



Training Guide for Registering the Products

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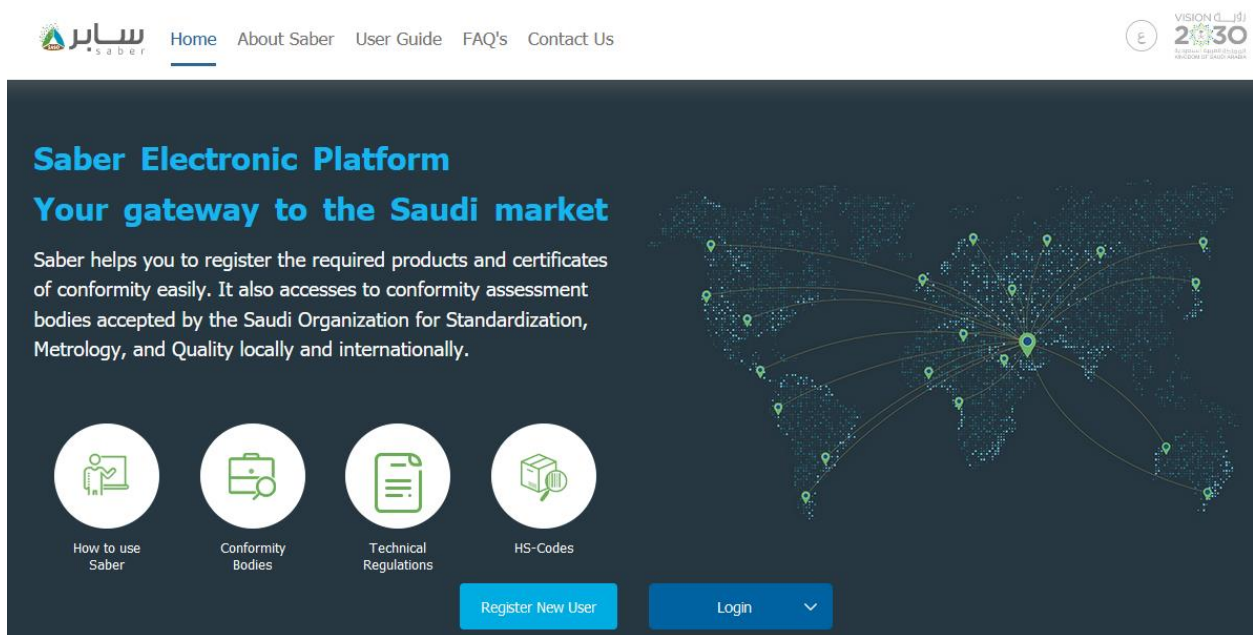
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System Description

This task is to register a product within the system.

Product Registration

This system is to enable the user to register the facility products on the system. To start this, the user will log-in through the system as shown on the screen as follows:



After the login process the following page will appear for the user:

Home Manage Trademarks Manage Contact Officers Requests Fees ▾ Certificates ▾

- [+ 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

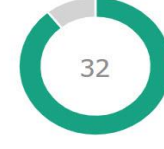
Certificates (32)

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

From the previous page, click on the "Add New Product" icon. The screen will appear as follows:

SABER Facility Account

Home Manage Trademarks Manage Contact Officers Requests Fees ▾ Certificates ▾

 **Add New Product**

1

2

Search And Select Product Complete Product Data

Search And Select Product

In case you don't know the HSCode you can use the Saudi Customs portal Saudi Customs portal

Search By using HSCode

HSCode

Has regulated - Select All -

Search By Product Category

Search by tags

[Search](#)

[Product List](#)

Products Count :14331

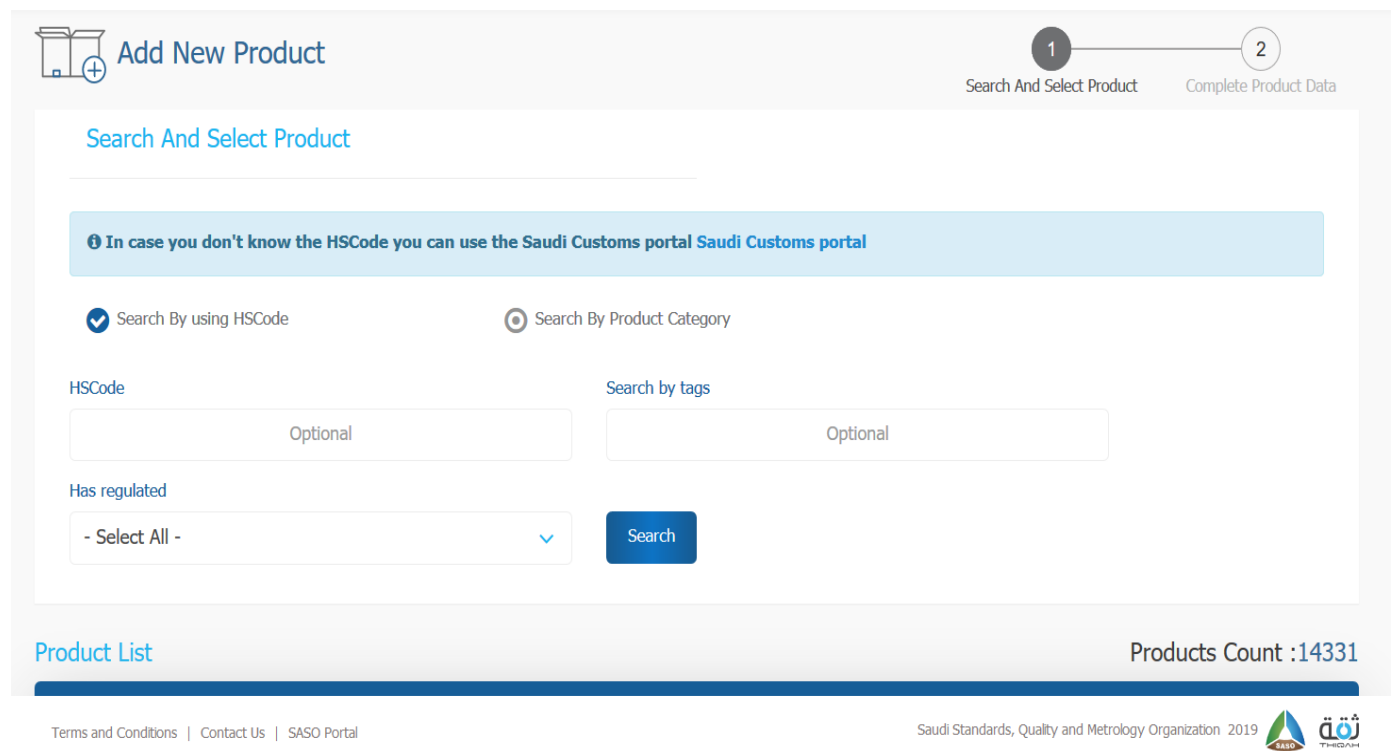
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the user can add a new product by two ways:


1. Search by using HS Code (Hs code and Search by keywords).
2. Search by the Product Categories.

Add a product by the HS code

To add a product by the HS code, the user will click on "Search by HSCode" option. The page will appear as follows:



The user will search by the HScode in the search box as shown in the previous page, then clicks "Select" as shown on the following page:


Add New Product

1 Search And Select Product
 2 Complete Product Data

Search And Select Product

ⓘ In case you don't know the HSCode you can use the Saudi Customs portal [Saudi Customs portal](#)

Search By using HSCode
 Search By Product Category

HSCode


Search by tags

Has regulated

Product List Products Count :1

HSCode	Arabic Category Name	English Category Name	Has regulated	Certificates	Options
650500800002	أغطية رأس من نسيج عادي سدى ولحمة غير مطرزة للصبيّة	Headgear from plain woven fabric and unwoven leather for boys	Has regulated	- COC Certificate - QM Certificate	<input type="button" value="Select"/>

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Saudi Standards, Quality and Metrology Organization 2019
 

Note: You can use the Saudi Customs link to search for the HS Code if it is not available.

ⓘ To add your product you can search in one of the ways shown below
 In Case You Don't Know The HS Code You Can Visit [Saudi Customs Web Site](#)

Add a product by search by keywords

To add a product by search by tags, the user have to fill the "Search by tags" and the following page will be displayed:

Search And Select Product

In case you don't know the HSCode you can use the Saudi Customs portal Saudi Customs portal

HSCode Search by tags

After the user click on “search” the system will show the products list to select between them as shown below:

Search And Select Product

In case you don't know the HSCode you can use the Saudi Customs portal Saudi Customs portal


Search By using HSCode Search By Product Category

HSCode Search by tags

Has regulated

Product List Products Count :11

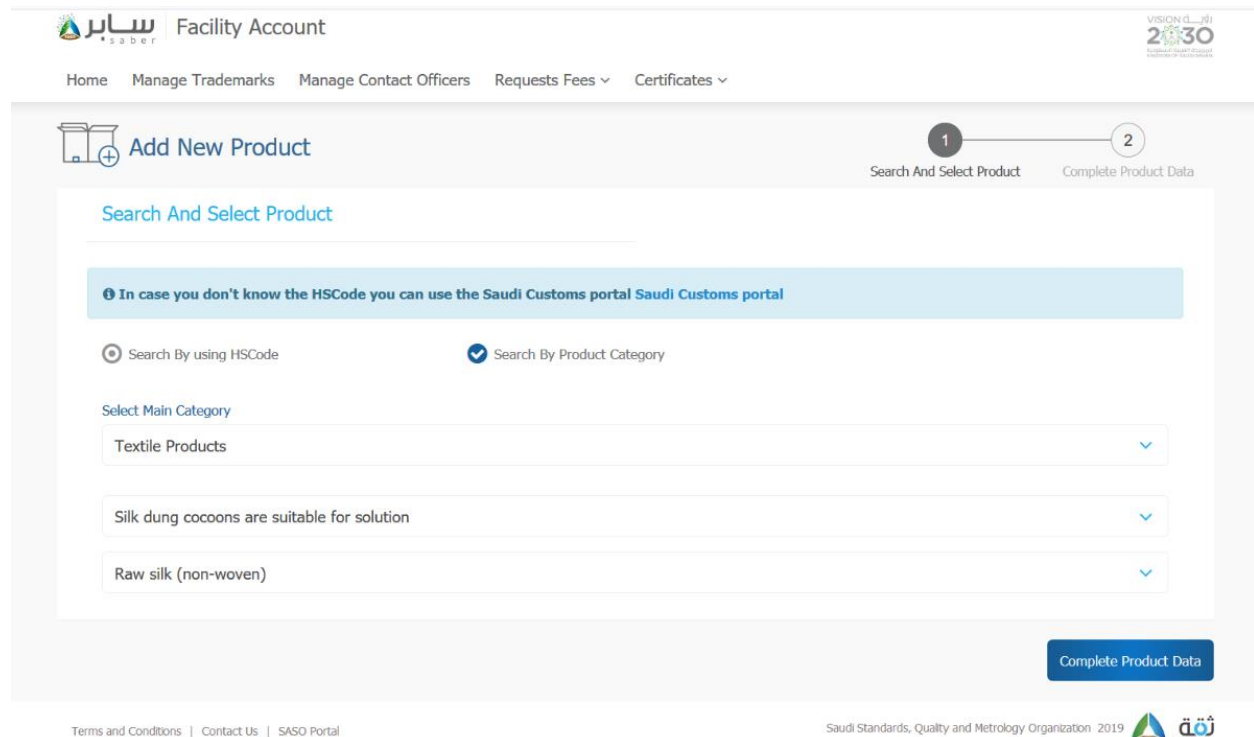
HSCode	Arabic Category Name	English Category Name	Has regulated	Certificates	Options
442199100001	مواسير وبكرات للغزل والنسيج	Bobbins and spools for spinning and weaving	Non-regulated		<input type="button" value="Select"/>
482390700001	علب غزل النسيج بشكل مسطح للف الخيوط	Boxes of Spinning, In Sheet Form, for Rolling Strings	Non-regulated		<input type="button" value="Select"/>
482390700002	علب غزل النسيج بشكل مسطح للف الأشرطة	Boxes of Spinning, In Sheet Form, for Rolling Strips	Non-regulated		<input type="button" value="Select"/>

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Note : In this page it will be clarify to the user if the product is regulated or non-regulated and the required certificate.

Add products by Search by categories

To add a product by search by categories , the user have select "Search by categories" and the following page will be displayed:



Complete the product data

The user will click on "Select" when adding the product either through the HS code or search by tags.

The following page will be displayed:

HSCode Details

HSCode : 650500800002

English Category Name : Headgear from plain woven fabric and unwoven leather for boys

Arabic Category Name : أعطية رأس من نسيج عادي ولحمة غير مطرزة للصبيّة

Main Regulation : Saudi Regulation

Technical Regulation Name : Technical Regulation of Textile Products

Product Type *

Local Product Imported Product

Trade Mark * [If you cannot find your trade mark in the below drop down list click here](#)

- Select -

Model Type *

Optional

Arabic Product Name

Optional

English Product Name *

Optional

Arabic Product Description

Optional

English Product Description

Optional

Country of origin * (You Must Enter The Product Origin whether It's Local or Imported)

Optional

Arabic Manufacturer Name

Optional

English Manufacturer Name *

Optional

Arabic Manufacturer Address

Optional

English Manufacturer Address

Optional

Disclaimer

We guarantee and acknowledge that all input data entered is correct. If the data entered is incorrect, we shall bear all the dependencies resulting from this error.

Commitment

[Back](#) [Save and add product images](#)

The user will select the origin of the product (locally manufactured or imported product), select the product's trademark, complete the rest of the product data and press "Save and Add Product images"

Adding the Trademark:

Note: If the trademark is not in the trademark list, you can click the link next to the trademark to open adding new brand window:

Trade Mark * [If you do not find your brand in the drop-down below click here](#)

- Select -

The user will fill the fields (The trademark name in Arabic and English) as shown in the following form:

Add Trademark


Arabic Name *

English Name *

Back Add

Or, you can add the trademark by accessing “manage trademark” and then click "Add Trademark" as shown below:

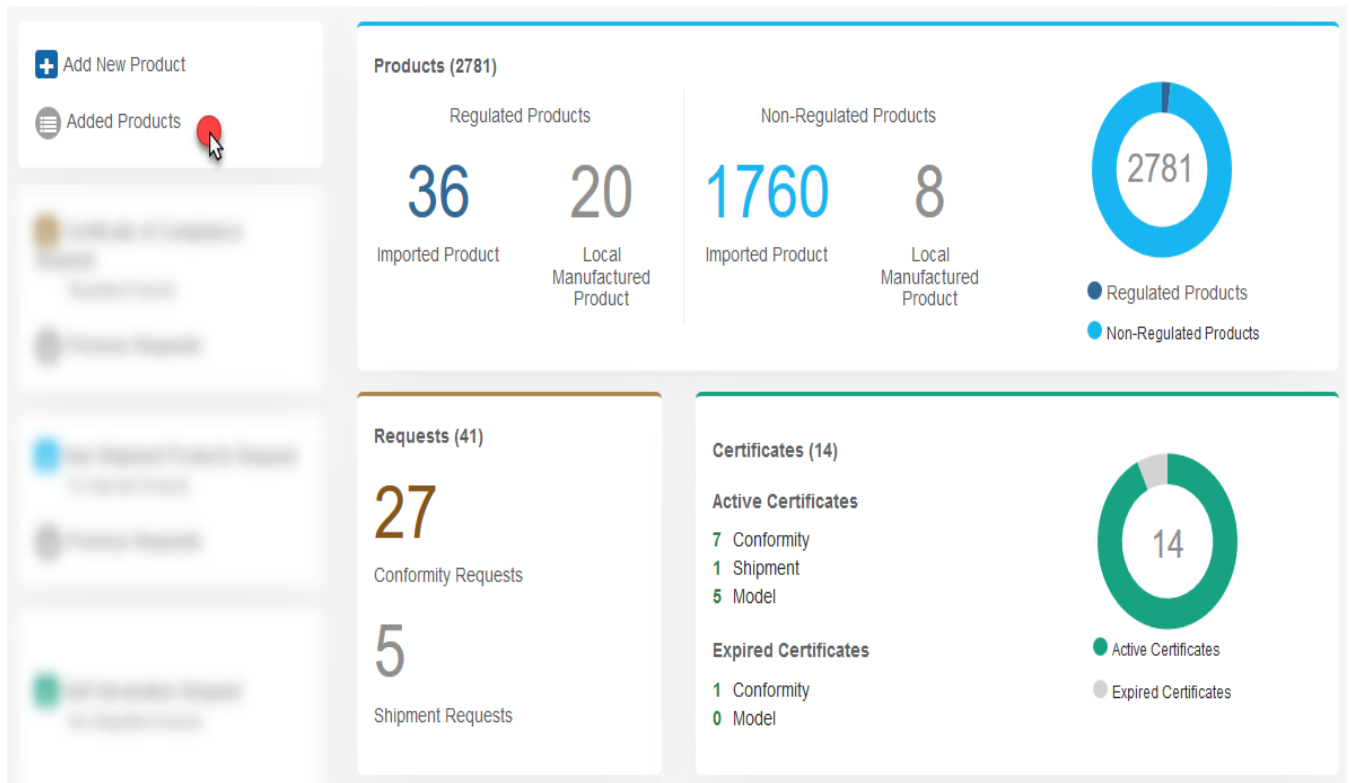
Home Manage Trademarks Manage Contact Officers Requests Fees ▼ Help

 Manage Trademarks Add Trademark

Q Search ▼

Management of Products

Through this list, the user can delete and edit product data, submit certificate requests for products, to access this page the user will click on " added Products" from the e-Services homepage as shown below:










The product details (product name, product type, product status) will be displayed in addition to the list of options through which you can delete, edit, view product data, apply product requests by clicking on the options Next to each product as shown below:

 Products



Products Count 123

- ❗ A certificate of conformity of the products subject to the regulation must be obtained through [Click here](#)
- ❗ A self-certification of imported products that are not regulated should be obtained through [Click here](#) And for non-regulated local products by [Click here](#)

 <p>Add New Product</p>	 <p>Ikkokok</p> <p>Regulated</p> <ul style="list-style-type: none">● Imported Product● 850720000000● oimhiuhuh <p> Options</p>	 <p>asdf</p> <p>Non-regulated</p> <ul style="list-style-type: none">● Imported Product● 250100100001● asdf <p> Options</p>	 <p>air</p> <p>Regulated</p> <ul style="list-style-type: none">● Imported Product● 854449910000● food <p> Options</p>
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