



Training Guide for Shipment Request

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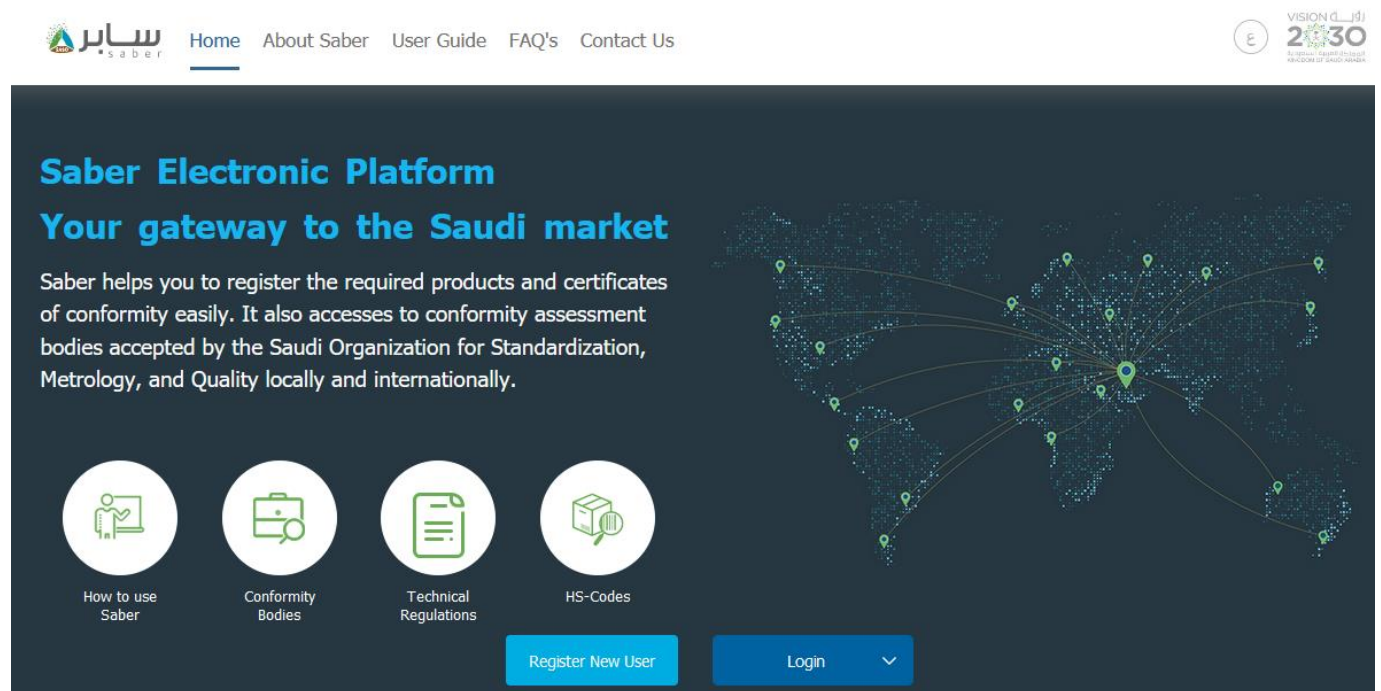
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System Description

This system is designed to enable the facility to issue shipment certificate for its imported products.

Apply for the shipment certificate

The purpose of this task is to enable the facility to complete the request form and attach the required documents. To start this feature, the user will log-in through the system as follows:



To apply for **Imported Self-declaration**, the user will click on “Imported Self-Declaration” from home page as below:

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 (82)

Regulated		Non-Regulated Products	
66	1	14	1
Imported Product	Local Product	Imported Product	Local Product



82

- Regulated
- Non-Regulated Products

Requests (622)

348

Conformity Requests

274

Shipment Requests


Certificates (52)

Active Certificates

- 2 Conformity for regulated products
- 2 Shipment conformity
- 0 Self Declaration
- 48 Imported Products Model

Expired Certificates



- 0 Conformity for regulated products
- 0 Self Declaration




52

- Active Certificates
- Expired Certificates

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From this page the user can select the product,


 Imported Free Trade Products 🔍

📌 The purpose of create certificate number for imported and non-regulated products is to enable it to be added within the certificate of shipment request

Imported Free Trade Certificates Count 4



Select Free Trade products




test5

- FT-19-07-000025
- 250100100007
- jk
- Armenia

Models Numbers Count (1)

⚙️ Options




test model

- FT-19-07-000024
- 250100100001
- Lama
- Azerbaijan

Models Numbers Count (1)

⚙️ Options





123

- FT-19-07-000016
- 670210000000
- 123
- United Arab Emirates

Models Numbers Count (1)

⚙️ Options

By clicking “Select free Trade Products “to choose the products need a self-declaration.



The user must choose the products to issue a self-declaration, then add the model numbers of selected products as below:

Select Free Trade products
Q

After adding a product you must add at least one model number to be able to issue certificate.

Product List Products Count 10

Product Name	Model Type	HSCode	Total issued certificates	Options
nbbbh	fdrgtd	250100100003	Total issued certificates for this product (1)	Add Product
ut87	hgfg	250100100001	Total issued certificates for this product (1)	Add Product
cartridge	h993	930630900000	Total issued certificates for this product (1)	Add Product
ceramic	name	250100100001	Total issued certificates for this product (5)	Add Product
Kholer	خلط	250100100001	Total issued certificates for this product (2)	Add Product
mah	12445	250100100002	Total issued certificates for this product (5)	Add Product
365463	546	382410000000	Total issued certificates for this product (1)	Add Product
j	g	250100100001	Total issued certificates for this product (1)	Add Product

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Products waiting for creating certificates 4

safesLim

● 853710000003

Add Model Numbers

Delete

iphone

● 871150000000

Add Model Numbers

Delete

Non-Regulated

● 250100100001

Add Model Numbers

Delete

non regulated

● 284510000000

Add Model Numbers

Delete

Back
Create Certificates

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Add model numbers to each product, the user can use one of the two ways either by adding models manually or by uploading the excel sheet.

Add Model Numbers

Models Numbers Details

[Download Empty Excel Template](#)

You can choose between upload by Excel or adding model number or both

Upload Model numbers from Excel sheet Add Model numbers

Upload models numbers instructions

Upload Models Excel Sheet

[Browse File](#) Acceptable file types: *xlsx* ⓘ

Search by Model

Model Number

[Search](#)

Number

No Data To Display



[Close](#)

To apply for shipment certificate the user will click on “new shipment request “from the homepage and all regulated products that have a valid COC will be displayed, in addition to the non-regulated products that have a self-declaration to apply the shipment certificate request.

Shipment Requests (Imported Products)

1 2 3 4
Choose Products Add Bills Complete the data Send the request

Disclaimer: Shipment Certificate is used only once in customs clearance.

Shipment Reference Name

Products Count 23

<input type="checkbox"/>	Certificate Number	Certificate Type	Product Name	HSCode	Model Type	CB Office
<input type="checkbox"/>	FT-19-04-000017	Imported free trade product	worm	250100100001	m12369	
<input type="checkbox"/>	FT-19-04-000016	Imported free trade product	food salt	250100100001	food	
<input type="checkbox"/>	FT-19-03-000066	Imported free trade product	football	950662000001	ball	
<input type="checkbox"/>	FT-19-03-000065	Imported free trade product	salt	250100100005	saltfood	
<input type="checkbox"/>	FT-19-03-000064	Imported free trade product	non regulated imported	250100100005	غير كاشغ مسننورد	
<input type="checkbox"/>	FT-19-03-000063	Imported free trade product	food salt	250100100001	food	
<input type="checkbox"/>	FT-19-03-000062	Imported free trade product	worm	250100100001	m12369	

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Select products to facilitat filling data then upload the file

In order to successfully upload the product file on Saber, you must comply with the following criteria:

- File size should not exceed (2) MB.
- The file extension must be (xlsx, xls).
- You can not add a sheet or change the name of the sheet that is already in the file.
- The column names and ordering should be not change.
- Blank records cannot be added within filled records.
- The system will not accept any value in the Unit field except through the drop-down list which already in the file.

(Failure to comply with the above criteria will result in the rejection of the file in whole or in part)

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Then the User should enter “Shipment Reference name” as shown in the previous form, and after choosing the products, click on “Next”.

Shipment Requests (Imported Products)

1 2 3 4
Choose Products Add Bills Complete the data Send the request

Bills Count 0

No Data To Display

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From the previous page, the user should add the bills, and make sure to fill all the required information as the picture shown below:

Enter new billing data

Reference Name *

Bill Date *

Gregorian ▼

Bill No *

Invoice value *

Currency *

- Select -
▼

Bill Attachment

Browse File

Acceptable file types: jpg, jpeg, png, pdf, doc, docx ⓘ

Supplier *

Supplier Address *

Close

Add

After entering the bill data, the user clicks on "Add" button to save the data successfully.

Shipment Requests (Imported Products)

Q

✓

2

3

4

Choose Products **Add Bills** Complete the data Send the request

Add Bill +

Bills Count 1

Reference Name	Bill No	Invoice value	Bill Date	Currency	Bill Attachment	Supplier	Supplier Address	Settings
China SC	98876	10,000	2019/04/01	US Dollar		Stars	china	Options ▼

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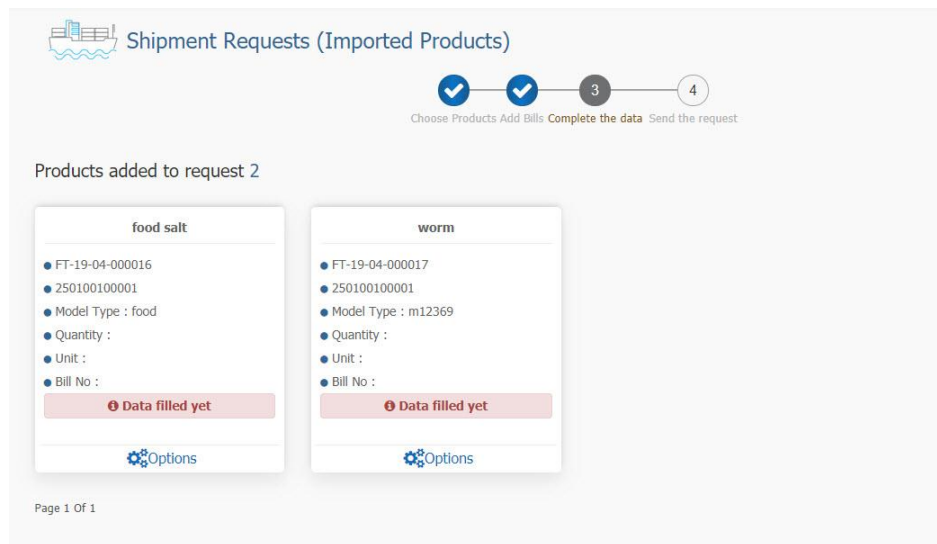
Previous

Next

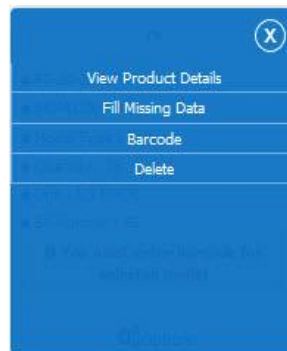
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After saving the bill information the user will click on Next, to proceed the shipment certificate.



here in this page the User should click on “Options” and select “fill Missing Data” as shown below:



Then the user should fill all required information (Bill NO, Unit , and item price).

Fill Missing Data

To select the model numbers in shipment, please save the following data

Bill Number * <input type="text" value="- Select -"/>	Unit * <input type="text" value="- Select -"/>
Item Price * <input type="text"/>	<input type="button" value="Save"/>

Then click on “save” to move to the next step.

Fill Missing Data

To select the model numbers in shipment, please save the following data

Bill Number * Unit *

Item Price *

Models Numbers

You can choose between upload by Excel or adding model number or both

- Select a set of models by Excel Select Model Number

Search by Model Number


<input checked="" type="checkbox"/>	Model No	Quantity	Barcode
<input checked="" type="checkbox"/>	67	250	Barcode

Page 1 Of 1 Models Numbers : 1

Number of product models added to the shipment

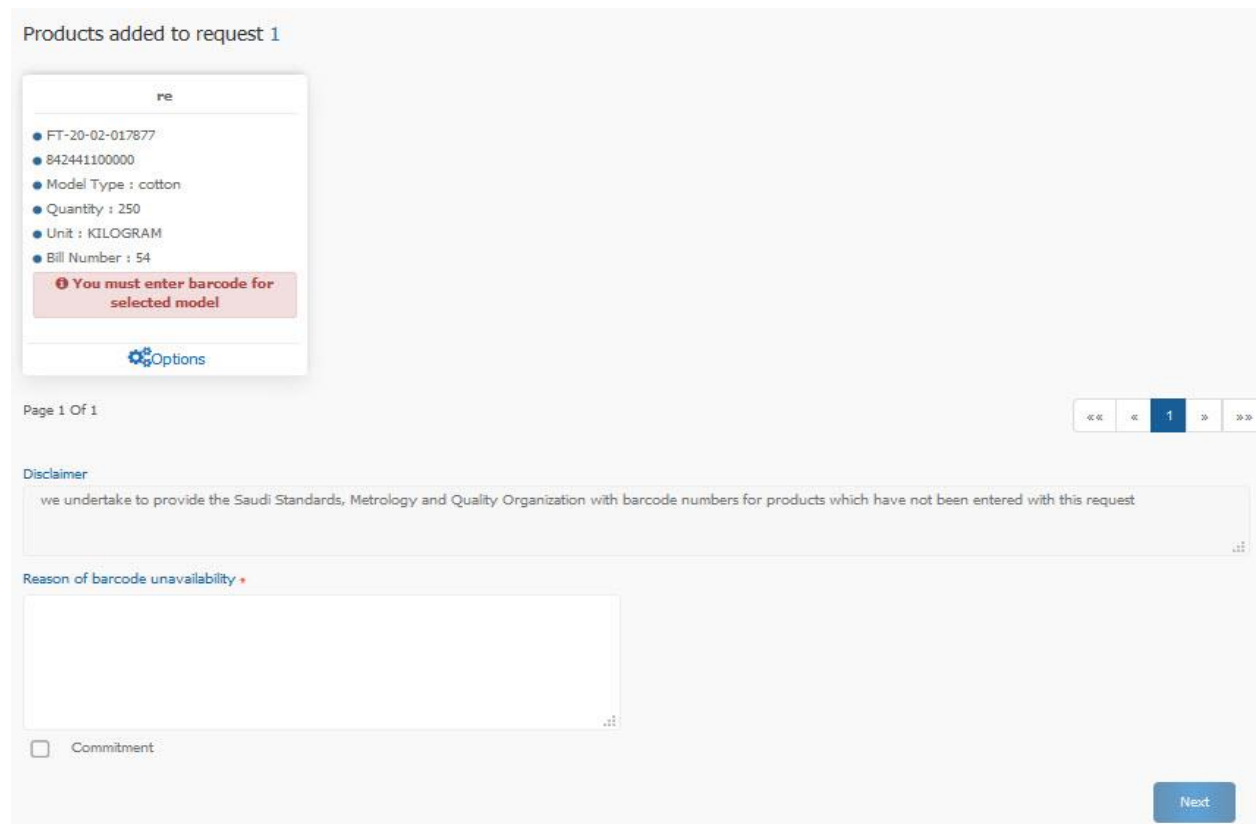
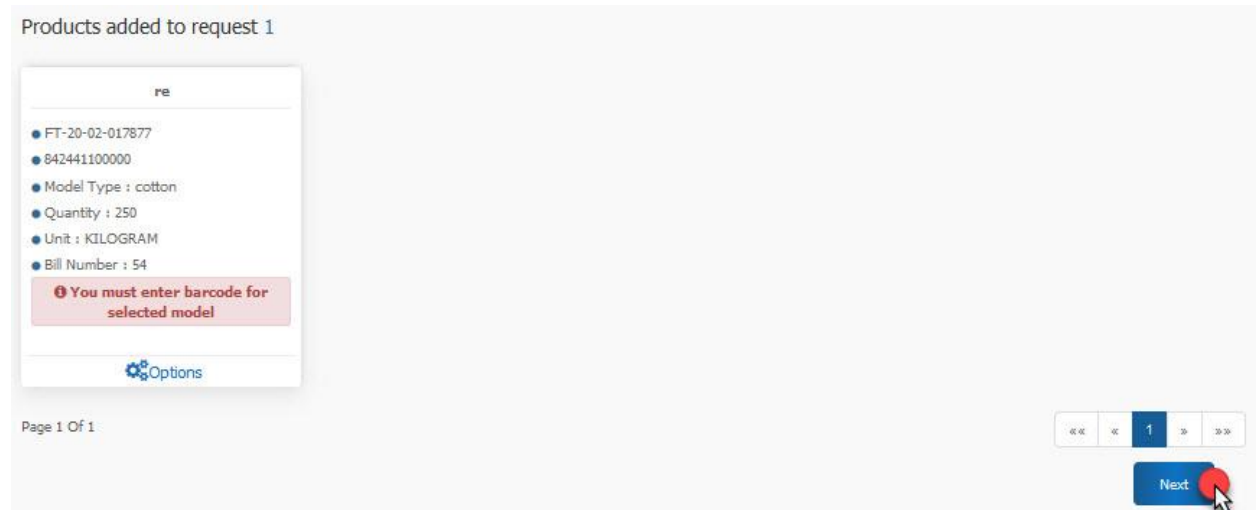
Search by Model Number

No Data To Display

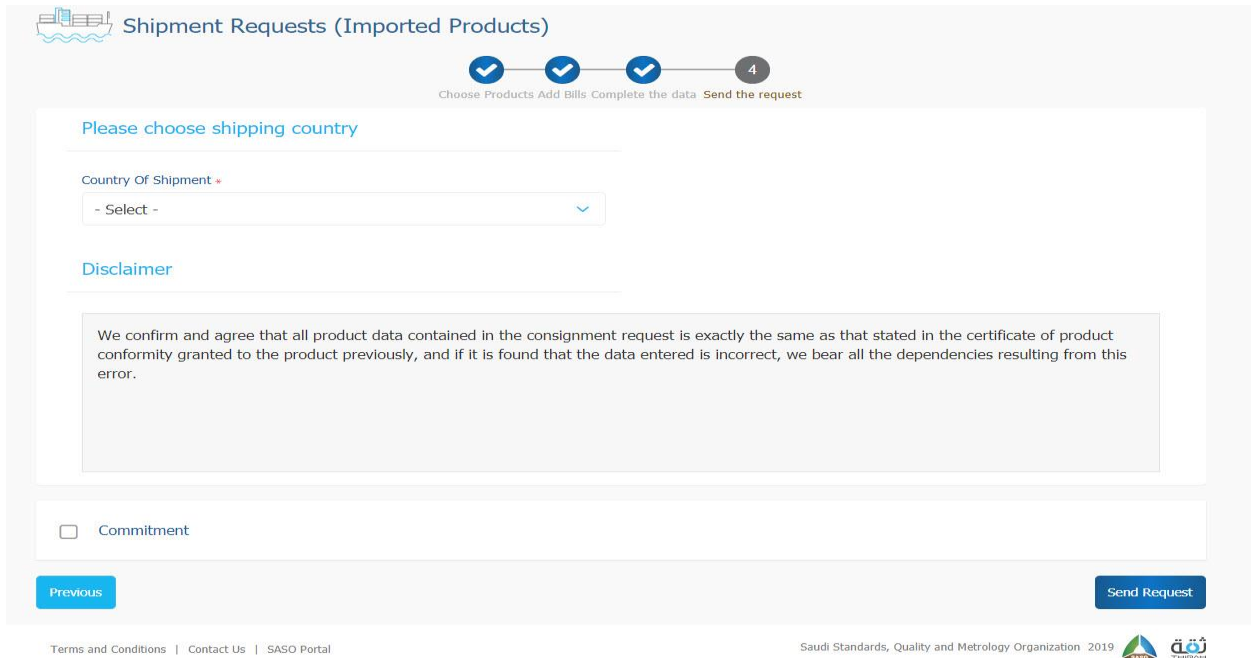


Then the user will select the model numbers that want to be imported and fill the (quantity and Barcode) for each model and then click on "Add Selected Models" and then click on the "Close" button.

In case of the barcode is not available, you can click on "Next" and the system will display a window to enter the reason of Barcode unavailability, as well as commit to provide the barcode numbers later as shown below:



After that click on "Next" and go to the page of choosing the country of shipment, agree to the commitment and send the request as shown below:



Shipment Requests (Imported Products)

Choose Products Add Bills Complete the data **Send the request**

Please choose shipping country

Country Of Shipment *

- Select -

Disclaimer

We confirm and agree that all product data contained in the consignment request is exactly the same as that stated in the certificate of product conformity granted to the product previously, and if it is found that the data entered is incorrect, we bear all the dependencies resulting from this error.

Commitment

Previous Send Request


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The user will receive the confirmation message as shown:



The request will be sent to the "CB" who issued the product conformity certificate to approve the request where the request status is as shown below:



Shipment Requests

New Request
Q

Request Count :31

<div style="display: flex; justify-content: space-between;"> Request Number : 18-09-000001 Submitted On : 18/09/2018 Options ▾ </div>
<p>Request Status : Waiting certificate creation</p> <p>Country Of Shipment : Senegal</p>
<div style="display: flex; justify-content: space-between;"> Request Number : 18-08-000007 Submitted On : 30/08/2018 Options ▾ </div>
<p>Request Status : The request has been closed for non-payment of fees</p> <p>Country Of Shipment : China</p>
<div style="display: flex; justify-content: space-between;"> Request Number : 18-08-000002 Submitted On : 09/08/2018 Options ▾ </div>
<p>Request Status : shipment certificate has been issued</p> <p>Country Of Shipment : China</p> <p style="text-align: right;">Download Certificate</p>

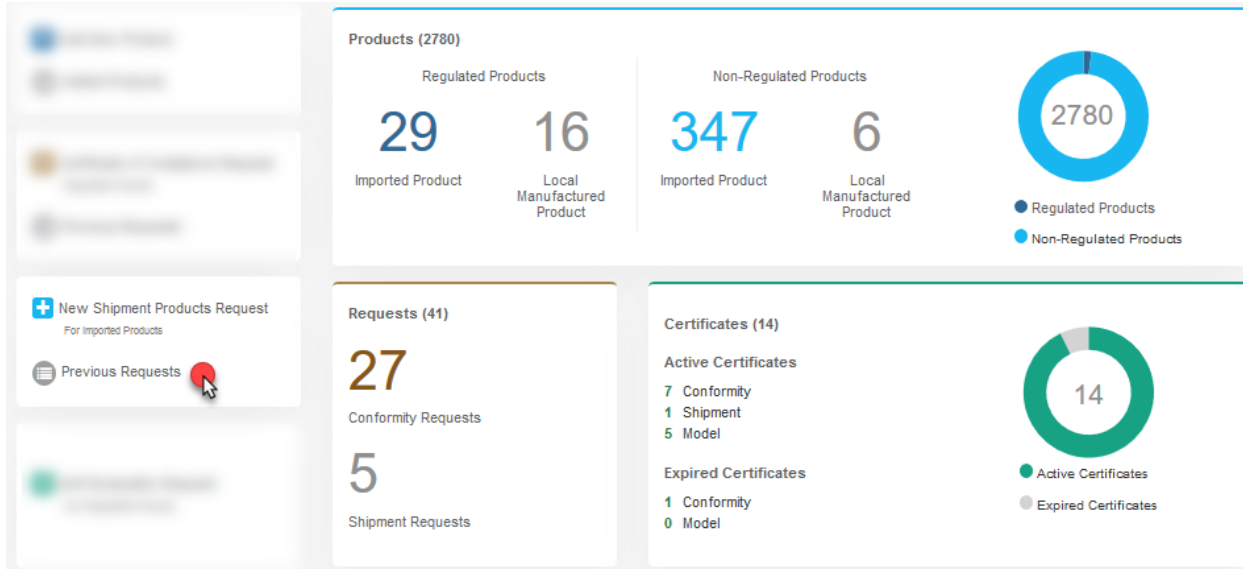
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«
«
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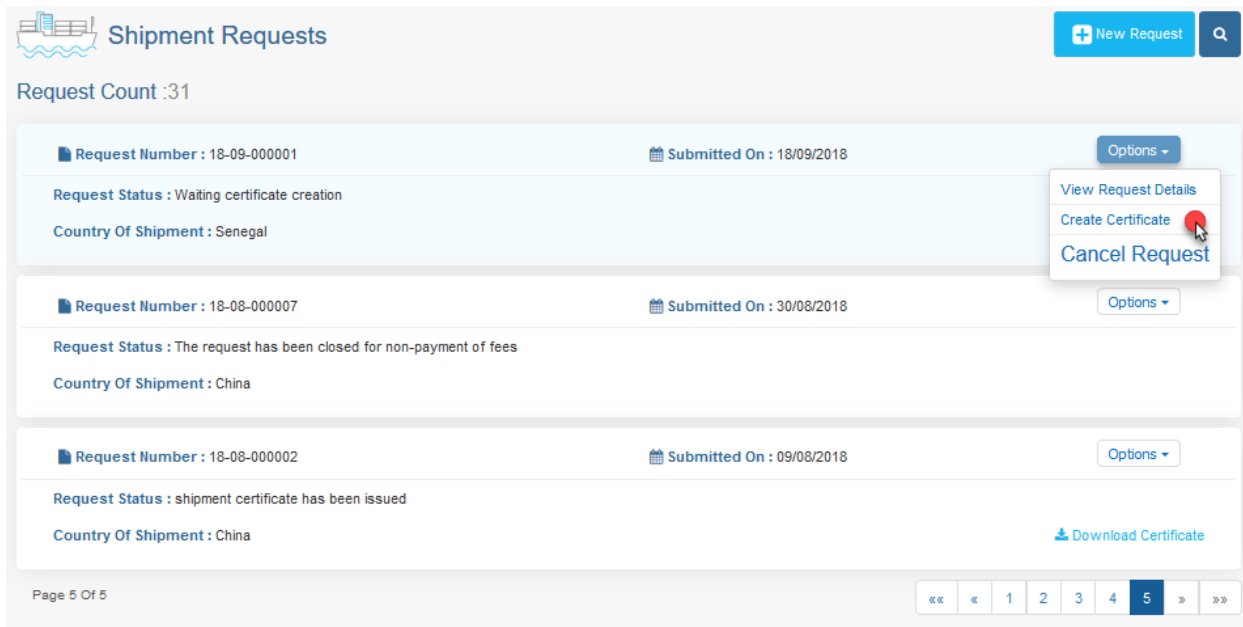
Note: The certificate cannot be issued for regulated products unless the CB approves the request. Each product is automatically sent to the same CB that issued the certificate of conformity.

Issue the certificate

The user will click on “previous requests “for shipment certificates from the home page as follows:



All requests for shipments will be displayed. The user will click on “create certificate “option in the drop-down list next to each product as follows:



The screenshot shows the 'Shipment Requests' interface with the following details:

- Page Header:** Shipment Requests, New Request button, Search icon.
- Request Count:** 31
- Request List:**
 - Request 1:** Request Number: 18-09-000001, Submitted On: 18/09/2018, Status: Waiting certificate creation, Country: Senegal. Options menu includes View Request Details, Create Certificate (highlighted), and Cancel Request.
 - Request 2:** Request Number: 18-08-000007, Submitted On: 30/08/2018, Status: The request has been closed for non-payment of fees, Country: China.
 - Request 3:** Request Number: 18-08-000002, Submitted On: 09/08/2018, Status: shipment certificate has been issued, Country: China. Includes a Download Certificate button.
- Page Footer:** Page 5 Of 5, Navigation buttons (1-5), and a circular icon with the number 13.

The status of the request, the shipping country, the number of regulated and non-regulated products, as well as products with equivalent certificates, are then displayed. The user clicks the "create certificate" button as follows:

Request Status : Waiting certificate creation

Shipping information

Country Of Shipment
United Arab Emirates

Products

Regulated Products Product Count 1

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Organization	Request Status
waiting for app	إسبانيا	أديداس	بانتظار قرار جهة تقويم	500200000002	ZAD first	Waiting for CB Decision

Non Regulated Products Product Count 0

Product Name	Origin Country	Trade Mark	Model Type	HS Code
No Data Exist				

Products with Quality Certificates Product Count 0

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Quality Certificate Type
No Data Exist					

[Back](#) [Create Certificate](#)

The system then displays the invoice confirmation page, displays the products to be added in the shipment certificate and the total cost of the request, and the user clicks on the "create certificate " to create the invoice as shown below:

Are you sure you want to create bill?

Regulated Products Product Count 1

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Organization	Request Status
waiting for app	إسبانيا	أديداس	بانتظار قرار جهة تقويم	500200000002	ZAD first	Waiting for CB Decision

Non Regulated Products Product Count 0


Product Name	Origin Country	Trade Mark	Model Type	HS Code
No Data Exist				

Products with Quality Certificates Product Count 0

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Quality Certificate Type
No Data Exist					

Products included in certificate (0) Products not included in certificate (1)

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Sadad number : 68709229	 Service Name Shipment Request Service Invoice Date 1-2021 Facility Name Facility Address								
Biller No : 144	<hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Product Count :</td> <td style="width: 33%;">1</td> <td style="width: 33%;">VAT :</td> <td style="width: 33%;">52.50 SAR</td> </tr> <tr> <td>VAT Percentage</td> <td>15%</td> <td>Total Cost :</td> <td>402.50 SAR</td> </tr> </table>	Product Count :	1	VAT :	52.50 SAR	VAT Percentage	15%	Total Cost :	402.50 SAR
Product Count :	1	VAT :	52.50 SAR						
VAT Percentage	15%	Total Cost :	402.50 SAR						
VAT Registration Number : 838510003	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Product Name</th> <th style="width: 30%;">Model Type</th> <th style="width: 30%;">HSCode</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>250100100014</td> </tr> </tbody> </table>	Product Name	Model Type	HSCode			250100100014		
Product Name	Model Type	HSCode							
		250100100014							
Biller name : My Business Services									
Request No : 21-01-021654									
Bill Status : Pending									
You should pay the bill before : 17-02-2021									

After payment of the bill through SADAD, the contact officer will be able to download the certificate by clicking on “download certificate” as shown:

Request Number : 18-08-00002 Submitted On : 09/08/2018 Options ▾

Request Status : shipment certificate has been issued

Country Of Shipment : China [Download Certificate](#)

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« « 1 2 3 4 5 » » »

شهادة مطابقة إرسالية للمنتجات المستوردة
Shipment Conformity certificate for imported products



نحن جهة تفويض المطابقة (.....) رقم المكتب (.....) نتعهد بأن جميع بيانات المنتجات الموجودة في طلب الإرسالية مطابق تماما لما ورد في شهادة مطابقة المنتج الممنوحة للمنتج سابقا، ونتمهد بتوفير أي ملفات فنية للمنتجات تطلبها الهيئة السعودية للمواصفات والمقاييس والجودة أو من يمثلها لاحقاً، وفي حال تبين عدم صحة ذلك التحمل جميع التبعات النظامية المترتبة على ذلك

Certificate Number		Issue Date	15/04/2020
Certificate Type	Shipment Conformity Certificate for Imported Products		
Establishment Address	بجدة / طريق الأمير سلطان (11)	Commercial Registration No	
Product Certificate No.	01953-024-	Shipment country	China

Product and Manufacturer Data	
Model type	Trade Mark
Product Name	
Product Description	
Country of origin	China
Production Date	
HS Code	842810000001
Technical Regulation	Technical Regulation for Elevators used in Buildings and Installations
Manufacturer name	
Manufacturer Address	
Exporter name	Exporter Address CHINA

CB Organization Office Responsible manager signature

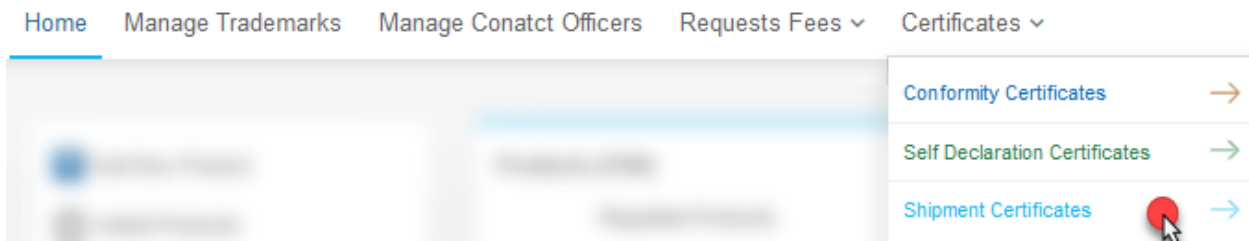


15/04/2020 10:55

CB Organization Office Stamp



The user also can view and download all shipment 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:

Shipment Certificates Certificates Count 1

Certificate Number	Certificate Issue Date	Products Count	Country Of Shipment	Options
SH-18-00002	2018-08-09	1	China	Download

Page 1 Of 1

The user can view all shipment certificates invoices by clicking on “Requests Fees” as shown:

Home Manage Trademarks Manage Contact Officers **Requests Fees** Certificates

- Certificate Of Conformity
- Self Declaration Request
- Certificate Of Shipment**

Shipment Requests Bills Bills Count 34

Sadad number	Total Cost	Bill Create Date	Bill Due Date	Products Count	Bill Status	Settings
6870	402.50 SAR	2021/01/18	2021/02/17	1	Pending	
6863	402.50 SAR	2021/01/17	2021/02/16	1	Pending	
6827	402.50 SAR	2021/01/10	2021/02/09	2	Pending	
6795	402.50 SAR	2021/01/04	2021/02/03	1	Pending	
6745	402.50 SAR	2020/12/29	2021/01/28	1	Pending	
6615	402.50 SAR	2020/12/08	2021/01/07	2	Invoice Expired	
6514	402.50 SAR	2020/11/20	2020/12/20	1	Invoice Expired	

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