



User Guideline **For Creating a Transit Declaration**

This guideline for transportation workers explains how to create a «Pre-Transit Declaration» to schedule truck appointments to facilitate scanning procedures. It also instructs transport workers on how to create a customs broker authorization



Steps to benefit from the service

First: Customs Broker Authorization

1. Access to the « **Fasah** » platform using the carrier's username.
2. Enter the verification code sent to your phone.
3. Press « **Customs Broker Authorization** » and then « **New Authorization Request** ».

The screenshot shows the Fasah platform interface. On the left, there is a navigation menu with options: Truck Appointments, Customs Broker Authorization (highlighted with a red box), Invoice Inquiry, and Payment. The main content area is titled "Customs Broker Authorization" and features a "New Authorization Request" button (also highlighted with a red box). Below this, there is a search bar and a table with columns: Request Number, Custom Broker Name, Authorization Number, Request Date, Port Name, License Type, Authorization Start Date, Authorization End Date, and Request Status.

4. Fill in the required Customs Broker data, then press « **Submit** ».

The screenshot shows the "New Authorization Request" form. At the top, there is a link: "You can view the directory of Custom Brokers from here". The form contains the following fields:

- Port Name*: Salwa (and Port)
- License Type*: Customs Broker (dropdown menu)
- Custom Broker License Number*: 2327
- Next button
- Custom Broker Name*: Custom Broker Name
- Authorization Start Date*: Gregorian (radio button selected), Authorization Start Date
- Authorization End Date*: Gregorian (radio button selected), Authorization End Date
- Acknowledge*: I certify that I have authorized the customs broker to do customs procedures, follow-up on transactions, submit required documents, attend transaction procedures, access and pay fees, sign clearing card and receive goods, and I hold full responsible for the validity of this information and responsible for any violation committed due to this authorization.
- Submit button (highlighted with a red box)



5. The application will be sent to the transporter and he will choose to «accept» or «reject» the request for authorization.

The screenshot shows the 'Authorization' page with the following table:

Request Number	Request Date	Authorization Number	Port	Transporter Name	Commercial Registration No	Phone Number	Authorization Start Date	Authorization End Date	Request Status	
231276866	2023-12-26		Saiwa land Port	SAUDI EDI CORPORATE test Land	NA		2023-12-26	2023-12-30	Pending Custom Broker	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

Second, create a transit declaration using the customs broker's account

1. Access to the « Fasah » platform using the carrier's username.
2. Enter the verification code sent to your phone.
3. Choose « Transit Declaration », then « Pre-Transit Declaration », and then « Create New Declaration ».

The screenshot shows the 'Transit Declaration' page with the following table:

Document Ref. No.	Declaration No.	Authorization Number	Declaration Date	Declaration Type	Status Code	Declaration Status
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4. Entering declaration details and authorization information and then clicking «Save and Continue».

The screenshot shows the 'Create Transit Declaration' form at Step 1: Reference, License and Authorization Information. The form includes the following fields and options:

- Document Ref. No.:** Number will be auto-generated once you save.
- Declaration Type:** Carry Transit
- Exit Port*:** Search field with 'Customs Exit Port' entered.
- Final Country*:** Search field with 'Final Country' entered.
- Declaration Status:** Draft
- Entry Port*:** Search field with 'Customs Exit Port' entered.
- File Upload:** Button with a plus icon and the text 'File Upload'. Below it, a note states: 'You can't attach documents before save the declaration'.
- Buttons:** 'Previous' and 'Save and continue'.

The left sidebar menu has 'Transit Declaration' highlighted with a red box. The bottom right corner contains the text 'Contact Center: 19993 | Terms Of Use'.

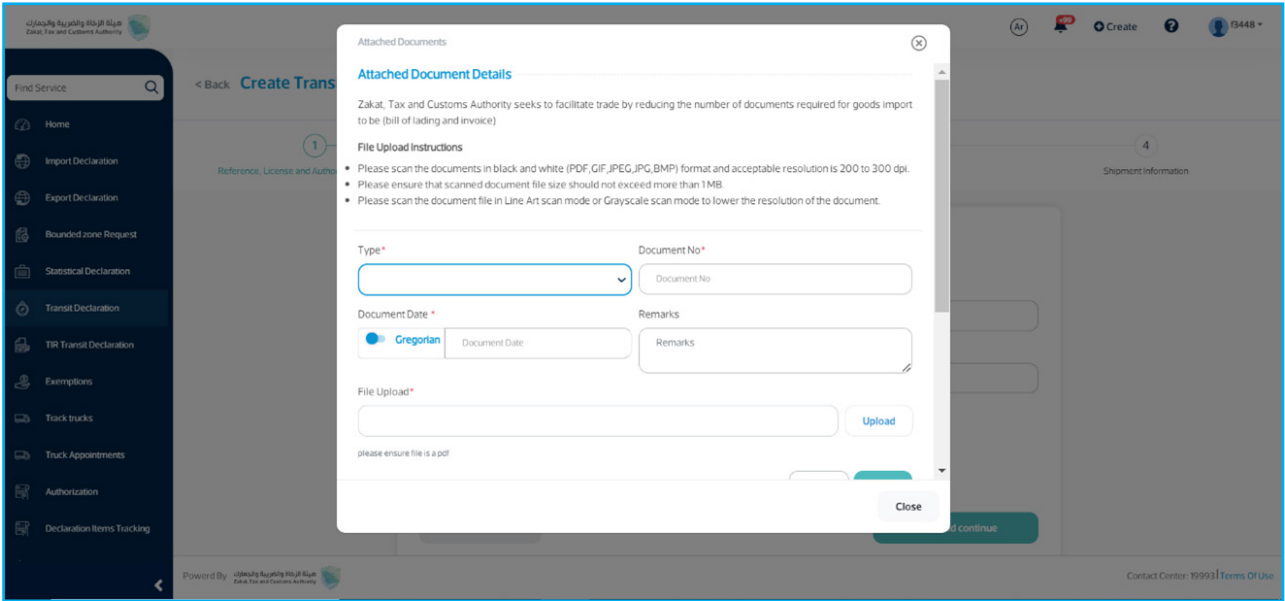
The screenshot shows the 'Create Transit Declaration' form at Step 2: Vehicles and Drivers information. The form includes the following fields and options:

- Document Ref. No.:** Number will be auto-generated once you save.
- Declaration Type:** Carry Transit
- Exit Port*:** Search field with 'King Abdul Aziz Sea Port' entered.
- Final Country*:** Search field with 'Final Country' entered.
- Declaration Status:** Draft
- Entry Port*:** Search field with 'Batha Land Port' entered.
- Transporter Authorization Name*:** Dropdown menu.
- Delivery Area*:** Dropdown menu.
- Shipping Agent*:** Search field with 'Shipping Agent' entered.
- File Upload:** Button with a plus icon and the text 'File Upload'. Below it, a note states: 'You can't attach documents before save the declaration'.
- Buttons:** 'Previous' and 'Save and continue'.

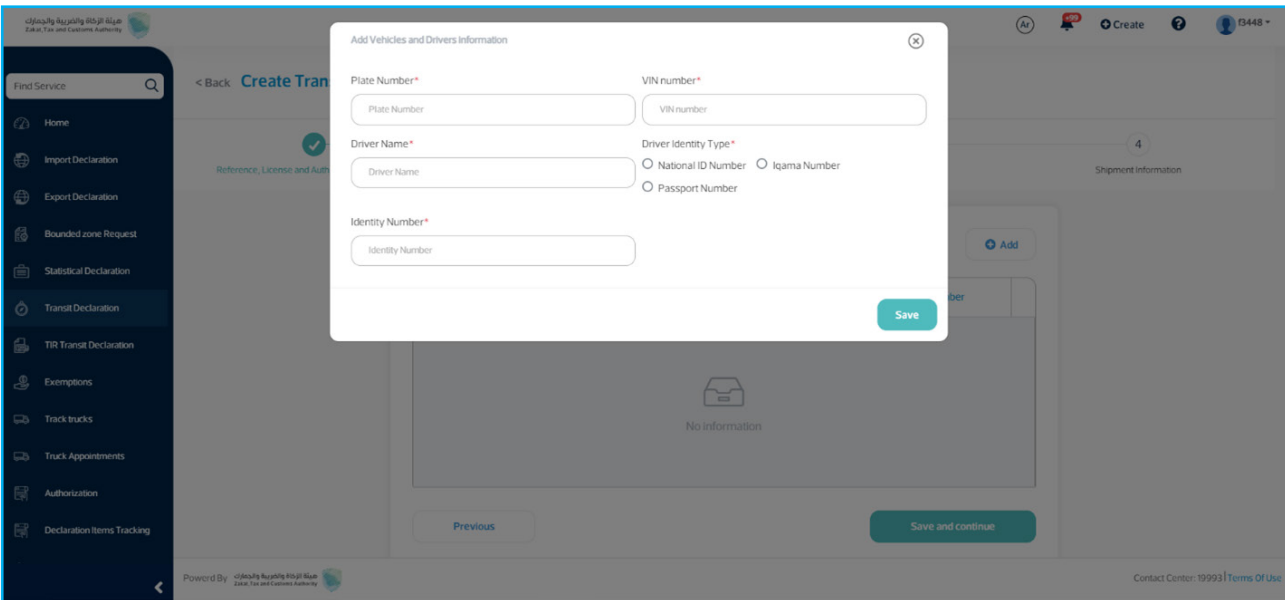
The left sidebar menu has 'Transit Declaration' highlighted with a red box. The bottom right corner contains the text 'Contact Center: 19993 | Terms Of Use'.



5. Choose document type , then enter the documents number, attach the necessary documents, and then click «Save».

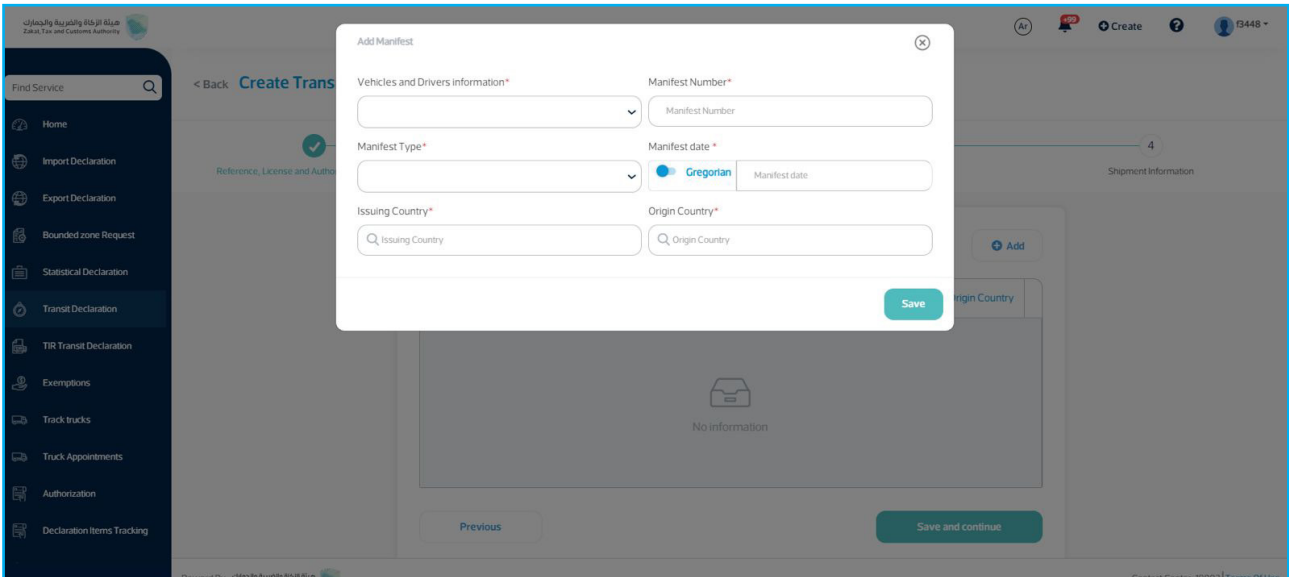


6. Enter the vehicle information, the VIN number, passport, and Iqama number.

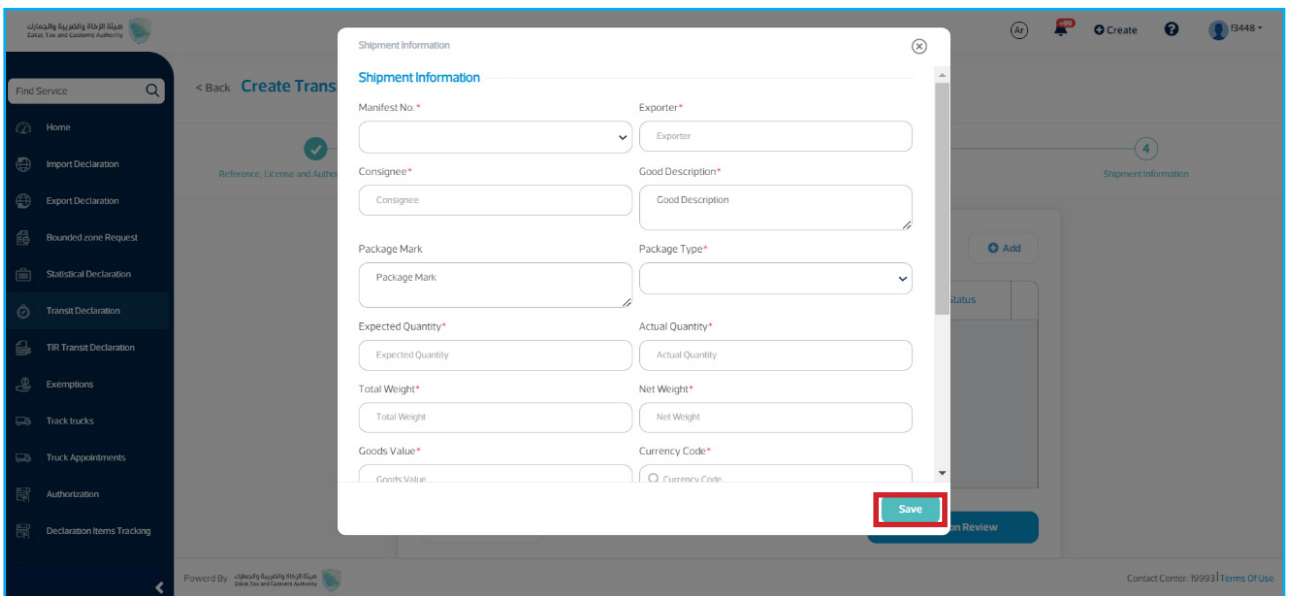




7. Go to «Add Manifest», fill in the vehicle and driver information, then click «Save»



8. Fill out the necessary shipment information, then click «Save».





9. Check and review the declaration's information, then click «Submit».

The screenshot shows the 'Vehicles and Drivers information' section of the system. It features a table with the following data:

Plate Number	VIN number	Driver Name	Driver Identity Type	Identity Number
123	123	hanan	Identity Number	23456543

The 'Manifest Information' section is highlighted with a red box. It contains a table with the following data:

Vehicles and Drivers information	Manifest Number	Manifest Type	Manifest Date	Issuing Country	Origin Country
442	123	Import Manifest	2023-12-26	JORDAN	JORDAN

The 'Shipment Information' section is also visible at the bottom of the screenshot.

The screenshot shows the 'Shipment Information' section of the system. It features a table with the following data:

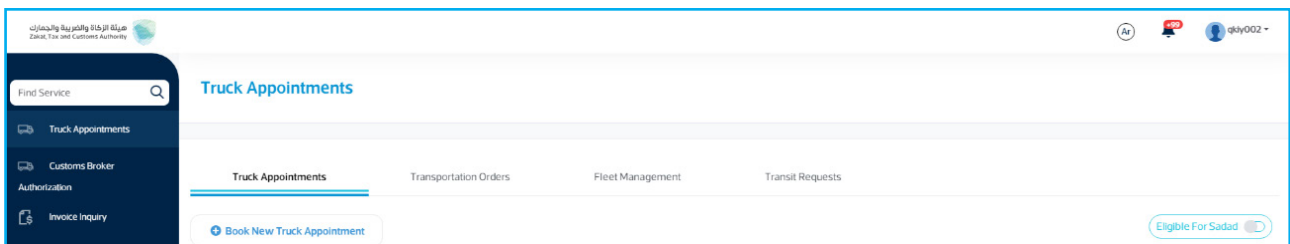
S/No	Manifest No.	Consignee	Total Weight	Record Type	Status
1	123	12	1		DRAFT

The 'Submit' button is highlighted with a red box. At the bottom of the page, there are two buttons: 'Back' and 'Submit'.



Third, schedule the truck appointment through the carrier's account

1. Access to the « Fasah » platform using the carrier's username.
2. Enter the verification code sent to carrier registered phone number.
3. Select «Truck Appointments» and then «Book New Truck Appointment».



4. Enter the port information.

1 Appointment Details

2 Carrier and Shipment Information

Port and area information

Purpose*
Transit

Departure Port*

Arrival Port*

Final Destination*

Previous Next



5. Select the date and time of the new appointment.

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Dear Customer, Please adhere to the grace period for each appointment, in which you are allowed to enter the port one hour before the appointment and one hour after.

From	To	Available Appointments	Appointment Fees
2023-12-29 00:00	2023-12-29 00:59	11	0 SAR Exempted from fees during trial period
2023-12-29 01:00	2023-12-29 01:59	11	0 SAR Exempted from fees during trial period
2023-12-29 02:00	2023-12-29 02:59	11	0 SAR Exempted from fees during trial period
2023-12-29 03:00	2023-12-29 03:59	11	0 SAR Exempted from fees during trial period
2023-12-29 04:00	2023-12-29 04:59	11	0 SAR Exempted from fees during trial period
2023-12-29 05:00	2023-12-29 05:59	11	0 SAR Exempted from fees during trial period

6. Enter the customs declaration number, driver, and truck information, and then click «Submit».

Declaration Number*

Declaration Number Search 549 (Appointments Remaining: 1498) X

Dear customer, only verified trucks and drivers who have a permit for the selected port with a valid ID, vehicle registration and driving license on the selected date are listed below.

Plate Number	Driver Name
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>

Plate Number	Driver Name	Driver License ID
<input type="text"/>	<input type="text"/>	<input type="text"/>



Plate Number: Add

Driver Name: Add

Add

Plate Number	Driver Name	Driver License ID	
4904 B R A	MOHD MASROOR INTZAR	2422921466	Delete

I acknowledge that I have seen the manual on the **dimensions and weights of trucks according to the Saudi standard approved** and undertake to fulfil all the obligations and follow Saudi standards for the dimensions and weights of trucks. If I contravene, I agree to assume full responsibility, and the procedures and penalties involved as required by the regulations of the Public Transport Authority and other relevant regulations.

Transportation Method*

Previous Submit

7. The appointment reference number and application status will be shown as «**acceptable**».

Below Appointments Has Been Submitted Successfully

Appointment Reference Number	Status
TAS20231226202039565	Accepted

We could not find visa for the below drivers:
MOHD MASROOR INTZAR *2422921466*
Please make sure that it is available at the time of the chosen appointment.

Please rate the appointment booking service

Begin Survey Close

Transportation Method*
Exempted Shipments

Cargo Type*
Medicine

Previous Submit



Scan this code to view the last
version and all published documents
Or visit the website zatca.gov.sa