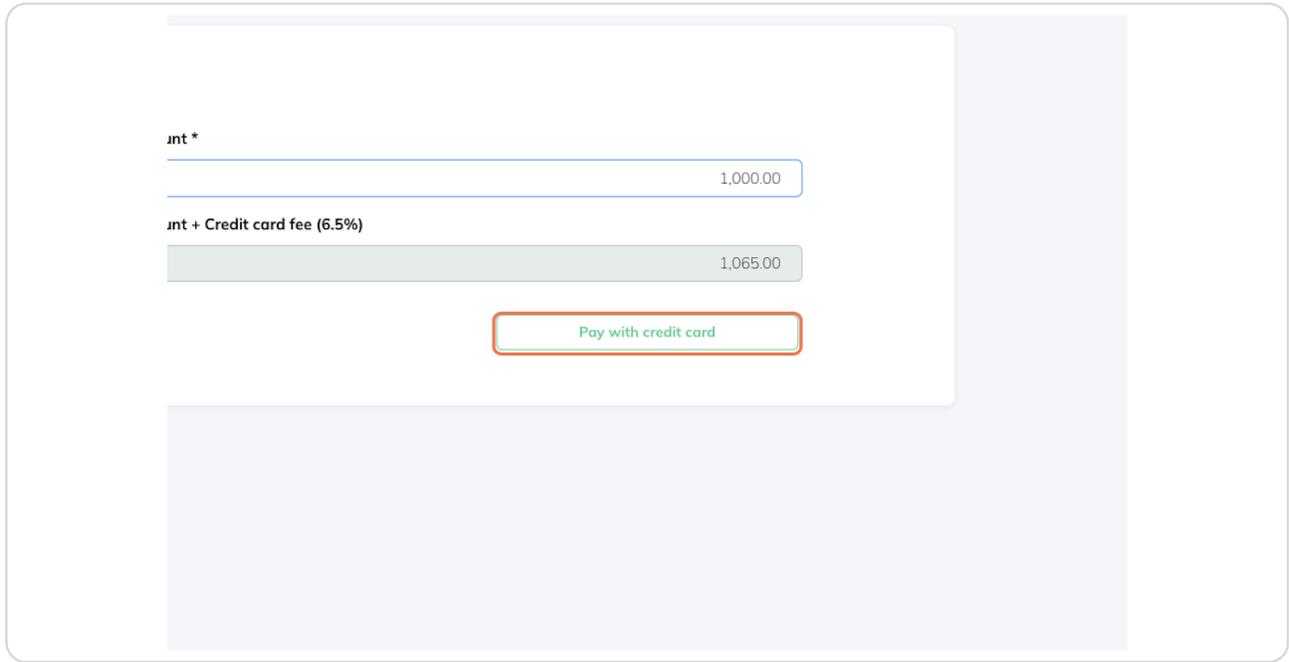
Fill in the amount you require



The screenshot shows the same "Send Deposit Request" form, but now the "Amount *" field is filled with "1,000.00". Below it, a grey bar shows "Amount + Credit card fee (6.5%)" with the value "1,065.00". A green button labeled "Pay with credit card" is now visible. The "Credit Card" button is also highlighted with a red border. The top navigation bar includes "Dashboard", "ACD", "Invoices", and "Pay".

STEP 19

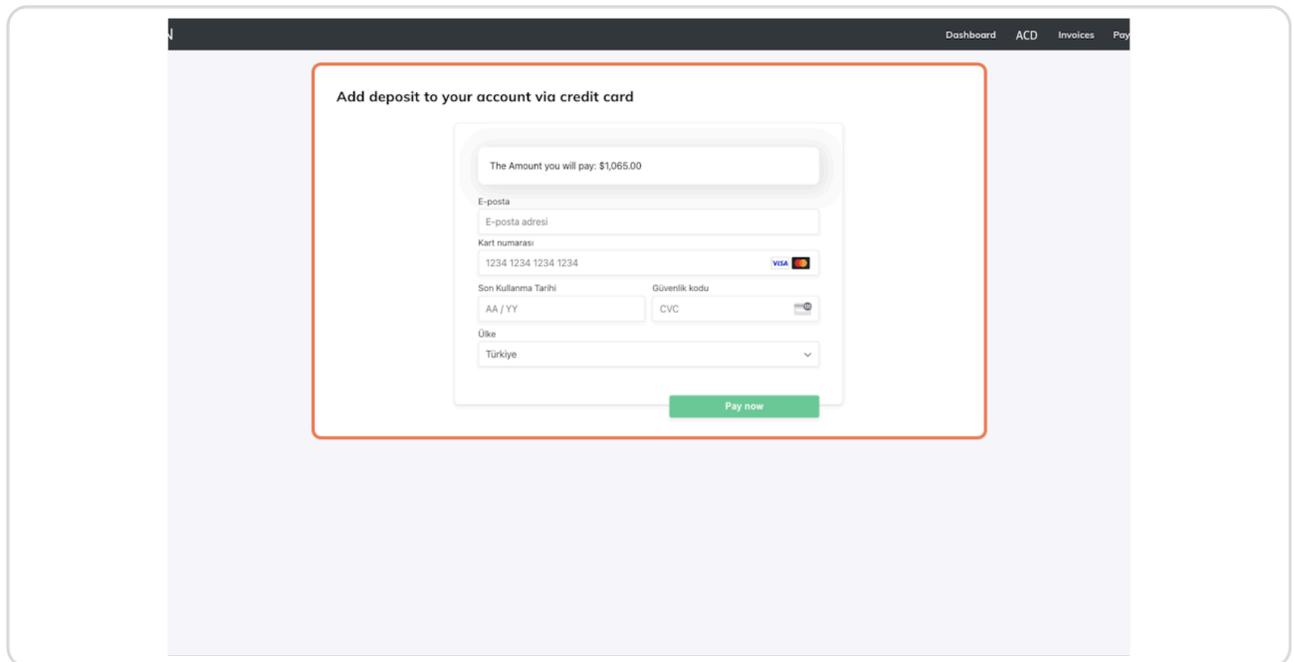
Click on Pay with credit card



The screenshot shows a payment summary interface. It features two input fields for amounts. The first field is labeled ".nt *" and contains the value "1,000.00". The second field is labeled ".nt + Credit card fee (6.5%)" and contains the value "1,065.00". Below these fields is a green button with the text "Pay with credit card".

STEP 20

Check the amount you will deposit and fill in your credit card information

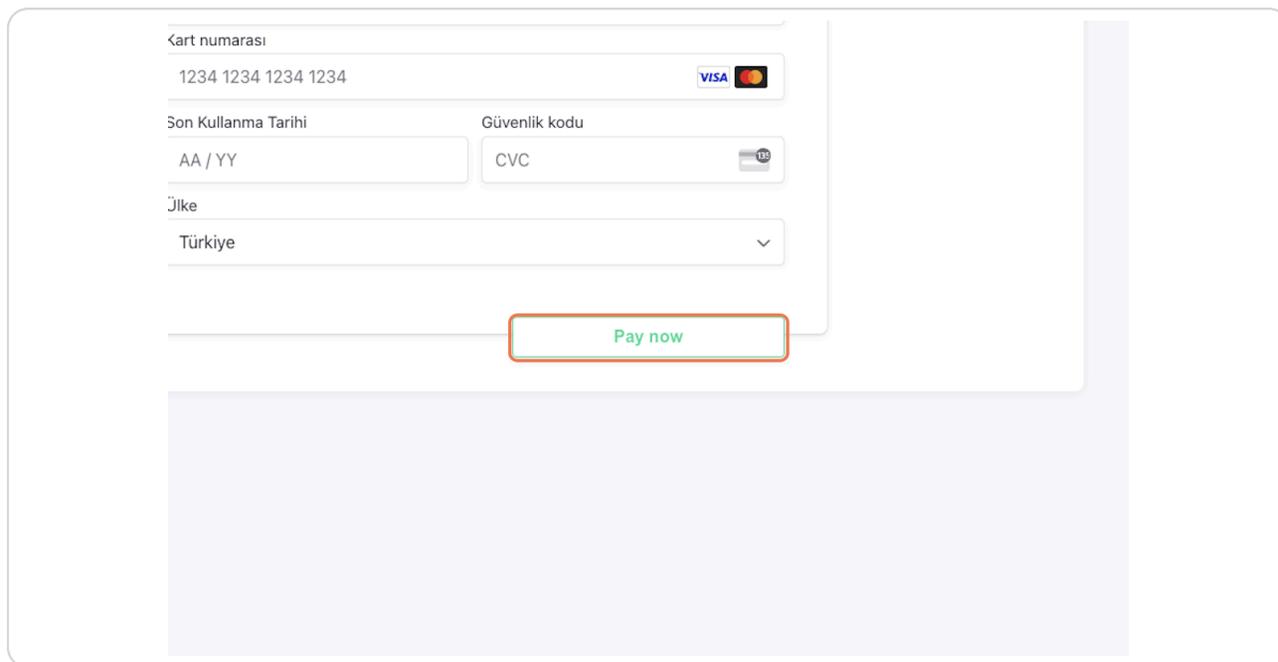


The screenshot shows a credit card payment form titled "Add deposit to your account via credit card". The form is set against a dark header with navigation links for "Dashboard", "ACD", "Invoices", and "Pay". The form content includes:

- A summary box: "The Amount you will pay: \$1,065.00"
- An "E-posta" section with an "E-posta adresi" input field.
- A "Kart numarası" section with an input field containing "1234 1234 1234 1234" and a "VISA" logo.
- A "Son Kullanma Tarihi" section with an "AA / YY" input field.
- A "Güvenlik kodu" section with a "CVC" input field and a "CVV" icon.
- An "Ülke" section with a dropdown menu showing "Türkiye".
- A green "Pay now" button at the bottom.

STEP 21

Click on Pay Now (The funds are automatically deposited to your account)



The screenshot shows a payment form with the following fields:

- Kart numarası:** 1234 1234 1234 1234 (with VISA and Mastercard logos)
- Son Kullanma Tarihi:** AA / YY
- Güvenlik kodu:** CVC (with a card icon)
- Ülke:** Türkiye (with a dropdown arrow)

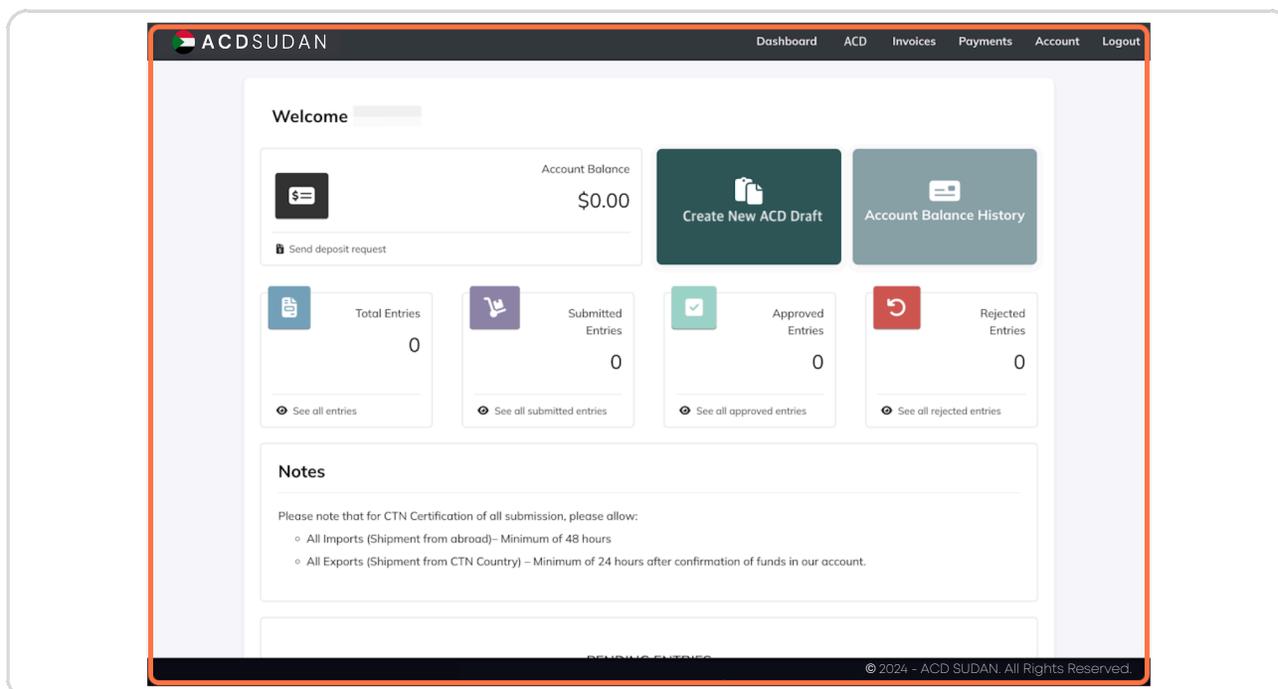
A red box highlights the **Pay now** button.

How to Create ECTN Draft

7 Steps

STEP 22

Dashboard

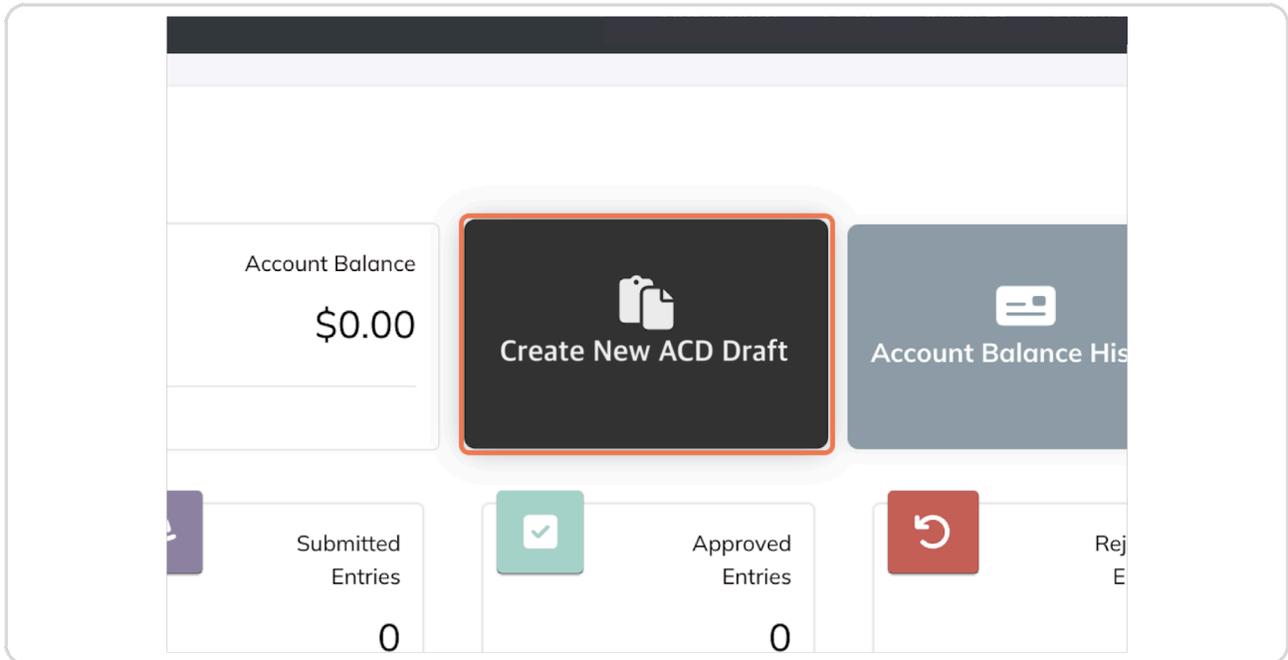


The screenshot shows the ACDSUDAN dashboard with the following components:

- Header:** ACDSUDAN logo and navigation menu (Dashboard, ACD, Invoices, Payments, Account, Logout).
- Welcome Section:** Account Balance: \$0.00, Send deposit request button.
- Key Actions:** Create New ACD Draft, Account Balance History.
- Statistics:** Total Entries (0), Submitted Entries (0), Approved Entries (0), Rejected Entries (0). Each has a "See all" link.
- Notes:** Please note that for CTN Certification of all submission, please allow:
 - All Imports (Shipment from abroad) - Minimum of 48 hours
 - All Exports (Shipment from CTN Country) - Minimum of 24 hours after confirmation of funds in our account.
- Footer:** © 2024 - ACD SUDAN. All Rights Reserved.

STEP 23

Click on Create New ECTN Draft



STEP 24

Fill in your shipment details

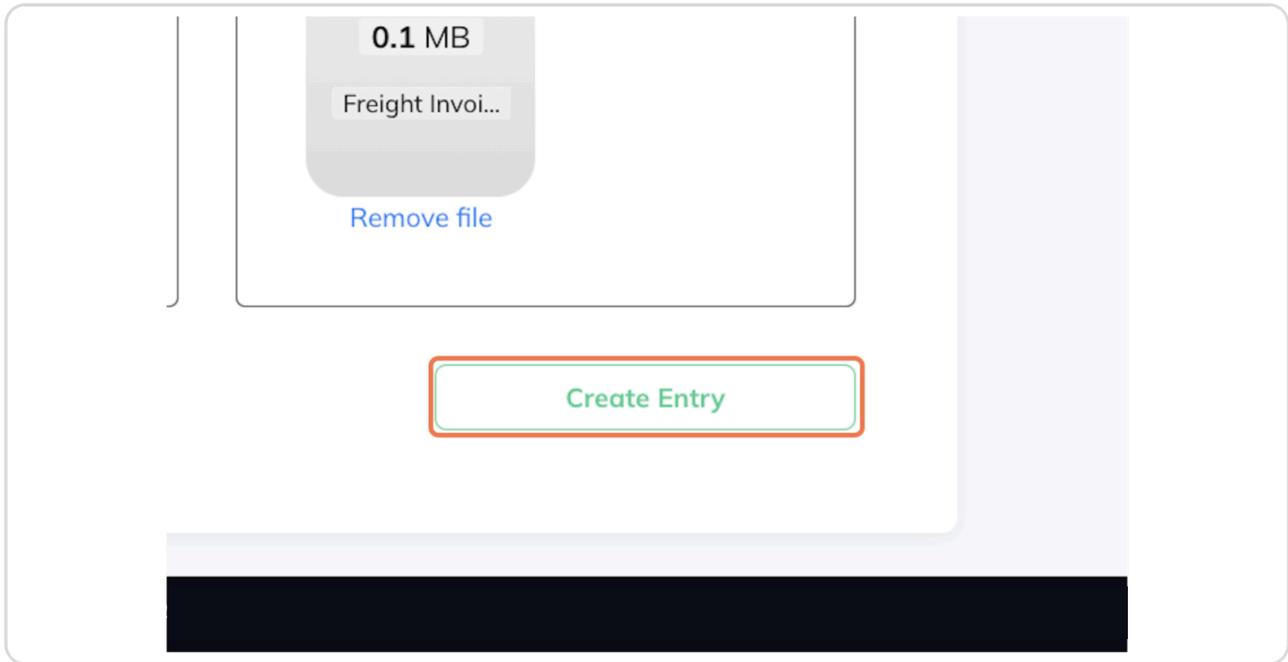
The screenshot shows a 'New Entry' form with the following fields:

- Shipper Name *
- Shipper Address *
- Consignee Name *
- Consignee Address *
- Notify Name *
- Notify Address *
- BI number *
- Carrier *
- Estimated Time of Departure *
- Country of loading *
- Shipper Phone *
- Consignee Phone *
- Notify Phone *
- Voyage no. *
- Vessel *
- Estimated Time of Arrival *
- Part of loading *

The 'New Entry' title is highlighted with a red border. The form includes dropdown menus for 'Carrier' and 'Vessel', and a checkbox for 'Notify informations are same as consignee'. There are also links for 'Add a carrier' and 'Add a vessel'.

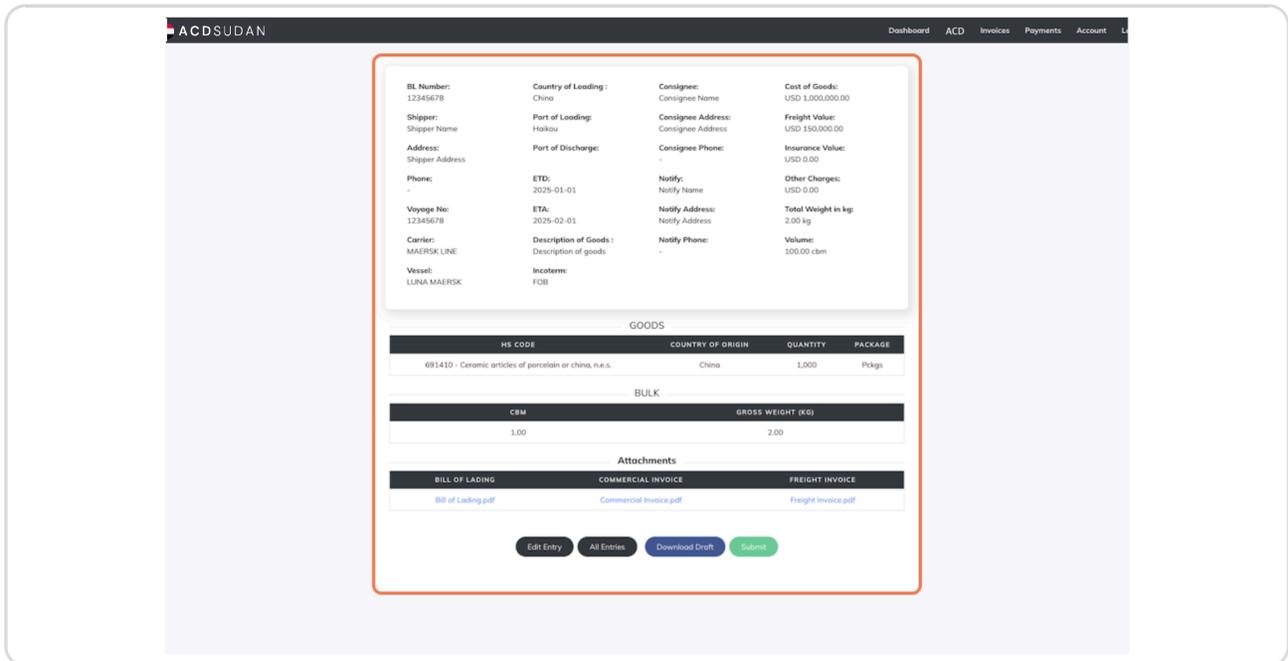
STEP 25

Click on Create Entry



STEP 26

Check the information on the ACD Draft



STEP 27

You may edit, check entries, download, and submit your draft.

The screenshot displays a draft entry form with the following details:

Voyage No: 12345678	ETA: 2025-02-01	Notify Address: Notify Address	Total Weight in kg: 2.00 kg
Carrier: MAERSK LINE	Description of Goods: Description of goods	Notify Phone: -	Volume: 100.00 cbm
Vessel: LUNA MAERSK	Incoterm: FOB		

GOODS

HS CODE	COUNTRY OF ORIGIN	QUANTITY	PACKAGE
691410 - Ceramic articles of porcelain or china, n.e.s.	China	1,000	Pkgs

BULK

CBM	GROSS WEIGHT (KG)
1.00	2.00

Attachments

BILL OF LADING	COMMERCIAL INVOICE	FREIGHT INVOICE
Bill of Lading.pdf	Commercial Invoice.pdf	Freight Invoice.pdf

Buttons: Edit Entry, All Entries, Download Draft, Submit

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STEP 28

Click on Submit

This close-up view shows the **Attachments** section with a value of 2.00. It lists the following attachments:

COMMERCIAL INVOICE	FREIGHT INVOICE
Commercial Invoice.pdf	Freight Invoice.pdf

Buttons: All Entries, Download Draft, Submit

The guide covered the intricate process of the Advanced Cargo Declaration system for Sudan. For more information, please visit <https://acdsudan.com/>