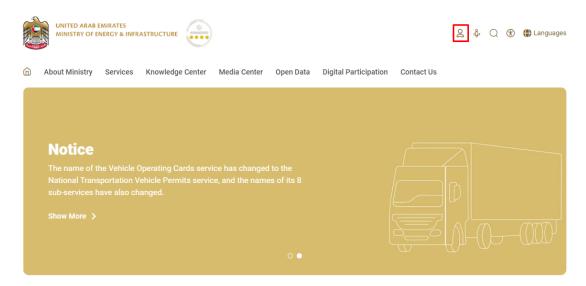
User Manual

Geological Maps Purchase Request

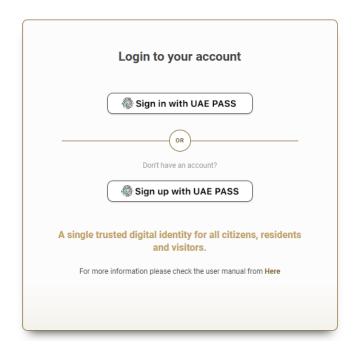
V 1.1

2023

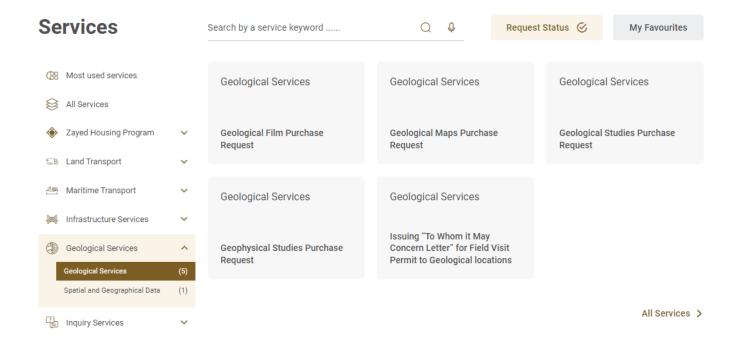
- 1. Open MOEI website: https://www.moei.gov.ae
- 2. Click on "LOGIN" on the header



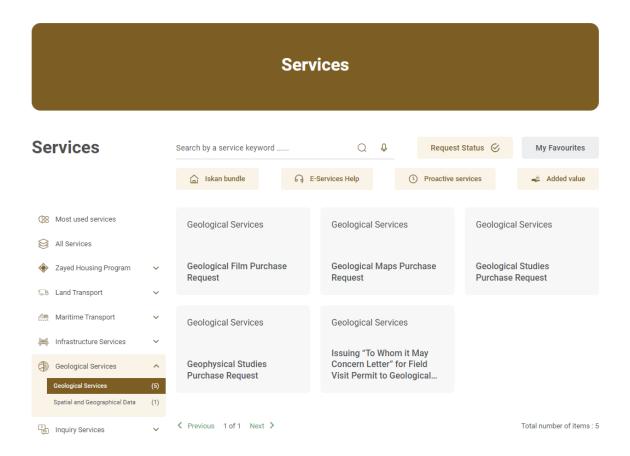
3. Then it will redirect you to the Login page, you can login using UAE PASS.



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

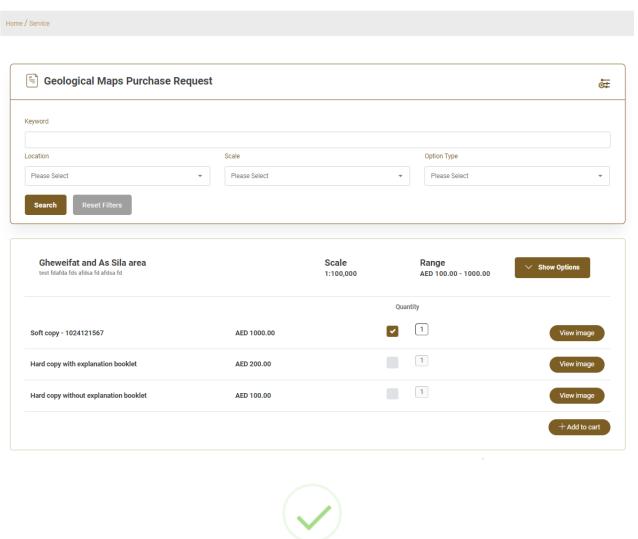


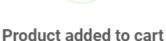
- 5. From Services Page, choose the category "Geological Services".
- 6. Then select the needed service "Geological Maps Purchase Request", you can view the service Info or start the service immediately.



- 7. Add the required geological map to Cart by
 - click "Details" button of each Area
 - Select the type of map that you want to purchase
 - Enter the required quantity
 - Click 'Add to Cart'

Geological Maps Purchase Request

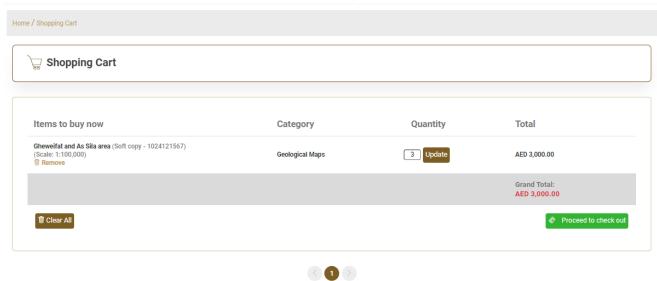




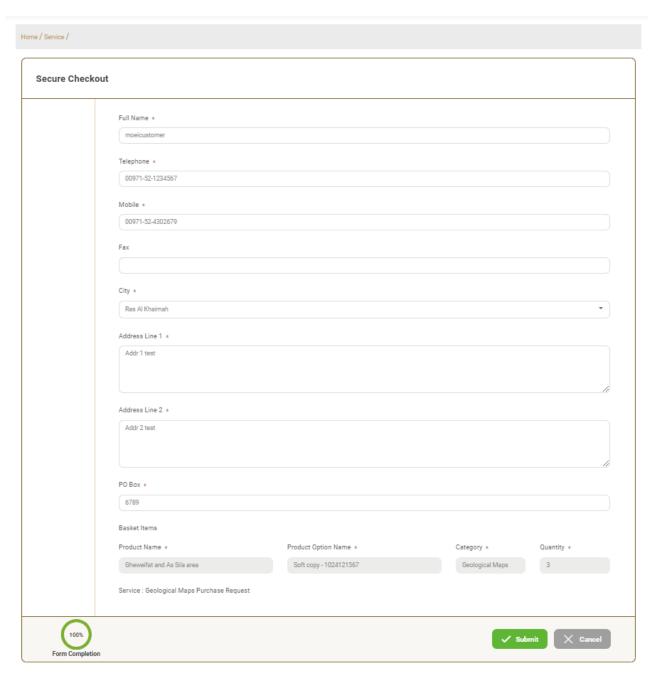
Ok

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





9. Fill the delivery address and agree to terms and conditions. Click the button "Submit" for the payment process.



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

Geological Maps Purchase Request



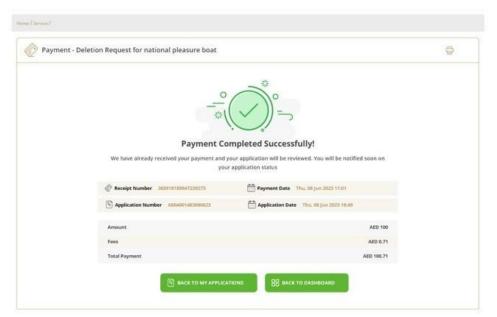
11. Payment details will appear, please click on "Proceed with Payment" button to go to next step



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

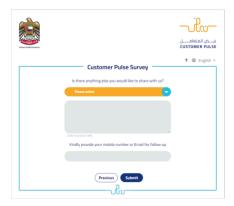


13. The following Message will appear upon successful payment:



- 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 map will be added to the customer's page on the website immediately upon payment along with a copy of the payment receipt and hard copy of the map will be delivered via shipping companies.
- 16. Fill the satisfaction survey about the eService, when the following pop-up shows up:





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/RequestDate/Service Name/Request Status:

