



# Advanced Cargo Information System (ACI) - Libya

## User Manual

July 2024

### Libya – (ACI)

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[Introduction](#)

The Advance Cargo Information (ACI) system plays a crucial role in enhancing the efficiency and security of cargo arriving at its ports. This system ensures that information about cargo is transmitted before it leaves the port of origin and upon arrival at the destination port in Libya. By providing this data to various stakeholders and regulatory authorities, the ACI enables the vetting of incoming cargo, allowing for enhanced security measures and risk assessments before goods reach their final destination.

Moreover, the ACI system in Libya is instrumental in gathering valuable statistics, conducting pre-arrival risk assessments, and optimizing logistic chains for increased efficiency and control. These functionalities are vital for ensuring the smooth flow of goods, enhancing security protocols, and supporting overall trade facilitation efforts within Libya's maritime infrastructure.

### Objectives of the ACI system

The ACI project is driven by two primary objectives. Firstly, it seeks to enhance the control and coordination of incoming cargo traffic destined for Libya. Secondly, the project aims to achieve substantial improvements in trade compliance, efficiency, trade facilitation, and supply chain performance. These concerted efforts are designed to enhance Libya's competitiveness and attractiveness to traders, fostering a more robust and streamlined trading environment within the region.

### Stakeholders

The stakeholders involved in the Advance Cargo Information (ACI) system in Libya encompass a diverse range of entities integral to the trade and logistics ecosystem. These stakeholders include:

- **Exporters:** These are businesses or individuals seeking to export goods to Libya, thereby directly impacted by the ACI system's regulations and procedures.
- **Freight Forwarding Companies:** These organizations play a crucial role in managing and coordinating the transportation of goods, ensuring compliance with ACI requirements for shipments bound for Libya.
- **Importers and Customs Clearance Agents:** Within Libya, importers and their appointed customs clearance agents are essential stakeholders responsible for adhering to ACI protocols during the entry of goods into the country.
- **Global and Regional Shipping Lines and Agents:** Companies operating vessels to Libya are key stakeholders, as they are directly involved in the physical transportation of cargo and must comply with ACI guidelines and reporting.
- **Libyan Customs Authority and Ministry of Finance:** These governmental bodies are central to the implementation and oversight of the ACI system, responsible for regulatory enforcement and managing the flow of information related to cargo.

- **Other Government Regulatory Agencies:** Various governmental entities in Libya, such as those overseeing trade, security, and transportation, also serve as stakeholders in the ACI framework, contributing to comprehensive regulatory oversight and coordination.

The collaboration and engagement of these diverse stakeholders are essential for the effective implementation and success of the ACI system, ensuring streamlined processes, enhanced security, and improved trade facilitation within Libya's trade landscape.

During the complete ACI (Advanced Cargo Information) process completion, the following main applications will be utilized:

1. **Trade Portal:** This will provide general information necessary for the ACI process, including guidelines, documentation requirements, and updates related to cargo information.
2. **Online Registration:** Webb Users will handle the registration of users online, allowing stakeholders to create and manage their profiles necessary for accessing the ACI system.
3. **ACI Libya:** Webb ACI will be the specific application dedicated to managing and processing the Advanced Cargo Information for Libya, ensuring compliance with local regulations and requirements.

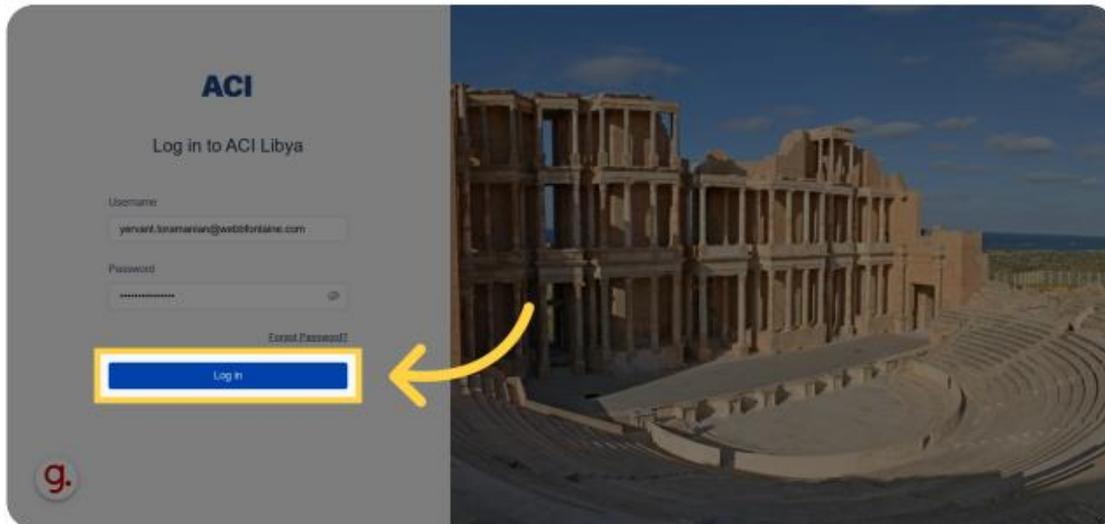
These applications collectively support the end-to-end management of the ACI process, from user registration and management to compliance and payment processing.

## [ACI Creation](#)

In this section, we will comprehensively cover all the details related to the creation of ACI. This includes an in-depth walkthrough of each crucial step, starting from the initial login process, proceeding to the creation of new documents, and detailing the accurate entry of necessary information. Each of these steps plays a vital role in ensuring efficient operations within the ACI platform. We will provide clear instructions and best practices to help you navigate the platform with ease and ensure that every action you take contributes to a streamlined and effective workflow. By the end of this section, you will have a thorough understanding of how to efficiently manage ACI creation and related tasks.

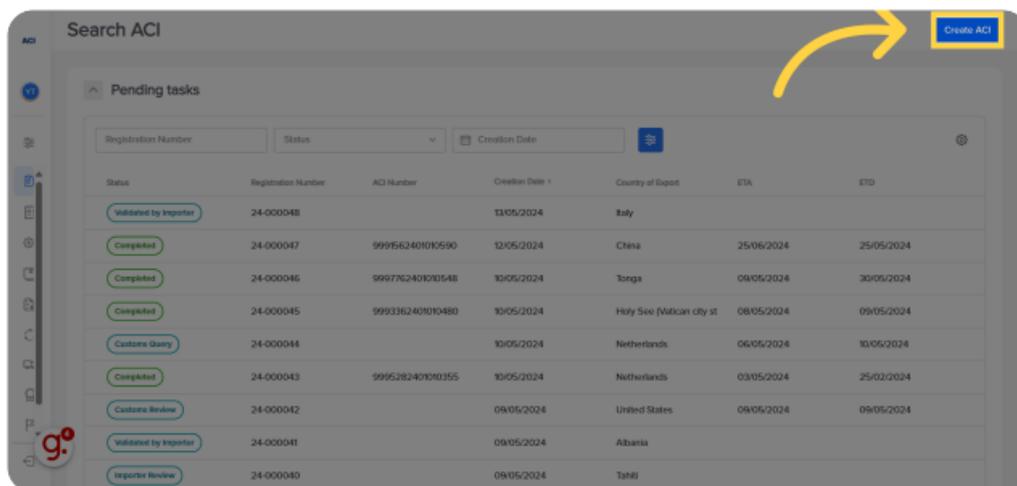
### **I. Accessing the ACI System:**

The initial step is to access the ACI system using our designated login credentials through the webpage [www.aci.customs.gov.ly](http://www.aci.customs.gov.ly).



## II. Creating ACI:

Next, the exporter will select the "Initiate ACI Creation" option to kickstart the entire process.



## III. Adding Exporter Details:

In the Names and Parties section, the exporter should input the exporter's Tax Identification Number and click "Add" to reveal the details submitted during the registration process.

Similarly, the exporter should enter the statistical code for the importer and click "Add" to reveal the details associated with the importer's registration.

**Create ACI** Discard

1 Names and Parties 2 General 3 Attachments

**EXPORTER**

Please enter the Exporter's Tax Identification Number for exporter verification.

Tax Identification Number \* 12345678901 Add

Company Name \* Enter Company Name Email \* Enter Email

Address \* Enter Address ZPI Postal Code \* Enter ZPI Postal Code Phone \* Enter Phone

Country \* Select City \* Enter City

g. IMPORTER Continue >

**Create ACI** Discard

1 Names and Parties 2 General 3 Attachments

**IMPORTER**

Please enter the Importer's Statistical Code to proceed with sending the application for the validation.

Statistical Code \* 88554 Add

Company No. \* Company Name \* Email \* Enter Email

Address \* Enter Address ZPI Postal Code \* Enter ZPI Postal Code Phone \* Enter Phone

Country \* Select City \* Enter City

g. Continue >

After both sets of details have been added and are visible in the system, the exporter can proceed by clicking on "Continue."

## VI. Proceeding with General Details:

In the General Section, select the country of export from the dropdown menu, and then click on "Continue."

**Create ACI** Discard

1 Names and Parties 2 General 3 Attachments

Country of Export \* IT

Country of Destination \* Libya Flow \* Export

Handling Units \* Container

Indian Ocean Territories

Eritrea

Italy

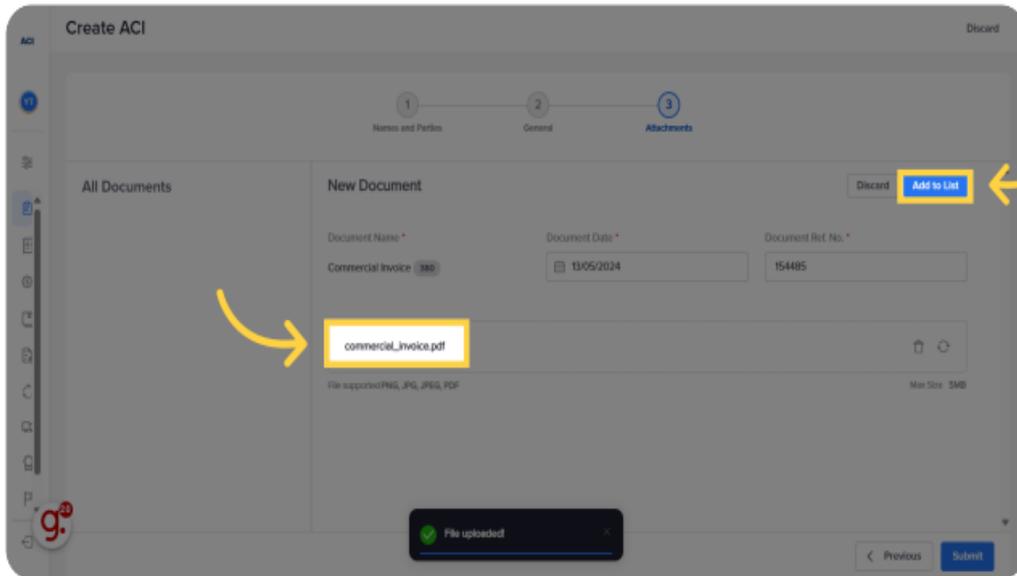
Saint Kitts & Nevis

Continue >

## V. Attaching Documents:

In the attachment section, the exporter should upload the commercial invoice and click on the "Add to List" option to display it in the system.

Once the commercial invoice has been uploaded and is visible, click on the "Submit" button to proceed.



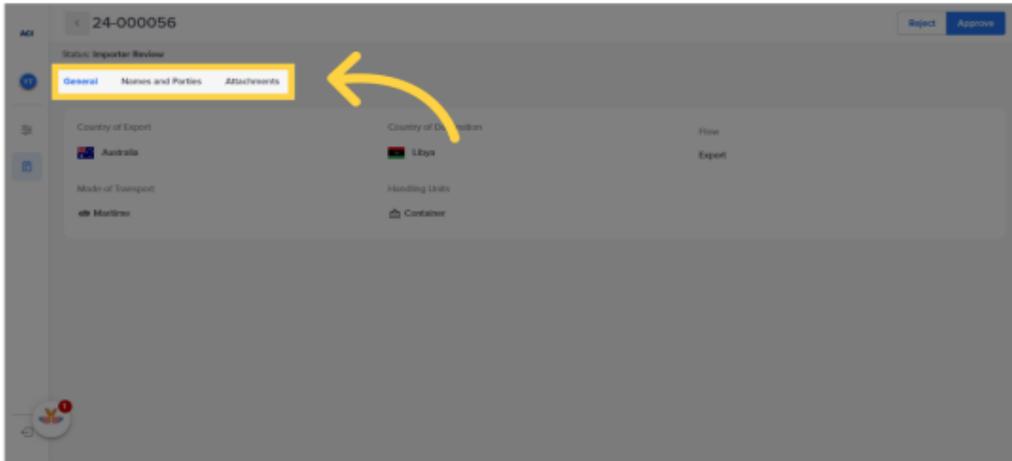
## VI. Importer Review:

Upon entering the information, the ACI system triggers an email to the importer requesting verification of the details. This action is crucial as it aligns with the scenario where the ACI status necessitates importer review.

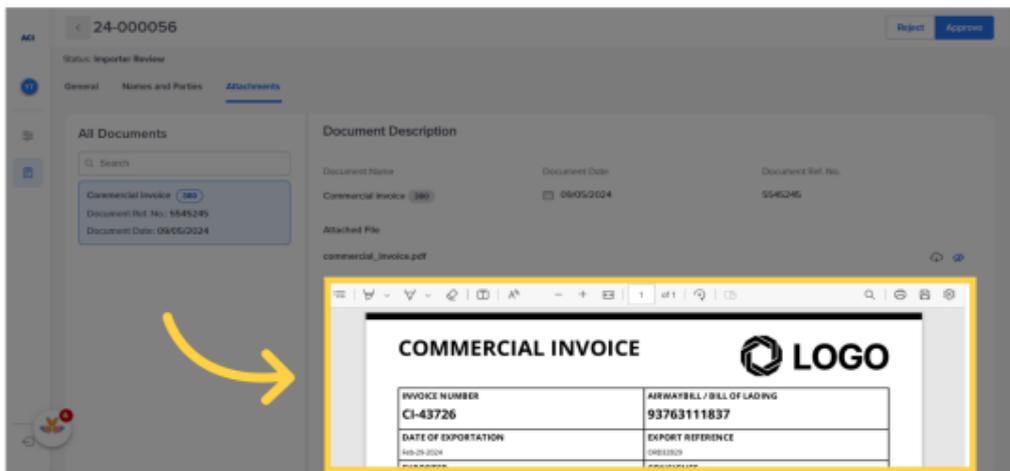
The screenshot shows the 'Search ACI' interface with a table of pending tasks. The 'Importer Review' task is highlighted with a yellow arrow. The table has columns for Status, Registration Number, ACI Invoice, Creation Date, Country of Export, ETA, and ETD.

Status	Registration Number	ACI Invoice	Creation Date	Country of Export	ETA	ETD
Importer Review	24-000050		27/05/2024	Australia		
Completed	24-000055	434782240100648	23/05/2024	Turkey	25/05/2024	30/04/2024
Approved - BCL Review	24-000054	434782240100677	22/05/2024	Turkey	25/05/2024	30/04/2024
Completed	24-000053	4347822401006795	21/05/2024	Turkey	25/05/2024	30/04/2024
Completed	24-000052	4347822401006783	11/05/2024	Turkey	25/05/2024	30/04/2024
Customs Review	24-000051		13/05/2024	Germany	01/05/2024	01/05/2024
Book	24-000048		13/05/2024	Italy		
Completed	24-000047	999782401006590	11/05/2024	China	25/06/2024	25/06/2024
Completed	24-000046	999782401006548	11/05/2024	Tonga	01/05/2024	30/05/2024

The importer is required to review the general details, the names and parties involved, as well as the attached documents. They need to check and verify the exporter details in the section related to the names and parties involved, ensuring that all the information is correct.



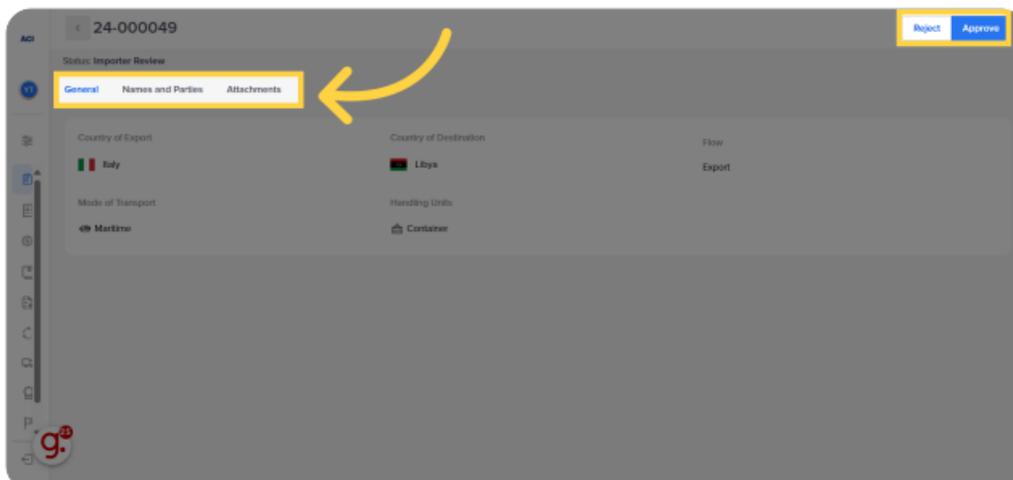
After reviewing, the importer needs to check and verify the details in the commercial invoice.



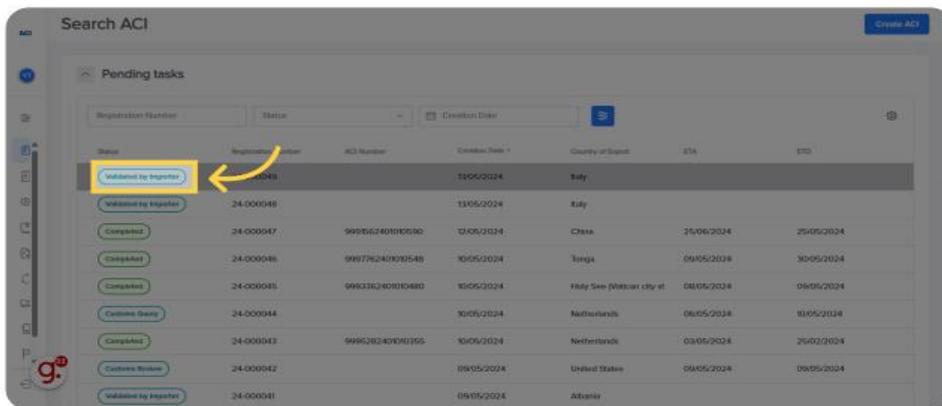
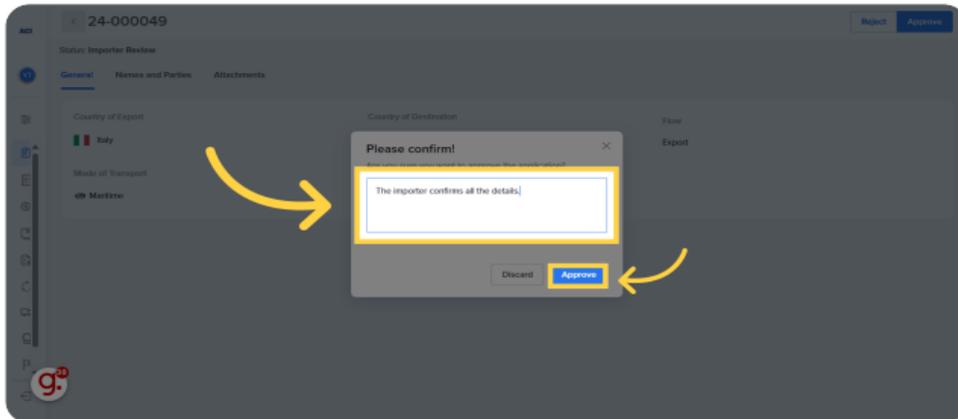
## VII. Approving or Rejecting Details:

Once the commercial invoice is visible, the importer can thoroughly check the details to approve.

Upon confirmation, the importer has two options: proceed by clicking on the "Approve" button or reject the details by clicking on the "Reject" option.



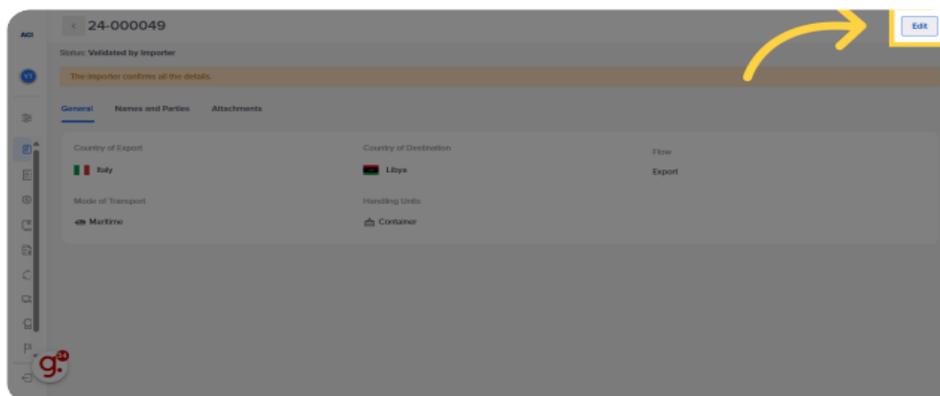
Once approved, the importer will enter a message in the pop-up box and then click on "Approve." The system will then display that the details have been verified by the importer.



### VIII. Exporter Notification and Finalization:

After the importer's verification process is complete, the exporter will receive an email notification confirming that the details have been verified. The email will instruct the exporter to finalize the remaining details pertaining to the shipment.

The exporter should log in to the system and input the necessary information by selecting the "Edit" option. They should proceed with filling out the transport details by clicking on "Continue" after ensuring that general details, including names and parties, have already been included.



## IX. Providing Transport Details:

The exporter should provide essential details such as the booking number, vessel name, IMO number, voyage number, shipping line, and shipping agent.

The screenshot shows the 'ACI Application' interface with the 'Transport' step selected. The form contains the following fields:

Booking Number *	Vessel Name *	IMO Number *
754823690	MSC Zoe	9464826
Voyage Number *	Shipping Line *	Shipping Agent
T23A	MSC	Expeditors International
Estimated Date of Departure *	Estimated Date of Arrival *	
DDMM/YYYY	DDMM/YYYY	
Transshipment	Port of Transshipment	
<input type="checkbox"/>	Search Port of Transshipment (Min 2)	
Port of Loading *	Port of Discharge *	
Search Port of Loading (Min 3)	Search Port of Discharge (Min 3)	

Buttons: < Previous, Continue >

Additionally, the exporter must input the estimated date of departure, estimated date of arrival, along with the port of loading, port of discharge, and place of final destination. Afterward, they should proceed by clicking on "Continue" to advance to the next step.

The screenshot shows the 'ACI Application' interface with the 'Transport' step selected. The form contains the following fields:

Estimated Date of Departure *	Estimated Date of Arrival *
15/05/2024	18/06/2024
Transshipment	Port of Transshipment
<input type="checkbox"/>	Search Port of Transshipment (Min 2)
Port of Loading *	Port of Discharge *
Livorno (ILUV)	Tripoli (LYTP)
Place of Final Destination	
Tripoli	
Tripoli (LBKYE)	
Tripoli (LYTIP)	
Tripoli (GRTEP)	

Buttons: < Previous, Continue >

## X. Entering Financial Details:

The subsequent step involves entering the financial details, which encompass Terms Of Delivery (Incoterms), LC Reference Number, Product Value, Freight Value, Insurance Value, along with the currency details. It's important to note that details marked with an asterisk are mandatory. After filling in the financial details, the exporter needs to click on "Continue" to proceed to the next step.

ACI Application

Discard Save as draft

1 General 2 Name and Parties 3 Transport 4 **Financial** 5 Items 6 Containers 7 Attachments 8 Summary

Terms of Delivery (Incoterms) \* Cost, Insurance and Freight  LC Reference Number

Financial Details	Amount	Exchange Rate	Amount in USD
Product Value * <sup>1</sup>	<input type="text"/>	Select...	-
Pre-shipment Costs <sup>1</sup>	<input type="text"/>	Select...	-
Freight Value *	<input type="text"/>	Select...	-
Insurance *	<input type="text"/>	Select...	-
Others	<input type="text"/>	Select...	-

Total CIF Value: -

Continue >

## XI. Adding Item Details:

After filling in the financial details, the exporter needs to proceed by inserting details about the items being shipped. They should click on "Create New Item" to add the relevant information accordingly.

ACI Application

Discard Save as draft

1 General 2 Name and Parties 3 Transport 4 Financial 5 **Items** 6 Containers 7 Attachments 8 Summary

All Items

+ Create New Item

There are no items

Create New Item

Previous Continue >

The exporter should provide details about the handling units, item numbers, country of origin, and a commercial description of the items being shipped in a professional manner.

ACI Application

Discard Save as draft

1 General 2 Name and Parties 3 Transport 4 Financial 5 **Items** 6 Containers 7 Attachments 8 Summary

All Items

+ Create New Item

New Item

Discard Add to List

Handling Units  Item Number  Country of Origin \*

Commercial Description \*

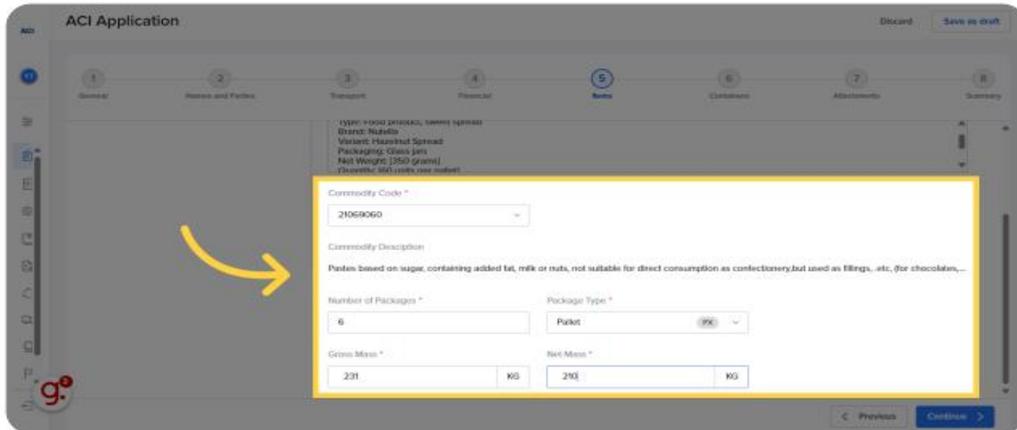
Product: Nutella Hazelnut Spread Type: Food product, sweet spread  
Brand: Nutella  
Variant: Hazelnut Spread  
Packaging: Glass jars  
Net Weight: (250 grams)  
Classification: SNR Hazelnut spread

Commodity Code \*  
Select (Min. 2)

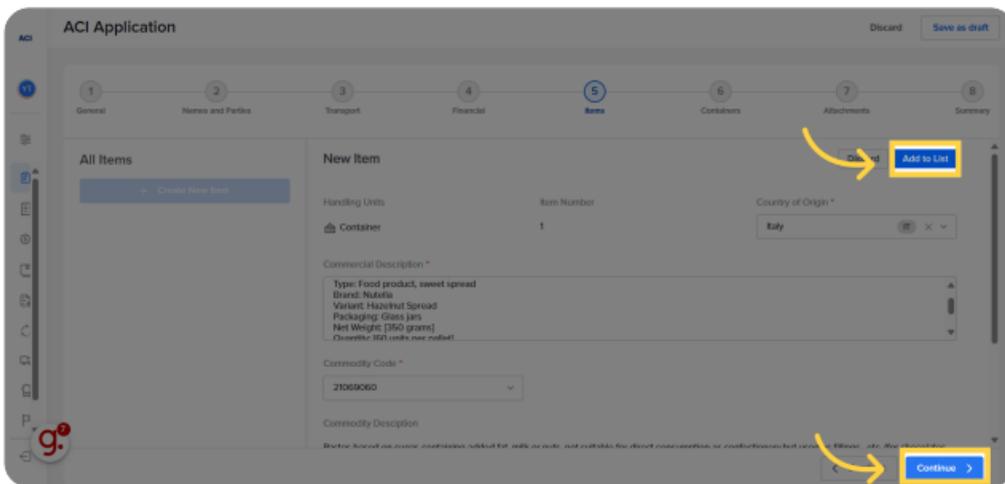
Commodity Description

Previous Continue >

The exporter should also input the Commodity Code and provide information regarding the Number of Packages, Package Type, Gross Mass, and Net Mass.



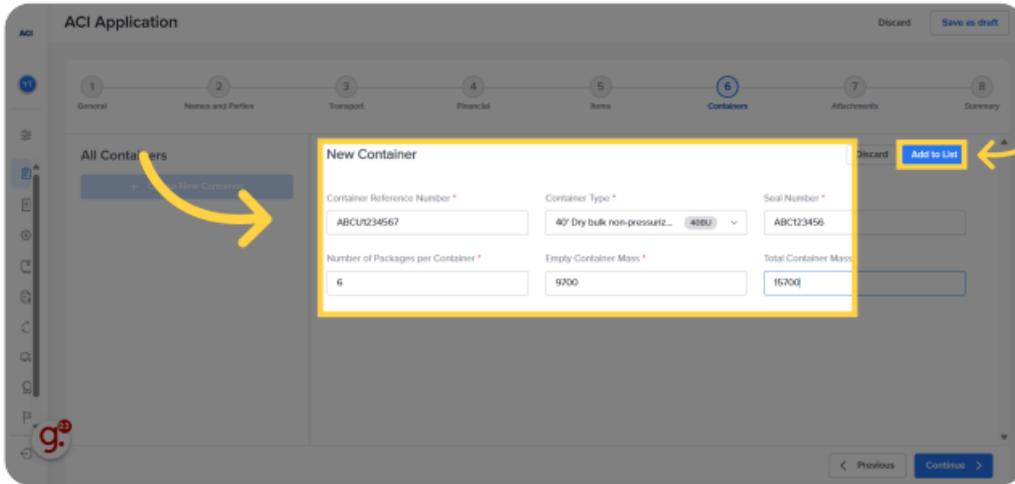
Once all these details have been filled, the exporter will proceed by clicking on "Add to List" to ensure that the details are recorded and visible in the system. In case the exporter has more than one item in the shipment, they can add each item by clicking on the "Create New Item" icon. The next step is to add the new item details and afterward proceed by adding it to the list.



## XII. Adding Container Details:

The next step involves inserting details about the container. The exporter should click on "Create New Container" to insert the required information.

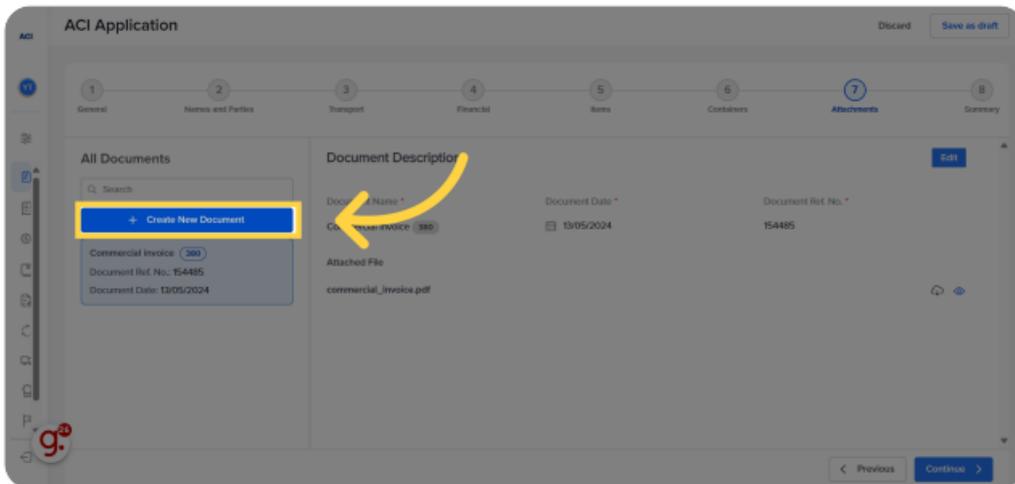
The exporter needs to include information such as the Container Reference Number, Container Type, Seal Number, Number of Packages per Container, Empty Container Mass, and Total Container Mass. After filling in these details, the exporter should proceed by clicking on "Add to List" to ensure that the details are recorded and visible in the system.



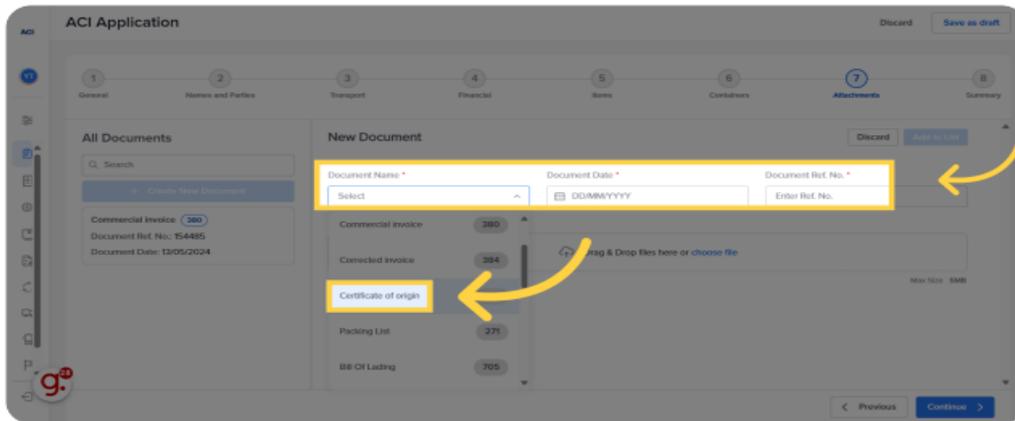
In case the exporter has more than one container, he can add it to the system by clicking on the "Create New Container" icon. Afterward, the exporter will proceed by clicking on "Continue" to navigate to the next step in the process.

### XIII. Attaching Relevant Documents:

The exporter should proceed by attaching all relevant documents related to the shipment, such as the Certificate of Origin, Packing List, Booking Confirmation, etc. To attach these documents, the exporter needs to select "Create New Document."



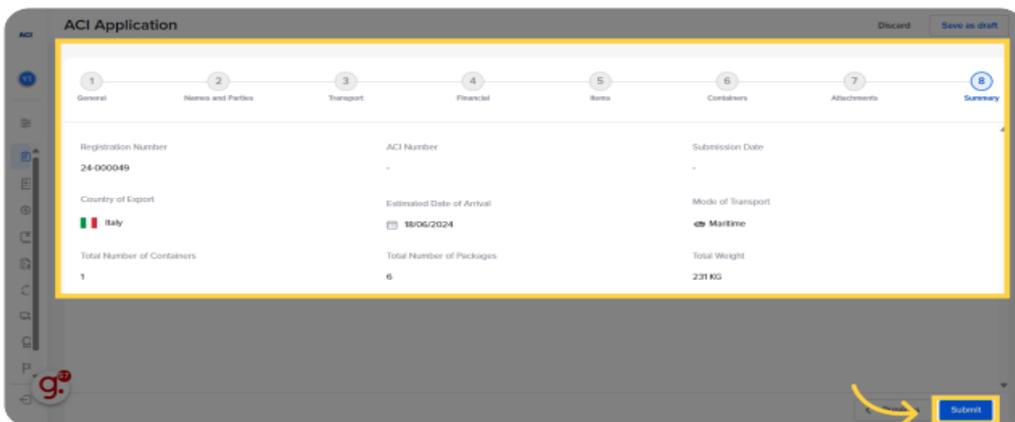
In this example, if the exporter wants to attach the Certificate of Origin, they should select the appropriate Document Type, add the document date, and provide a reference for the document.



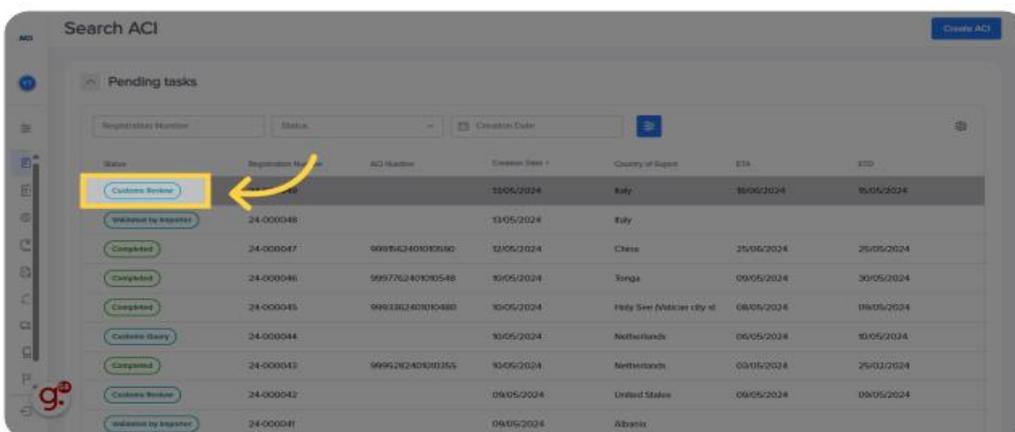
Next, the exporter should upload the document, click on "Add to List" to ensure it appears in the system, and finally, click on "Continue" to proceed to the summary page.

### XIII. Submitting Details:

Once all the details have been inserted by the exporter and verified, on the summary page, the exporter needs to proceed by clicking on "Submit" to ensure that all these details are available and visible in the system.



Now that the exporter has submitted all the details, the information will need to be checked and verified by the ACI officer. In this section, we note that the details are now under "Customs Review."



## XV ACI Review

The ACI officer needs to thoroughly check the details in the Summary, General, Names and Parties, Transport, Financial, Items, Containers, and Attachments sections to ensure that they are valid and matching. Afterwards, they may proceed by Approving, rejecting, or opening a query.

Note that in case of any missing information or document, the ACI officer will open a query requesting specific details. In case of query the ACI is sent back to the exporter to adjust the details and resubmit.

## XVI. Finalizing with Bill of Lading:

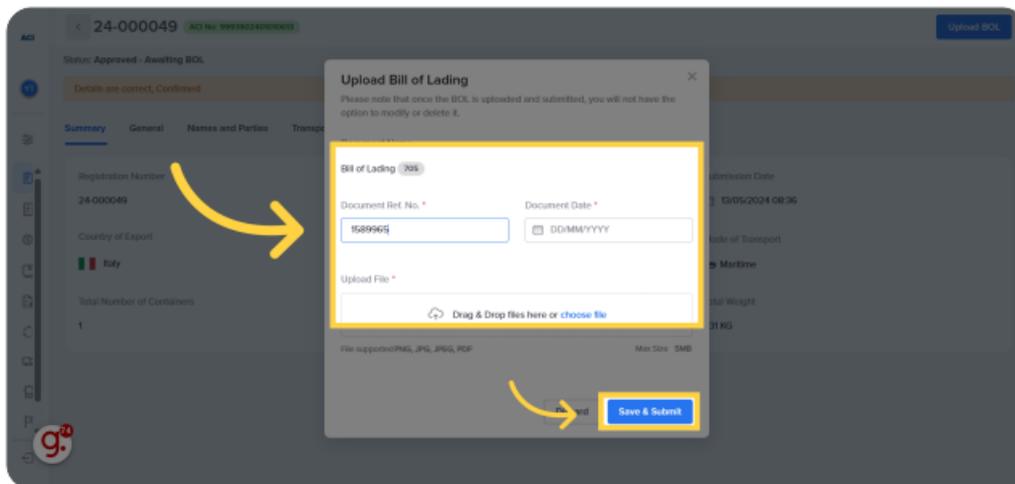
After approval, the system will display the status as "Approved - Awaiting Bill of Lading," and the exporter will receive a notification email.

Status	Registration Number	ACI Number	Creation Date	Country of Export	ETA	ETD
Approved - Awaiting B/L	24-000049	9992802409100513	13/05/2024	Italy	18/06/2024	18/05/2024
Validated by Importer	24-000048		13/05/2024	Italy		
Completed	24-000047	999562401012590	13/05/2024	China	25/06/2024	25/05/2024
Completed	24-000046	999762401010548	10/05/2024	Tonga	09/05/2024	30/05/2024
Completed	24-000045	9993362401010480	10/05/2024	Holy See (Vatican city st	08/05/2024	09/05/2024
Customs Query	24-000044		10/05/2024	Netherlands	06/05/2024	10/05/2024
Completed	24-000043	9995282409101355	10/05/2024	Netherlands	03/05/2024	25/02/2024
Customs Review	24-000042		09/05/2024	United States	09/05/2024	09/05/2024
Validated by Importer	24-000041		09/05/2024	Albania		

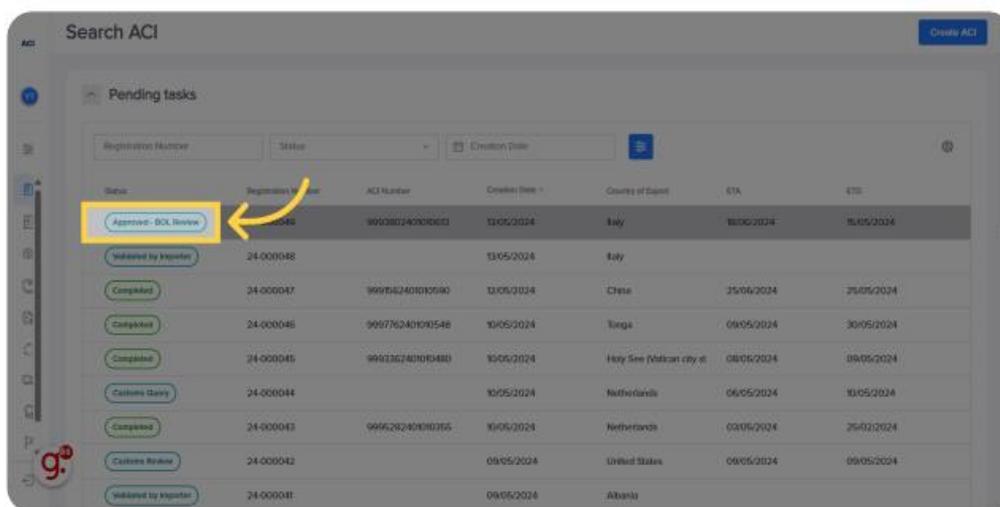
At this stage, the ACI number will be issued, and the exporter must download it and send it to the shipping company. The shipping company will then include this number in the final Bill of Lading before issuing it. Please note that the ACI report is a prerequisite for loading goods to Libya

ACI Report		Libyan Customs Authority	
ACI No.	434382841011242	ACI No.	2024-07-20
Country of Origin	Italy	Country of Export	Libya
<b>Parties Details</b>			
Importer	Importer Test Company	Exporter	Exporter Test Company
Importer No.	1346179	Exporter No.	123456789
Address	Main Street, Bld 9, Floor 2, 2009 Tripoli, Libya	Address	S. Roma Street, Floor 3, 1345 Rome, Italy
Importer Email	Importer.test@libya.com	Exporter Email	Exporter.test@italy.com
Importer Phone	+21811234567	Exporter Phone	+39012345678
<b>Shipment Details</b>			
Port of loading	EL-DOKKI - Antwerpen	Port of destination	2024-07-23
Port of discharge	LYTP - Tripoli	Date of arrival	2024-08-01
Port of transshipment	LYTP - Tripoli	Final destination	LYTP - Tripoli
Shipping line	EMA COSM	Booking no.	Booking 12345
Vessel name	EMA COSM Vessel	Voyage no.	CMAS1456
Container type	CONTAINER		
<b>Financial Details</b>			
Importer	EXAV	Invoice date	2024-07-19
Invoice no.	104879	Invoice no.	104879
Invoice value	EUR 30,000	LYD 70,000	
Invoice date	2024-07-19		
Invoice time	2024-07-19		
Invoice value	EUR 30,000	LYD 70,000	
<b>Container Details</b>			
Container no.	MSC12345678	Ref. no.	123456
No. of packages	1	Total packages	6,000 KG

The next step for the exporter is to upload the Bill of Lading. The exporter will need to fill the document reference and document date, and then upload the Bill of Lading accordingly. Afterwards, they should proceed by clicking on "Save and Submit" to finalize the process.



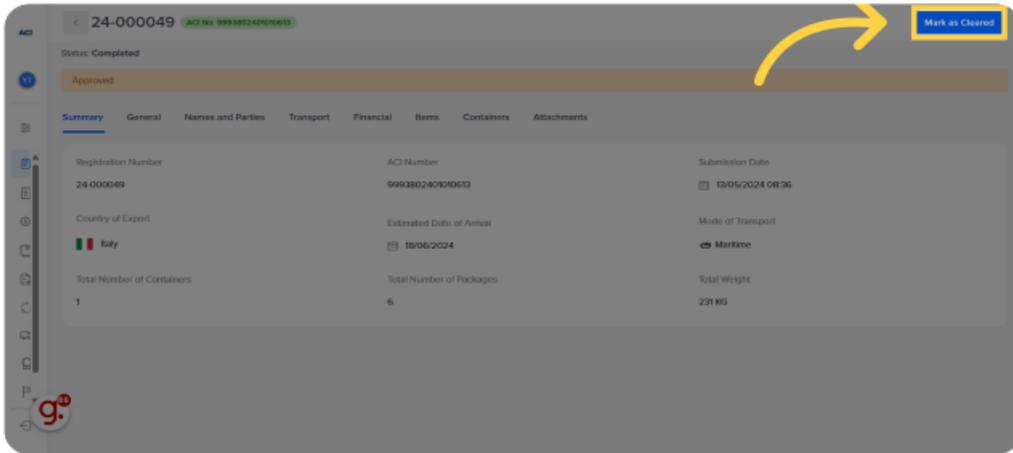
The status in the system will change to "Approved Bill of Lading Review," indicating that the Bill of Lading has been successfully submitted and is under review. Afterwards, the ACI officer will proceed by approving the details.



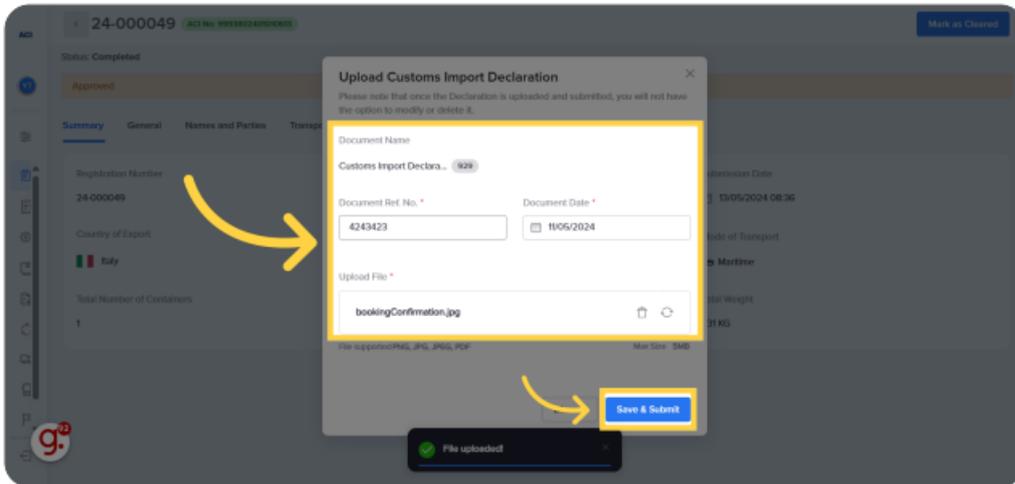
Following that, the status will reflect as "Completed" in the system.

## XVII. Clearing the Shipment:

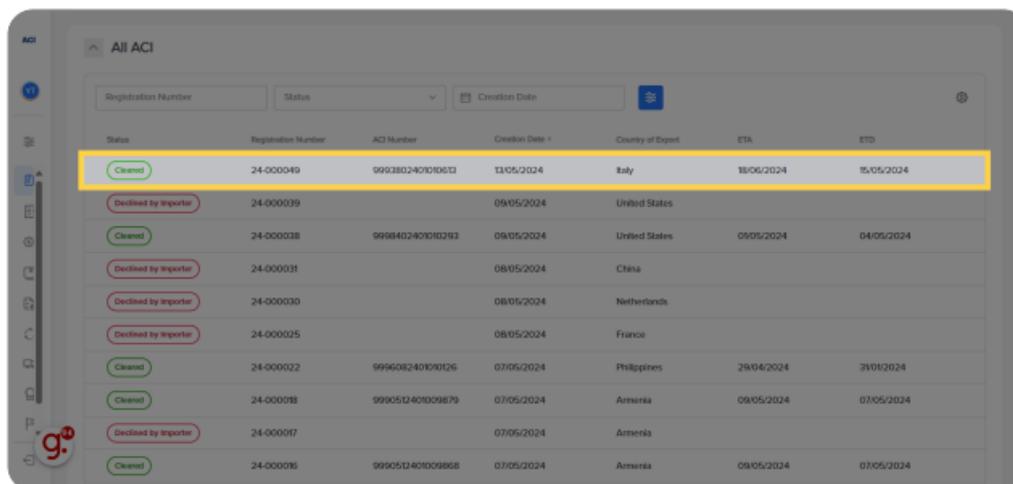
After completion, the final stage involves the clearance process, where Customs needs to ensure the status is marked as "Completed" and approved. They then proceed by clicking on "Mark as Cleared."



Here, Customs needs to attach the Customs Import Declaration, mentioning the document reference and date. Afterward, they need to click on "Save" and then "Submit."



The final step will display in the system that the items have been cleared.



By following these detailed steps, both the exporter and the ACI officer can ensure a smooth and compliant process for ACI creation and shipment management.