

Important actions that need to be taken to set up your profile.

How to create an Importer account on the Nafeza site

Please refer to 'Create Electronic Account file.'

1. Create a personal account with an email on the Nafeza website
2. Click on Activate Online Services
3. Click on upgrade account (importers) and follow the steps
4. After following the steps on the website and recording all the data, a request to activate the services will be printed
5. Go to the nearest logistical site to Nafeza and submit the following documents
 - Request to activate services with the facility number
 - Acknowledgment and pledge for the NAF
 - Print out of the Importer customs dealer number
 - Print out of the social insurance of the delegated person
 - Company Legal documents (like, commercial register, Tax ID, delegation...etc.)

How to create an Exporters/Suppliers account on the Nafeza web

Please refer to the below links:

Login

- <https://help.cargox.digital/en/user-manual/logging-in/login/>

Data and Document Upload

- <https://help.cargox.digital/en/user-manual/using-the-platform/>
- <https://help.cargox.digital/en/user-manual/using-the-platform/compose-envelope/>
- <https://help.cargox.digital/en/user-manual/using-the-platform/transfer-envelope/>
- <https://help.cargox.digital/en/user-manual/using-the-platform/forward-received-documents/>