



وزارة التغير المناخي  
والبيئة  
MINISTRY OF CLIMATE CHANGE  
& ENVIRONMENT

# Digital Services

RE-EXPORT OF FODDER

## User Guide


## Contents

Introduction .....	3
Overview .....	3
Getting Started.....	4
Logging in MOCCAIE Website .....	4
View/Update Customer Profile.....	8
Running the ‘Go Digital’ Services.....	10
Changing the Interface Language .....	11
The User Dashboard .....	12
Using the ‘Go Digital’ Services .....	15
Digital Services Overview.....	15
Starting a New Request .....	15
How to Pay for a Digital Service .....	16
Retrieve a Service Request .....	20
View or Download a Certificate .....	22
RE-EXPORT OF FODDER .....	1
To apply for a License for RE-EXPORT OF FODDER .....	1

## Introduction

This guide is developed to help clients and business entities to use the MOCCA digital services. It will include an overview on how to use the portal, then detailed step-by-step instructions on how to use each service: a brief description about the service, what you need to know or to do before using the service, how to input the required information, how to upload documents, and what to expect upon completing the service.

## Overview

The digital services platform 'Go Digital'  ' single service interface, integrated internally within the Ministry portal and externally with other concerned government entities.

It also features proactive communications, such as reminders, eligibility notifications, and informative messages that automatically anticipate the services customers need without receiving application requests. Moreover, it will include a comprehensive customer database and service history to facilitate service application and delivery.

The portal is very easy to use, and it can be accessed in Arabic or English. It is designed to improve customer experience and enhance customer happiness.

## Getting Started

### Logging in MOCCAЕ Website

First you need to log in to the MOCCAЕ website.

- 1- Open your browser then navigate to MOCCAЕ website <https://www.moccae.gov.ae/>
- 2- Click on the *Login* icon.

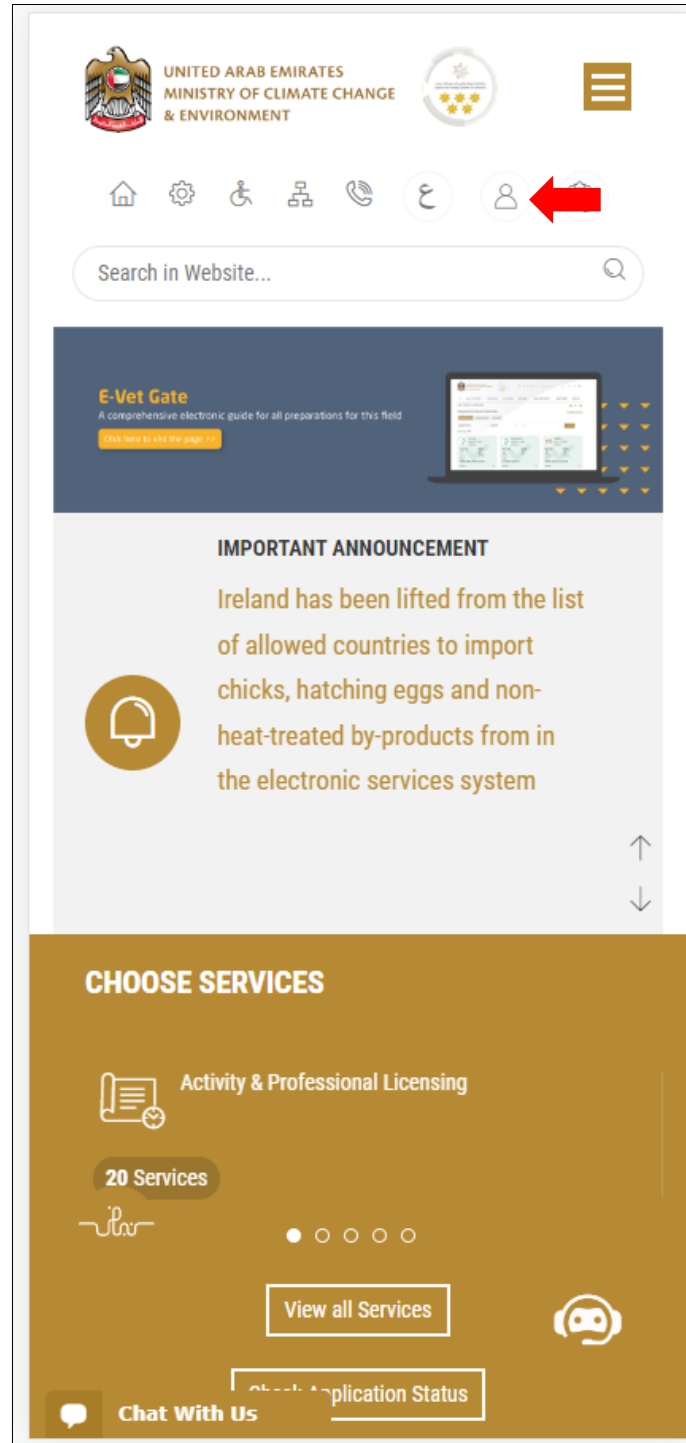
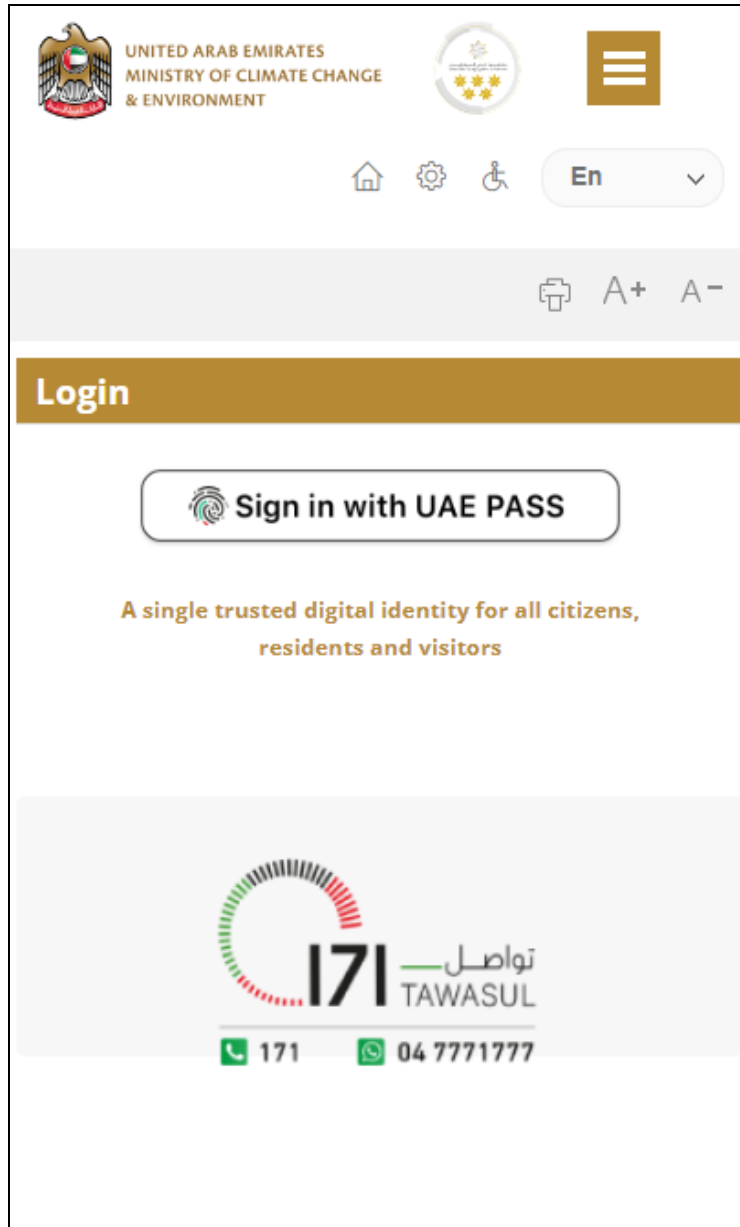


Figure 1 – MOCCAЕ Website Home Page

- 1- Click on Sign in with UAE PASS.



2- Enter ID or Mobile or email which has been registered in UAE pass.

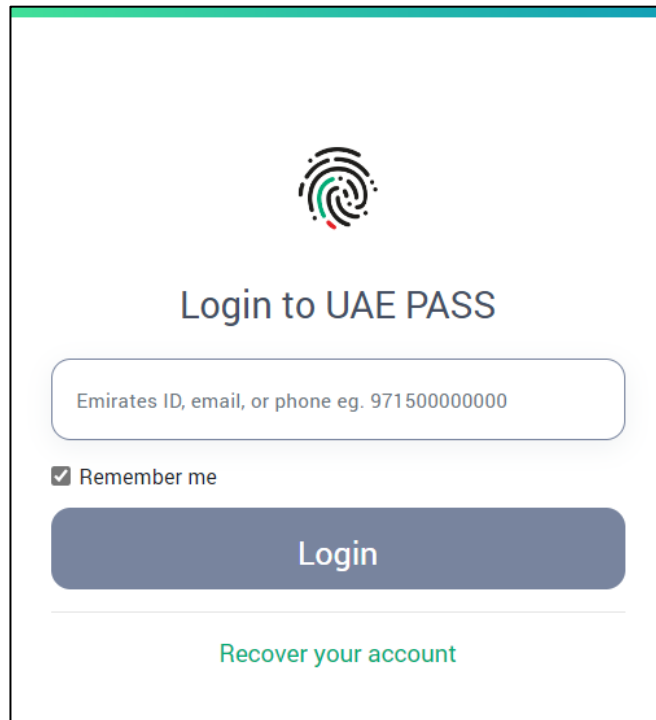
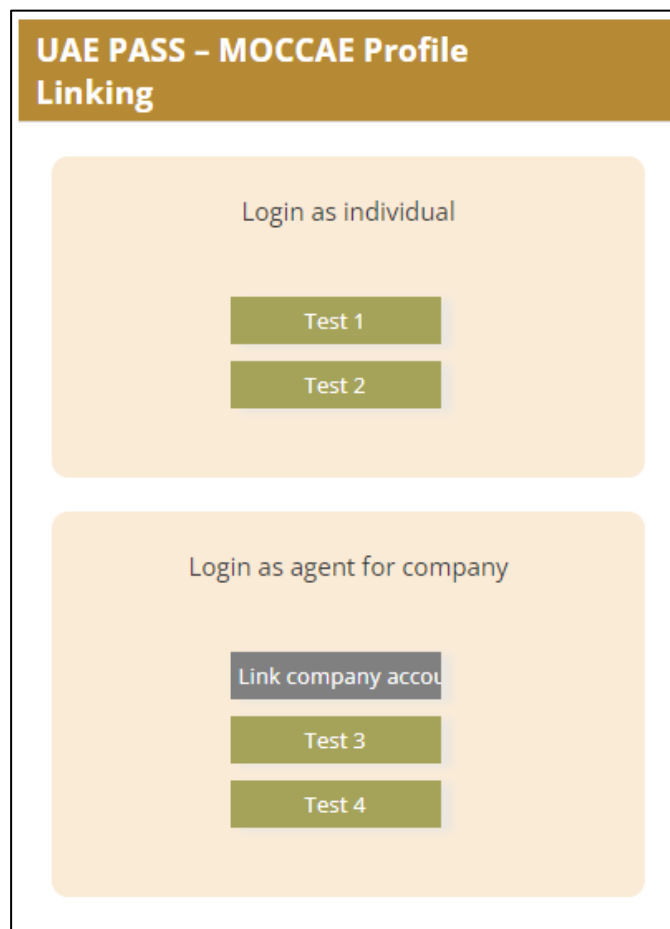


Figure 2 - Login Page

- 3- Select the account then You will be logged in successfully and directed to MOCCAE survey page.



4- You will be logged in successfully and directed to MOCCAЕ survey page.

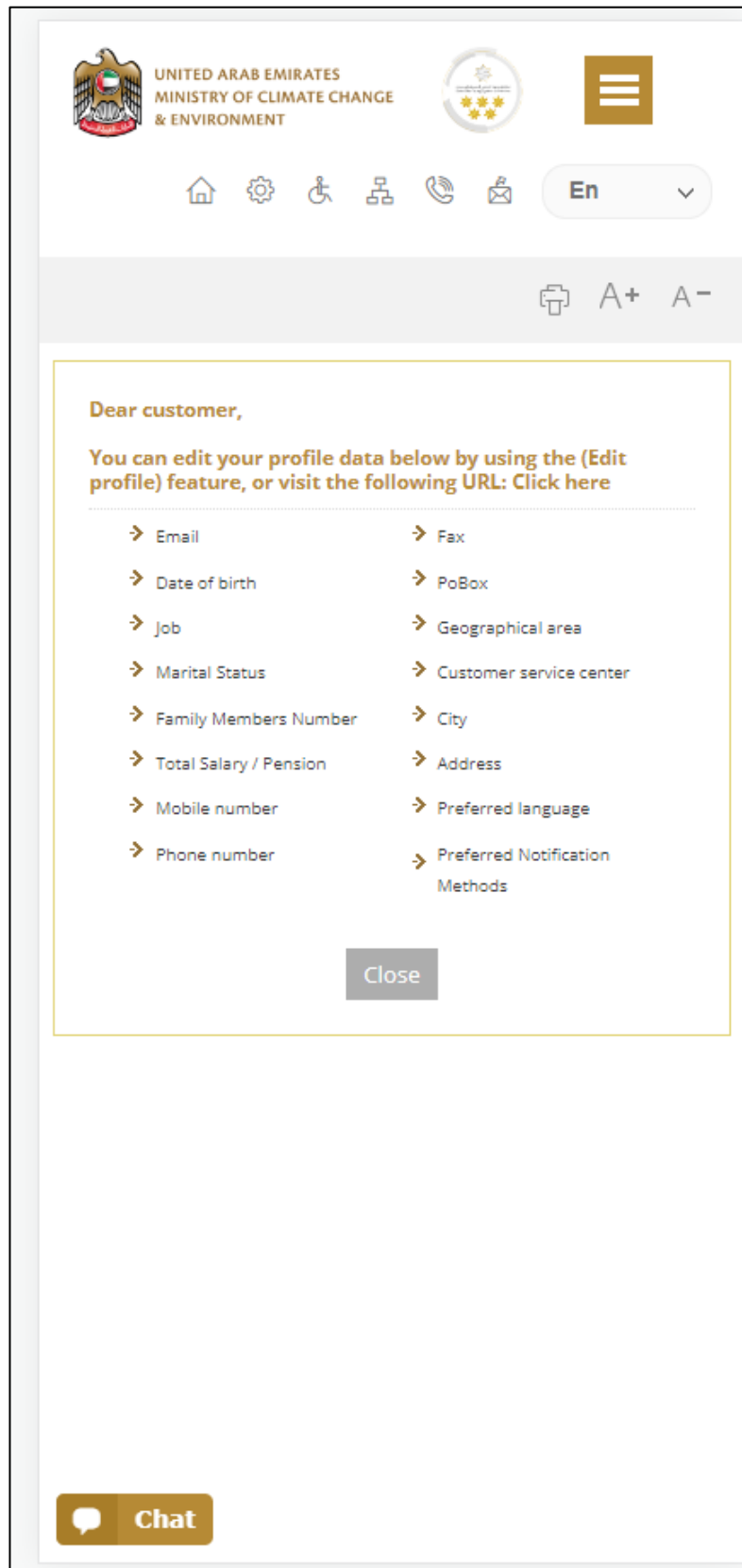



Figure 3 - MOCCAЕ Survey Page

## View/Update Customer Profile

- 1- Click on the top right icon 
- 2- Click on *Edit Profile*.

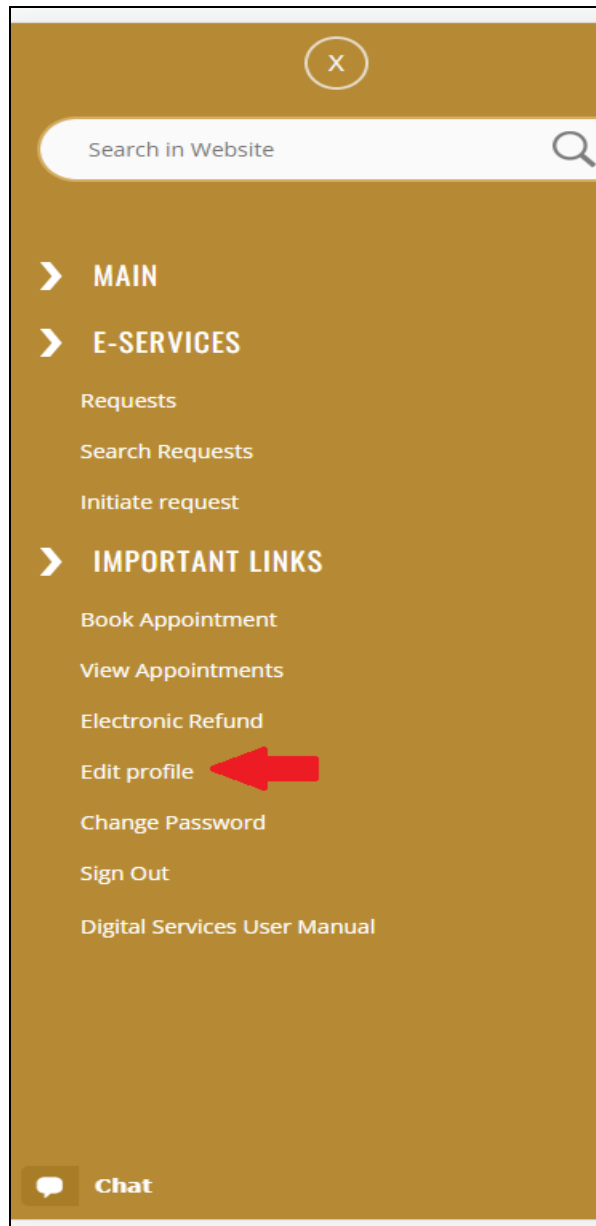


Figure 4 - Update Company Profile

You will be directed to *Edit Profile* view to modify account details.



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**Edit Profile**

Fields marked with (\*) are mandatory.

Registration type  
Individual

Participant Number  
IN-20174-86637

Online account data  
Email

Confirm Email

Enable 2 Step Authentication feature

Individual details  
Full arabic name \*  
This field accepts English letters in case the client can't speak Arabic


Full english name \*

Figure 5 - Edit Profile

3- You can modify the following details:

- **Online account data** including company email address
- **Organization details** including company name, license and authority details
- **Company Geographical Data** including company location details
- **Communication Data** including primary contact number, email and address details

## Running the 'Go Digital' Services

The digital services platform can be accessed internally from the MOCCA home page by clicking on the *Go Digital* icon  to the left of the homepage.

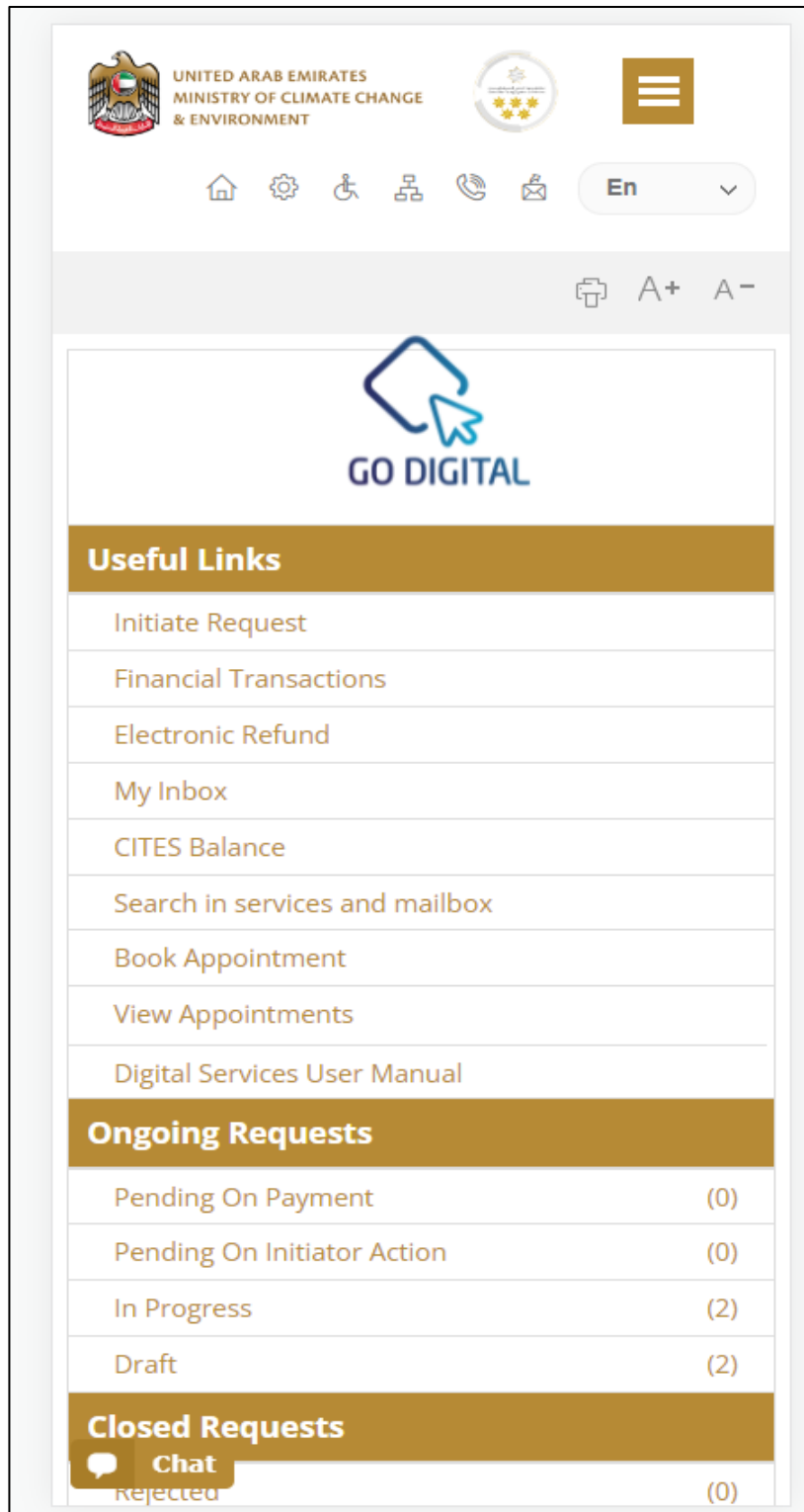


Figure 6 - 'Go Digital' Icon

The user dashboard will then be displayed.

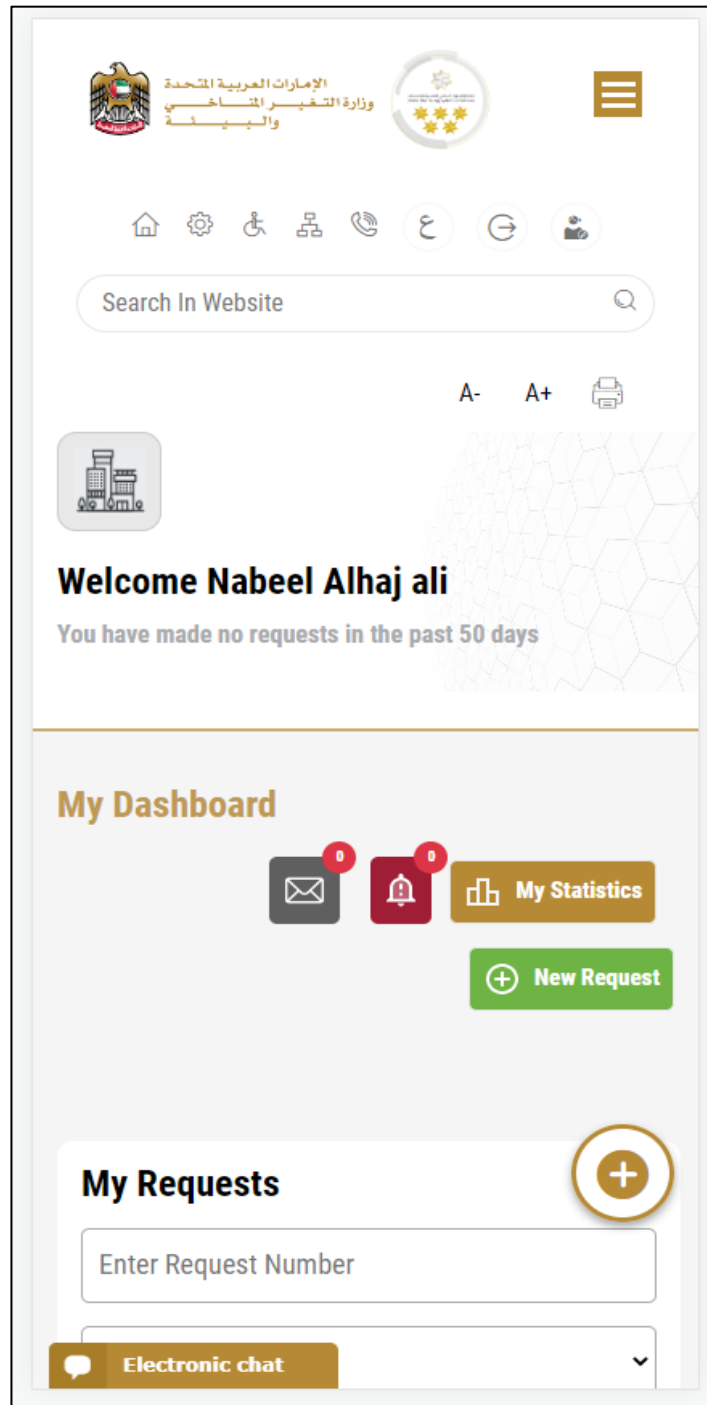


Figure 7- My Dashboard

### Changing the Interface Language

The 'Go Digital' is a bilingual platform. It can be displayed in English or Arabic interface.





To switch to the other interface language, click on the language icon on the top right corner of the main screen.



## The User Dashboard

The 'Go Digital' user dashboard displays information related to customer's requests and licenses, allows the user to create a new request and take actions.

The dashboard displays the following buttons:

	To notify the customer about any messages related to his request to take the proper actions
	To inform the customer with any notifications
	To display statistics about the customer's requests
	To start a new request

*Table 1 - Dashboard Buttons*

The dashboard also displays information related to customer's licenses, registrations and certificates, and material balances and cites classified into four categories (see below figure). Click the expand arrow on each service card to display more details about the specific service category.

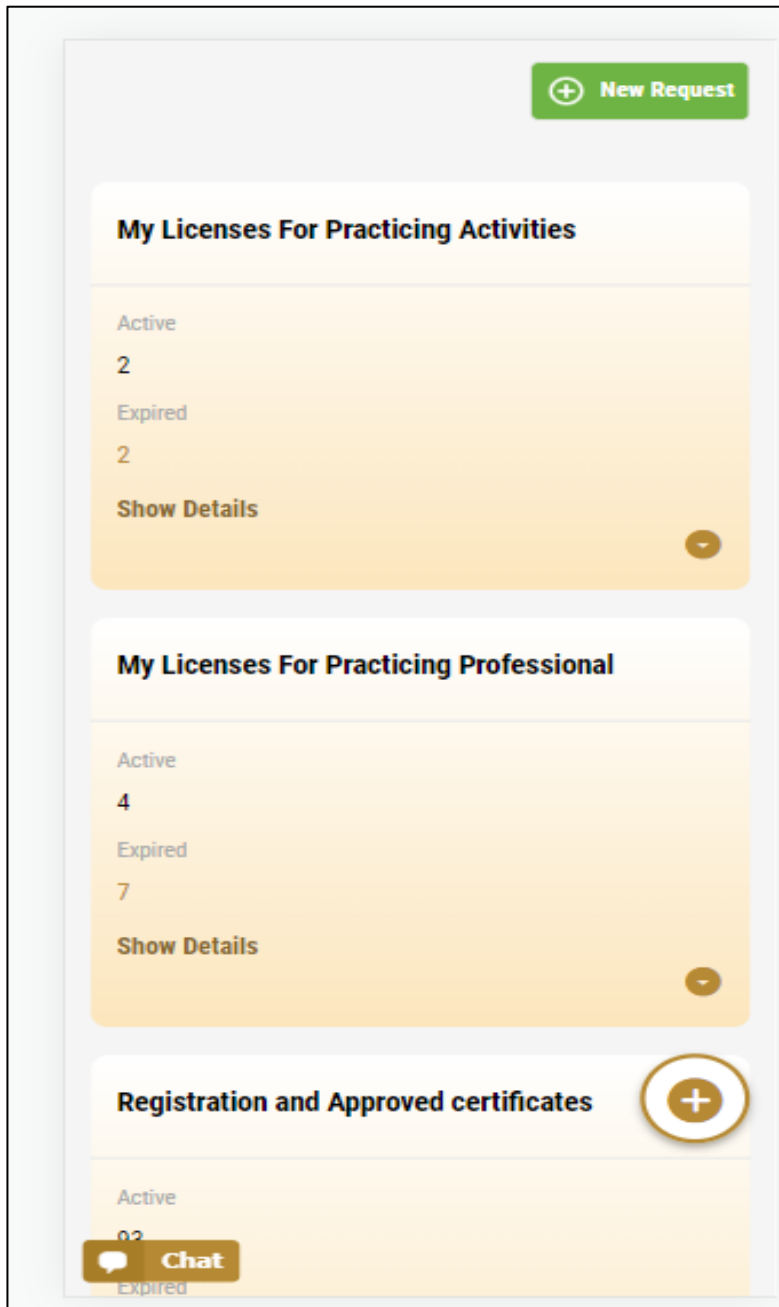


Figure 8 - Dashboard Digital Service Categories

The last section of the dashboard lists all customer's requests along with their current status.

## My Requests

ALL ▼

10 ▼

🔍 Search

Showing 3 of 1386 Requests







Request Data	Status
<p><b>REQUEST NO #APH-06012023-2219665</b></p> <p>Friday, January 6, 2023</p> <p>Export of the shipment of veterinary products -Issuance</p> <p><b>Pending On Veterinary Products Committee Approval</b></p>	<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="text-align: center;">  View                 </div> <div style="text-align: center;">  View/Send Messages                 </div> </div>
<p><b>REQUEST NO #Q-30122022-2214602</b></p> <p>Friday, December 30, 2022</p> <p>Request for a phytosanitary certificate for export or re-export Issuance</p> <p><b>Pending On Payment</b></p>	<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="text-align: center;">  Chat                 </div> <div style="text-align: center;">  Cancel                 </div> <div style="text-align: center;">  View                 </div> <div style="text-align: center;">  View/Send Messages                 </div> </div>

Figure 9 - Customer's Requests List


## Using the ‘Go Digital’ Services

### Digital Services Overview

The ‘Go digital’ portal provides digital services for customers to complete their required transactions with MOCCA.

The offered digital services are classified into main categories. Each category includes a number of services.

### Starting a New Request

- 1- To request a new digital service, click on *New Request*  on the dashboard. The following screen will display:

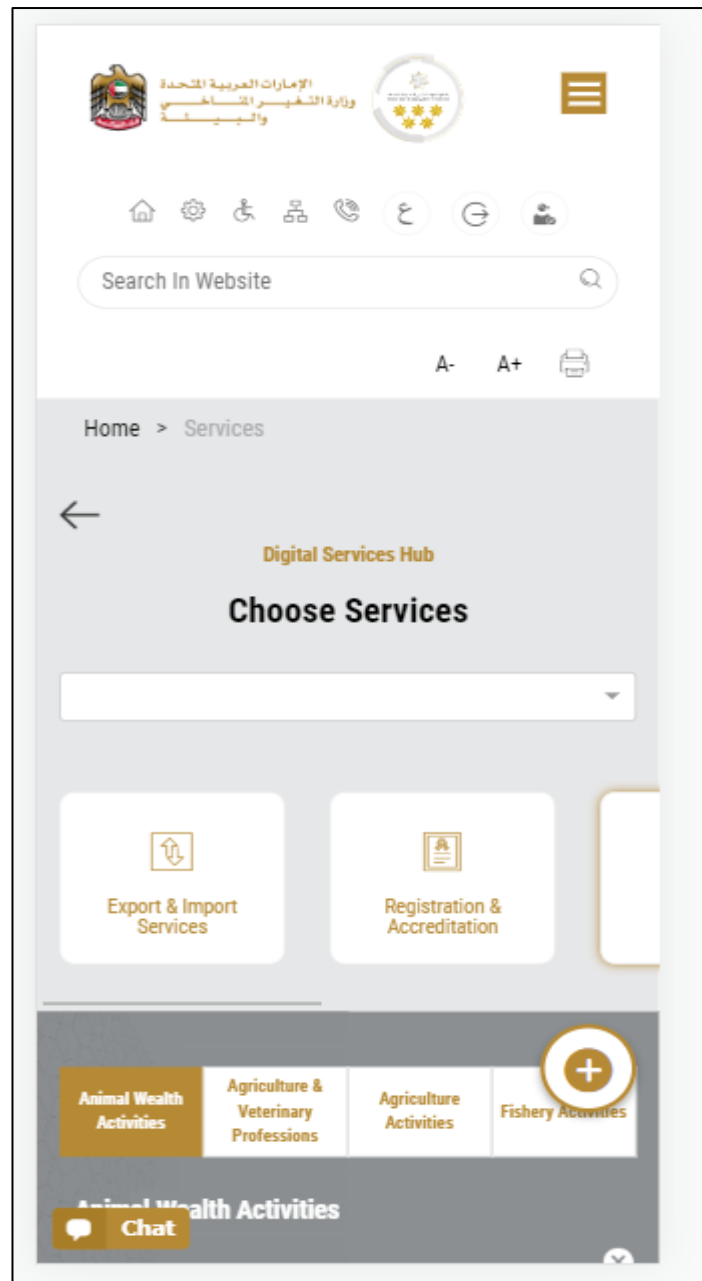


Figure 10 – Service New Request

- 2- Choose the required service either by:

- Selecting the required service from the dropdown list to display the required service card, or
- Selecting the service category, then the service subcategory to display all available services catalogue.

Each service card shows the service category and name, as well as the time needed to complete the request.

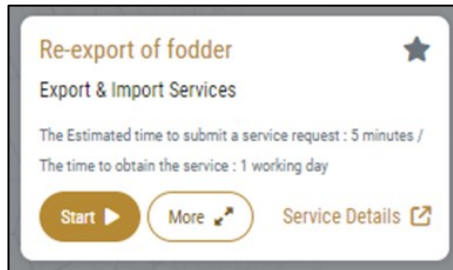


Figure 11 - Service Card

3- Click on *Start*  to start the new request.

You can click on *Save as Draft*  at any view to save all the task information you entered for later viewing or editing.

The following sections will guide you in using the available digital services. Each section will describe the service, list the service terms and conditions, and will guide you to create the service request and what to expect when the service is completed.

### How to Pay for a Digital Service

Once you complete filling in the service request form, in the request review page and after checking in the *I agree to the Terms and Conditions* box, click on *Pay Now* . You will be then directed to the payment gateway.

1. Choose your payment method (Card or Bank Transfer) then click *Calculate Prices*.



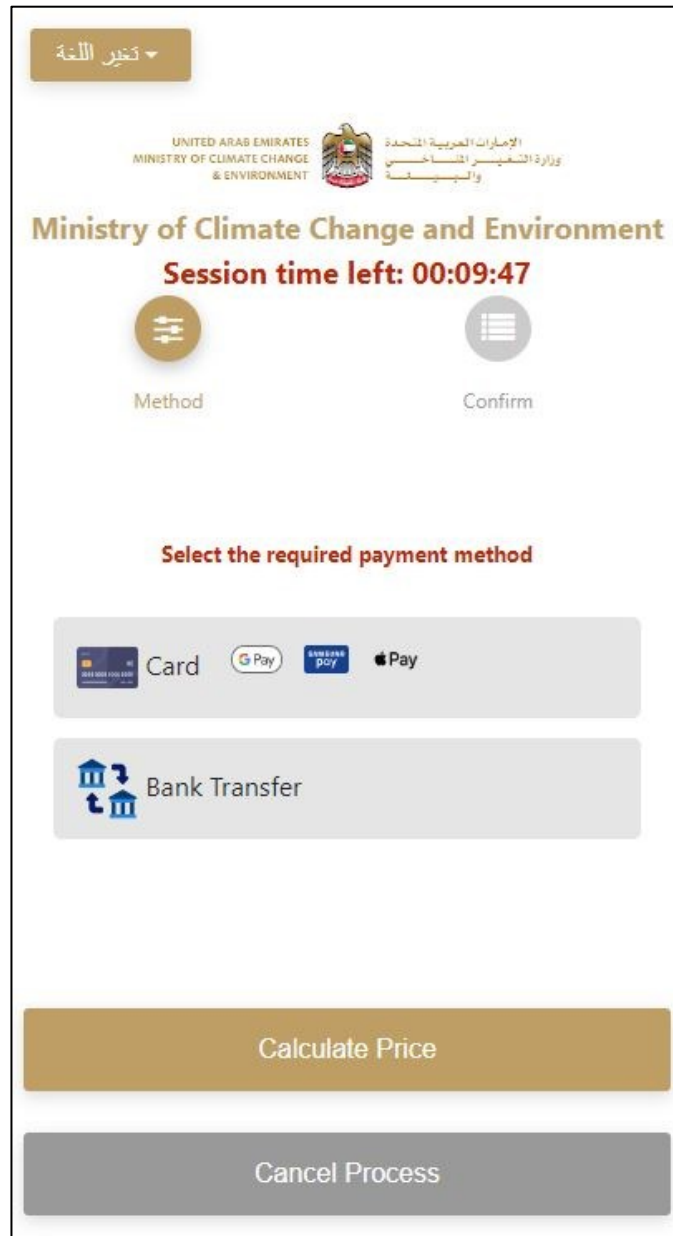



Figure 12 - Payment Gateway


2. The fees details will be calculated and displayed. Click on *Proceed with Payment*.


  
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 والبيئة

Ministry of Climate Change and Environment

Session time left: 00:04:02



Method



Confirm

service name will appear here

**Description :** Service

**Amount :**  
AED

**Tax Amount (AED) :**  
0 AED

**Quantity :**  
1

---

**Total With Tax Amount :**  
AED

**Total :**  
**AED**

Request Fees

**Description :** Request Fees

Card Charges

**Amount :**  
2.04 AED

**Tax Amount (AED) :**  
0.1 AED

---

**Total With Tax Amount :**  
2.14 AED

**Total :**  
**2.14 AED**

Total Tax	AED
Total Amount	AED

Proceed With Payment

Change Payment Method

Cancel Process


Powered By:  ATB




Figure 13 - Service Fees Details

3. Enter your Credit Card details then click on *Pay Now*.

**Ministry of Climate Change and Environment**

**Total Payment: 503.57 AED**

**Session time left: 00:03:30**

**Cardholder Name**

**Card Number**

**Month**

**Year**

**CVV**

I agree to [Terms&Conditions](#)

**Pay Now**

**Change Payment Method**

**Cancel Process**

Figure 14 - Credit Card Details

4. Once the payment is complete and successful, you will receive a confirmation message, the service request status will turn to *Initial Review*.

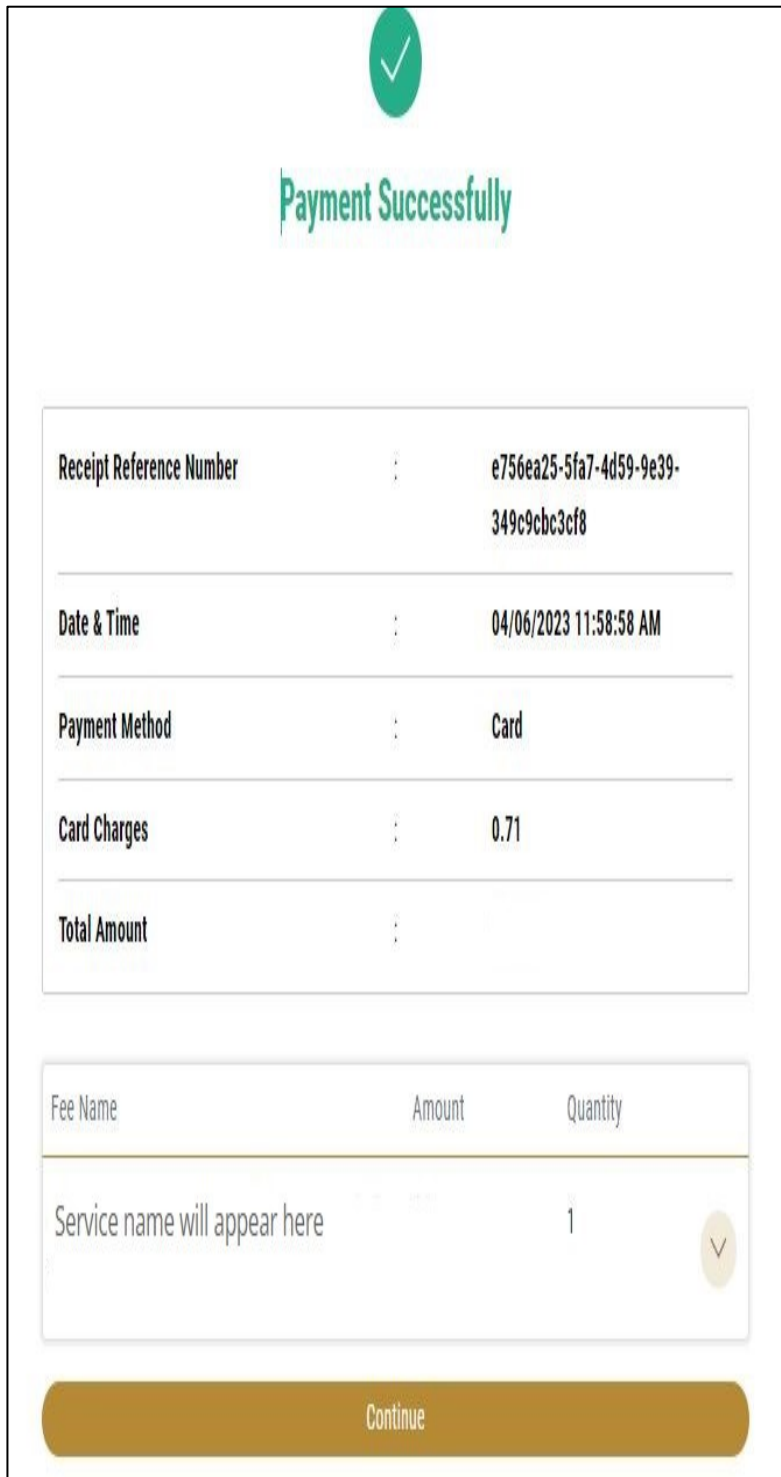


Figure 15 - Payment Confirmation

### Retrieve a Service Request

You can retrieve a previously created request to review the request information only or to take further actions.

- 1- From the dashboard, enter the search by the request number. You can also select the request status to limit the search results.

Or, you can directly locate the request in the list of requests.

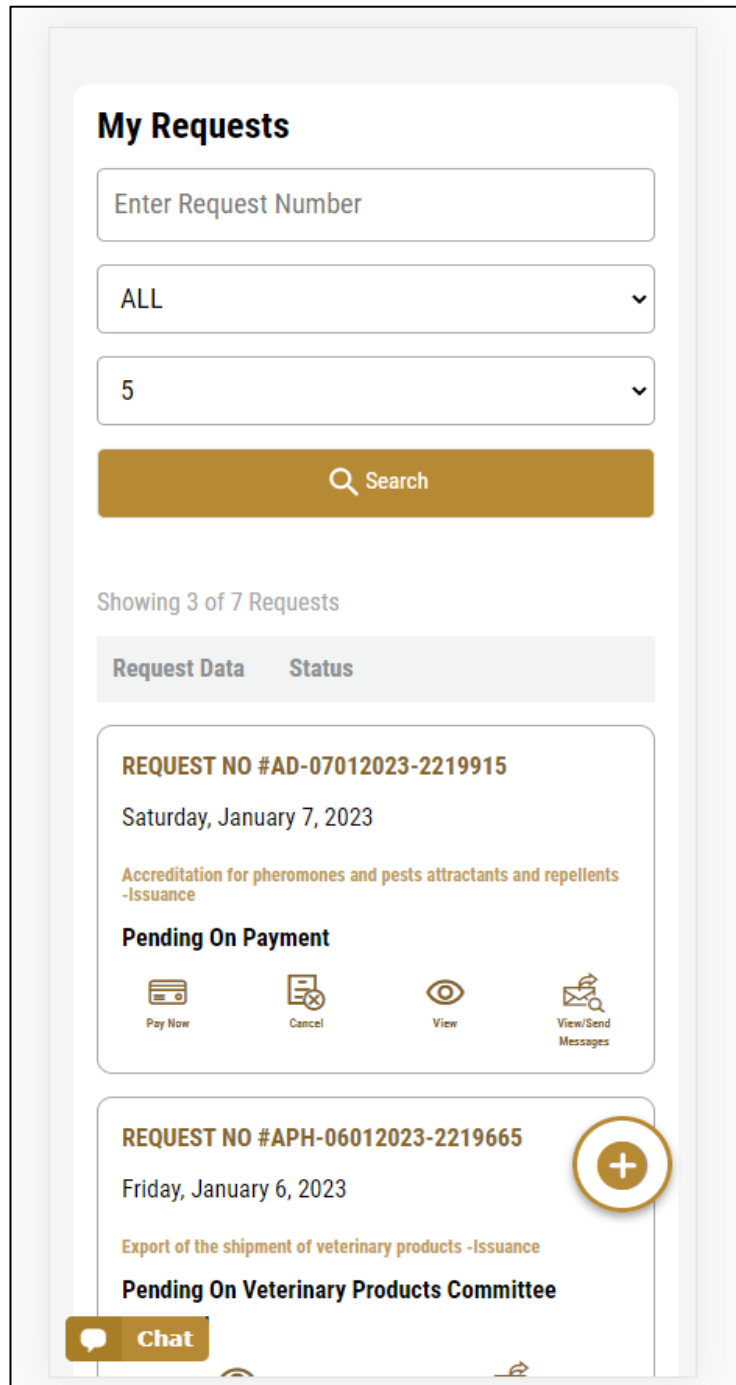




Figure 16 - Select Request to Retrieve

2- You can take any of the following actions on the selected request:

Button	Description
Cancel 	To cancel and delete the request whether it is saved as draft or pending payment
Pay Now 	To pay for a previously created request but you opted to pay the




	fees at a later time using the Pay Later option
View 	To view request details and make changes if required
View/Send Message 	To communicate directly with MOCCAE employee by sending and receiving messages regarding your request
View Payment Receipt 	To view the request payment receipt if it has been already paid

Table 2 – Service Request Actions

### View or Download a Certificate

- 1- Select the service category. The list of available certificates will be displayed.





## My Requests



ALL
▼

5
▼

🔍 Search

Showing 3 of 1387 Requests


Request Data	Status
<p><b>REQUEST NO #AD-07012023-2219915</b></p> <p>Saturday, January 7, 2023</p> <p style="color: #8B6914;">Service name will appear here</p> <p style="color: #2E8B57; font-weight: bold;">Completed</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">   <small>Download</small> </div> <div style="text-align: center;">   <small>View Payment Receipt</small> </div> <div style="text-align: center;">   <small>View</small> </div> <div style="text-align: center;">   <small>View/Send Messages</small> </div> </div>	

- 2- Locate the required certificate, then click on  to view and download the certificate, or click on  to view the service request.

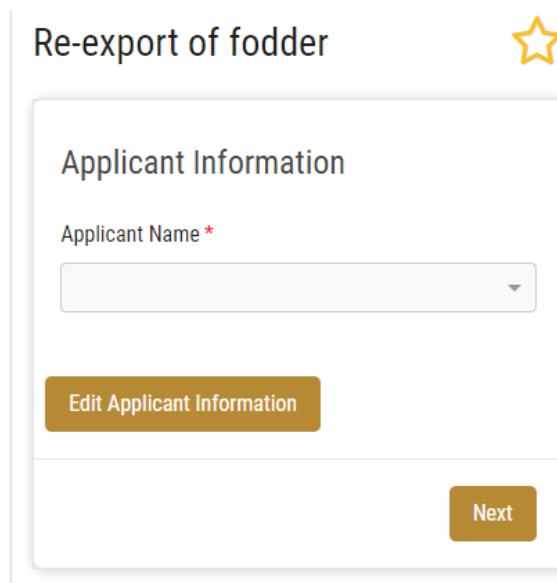
## RE-EXPORT OF FODDER

### Show Service Card

#### To apply for a License for RE-EXPORT OF FODDER

- 1- From the dashboard, click on *New Request*. See *Starting a New Request*.
- 2- Select the Request name from the dropdown list, or alternatively click on the *Export & Import Services* category, select the *Animals & Birds* tab, then select the service card.
- 3- Click on *Start* . The Applicant information view will be displayed.
- 4- Add the Applicant Information by:
  - a. Selecting the applicant's name from the list, if available
  - Or
  - b. Click on *Add Applicant* to add the applicant's name using the Emirate ID number, then click on *Find*.
  - c. Select the request purpose.

The applicant's information will be displayed and the request purpose.



The screenshot shows a service card titled "Re-export of fodder" with a star icon. Below the title is a section titled "Applicant Information". Inside this section, there is a label "Applicant Name \*" followed by a dropdown menu. Below the dropdown menu is a button labeled "Edit Applicant Information". At the bottom right of the section is a button labeled "Next".

Figure 17 - Select Applicant Name

- 5- If necessary, you can update the applicant's Mobile Number and Email ID where the applicant will receive all service-related messages.



The screenshot displays a form titled "Applicant Information". At the top, there is a dropdown menu for "Applicant Name \*". Below this is a "Cancel Adding" button. The form then asks for the type of ID, with radio buttons for "ID" (selected) and "Passport". The "ID No. \*" field contains "784-" and includes a note: "Emirates ID format 784-XXXX-XXXXXXX-X". A "Verify ID No." button is positioned below. The "Name \*" field is empty. The "Mobile No. \*" field is empty, with a plus sign icon to its right and an example number "00971123456789" below. The "Email" field is empty. At the bottom left, there is an "Electronic chat" button with a speech bubble icon.

Figure 18 - Applicant's Information Page

- 6- Click *Next*, then the service details view will be displayed, to Fill the required information

## Re-export of fodder



### Importer Details (i)

Importing Country \*

### Shipment Information (i)

Product Type \*

Country of Origin \*

Customs declaration number \*

Release Permit No. \*

Quantity to export (Kg) \*

I'm not the importer. Purchaded from the importer

Notes

Add

Consignment Items

Please add one item at least

Back Next

Figure 19 – Service Information

7- Click *Next*, then the Attachments view will be displayed.

\*

Upload a File

Back Next

Figure 203 - Attachments Page

8- Upload the following documents to be attached. These documents are mandatory and you cannot proceed before attaching them.

- None

9- Click *Next* to review your request.

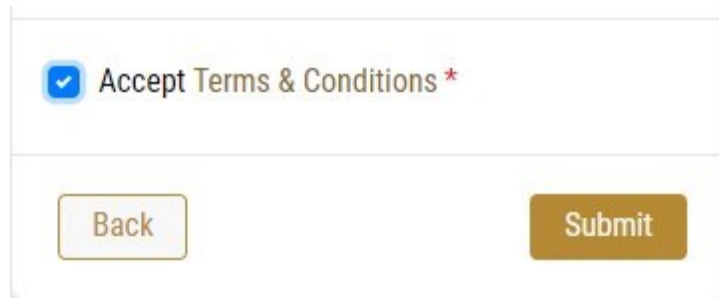




Figure 21 – Service Request Review

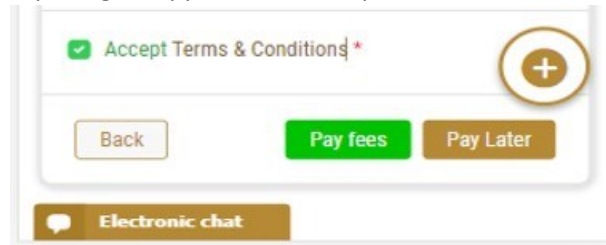
10- Check the *I Agree to the Terms and Conditions* box. You can pay for the service immediately or at a later time.

- a. To pay the service fees later click on *Pay Later* , then your request will be saved in your dashboard waiting for payment to be processed.
- b. Click on *Pay Now*  to pay for the service immediately. See [How to Pay for a Digital Service](#)

Once the payment is done, the request will be sent to the authorized MOCCAE employee for processing. You will be then notified by Email and SMS by the request status. It can either be:

- **Approved:** Request is complete, and license is issued
- **Rejected:** The service is not provided, and you will be notified by the reason
- **Returned:** The request will be returned, and you will be notified with return reason for correction. You still need to resubmit the request for final decision

11- Once your request gets approved, the request status will change to *Completed*. You can



then view or download your certificate.

11- Click over  to view the request.

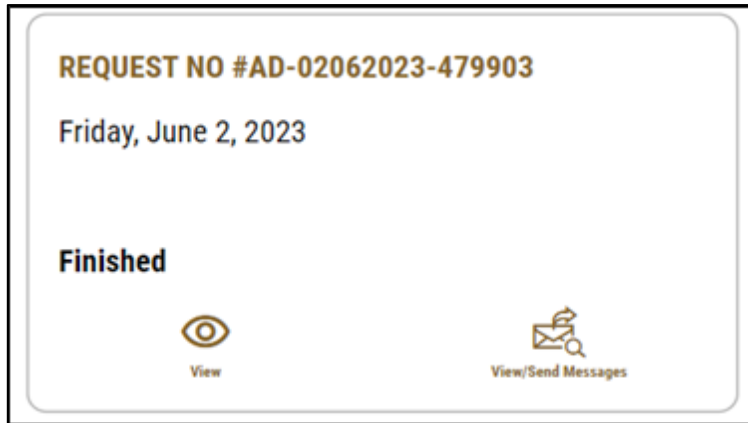


Figure 17 - Download or View Certificate

12- To download the Certificate, open the request then click on the download icon below  
Request output 