



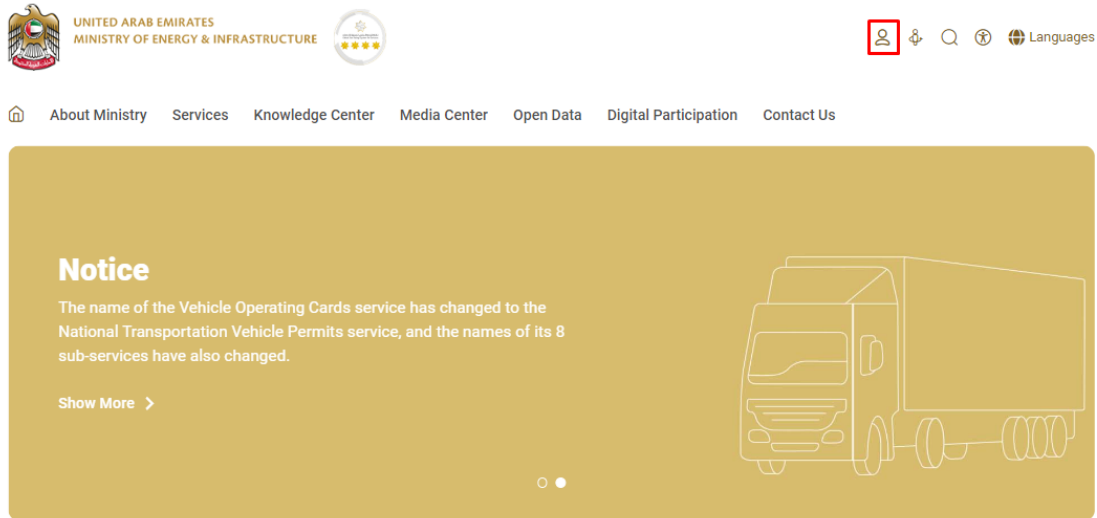
## User Manual

# Geophysical Studies Purchase Request

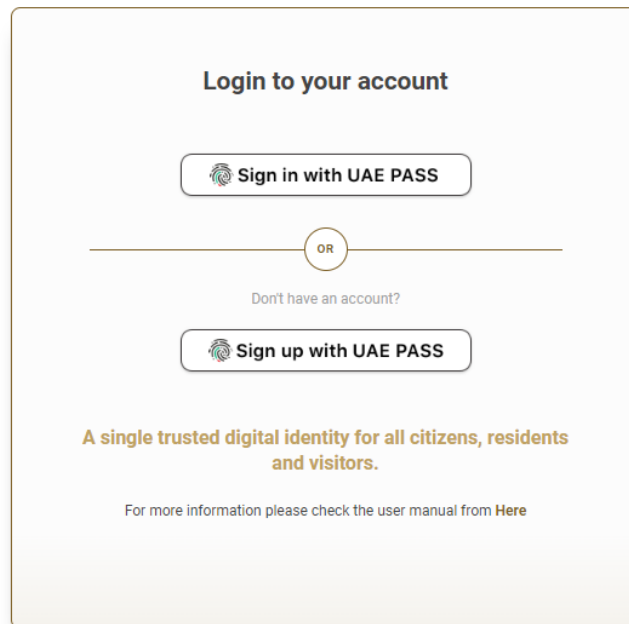
V 1.0

2023

1. Open MOEI website: <https://www.moei.gov.ae>
2. Click on “LOGIN” on the header



3. Then it will redirect you to the Login page, you can login using UAE PASS.



4. From the home page, go to “Services” tab, then choose “Geological Services”.

The screenshot shows the 'Services' page interface. At the top left is the 'Services' title. To its right is a search bar with the placeholder text 'Search by a service keyword .....'. Further right are two buttons: 'Request Status' with a checkmark icon and 'My Favourites'. Below the search bar is a grid of service cards. On the left side of the grid is a vertical list of service categories with expand/collapse arrows. The 'Geological Services' category is expanded, showing sub-items: 'Geological Services (5)' (highlighted in a dark brown bar) and 'Spatial and Geographical Data (1)'. The main grid contains several cards, with the top row showing three 'Geological Services' cards. The middle row shows 'Geological Film Purchase Request', 'Geological Maps Purchase Request', and 'Geological Studies Purchase Request'. The bottom row shows 'Geological Services', 'Geological Services', and 'Issuing "To Whom it May Concern Letter" for Field Visit Permit to Geological locations'. At the bottom right of the grid is a link 'All Services >'. At the bottom left of the category list is 'Inquiry Services' with a collapse arrow.

5. From Services Page, choose the category “Geological Services”.

6. Then select the needed service “Geophysical Studies Purchase Request”, you can view the service Info or start the service immediately.

## Services

### Services

Search by a service keyword .....



Request Status

My Favourites

Iskan bundle

E-Services Help

Proactive services

Added value

Most used services

All Services

Zayed Housing Program

Land Transport

Maritime Transport

Infrastructure Services

Geological Services

Geological Services (5)

Spatial and Geographical Data (1)

Inquiry Services

[Previous](#) 1 of 1 [Next](#) >

Total number of items : 5

Geological Services

Geological Services

Geological Services

Geological Film Purchase Request

Geological Maps Purchase Request

Geological Studies Purchase Request

Geological Services

Geological Services

Geophysical Studies Purchase Request

Issuing "To Whom it May Concern Letter" for Field Visit Permit to Geological...

### 7. Add the required geological report to Cart by following the steps below:

- You can search for the required report by typing keywords and also select through option type menu

Geophysical Studies Purchase Request

Keyword

Option Type

--Select--

- Click on "Show Options" button of each report you want
- Select reports that you want to purchase

- d. Enter the required quantity
- e. Click “Add to Cart” & a message will appear to show that the report is added successfully to the cart

A 2D Structural Re-Interpretation of Deep Seismic Depth Profiles in the UAE Lines D1, D3 & D4		Range AED 15000.00	Step 1 Show Options
Hard copy with explanation booklet	AED 15000.00	Step 3 Quantity	Step 2 1
			Step 4 + Add to cart


Note: repeat the same process for each report you want



Product added to cart

Ok

8. the items will be added to the cart, please click on cart icon and click “Proceed to checkout” for the payment



Home / Shopping Cart

### Shopping Cart

Items to buy now	Category	Quantity	Total
<b>A 2D Structural Re-Interpretation of Deep Seismic Depth Profiles in the UAE Lines D1, D3 &amp; D4</b> (A 2D Structural Re-Interpretation of Deep Seismic Depth Profiles in the UAE Lines D1, D3 & D4) <a href="#">Remove</a>	Geophysical Reports	<input type="text" value="1"/> <a href="#">Update</a>	AED 15,000.00
			<b>Grand Total:</b> AED 15,000.00

[Clear All](#) [Proceed to check out](#)

< 1 >

9. Fill the delivery address & Click the button “Submit” for the payment process.

Home / Service /

### Secure Checkout

Full Name \*

Telephone \*

Mobile \*

Fax

City \*

Address Line 1 \*

Address Line 2 \*

PO Box \*

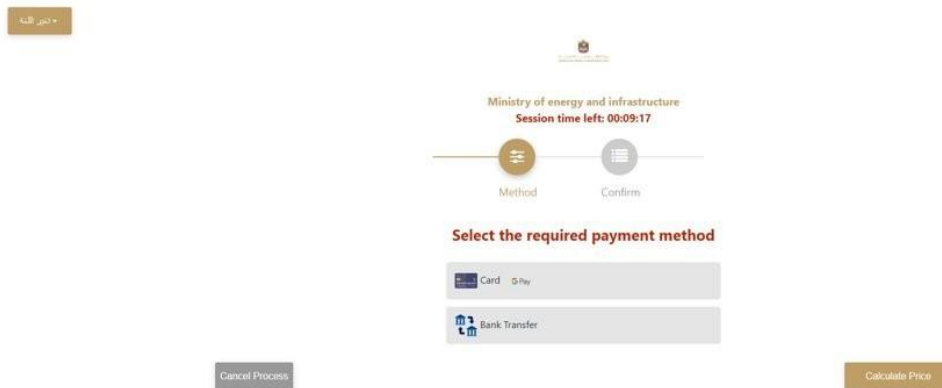
Basket Items

Product Name *	Product Option Name *	Category *	Quantity *
Gheweifat and As Sila area	Soft copy - 1024121567	Geological Maps	3

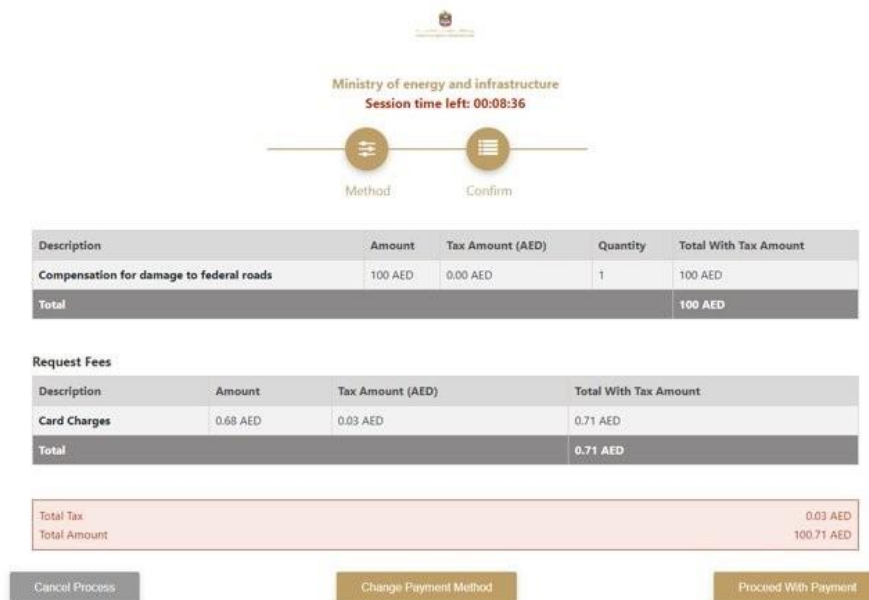
Service : Geological Maps Purchase Request

100%  
Form Completion

10. You will be redirected to payment gateway to complete your payment process. Select the payment method from the list.



11. Payment details will appear, please click on “Proceed with Payment” button to go to next step



12. Add Card details and click on “I agree to Terms & Conditions”, then click on “Pay Now” button



Ministry of energy and infrastructure  
**Total Payment: 100.71 AED**  
**Session time left: 00:07:33**

Cardholder Name  
 Card Number  
 Month Year CVV  
 I agree to [Terms&Conditions](#)

Pay Now

Cancel Process Change Payment Method

13. The following Message will appear upon successful payment:

Home / Service /

Payment - Deletion Request for national pleasure boat

**Payment Completed Successfully!**

We have already received your payment and your application will be reviewed. You will be notified soon on your application status

Receipt Number	26591818947238273	Payment Date	Thu, 08 Jun 2023 11:01
Application Number	A0040014E3090623	Application Date	Thu, 08 Jun 2023 10:48

Amount	AED 100
Fees	AED 0.71
<b>Total Payment</b>	<b>AED 100.71</b>

BACK TO MY APPLICATIONS BACK TO DASHBOARD

14. Your reference number for the request will be displayed on the ministry website page once the payment is successfully completed.
15. Soft copy of the report will be added to the customer's page on the website upon payment, along with a copy of the payment receipt, and a hard copy of the report will be delivered through the shipping companies.
16. Fill in the satisfaction survey about the eService, when the following pop-up shows up:

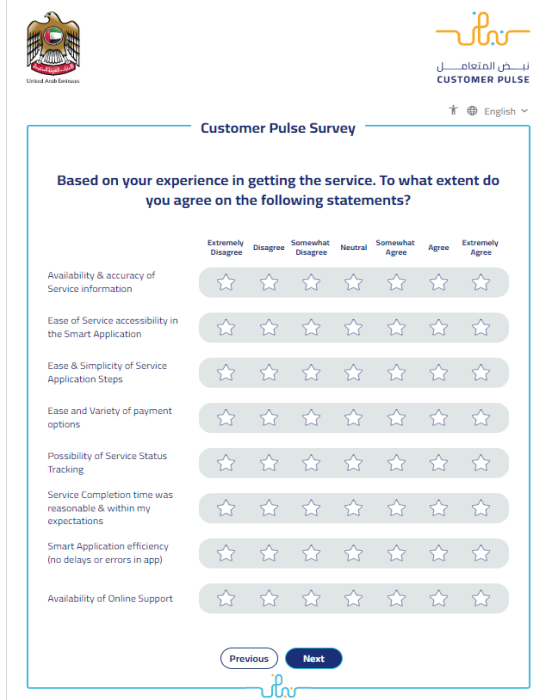


Customer Pulse Survey

Overall, how satisfied are you about the service? \*

Extremely Dissatisfied      Extremely Satisfied

Next

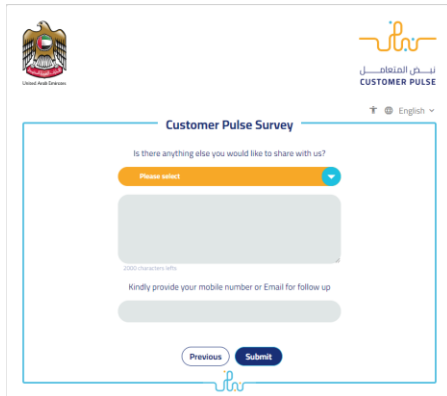


Customer Pulse Survey

Based on your experience in getting the service. To what extent do you agree on the following statements?

	Extremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree
Availability & accuracy of Service information	★	★	★	★	★	★	★
Ease of Service accessibility in the Smart Application	★	★	★	★	★	★	★
Ease & Simplicity of Service Application Steps	★	★	★	★	★	★	★
Ease and Variety of payment options	★	★	★	★	★	★	★
Possibility of Service Status Tracking	★	★	★	★	★	★	★
Service Completion time was reasonable & within my expectations	★	★	★	★	★	★	★
Smart Application efficiency (no delays or errors in app)	★	★	★	★	★	★	★
Availability of Online Support	★	★	★	★	★	★	★

Previous      Next

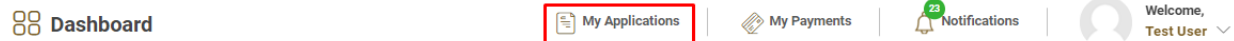


The image shows a 'Customer Pulse Survey' form. At the top left is the national emblem of Saudi Arabia, and at the top right is the logo for 'CUSTOMER PULSE' with the Arabic text 'بصيرة المستخدم'. Below the logo, there is a language selector set to 'English'. The main heading is 'Customer Pulse Survey'. The first question is 'Is there anything else you would like to share with us?'. Below this is a 'Please select' dropdown menu. Underneath is a large text area for comments, with a note '2000 characters max'. Below the text area is a field for 'Kindly provide your mobile number or Email for follow up'. At the bottom are 'Previous' and 'Submit' buttons.

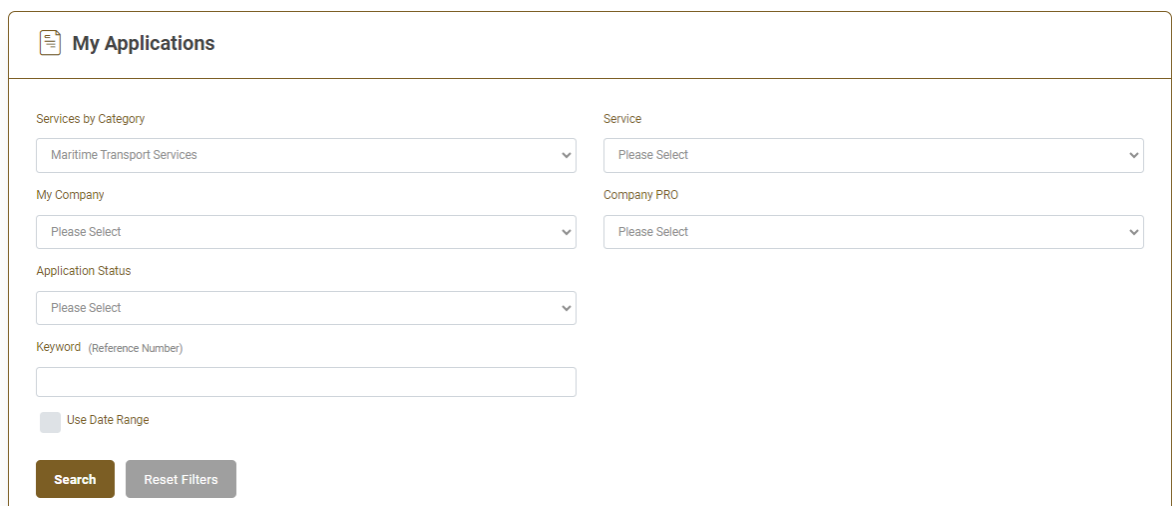
17. you can also view and download the certificate from the end user dashboard through Request Status boxes Or My Application:

### My Application/My Payment:

a. Click on the My Application as shown in the image below



b. for searching/filtering the requests based on Reference Number/Request Date/Service Name/Request Status:



The image shows a 'My Applications' filter form. It has a title 'My Applications' with a document icon. Below the title are several filter sections: 'Services by Category' with a dropdown set to 'Maritime Transport Services'; 'Service' with a dropdown set to 'Please Select'; 'My Company' with a dropdown set to 'Please Select'; 'Company PRO' with a dropdown set to 'Please Select'; 'Application Status' with a dropdown set to 'Please Select'; 'Keyword (Reference Number)' with a text input field; and a 'Use Date Range' checkbox which is unchecked. At the bottom are 'Search' and 'Reset Filters' buttons.