



# ACDYEMEN

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# ACD Yemen System Registration

# User Manual

## October 2024

**Headquarters:** PO Box 1316, Tawahi, Aden, Yemen

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

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

# How To Register

5 Steps

## STEP 1

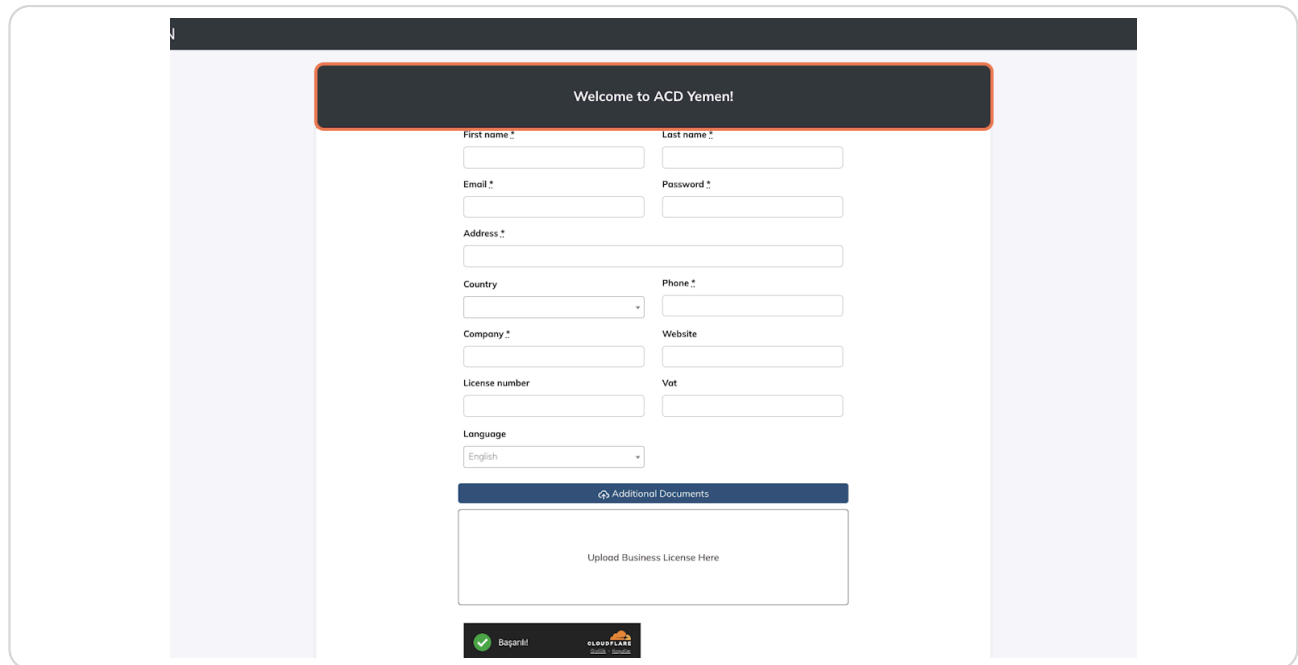
### Login Page

## STEP 2

### Click on Register

### STEP 3

Fill in the required information and upload your business license



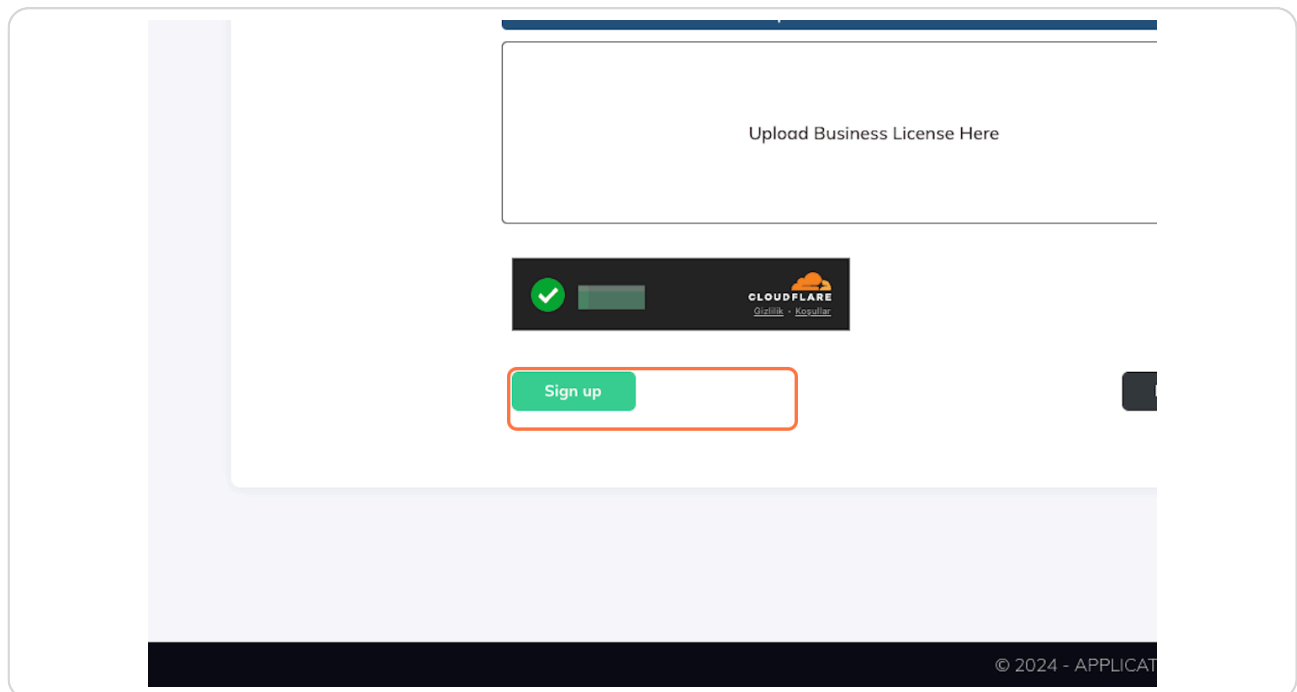
The screenshot shows a registration form titled "Welcome to ACD Yemen!". The form contains the following fields:

- 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 "Başarı! CLOUDFLARE Güvenlik • Koruma".

### STEP 4

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



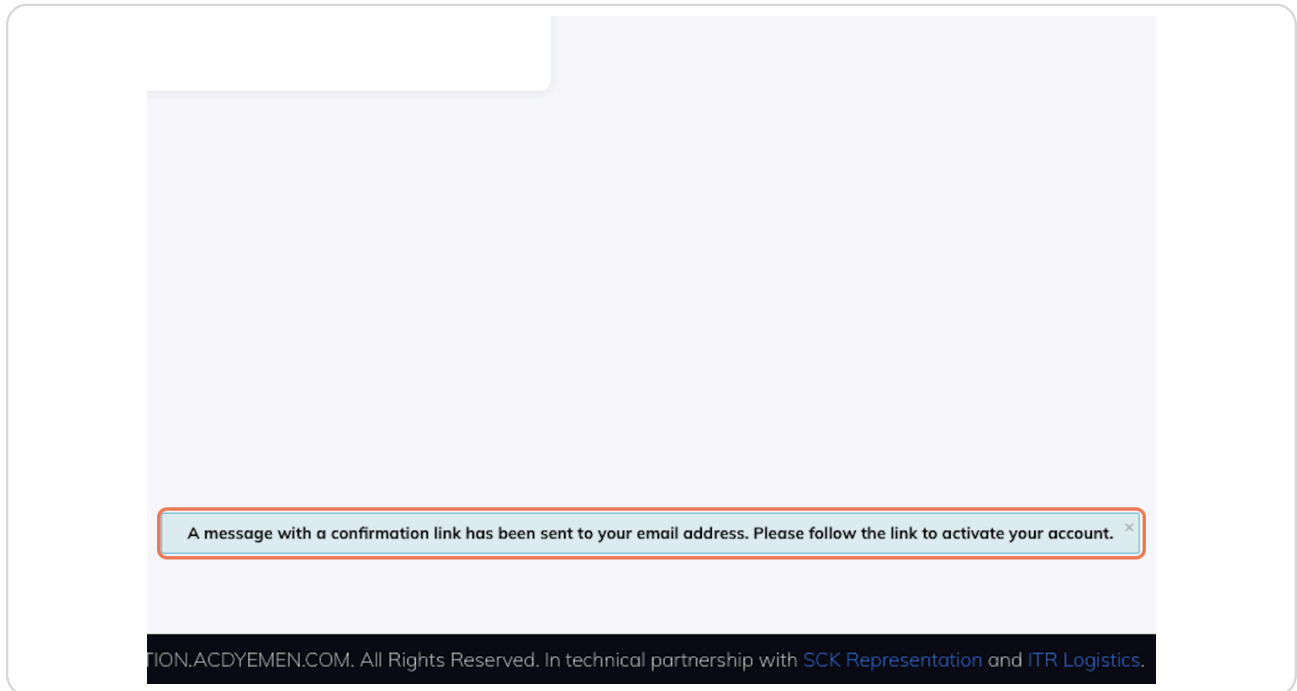
The screenshot shows the registration form with the "Upload Business License Here" button highlighted. Below the form, there is a green checkmark icon and the Cloudflare logo with the text "Başarı! CLOUDFLARE Güvenlik • Koruma". The "Sign up" button is highlighted with a red border.

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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.

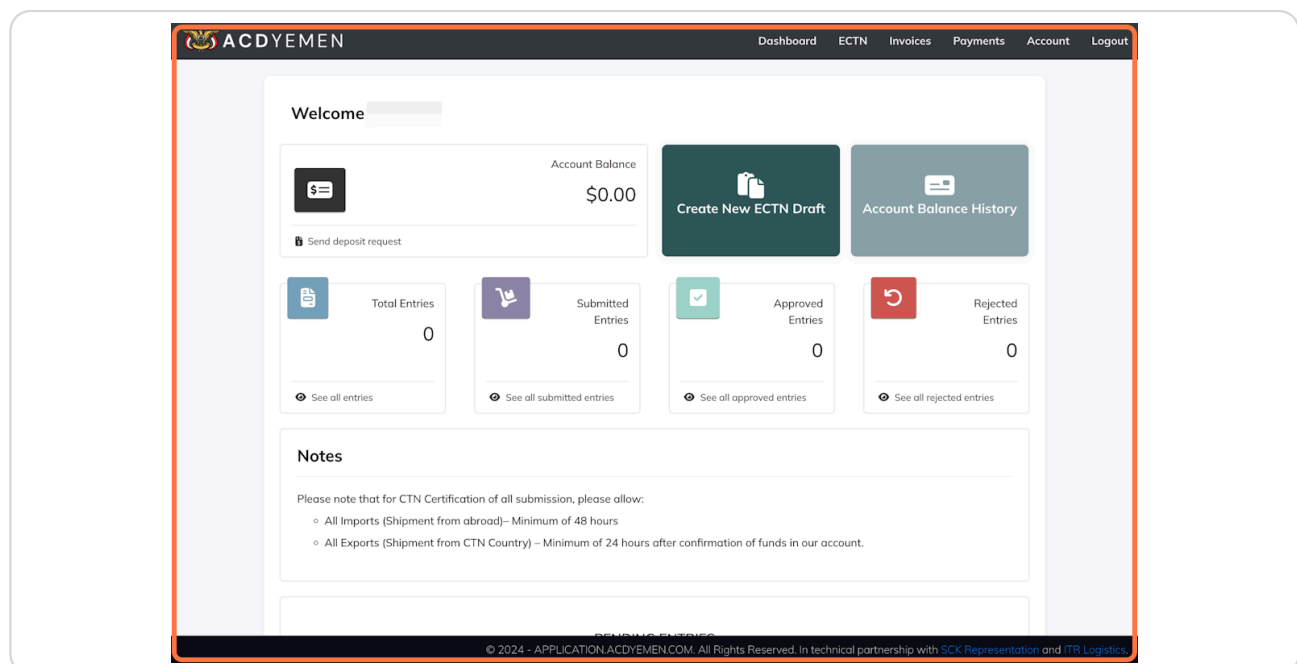


## How To Make A Deposit

4 Steps

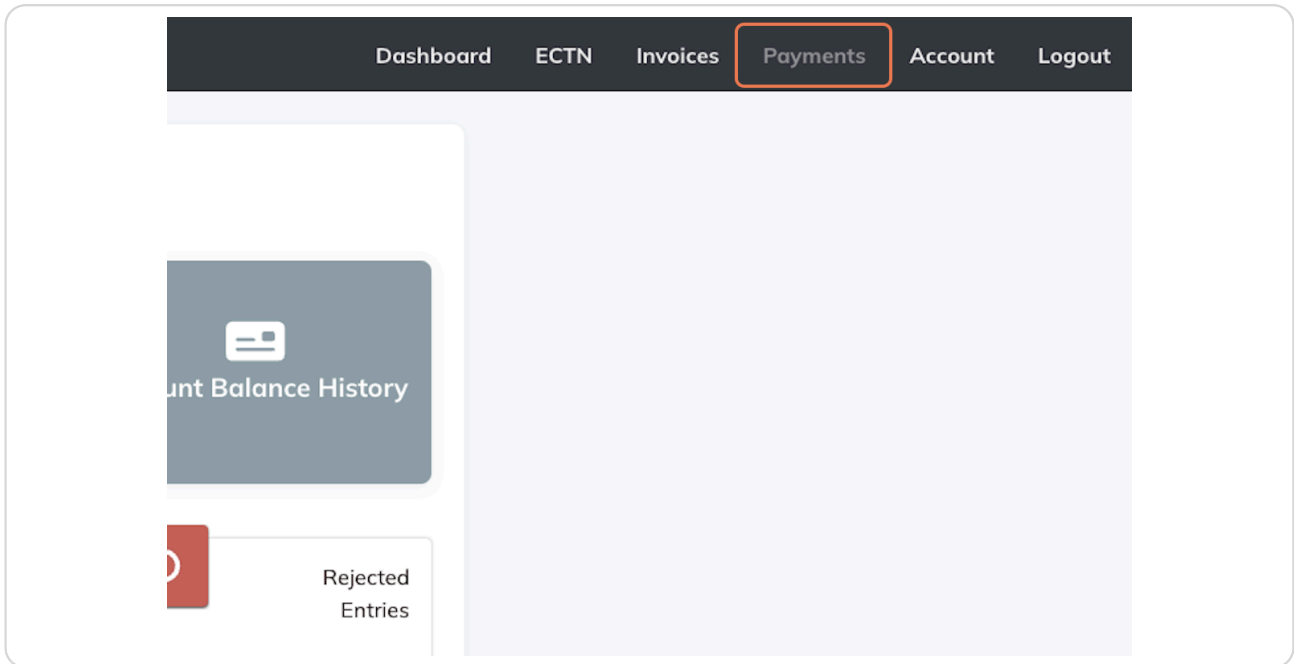
## STEP 6

This is the dashboard after logging in



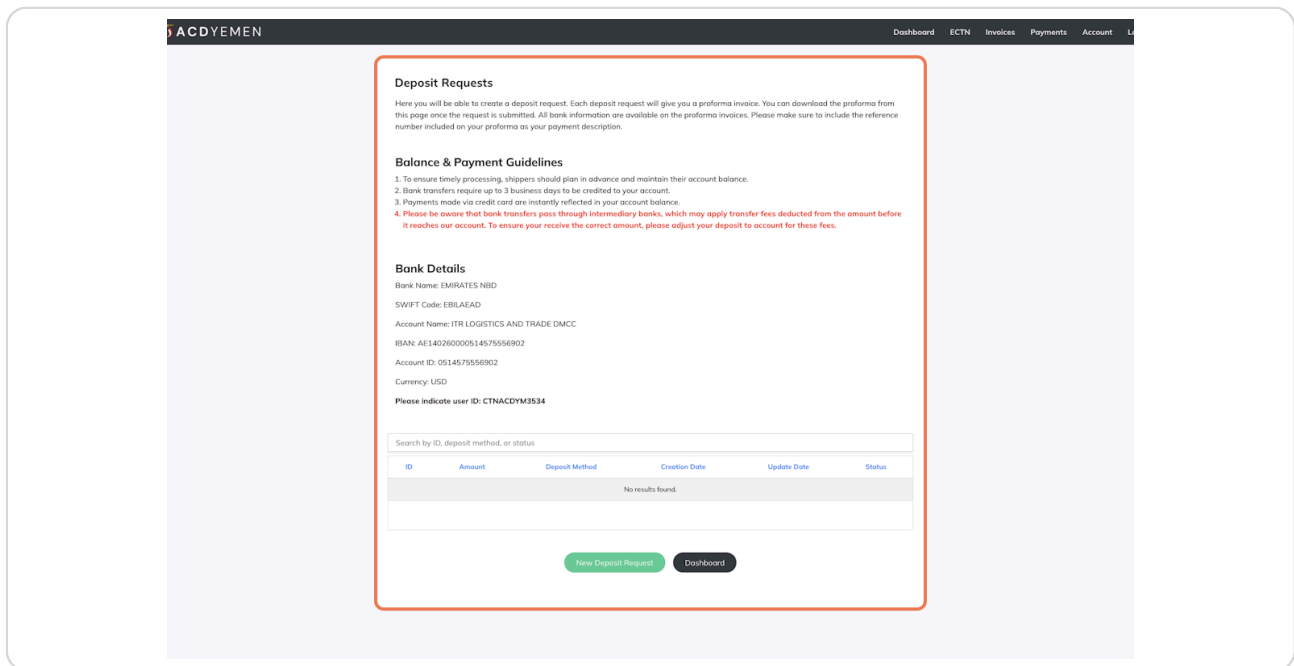
## STEP 7

### 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](#)

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## Bank Transfer Option

7 Steps

## STEP 10

### Fill in the amount you require

EN Dashboard ECTN Invoices Paymen

### Send Deposit Request

[Bank Transfer](#)

[Request message](#)

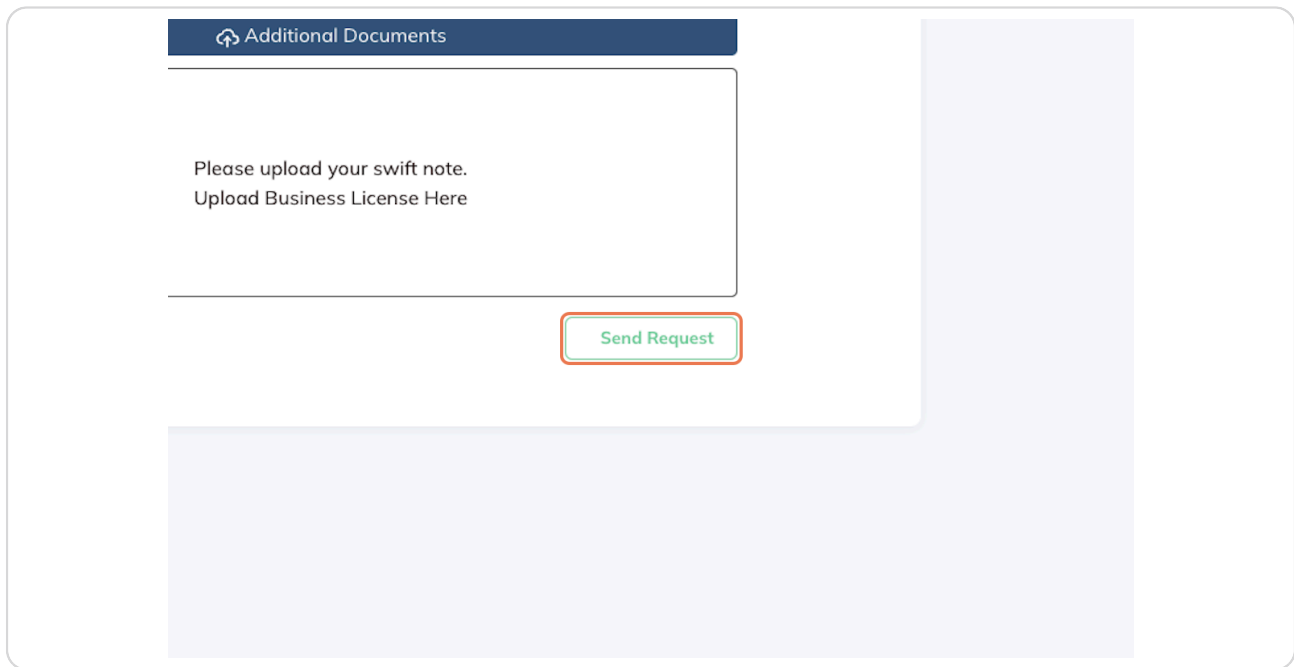
[Additional Documents](#)

Please upload your swift note.  
Upload Business License Here

[Send Request](#)

## STEP 11

### Click on Send Request



Additional Documents

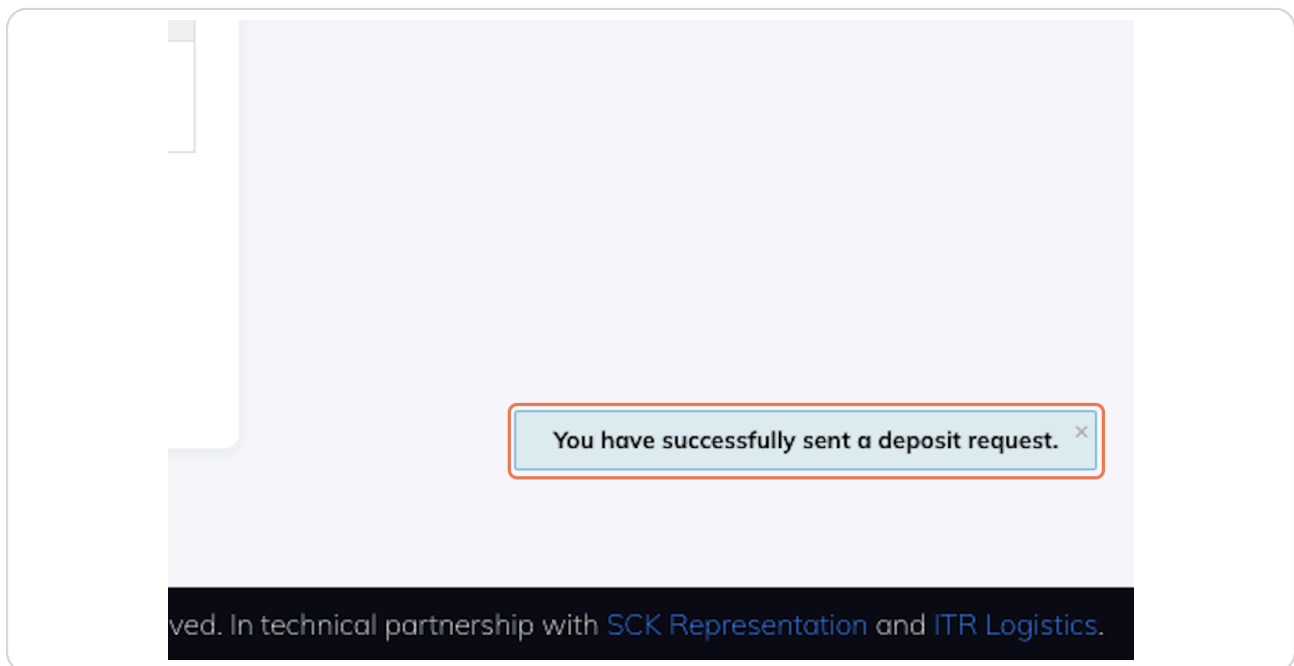
Please upload your swift note.  
Upload Business License Here

Send Request

The screenshot shows a web interface for uploading documents. At the top, there is a dark blue header with a circular arrow icon and the text 'Additional Documents'. Below this is a white rectangular area with a thin border containing the text 'Please upload your swift note.' and 'Upload Business License Here'. To the right of this area is a light blue vertical bar. Below the white area is a light blue horizontal bar. At the bottom right of the white area, there is a green button with the text 'Send Request' and a red rectangular highlight around it.

## 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

The screenshot shows the 'Deposit Requests' page in the CTNACDYEMEN system. The page is titled 'Deposit Requests' and includes a search bar with the text 'Search by ID, deposit method, or status'. Below the search bar is a table with the following data:

ID	Amount	Deposit Method	Creation Date	Update Date	Status
8ARDF935	\$1,000.00	Bank Transfer	05/10/2024 10:19	05/10/2024 10:19	

At the bottom of the page, there are two buttons: 'New Deposit Request' and 'Dashboard'.

## STEP 14

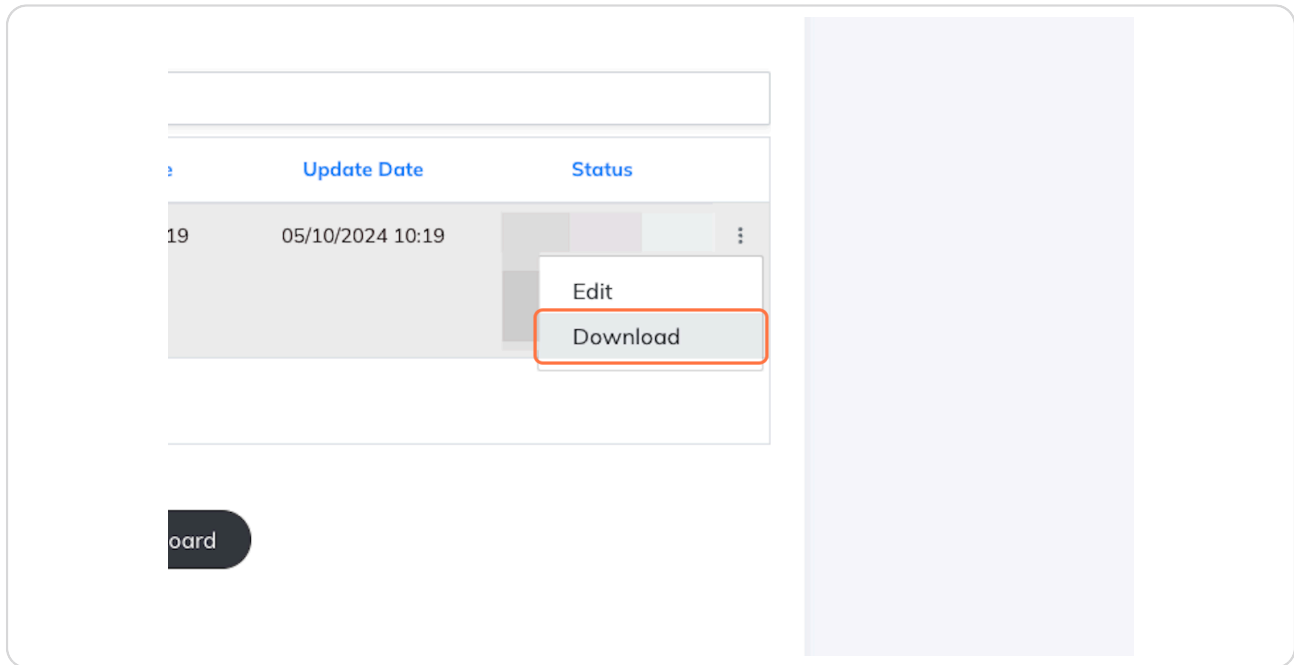
Click on the 3 dots to download the Proforma Invoice

This is a close-up view of the table row from Step 13. The 'Update Date' column shows '05/10/2024 10:19'. The 'Status' column contains a three-dot menu icon, which is highlighted with a red box. This icon is used to access options such as downloading the Proforma Invoice.



## STEP 15

Click on Download



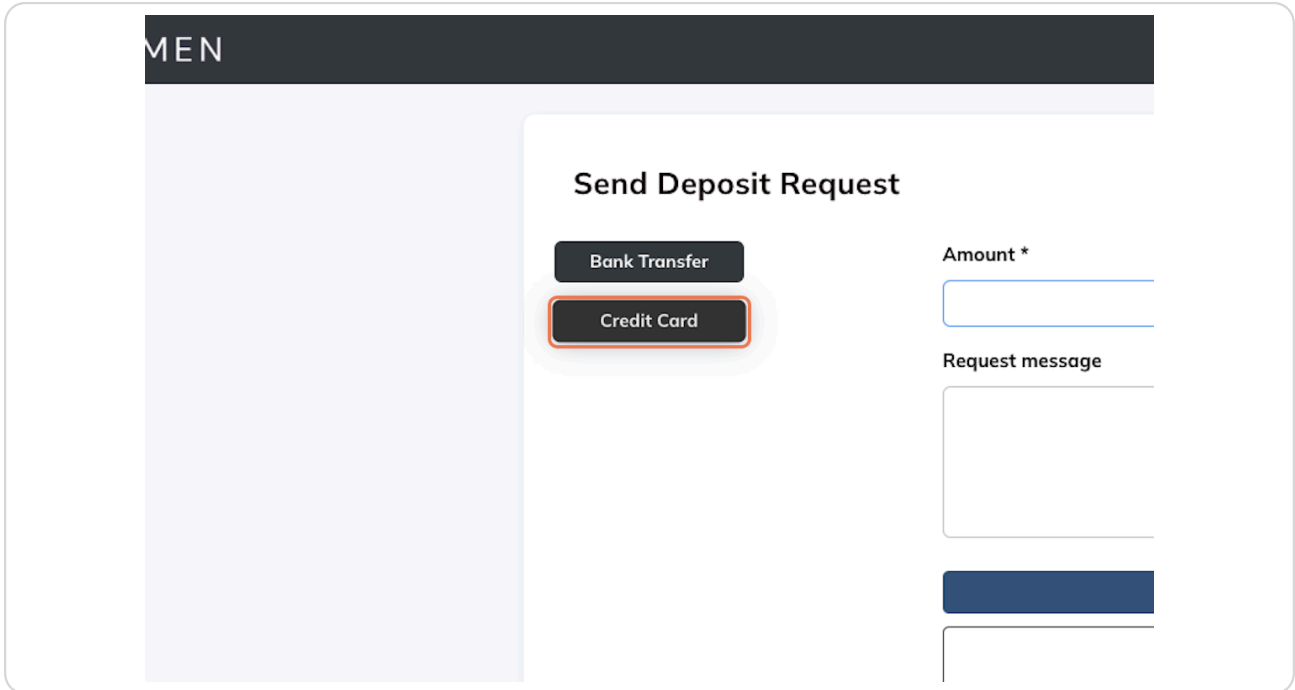
## STEP 16

Downloaded system-generated Proforma Invoice and make the bank transfer



STEP 17

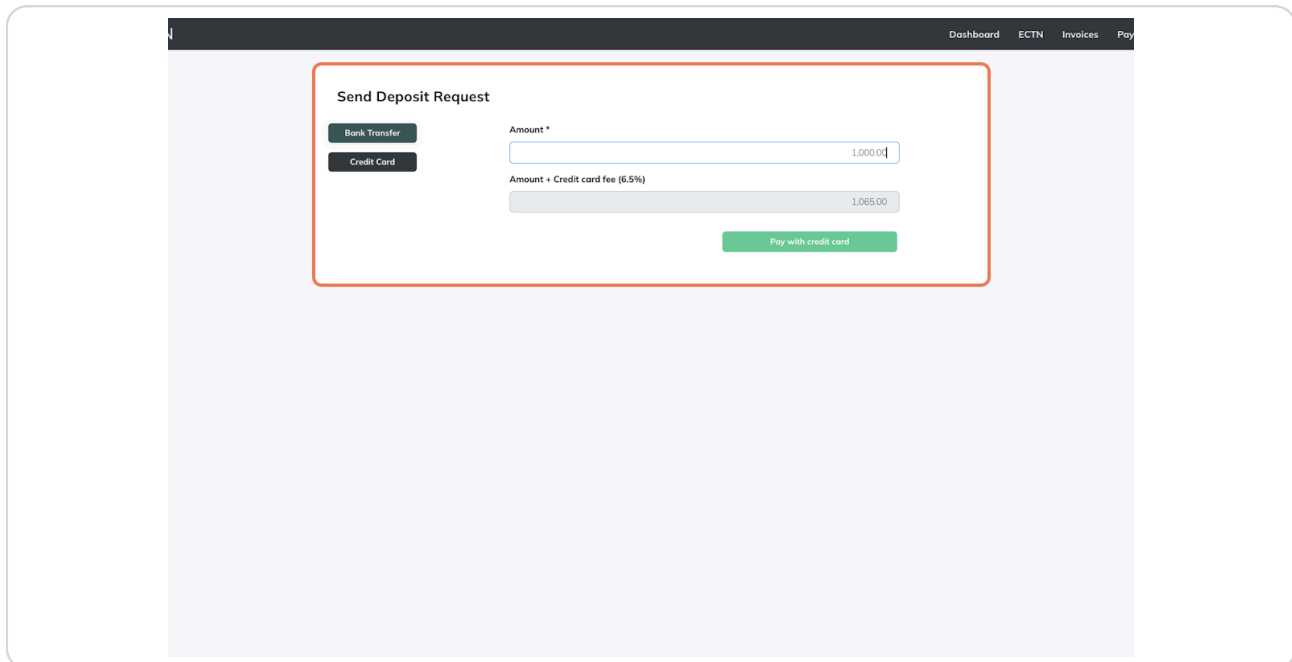
Click on Credit Card



The screenshot shows a web interface for sending a deposit request. At the top left, the word 'MEN' is partially visible. The main heading 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 of the buttons 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 of the form area.

STEP 18

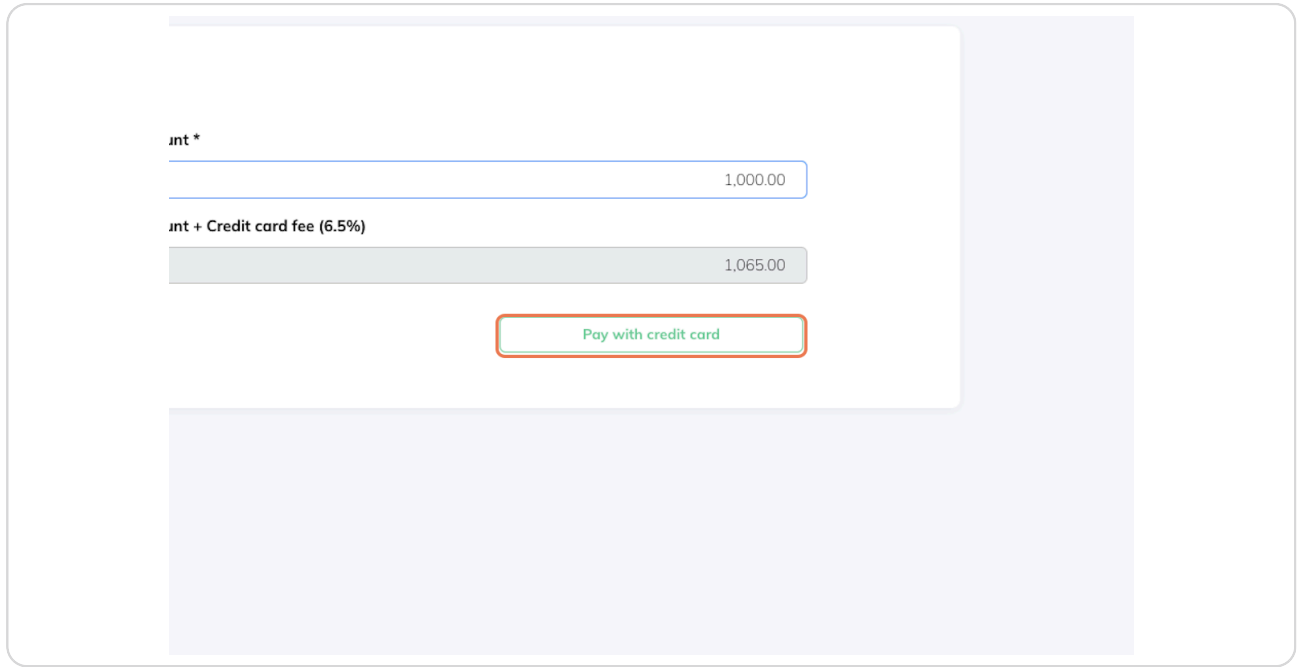
Fill in the amount you require



The screenshot shows the 'Send Deposit Request' form with the 'Credit Card' button selected. The 'Amount \*' field contains the value '1,000.00'. Below it, a summary row shows 'Amount + Credit card fee (6.5%)' with the value '1,065.00'. A green button labeled 'Pay with credit card' is positioned below the summary row. The top navigation bar includes 'Dashboard', 'ECTN', 'Invoices', and 'Pay'.

## STEP 19

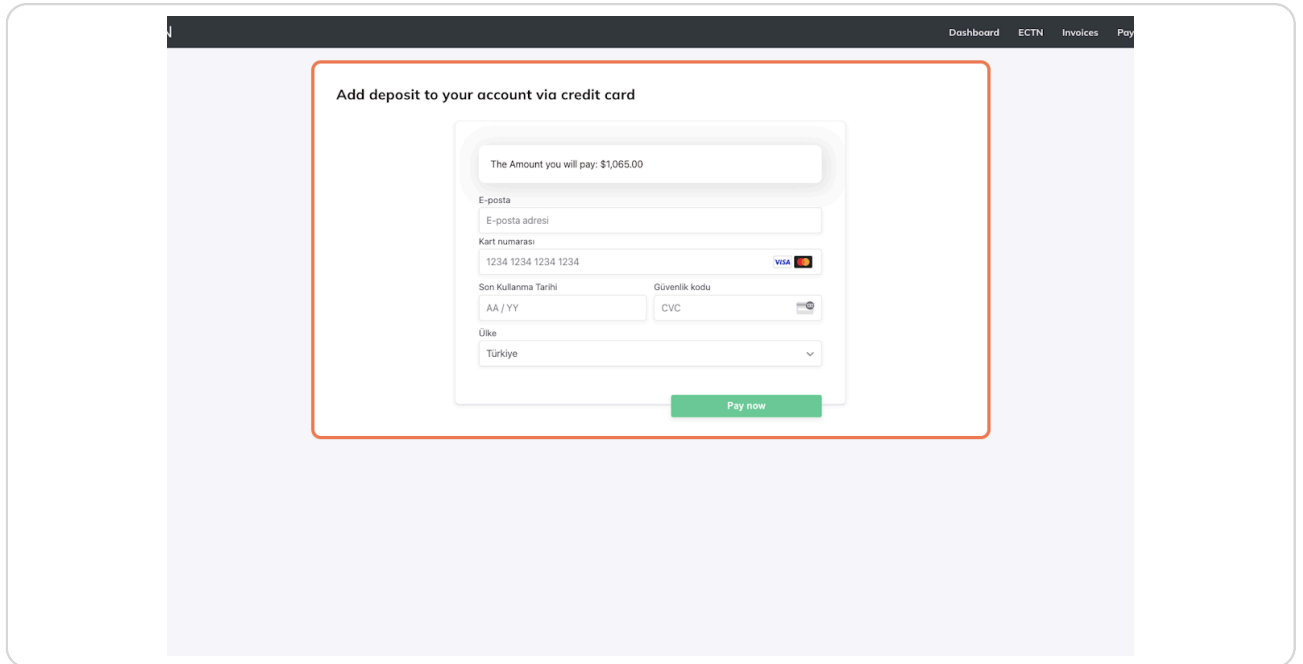
Click on Pay with credit card



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 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 is set against a dark background with a navigation bar at the top containing "Dashboard", "ECTN", "Invoices", and "Pay". The form itself is white and contains the following fields:


- A summary box: "The Amount you will pay: \$1,065.00"
- E-posta: "E-posta adresi"
- Kart numarası: "1234 1234 1234 1234" with a Visa logo.
- Son Kullanma Tarihi: "AA / YY"
- Güvenlik kodu: "CVC"
- Ülke: "Türkiye" (dropdown menu)
- A green "Pay now" button at the bottom.

## STEP 21

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

Kart numarası  
1234 1234 1234 1234 

Son Kullanma Tarihi AA / YY  Güvenlik kodu CVC

ülke  
Türkiye 

[Pay now](#)

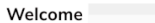
## How to Create ECTN Draft

7 Steps

## STEP 22

### Dashboard

**ACDYEMEN** Dashboard ECTN Invoices Payments Account Logout

Welcome 

Account Balance **\$0.00**  
[Send deposit request](#)

[Create New ECTN Draft](#) [Account Balance History](#)

<b>Total Entries</b> 0 <a href="#">See all entries</a>	<b>Submitted Entries</b> 0 <a href="#">See all submitted entries</a>	<b>Approved Entries</b> 0 <a href="#">See all approved entries</a>	<b>Rejected Entries</b> 0 <a href="#">See all rejected entries</a>
--------------------------------------------------------------	----------------------------------------------------------------------------	--------------------------------------------------------------------------	--------------------------------------------------------------------------

**Notes**

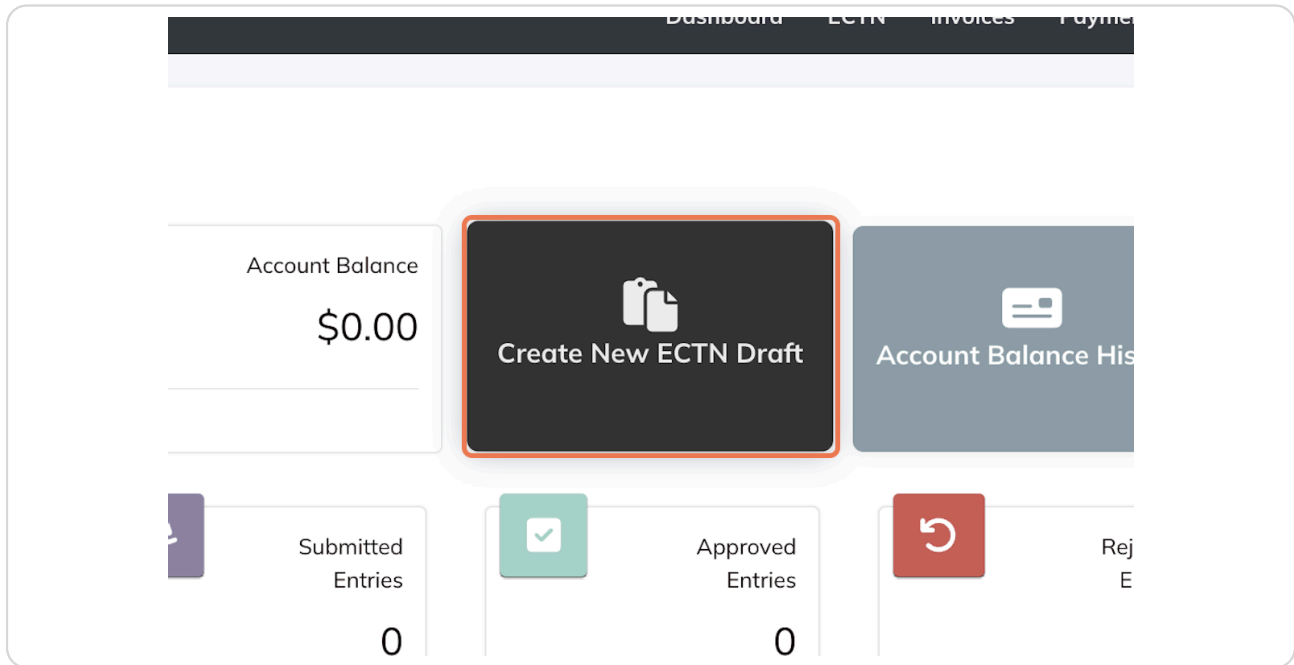
Please note that for CTN Certification of all submission, please allow:

- 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.

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## STEP 23

Click on Create New ECTN Draft



## STEP 24

Fill in your shipment details

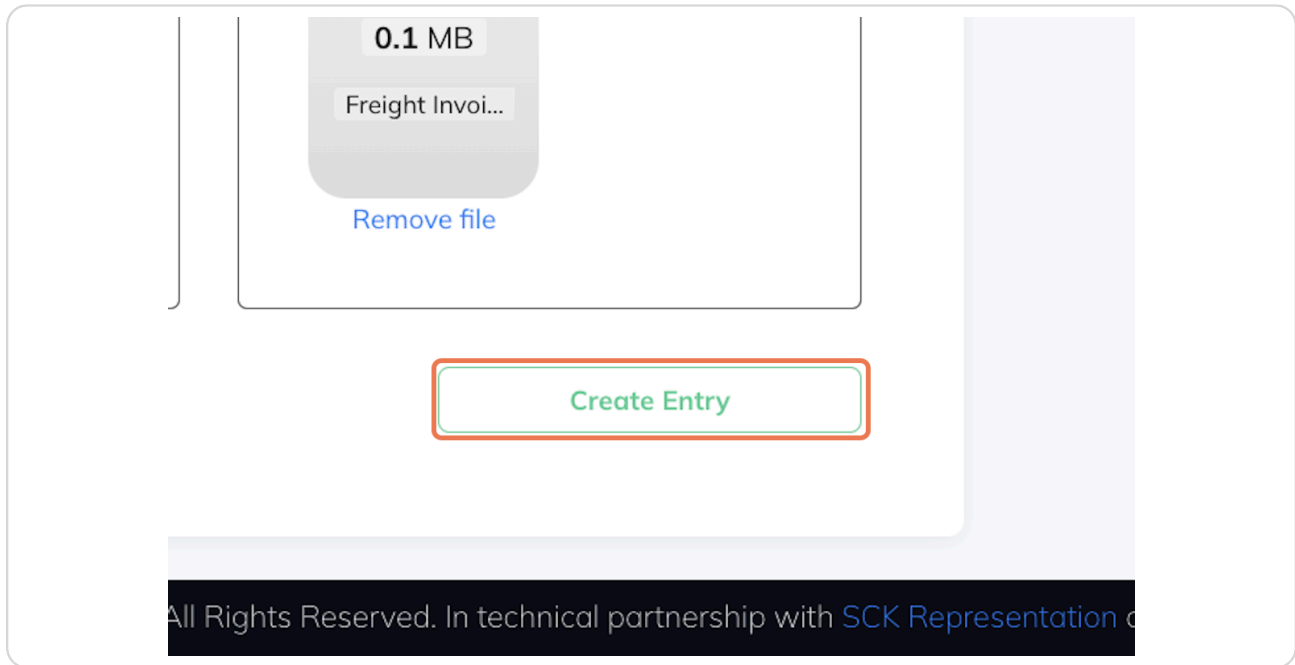
The screenshot shows a 'New Entry' form with the following fields:

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

The 'New Entry' title and the 'Shipper Name' field are highlighted with a red border. The 'Carrier' and 'Vessel' fields have dropdown menus with 'Select a carrier' and 'Select a vessel' options, respectively. There are also links for 'Add a carrier' and 'Add a vessel'.

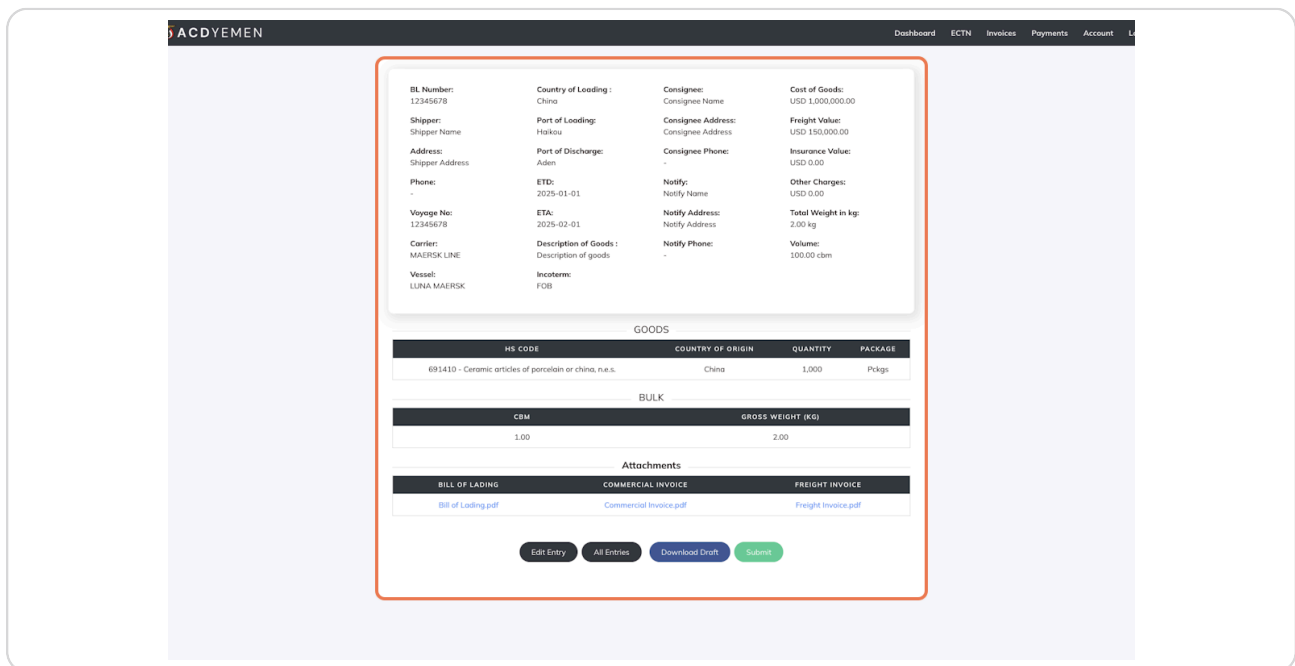
## STEP 25

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.

Summary of shipment details:

Invoice No:	ETA:	Notify Name:	Customs Charges:
12345678	2025-01-01	Notify Name	USD 0.00
Carrier:	ETA:	Notify Address:	Total Weight in kg:
MAERSK LINE	2025-02-01	Notify Address	2.00 kg
Vessel:	Description of Goods:	Notify Phone:	Volume:
LUNA MAERSK	Description of goods	-	100.00 cbm
	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
<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

Attachments

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 Yemen. For more information, please visit <https://acdyemen.com/>