



Training Guide for certificates of conformity

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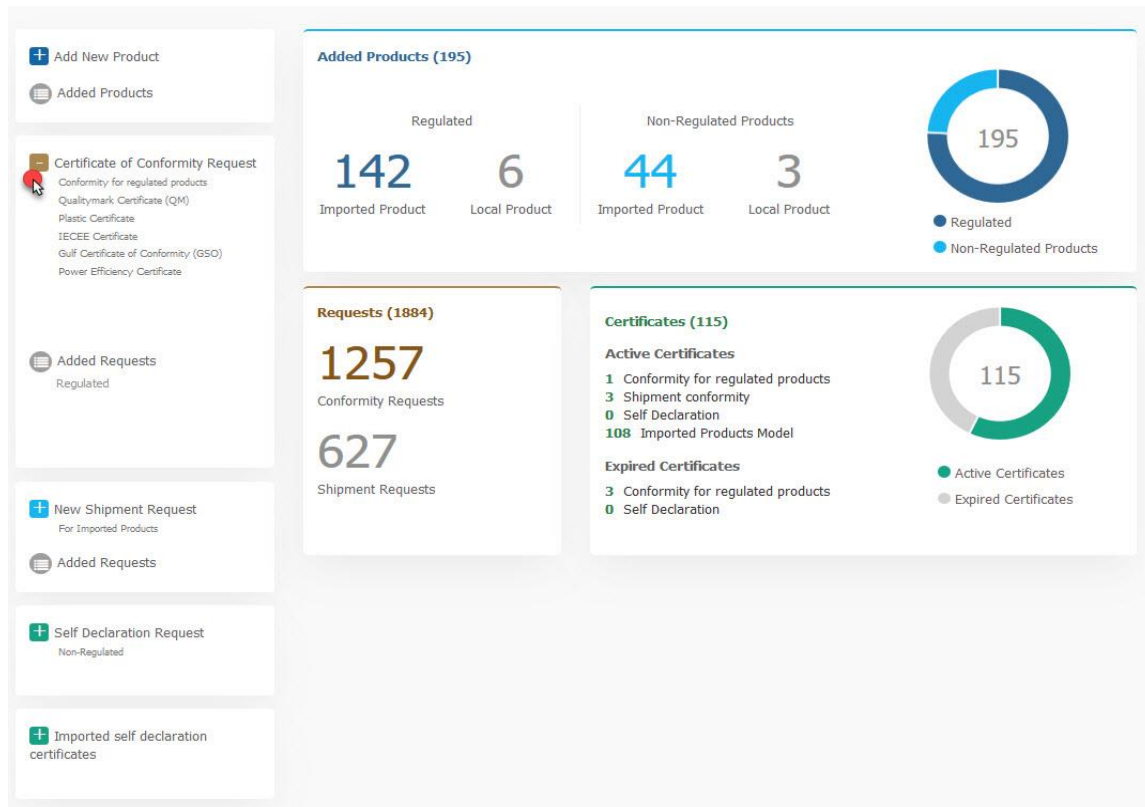
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System Description

The purpose of this system is to allow the facilities to issue the certificates for the regulated products, whether they are imported or local manufacture. This is done by adding the product to products list and then choose the certificate type of the product to issue a conformity certificate, the system will display only the products that required the chosen certificate. If the certificate is GCC or COC, the system presents the conformity assessment bodies (CB'S) to choose from. The application goes to the conformity assessment authority. If the application is received, the system sends a notification to the facility to create the invoice and pay it. Then the CB will start studying the application and take the decision of conformity. If the certificate is one of the equivalent certificates, the system will issue the certificate directly and with no cost.

Applying for Certificate of Conformity:

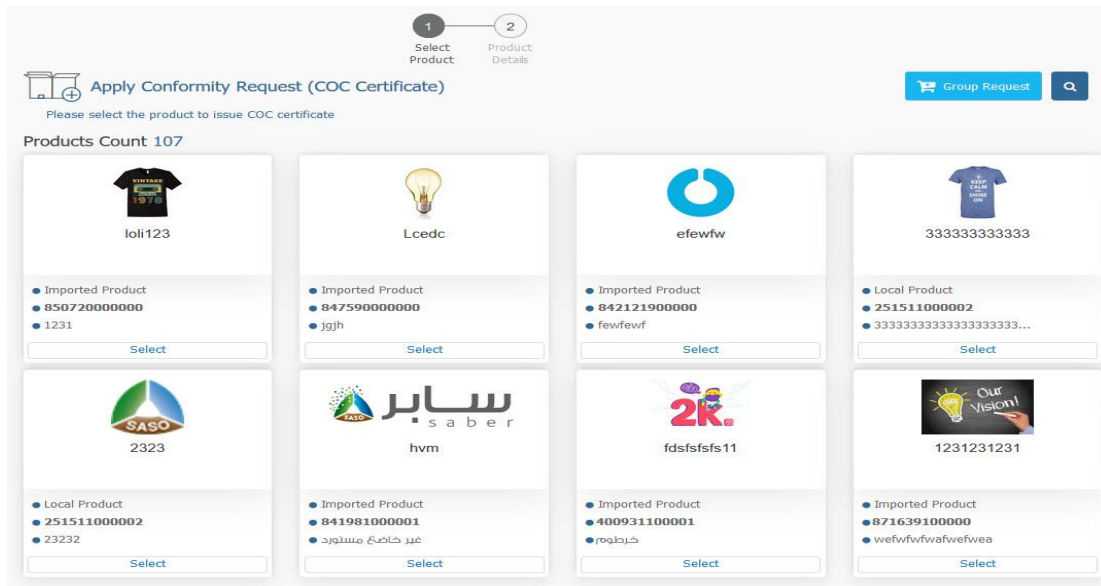
The facility can apply for a certificate of conformity for regulated products by clicking on "certificate of conformity request" from the home page of the electronic services as shown in the following:



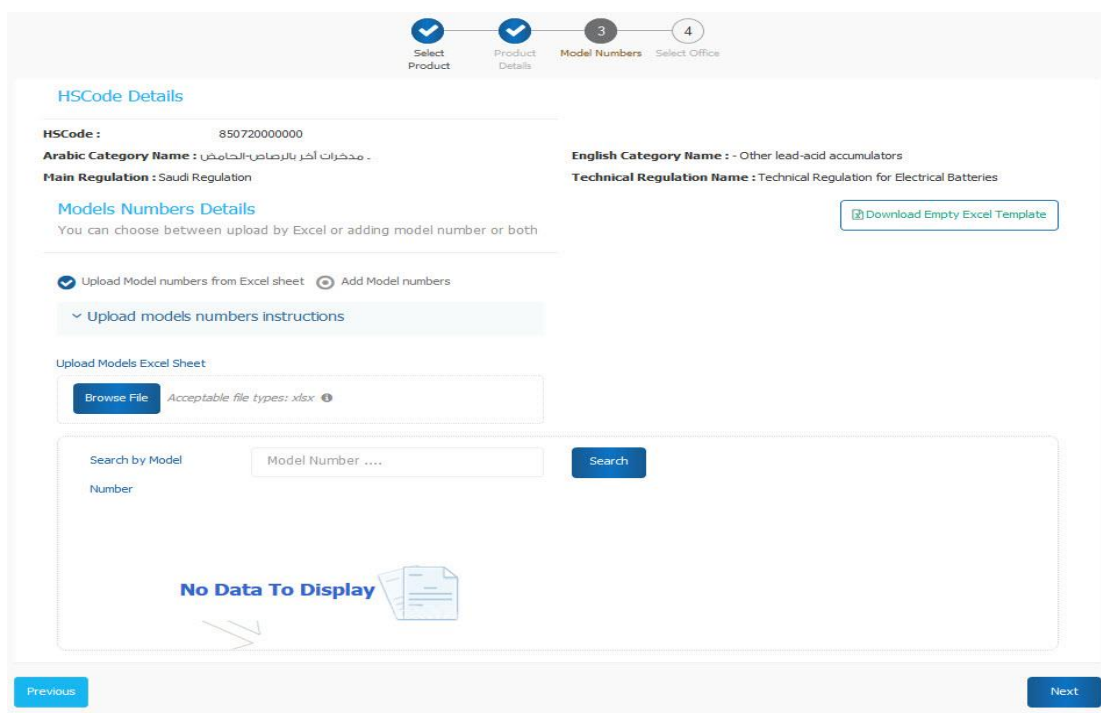
After that, the user selects the required certificate and the system will display only the products that have a requirement for the selected certificate.

Apply a product conformity certificate (COC)

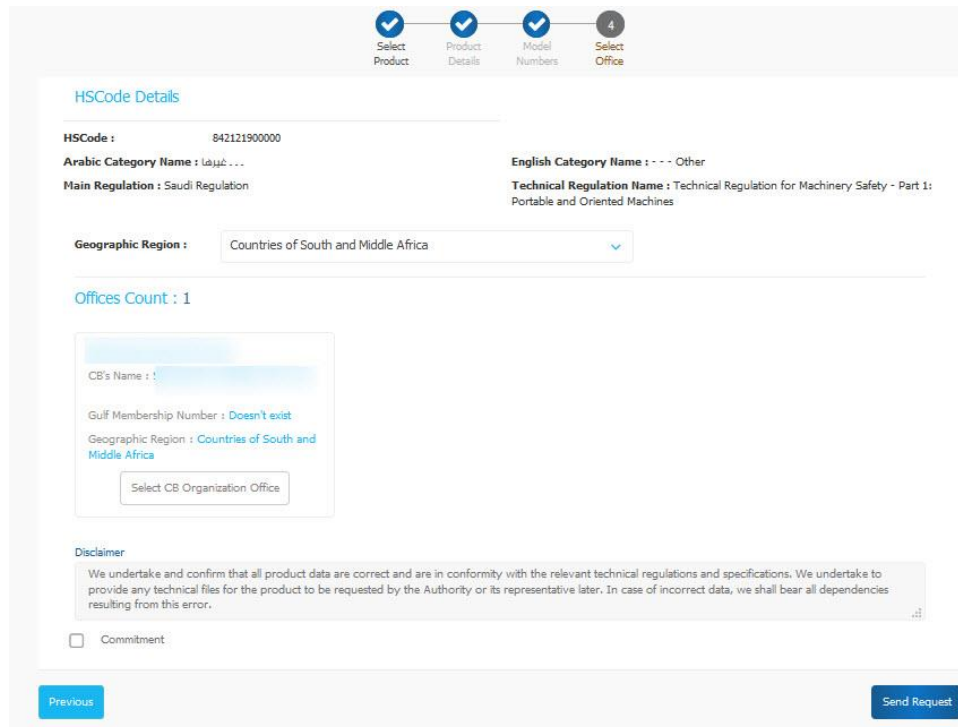
After entering the Conformity Certificate Request page, the products requiring a COC Conformity Certificate will be displayed to choose from these products as follows:



After that, the product data will be displayed to check it, and by clicking on the Next button, you will be taken to the Add Model Numbers page as follows:



Models numbers can be uploaded by the excel file by clicking on (download empty excel template) and adding the required models numbers in the excel file and then clicking on (browse file) to upload all the models in the excel file, or models can be added manually by clicking on (Add model numbers), Then click on the Next button to choose from available CB's to send the request as follows:



The screenshot shows a web interface for entering product details. At the top, there are four steps: 'Select Product', 'Product Details', 'Model Numbers', and 'Select Office', with the fourth step being the active one. The main form is titled 'HSCode Details' and contains the following information:

- HSCode :** 842121900000
- Arabic Category Name :** لا يوجد ...
- Main Regulation :** Saudi Regulation
- English Category Name :** - - - Other
- Technical Regulation Name :** Technical Regulation for Machinery Safety - Part 1: Portable and Oriented Machines
- Geographic Region :** Countries of South and Middle Africa

Below this, it shows 'Offices Count : 1' and a list of available CB's. One CB is listed with the name '!', Gulf Membership Number 'Doesn't exist', and Geographic Region 'Countries of South and Middle Africa'. A button 'Select CB Organization Office' is present. At the bottom, there is a 'Disclaimer' section with a checkbox for 'Commitment' and two buttons: 'Previous' and 'Send Request'.

Note: In case of there is an additional requirement on the product such as (Power Efficiency Certificate , Water Consuming) the system will automatically bring the models and licenses numbers without entering any data, note that if the product is required any additional requirement (Power Efficiency Certificate , Water Consuming) The user will not be able to complete the request until the additional requirement is issued for the product.

This Product is required additional requirements (Power Efficiency Certificate , Water Consuming) to send the request

1 Select Product
2 Product Details
3 License Models
4 Model Numbers

HSCode Details

HSCode : 851610200002
Arabic Category Name : مسخّنات مياه مجمعة
Main Regulation : Gulf Regulation
English Category Name : Combined water heaters
Technical Regulation Name : GCC Technical Regulation for Low Voltage Electrical Equipment and Appliances

Trade Mark

Choose Trademark

Licensed Model Number: Optional
 Licensed Number: Optional

Search

No Results Found

Add

When the system fetching data for the additional requirement (Power Efficiency Certificate, Water Consuming) the user selects the trade mark that was brought in, as well as the model numbers and the licenses.

The status of the request will changed to " Waiting receipt of the request from conformity assessment body side" and the user has the following options (request view, delete, follow-up task) by returning to the homepage and clicking on "Previous Requests" as shown below:

Conformity Request

New Request Create Invoice

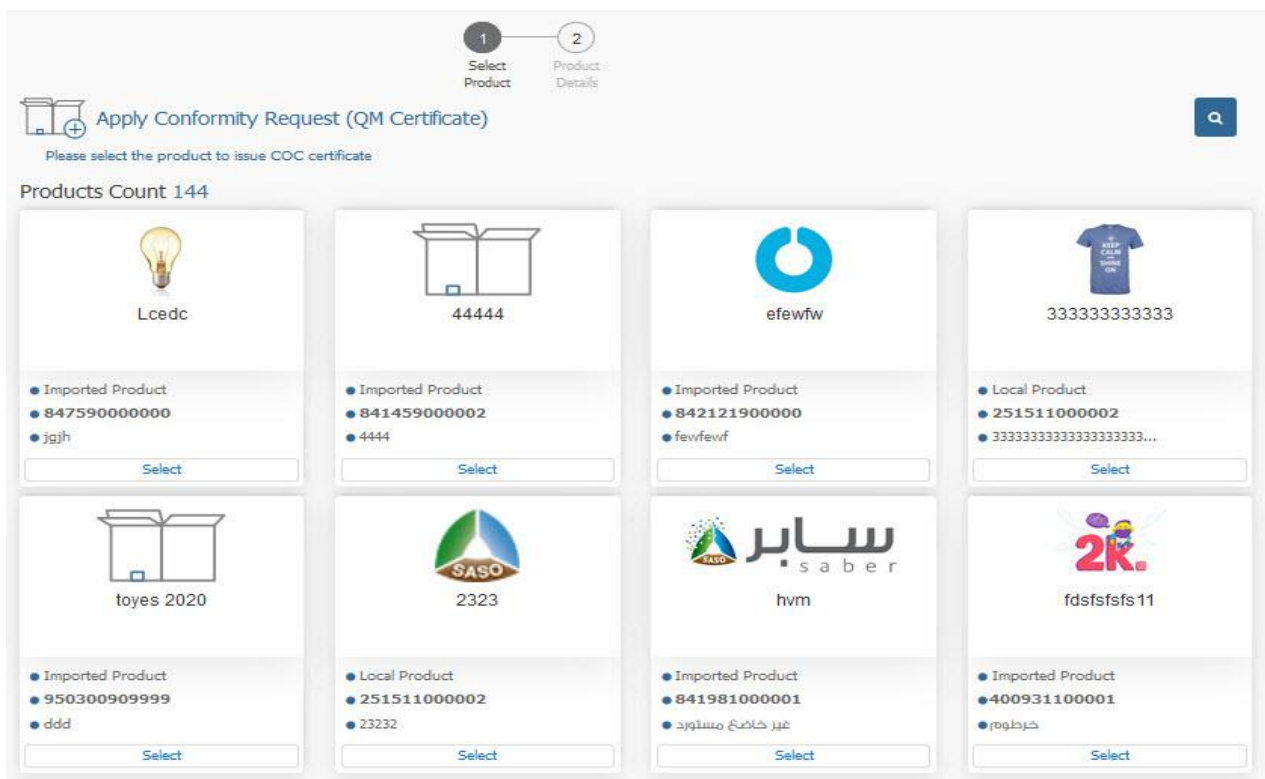
Request Count :27

Request Number : 18-10-000011	HS Code : 392520000001	Submitted On : 23/10/2018	Options
Product Name : product 2 Trademark : adidas Request Status : Pending payment by the Facility Technical Regulation Name : 1/6 Doors and windows, glass and Accessories CB Organization Office Name : مكتب رئيسي لجهة المطابقة الثانية			
Request Number : 18-10-000009	HS Code : 961590000002	Submitted On : 23/10/2018	Options
Product Name : test Trademark : adidas Request Status : Waiting For Creating Bill Technical Regulation Name : 4/22 jewelry, accessories and plastic bracelets CB Organization Office Name : مكتب رئيسي لجهة المطابقة الثانية			

Once the application has been accepted by the conformity assessment body, the user will be able to create and pay the invoice to start reviewing the document by the conformity assessment body and take the conformity decision.

Equivalent Certificate Request (Saudi Quality Mark Certificate, biodegradable Plastic Certificate, IECEE Certificate, Gulf Conformity Certificate, Energy Efficiency License)

When clicking on one of the equivalent certificate requests, the system sorts the products according to the requirement for each product as follows:



After selecting the product, the system displays the product data to check it, after that the user should enter the certificate information to validate. If the validation is done the equivalent certificate will be issued immediately and free of charge.

✓ Select Product — ✓ Product Details — 3 Equivalent Certificates

Certificate Data Entry (QM Certificate)

[HSCode Details](#)

HSCode : 84759000000

Arabic Category Name : أجزاء

Technical Regulation Name : Technical Regulation for Machinery Safety - Part 1: Portable and Oriented Machines

English Category Name : - Parts

Main Regulation : Saudi Regulation

[Certificate Data](#)

Certificate No *

Certificate Issue Date *

Gregorian

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.

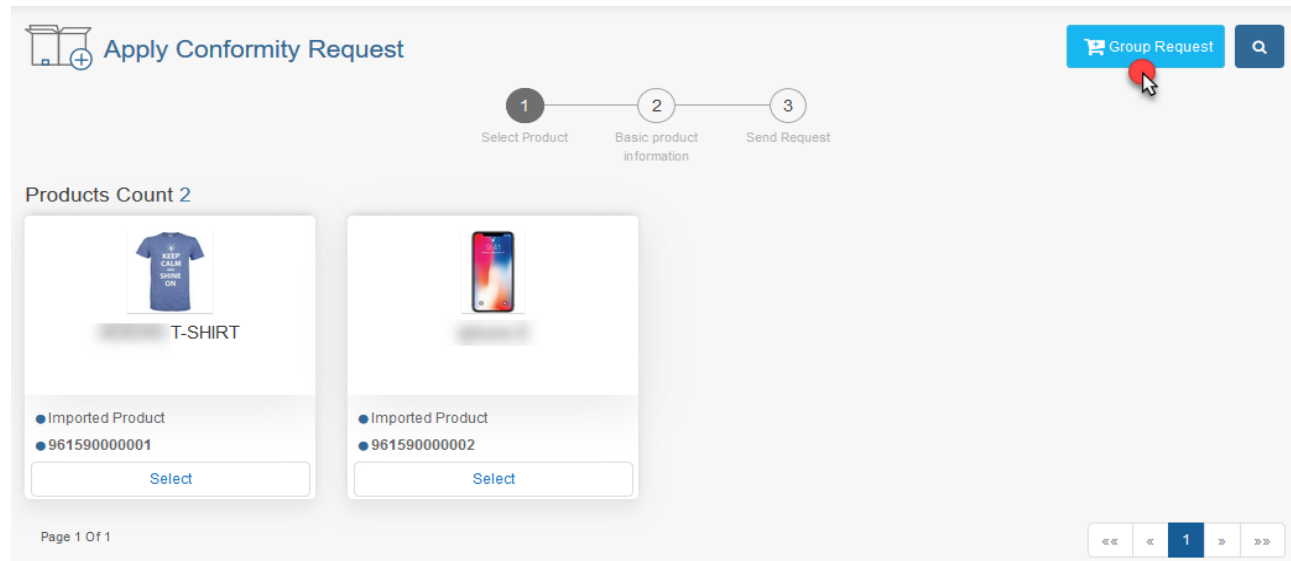
Commitment

Previous
Send Request

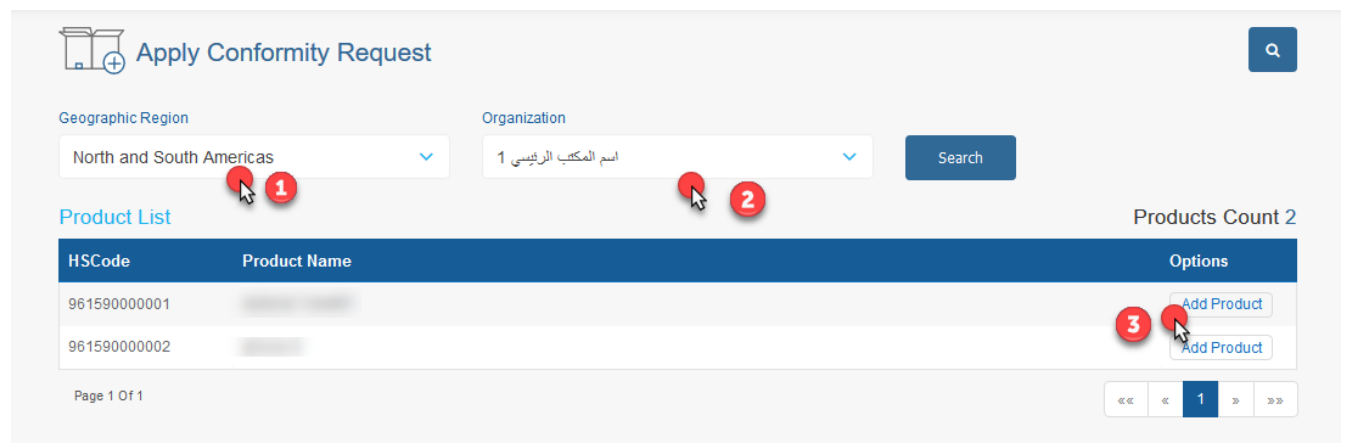
Note: If the equivalent certificate is Gulf certificate of conformity the system automatically sends the request to the conformity assessment body that issued the Gulf certificate to approve the request and issue the certificate.

Create a group request:

This feature enables the user to submit a group request to several products and send them to the same certification body at once. To access this feature, the user will access the request page of the conformity request and click on "Group Request" as shown below:



The user will select the geographical region of the office and then select from the available offices. And then click on “add product” to add it to the request as follows:



After adding the products, the user will click on "Send Request" to send all selected products at once to the certification body as shown below:

Geographic Region: North and South Americas | Organization: اسم المكتب الرئيسي 1 | Search

Product List | Products Count 1

HSCode	Product Name	Options
96159000002	T-SHIRT	Add Product

Page 1 Of 1 | «« 1 »»

Products added to request 1

T-SHIRT

- Imported Product
- 96159000001


Delete

Send Request

Create the Invoice

The purpose of this task is to create and pay the invoice costs of studying the request, so that the CB will complete the study of the product conformity request and make the conformity decision. For this procedure, the contact officer will log on to the system:

Login



Email*
Email

Password*
[Masked Password]

Captcha
KL3y8v


Forgot your password? | Login

After sign-in process, the User will access the Certificate of Conformity Request List by clicking “Added Requests” on the home page as follows:

- [+ Add New Product](#)
- [Added Products](#)
- [+ Certificate of Conformity Request \(Regulated\)](#)
- [Added Requests](#)
- [+ New Shipment Request \(For Imported Products\)](#)
- [Added Requests](#)
- [+ Self Declaration Request \(Non-Regulated\)](#)
- [+ Imported self declaration certificates](#)

Added Products (32)

Regulated			Non-Regulated Products
25	1	4	2
Imported Product	Local Product	Imported Product	Local Product



32

- Regulated
- Non-Regulated Products

Requests (122)

96

Conformity Requests

26

Shipment Requests

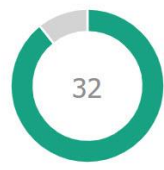
Certificates (32)

Active Certificates

- 16 Conformity for regulated products
- 8 Shipment conformity
- 1 Self Declaration
- 4 Imported Products Model

Expired Certificates

- 2 Conformity for regulated products
- 1 Self Declaration



32

- Active Certificates
- Expired Certificates

The user will then click on "Create Invoice" to select multi requests to issue a unified invoice for the all selected requests as follows:

Conformity Request + New Request [Create Invoice](#) 🔍

Request Count :27

<p>Request Number : 18-10-000011 HS Code : 392520000001 Submitted On : 23/10/2018 Options -</p> <p>Product Name : product 2</p> <p>Trademark : adidas</p> <p>Request Status : Pending payment by the Facility</p> <p>Technical Regulation Name : 1/6 Doors and windows, glass and Accessories</p> <p>CB Organization Office Name : مكتب رئيسي لجهة المطابقة الثانية</p>
<p>Request Number : 18-10-000009 HS Code : 961590000002 Submitted On : 23/10/2018 Options -</p> <p>Product Name : test</p> <p>Trademark : adidas</p> <p>Request Status : Waiting For Creating Bill</p> <p>Technical Regulation Name : 4/22 jewelry, accessories and plastic bracelets</p> <p>CB Organization Office Name : مكتب رئيسي لجهة المطابقة الثانية</p>

As shown in the picture the CB can edit the request. In this page a notification message will appeared if the request has been edited by the CB, to view the updates the user can click on the request number

Create invoice 🔍

Represents the requests that have been updated by CB, and invoice will be issued with the new data, to view updates, please click on request number 🔗

Items Count: 2

<input type="checkbox"/>	Request Number	HSCode	Technical Regulation Name	CB name	CB Organization Office Name
<input type="checkbox"/>	19-02-000096	500200000004	Technical Regulation of Textile Products	CB 01	اسم المكتب الرئيسي 1
<input type="checkbox"/>	19-02-000016	961590000001	Technical regulations for ornaments and decorations	CB 01	اسم المكتب الرئيسي 1

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A confirmation message will be displayed for the selected orders and the user will click on "Yes"

! Alert

A standard invoice will be created for orders: 18-09-000016

Yes
Cancel

SADAD number of the unified invoice will be issued as follows:

Sadad number :
3568

Bill Status :
Paid Through Sadad

You should pay the bill before :
09/07

2018/09/04

Product Count :

VAT : SAR

Cost per Product : SAR

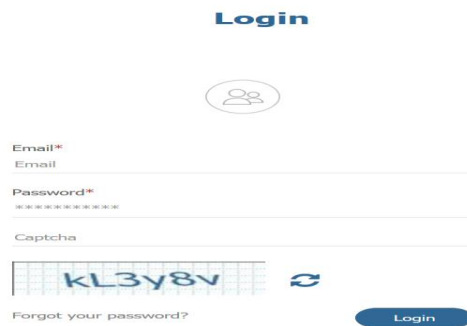
Total Cost : SAR

Request No	Product Name	HS Code
00004	123	961590000002
00003	135	961590000002

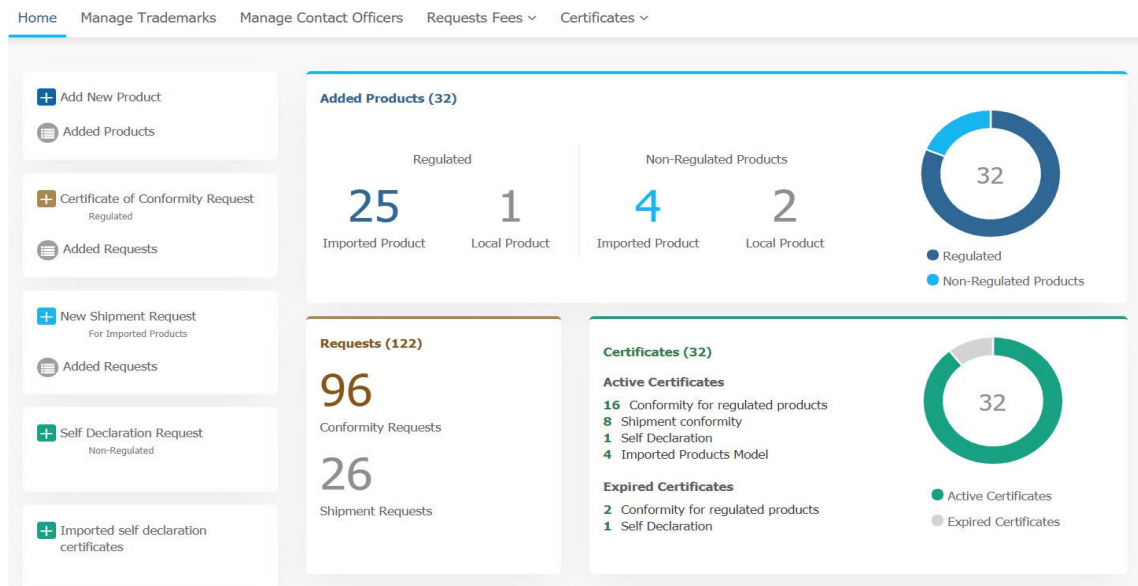
After the payment process, the status of the request will change to " Waiting for conformity assessment body decision " the certification body will be notified to start the testing process and make the conformity decision. If the product conformance is approved, the user will be able to print the conformity certificate.

Preview the certificate

The purpose of this task is to allow the facility to preview the certificate and if the conformity authority approved the product conformity. To start this feature, the user will sign-in through the system as follows:



After sign-in process, the User will access the Certificate of Conformity Request List by clicking on "Added Requests " on the home page as follows:



The facility will then be able to view the certificate by clicking on "View Certificate Details" from the options next to the product as follows:

Request Count :98

Request Number : 19-07-011006 HSCode : 847960000000 Submitted On : 30/07/2019 Options ▾

Product Name : rrrr
Model Type : 42422
Trademark : Proof
Request Status : A conformable product
Technical Regulation Name : GCC Technical Regulation for Low Voltage Electrical Equipment and Appliances
CB Organization Office Name : TUV RHEINLAND OF NORTH AMERICA, INC [View Certificate Details](#)



Certificate of conformity for regulated products



We (.....**thiqah 2**.....) license number (.....**00931**.....) are bearing full responsibility for the product described below is conforms to the Conformity assessment procedure Conduct the relevant technical regulations and standards which mentioned during this certificate.

Certificate Number	00009-009-18-000082	Issue Date	09/07/2018	Expire Date	09/07/2021
Certificate Type	Certificate of conformity for regulated products	Commercial Registration No.	[Redacted]		
Establishment Address	الرياض الملز شارع الهواري				
Product and Manufacturer Data					
Model type	443	Trade Mark	[Redacted]		
Product Name	432224	Trade Mark Logo	[Redacted]		
Product Description	7677	[Redacted]			
Country of origin	Zambia	[Redacted]			
HS Code	96159000001	[Redacted]			
Technical Regulation	Technical regulations for ornaments and decorations				
Manufacturer name	78789	[Redacted]			
Manufacturer Address	8798	[Redacted]			
Product test data					
Report number	[Redacted]				
Report Date	[Redacted]				
Decision of conformity assessment	Product Approved				

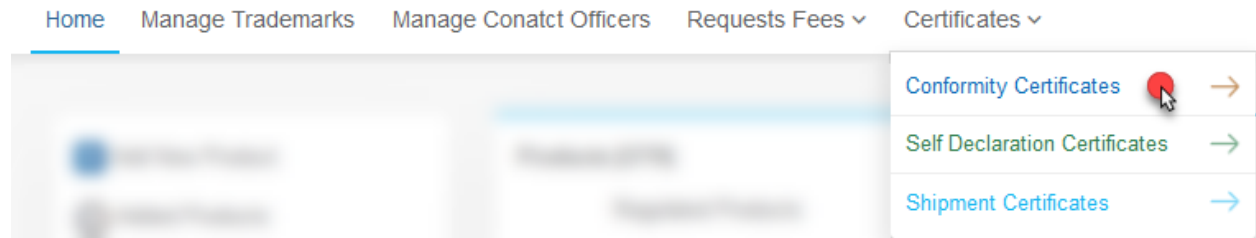
CB Organization Office Responsible manager signature

Signature

09/07/2018 12:10



The user also can view all conformity certificates through the certificates list in the homepage by clicking on "Certificates" as shown below:



And the user will click on download button as shown below:

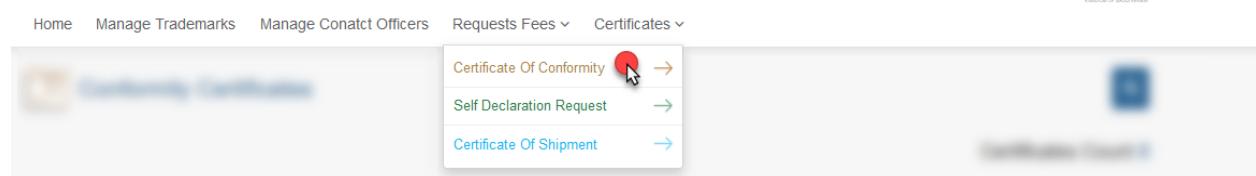
Conformity Certificates 🔍

Certificates Count 18








Certificate Number	Certificate Status	Issue Date	Product Name	Model Type	Options
00020-049-19-012653	Active	2019-08-01	rrrr	42422	View Certificate Details
00020-049-19-012621	Active	2019-07-21	Freezers no.2	mmm	View Certificate Details
QM-19-012578	Active	2019-07-17	light	3434334	Download
00020-049-19-012576	Active	2019-07-11	Freezers no.2	mmm	View Certificate Details
00020-049-19-012574	Active	2019-07-10	Freezers no.2	mmm	View Certificate Details
00020-049-19-012573	Active	2019-07-10	sauditest	66	View Certificate Details
QM-19-012568	Active	2019-07-07	t2	666	Download

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The user can view all certificate of conformity invoices by clicking on “Requests Fees “as shown:



Conformity Requests Bills

Sadad number	Total Cost	Bill Create Date	Bill Due Date	Bill Status	Products Count	Settings
570	SAR	0/23	10/26	Paid Through Sadad	1	
299	SAR	9/27	09/30	Paid Through Sadad	1	
771	SAR	9/18	09/21	Paid Through Sadad	1	
763	SAR	9/18	09/16	Invoice Expired	1	
714	SAR	9/18	09/16	Invoice Expired	1	
716	SAR	9/04	09/07	Paid Through Sadad	1	
631	SAR	9/04	09/07	Paid Through Sadad	2	

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