

## 1. Which documents and what formats are required for the ACI filing?

Please note that the official and always up to date information regarding the list of required documents for the advance cargo information (ACI) document manifestation to the Egyptian customs is published at <https://www.nafeza.gov.eg/en/pages/32>.

### 1.1 Documents

At the time of updating this help page (14.10.2021), the following documents were listed by NAFEZA when filing ACI.

The complete list of NAFEZA supported documents is below. You can not send any other document types in the ACI envelope.

ID	Name
MATS	Bill of materials
COA	Certificate of analysis
COF	Certificate of fumigation
COI	Certificate of inspection
CINS	Certificate of insurance
COO	Certificate of origin
DN	Delivery note
BLC	Bill of Lading Copy
EUR1	EUR.1 movement certificate
HAL	Halal certificate
COH	Health certificate
INV	Invoice
MSDS	Material Safety Data Sheet
PL	Packing list
PSC	Phytosanitary certificate
PROI	Pro-forma invoice
CL	Cover letter
COV	Veterinary certificate

### 1.2 File formats

Please be aware that MTS/NAFEZA accepts only PDF documents for all documents. The only exceptions are INVOICE (INV) and BILL OF LADING COPY (BLC).

Each INVOICE needs to be uploaded in BOTH: \* (1) a PDF document and, \* (2) a structured NAFEZA-specified XML or Excel(XLS/XLSX).

If you do not have a NAFEZA-specified XML file, you need to prepare your invoice in a NAFEZA-specified Excel (XLS/XLSX) format.

The template is provided by NAFEZA and can be downloaded on the official website <https://www.nafeza.gov.eg/en/pages/27>. NAFEZA also provides an official [explanation video about the structure of the invoice spreadsheet file](#).

An alternative way is to use an external Invoice RPA Converter Service to convert your PDF invoice to NAFEZA-specified Excel(XLS/XLSX). More information can be found on the official website <https://www.nafeza.gov.eg/en/pages/27> and on the converter portal at <https://portal.bizdocconvert.com/>.

Additionally, the BILL OF LADING COPY (BLC) document type, can also be provided as an XLS/XLSX (Microsoft Excel) spreadsheet file (no special structure is defined). It is completely fine to upload BLC file as PDF as well.

### **Warning**

This means that if you upload the Packing list document as an Excel file, this document will not register on Nafeza, and will not be displayed to your importer. The same is true if you upload an Invoice excel file, which does not follow the predefined structure as provided in the template above.

[Next](#) [Previous](#)

## 2. Composing and sending ACI envelope

### Attention

*Quick instructions: First unlock your blockchain key. Then, once your company is verified, click the green Compose button and choose Egyptian ACI envelope. Enter the ACID number. Provide all required documents (either via upload, or from Inbox) and fill in the properties. Seal and then transfer the envelope. You are done.*

*You can also watch a [tutorial video](#) or follow the extensive step-by-step guide below. You can also download [this guide as PDF](#).*

### PREREQUISITES:

- Your [blockchain key must be unlocked](#)
- Your company account needs to be [verified](#)
- You need to have enough service units to pay the [ACI filing fee](#)
- You need to have *Transfer documents and envelopes* [permission](#) to be able to submit ACI filing.

Egyptian customs require that only verified exporters can initiate the ACI filing. To check whether you have completed the [CargoX company verifications process](#) go to **My company | Get Verified**. If you see a screen similar to this one (three green checkmarks) then you are ready to continue.

## 3 Re-filing missing or invalid documents for existing ACI filing

If your ACI envelope was already sent to NAFEZA, there is no possibility to recall or undo the filing.

If you need to resend a corrected/updated document, or add a missing document to previous ACI filing, you need to do an ACI REFILING.

To do that, just compose a new Egypt ACI envelope, enter the same ACID number as before, and upload the new or corrected document(s). Complete the process as described above and seal/transfer the envelope.

As long as the ACID number is the same, ACI filing fee will not be charged again. You will still have to pay the document transfer fee (\$3/document, but never more than \$15 per ACID number).

[Next](#) [Previous](#)

**NOTE: Each required document must be uploaded as a separate file on the CargoX platform and set the correct document type. It is prohibited to combine several documents into one file. If you have 5 invoices, you need to send them separately, as this is a requirement by Egypt Customs / NAFEZA.**