



ACDSOUTHSDAN

ACD South Sudan System Registration

User Manual

February 2025

Email Address: info@acdsouthsudan.com

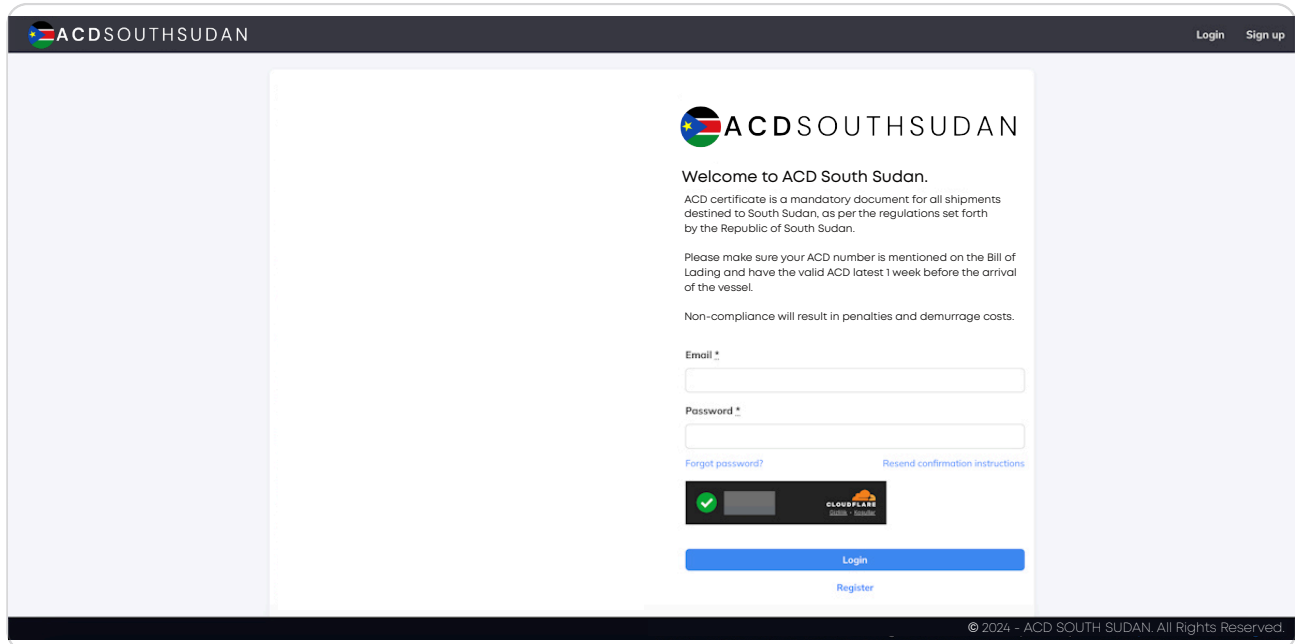
Website: <https://acdsouthsudan.com/>

✓ How To Register

5 Steps

STEP 1

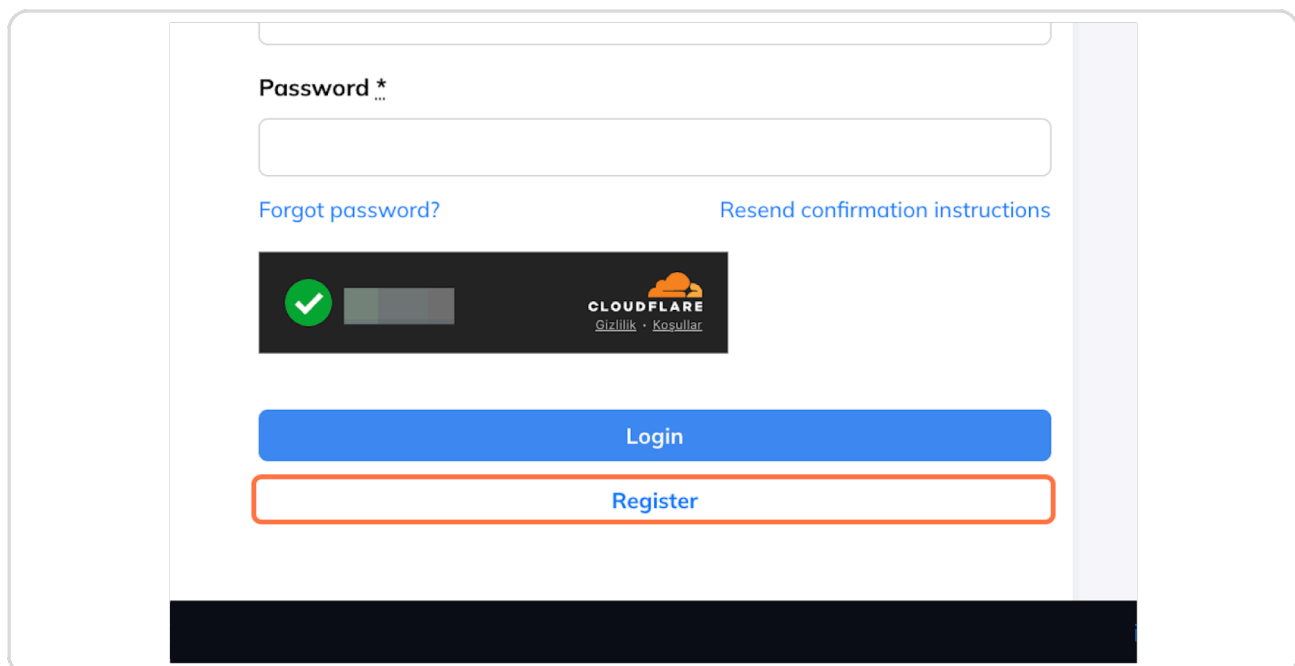
Login Page



The screenshot shows the ACDSOUTH SUDAN login page. At the top left is the ACDSOUTH SUDAN logo. At the top right are links for "Login" and "Sign up". The main content area features the ACDSOUTH SUDAN logo, a welcome message, and a brief explanation of the ACD certificate. Below this is a form with fields for "Email *" and "Password *". There are links for "Forgot password?" and "Resend confirmation instructions". A Cloudflare security banner is visible, showing a green checkmark and the text "Gizlilik · Kosullar". At the bottom of the form are two buttons: "Login" (blue) and "Register" (blue with a thin orange border). The footer contains the copyright notice: "© 2024 - ACD SOUTH SUDAN. All Rights Reserved."

STEP 2

Click on Register



This close-up screenshot focuses on the registration process. 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 thick orange border, indicating it is the target of the action.

STEP 3

Fill in the required information and upload your business license

Welcome to ACD South 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

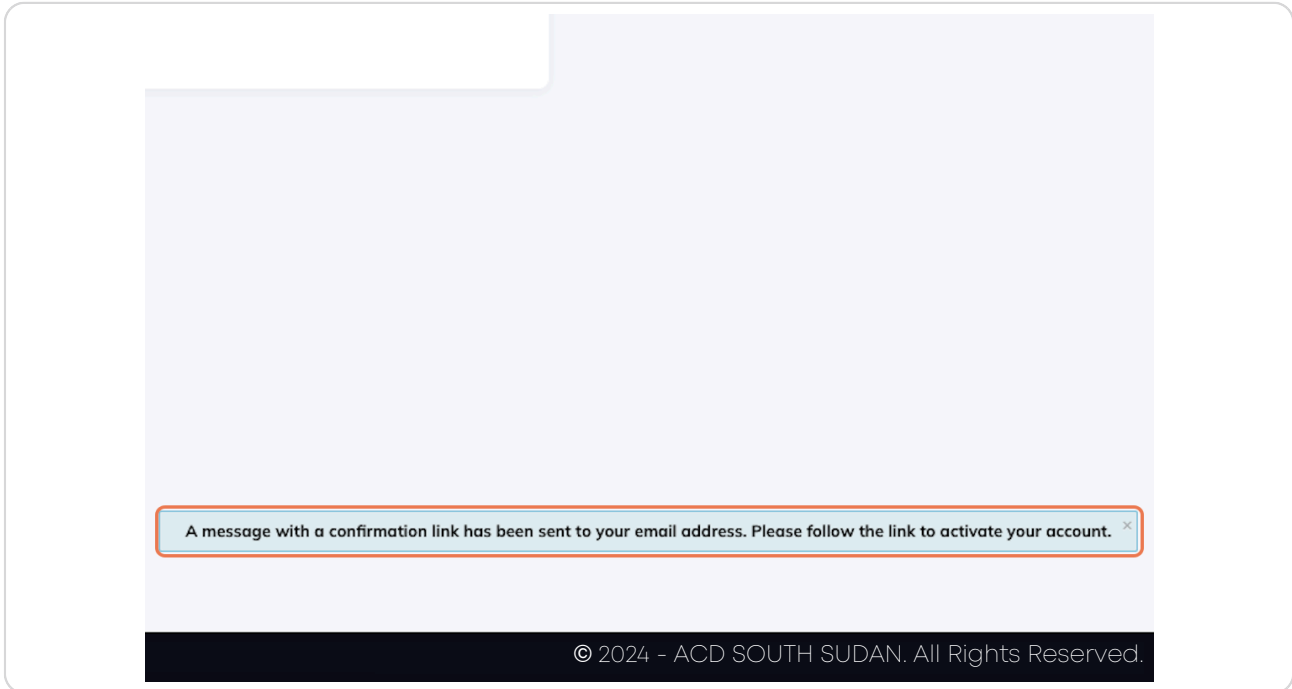
Sign up

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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.

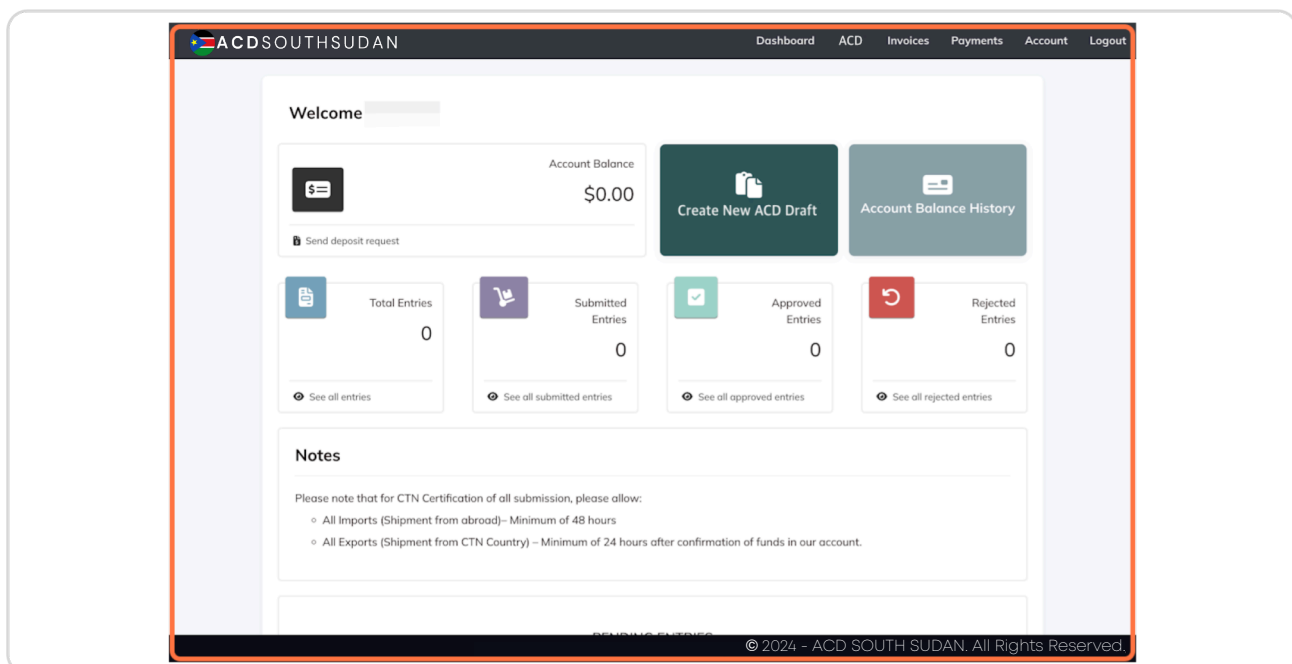


\$ How To Make A Deposit

4 Steps

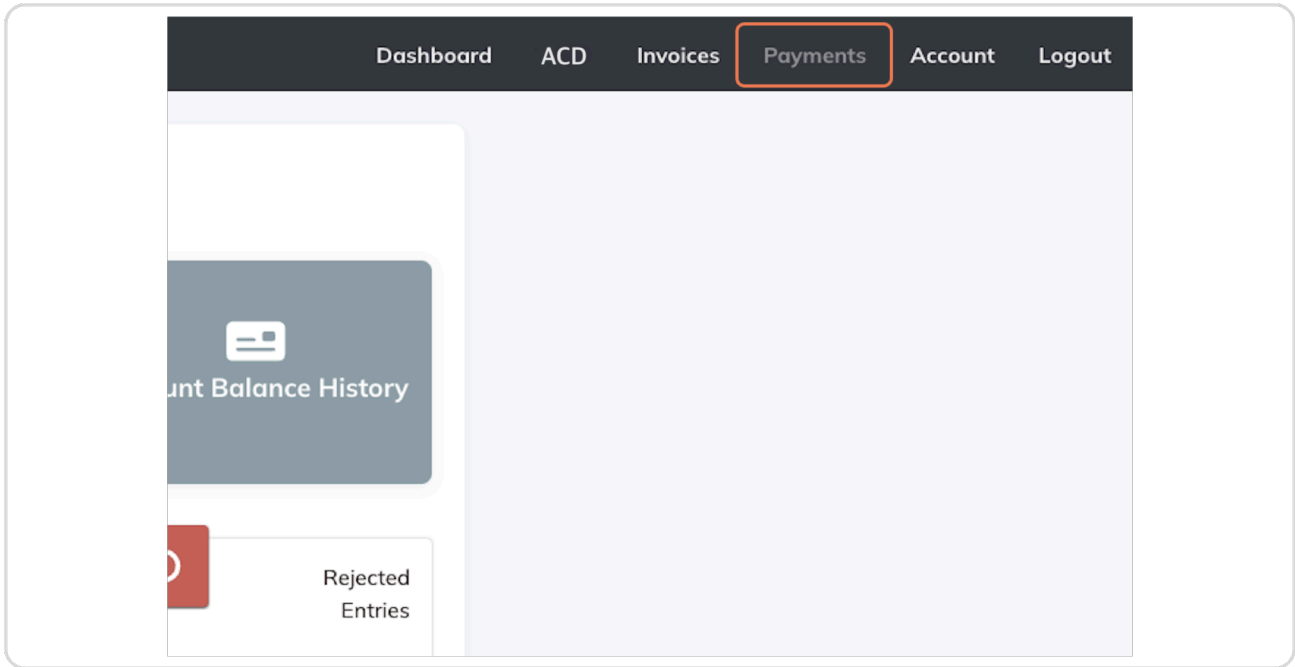
STEP 6

This is the dashboard after logging in



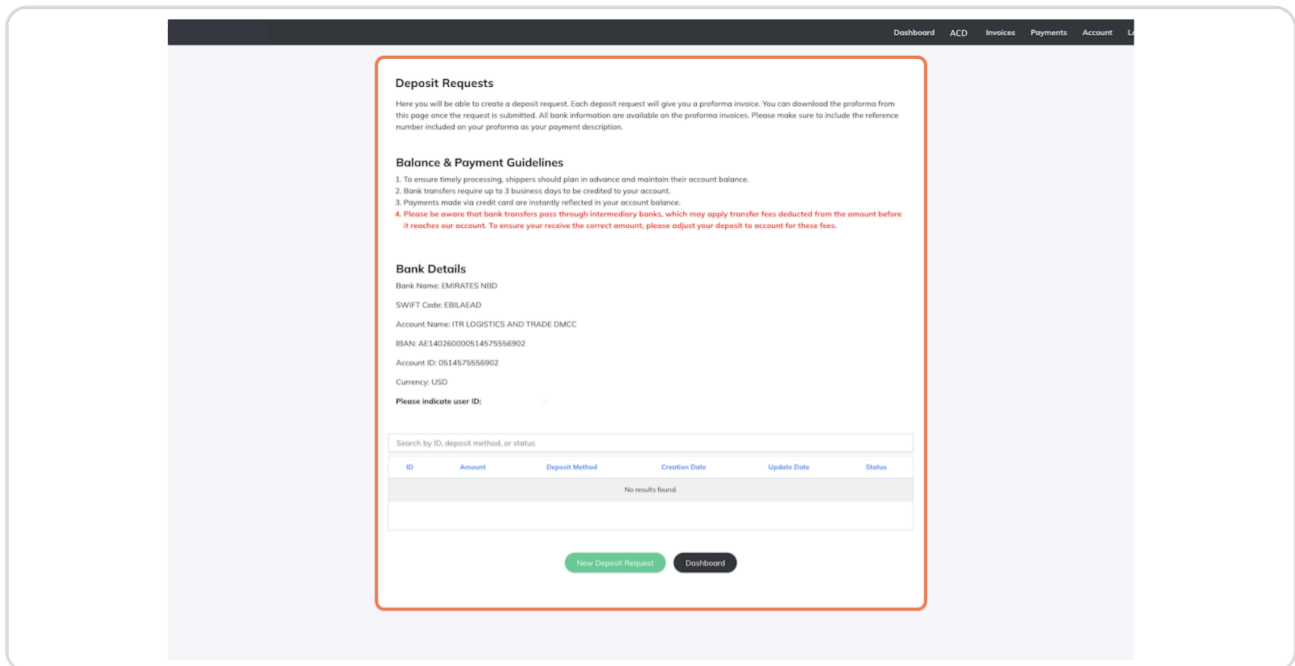
STEP 7

Click on Payments



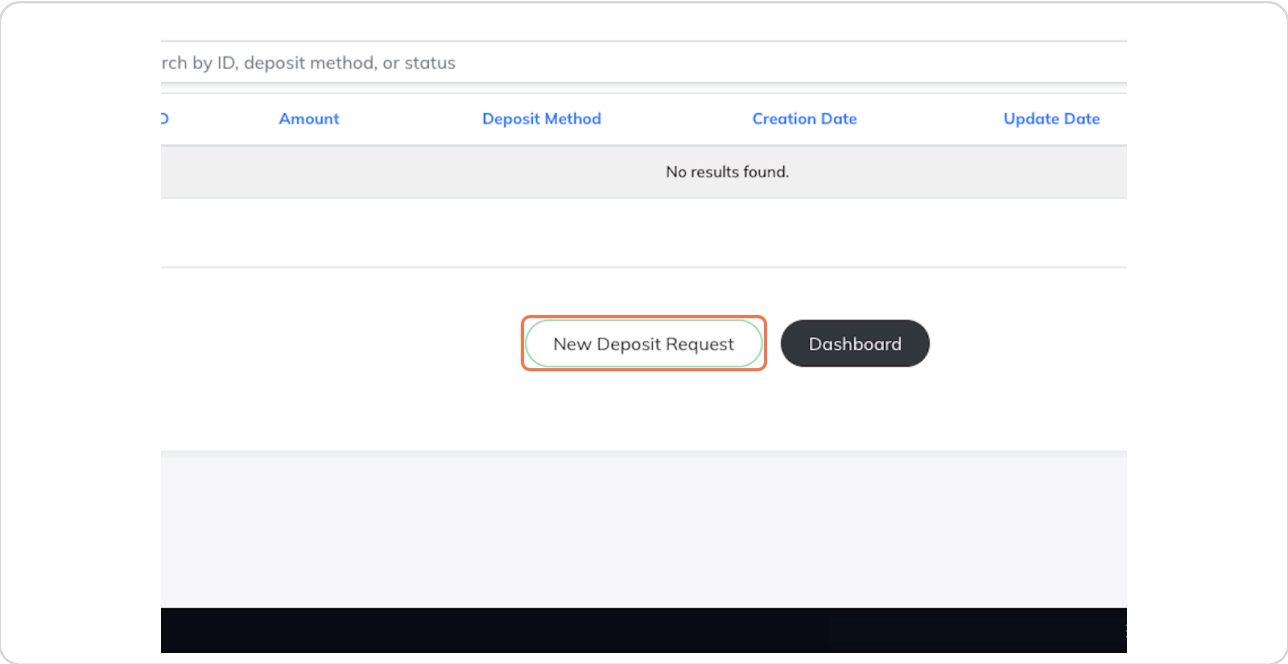
STEP 8

Payments Window



STEP 9

Click on New Deposit Request

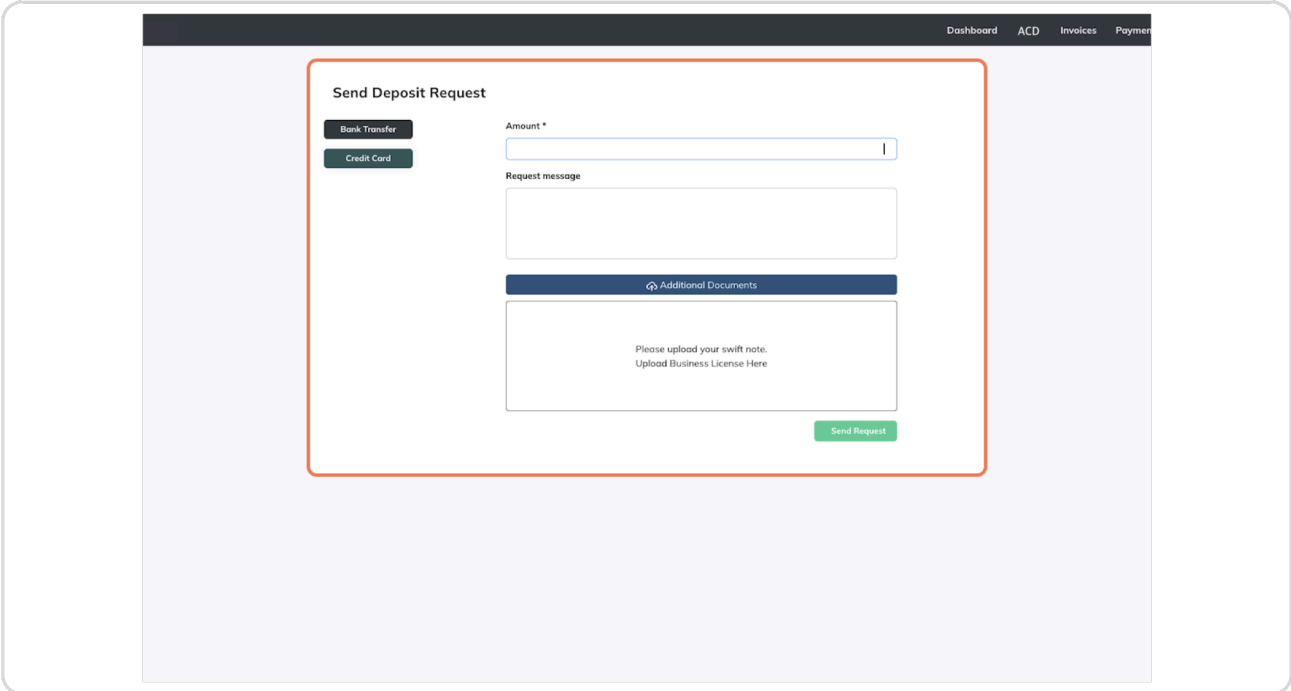


 Bank Transfer Option

7 Steps

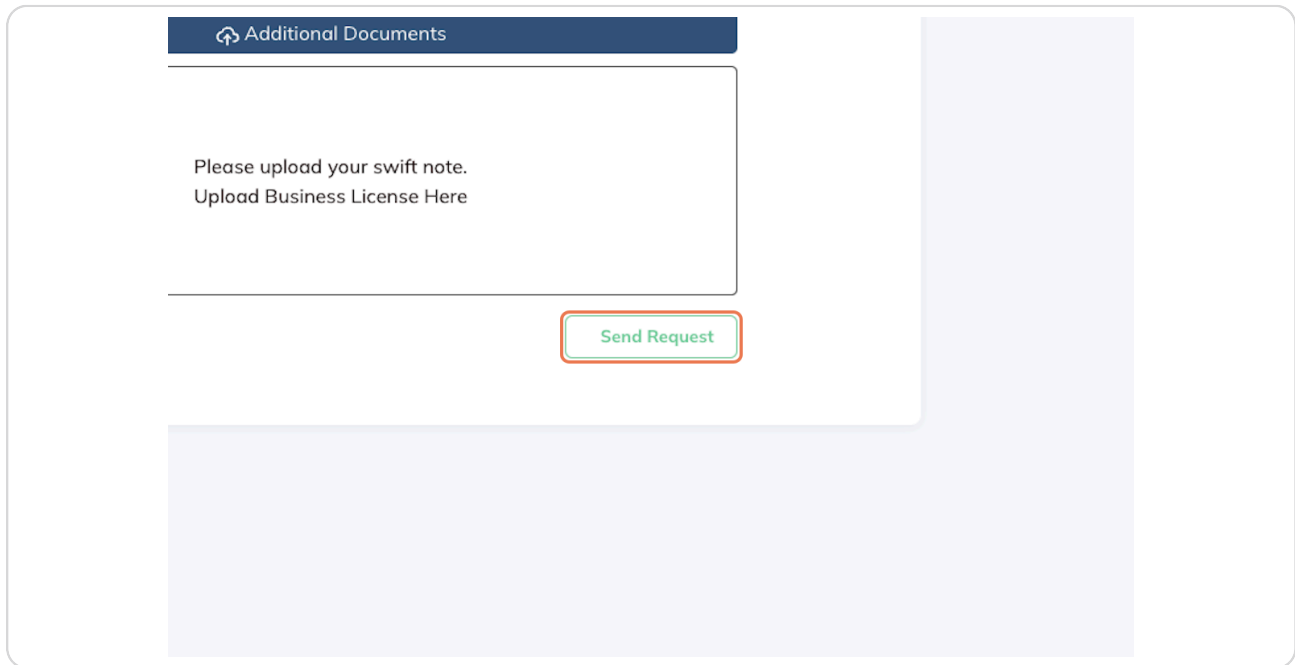
STEP 10

Fill in the amount you require



STEP 11

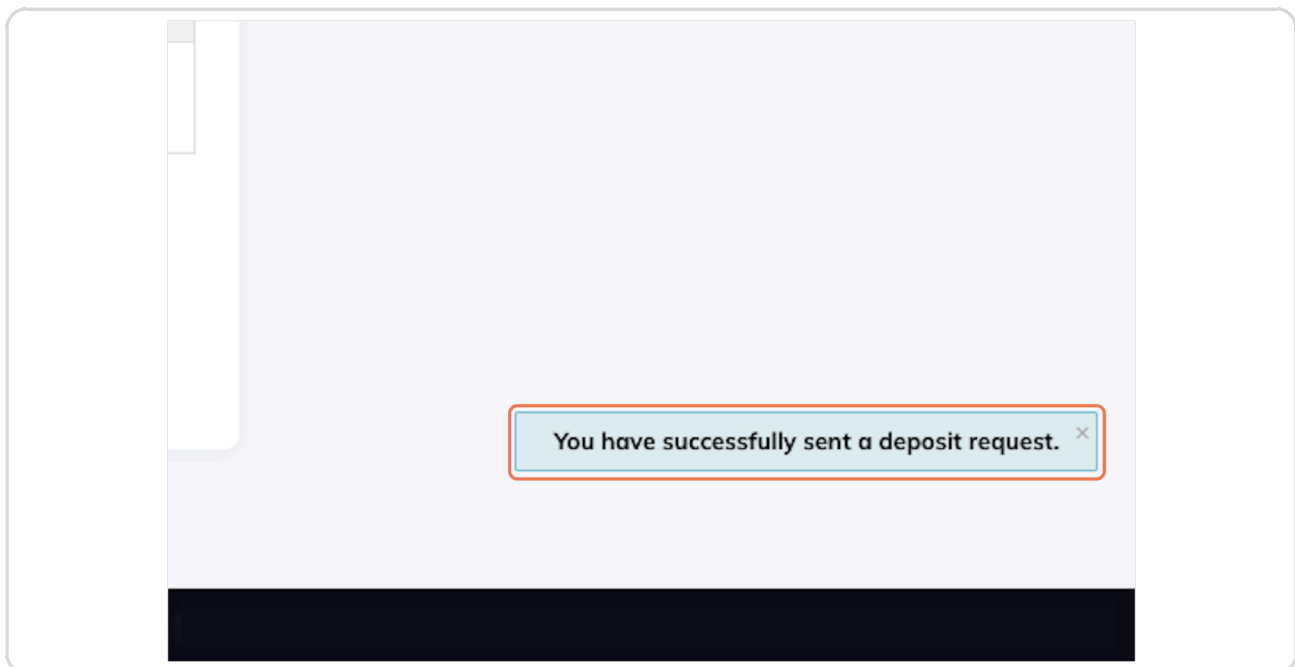
Click on Send Request



The screenshot shows a web form titled "Additional Documents" in a dark blue header. Below the header is a white rectangular area containing the text "Please upload your swift note." and "Upload Business License Here". At the bottom right of this area is a green button with the text "Send Request". The button is highlighted with a red rectangular border. The background of the form is light gray.

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

ACDSOUTH SUDAN 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.

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:

Search by ID, deposit method, or status

ID	Amount	Deposit Method	Creation Date	Update Date	Status
BAK0995	\$1,000.00	Bank Transfer	05/10/2024 10:19	05/10/2024 10:19	

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

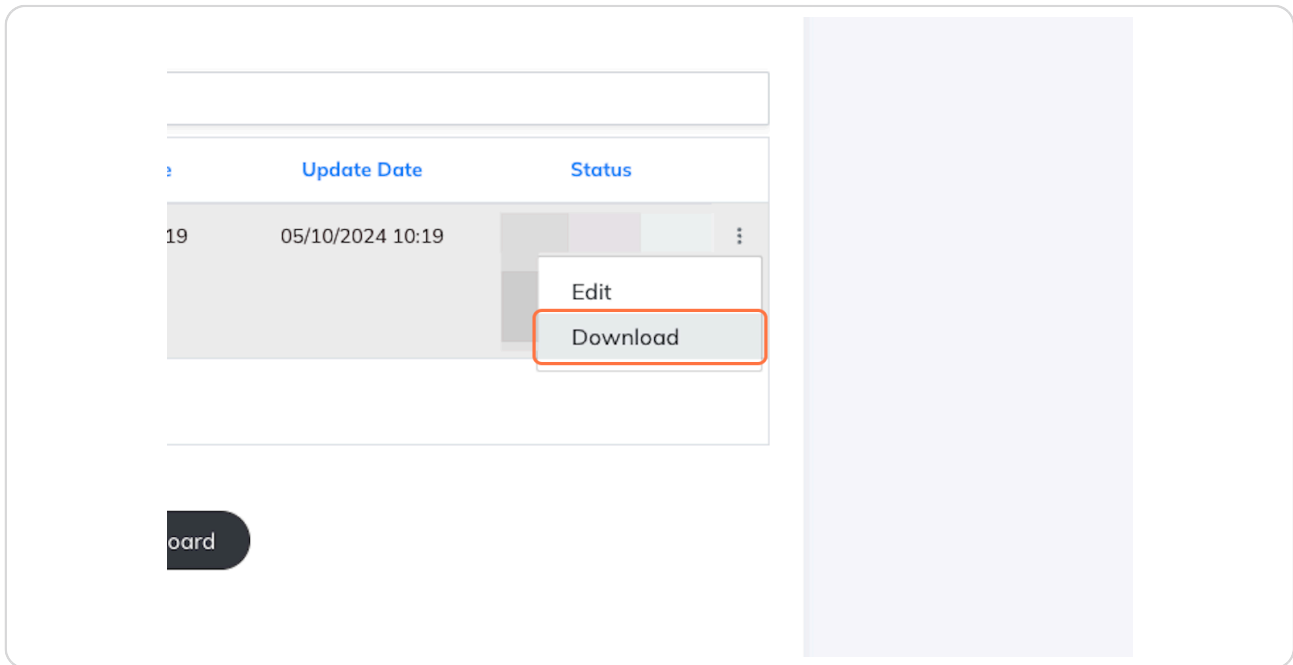
STEP 14

Click on the 3 dots to download the Proforma Invoice

Update Date	Status
05/10/2024 10:19	

STEP 15

Click on Download



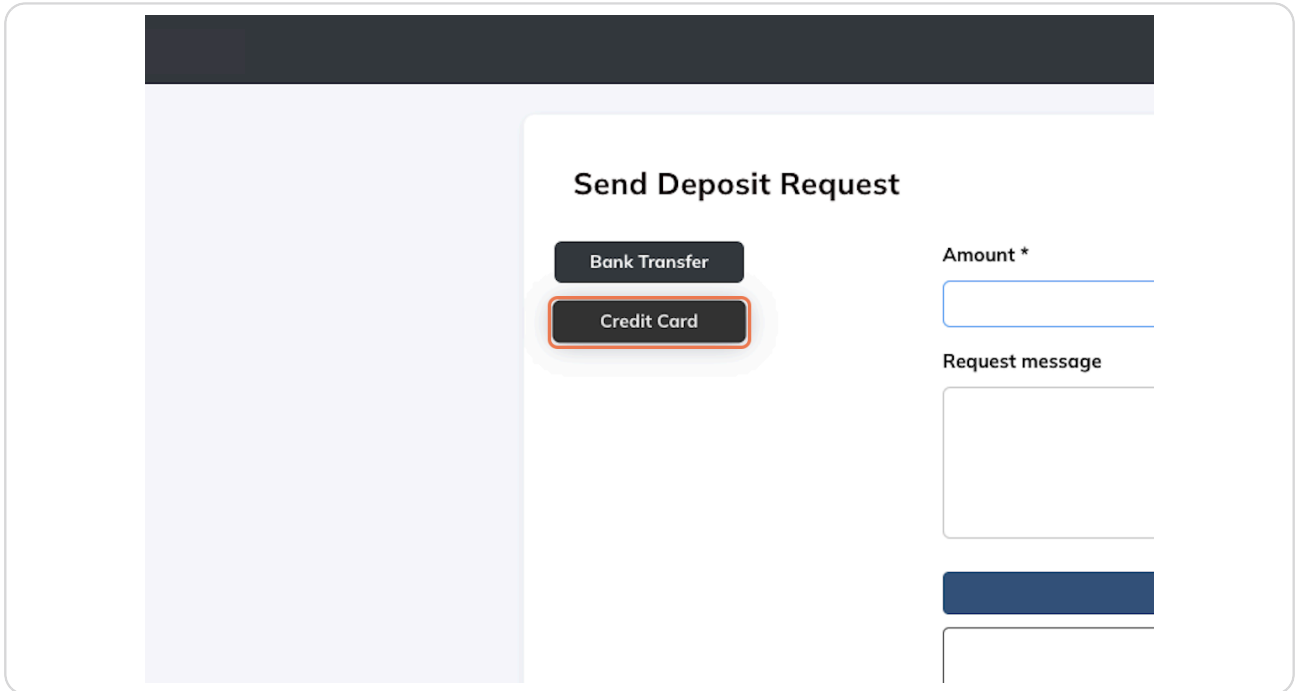
STEP 16

Downloaded system-generated Proforma Invoice and make the bank transfer



STEP 17

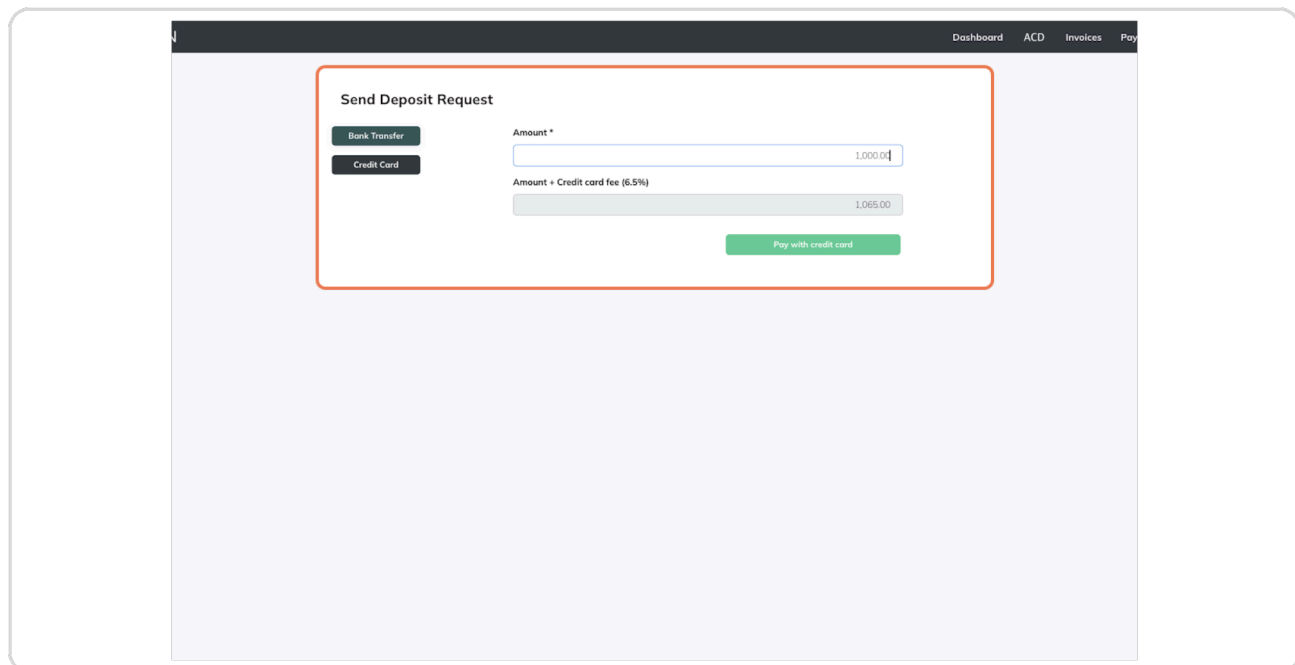
Click on Credit Card



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

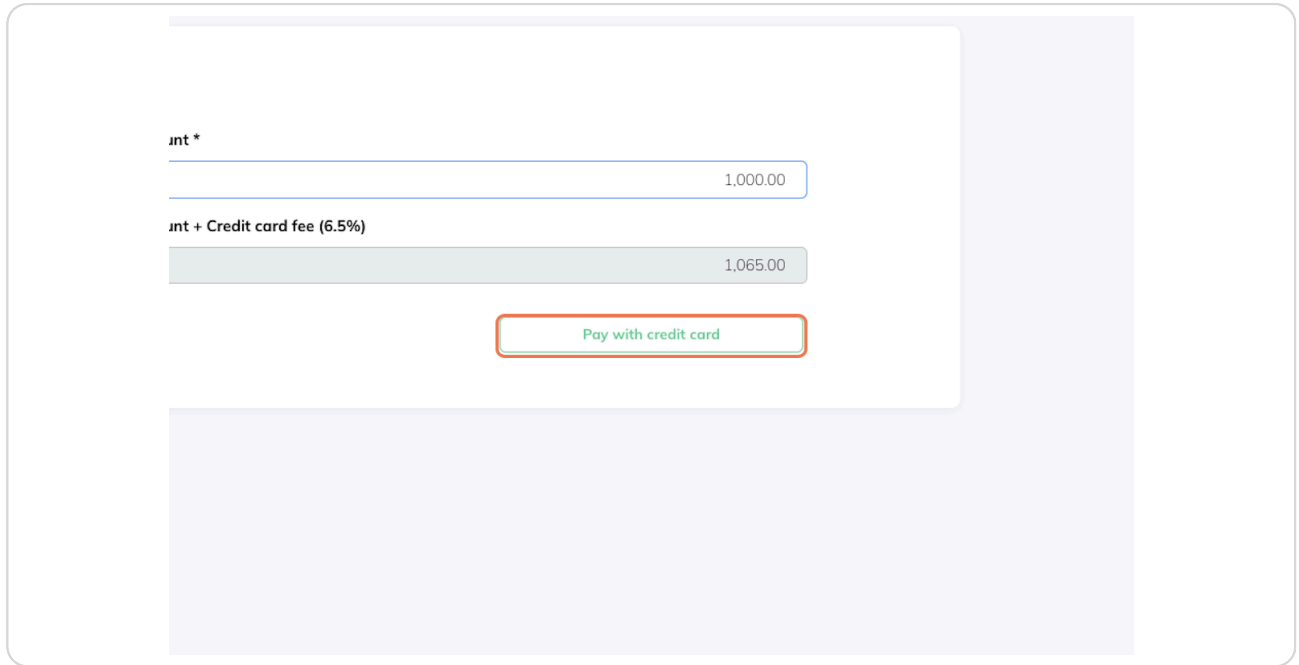


The screenshot shows the same "Send Deposit Request" form, but now the "Amount *" field is filled with "1,000.00". Below it, a grey bar shows "Amount + Credit card fee (6.5%)" with the value "1,065.00". A green button labeled "Pay with credit card" is now visible. The "Credit Card" button is still selected.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

Field	Value
Amount *	1,000.00
Amount + Credit card fee (6.5%)	1,065.00

STEP 19

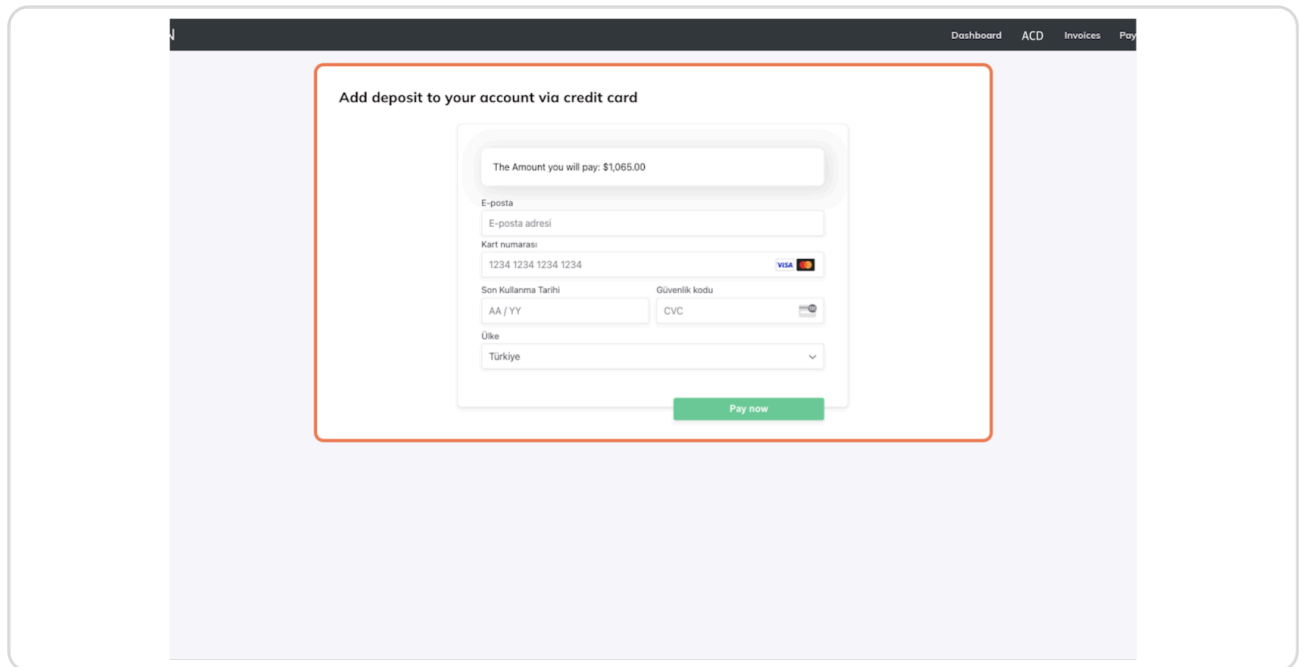
Click on Pay with credit card



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

STEP 20

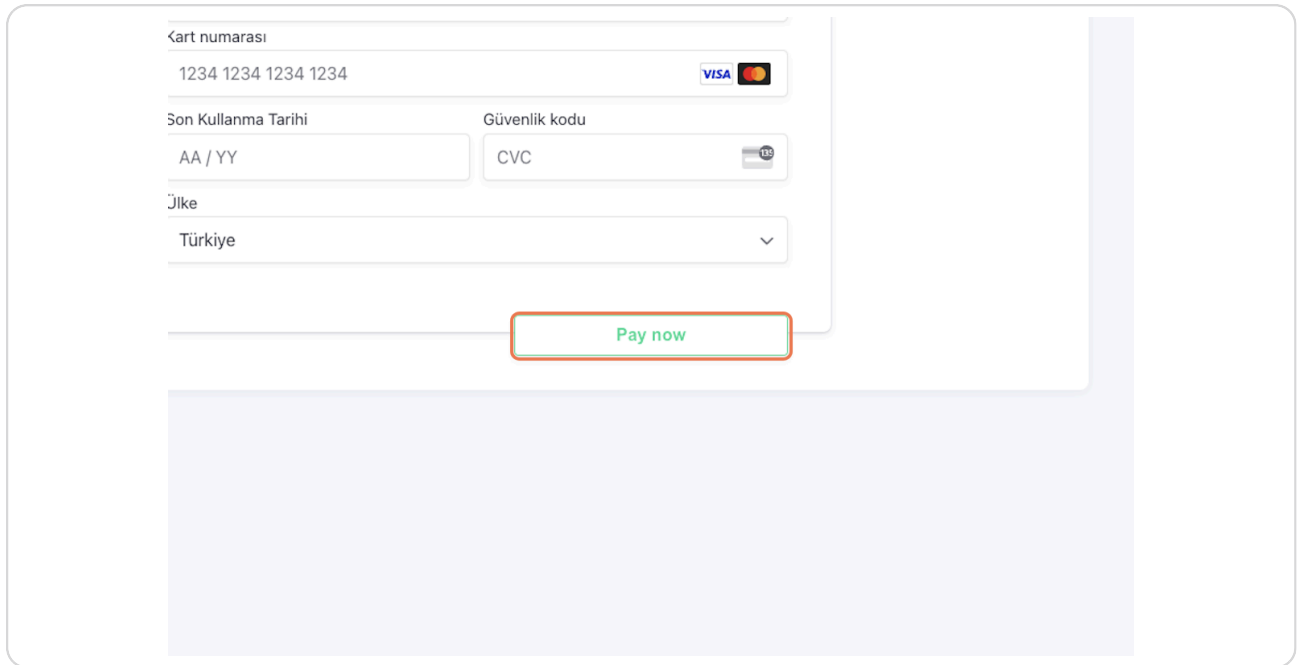
Check the amount you will deposit and fill in your credit card information



The screenshot displays a credit card payment form titled "Add deposit to your account via credit card". The form includes a summary box at the top stating "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 a "Ülke" (Country) dropdown menu set to "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)

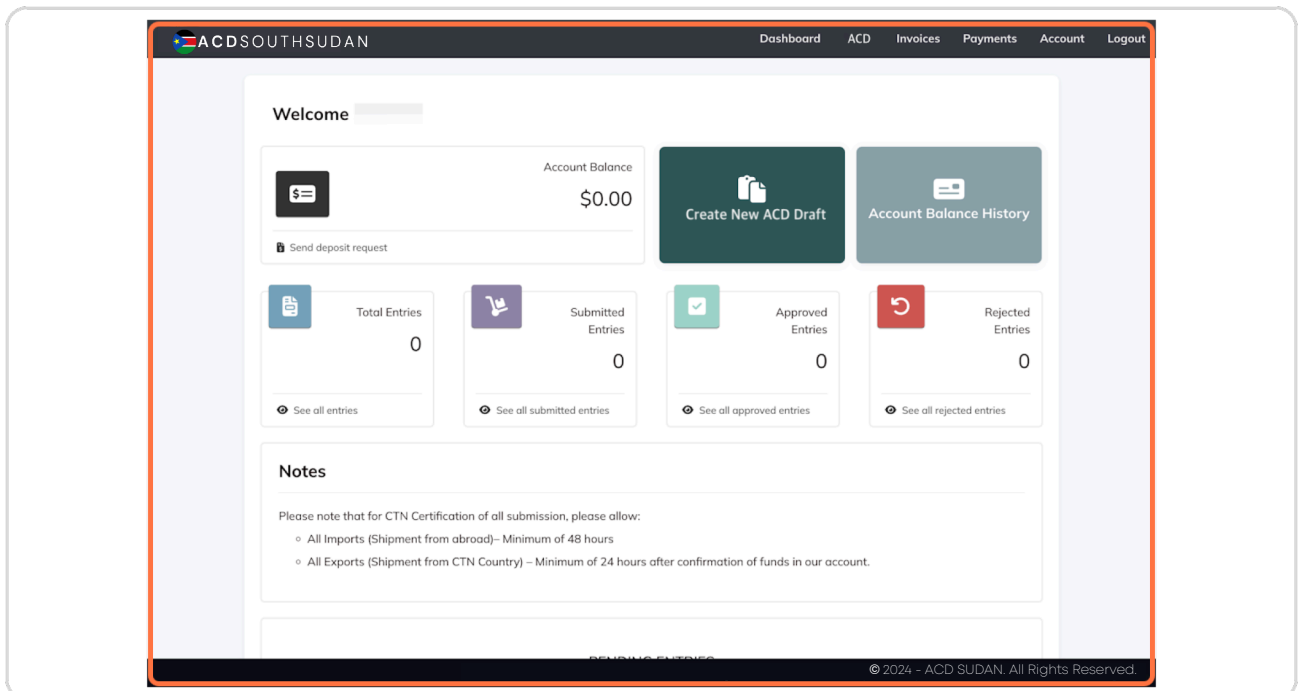
A red box highlights the "Pay now" button at the bottom of the form.

How to Create ACD Draft

7 Steps

STEP 22

Dashboard

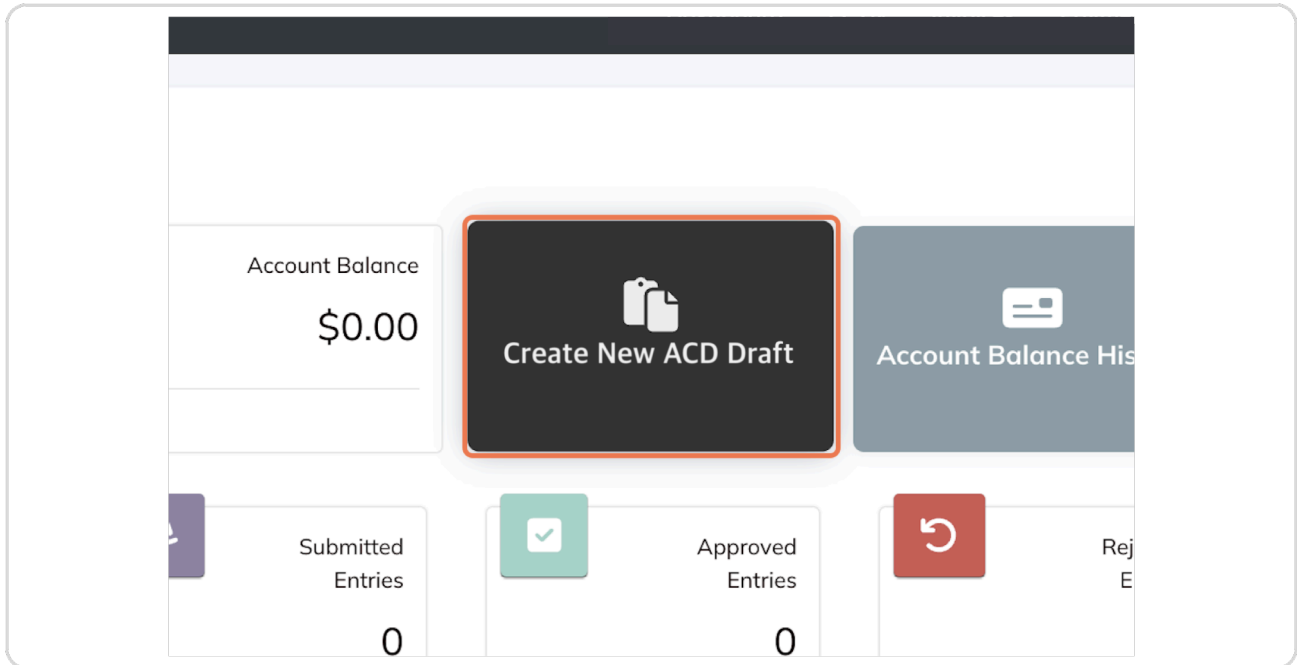


The screenshot shows the ACDSOUTHSDAN dashboard with the following elements:

- Header: ACDSOUTHSDAN, Dashboard, ACD, Invoices, Payments, Account, Logout
- Welcome message
- Account Balance: \$0.00 (with a "Send deposit request" button)
- Buttons: Create New ACD Draft, Account Balance History
- Summary Cards:
 - 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 section:
 - 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 ACD Draft



STEP 24

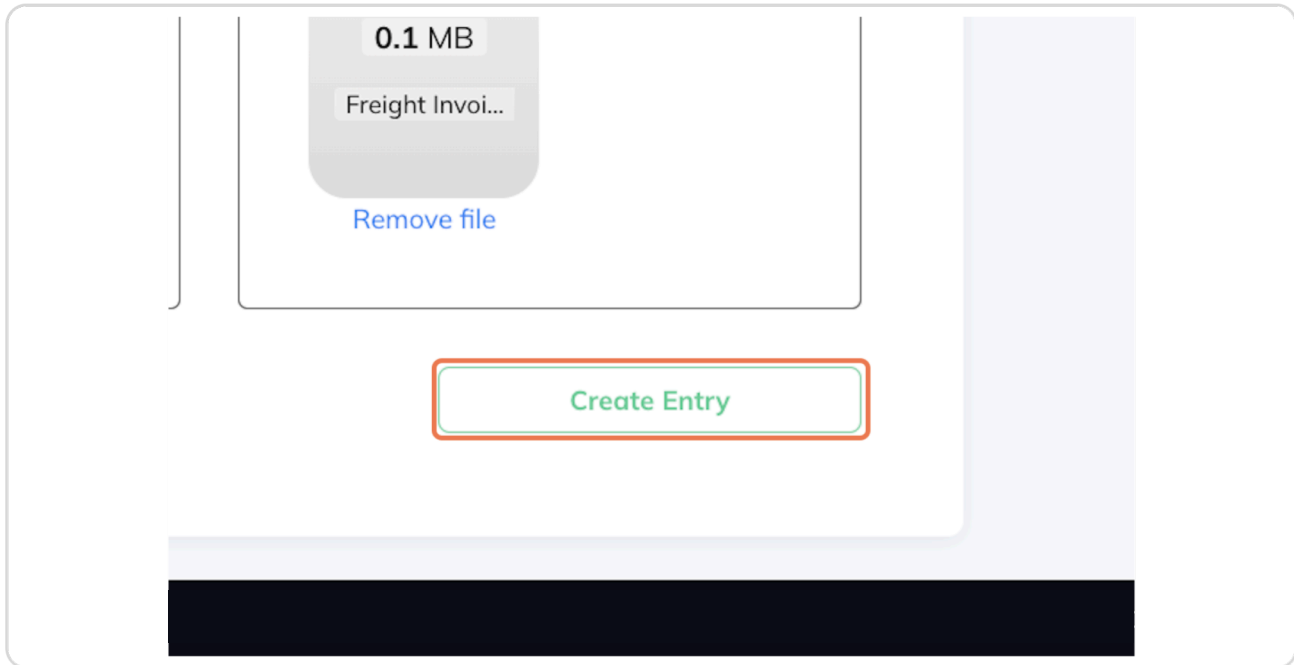
Fill in your shipment details

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:

- Shipper Name *
- Shipper Phone *
- Shipper Address *
- Consignee Name *
- Consignee Phone *
- Consignee Address *
- Notify informations are same as consignee
- Notify Name *
- Notify Phone *
- Notify Address *
- Bl number *: Please write your Bill of Lading number.
- Voyage no. *
- Carrier *: Not found? [Add a carrier](#)
- Vessel *: Not found? [Add a vessel](#)
- Estimated Time of Departure *
- Estimated Time of Arrival *
- Country of loading
- Port of loading *
- Dest of discharge *
- Incoterms *

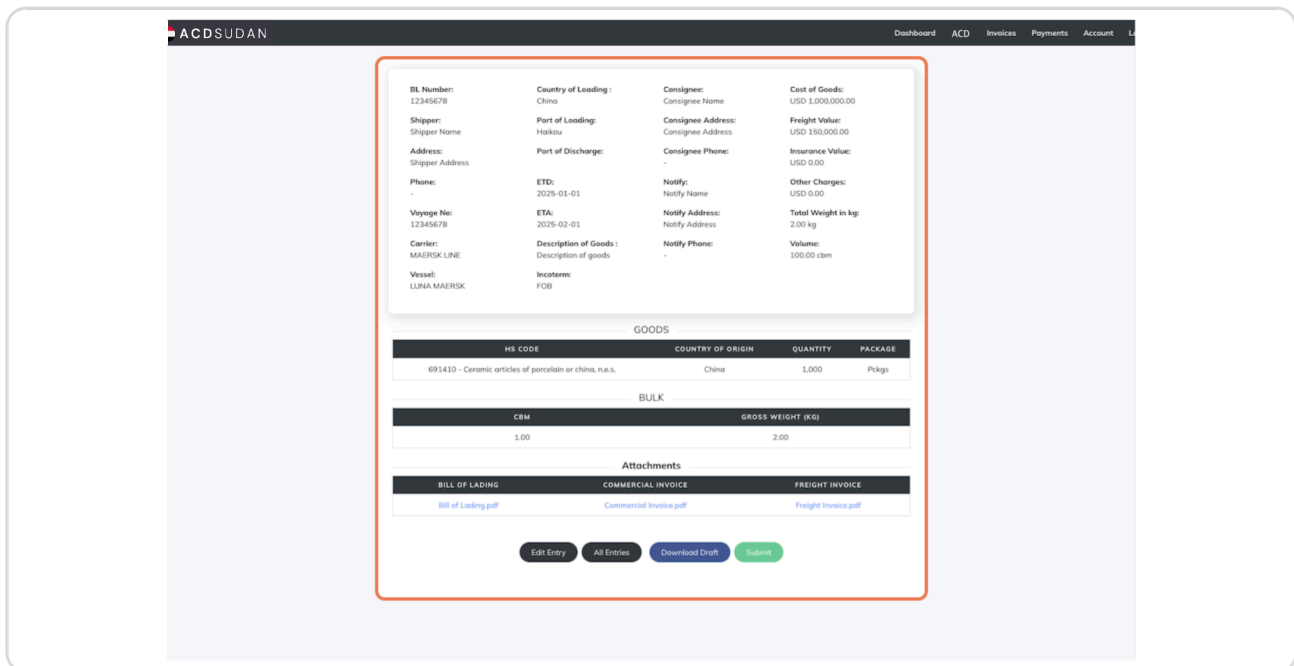
STEP 25

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:

FORM NO: -	ETA: 2025-01-01	Notify: Notify Name	Custom Charges: USD 0.00
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 the following details:

2.00

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 South Sudan. For more information, please visit <https://acdsouthsudan.com/>