



Training Guide for Self Declaration Request

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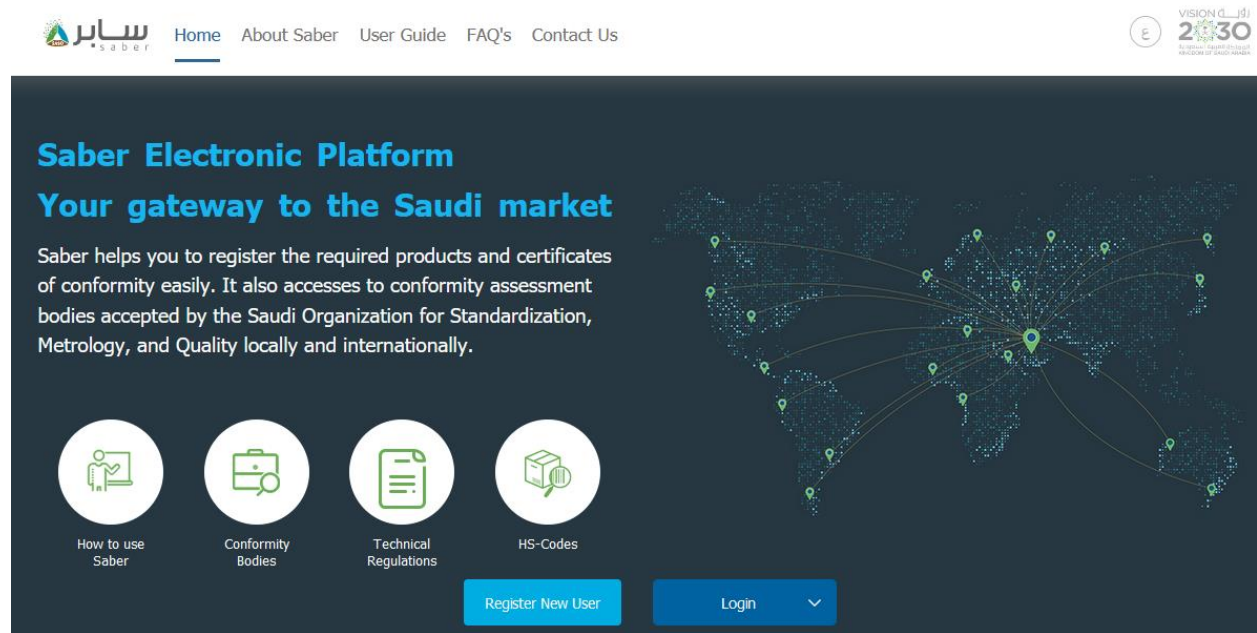
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System Description

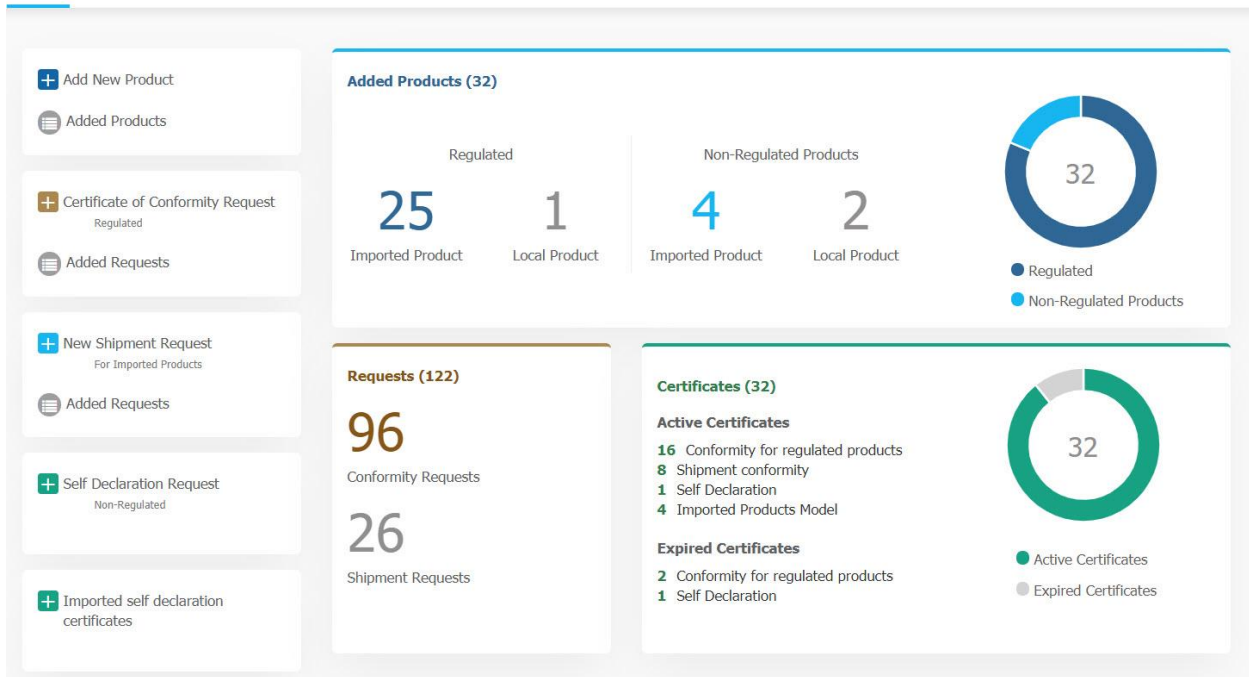
The objective of this system is to enable the facility to issue a (self-declaration certificate) for products that are not regulation and locally manufactured.

Apply for Self Declaring Certificate

To access the Self Declaration Certificate Requests page, the user will log-in through the system as follow:






After the login process, the user will access the self-declaration request page by clicking "Self Declaration Request" on the home page as shown below:




All non-regulated locally manufactured products added to the system will be displayed to request a self-declaration certificate, the following data (product name in English, HS code, certificate status, barcodes and serial numbers) are displayed as follows:

Self Declaration Request Create Invoice Search

Product List Products Count 8

	HS Code : 961700100000 Edit Barcodes (Barcodes Added)
	Product Name : product 2
	Trademark : ABLEGREEN COMPANY LIMITED
	Model Type : 456543653
	Self Declaration Status : Valid Self Declaration Certificate Download Certificate
	HS Code : 961700100000 + Add new Barcodes (No Barcodes)
	Product Name : product 1
	Trademark : ABEL INDUSTRIES INTL. CO. LTD.
	Model Type : 8798798
	Self Declaration Status : Does not have a Self-Declaration Certificate
	HS Code : 961700100000 + Add new Barcodes (No Barcodes)
	Product Name : majed new
	Trademark : Apple
	Model Type : 45343
	Self Declaration Status : Does not have a Self-Declaration Certificate

To enable the the user to create the invoice and issue the certificate , the user must add the barcodes for each product and to do that the user will click on “Add new Barcodes “ as shown below :

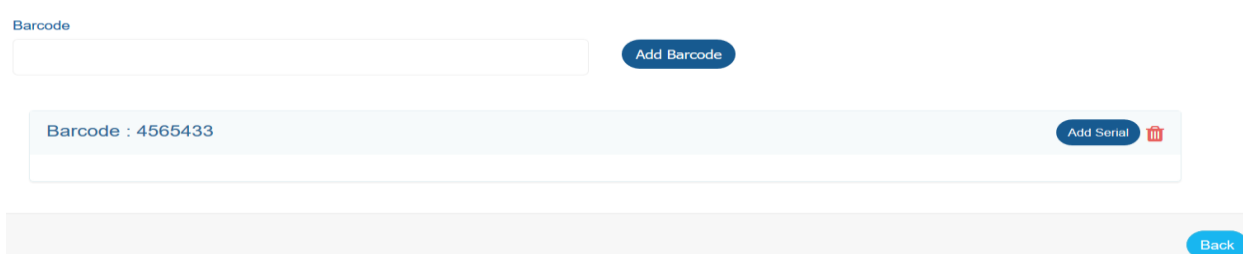
	HS Code : 961700100000 + Add new Barcodes (No Barcodes)
	Product Name : product 1
	Trademark : [REDACTED]
	Model Type : 8798798
	Self Declaration Status : Does not have a Self-Declaration Certificate

Barcode

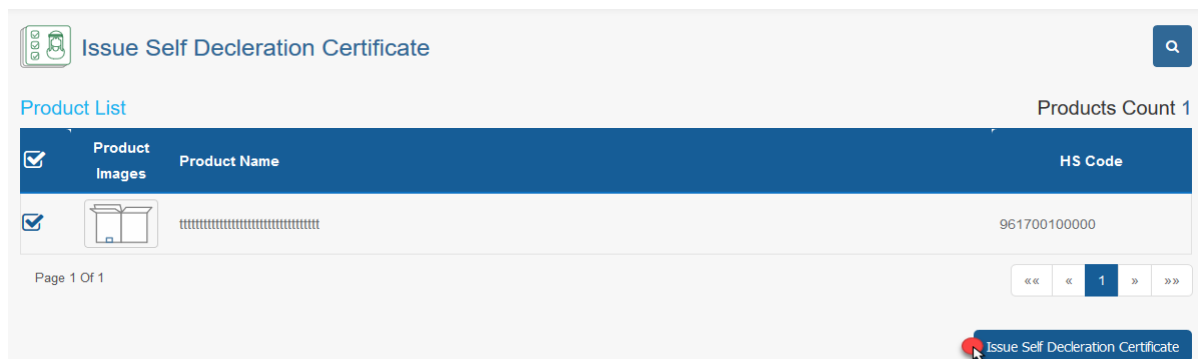
Add Barcode

After adding the barcode, a message will appear to inform the user that the barcodes are successfully added. The user will press "Close" and press "back" button to return to the request page of the self-

declaration certificate. The user can also add the serial numbers of the bar code by clicking "Add serial number" As follows:



When you return to the request lists after adding the barcodes, the user will click on “Create Invoice” to select the products to issue a self-declaration certificate and then click on “issue self-declaration certificate” as shown below:



Product Images	Product Name	HS Code
<input checked="" type="checkbox"/>	961700100000

The system then displays the invoice creation confirmation message, the user verifies which products will be issued a certificate, the number of products and the total cost, and then clicks OK as follows:

Self Declaration Payment Confirmation

Product Name	HSCode
[Redacted]	250100100010


Product Count : 1 Cost per Product : 500.00

Total Cost : 575.00 VAT : 75.00

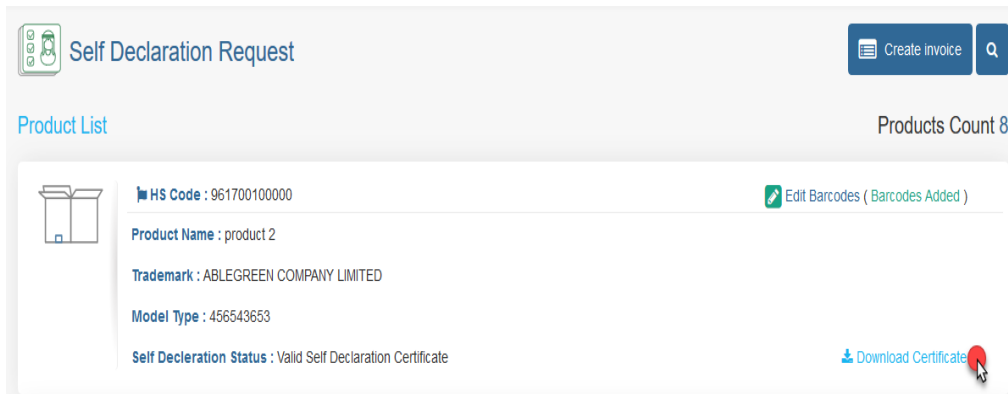
Disclaimer
 We undertake and confirm that all product data are correct and are in conformity with the relevant technical regulations and specifications. We undertake to provide any technical files for the product to be requested by the Authority or its representative later. In case of incorrect data, we shall bear all dependencies resulting from this error.

Cancel Ok

After pressing OK, the invoice details and payment number will be displayed as follows:

Sadad number : 464463 <hr/> Biller No : 144 <hr/> VAT Registration Number : 3007848385 <hr/> Biller name : My Business Services <hr/> Bill Status : Pending <hr/> You should pay the bill before : 16-02-2021	 <p>Service Name Self-Declaration Request (Non Regulated) Invoice Date 17-01-2021 Facility Name [Redacted] Facility Address [Redacted]</p> <hr/> <table border="0"> <tr> <td>Product Count :</td> <td>1</td> <td>Cost per Product :</td> <td>500.00 SAR</td> </tr> <tr> <td>VAT :</td> <td>75.00 SAR</td> <td>VAT Percentage</td> <td>15%</td> </tr> <tr> <td>Total Cost :</td> <td>575.00 SAR</td> <td></td> <td></td> </tr> </table> <hr/> <table border="1"> <thead> <tr> <th>Product Name</th> <th>Model Type</th> <th>HSCode</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>250100100010</td> </tr> </tbody> </table>	Product Count :	1	Cost per Product :	500.00 SAR	VAT :	75.00 SAR	VAT Percentage	15%	Total Cost :	575.00 SAR			Product Name	Model Type	HSCode	[Redacted]	[Redacted]	250100100010
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Product Name	Model Type	HSCode																	
[Redacted]	[Redacted]	250100100010																	

After payment of the invoice, the contact officer will be able to download the certificate through the list of options next to each product request as follows:



The screenshot shows a 'Self Declaration Request' interface. At the top right, there is a 'Create invoice' button and a search icon. Below this, the 'Product List' section shows 'Products Count 8'. A product card is displayed with the following details:


- HS Code : 961700100000
- Product Name : product 2
- Trademark : ABLEGREEN COMPANY LIMITED
- Model Type : 456543653
- Self Declaration Status : Valid Self Declaration Certificate

Buttons for 'Edit Barcodes (Barcodes Added)' and 'Download Certificate' are visible next to the product details.

A non-regulated local product model certificate



We (.....) undertake and confirm that all product data are correct and are in conformity with the relevant technical regulations and specifications. We will take all necessary technical measures for the product to be requested by the Authority or its representative later. In case of incorrect data, we shall bear all dependencies resulting from this error.

Confirmation Number	SD-19-000016	Issue Date	25/02/2019	Expire Date	25/02/2020
Confirmation Type	Self Declaration Certificate	Commercial Registration No	1010442918		
Establishment Address	الرياض				
Product and Manufacturer Data					
Model type	1234	Trade Mark	trademark		
Product Name	product	Trade Mark Logo			
Product Description					
Country of origin	Saudi Arabia				
HS Code	010129100002				
Manufacturer name	MME				
Manufacturer Address					

Establishment manager signature



25/02/2019 08:58

Establishment Stamp

