



وزارة التغير المناخي  
والبيئة  
MINISTRY OF CLIMATE CHANGE  
& ENVIRONMENT

# Digital Services

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**Import an agricultural consignment**

**User Guide**


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## Introduction

This guide is developed to help clients and business entities to use the MOCCAE 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 ' is a '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.

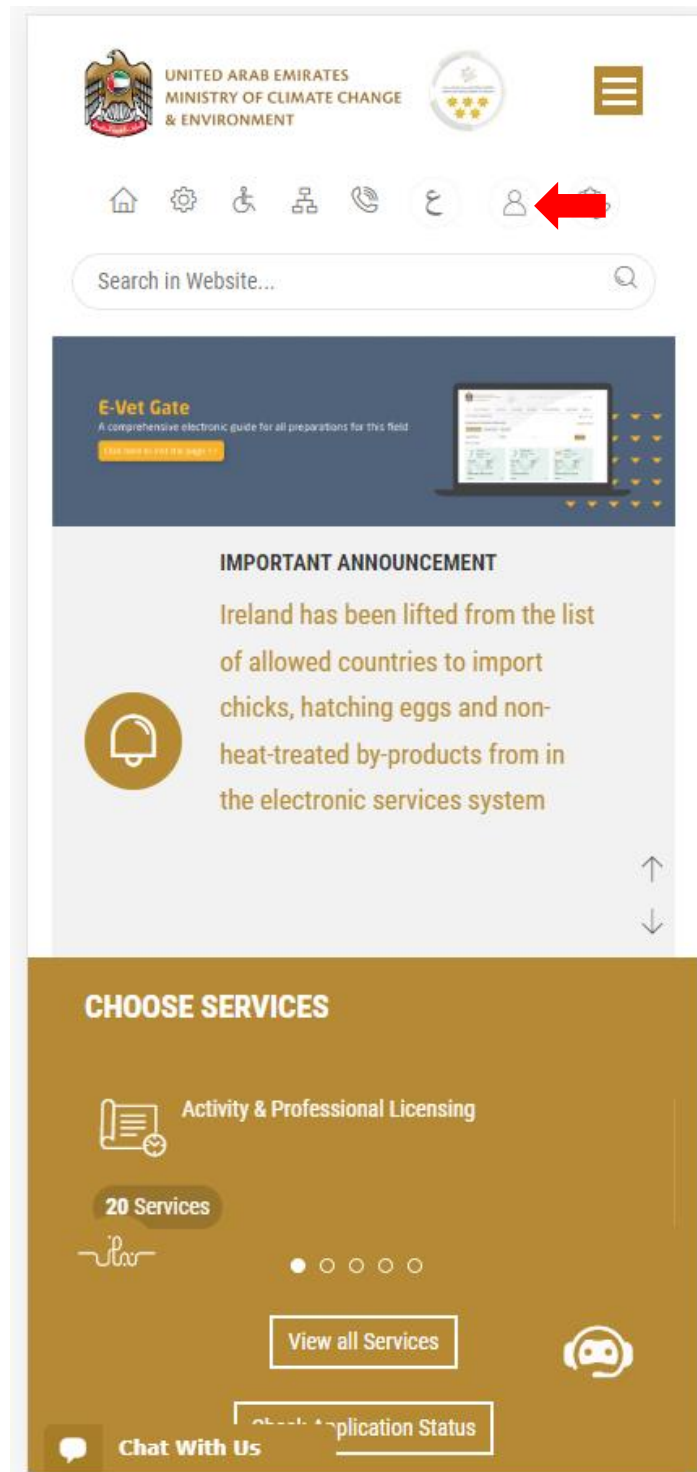
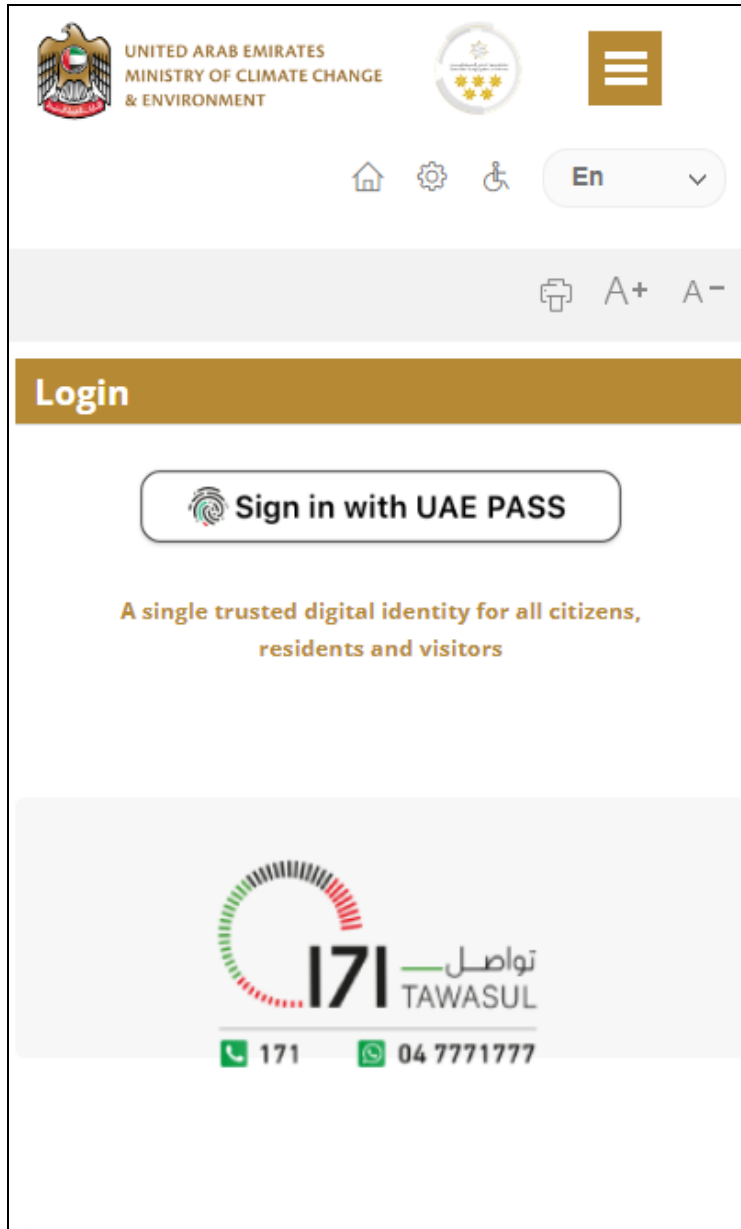


Figure 1 – MOCCAЕ Website Home Page

3- Click on Sign in with UAE PASS.



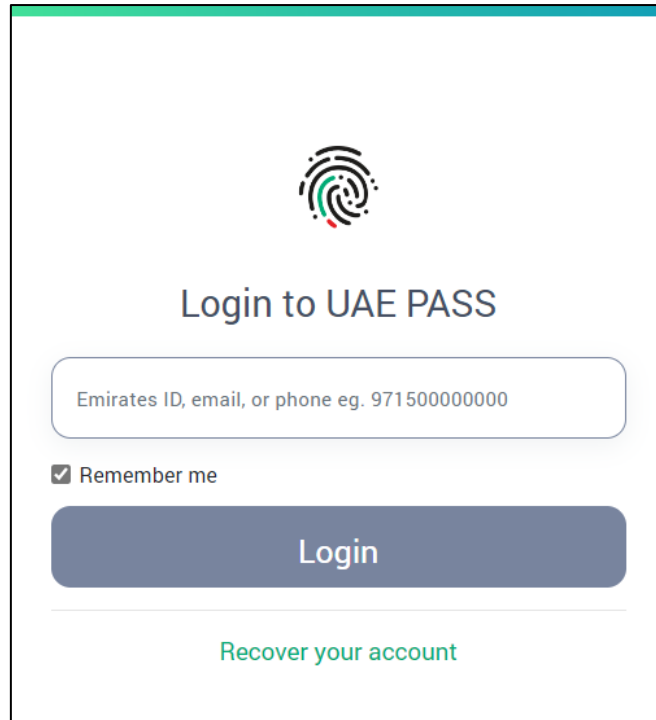


Figure 2 - Login Page

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

### UAE PASS – MOCCAIE Profile Linking

Login as individual

Test 1

Test 2

Login as agent for company

Link company account

Test 3

Test 4

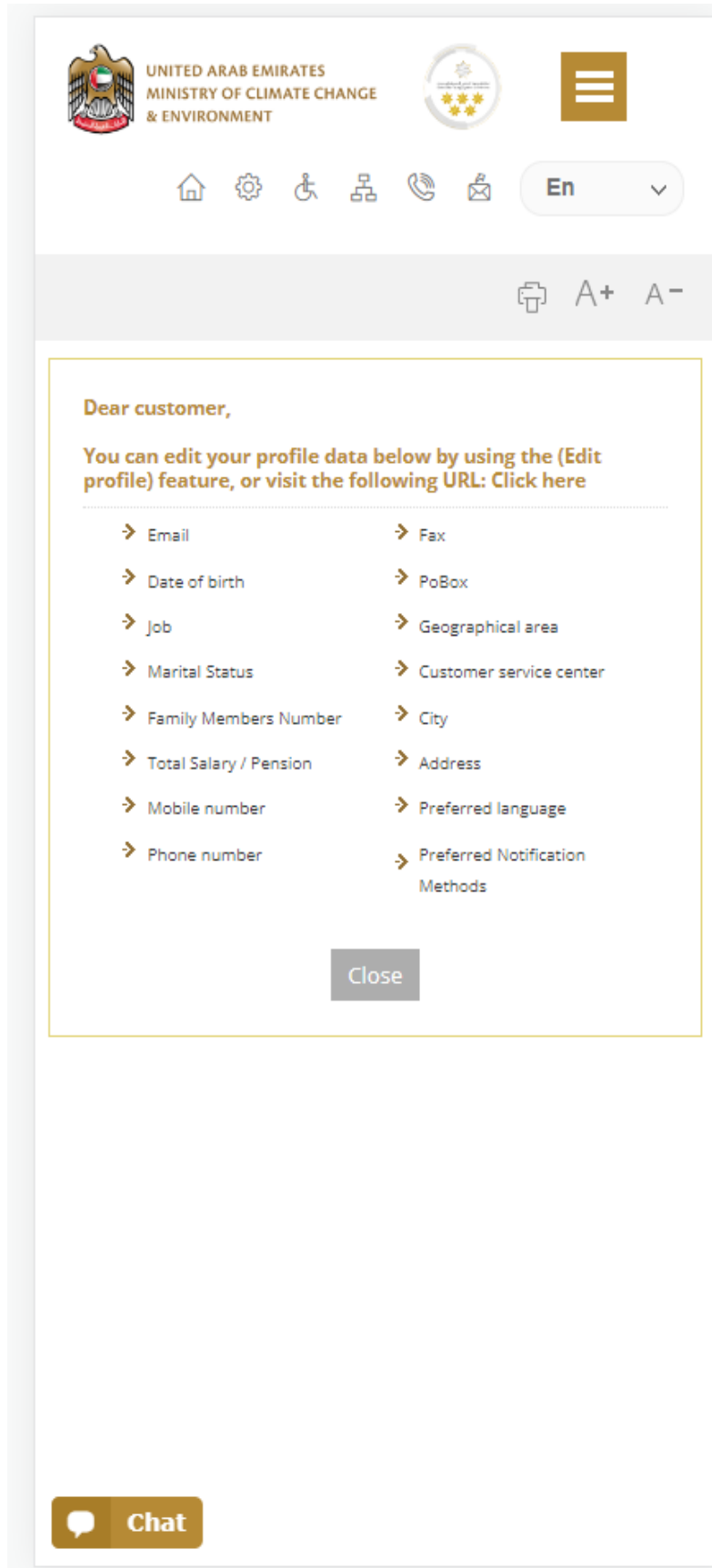



Figure 3 - MOCCA Survey Page

## View/Update Customer Profile

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

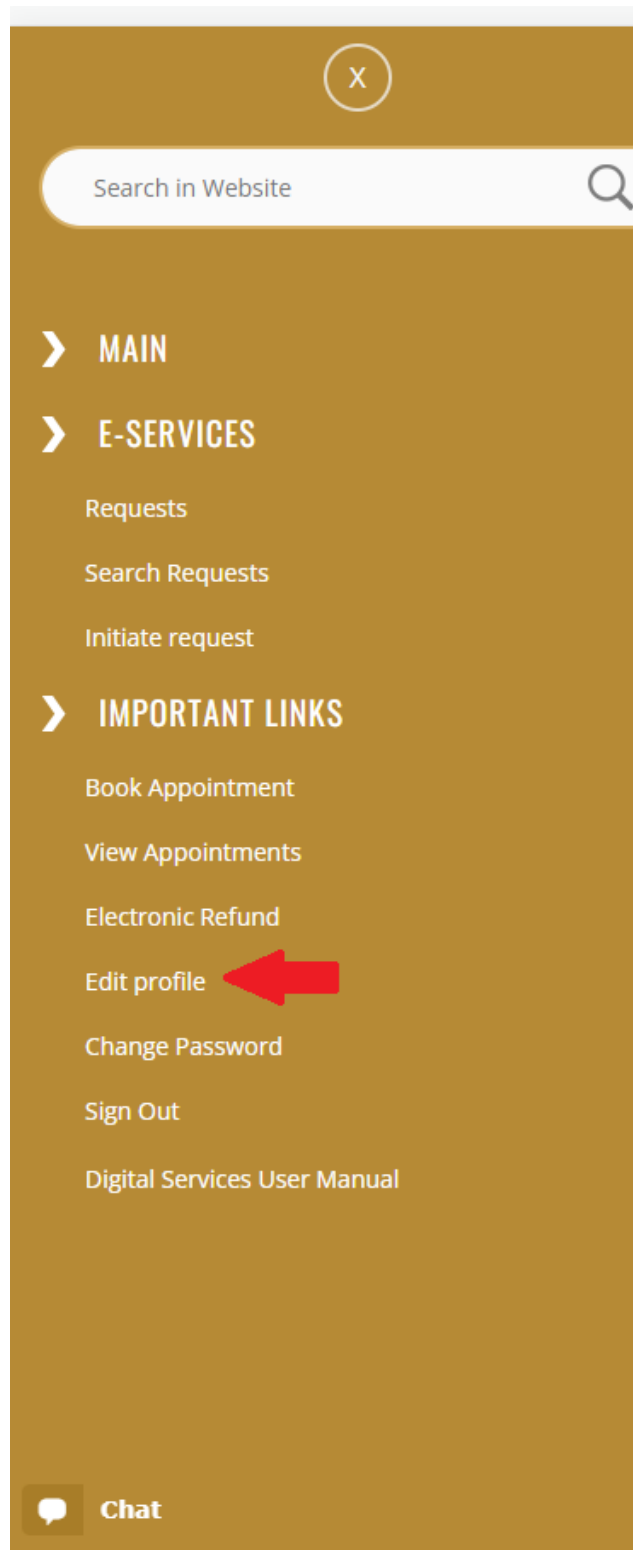


Figure 4 - Update Profile



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

## 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.

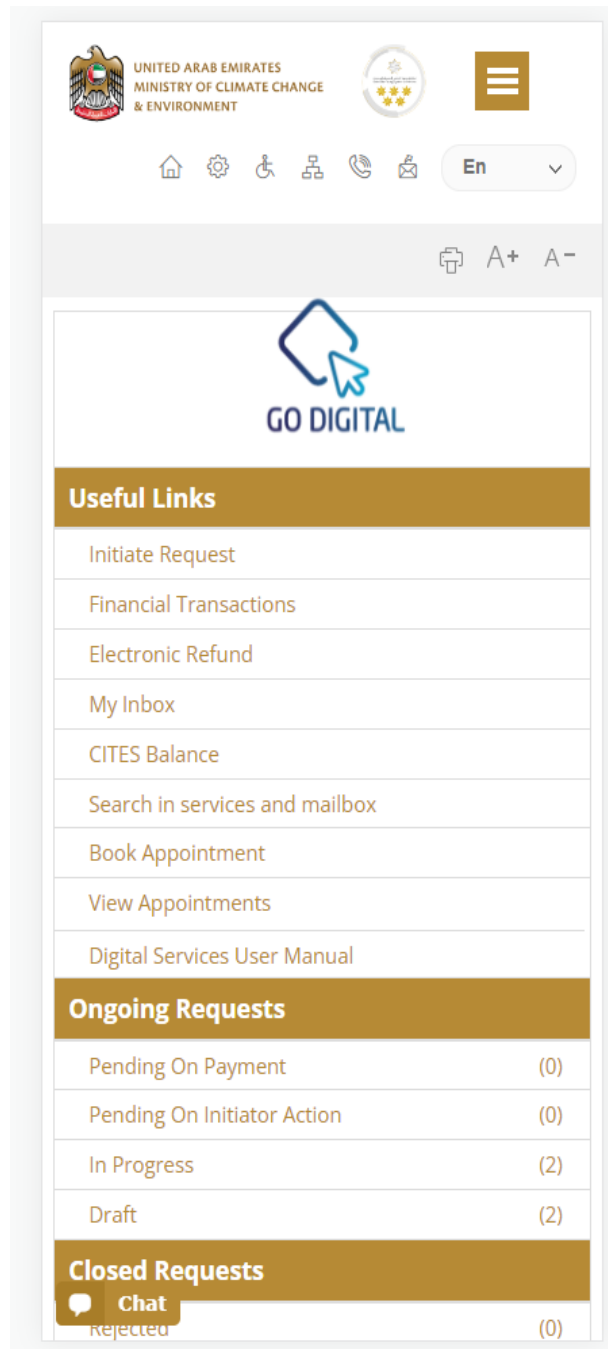


Figure 6 - 'Go Digital' Icon

The user dashboard will then be displayed.

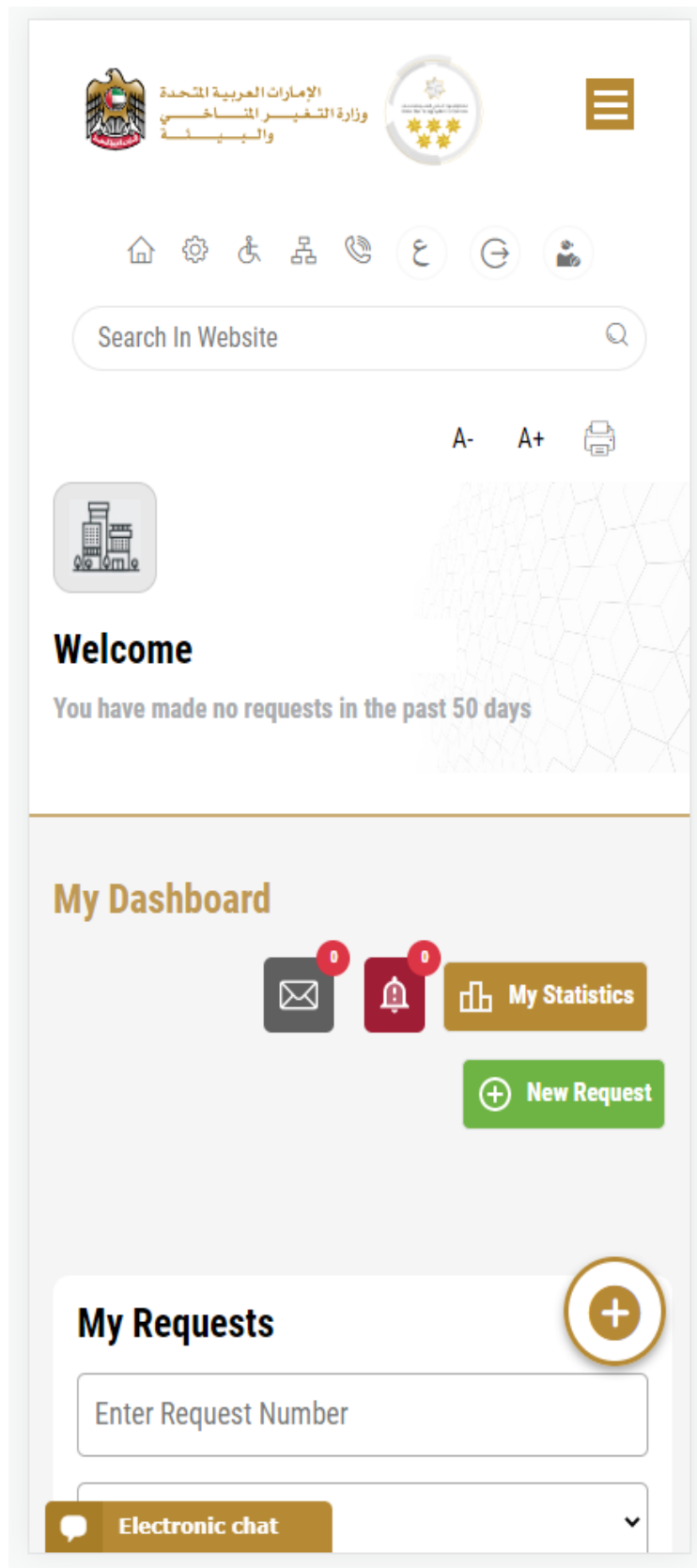
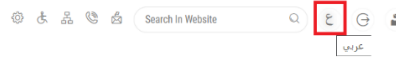


Figure 7- My Dashboard

### 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
 My Statistics	To display statistics about the customer's requests
 New Request	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.

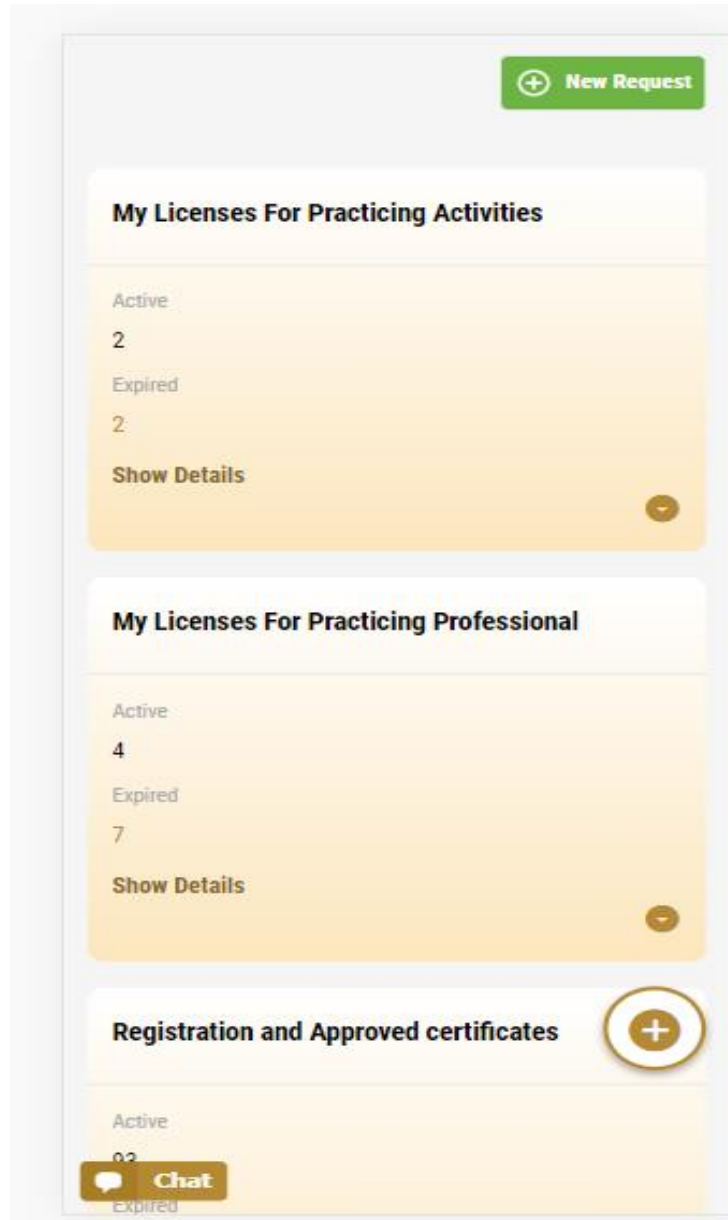


Figure 8 - Dashboard Digital Service Categories

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

## My Requests

ALL ▼

5 ▼

🔍 Search

Showing 3 of 7 Requests





Request Data	Status
<p><b>REQUEST NO #EA-20092023-2415503</b></p> <p>Wednesday, September 20, 2023</p> <p>Export of hazardous waste-Issuance</p> <p><b>Canceled</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>View</p> </div> <div style="text-align: center;">  <p>View/Send Messages</p> </div> </div> <p>▼ More Details...</p>	
<p><b>REQUEST NO #EA-20092023-2415463</b></p> <p>Wednesday, September 20, 2023</p> <p>Export of hazardous waste-Issuance</p> <p><b>Canceled</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>View</p> </div> <div style="text-align: center;">  <p>View/Send Messages</p> </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 MOCCAE.

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:

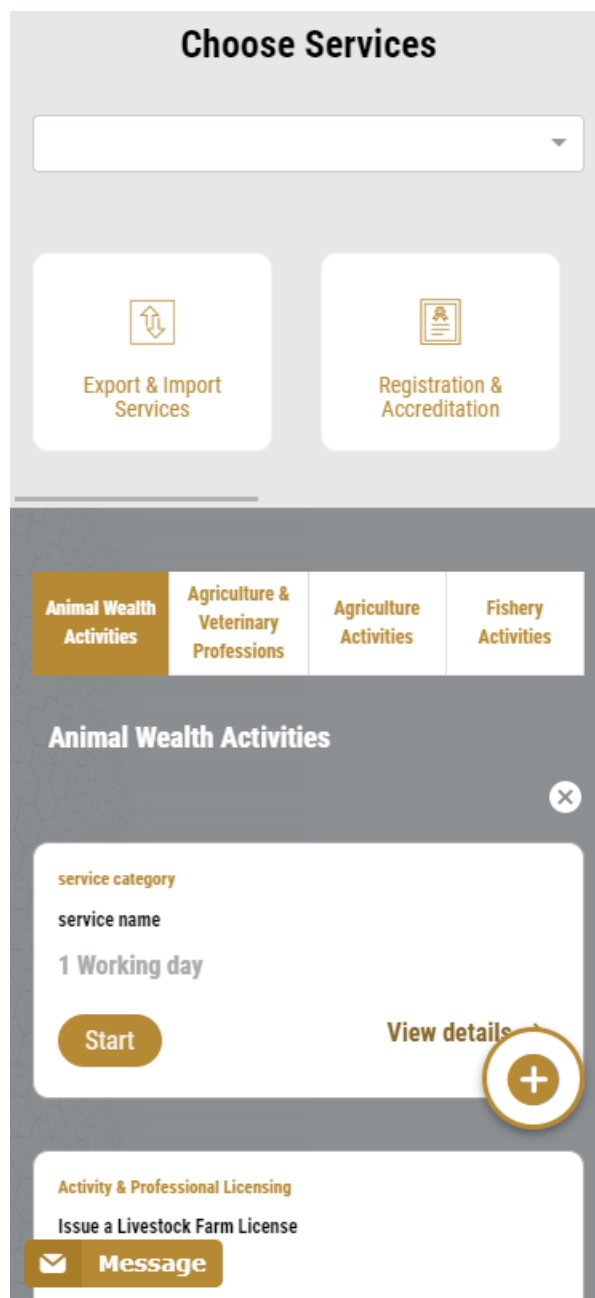


Figure 10 – Service New Request

- 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.

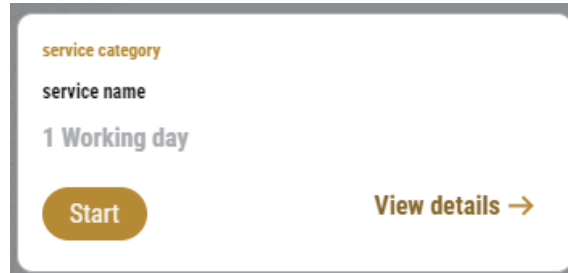


Figure 11 - Service Card

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

You can click on *Save as Draft* 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* Pay Now. You will be then directed to the payment gateway.

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



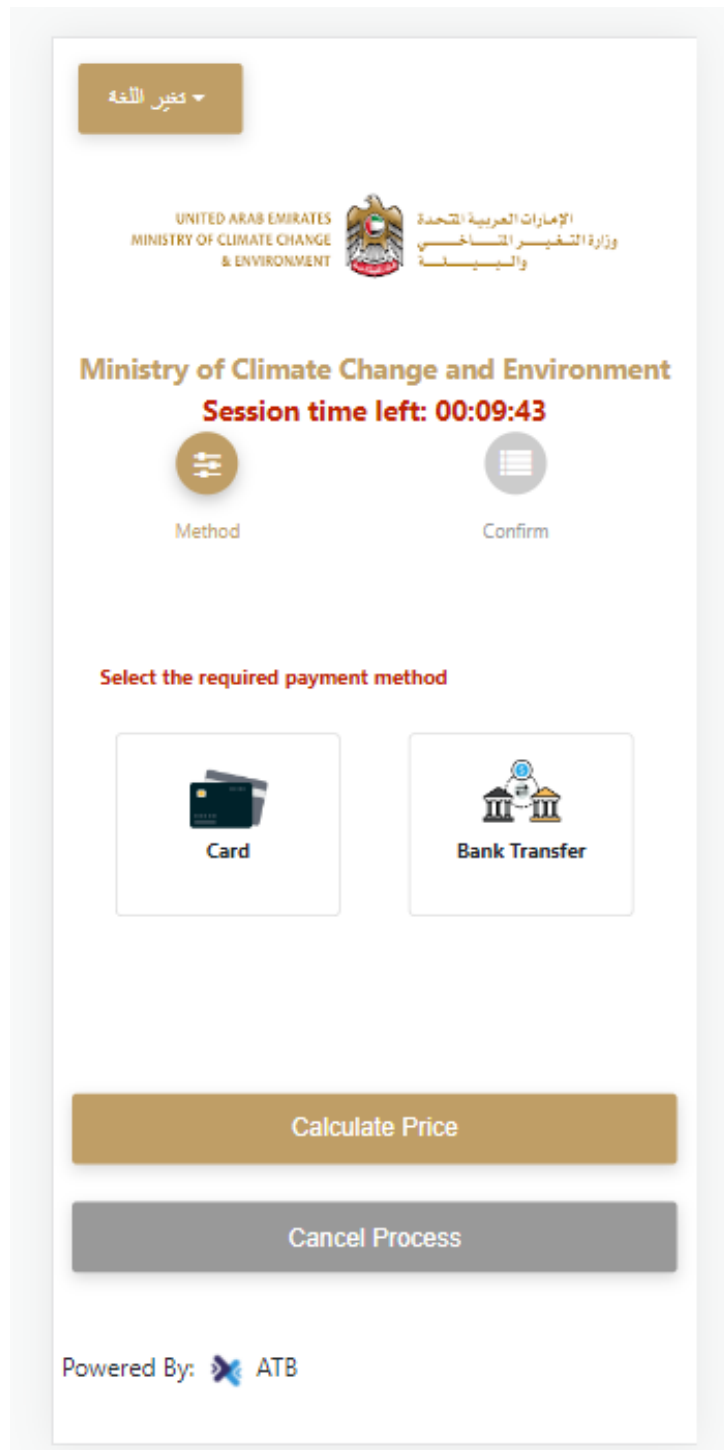





Figure 12 - Payment Gateway

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


  
**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*.

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**Ministry of Climate Change and Environment**  
**Total Payment: 302.14 AED**  
**Session time left: 00:09:02**

**Cardholder Name**

**Card Number**

**Month**

**Year**

**CVV**

I agree to [Terms&Conditions](#)

**Pay Now**

**Change Payment Method**

Figure 14 - Credit Card Details

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

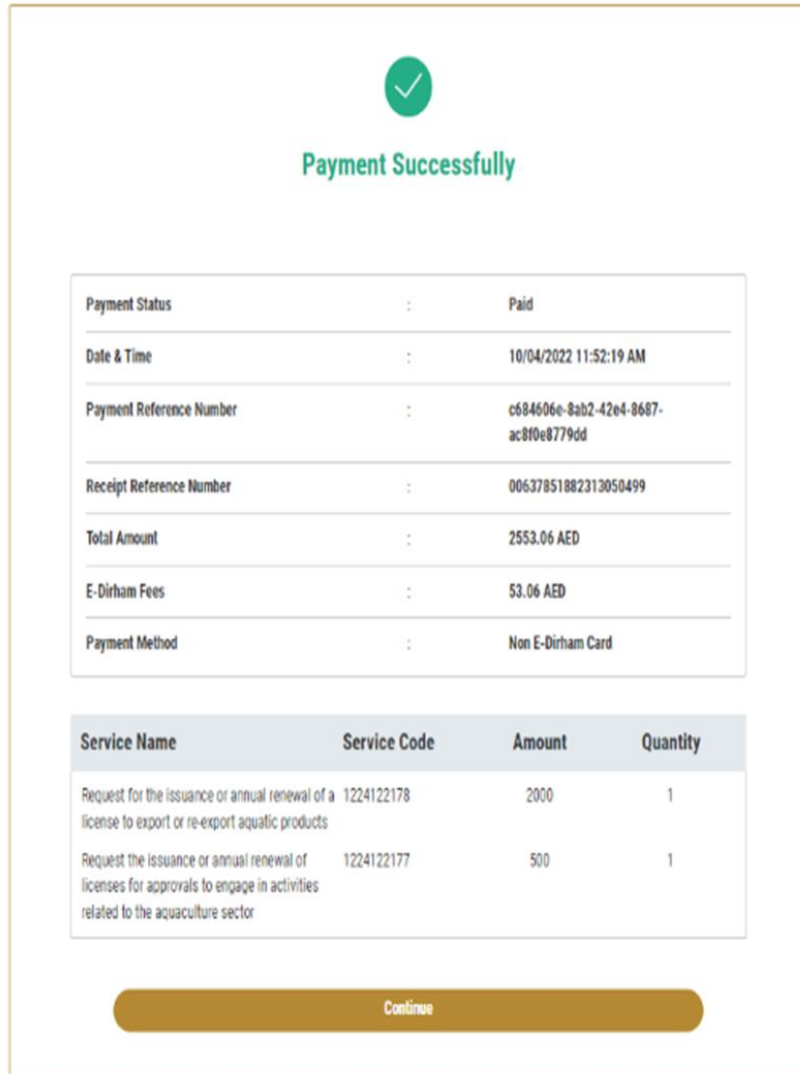


Figure 15 - Payment Confirmation

## 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.

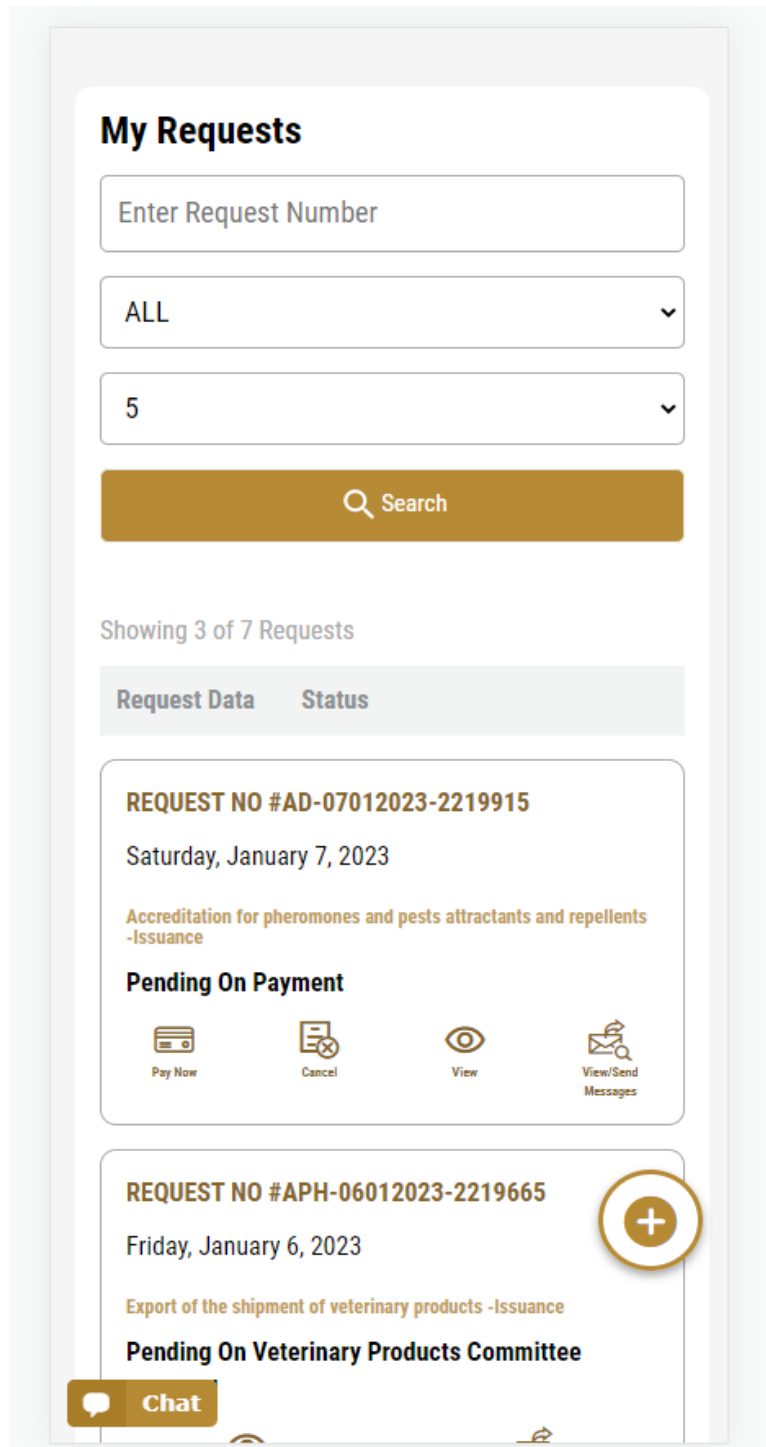


Figure 16 - Select Request to Retrieve

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 MOCCAIE employee by sending and receiving messages regarding your request
View Payment Receipt 	To view the request payment receipt if it has been already paid

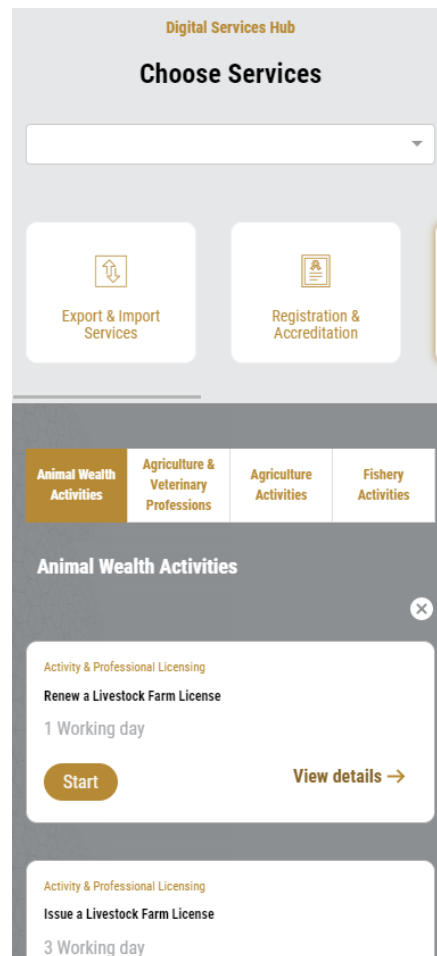
Table 2 – Service Request Actions

## Import an agricultural consignment

### [Service Description](#)

#### To apply for a Import an agricultural consignment

- 1- From the dashboard, click on *New Request*. See *Starting a New Request*.



- 2- Select the Service 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* Start . The Applicant information view will be displayed.
  - a. Select the request purpose

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

## Import an agricultural consignment

### Applicant Information

Applicant Name \*

[Edit Applicant Information](#) [New Applicant](#)

---

[Next](#)

Figure 17 - Select Applicant Name



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

## Import an agricultural consignment

### License Details

License Number  
ACL-2022-14891

Certificate Type  
Practicing Animal Activities License

Last Issuance  
27-01-2022

Expiry Date  
27-01-2025

---

### Import Details ✓

Exporting Country \*  

The country where from items will be exported

Expected Arrival Date \*  

The date when consignment expected to arrive

Shipping Method \*  

Consignment delivery method

Class \*  

Classification of the imported item(s)

## Shipment Information (i)

Type \*

Country Of Origin \*

The country from which it will be exported

Quantity \*

Measurement Unit \*

Description \*

Write description for the imported item

Notes

Please mention if any extra information

Add

## Consignment Items

Type	Country Of Origin		
Moringa	Australia		

Add

### Consignment Items

Type	Country Of Origin	
Moringa	Australia	<span style="font-size: 1.2em;">✎</span> <span style="font-size: 1.2em; color: red;">✕</span>

✔

### Entrance Data

Port \*

✕ ▼
Dubai International Airport

Entry port where the consignment will pass

Back
Next

5- Click *Next* to review your request.

✔ Accept Terms & Conditions \*

Back
Submit

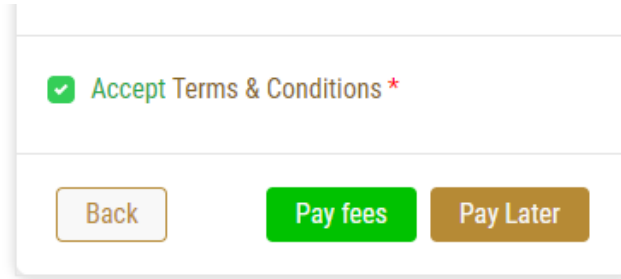





Figure 18 – Service Request Review

- 6- 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](#)
- 7- Once the payment is done, the Import permit will be issued .




- 8- To download the permit, open the request then click on the download icon below  
Request output 

Outputs	
Certificate Number	Certificate Name
DXB-FW-157-272970	Consignment Import Permission <span>ⓘ</span> <span>↓</span>

Figure 19 – download permit

When the shipment arrives to the country or few days before you must apply for release (request will remain pending on arrival)

9- To apply for release find the import request from the dashboard

and click on the release icon 

10- Fill the applicant details just like in the first step

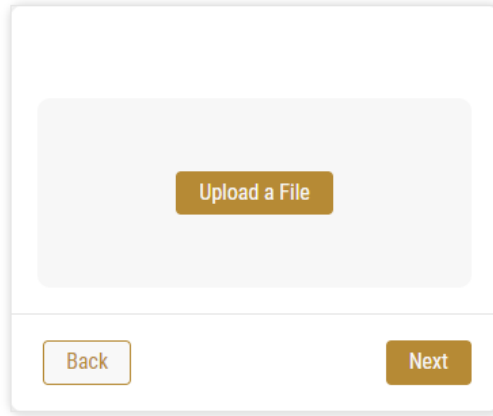
11- Enter the shipping information

**Arrival Date \***

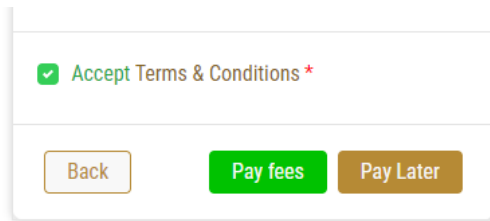
**Shipping Policy \***

**Carrier \***

12- Upload the required attachments



13- Click on “ confirm T&C “  
then you’ll be able to pay same time or later



14- Once paid the request status will be pending On Vet Auditing or Inspection




### My Requests

ALL
▼

25
▼

🔍 Search

Showing 1 of 1 Requests

Request Data	Status
<p style="margin: 0;"><b>REQUEST NO #EA-18122022-478419</b></p> <p style="margin: 0;">Sunday, December 18, 2022</p> <p style="margin: 0;"><b>Pending On Auditing or Inspection</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p style="font-size: 0.8em; margin: 0;">Payments List</p> </div> <div style="text-align: center;">  <p style="font-size: 0.8em; margin: 0;">View</p> </div> <div style="text-align: center;">  <p style="font-size: 0.8em; margin: 0;">View/Send Messages</p> </div> </div>	

15- Once the consignment arrives the status of the request will be finished

**REQUEST NO #EA-18122022-478419**

Sunday, December 18, 2022

**Finished**




Payments List





View



View/Send Messages

16- To download the permit click on the download icon below request output 

### Outputs

Certificate Number	Certificate Name		
DXB-FW-157-272904	Consignment Import Permission		
DXB-EA-202-272905	Consignment Release Permission	