



ACDSUDAN

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# ACD Sudan System Registration

## User Manual

**Headquarters:** Sudan Customs Authority - SCA

**Email Address:** [info@acdsudan.com](mailto:info@acdsudan.com)

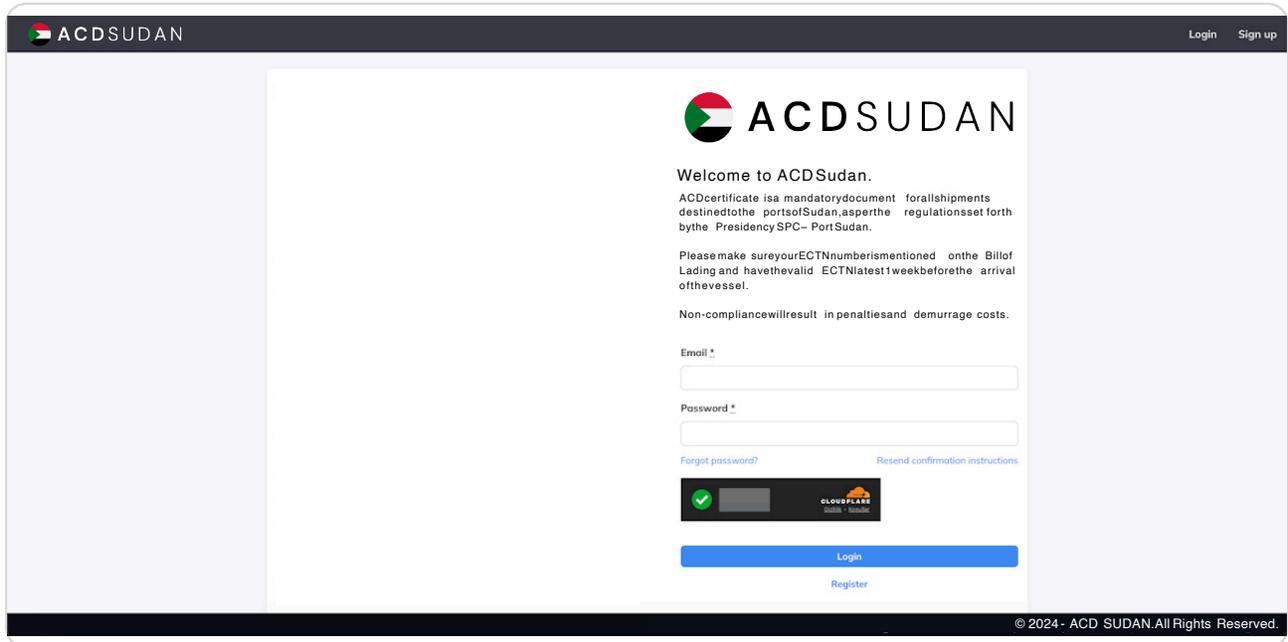
**Website:** <https://acdsudan.com/>

## ✓ How To Register

5 Steps

### STEP 1

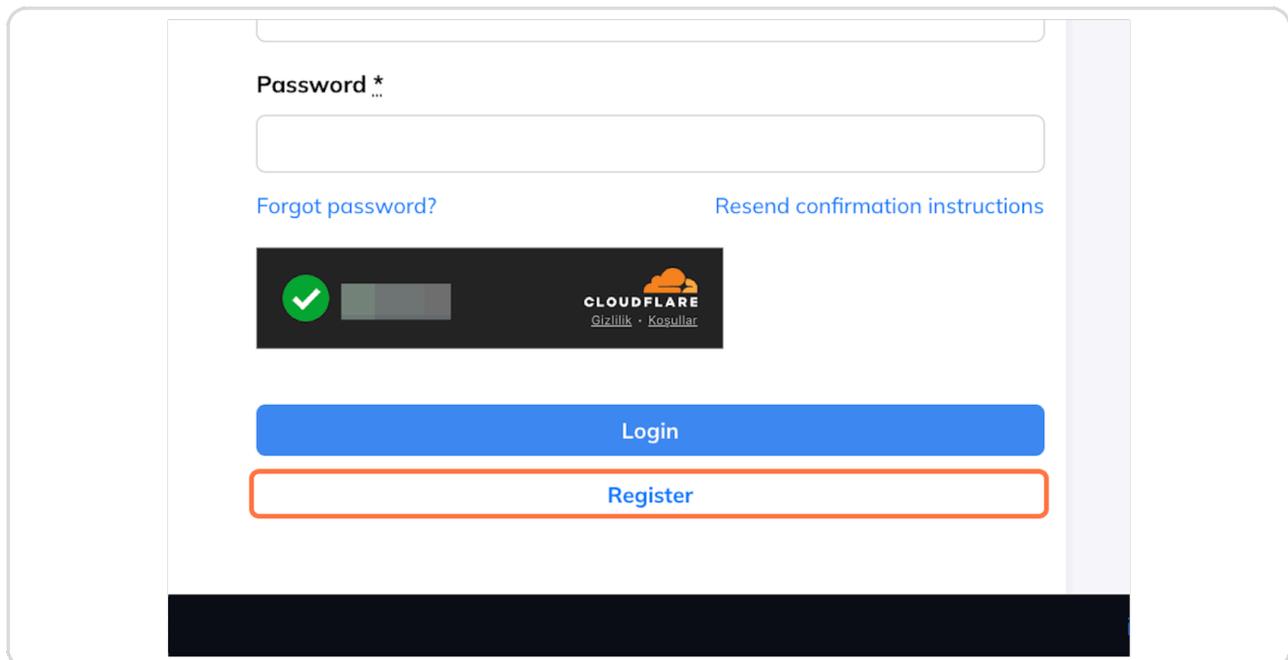
#### Login Page



The screenshot shows the ACDSUDAN login page. At the top left is the ACDSUDAN logo and name. At the top right are links for "Login" and "Sign up". The main content area features the ACDSUDAN logo, a welcome message, and a brief explanation of the ACD certificate. Below this is a registration form with fields for "Email \*" and "Password \*". There are links for "Forgot password?" and "Resend confirmation instructions". A Cloudflare security banner is visible, followed by "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 form. It shows the "Password \*" field, the "Forgot password?" and "Resend confirmation instructions" links, the Cloudflare security banner, and the "Login" and "Register" buttons. The "Register" button is highlighted with a red border, indicating the next step in the process.

### STEP 3

Fill in the required information and upload your business license

Welcome to ACD Sudan!

First name \*

Last name \*

Email \*

Password \*

Address \*

Country

Phone \*

Company \*

Website

License number

Vat

Language

Additional Documents

Upload Business License Here

Cloudflare logo

### STEP 4

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

Upload Business License Here

Cloudflare logo

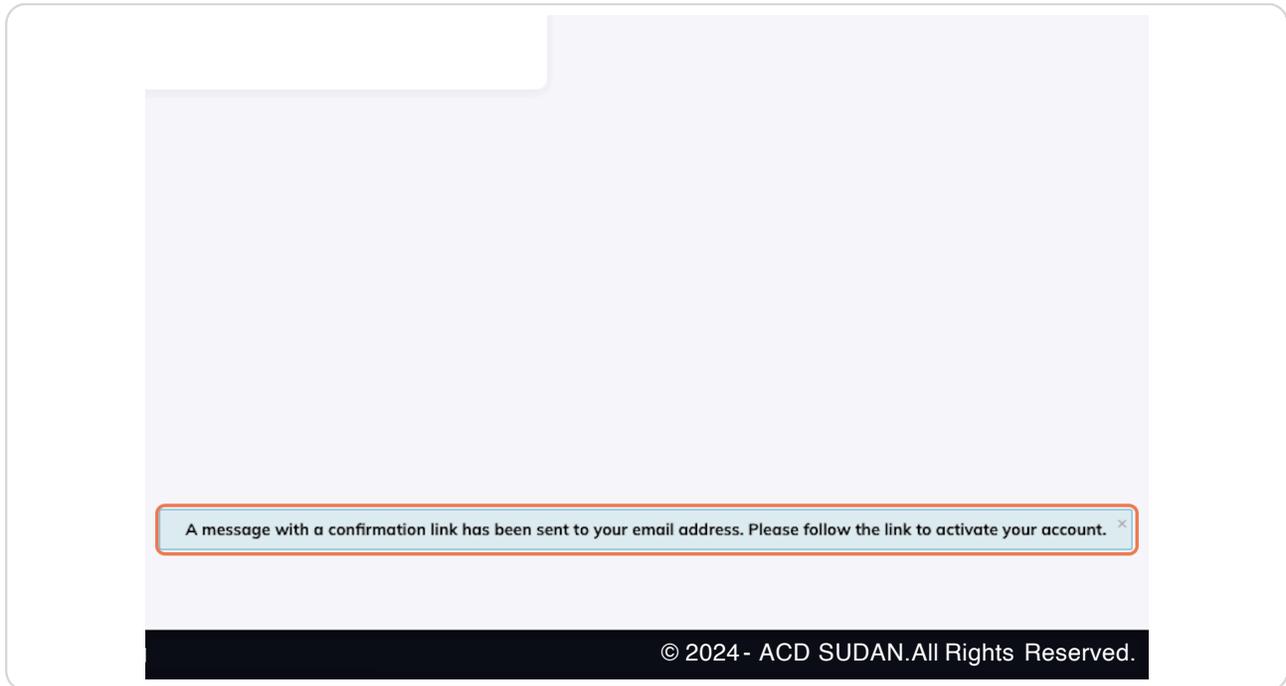
Sign up

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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.

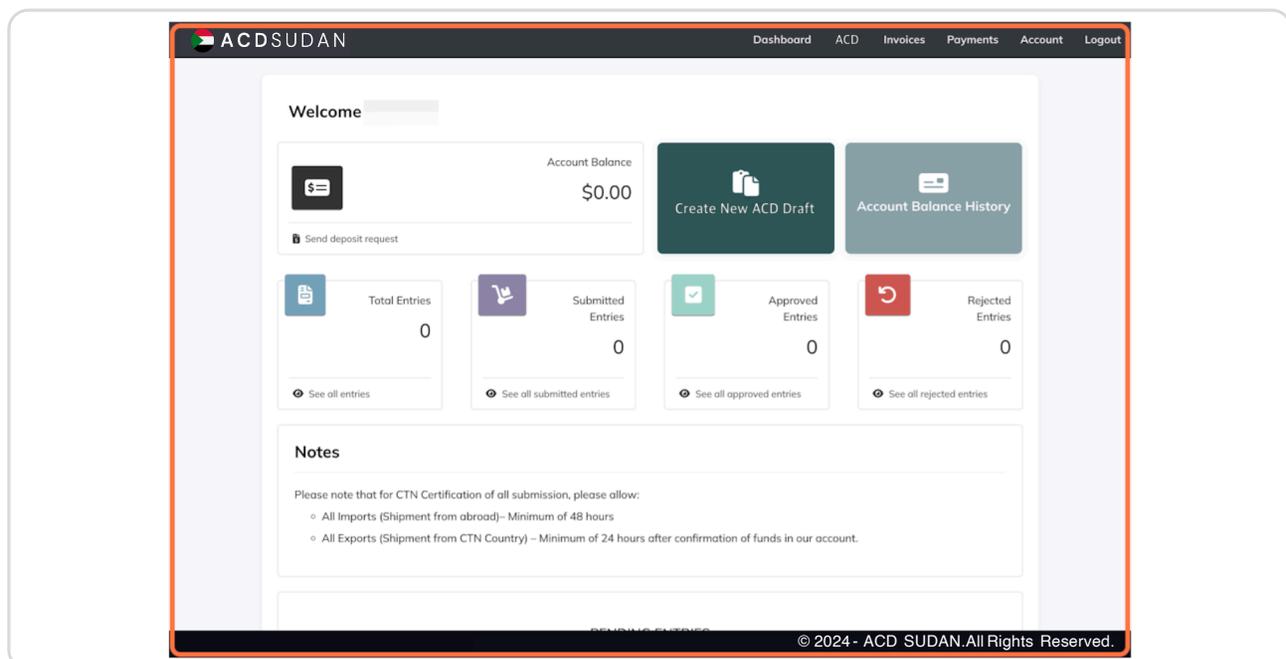


## \$ How To Make A Deposit

4 Steps

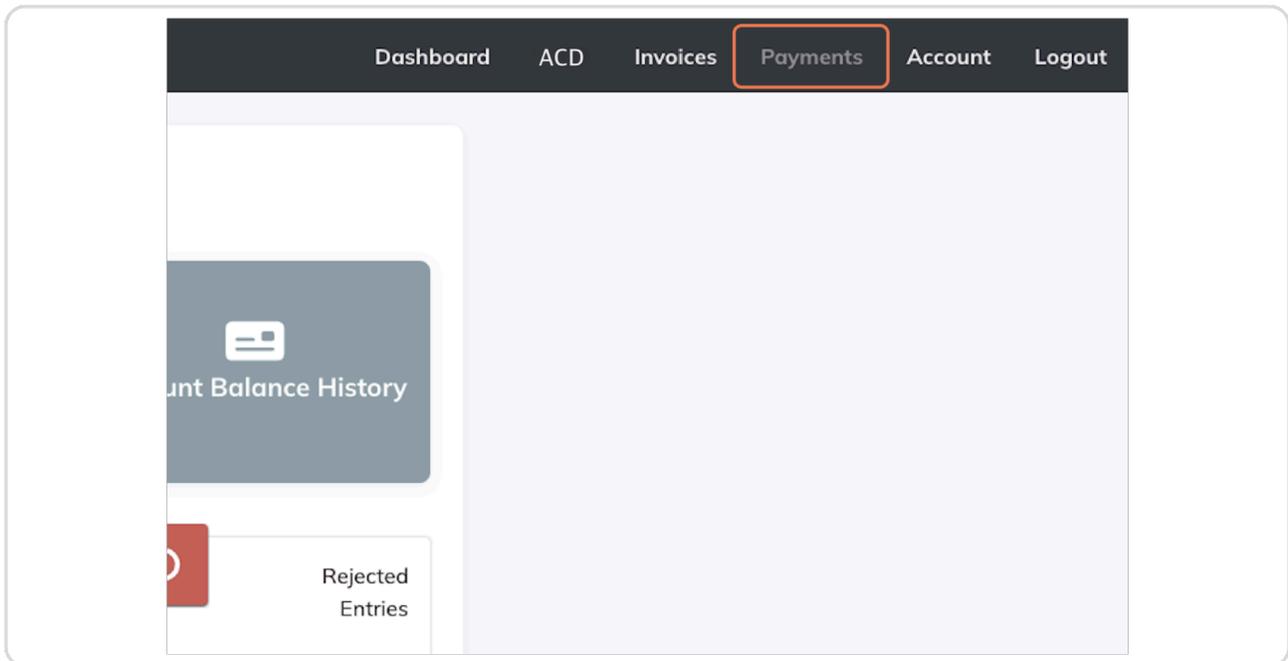
## STEP 6

This is the dashboard after logging in



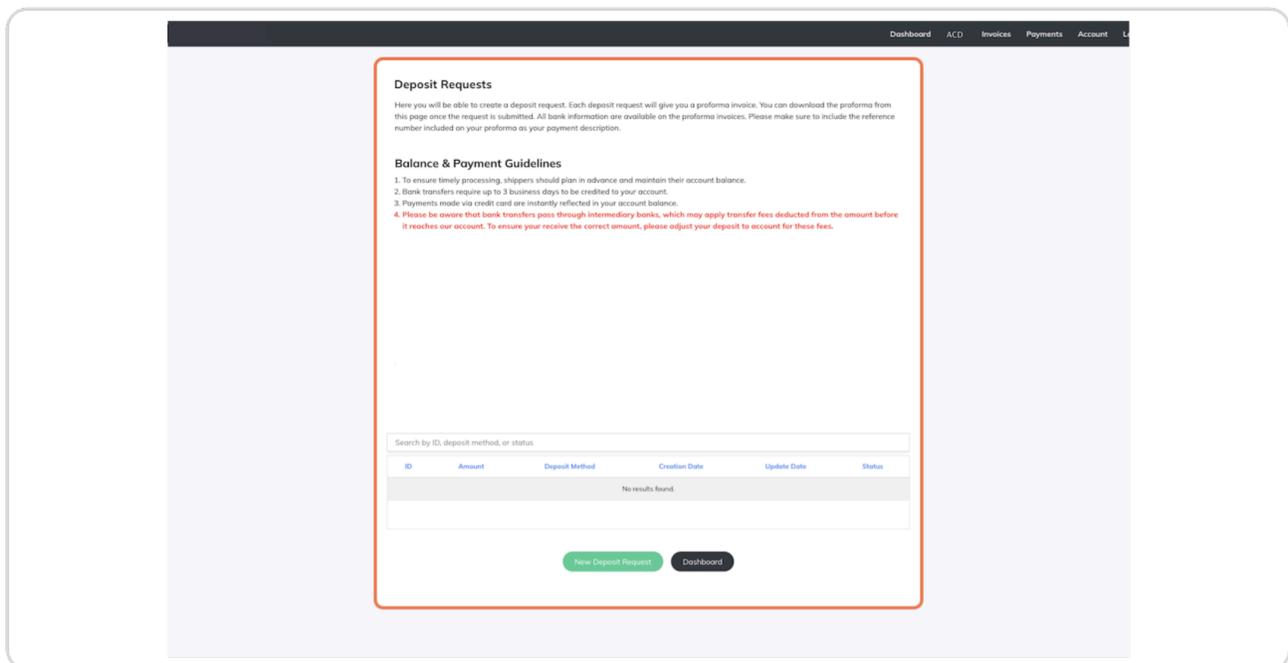
## STEP 7

### 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

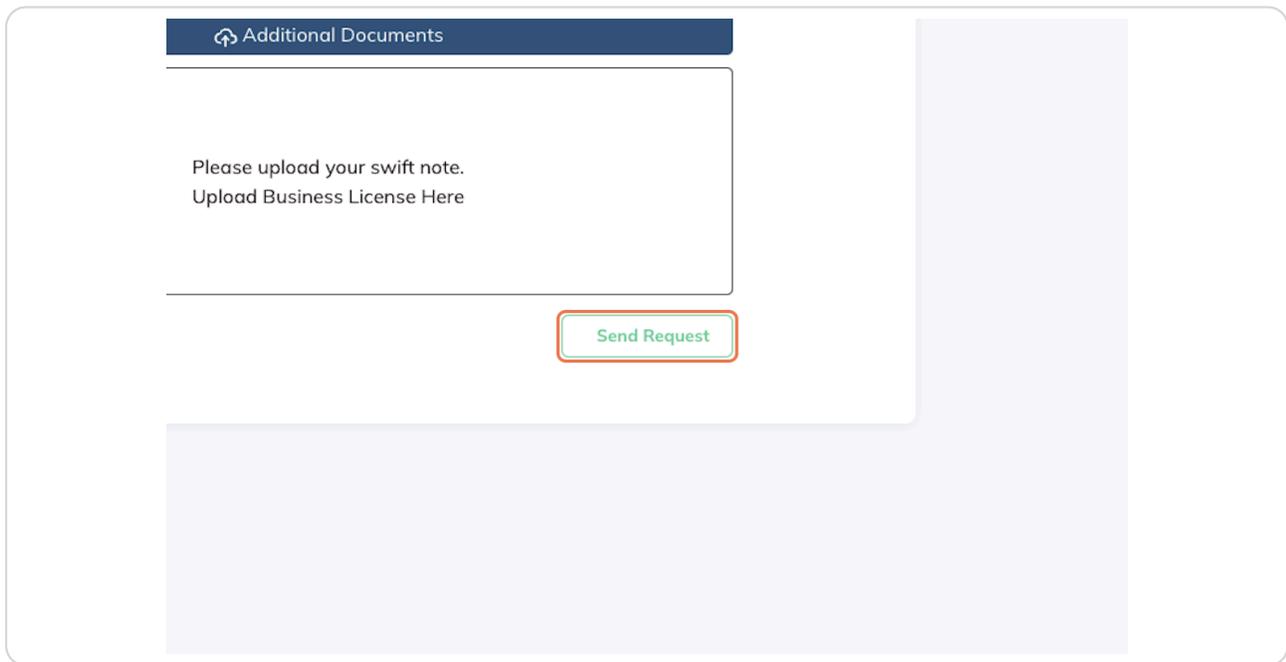
[Additional Documents](#)

Please upload your swift note.  
Upload Business License Here

[Send Request](#)

## STEP 11

Click on Send Request



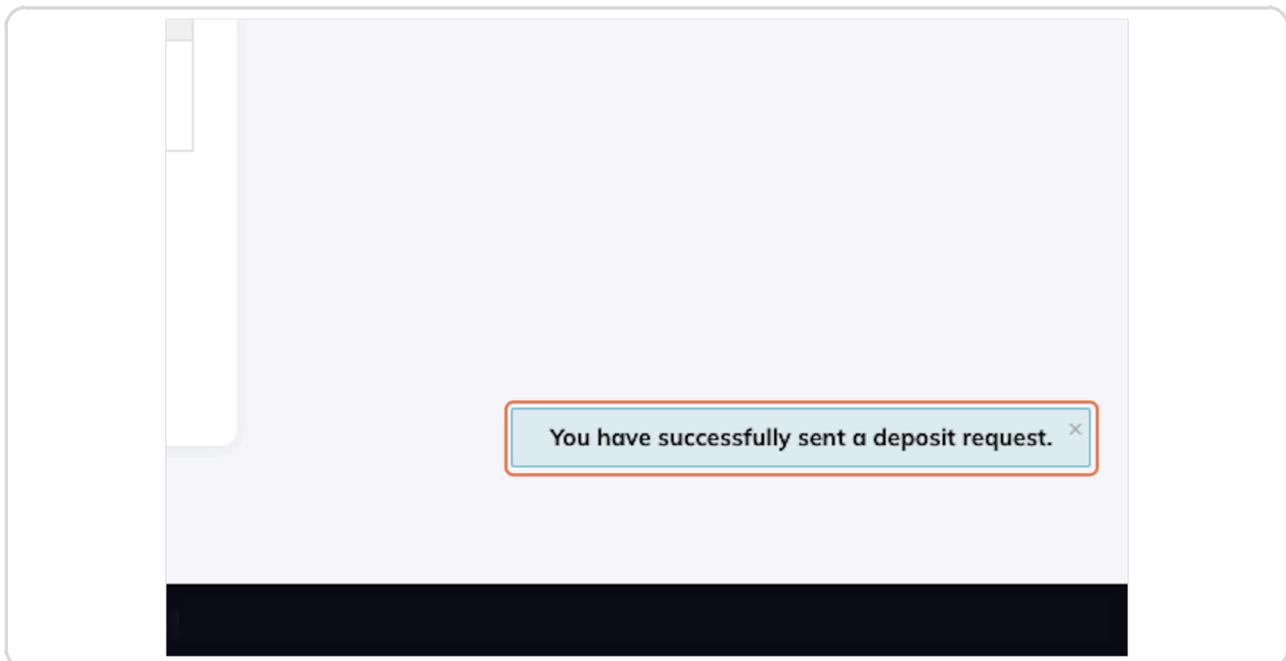
Additional Documents

Please upload your swift note.  
Upload Business License Here

Send Request

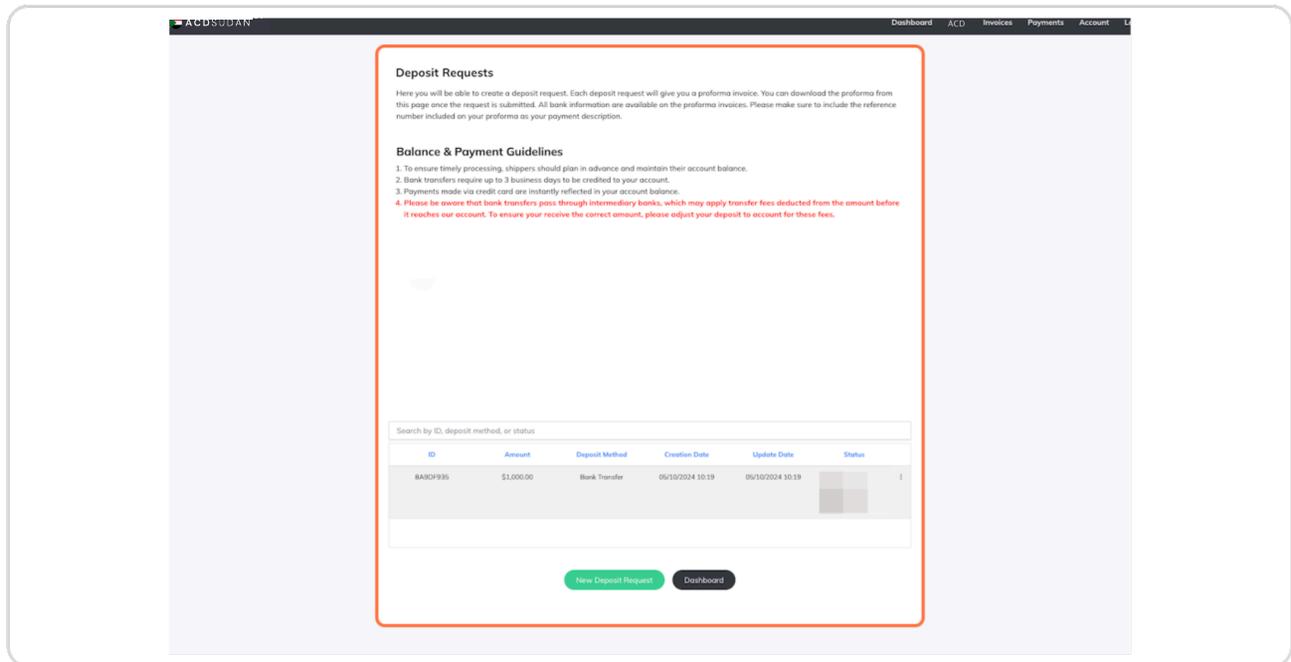
## STEP 12

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 you receive the correct amount, please adjust your deposit to account for these fees.

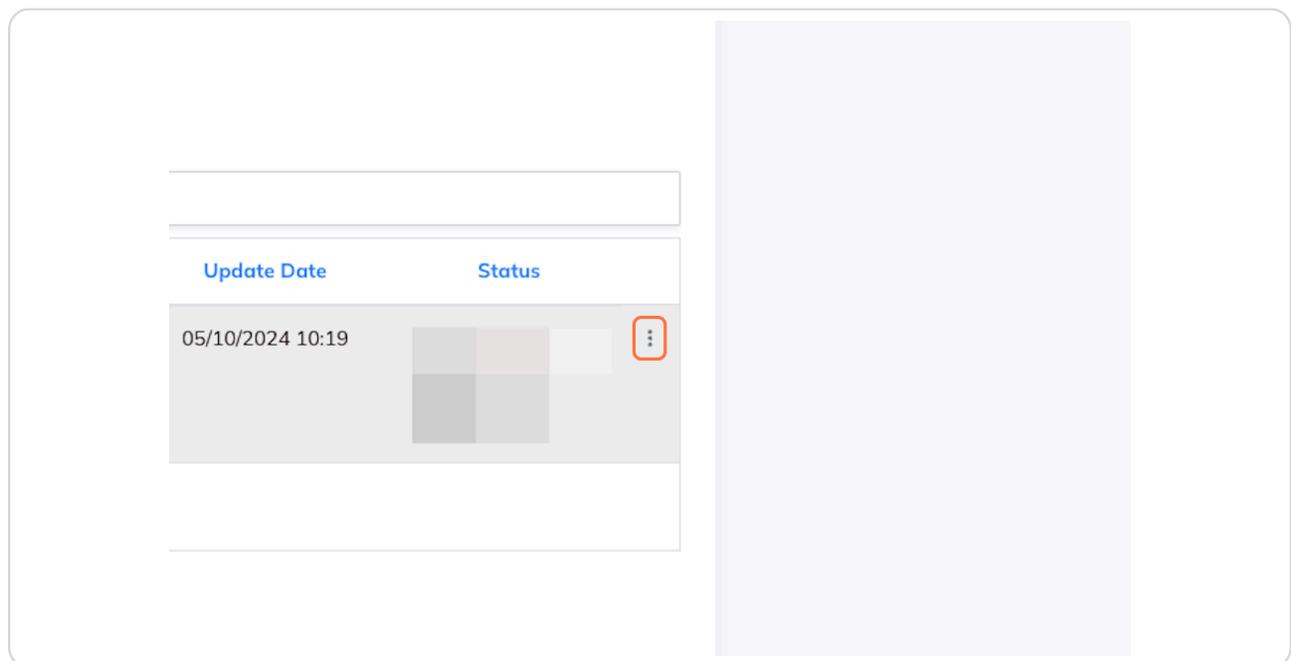
Search by ID, deposit method, or status

ID	Amount	Deposit Method	Creation Date	Update Date	Status
840CF985	\$1,000.00	Bank Transfer	05/10/2024 10:19	05/10/2024 10:19	

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

## STEP 14

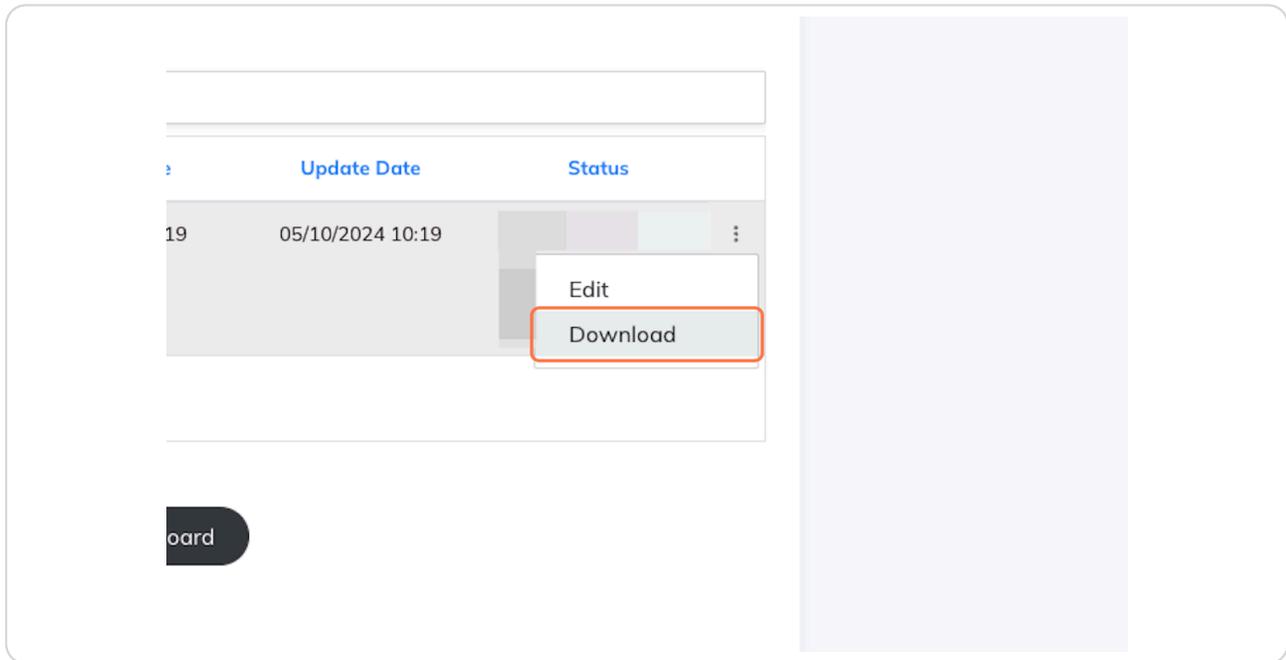
Click on the 3 dots to download the Proforma Invoice



Update Date	Status
05/10/2024 10:19	

## STEP 15

Click on Download



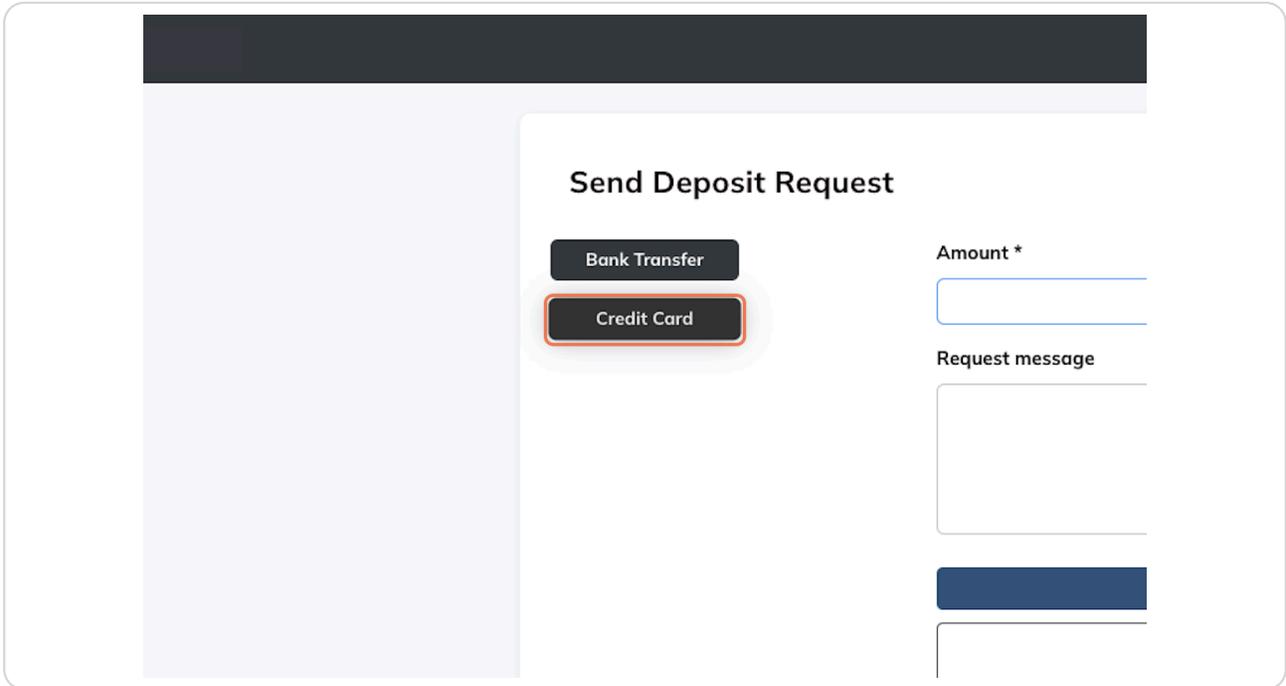
## STEP 16

Downloaded system-generated Proforma Invoice and make the bank transfer



STEP 17

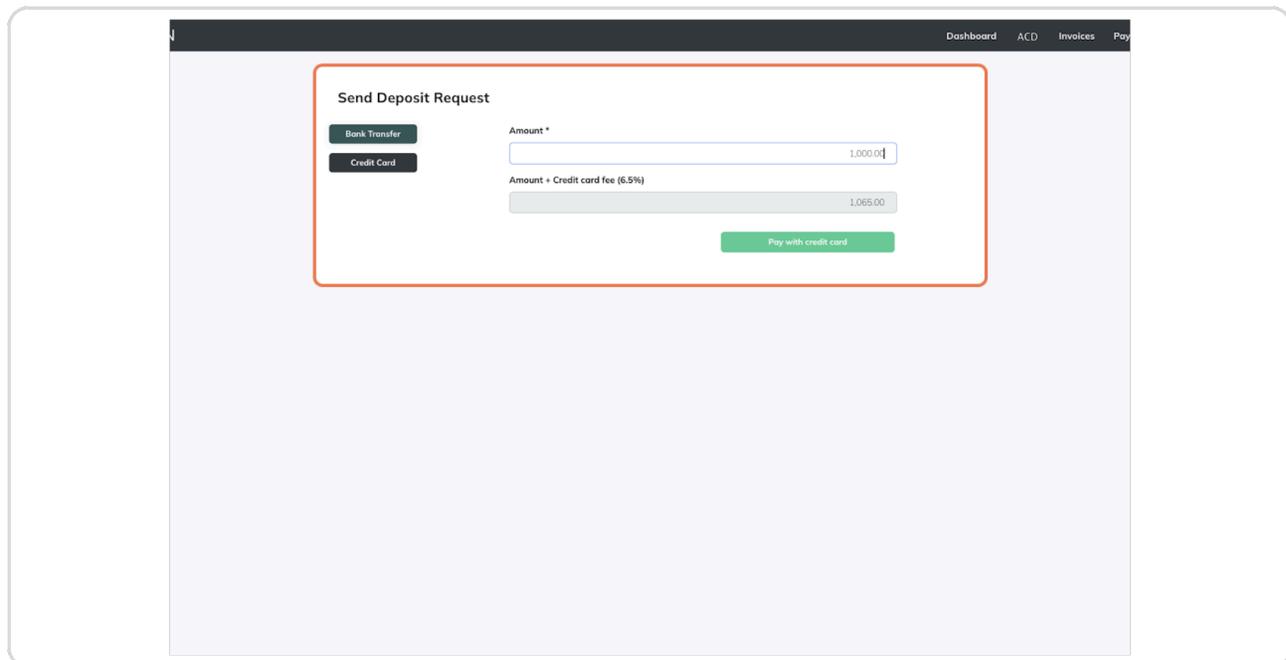
Click on Credit Card



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

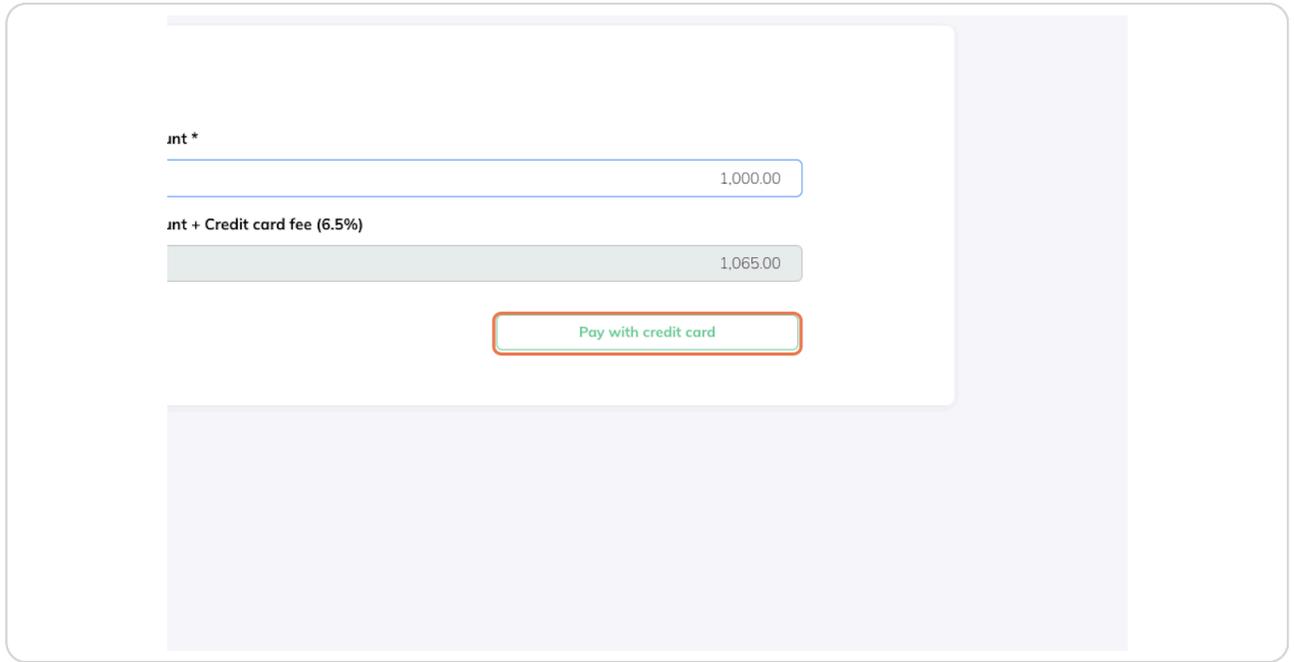
Fill in the amount you require



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

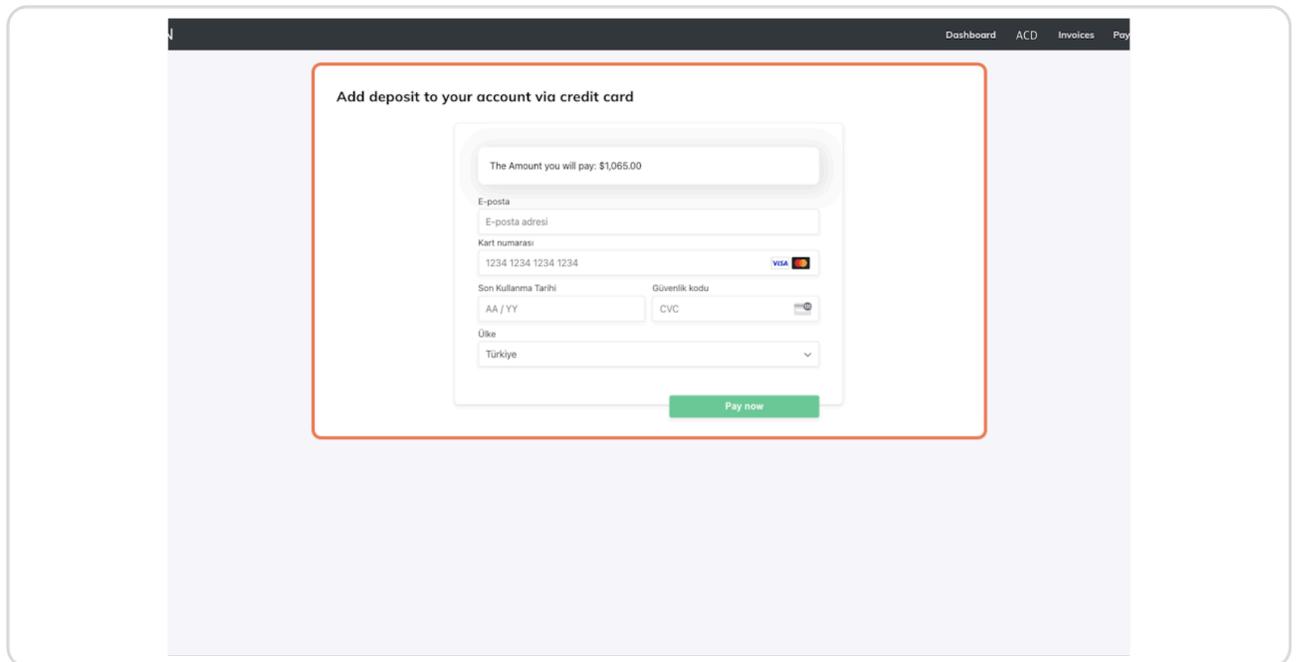
Click on Pay with credit card



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

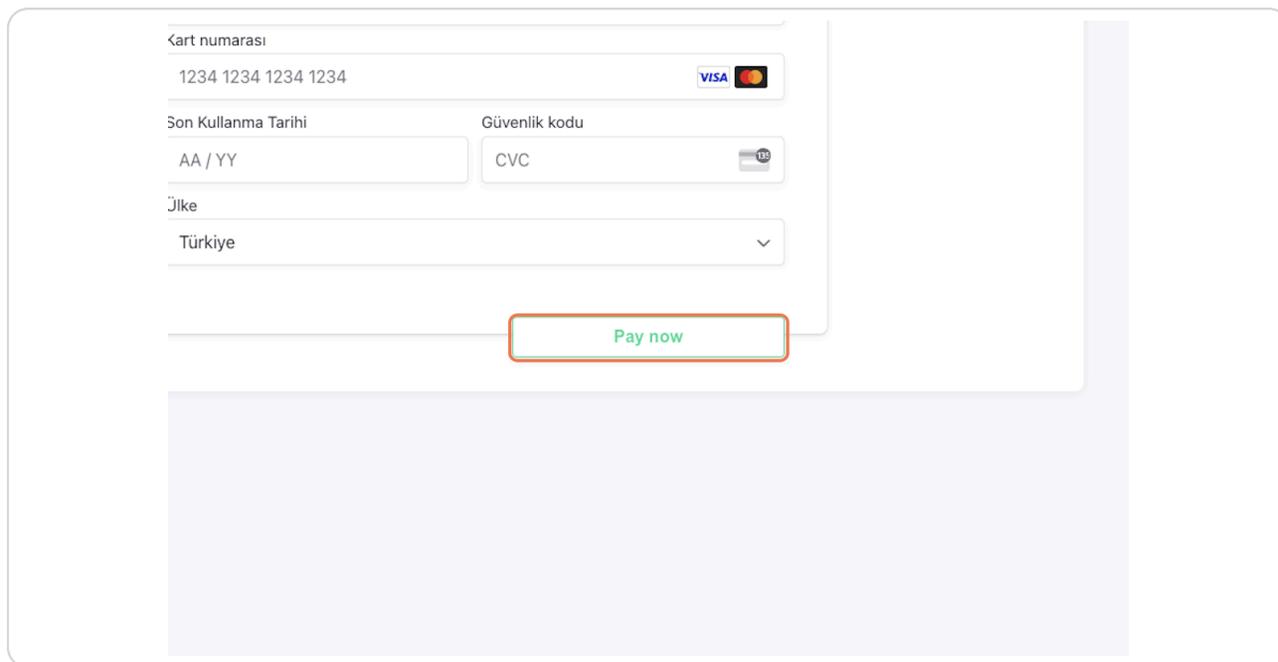
Check the amount you will deposit and fill in your credit card information



The screenshot shows a credit card payment form titled "Add deposit to your account via credit card". The form is enclosed in a red border. At the top, it displays "The Amount you will pay: \$1,065.00". Below this, there are several input fields: "E-posta" (E-mail address), "Kart numarası" (Card number) with a Visa logo, "Son Kullanma Tarihi" (Expiration date) and "Güvenlik kodu" (Security code) fields, and "Ülke" (Country) with a dropdown menu showing "Türkiye". A green "Pay now" button is located at the bottom of the form.

## 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)

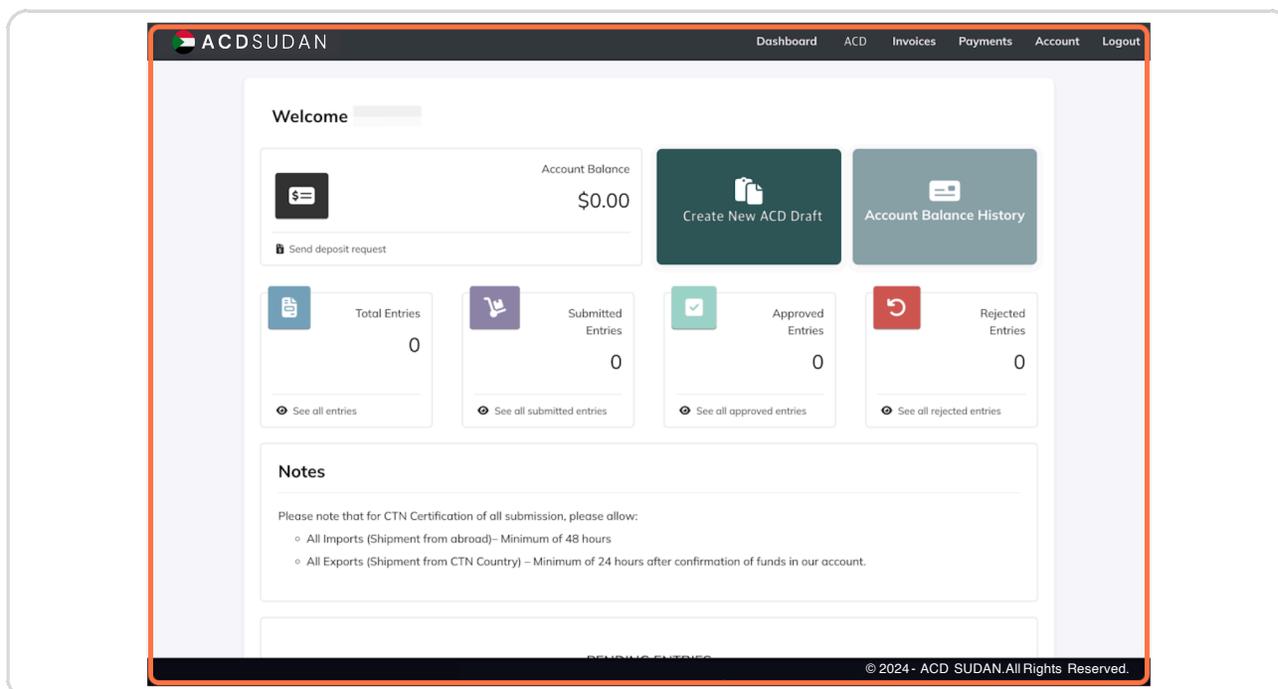
A red box highlights the **Pay now** button.

## How to Create ECTN Draft

7 Steps

## STEP 22

### Dashboard

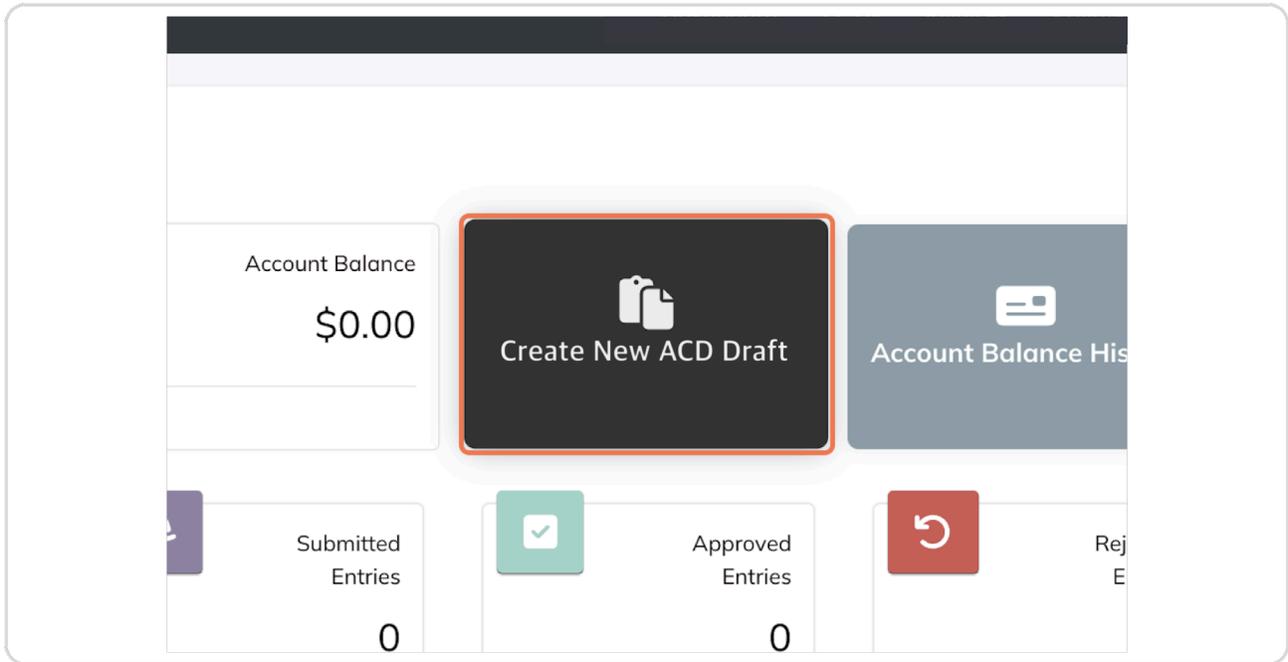


The screenshot shows the ACD SUDAN Dashboard with the following components:

- Header:** ACD SUDAN logo and navigation menu (Dashboard, ACD, Invoices, Payments, Account, Logout).
- Welcome:** Greeting message.
- Account Balance:** \$0.00 (with a "Send deposit request" button).
- Buttons:** "Create New ACD Draft" and "Account Balance History".
- Statistics:**
  - Total Entries:** 0 (with "See all entries" link)
  - Submitted Entries:** 0 (with "See all submitted entries" link)
  - Approved Entries:** 0 (with "See all approved entries" link)
  - Rejected Entries:** 0 (with "See all rejected entries" 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

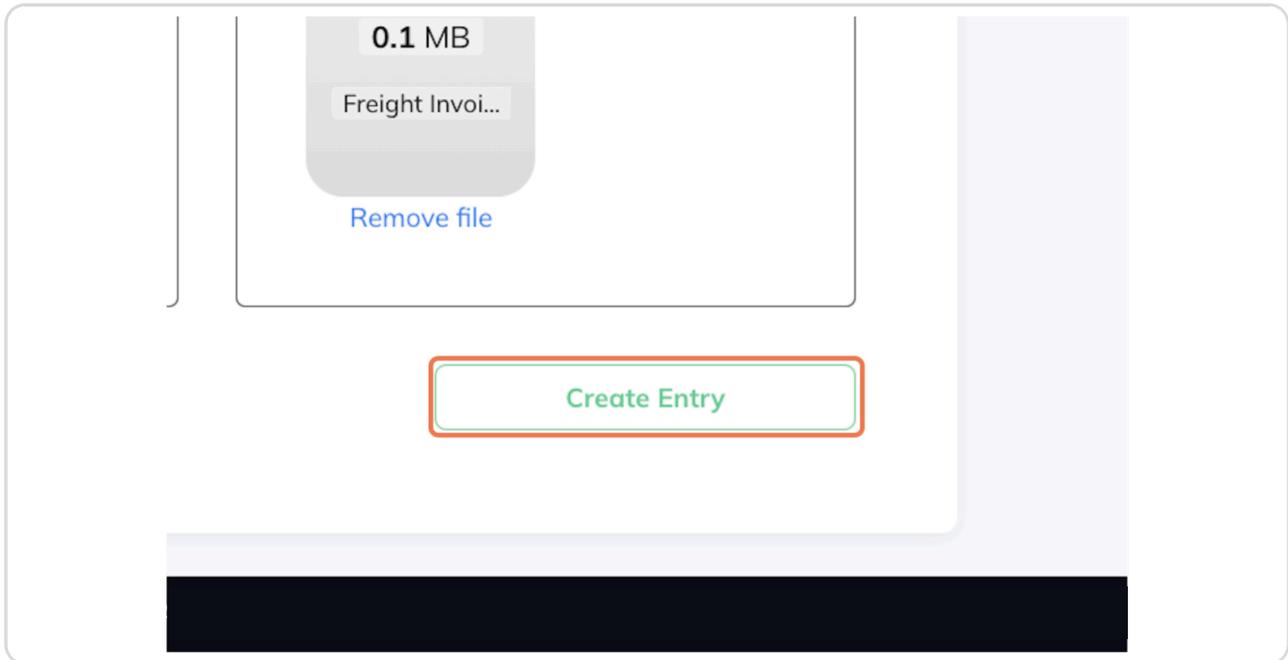
Fill in your shipment details

A screenshot of a 'New Entry' form. The form is titled 'New Entry' and is enclosed in a red border. It contains the following fields and options:

- Shipper Name \* (text input)
- Shipper Phone \* (text input)
- Shipper Address \* (text input)
- Consignee Name \* (text input)
- Consignee Phone \* (text input)
- Consignee Address \* (text input)
- Notify informations are same as consignee
- Notify Name \* (text input)
- Notify Phone \* (text input)
- Notify Address \* (text input)
- Bl number \* (text input, with a note: 'Please write your Bill of Lading number.')
- Voyage no. \* (text input)
- Carrier \* (dropdown menu, with a note: 'Not found? Add a carrier')
- Vessel \* (dropdown menu, with a note: 'Not found? Add a vessel')
- Estimated Time of Departure \* (text input)
- Estimated Time of Arrival \* (text input)
- Country of loading (dropdown menu)
- Port of loading \* (dropdown menu)
- Port of discharge \* (dropdown menu)
- Destination \* (dropdown menu)

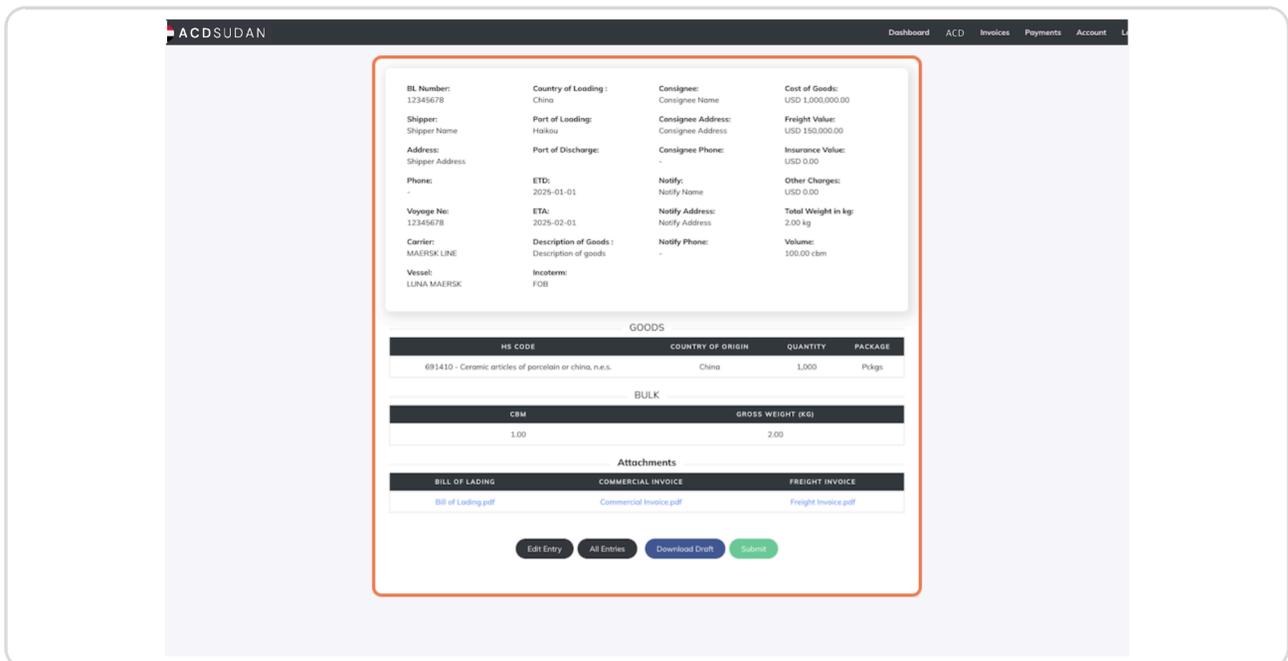
## STEP 25

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:

<b>Invoice No:</b> 12345678	<b>ETA:</b> 2025-02-01	<b>Notify Address:</b> Notify Address	<b>Total Weight in kg:</b> 2.00 kg
<b>Carrier:</b> MAERSK LINE	<b>Description of Goods:</b> Description of goods	<b>Notify Phone:</b> -	<b>Volume:</b> 100.00 cbm
<b>Vessel:</b> LUNA MAERSK	<b>Incoterm:</b> 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
<a href="#">Bill of Lading.pdf</a>	<a href="#">Commercial Invoice.pdf</a>	<a href="#">Freight Invoice.pdf</a>

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 the following content:

COMMERCIAL INVOICE	FREIGHT INVOICE
<a href="#">Commercial Invoice.pdf</a>	<a href="#">Freight Invoice.pdf</a>

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/>