



# ACI Registration for Exporters/Exporter Representatives (ACI) - Libya

## User Manual June 2024

### Libya – (ACI)

**Location:** Shatt El Henshir, Tripoli, Libya

**Telephone Number:** 0918844747

**Email Address:** [helpdesk@acilibya.ly](mailto:helpdesk@acilibya.ly)

**Website:** [www.aci.customs.gov.ly](http://www.aci.customs.gov.ly)

## Introduction

The purpose of the document is to provide users with a complete understanding of the process of registering Exporters/Exporter Representatives in the Advanced Shipping System to make better use of all the functions provided by the tool.

## What is Advanced Cargo Information System

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.

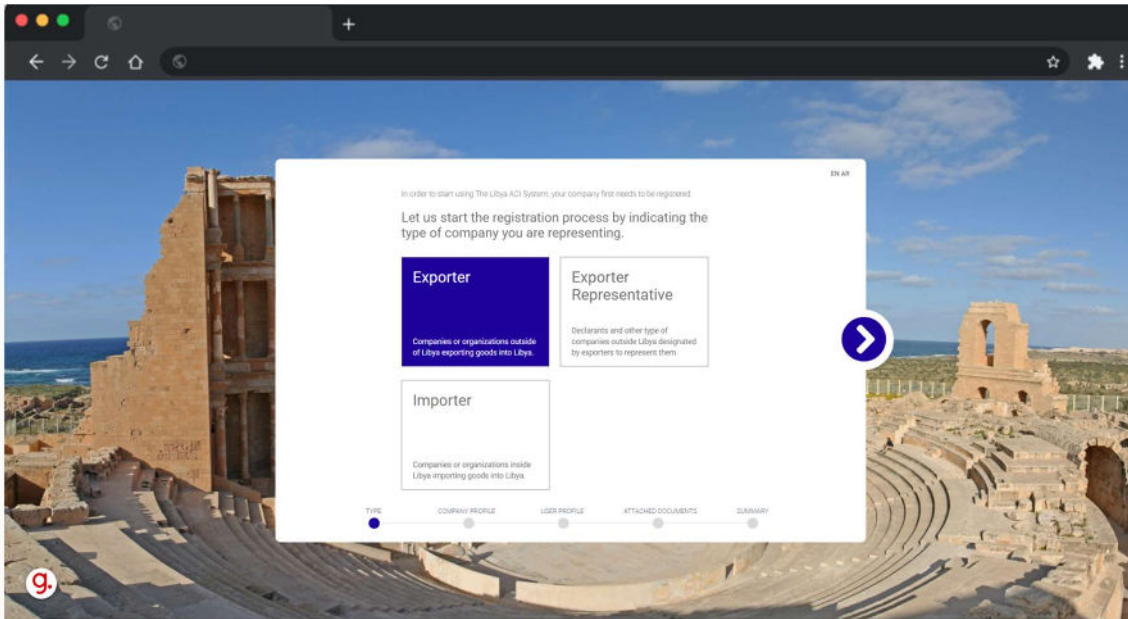
Moreover, the ACI system in Libya is instrumental in gathering valuable statistics, conducting pre-arrival risk assessments, and optimizing logistic chains for increased efficiency and control. These functionalities are vital for ensuring the smooth flow of goods, enhancing security protocols, and supporting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

## Exporters/Exporter Representatives Registration

This guide will walk you through the detailed steps of registering as an Exporters / Exporter Representatives in the Advanced Cargo Information system (ACI) for Libya. From entering company details to uploading essential documents, follow the precise instructions to complete the registration process seamlessly.

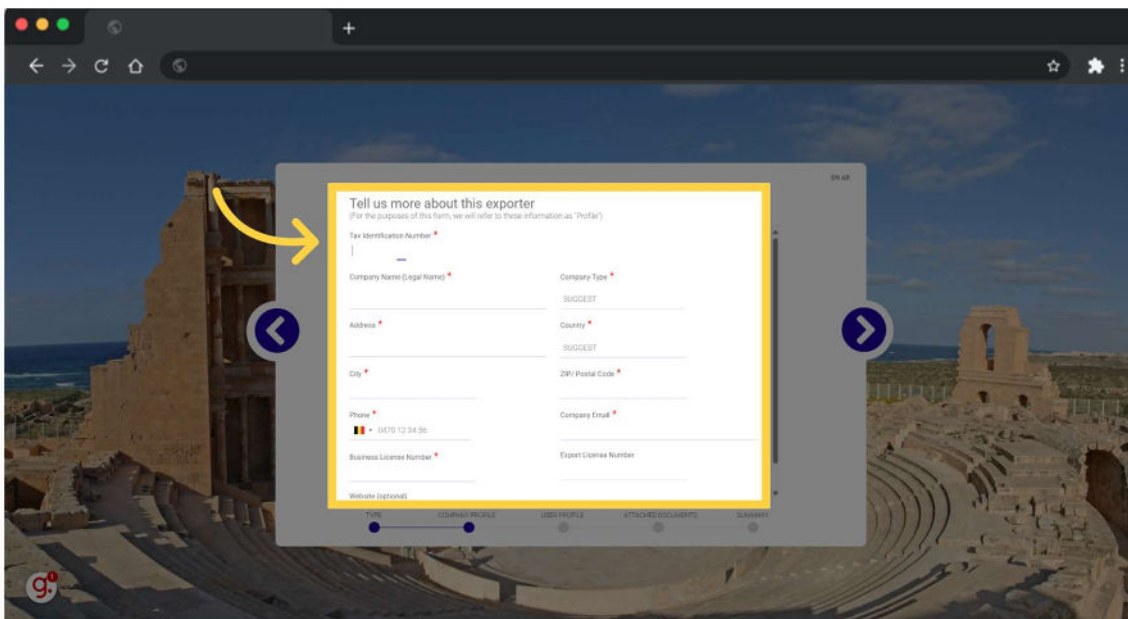
### 1. Company Type

- The exporter should enter the website [www.aci.customs.gov.ly](http://www.aci.customs.gov.ly) and proceed to the registration page. The Initial screen would present you with multiple options. If you are an exporting company, pick Exporter. If you represent an exporter and want to present the ACI on their behalf, you should register as an exporter representative. Please note, that to be able to present an ACI on behalf of an exporter, both you and the exporting company should be registered in the system



## 2. Fill in your company information

- In the first page, fill in your company information. The mandatory fields are marked with a red asterisk. Please make sure you enter your email address correctly



### 3. Business License Number

- If your company does not have a Business Registration License, you can use your tax identification number.

The screenshot shows a web browser window displaying a form titled "Tell us more about this exporter". The form contains several fields for company information. The "Business License Number" field is highlighted with a yellow box, and a yellow arrow points to it from the right. The form also includes fields for Company Name, Address, City, Phone, Company Type, Country, ZIP Postal Code, Company Email, and Export License Number. A progress bar at the bottom indicates the current step is "COMPANY PROFILE".

Field	Value
Company Name (Legal Name)	Asla Barone
Company Type	Trader
Address	Piazza Luna 1
Country	Italy
City	Giuseppe Galvani
ZIP Postal Code	54389
Phone	+39052201440
Company Email	29654.ortland@esample.net
Business License Number	
Export License Number	

The system will not allow you to continue if you have errors. Fix any errors before moving to the next page.

This screenshot shows the same web form as above, but with a yellow box highlighting the right arrow button. A yellow arrow points from the "Business License Number" field towards this button, indicating that the user should proceed to the next step after correcting any errors.

## 4. Fill in the company admin information

- Fill in the account administrator information. Please note that this account will have all rights related to the company account.

We just need some information about you.  
(The user defined here will act as the administrator and will have all permissions related to this company account)

First Name \*

Last Name \*

Role/Designated Position \*

Email \*

Phone \*

🇧🇪 + 3870 12 24 56

TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY

## 5. Upload supporting documents

Move to the next step and upload supporting documents. Some documents are mandatory and others are optional.

Upload any supporting documents that confirms the identity of yourself and your organization  
(PDF and image formats)

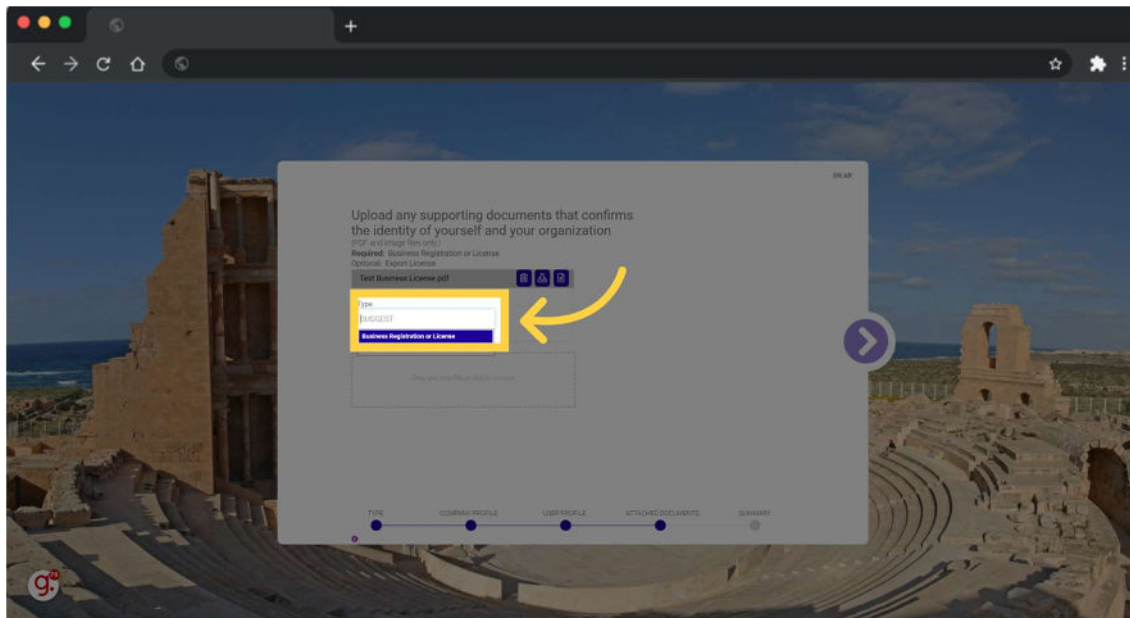
**Required:** Business Registration or License  
**Optional:** Export License

Required only for Export License

TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY

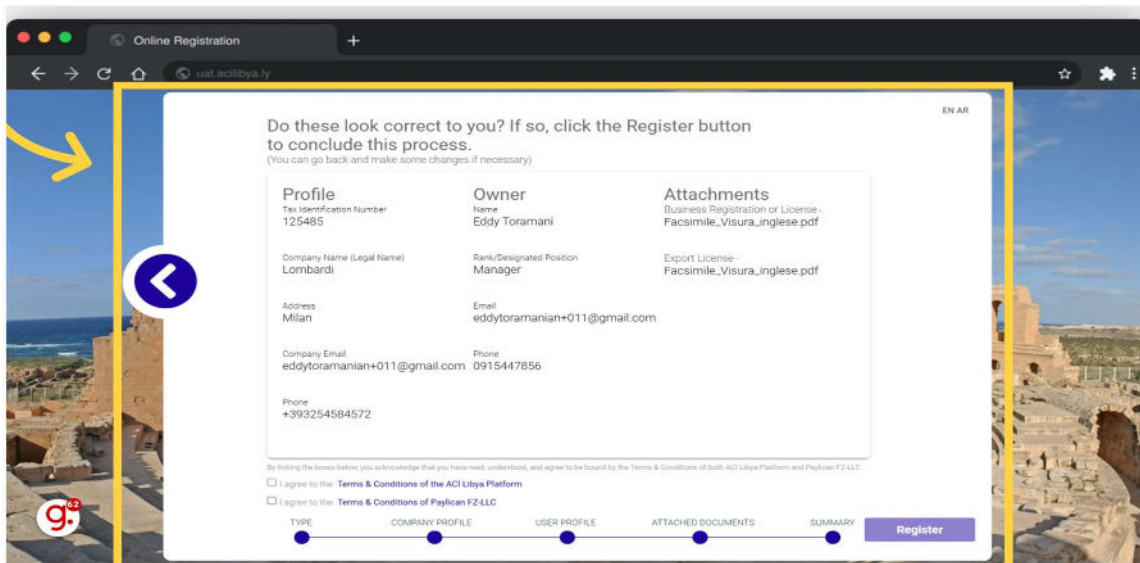
## 6. Choose document type

- Choose the correct document type.



## 7. Confirm all information presented

- The last page presents the information filled in a summary page.



## 8. Confirm the terms and conditions

- Check and confirm the terms and conditions details by pressing on the bookmarks.

Do these look correct to you? If so, click the Register button to conclude this process.  
(You can go back and make some changes if necessary)

Profile	Owner	Attachments
Tax Identification Number 125485	Name Eddy Toramani	Business Registration or License - Facsimile_Visura_inglese.pdf
Company Name (Legal Name) Lombardi	Rank/Designated Position Manager	Export License - Facsimile_Visura_inglese.pdf
Address Milan	Email eddytoramianian+011@gmail.com	
Company Email eddytoramianian+011@gmail.com	Phone 0915447856	
Phone +393254584572		

I agree to the Terms & Conditions of the ACI Libya Platform  
 I agree to the Terms & Conditions of Paylican FZ.LLC

ATTACHED DOCUMENTS SUMMARY **Register**

## 9. Register

- After performing all the validations, you can finalize by pressing on the "Register" button.

Do these look correct to you? If so, click the Register button to conclude this process.  
(You can go back and make some changes if necessary)

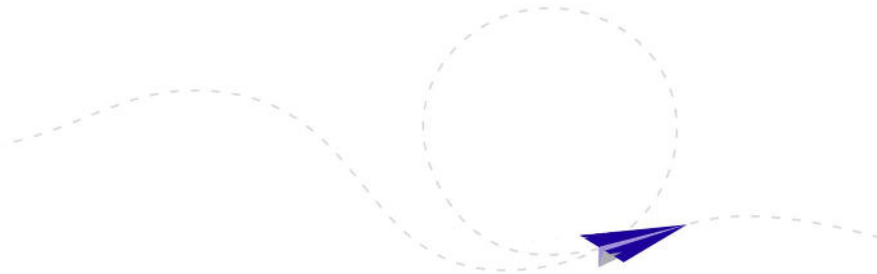
Profile	Owner	Attachments
Tax Identification Number 125485	Name Eddy Toramani	Business Registration or License - Facsimile_Visura_inglese.pdf
Company Name (Legal Name) Lombardi	Rank/Designated Position Manager	Export License - Facsimile_Visura_inglese.pdf
Address Milan	Email eddytoramianian+011@gmail.com	
Company Email eddytoramianian+011@gmail.com	Phone 0915447856	
Phone +393254584572		

I agree to the Terms & Conditions of the ACI Libya Platform  
 I agree to the Terms & Conditions of Paylican FZ.LLC

TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY **Register**

## 10. Confirmation Message

- A confirmation message will pop up



Thank you for registering LOMBARDI.

An email will be sent to eddytoramarian+41@gmail.com once our review process has been completed.

This window can now be closed.

## 11. Email Confirmation

- you will receive an email on the administrator account for next steps. If you do not receive an email confirming your registration, please contact technical support via the address [helpdesk@acilybia.ly](mailto:helpdesk@acilybia.ly)

**ACI Libya**

### Registration Confirmation

Lombardi

PLEASE DO NOT REPLY. THIS IS AN AUTOMATIC NOTIFICATION MESSAGE

Dear Eddy donadoni,

Lombardi has been registered in the ACI system in Libya and is pending activation.

You will receive another email with the registration invoice including the detailed payment procedure.

Kindly note that the processing of the registration will start after the receipt of the registration fee and takes approximately 3 to 4 working days.

You can view your company registration status below

[Review registration](#)

For any questions or queries, kindly contact the ACI Libya Helpdesk:

[www.aci.customs.gov.ly](http://www.aci.customs.gov.ly)

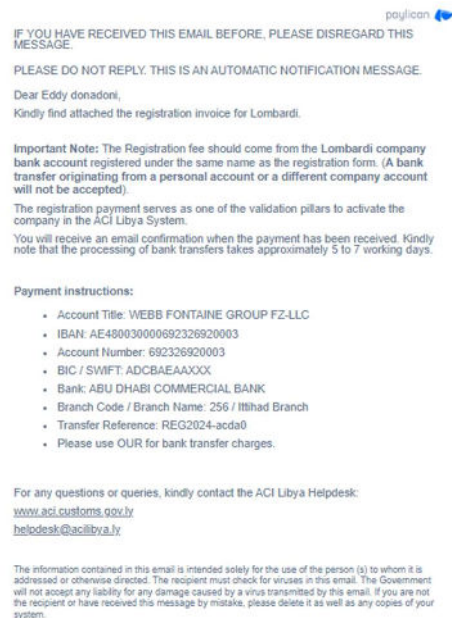
[helpdesk@acilybia.ly](mailto:helpdesk@acilybia.ly)

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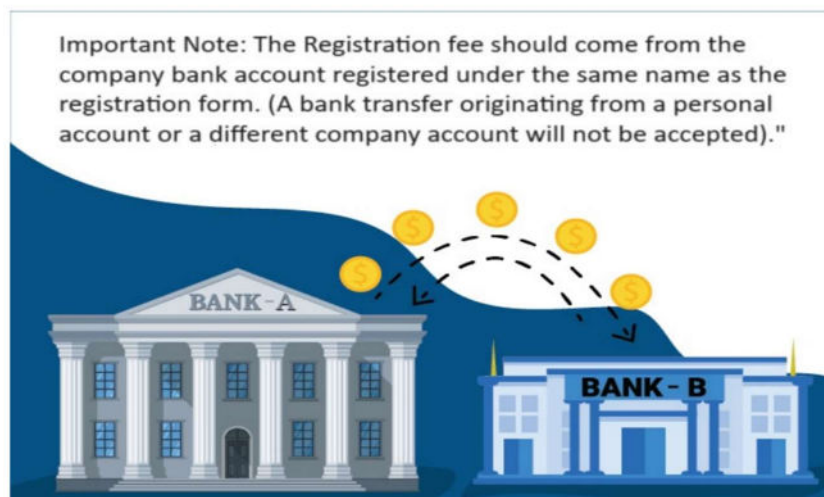
## 12.Payment instructions

- When the registration process begins, exporters and their representatives will receive an email with a registration invoice with payment instructions. Upon receipt of payment and verification of the corresponding transaction details, the registration process is subject to final review and approval. The requesting company will receive a registration confirmation email and instructions for setting login credentials.



## 13.Important note

- The Registration fee should come from the company bank account registered under the same name as the registration form. (A bank transfer originating from a personal account or a different company account will not be accepted).



The guide covered the intricate process of exporters registration in the Advanced Cargo Information system for Libya. For more information, please visit [aci.customs.gov.ly](http://aci.customs.gov.ly)