



**Training Guide for Requesting non-commercial products
Through Saber Platform**

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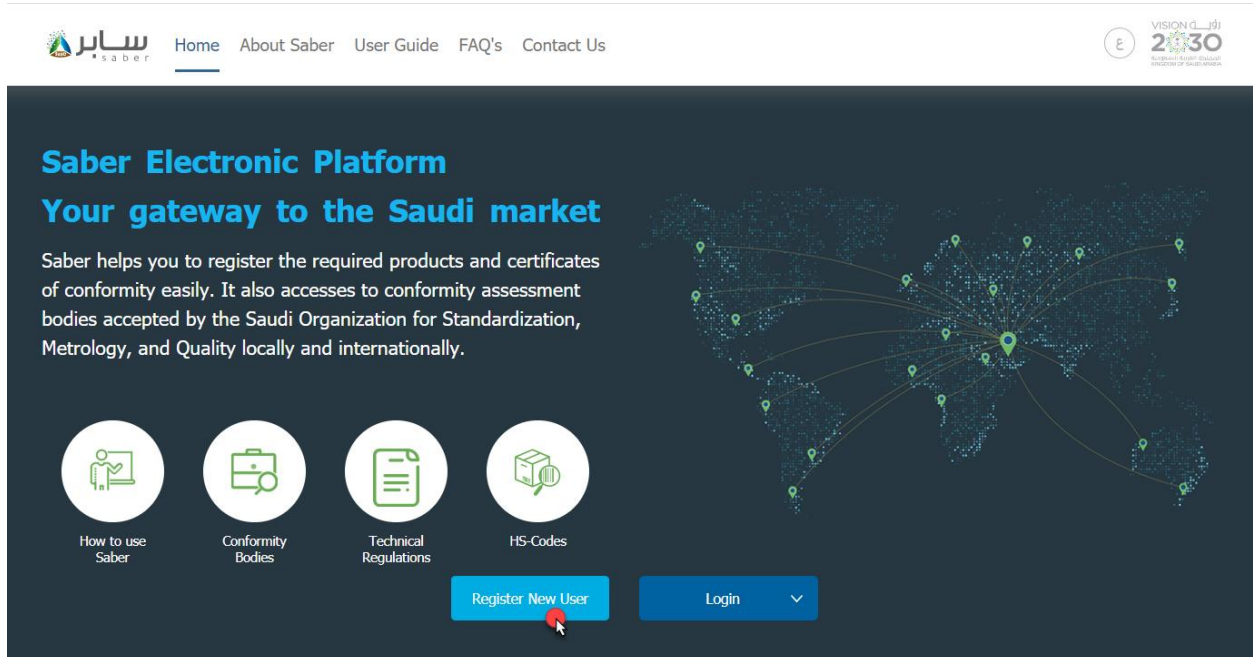
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System Description

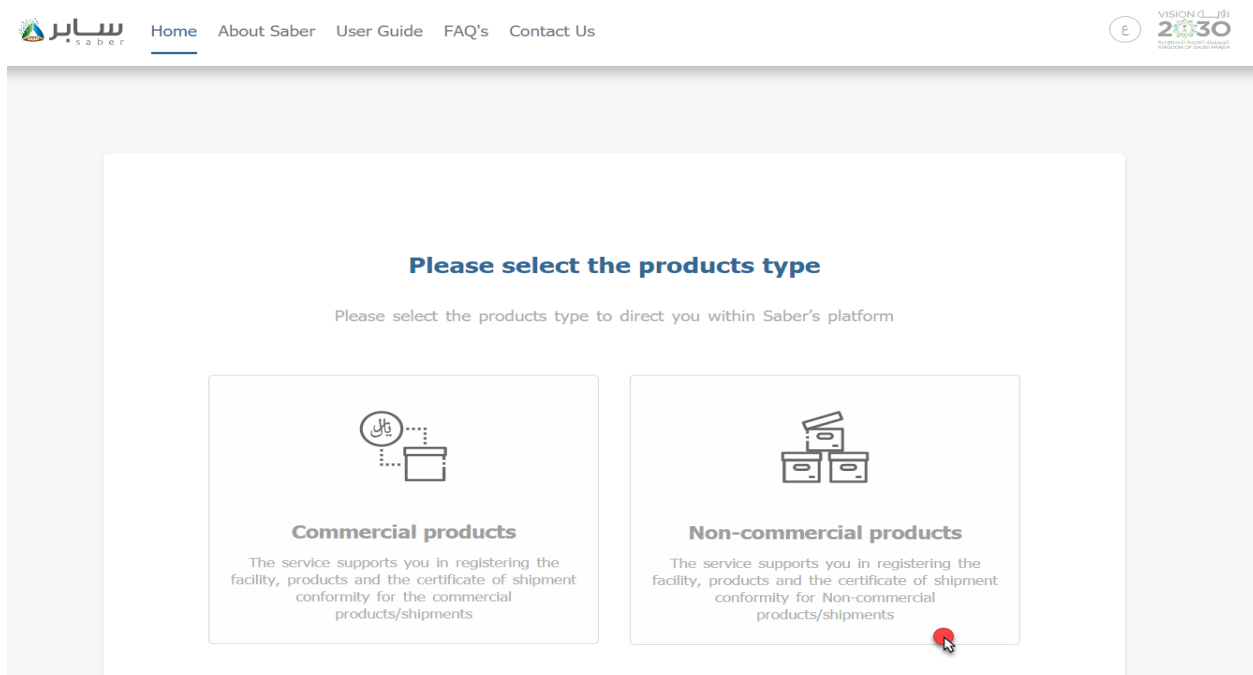
This platform helps to submit a non-commercial products request for imported shipments that not intended for sale or trade, in order to obtain a shipment certificate such as shipments that are imported by individuals for the purpose of construction or restoration as well as shipments of raw materials products or factory equipment's used in production lines ,and shipments that are supplied to a government agency according to a purchase contract.

Register non-commercial products account:

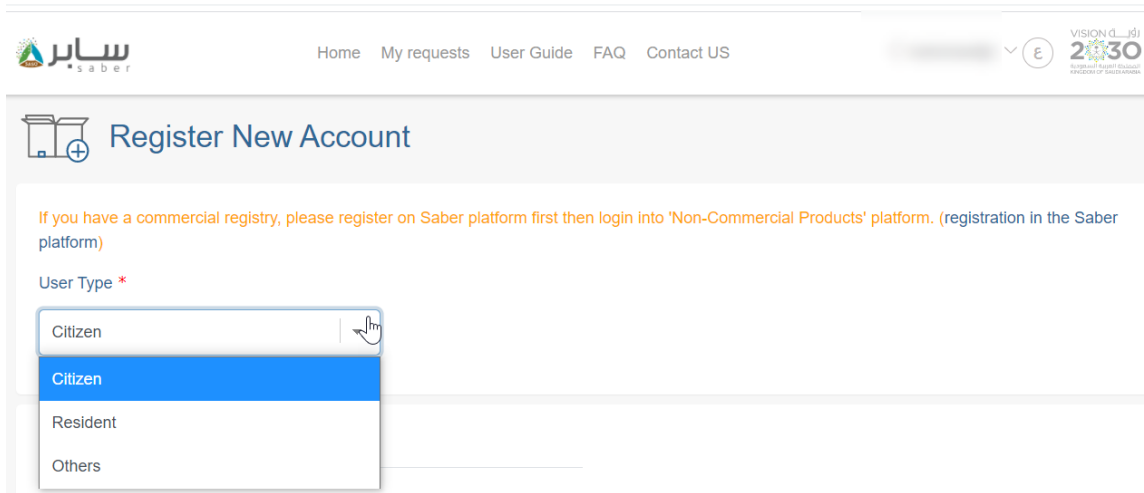
Through the system home page so shown in the following screen :-



After clicking on "Register New User " icon, a page will open to choose whether the registration is for commercial products or non-commercial products as shown in the following form: -



When you click on the "non-commercial products" icon, you will be moved to the next page to register an account in the platform, the type of users (citizen , resident ,or others for government agencies or foreign companies or any other types) should be selected from the following list:



Note: If you have a facility account registered in Saber platform for commercial products (delegated user / contact officer), you can log in directly to the non-commercial products service using the same login information.



Register New Account

If you have a commercial registry, please register on Saber platform first then login into 'Non-Commercial Products' platform. (registration in the Saber platform)

User Type *

Citizen

Identification data

Identification Number *

Full Name *

NationID / Iqama number attachment *

Choose File

Account registration information

Email *

Confirm Email Address *

Password *

Confirm Password *

Address *

P.O Box *

Favorite Language *

Arabic

Phone Number *

+966 11 234 5678

Send

Captcha *



You must agree to the [terms and conditions.](#) *

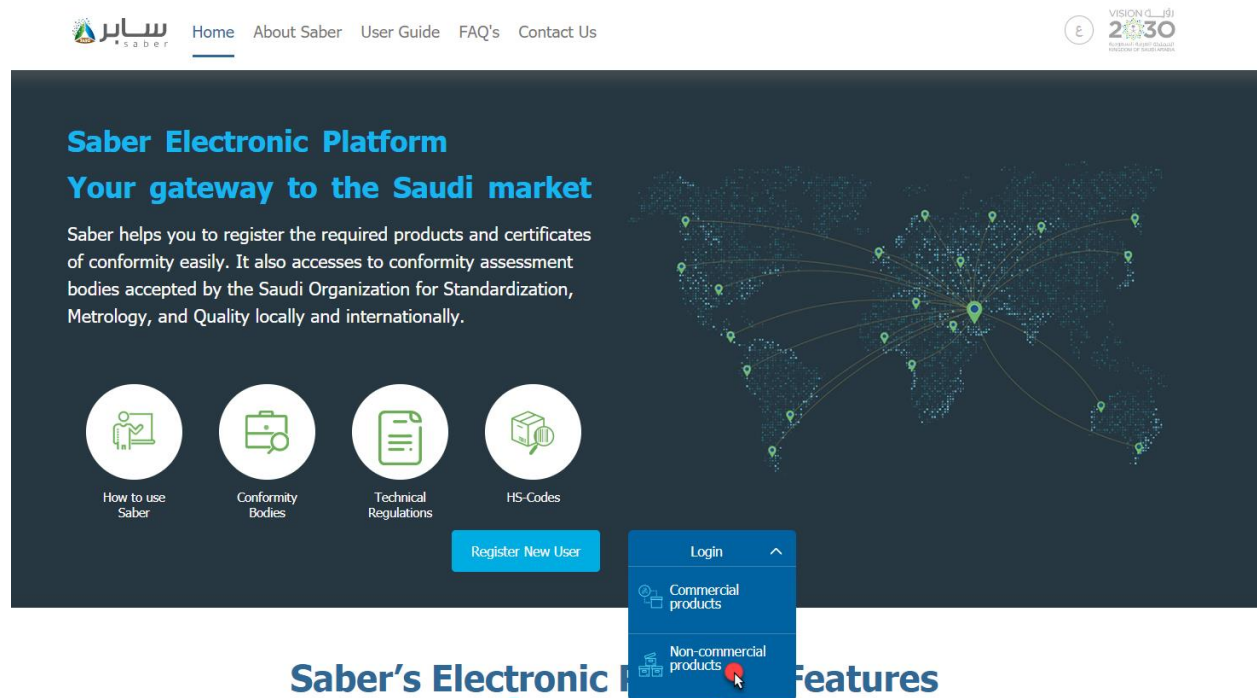
Previous

Register

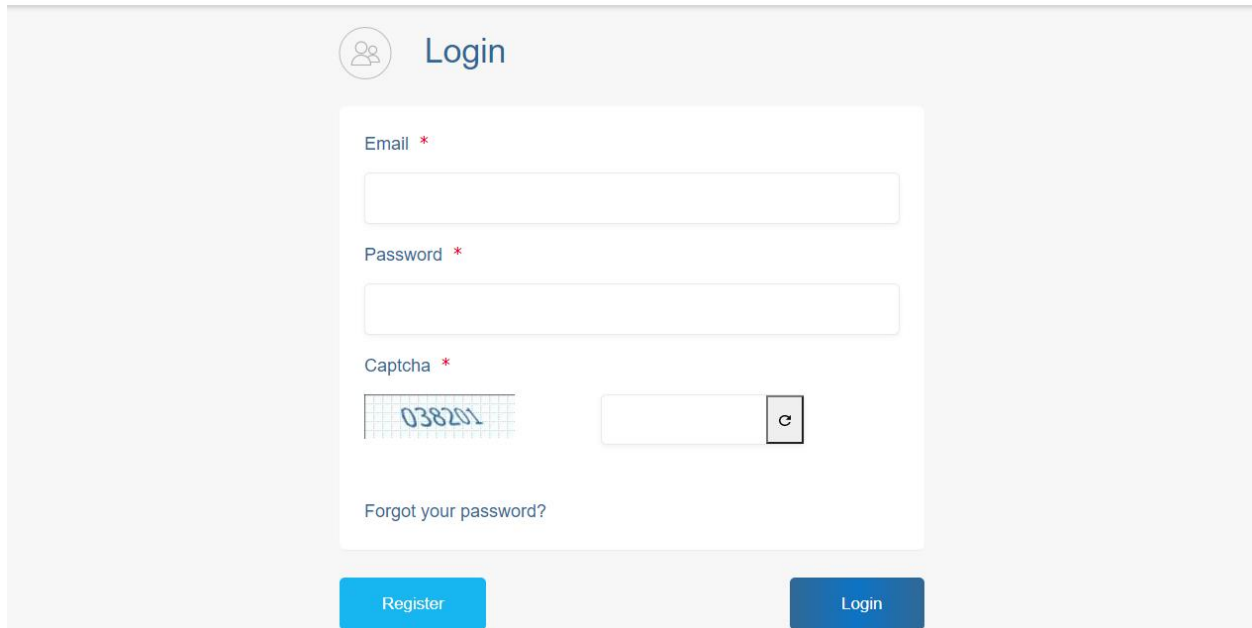
After selecting the type of user (citizen / resident / others), you need to fill the required fields, attach the necessary files and enter the mobile number in order to send the verification code and complete the registration process after accepting the terms and conditions, then activate the email using the link that will be sent to the email to confirm the registration.

1.1 Adding a product

The user can log in to Saber for non-commercial products by clicking on the "Sign in" button on the home page, and entering the login information (email and password) as shown below:



Then enter the login information (email and password):



Login

Email *

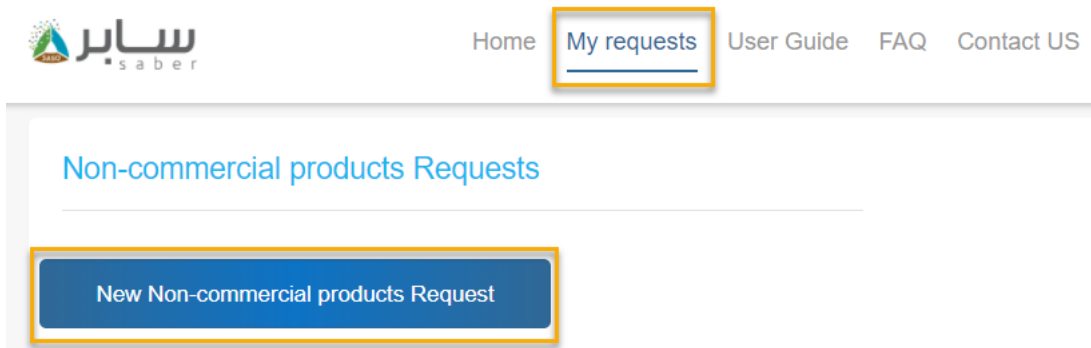
Password *

Captcha *

038201

[Forgot your password?](#)

After login, click on "My Requests" on the main page, then click on "New Non-commercial Request" icon, as shown below:



After clicking on "New Non-commercial products Request", the system will move you to the following page to fill the required data:



New request

Non-commercial products request title *

Example: Requesting conditioners for personal use

Add new product to the request

Add existing products to the request

If you do not know the hs code customs, you can use the Saudi Customs website

Hscode Customs

Search by name / tags

Optional

Optional

Search

Hs Code Customs List

Results count :13640

Hscode Customs	Category name in Arabic	Category name in English	Actions
841451100001	مراوح طاولة	Table fans	Choose
841451100002	مراوح ترينكر على الارض	ground fans	Choose
841451100003	مراوح جدران	wall fans	Choose
841451100004	مراوح نوافذ	Window fans	Choose
841451100005	مراوح اسقف	Ceiling fans	Choose
841451200001	مراوح طاولة	Table fans	Choose
841451200002	مراوح ترينكر على الارض	ground fans	Choose
841451200003	مراوح جدران	wall fans	Choose
841451200004	مراوح نوافذ	Window fans	Choose
841451200005	مراوح اسقف	Ceiling Fans	Choose

Back

Next



First, you must enter the title of " Non-commercial products request ", for example: Request for Conditioners for Personal Use. When you click on "Add a new product to request" you can search using HS code or keywords to choose the product description to be added. After clicking on "Choose", the system will open a page to add the product, as in the image below:

Hs Code Details

Hscode Customs: 84796000000

Category name in Arabic: مبردات هواء تعمل بالتبخير(مكيفات صحراوية) -

Category name in English: - Evaporative air coolers

Regulation Category Name: Gulf Regulation Technical Regulation Name: GCC Technical Regulation for Low Voltage Electrical Equipment and Appliances

Product Data

<input type="text" value="Product Name in English *"/>	<input type="text" value="Trademark * click here If you don't find your trademark"/>	
<input type="text" value="Model Type *"/>	<input type="text" value="Unit *"/>	<input type="text" value="Quantity *"/>
<input type="text" value="Origin Country *"/>	<input type="text" value="Manufacturer English Name *"/>	

Please Select Please Select

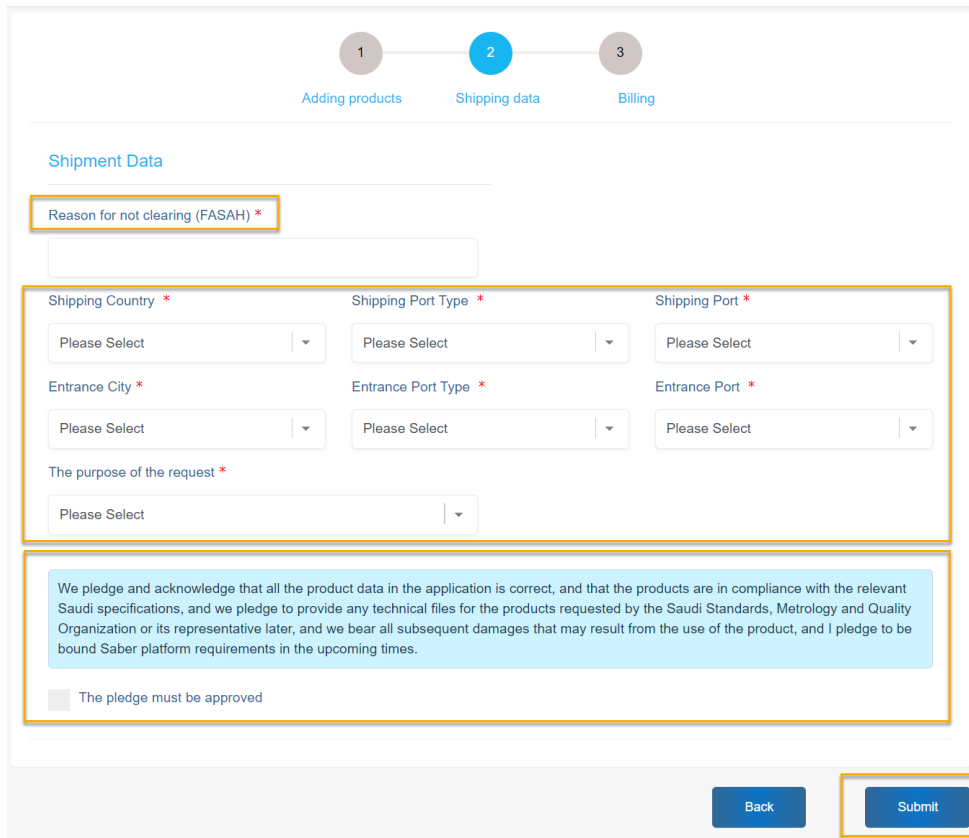
Product Images

Choose file: <input type="button" value="Choose File"/>	Choose file: <input type="button" value="Choose File"/>
Choose file: <input type="button" value="Choose File"/>	Choose file: <input type="button" value="Choose File"/>
Choose file: <input type="button" value="Choose File"/>	

After that click on "Save" to add the product and to add another product the same steps above can be repeated, then move to the next page by click on "Next" button.

1.2 Shipping data:

In this step, you need to enter the shipping data and the reason for not clearing the shipment to complete the request as shown below:



You need to enter the reason for not clearing the shipment, after that you should chose the data of the shipping country, the entrance city, the shipping and entrance ports, and the purpose of the request, and when you click on the "Purpose of the request" icon, a drop down list will be shown to select and attach the required documents to complete the request as shown below:

The purpose of the request *

Products for a local manufacturing

Attachments

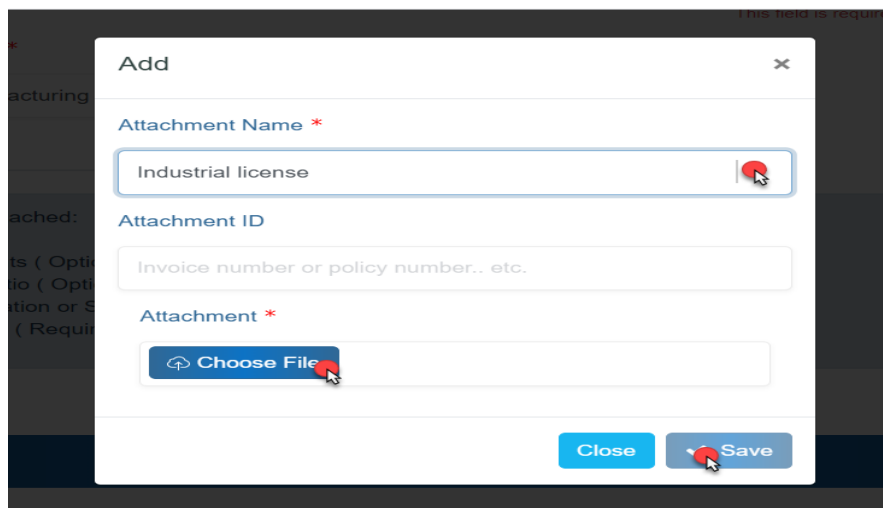
The following must be attached:

- Bills (Required)
- Other Attachments (Optional)
- Industrial exemption (Optional)
- Customs Declaration or Bill of Lading (Required)
- Industrial license (Required)

+ Add

Attachment Name	Attachment ID	Actions
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Click on "Add" button and the system will open a window to choose the attachment type and enter the attachment ID number such as (invoice number or bill of lading number) according to the chosen attachment and then attach the required file and click "save" and repeat the same steps for other attachments as shown Below:



After that, you should accept the terms and conditions and then click on "send." After that, a window will appear to confirm the process of submitting the request, then the invoice for the request will be issued.

1.3 Payment of the request:

After completing the request data, the system will create an invoice, the payment should be done through SADAD service through biller name My Business Services (144) and entering the SADAD number as shown in the bill below:

Sadad number :
██████████

Biller No :
144

VAT Registration Number :
3007848385 ██████████

Biller Name :
My Business Services

Bill Status :
Bill Not Paid


You should pay the bill before :
27-11-2020

Service Name: Non-commercial products Request

Invoice Date: 17-11-2020

Facility Name: ██████████

Request Number: E-01-20-██████████



Bill Cost :350 SAR.

VAT Percentage :15%

VAT :52.5 SAR.

Products Count :1

Total Cost :402.5 SAR.

Product Name	Model Type	HS Code
██████████	██████████	848180900001

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After payment is done, the request will be sent to the non-commercial products department to study the request and make the decision, you can follow up the status through added request page.